



## **Board of Trustees**

East Central College

Monday, June 10, 2024, 5:30 p.m.

BH238 Board Room

### **Agenda**

#### **I. Call to Order**

#### **II. Recognition of Guests**

#### **III. Public Comment**

#### **IV. Approval of Agenda (4 votes)**

*Approval 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.*

#### **V. \*Approval of Minutes (4 votes)**

#### **VI. Treasurer's Report and Financial Report (simple majority)**

#### **VII. Bids (4 votes)**

#### **VIII. Pre-Authorization of Grant Purchases (4 Votes)**

#### **IX. Collective Bargaining Agreement (4 Votes)**

#### **X. FY25 Budget & Staffing Plan (4 votes)**

#### **XI. Rolla Property**

#### **XII. Facility Leases (4 votes)**

#### **XIII. Central Methodist University MOU (4 votes)**

#### **XIV. Professional Services (4 votes)**

#### **XV. Respiratory Care Program (simple majority)**

#### **XVI. Course Fee (simple majority)**

#### **XVII. \*Personnel (4 votes)**

##### **A. Appointments**

##### **B. Resignations**

##### **C. Adjunct Faculty - SU24**

##### **D. Classified Staff (information only)**

#### **XVIII. Board President's Report**

#### **XIX. Reports**

##### **A. Faculty Association**

##### **B. ECC-NEA**

##### **C. Professional Staff Association**

##### **D. Classified Staff Association**

#### **XX. President's Report**

#### **XXI. Adjournment (simple majority)**



**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM I: CALL TO ORDER**

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

6/10/2024

**East Central College**

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

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM II: RECOGNITION OF GUESTS**

Guests will be recognized by Mr. Gregg Jones.

6/10/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM III: PUBLIC COMMENT**

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

6/10/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
Juane 10, 2024**

**AGENDA ITEM IV: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the June 10, 2024, Board of Trustees meeting.

6/10/2024

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## **Agenda Item IV: Approval of Agenda**

### Consent Agenda Items for June 10, 2024:

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.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM V: \*APPROVAL OF MINUTES**

**Recommendation:** To **approve** the minutes of the May 6, 2024, regular meeting of the Board of Trustees.

Attachment

6/10/2024

**East Central College**

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
Monday, May 6, 2024**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for all or parts of the meeting were Joseph Stroetker, Eric Park, Cookie Hays, Audrey Freitag, and J.T. Hardy. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doecker, Vice President of Student Development Sarah Leassner, and Vice President of Finance and Administration DeAnna Cassat; Faculty – Faculty Association President Tracy Mowery, and ECC-NEA Vice President Katie Holtmeyer; Other Staff – Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Rolla Campus Director Christina Ayres, Director of Institutional Research Bethany Lohden, Director of Information Technology Doug Houston, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Campus Resource Officer Tommie Lowe, Professional Staff Association President Carson Mowery, Classified Staff Association Vice President Amanda Studdard, and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Gregg Jones recognized community members Roy Kramme, Dean Gross, and Paul Gross. Chris Parker from the *Missourian* was present via Zoom.

**PUBLIC COMMENT:** There was no public comment.

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

**Motion:** To **approve** the agenda for the May 6, 2024, meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the April 11, 2024, regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President DeAnna Cassat reviewed the financial statements as of March 31, 2024. She noted the decrease in cash is related to the timing for receipt of federal and state agency receivables for Pell, A+, and direct loans. Local revenue is less than the budgeted amount since assessed valuations were not as high as expected. The FY25 budget projections will be adjusted to reflect those valuations.

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

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

**PROFESSIONAL SERVICES:** Vice President Cassat noted that Tueth, Keeney has been used for legal services for many years. The rates have increased slightly over the current year.

**Motion:** To **approve** the renewal of the professional service agreement for legal services with Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis, MO at a rate of \$250 per hour for partners and of counsel attorneys and a maximum rate of \$220 per hour for associates.

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

Vice President Cassat reminded the Board that the audit services contract was approved on May 9, 2022, for FY23 – FY25 with two one-year options subject to annual approval by the Board.

**Motion:** To **approve** the renewal of the professional service agreement for audit services with KPM, Springfield, MO at a cost of \$55,100 for the FY25 audit of the College and the Foundation.

*Motion by Eric Park; Seconded by J.T. Hardy; Carried Unanimously*

**BUDGET UPDATE:** Dr. Bauer indicated the budget, staffing plan, and collective bargaining agreement will be presented at the June meeting for approval. Bargaining is ongoing and the administration is working to develop a balanced budget. The state budget is required to be completed by May 10. The House recommendation is a 2% increase for higher education; the Senate Appropriations Committee recommended 3%. Any differences will be worked out in committee. Revenue will continue to be refined based on the state budget and enrollment changes. Expenses will be scrutinized and adjusted to bring the budget into balance. The budget will be provided to the Board in advance of the June meeting to allow time for review.

**FOUNDATION MINI-GRANTS:** Dr. Bauer noted that the ECC Foundation supports the College and often funds projects that are being piloted and equipment or other expenses that are enhancements falling outside the normal budget process. Faculty and staff submit proposals which are reviewed by the administration. Approved requests are recommended to the Foundation Board, which determines the awards given.

Bridgett Kelch provided a history of requests funded since 2009. From 2009 to 2022, the Foundation provided \$126,224 in projects for the campus. The fall 2023 requests totaled \$36,795. These grants are awarded from an endowed fund which creates about \$6,000 per year. For the past few years, additional funds have been provided through various areas of the Foundation.

Bridgett reviewed the items funded from the endowed fund for FY24, which include high school signage for PR/Marketing, equipment for a student social media program for PR/Marketing, a faculty book club for the Faculty Association, the adjunct dinner and awards program for the academic division, welcome folders for advising, and bio digital software for the EMT/paramedic program. Funding from other Foundation accounts was provided for RCCA conference attendance, an oxyfuel machine for Welding, a CNC lathe class for Precision Machining, a vibraphone for the band, a portion of the student expenses for the Art Club London trip, choir attire, and chairs and tables for the college. The Foundation will be accepting requests from student organizations next year. Dr. Bauer noted that these are expenses that would fall outside the normal budgeting process. While providing scholarships is the primary focus of the Foundation, these grants are very beneficial to students.

**\*PERSONNEL:** The Board **approved** the reappointment of the professional staff for the 2024-2025 fiscal year as listed in the attached memorandum. The Board **approved** the appointment of Kathy Luther as Associate Director of Financial Aid effective May 7, 2024, with an annual salary of \$50,873.60 and Nathan Black-Wilson as Enterprise Systems Associate effective May 7, 2024, with an annual salary of \$58,656. The Board **accepted** the resignation of Lesley Peters, Academic Advisor/Counselor, effective June 6, 2024. The Board also **approved** the roster of adjunct faculty for the SU24 session as listed in the attached memorandum.

**BOARD PRESIDENT’S REPORT:** Board President Ann Hartley reminded everyone about commencement, Nursing pinning, and HiSET graduation on Saturday, May 11, and the MCCA Trustees and Executive Leadership Conference occurring June 25-27.

**REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Association Acting President Tracy Mowery reported that Leigh Kolb, English Associate Professor, has had another chapter published in a pop culture and philosophy anthology.
- B. ECC-NEA:** NEA Vice President Katie Holtmeyer reported that officer elections for FY25 were held with the following results: Reg Brigham, president; Katie Holtmeyer, vice president; Clarissa Brown, secretary; and Lisa Hanneken, treasurer. The Inspirers of Excellence Award Ceremony will be held on May 8 at 6 p.m.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery reported that the Summer Learning Academy enrollment is strong with 47 of 65 classes in Union at capacity and 11 of 32 classes in Rolla at capacity. There are currently 1,123 seats filled. Alice Whalen recently presented at the Missouri Association of Workforce Development conference. Thirty 30 HiSET students are graduating on May 11.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA Vice President Amanda Studdard reported officer elections will be held for two open seats. Denim Days continues to raise money for area charitable organizations. The recent Penny Wars fundraiser netted \$1,189.95 for the CSA scholarship. The spring scholarship recipient was Amanda Slater.
- E. STUDENT GOVERNMENT ASSOCIATION REPORT:** The SGA had no report.

**PRESIDENT’S REPORT:** Dr. Bauer noted that the legislative session is wrapping up and will end on May 17. There is a transfer bill that, if approved, would expand opportunities for students in five designated high-transfer areas. The bill would expand CORE 42 to CORE 60. It was approved in the House with no opposition and is pending discussion on the floor of the Senate. The Governor’s budget recommendation for higher education was a 3% increase which would provide \$170,000 for ECC.

Commencement activities kick off on May 11 at 9 a.m. with Nursing pinning, followed by commencement at noon, and AEL graduation at 2:30 p.m. Eric Eoloff is the keynote speaker this year, and there will be a reception for graduates after commencement.

**ADJOURNMENT:**

**Motion:** To **adjourn** the May 6, 2024, public meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (2) Real Estate and (3) Personnel at 6:12 p.m.

*Motion by Joseph Stroetker; Seconded by J.T. Hardy*

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

<u>Yes</u>	A. Hartley	<u>Yes</u>	E. Park	<u>Yes</u>	A. Freitag
<u>Yes</u>	J. Stroetker	<u>Yes</u>	C. Hays	<u>Yes</u>	J.T. Hardy

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President, Board of Trustees

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Secretary, Board of Trustees

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM VI: 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

6/10/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
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**East Central College**  
**Statement of Net Assets for all Funds**  
**As of April 30, 2024 and April 30, 2023**

<b>ASSETS</b>	<b>4/30/24</b>	<b>4/30/23</b>
Current		
Cash	9,001,322	11,515,029
Investments	2,800,661	2,304,811
Receivables, net		
Student	2,745,855	2,776,277
Federal & State Agencies	1,135,131	889,777
Other	228,902	20,956
Inventories	227,885	196,073
Prepaid Expenses	692,190	351,462
<b>Total Current Assets</b>	<b>16,831,946</b>	<b>18,054,385</b>
Non-Current Assets		
Lease Assets	289,548	-
Capital Assets (Net)	41,195,334	40,813,530
<b>Total Non-Current Assets</b>	<b>41,484,882</b>	<b>40,813,530</b>
<b>Total Assets</b>	<b>58,316,828</b>	<b>58,867,915</b>
<b>DEFERRED OUTFLOW OF RESOURCES</b>		
Deferred Pension Outflows	16,074,458	6,921,322
Deferred OPEB Outflows	509,559	276,465
<b>Total Assets and Deferred Outflow of Resources</b>	<b>16,584,017</b>	<b>7,197,787</b>
<b>Total Assets and Deferred Outflow of Resources</b>	<b>74,900,845</b>	<b>66,065,702</b>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts Payable	32,606	3,716
Accrued Wages & Benefits	6,492	7,422
Unearned Revenue	2,416,043	2,486,623
Due to Agency Groups	149	-
Accrued Interest	-	-
<b>Total Current Liabilities</b>	<b>2,455,290</b>	<b>2,497,761</b>
Non-Current Liabilities		
Lease Liability	289,572	-
USDA Loan	258,334	358,334
Bonds Payable	3,625,000	5,225,000
Premium on Sale of Bonds	234,582	336,979
Net Pension Liability	15,685,923	3,976,045
Compensated Absences	872,724	806,541
Post Employment Benefit Plan Payable	1,599,488	1,485,056
Johnson Control Performance Contract	854,523	930,054
United Bank of Union	1,450,000	1,570,000
<b>Total Non-Current Liabilities</b>	<b>24,870,146</b>	<b>14,688,009</b>
<b>Total Liabilities</b>	<b>27,325,436</b>	<b>17,185,770</b>
<b>DEFERRED INFLOW OF RESOURCES</b>		
Deferred Pension Inflows	10,695,010	13,706,520
Deferred OPEB Inflows	626,536	369,901
<b>Total Deferred Inflow of Resources</b>	<b>11,321,546</b>	<b>14,076,421</b>
<b>NET ASSETS</b>		
Investment in Capital Assets, Net	43,197,821	40,302,468
Restricted for Debt Service	(134,769)	(44,894)
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	10,277,204	11,547,358
All Other Funds	(18,846,393)	(18,761,421)
<b>Total Net Assets</b>	<b>36,253,863</b>	<b>34,803,511</b>
<b>Total Liabilities, Deferred Inflow of Resources and Net Assets</b>	<b>74,900,845</b>	<b>66,065,702</b>

# East Central College

## Statement of Activities

### General Fund

As of April 30, 2024 and April 30, 2023

	For the Fiscal Year Ending June 30, 2024			For the Fiscal Year Ended June 30, 2023			
	Current FY Budget	April 30, 2024 Month end	Current FY Year-To-Date	Prior FY Budget	April 30, 2023 Month end	Prior FY Year-To-Date	Prior Year FYE
<b>Revenues:</b>							
Local Revenue	8,428,974	65,701	7,937,175	8,061,258	87,451	7,703,284	7,787,131
State Revenue	5,360,734	446,728	4,467,277	5,290,485	487,079	4,870,793	5,844,952
Federal Revenue	-	-	-	-	-	-	-
Tuition and Fees	7,808,233	56,764	7,568,054	7,409,748	34,074	6,981,749	6,991,306
Interest Income	124,076	9,762	104,229	75,000	10,725	104,321	149,181
Gifts and Grants	100,000	28,857	80,448	100,000	25,256	76,150	75,664
Miscellaneous Revenue	45,500	2,726	41,233	45,100	14,895	45,565	51,448
Transfers-Interfund & Indirect	749,967	21,008	32,312	269,610	3,202	230,403	(328,224)
Transfer Federal Programs	-	-	-	-	-	-	11,742
<b>Total Revenues</b>	<b>22,617,484</b>	<b>631,546</b>	<b>20,230,728</b>	<b>21,251,201</b>	<b>662,682</b>	<b>20,012,265</b>	<b>20,583,200</b>
<b>Expenses:</b>							
Salaries	13,229,459	1,040,085	10,167,875	12,631,593	953,218	9,512,122	12,159,987
Benefits	4,713,956	371,480	3,763,045	4,418,238	349,538	3,480,404	4,094,400
Contractual Services	1,084,300	14,065	877,471	1,032,198	23,754	798,774	869,038
Current Expenses	1,016,160	51,445	701,572	859,010	41,969	559,438	705,939
Travel	269,417	27,903	187,040	271,559	15,263	192,780	230,122
Property & Casualty Insurance	235,000	-	259,419	222,000	3,313	225,634	225,634
Vehicle Expense	17,750	1,845	10,935	19,400	902	8,190	12,815
Utilities	645,840	54,023	596,353	545,000	19,745	570,564	716,305
Tele/Communications	229,460	19,827	172,675	250,770	16,715	178,309	208,932
Miscellaneous	596,224	16,912	320,814	397,285	16,095	241,851	211,165
Foundation Paid Expense	27,505	10,657	34,874	1,485	2,601	31,442	37,098
Clearing Account	-	(171)	975	-	(90)	44	-
Scholarship Expense	145,600	(11,618)	193,906	180,600	(21,210)	201,834	204,533
Faculty Development	-	350	3,850	25,000	1,000	6,700	14,850
Instit. Match for Grants	35,000	-	-	35,000	-	10,625	185,950
Commitment to AEL	70,000	-	-	60,000	-	-	52,731
Instit. Commit.to Fine Arts	-	-	-	-	-	-	-
Instit. Commit.to Word & Music	-	-	-	-	-	-	-
Capital	25,750	5,069	606,353	21,500	-	67,850	79,381
Interfund Transfers	-	-	-	-	-	-	-
Debt Principal & Interest	276,063	8,333	208,583	280,563	8,333	211,396	280,000
<b>Total Expenses</b>	<b>22,617,484</b>	<b>1,610,205</b>	<b>18,105,740</b>	<b>21,251,201</b>	<b>1,431,146</b>	<b>16,297,957</b>	<b>20,288,880</b>
<b>Revenues over Expenses</b>	<b>-</b>	<b>(978,659)</b>	<b>2,124,988</b>	<b>-</b>	<b>(768,464)</b>	<b>3,714,308</b>	<b>294,320</b>

**Statement of Revenue, Expenses & Changes in Net Assets**  
**(All Funds)**  
**As of April 30, 2024 and April 30, 2023**

	<b>For the Fiscal Year Ending June 30, 2024</b>		<b>For the Fiscal Year Ended June 30, 2023</b>	
	<b>April 30, 2024</b>	<b>FY 2024 Year-To-Date</b>	<b>April 30, 2023</b>	<b>FY 2023 Year-To-Date</b>
<b>Operating Revenues:</b>				
Student Tuition & Fees	70,476	9,318,656	39,490	8,213,218
Federal Grants & Contracts	2,377,355	5,487,336	392,362	5,482,343
State Grants & Contracts	240,995	1,410,072	269,534	2,287,247
Auxiliary Services Revenue	67,555	1,424,022	52,992	1,320,153
Other Operating Revenue	76,231	274,442	42,353	246,720
<b>Total Operating Revenues</b>	<b>2,832,612</b>	<b>17,914,528</b>	<b>796,731</b>	<b>17,549,681</b>
<b>Operating Expenses:</b>				
Salaries	1,170,749	11,394,337	1,071,022	10,659,049
Benefits	408,133	4,117,091	381,985	3,795,602
Purchased Services	222,453	2,425,741	164,897	2,027,810
Supplies & Current Expenses	173,476	2,644,389	116,415	2,227,847
Travel	48,503	273,228	34,201	249,222
Insurance	-	280,795	3,314	245,096
Utilities	100,119	957,407	53,611	942,650
Other	6,888	116,925	1,506	83,382
Depreciation/Amortization	191,852	1,925,916	188,278	1,885,346
Financial Aid & Scholarship	2,347,753	5,674,165	282,455	5,482,292
Foundation Paid Expense	11,650	68,401	3,194	53,666
<b>Total Operating Expenses</b>	<b>4,681,576</b>	<b>29,878,395</b>	<b>2,300,878</b>	<b>27,651,962</b>
<b>Operating (Loss)/Gain</b>	<b>(1,848,964)</b>	<b>(11,963,867)</b>	<b>(1,504,147)</b>	<b>(10,102,281)</b>
<b>Non-Operating Revenues/(Expenses):</b>				
State Appropriations	446,728	4,467,277	487,079	4,870,793
Tax Revenue	84,232	10,175,968	112,117	9,873,346
Interest Income	11,309	124,295	12,481	122,430
Gain/Loss on Asset Disposal	380	18,218	-	-
Principal & Interest on Debt	(1,956)	(167,803)	(2,126)	(205,557)
<b>Total Non-Operating Revenues/(Expenses)</b>	<b>540,693</b>	<b>14,617,955</b>	<b>609,551</b>	<b>14,661,012</b>
<b>Increase/(Decrease) in Net Assets</b>	<b>(1,308,271)</b>	<b>2,654,088</b>	<b>(894,596)</b>	<b>4,558,731</b>

**East Central College  
Investments  
As of April 30, 2024**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>	<u>Total</u>
<b><u>United Bank of Union</u></b>					
1024024875	12/4/2023	12/4/2024	12 Months	5.39%	\$ 839,813.50
1024025404	1/24/2024	1/24/2025	12 Months	5.25%	\$ 1,031,219.43
1024026085	3/15/2024	3/15/2025	12 Months	5.05%	\$ 511,962.01
<b><u>Sullivan Bank</u></b>					
123668	4/6/2023	7/6/2024	15 Months	3.95%	\$ 495,850.08
<b>ECC Total Investments</b>					<b>\$ 2,878,845.02</b>

**2023**

Total Cash Accounts	\$ 9,001,322.00
Certificates of Deposit	\$ 2,878,845.02
	<u>\$ 11,880,167.02</u>

**2022 (December)**

Total Cash Accounts	\$ 5,672,080.00
Certificates of Deposit	\$ 2,304,810.81
	<u>\$ 7,976,890.81</u>

**East Central College  
Pledged Securities  
As of February 28, 2023**

**United Bank of Union**

SECURITY DESCRIPTION	MATURITY		PAR AMOUNT
	DATE	CUSIP NO.	
FDIC Insurance			\$ 250,000.00
FHR 4672 QD	08/15/45	3137BXLH3	\$ 28,482.84
FRESB 2019-SB61 A10H	01/25/39	30309LAN8	\$ 1,146,264.95
FNMA POOL #AL6270	10/01/34	3138EN6G9	\$ 268,883.13
FHLMC POOL #RB5108	04/01/41	3133KYU98	\$ 1,498,220.90
GNR 2021-22 AD	10/16/62	3830RTZ3	\$ 1,783,036.40
FHR 5081 AG	03/25/51	3137FXXS2	\$ 1,179,194.12
US TREASURY NOTE	09/30/25	9128285C0	\$ 1,000,000.00
WEBB CITY MO #R-7 SCH DIST	03/01/33	947398CC5	\$ 315,000.00
FRESB 2021-SB84 A10H	01/25/41	30320WAQ2	\$ 1,413,754.34
FHLB LETTER OF CREDIT	5/30/2024		\$ 5,100,000.00
<b>TOTAL</b>			<b>\$ 13,982,836.68</b>

**Phelps County Bank**

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

**Sullivan Bank**

SECURITY DESCRIPTION	MATURITY		PAR AMOUNT
	DATE	CUSIP NO.	
SULLIVAN MO SCH DIST MO 26	3/1/2026	86535UEK8	\$ 225,000.00
FDIC Insurance			\$ 250,000.00
<b>TOTAL</b>			<b>\$ 475,000.00</b>

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

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

**East Central College  
Warrant Check Register  
As of April 30, 2024**

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 FY24 budgets.

Total amount of checks dispersed from April 1, 2024, through April 30, 2024, is reported at \$961,734.37

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM VII: BIDS**

**Recommendation:** To **approve** the purchase of 197 chairs for the Learning Center and Library at a cost of \$61,288.19 from Modern Business Interiors, St. Louis, MO, through the Cooperative Purchasing Network competitive bid contract to be funded with facilities fees.

Attachment

6/10/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602



**EAST CENTRAL COLLEGE**  
**Interoffice Memorandum**

To: Dr. Jon Bauer, President

From: DeAnna Cassat, VP Finance & Administration

RE: Learning Center & Library Chair Replacement

---

The chairs within the Learning Center and Library areas, which are used daily by students, are original to the renovation of Buescher Hall in 2011. The current chairs have become worn, are breaking often, and are no longer under warranty for repairs.

It is my recommendation, that the college approve the purchase of 197 chairs for \$61,288.19 from Modern Business Interiors, St. Louis, MO. The pricing is based off The Cooperative Purchasing Network (TCPN) competitive bid contract. The furniture will be funded from facilities fees.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM VIII: PRE-AUTHORIZATION OF GRANT PURCHASES**

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

Attachment

6/10/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602



To: Dr. Jon Bauer, President  
From: Joel Doecker, Vice President of External Relations  
Date: May 30, 2024  
Subject: Pre-Authorization: Grant Purchases

### **Request to pre-authorize grant funded purchases**

This memorandum serves as a request for the East Central College Board of Trustees to authorize, in advance, purchases to be made with several grant and/or federal funding streams, that include, the state of Missouri's Vocational Enhancement grant program, USDA Rural Business Development grant program, and the state of Missouri's Maintenance and Repair program.

Due to the planning and timing of the fall semester, purchases of equipment and services need to be made quickly. There could be a circumstance from the July – October time period where select purchases will exceed the \$20,000 that requires Board approval but requires immediate action. The re-authorization request serves that purpose.

Approval of purchases exceeding \$20,000 in the timeframe between the two board meetings allows purchases to be made in a timely manner and provides the potential opportunity to use the items during a portion of the 2024 fall semester.

The Board of Trustees will be provided an update regarding pre-authorized grant purchases when applicable.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM IX: COLLECTIVE BARGAINING AGREEMENT**

**Recommendation:** To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits, and working conditions for the 2024-2025 fiscal year.

Attachment

6/10/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

## Executive Summary of the Changes to 24/25 Collective Bargaining Agreement

This executive summary presents all substantive changes to the Articles of the CBA but omits the cosmetic edits such as Board Policy Article numbers in references.

### Article XII Faculty Workload

#### 2. Faculty work week

We removed “Department Chair” and “Program Coordinator” from the list of “supervisors” of faculty assignment.

#### 3.e. Off-contract work

The pay schedule for off-contract work has been added to the CBA. There is no longer a cap on pay for off-contract work. Faculty will need to fill out a request form to receive compensation.

#### 3.h. Assignment of Teaching-Overloads

We clarified how this works for courses added when faculty are off contract. In order to be considered for a course added while a faculty member is off contract, they must fill out an Overload Request form, letting the deans’ offices know that ahead of time.

#### 4. Office Hours

We clarified the difference between “virtual office hours” (where perhaps the faculty is in their office and students are remote) and “remote office hours” (where the faculty member is remote). We added an encouragement to faculty to consider student needs when scheduling office hours. We changed from basing remote hours on the number of online courses to just stating that “up to three office hours” may be remote each week.

#### 6. In-Service

We changed the planning language to clarify that the Faculty Association President gathers input from faculty and then the VP Academic Affairs collaborates with the Faculty Association President to plan in-service.

#### 8.d. Variable Load Guidelines

We removed the restriction that only one faculty member in a discipline was eligible for reduced load per semester.

#### Article XIV Department Chair

We removed several references to chairs supervising part time staff or adjuncts and reinforced the role of Chair as a supporter of the department.

#### Article XXVIII Faculty Salary and Retirement Incentive

There will be a 3.75% salary increase. We removed all of the language about last year's retirement incentive, only leaving the reminder to reexamine in FY2027.

#### Article XIX Faculty Development

We increased the Faculty Development Funds from \$25,000 to \$35,000.

#### Article XX Meeting Schedule and Committee Assignments

We removed Developmental Education Advisory Committee from the list of standing Academic Committees

#### Article XXII Use of Leave

Faculty may now use Sick-Leave in half-hour increments (instead of four-hour increments).

#### Article XXIII Sabbatical Leave

The date to announce sabbatical availability is now May 1 (from August 1). Interested faculty need to contact HR for eligibility by the start of Fall classes (previously just start of Fall classes).

# **AGREEMENT**

**between the**

**JUNIOR COLLEGE DISTRICT  
OF EAST CENTRAL MISSOURI**

**and the**

**EAST CENTRAL COLLEGE  
NATIONAL EDUCATION ASSOCIATION**

**July 1, 2024, to June 30, 2025**

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## **ARTICLE I: AGREEMENT AND RECOGNITION**

1. This Agreement represents the results of collective bargaining between the authorized representatives of the Board of Trustees of East Central College (hereinafter referred to as “the College”) and the authorized representatives of the East Central College National Education Association (hereinafter referred to as “ECC-NEA” or “the Union”). This Agreement covers salaries, benefits, and working conditions for the faculty bargaining unit. This Agreement will remain in effect until June 30, 2025, subject to applicable laws and the rights of the Board of Trustees.
2. Board Policy provisions and other applicable procedures not expressly included in this Agreement are considered in full force and effect unless specifically contrary to the provisions of this Agreement. The parties agree that the terms of this Agreement shall be maintained in full force and effect during its term and may be modified only by mutual written agreement between the parties.
3. The College recognizes ECC-NEA as the official bargaining representative for all regular full-time faculty members employed by East Central College, subject, however, to the constitutional right of individual employees to communicate with the Board of Trustees and to petition for redress of grievances. “Regular full-time faculty members employed by East Central College” refers to faculty members on faculty contract who do not supervise other full-time faculty. The Board directs the President of the College and/or their designees as the representatives of the Board of Trustees to carry on good-faith negotiations with representatives of ECC-NEA in matters relating to salaries, benefits, and working conditions of regular full-time faculty members.
4. It is the desire and commitment of the parties to maintain educational and working environments in which the parties have mutual value and respect for each other. Furthermore, the parties agree to collaborate, through the principles of shared interest, in promoting continuous improvement in the quality of education to create optimal experiences for students, faculty, staff, and the community.
5. It is the commitment of the parties to build and sustain an equitable and inclusive learning and work environment where diversity is celebrated and valued. Diversity is one of the College’s core values. A diverse, equitable, and inclusive environment benefits and enriches the development of all students, staff, and faculty. The quality of these values is enhanced and strengthened through ongoing professional development opportunities.
6. Full-time faculty members of the College are allowed to join, or not join, the ECC-NEA. Eligible faculty members interested in joining should contact the ECC-NEA President.

## **ARTICLE II: ECC-NEA RIGHTS**

1. The ECC-NEA shall be permitted to hold meetings and conduct ECC-NEA business on College property and to use College facilities at reasonable times when such facilities are not otherwise in use and/or when such use will not disrupt or interfere with the operation of the College, including but not limited to scheduled meetings, activities, or functions at which

faculty members are expected to attend. Scheduling of facilities will be required. Use of College property and facilities is subject to all applicable College policies, procedures, and guidelines.

2. The ECC-NEA shall have the right to reasonable and ordinary use of College equipment including computers, fax, voicemail, email, duplicating or printing equipment, and audio-visual equipment, but solely for local ECC-NEA purposes. Use of College equipment is subject to all applicable College policies, procedures, and guidelines.
3. The ECC-NEA shall be allowed reasonable and ordinary use of mailboxes, mail, and other communications systems for communicating with full-time faculty on matters related to local ECC-NEA purposes. Usage is subject to all applicable College policies, procedures, and guidelines.
4. The College shall make available upon written request to the College President or their designee, and without cost to the ECC-NEA, names, campus addresses, campus telephone numbers, and campus email addresses of all College full-time faculty members within a reasonable time after the beginning of the contract year. The same information will be provided with regard to faculty members hired during the contract year within a reasonable time following their employment. This information shall be provided in an electronic format, if available. To the extent that information requested is already available on-line, the College shall direct the ECC-NEA to the appropriate URL or link.
5. The ECC-NEA will be provided with an official Board packet for all Board meetings and be included on the Board agenda. ECC-NEA shall be accorded the same rights to attend Board meetings and address the Board as any other employee organization for the purpose of reporting on activities and events conducted by the Union. ECC-NEA shall not use this time to conduct matters related to negotiations.
6. The ECC-NEA will be provided, upon written request to the College President or their designee, information that is available and relevant to the negotiation process, subject to the limitations of the Missouri Open Records Law.
7. The ECC-NEA shall be entitled to representation on each College committee whose composition includes Bargaining Unit Members and whose purpose is primarily or exclusively related to wages, benefits, and working conditions, such as Insurance, Rank and Promotion, Educational Leave, Shared Governance Council, Facilities Advisory, and Budget.

### **ARTICLE III: BOARD AND ADMINISTRATION RIGHTS**

It is recognized that the East Central College Board of Trustees and its Administration have and continue to have all managerial rights and prerogatives, including the responsibility and authority to manage and direct all operations and activities of the College, including the right to schedule and assign work and work locations, to the fullest extent authorized by law and in any manner or decision they shall deem appropriate; to determine, establish, promulgate, and/or change policies and procedures related to the faculty in any manner it shall deem appropriate; and that this

responsibility and authority is limited only by that which violates an express provision of this Agreement.

#### **ARTICLE IV: JOINT RESPONSIBILITY**

It is the joint responsibility of the ECC-NEA and Administration to ensure compliance with the provisions of the collective bargaining agreement. The agreement includes collective and individual responsibilities for ECC-NEA, the Administration, and covered members as defined in Article I of this agreement. ECC-NEA and the Administration will ensure compliance with individual responsibilities, including but not limited to Articles IX: *Job Descriptions*, XII: *Faculty Workload*, XX: *Meeting Schedule and Committee Assignment*, and Board Policies 5.3: *Job Descriptions* and 5.22: *Employee Conduct and Discipline*.

#### **ARTICLE V: NON-DISCRIMINATION/NON-RETALIATION**

The College shall not discriminate or retaliate against any faculty member on the basis of membership in or the failure to join the East Central College affiliate of the National Education Association or any other employee union organization. Faculty application forms and oral interview procedures shall not refer to membership in or preference for ECC-NEA or any other employee union organization. The College Board of Trustees and/or Administration reserve the exclusive right to make legitimate business decisions on behalf of the institution, provided that those decisions are not made on the basis of membership in the ECC-NEA.

#### **ARTICLE VI: FACULTY QUALIFICATIONS**

1. Faculty qualifications are defined in job descriptions for positions. East Central College shall follow the guidelines and requirements of the Higher Learning Commission (the regional accrediting body) and program accreditors, if applicable, in determining appropriate academic and experiential qualifications.
2. Each full-time faculty member shall be assigned at hire a primary discipline. More than one primary discipline may be assigned if required qualifications are met. Faculty must meet the qualifications required to teach any assigned course at East Central College. Assignments of teaching will be made based on such qualifications.

#### **ARTICLE VII: ACADEMIC FREEDOM AND RESPONSIBILITIES**

The College endorses the principle of academic freedom as defined in Board Policy 5.51: *Academic Freedom*, which states “East Central College, as an academic community, promotes learning characterized by free inquiry, open discussion and thoughtful communication. Academic freedom is a tenet of such instruction and essential to the purpose of higher education. Faculty and students must be free to examine ideas in an environment without institutional censorship.” The College recognizes the principle of academic freedom as stated above and supports the following:

1. Faculty are members of a learned profession, representatives of the institution and citizens of the larger community. As a member of a learned profession and a representative of the institution, a faculty member, in exercising “free inquiry, open discussion, and thoughtful

communication” should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that they do not speak for the institution.

2. The principles of academic freedom and their inherent responsibilities are applicable to all full-time faculty, to all adjunct faculty, and to all students.

## **ARTICLE VIII: FACULTY EMPLOYMENT CONTRACTS**

1. Written employment contracts shall be executed for full-time faculty, per Board policy 5.9: *Employment Contracts – Faculty*. Each written employment contract will include, but not be limited to start date, end date, total number of contract days, job title, salary, any special conditions, assignment, or terms associated with the position.
2. Reappointed faculty not returning a signed contract to the designated College official by the designated date will be considered to have declined the College’s offer of employment and/or voluntarily vacated the position, and College-funded medical, vision, dental, and life insurance benefits will be terminated effective at the end of the contract. Any alteration made to the contract by the faculty member will void the contract.
3. Faculty Contract Classifications
  - a. Limited Term Contract may be executed for a semester, academic year, or fiscal year and will automatically terminate at the end of the contract. This classification may be used for grant funded positions, temporary replacement for a full-time faculty member, the startup phase of a new program, a program in the process of being discontinued, or as otherwise deemed necessary by the President of the College.
  - b. Annual Contract is considered probationary and may be given annually for regular full-time faculty positions. Each annual contract shall show a date when employment ends; reappointment to a subsequent annual contract is not automatic and is contingent upon satisfactory evaluations and appropriate recommendations. Faculty may receive up to five consecutive annual contracts prior to being considered for tenure.
  - c. Tenure may be recommended for a faculty member under annual contract, but only after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years. Faculty who begins their service with a mid-year contract, and are subsequently employed through an annual contract, may be considered for tenure upon completion of ten consecutive spring and fall semesters.
4. Faculty Contracts
  - a. Service under limited term and annual contracts may be combined and applied to the five-year period of time required for consideration for tenure; however, a faculty member must be employed under an annual contract at the time of consideration for tenure. In order to be considered for tenure, the faculty shall complete and submit a professional portfolio to the Vice President of Academic Affairs. The deadline for submitting the professional portfolio will be established by the Portfolio & Credentialing committee. An evaluation of the faculty member’s instructional effectiveness will be

made by the Academic Dean and the Vice President of Academic Affairs. If the evaluation is satisfactory and the program is to continue, the faculty member will be recommended for tenure in the sixth year by the Vice President of Academic Affairs, subject to approval of the College President and Board.

- b. Faculty who change disciplines at the request of the College may be granted credit toward tenure for employment under limited term or annual contracts in the prior discipline.
- c. Faculty who move from a faculty contract to a professional staff or administrative contract shall be granted credit toward tenure status for employment under a limited term or annual contract held prior to the professional or administrative position if they subsequently return to a teaching position with no break in service to the College. Time served in a professional or administrative position will not be counted toward tenure status.
- d. Faculty remaining on a faculty contract whose primary responsibility does not include direct student instruction meet the definition of full-time faculty. These faculty will follow the additional responsibilities outlined in their contract and job description.

#### 5. Faculty Non-Reappointment

- a. The decision to not reappoint a full-time faculty member employed under a Limited Term Contract or an Annual Contract shall be made by the College President after consideration with the Vice President of Academic Affairs. These decisions will normally be made prior to April 15, but in no event after the start of the new contract year, in accordance with Board Policy 5.9.8: *Employment Contracts – Faculty: Full-Time Faculty Non-Reappointment*
- b. The decision for non-reappointment of a faculty member on an Annual Contract shall be based upon overall evaluation of the faculty member or lack of program continuation. A Reduction in Force shall be administered according to Article XXX: Reduction in Force.
  - i. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident and as part of the evaluation process. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, Dean, and the Vice President of Academic Affairs. If the instruction-related deficiencies continue, action shall be taken for non-reappointment. If the faculty member's performance deficiencies are not instruction-related, no prior notice or improvement plan is needed prior to non-reappointment.
  - ii. Non-reappointment for an annual contract shall be made upon the recommendation of the Dean, the Vice President of Academic Affairs, and the President of the College.
  - iii. Affected faculty may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.

- c. Unless otherwise stated or terminated for cause by the Board of Trustees in accordance with due process procedures (Board Policy 5.22.4: *Employee Conduct and Discipline: Due Process Procedures for Suspension or Termination of Contractual Employees*), a Limited Term or Annual Contract automatically terminates at its end date.
- d. The decision to not reappoint a full-time faculty member employed under Tenure shall be made by the Board of Trustees upon the recommendation of the Vice president of Academic Affairs and the President of the College. These decisions will be made no later than April 15. Affected employees shall be notified as far in advance as possible, preferably by March 1 but no later than April 15.
- e. Tenure shall continue in effect for an indefinite period, subject only to
  - i. Retirement of the faculty member,
  - ii. Modification by a succeeding Tenure (compensation, terms of employment, or date modifications),
  - iii. Death of the faculty member,
  - iv. Resignation of the faculty member,
  - v. Termination for cause by the Board of Trustees in accordance with due process procedures (Board Policy 5.22.4: *Employee Conduct and Discipline: Due Process Procedures for Suspension or Termination of Contractual Employees*),
  - vi. Revocation of appropriate/required certification or required licensures,
  - vii. Conviction of a felony or behavior that is violent or harmful to others,
  - viii. Non-reappointment due to program suspension or change in program status,
    - 1. Non-reappointment for tenure based on changes in program status shall be made by the Board of Trustees upon the recommendation of the President of the College with input from the Dean and Vice President of Academic Affairs.
    - 2. If necessary, a reduction in force shall be carried out in accordance with Article XXX: Reduction in Force.
- f. Non-Reappointment due to deficiencies in performance. If instruction-related areas of concern exist, the faculty member should be notified as soon as they are evident. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, the Dean, and the Vice President of Academic Affairs. If deficiencies continue within one semester after notification, action shall be taken for non-reappointment. If circumstances warrant, the faculty member shall be offered a limited term contract of one year.

- g. Non-Reappointment due to Financial Exigency. If contract non-renewal is the result of financial exigency, the faculty positions discontinued due to financial exigency will not be filled within a two-year period by replacement(s) nor will temporary full-time positions be created.
  - h. Faculty whose tenure is not renewed may submit a written appeal to the Board of Trustees. The Board of Trustees may review the documents relating to the appeal and decide the matter, or it may hold a hearing. The decision of the Board will be final.
6. Faculty Employment Contract Resignations
- a. Faculty resignations tendered to be effective at the end of the current contracted term may be submitted to the Vice President of Academic Affairs and the Director of Human Resources; such resignations do not require Board approval.
  - b. Faculty resignation tendered with an effective termination date that occurs during the current contracted term must be submitted to the President of the College with no less than thirty (30) working days' advance notice. The Board of Trustees may accept the resignation upon the recommendation of the President of the College. College-funded medical, vision, dental, and life insurance benefits will be terminated effective the end of the month of the contracted term or the end of the month in which employment is severed, if within the contracted term.
  - c. A faculty member's resignation or release from a current contract on less than thirty (30) working days' advance notice may be granted due to extenuating circumstances but will require approval by the College President and Board of Trustees.
7. When a full-time faculty position is approved, the Vice President of Academic Affairs will notify all faculty prior to posting. Faculty interested in the vacant position must send written notification of interest to the Vice President of Academic Affairs and the appropriate Dean.

## **ARTICLE IX: JOB DESCRIPTIONS**

- 1. Faculty will receive a copy of their job description with their contract. Faculty Job Descriptions are on file and available in the College's Human Resources office. All full-time faculty are expected to fulfill the duties of their Faculty Job Description.
- 2. For changes to job descriptions, affected full-time faculty will be notified in a timely manner and changes will become effective with the beginning of the next faculty contract.
- 3. Changes in job description may be necessary within the current contract year. In such cases, changes will be made with mutual consent between the Administration and the affected full-time faculty. Administration reserves the right to immediately implement job description changes required by law, regulation, or for purposes of accreditation with or without mutual consent.

## **ARTICLE X: FACULTY RANK AND PROMOTION**

1. Faculty Academic Rank and Promotion is designed to meet the professional development needs of the faculty, to encourage personal and professional growth within an academic or career field, to promote service to the College and its students, and to recognize community service. In meeting these goals, the Faculty Rank and Promotion Plan serves as a professional development program for faculty at the College.
2. Activities considered part of professional development, growth, and service should be many and varied and should reflect the academic goals of the individual faculty and the programmatic needs of the academic division and the College. Activities deemed instruction based should be emphasized and should be compatible with what is expected for tenure status. Such activities and goals will be outlined annually in the Faculty Development Plan.
3. The system outlined below to recognize and recommend academic rank and promotion must be easily administered, equitable, and rewarding. The system will combine teaching effectiveness, professional growth and service, graduate credit, related work experience, and time in rank as the criteria for promotion.
4. General Principles
  - a. To be considered for promotion, faculty must first make application to the Rank and Promotion Committee, meeting any and all deadlines as required.
  - b. Full-time faculty members may be considered for promotion if they meet the minimum qualifications for the next higher academic rank, if they meet the minimum employment requirements, and if they have served the appropriate time in their current academic rank at the time of application.
  - c. Documentation of professional growth and overall performance must be included in the scheduled performance review, and faculty members will be required to summarize their activities for the promotion review period (dependent upon desired promotion level) and make the summary available upon application for promotion.
  - d. Upon confirmation of eligibility by Human Resources, faculty members must submit the application for promotion and any related materials to the Vice President of Academic Affairs. This application must include informational narrative summaries which should identify prominent examples and illustrations of accomplishments in the criterion areas for the years in the current rank for each section of the portfolio.
  - e. Faculty members will be responsible for ensuring that the application for promotion includes a complete portfolio with attachments, all required evaluation forms, (faculty self-evaluations, classroom data reflections, student evaluation reflections, faculty peer reflections, etc.), faculty development plans, syllabi, and scheduled reports of performance for the years in the current rank. See Article XXVII: Faculty Evaluation for information on requesting an optional off-cycle evaluation.

- f. Faculty members may also attach such other documents that may have a bearing on the consideration of their promotion. The entire set of documents prepared for the committee's review must be contained within a two-inch or less three-ring binder.
  - g. No information may be added or deleted from the submission unless clarification is requested by the Committee. All the application documents will be kept in the Office of Academic Affairs.
  - h. Years of faculty service are computed by counting consecutive years of full-time faculty employment at the College from the current year back to initial employment, or any such re-employment if such an interruption in service occurred. Adjunct work and/or other employment at the College will not count towards years of full-time faculty employment.
  - i. Years of service is a whole number; no rounding up to full years will occur. Faculty years of service is computed as of the July 1<sup>st</sup> date for eligibility and other considerations related to rank and promotion.
  - j. New faculty, at hire, may request consideration for rank. The College reserves the right to place newly hired faculty with experience outside of East Central College at the appropriate rank, based on established criteria, at the time of initial employment. The Vice President of Academic Affairs will make a recommendation should a new hire meet the established criteria.
5. Rank and Promotion Committee:
- a. The Rank and Promotion Committee recommends eligible faculty applicants for promotion and maintains procedures established to administer the Rank and Promotion policy. The recommendation of the committee will be forwarded to the Vice President of Academic Affairs. After approval, the Vice President of Academic Affairs forwards recommendations to the College President for consideration.
  - b. The Rank and Promotion committee will consist of faculty who choose serving on this committee as part of their committee assignment. Any faculty or staff with a conflict of interest or perceived conflict of interest may not be part of the Rank and Promotion Committee. Any member of the committee must report any conflict of interest once realized and withdraw from the committee.
6. Definition of Rank and Criteria for Promotion
- For purposes of Rank and Promotion, the following definitions and terms will apply:
- a. *Instructor (definition at hire)*
    - Faculty Teaching in Arts & Sciences
      - Degree: Master's degree in discipline or master's degree with at least 18 graduate hours in discipline or related area
      - Experience: No prior teaching experience required
    - Faculty Teaching in Career & Technical Programs
      - Degree: Bachelor's degree in the discipline or related area OR an associate degree in discipline or related area plus

Experience: a minimum of two years of documented, related industry experience and/or any licensures or certifications

*b. Assistant Professor*

Assistant professors have demonstrated strong accomplishment in teaching effectiveness, led and/or contributed significantly to institutional activities, engaged in recognized scholarly/ creative endeavors, made valuable contributions to the College and community, and shown the likelihood of sustaining these contributions to the discipline. Faculty must be tenured at the time of application to be considered for promotion.

Faculty Teaching in Arts & Sciences

Degree: Minimum master's degree in discipline or related field  
Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance

Faculty Teaching in Career & Technical Programs

Degree: Completed bachelor's degree in discipline or related field  
Experience: Five years full-time college teaching experience with documentation of successful professional growth and overall performance

*c. Associate Professor*

Associate professors have demonstrated excellence in teaching effectiveness, led and/or contributed significantly to institutional activities, engaged in recognized scholarly/creative endeavors, and made valuable contributions to the College. The applicant's portfolio must show that since the last promotion, the candidate has made contributions of significance and demonstrated independence and quality in teaching, scholarship, and service with the likelihood of sustaining these contributions to the discipline.

Eligible applicants will have held rank of Assistant Professor for a minimum of three years at the time of application.

Faculty Teaching in Arts & Sciences

Degree: Minimum master's degree in discipline or related field  
Experience: Eight years full-time college teaching experience with documentation of successful professional growth and overall performance

Faculty Teaching in Career & Technical Programs

Degree: Minimum bachelor's degree in discipline or related field  
Experience: Eight years full-time college teaching experience with documentation of successful professional growth and service

*d. Professor*

The rank of professor carries substantial expectations. Faculty members with the rank of professor have demonstrated continual excellence in teaching effectiveness, contributed to the College in significant ways, demonstrated commitment to College and community, and gained professional recognition among their peers in creative/scholarly endeavors,

professional organizations and/or professional publications related to the academic discipline or program. Faculty are expected to provide documentation of active participation and leadership in College activities, mentoring new faculty, professional organizations, departmental work, community, and civic work, etc.

Eligible applicants will have held rank of Associate Professor for a minimum of three years at the time of application.

Faculty Teaching in Arts & Sciences and Faculty Teaching in Career & Technical Programs

Degree:	Earned doctorate in discipline or related field or earned post graduate degree recognized as terminal in the faculty member's discipline (e.g., MFA)
Experience:	Eleven years full-time college teaching experience with documentation of successful professional growth and service

8. Appeal Process

- a. If a request for promotion is denied, the applicant may submit a written request to the President of the College within seven days of such notification outlining the rationale for additional review.
- b. A response to the applicant's appeal request will be provided in writing within fifteen business days of receipt of the appeal. The decision of the President is final.

9. Timeline

The timeline for the Rank and Promotion process is provided by the Rank and Promotion Committee in Falcon Nest.

10. Promotions in Academic Rank

- a. Promotions from level to level will not be automatic but will be made upon application to and the recommendation of the Rank and Promotion Committee and Vice President of Academic Affairs.
- b. Faculty, upon promotion to the rank as approved, will receive an increase over the previous year's individual faculty contract salary as follows:
  - Instructor to Assistant: \$1,500
  - Assistant to Associate: \$2,500
  - Associate to Professor: \$3,500
- c. If the College awards a percentage salary increase for the year the promotion is in effect, the faculty will receive the percentage increase in addition to the increase for the promotion. The sequence is recommended as follows: the promotion adjustment applied to existing salary; then, the percentage increase is applied.
- d. Salary Adjustment Based on Rank. The salary adjustments listed above will be made following Board approval of change in rank and will appear on the following year's contract.

- e. The College retains the right to suspend the rank and promotion system and any plan of implementation should budget conditions warrant. Notification of the suspension will occur prior to the April 15<sup>th</sup> deadline for faculty rehire notification, see Board Policy 5.9: *Employment Contracts-Faculty*.

## **ARTICLE XI: SENIORITY**

### **1. Definitions**

- a. Institutional Seniority – Years of full-time service with the institution.
- b. Faculty Seniority – Years of full-time faculty service at the institution.
- c. Departmental Seniority – Years of full-time service in a department.

### **2. Seniority helps determine aspects of workload and continued employment.**

- a. Faculty seniority as maintained on the Seniority Rotation Roster may be used for overload class selection, summer/intersession class selection, and variable workload assignments, see Article XII: Faculty Workload. Implementation of the Seniority Rotation Roster will be determined by the faculty and Department Chairs of each department. For seniority terms related to reduction in force, see Article XXX: Reduction in Force.
- b. Seniority for the Seniority Rotation Roster will be determined on the following basis:
  - i. Seniority in Primary Discipline
    - 1. Faculty seniority begins from the individual's starting date of continuous full-time employment as a faculty member and will be computed on the basis of full-time service to the College from the initial date of hire.
    - 2. Department seniority shall begin with the date of assignment to a primary department or academic area in which the faculty is qualified to teach, as defined in Article VI: Faculty Qualifications.
    - 3. Conflict of seniority among faculty members with the same beginning date of continuous employment shall be resolved by reference to their initial contract, using the chronological order in which their contracts were signed.
  - ii. Seniority in Secondary Discipline
    - 1. If, at the time of hire, a faculty member is qualified as defined by Article VI: Faculty Qualifications to teach in a secondary discipline, even if that faculty member does not initially teach in that discipline, they may select overload course(s) in that secondary discipline as determined by the method for overload selection within that discipline.
    - 2. If, subsequent to the initial date of employment, a faculty member becomes qualified/credentialed to teach in a second discipline, one half of the previously accrued department seniority in the primary discipline up to a

- maximum of ten years will be counted for determining placement on the Seniority Rotation Roster in the secondary discipline.
3. If a faculty member is transferred to a different department at the request of the College, they shall carry their department seniority into the new department or academic area.
  4. If a faculty member requests and is granted a transfer to a different department, they will be credited with one half of the previously accrued seniority up to a maximum of ten years to be used for purposes of determining placement on the Seniority Rotation Roster as it relates to the new department. Should the faculty member return to the original department, they will be credited with one half of the department seniority up to a maximum of ten years accrued in the new department plus all previous years of department seniority.
  5. Once a secondary credentialed field is approved and established for a faculty member (as defined in Article VI: Faculty Qualifications), and after attribution of department seniority in the secondary field, the faculty member continues to accrue department seniority in the secondary field as long as they remain a full-time faculty.
- c. Seniority in non-teaching duties. For the purposes of this section, working a day or more in a month shall count as one month.
- i. In the event a full-time tenured faculty is assigned to full-time non-teaching duties (administration, professional staff, etc.), they shall be removed from the Seniority Rotation Roster but continue to accrue faculty seniority for up to a maximum of 36 months. Employees returning to full-time teaching within that 36-months shall be credited any accrued months in non-teaching duties plus all previous time served as faculty and placed back in the rotation roster by seniority.
  - ii. For employees remaining in the non-teaching position after that 36 months, faculty seniority will cease to accrue. In the event the employees return to full-time teaching at any point after the initial 36-months period, their faculty seniority shall be reinstated for all time served as faculty, including the initial 36 months of the non-teaching period, but not time after that. They shall be placed at the bottom of the rotation roster.
  - iii. If the full-time faculty members are on limited or annual contract when moving to a non-teaching position, they shall not accrue faculty seniority in the non-teaching position. If the employees return to a full-time teaching position after any time, the initial time served as a full-time faculty member will be counted and seniority accrual will resume from that point.
- d. Paid and Unpaid Leave: Educational leave and other College approved paid leaves of absence shall be credited toward faculty seniority. Unpaid leaves of absence will not be credited toward faculty seniority.

- e. Breaks in Seniority: Faculty seniority shall be broken by resignation, retirement, failure to return from an authorized leave of absence, failure to return from a leave of absence, or conditions in seniority in non-teaching duties. A full-time faculty member who is placed on temporary part-time or reduced load status shall not be considered to have a break in service during the period of part-time or reduced load.
- f. The Seniority Rotation Roster
  - i. The Seniority Rotation Roster shall be maintained by the Office of Academic Affairs and shall be posted to the Office of Academic Affairs Falcon Nest page by October 1 and February 1 of each academic year. Faculty members may submit a written request for seniority recalculations to an ECC-NEA representative within thirty (30) calendar days after the posting.
  - ii. The rotation roster shall be revised as necessary at other times during the year to reflect changes due to non-teaching duties, resignations, retirement, etc. Any revised rosters will be announced to faculty and posted in Falcon Nest within one calendar week of revisions.

## **ARTICLE XII: FACULTY WORKLOAD**

1. The faculty contract and job description present clear information regarding work dates and related duties. Full-time faculty members are required to be at work on contract dates. Board Policy 5.4.6: *Classification and Qualifications of Employees: Regular Full-time Employee* articulates specifically the contracted workdays and teaching load. Faculty should refer to the Board Policy Manual for additional information regarding the College's employment policies.
2. A faculty work week should be approximately forty (40) hours, typically Monday through Friday, or on other days as per faculty assignment scheduled with the Vice President of Academic Affairs. A faculty workday is a contract day during which faculty are expected to meet their course load, office hours, and committee requirements. A workday is considered to be on-campus but may be remote, as approved by the Vice President of Academic Affairs or designee. Faculty not working during a contract day are expected to take appropriate leave time.
3. Assignment of Teaching: The assignment of faculty to courses is the responsibility of the Dean and the Vice President of Academic Affairs.
  - a. Full-time faculty are given first preference for selection of courses to satisfy their contractual load.
  - b. A faculty member's base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as ½ face-to-face). A faculty member may request an exception in online load using the Faculty Exception for Online Course Request Form, see Appendix E. The form should be submitted to the appropriate academic dean by September 15 for the upcoming spring semester and February 15 for the upcoming fall semester. A written response, via email, of approval or denial will be given within ten (10) business days of the submittal. In special circumstances, the Vice President of Academic Affairs or designee may request an exception to the online load in

the best interest of the schedule or College. Faculty who are contractually online-only instructors are exempt from this guideline.

- c. Full-time faculty may be required to teach evening courses, online courses, or at any campus location in order to meet their contractual load.
- d. Every effort shall be made to schedule regular teaching load courses within a six-hour workday. No faculty member shall be required to teach on more than five (5) days per week as part of a regular teaching assignment.
- e. No faculty member shall be required to work during any non-contractual period unless the faculty member is assigned extra duty work for which they are compensated.
  - i. Off-contract work refers to institutional-wide required work such as participating in hiring committees, institutional standing committees (for example, Budget Committee, Shared Governance Council, Strategic Plan, and other institutional or academic committees) whose charge/mission requires faculty input and work during off-contract time periods including, but not limited to, summer and winter session.
  - ii. Compensation:  
Meetings - \$125 (virtual), \$250 (in person)  
Half-day events - \$300  
Full-day events - \$600  
If a combination of meetings in one day totals a half day of work, the half-day rate applies.
  - iii. Faculty who receive off-contract compensation for leading internal workshops or presentations (such as during Adjunct Orientation) do not qualify for Honorarium as outlined in Article XIX: Faculty Development 3.a.iv, though they may elect to submit the Honorarium Request form to add the information to the Faculty Professional Development database.
  - iv. For off-contract work outside the scope of the aforementioned examples, refer to Article XIII: Special Project Assignments.
  - v. Upon completion, the faculty member will submit the Faculty Off-Contract Compensation Request form (see Appendix I) to the approving manager.
- f. Normal Teaching Load/Credit Hours for full-time faculty shall consist of fifteen (15) credit hours per semester or thirty (30) credit hours per academic year.
  - i. New full-time faculty shall receive one to three (1-3) hours of reassigned time during their first semester of employment as a faculty member, as determined by the appropriate Dean/Department Chair. This will allow new faculty to prepare for classes, participate in College service, and familiarize themselves with the culture of East Central College. Any exception must be approved by the Vice President of Academic Affairs.

- ii. For English Composition Courses: faculty who teach three (3) or four (4) composition courses (ENG 085, 090, 095, 101, 102, 114, 115) shall carry twelve (12) credit hours per fall and/or spring semester as a regular load. English faculty with fewer than three sections of composition courses (ENG 085, 090, 095, 101, 102, 114, 115) shall carry a fifteen (15) credit hour load per fall and/or spring semester.
  - iii. Reassigned time is an agreed upon reduction in a faculty workload for reasons of special assignment or project outlined in a Memorandum of Understanding (MOU) or by contract, see Article XIII: Special Project Assignments.
- g. Credit hour equivalencies and special conditions
  - i. For **Studio Art/Design** courses
    - 1. One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
  - ii. For **Music** courses
    - 1. Applied Lessons – following National Association of Schools of Music (NASM) guidelines, lessons are converted to credit hours by totaling the .5 contact hour lessons and dividing by three (3).
    - 2. Ensembles – one (1) credit hour equates to three (3) contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
  - iii. For **Laboratory Science** courses
    - 1. One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
    - 2. Microbiology exception – one (1) credit hour equates to three (3) contact hours and 2.25 units of pay (2.25 units of pay per credit hour).
  - iv. For **Nursing Clinical/Lab** courses  
16.67 contact hours equates to one (1) credit hour or one (1) conversion (1 credit hour = 16.67 contact hours = 1 pay unit).
  - v. For **Allied Health** courses  
One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
  - vi. For **Career Tech Lab** courses  
One (1) credit hour equates to two (2) contact hours (minimum) and 1.5 units of pay (1.5 units of pay per credit hour).
- h. Overloads: All full-time faculty members are eligible to teach overload courses.
  - i. Faculty may have overload courses as the schedule permits. Course schedules shall not be constructed as to guarantee overload. Following the scheduling of

courses and the assignment of full-time faculty loads, full-time faculty are given first preference for overload courses.

- ii. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
  - iii. While on contract, full-time faculty will have first right of refusal for classes that are added to the schedule. Faculty may notify their Dean in writing (using the Overload Request form) if they would like to be considered for courses added to the schedule between contracts. Those faculty will be given first right of refusal between contract periods.
  - iv. Faculty should not request a course as overload if it has already been assigned to an adjunct faculty member. Full-time faculty members should only replace assigned adjuncts in order to make load, unless approved by the Vice President of Academic Affairs or designee.
  - v. Faculty are not required to teach overload courses, except in a circumstance where the credit hours needed to achieve a full load, based on the credit hour value of the courses in the program, exceed the fifteen (15) credit hours per semester contractual requirement.
  - vi. A faculty member who receives reassigned time may not teach more than three (3) credit hours of overload per semester unless approved by the Vice President of Academic Affairs or designee.
  - vii. The maximum overload assignment in any semester will not exceed eight (8) credit hours unless written prior authorization is obtained from the Vice President of Academic Affairs or designee.
- j. Course Capacity: A master list of all courses and course capacities will be housed within the Office of Academic Affairs.
- i. Faculty are expected to notify their Academic Dean or Department Chair, in writing, of acceptable overage to current class capacity prior to the last contract day for Fall and Spring semester in reference to the upcoming semester.
  - ii. Annual review and potential updates to course caps will follow the Course Capacity Process and Timeline housed in Falcon Nest.
- k. Course Cancellations
- i. Courses needed to complete a certificate or degree should be offered on a rotation that enables students to complete their program of study within the established timeframe of the certificate/degree pathway.
  - ii. Cancellation of low enrollment courses will be done following the schedule developed by the Vice President of Academic Affairs and Deans, with notification to the faculty member affected, prior to the cancellation.

4. Office Hours: Faculty members are required to maintain a minimum of seven (7) office hours per week, arranged conveniently around their teaching assignment and most academically beneficial for students. Faculty are encouraged to offer options for students who are not on campus during a typical workday (i.e. students enrolled in various online course modalities and students only available in evenings). Office hours are dedicated to student interaction, course preparation, or other campus-related responsibilities.
  - a. A faculty member may schedule up to three office hours in a remote format. To serve student needs, no more than two remote office hours should be on the same day. Virtual office hours do not exempt faculty from their on-campus duties or service to students.
  - b. A faculty member may schedule up to two (2) office hours in the Learning Center.
  - c. Office hours shall be scheduled in a minimum of 30-minute increments.
  - d. A faculty member who teaches more than seven (7) face-to-face hours in a particular day (with no break longer than 45 minutes), is not required to hold office hours on that day.
  - e. Full-time faculty office hours should be posted on office doors within the first week of courses. Office hours should be made available to students in all courses and shared with the Dean. Faculty should update their office hours during final exam week to reflect the change in course schedules and availability to students.
  - f. Nursing faculty who teach a clinical have the option to schedule one (1) office hour per day at the clinical site. The faculty member's posted office hours will indicate the location for these hours.
5. Summer and Intersession Teaching: Full-time faculty may elect to teach during the summer semester or designated intersession terms.
  - a. Faculty are paid the full-time faculty summer and intersession overload rate for such teaching (see Full-time Faculty Overload Credit Hour Rate Chart).
  - b. Full-time faculty are given first preference for summer and intersession courses when scheduling of courses occurs. Individual departments may elect to implement the Seniority Rotation Roster to determine overload/summer/intersession assignments.
  - c. Full-time faculty members will be paid per credit hour at the higher of rates (i) or (ii) below:
    - i. The rate identified in the Full-time Faculty Overload Credit Hour Rate Chart, or
    - ii. 1.5% of the full-time faculty's base pay, whichever is higher.
  - d. Summer and intersession teaching will include two (2) hours of office hours per week that the faculty member is teaching.
    - i. If a faculty member is only teaching face-to-face courses, both office hours will be scheduled at an appropriate ECC location.
    - ii. If a faculty member is only teaching online, the office hours may be scheduled online or in a virtual format.

- iii. If a faculty member is teaching both face-to-face and online courses, office hours may be split between an appropriate ECC location and online.
- 6. In-Service: At the beginning of each semester, faculty gather for various In-Service activities, including meetings, workshops, and course planning. The President of Faculty Association and the Vice President of Academic Affairs will collaborate each April and October for In-Service planning. The Faculty Association President should consult with other faculty including, but not limited to, the ECC-NEA President and the Faculty Professional Development Committee Chair. New faculty attend orientation and other welcome events held before the beginning of In-Service.
- 7. Faculty Role in Advising: Designated Faculty are contractually assigned student advising responsibilities by program or guided pathway. Faculty Advisors provide a proactive advising approach with students to explore a student's choice of major and career goals. They work with students to create educational plans that will lead to academic and social success in the students' desired fields. Faculty Advisors maintain extensive knowledge of appropriate academic programs and curriculum; student services; transfer and career opportunities; and co-curricular and extra-curricular opportunities. They collaborate with College faculty and staff to enhance student performance and retention. The Faculty Advisors collaborate with the Student Development office to support students.
- 8. Variable Workload
  - a. Variable load may address institutional, student, and faculty needs by
    - i. providing more flexibility in the scheduling of classes to meet the needs of the College's student population,
    - ii. creating more opportunities for professional development for faculty during the Fall or Spring semesters,
    - iii. allowing a faculty member who intends to but does not make load during the Fall or Spring semesters to use variable load to maintain their full-time faculty status with no reduction in salary,
  - b. Giving the option to have a reduced load the semester following a term in which overload credit is taught in lieu of overload pay at the time a faculty member is scheduled to teach over the required credit hour limit because of conditions of credit hour disbursement or scheduling.
  - c. Making Up Reduced Load
    - i. A faculty member may make up for a reduced load in the fall by teaching additional courses in the same academic year without additional compensation.
    - ii. A faculty member may make up a reduced load for spring semester by teaching during the following summer semester without additional compensation or teaching more than the regular semester load during the prior fall semester of the same academic year without additional compensation.

- iii. A faculty member may take on alternate duties during a semester immediately preceding or immediately following the semester of reduced load without additional compensation. Duties must be mutually agreed upon by faculty and administration. Alternate duty time equates approximately as one (1) credit hour to two (2) non-teaching work hours per week.
- d. Variable Load Guidelines
- i. A faculty member may request variations in load for the reasons listed above using the Variable Load Request form, see Appendix B. The faculty member shall make a request to the appropriate Dean for variation in load. If the Dean approves the request, the request will be forwarded to the Vice President of Academic Affairs, who will make the final determination. In special circumstances, the Vice President of Academic Affairs or designee may grant an exception to the variable load guidelines in the best interest of the schedule or College.
  - ii. Completed Variable Load Request form shall be submitted to the Dean by October 15 for the following Spring and February 15 for the following Fall.
  - iii. The maximum reduction in load for a semester shall be 1/3 of regular load.
  - iv. Teaching load for any one semester shall not exceed overload assignments as outlined in Article XII.3.h.: Faculty Workload.
  - v. During the semester on variable workload, a faculty member is not eligible for overload unless authorized by the Vice President of Academic Affairs.
  - vi. Eligibility for variable load shall be based on department seniority and may be determined by the Seniority Rotation Roster if more than one faculty member requests variable load in a given semester.

### **ARTICLE XIII: SPECIAL PROJECT ASSIGNMENTS**

1. Special project assignments encourage broader participation and provide opportunity to all faculty to participate in shared governance and ongoing institutional improvement. ECC-NEA and the administration will work together to create a culture of broader opportunities for faculty to serve the College and be recognized and valued for the extra work they do.
2. Additional compensation in the form of payments beyond the base salary, reassigned time, or a combination thereof is provided to recognize that such work is outside the scope of the employee's job description, performed outside of normal work responsibilities, or adds extra time spent on normal job duties. Compensation and scope of the project work, as determined between the faculty member and Vice President of Academic Affairs or designee, will be detailed on a Memorandum of Understanding.
3. Special project assignments, open to all faculty regardless of contract status, will follow a process to promote access and equitable distribution of opportunity. Faculty must initiate the

request for reassigned time by working with their Dean to complete a Reassigned Time application, due by October 1 for the following Spring and February 1 for the following Fall. Exceptions to this timeframe can be made with approval from the Vice President of Academic Affairs.

4. Project Identification – special projects may be created based upon institutional, division/department, individual faculty, state, or accreditation needs and identified by pertinent parties.
5. As applicable, special projects will be announced through the ECC-Faculty email distribution list to gauge interest and gather applications if necessary.
6. The following is not a comprehensive list but indicates the kinds of opportunities that may be available:
  - a. acting as committee chair for standing or ad hoc committees,
  - b. developing new courses or programs,
  - c. developing/writing grants,
  - d. serving as a representative on a board or in a leadership position for a professional organization or state-wide initiative, or
  - e. developing/overseeing/participating in special projects that fulfill an institutional need.
7. Limitations – special project assignments will not exceed one (1) academic year. An end-of-project review assessing the scope and any additional needs of the project will be conducted between the faculty and other involved administrators/parties. If the special project is deemed necessary and appropriate to be continued, the work will evolve and be defined as a Contractual or Other Duty Assignment.
8. A faculty member may be eligible for no more than two (2) special projects in a semester.
9. Reassigned time is authorized to perform duties and responsibilities other than normal teaching duties without a change in pay. Reassigned time equates approximately as one (1) credit hour to two (2) non-teaching work hours per week, distributed throughout the term as the project requires.
10. The Special Project Request Form can be found in Appendix C. Faculty should complete this request form when proposing and requesting Special Project assignments. If the Special Project opportunity is identified by supervisors/administrators, see Article XIII.5: Special Project Assignments, individual faculty will apply for the opportunity by using the Special Project Request form with information pre-provided by the party proposing the project.
11. The Faculty Contractual and Other Duty Assignments spreadsheet and an updated list of special projects will be uploaded in Falcon Nest by the Office of Academic Affairs.

12. The process for determining Reassigned Time for Special Projects Assignment is as follows:
  - a. The amount of reassigned time will be calculated by using objective and relevant workload measures that promote equitable compensation.
  - b. Any task to be considered as a reassignment of teaching load must meet all of the following criteria:
    - i. Linked to the strategic plan or other institutional initiatives,
    - ii. Regarded by the College as a high priority of the institution,
    - iii. Explicitly linked to student success, and
    - iv. Beyond the responsibilities of faculty as described in the faculty job description or CBA.
  - c. Additional criteria that may be considered:
    - i. There are not staff or faculty available to do the work within the normal scope of their position,
    - ii. Requires a level of involvement that exceeds routine committee work,
    - iii. Enhances the academic growth and/or scholarship of the College, e.g., accreditation self-study.
  - d. Decisions to award reassigned time shall involve the Vice President of Academic Affairs, Deans, and faculty.

#### **ARTICLE XIV: DEPARTMENT CHAIR**

1. The Department Chair shall be a full-time tenured faculty member from within the department they will serve. The Department Chair shall be appointed by the Vice President of Academic Affairs based upon the recommendation of the Dean of Arts & Sciences. The Dean of Arts & Sciences will make the recommendation with input from the members of the department. A meeting of the eligible faculty members of the department will be held to provide input regarding possible candidates. The Department Chair shall serve for a term not to exceed three (3) years and is eligible for successive terms.
2. The duties of the Department Chair will include:
  - a. Working collaboratively across the institution to support Dual Credit, Distance Education, and Developmental Education,
  - b. Working collaboratively with the Dean to promote communication and consistency,
  - c. Working at the department level to build and staff the course schedule,
  - d. Serving as an advocate for faculty and the needs and direction of the department,

- e. Supporting the department in the implementation of best practices in teaching and learning, assessment, program review, and curriculum,
  - f. Providing input in the overall development of the departmental budget,
  - g. Reviewing adjunct resumes and credentials to assist in finding qualified instructors,
  - h. Assisting in the resolution of student complaints and/or student issues by serving as the liaison between faculty and students,
  - i. Assisting adjunct faculty,
  - j. Representing the institution at the local and state level, as needed,
  - k. Traveling to satellite location and local high schools may be required, and
  - l. Completing other duties as assigned.
3. Compensation: Ten-month faculty contract; Twenty-two (22) additional contract days preferably to include six (6) days in July, six (6) days in August prior to the start of In-Service, one (1) day in December after the faculty contract has ended, three (3) days in January prior to the start of In-Service, three (3) days in May after the faculty contract has ended, and three (3) days in June; plus six (6) hours of reassigned time per semester (12 credit hours total for the academic year). Exact dates are to be coordinated with the Dean of Arts & Sciences. Department Chairs will be expected to adhere to limits on overload as outlined in Article XII.3.h: Faculty Workload.

## **ARTICLE XV: COURSE MEETINGS**

- 1. Faculty are required to meet all courses, including laboratories, studios, clinicals, or other learning activity, as scheduled and for the full time designated in the official College schedule.
- 2. Certain pedagogically appropriate activities, including but not limited to individual student conferences, library research, nontraditional research, small-group critique sessions, or campus events, may periodically modify or replace course meeting times during the course of the semester per instructor determination.
- 3. Faculty are expected to adhere to the final exam schedule. Faculty are required to meet their classes at the scheduled time during the final exam period for an appropriate end of semester assessment or learning activity. Any exception must be approved in advance by the Vice President of Academic Affairs or designee.

## **ARTICLE XVI: ATTENDANCE RECORDS AND GRADES**

- 1. Faculty are required to maintain the following records for each class:
  - a. Attendance records: Faculty are to take daily attendance, maintain a record of the daily attendance and keep such records for a minimum of five (5) years. A copy for the division/department office may be requested.

- b. Grades: Faculty are to keep a clear and specific grade record for each student. Such grade records must contain enough information and detail to support the grade given and should align with the grading standards as detailed in the course syllabus. A copy for the division/department office may be requested.
  - c. Reporting and submission: Faculty are to report student no shows, regular and periodic attendance information per student, student deficiency reports, and final grade reports, all within the timeframe required.
2. Repeated faculty failure to create and maintain such records, provide records upon request, or submit such records in a timely fashion may result in disciplinary action.

## **ARTICLE XVII: ASSESSMENT**

1. For purposes of quality, accountability, and transferability of coursework, and programs, faculty are required to participate in course, departmental, discipline/program, and institutional efforts to assess student learning.
  - a. At the course level, faculty will engage in the creation, administration, application, and use of course measures of student learning.
  - b. At the department level, faculty will create and administer department-based measures of student learning. Such measures will include assessments of sequential coursework, developmental coursework, and all transfer coursework. Faculty will participate in the reporting of such assessment activities.
  - c. At the discipline/program level, faculty will create and apply discipline/program level measures of student learning, up to and including the Technical Skills Assessment or other local, state, or federally mandated measures of student learning. Faculty will, in rotation as applicable, lead efforts in comprehensive review for their program or academic discipline.
  - d. At the institutional level, faculty will participate in the assessment of institutional student level learning outcomes.
  - e. Faculty have a responsibility for adherence to assessment reporting deadlines.
2. All such activities will be conducted in collaboration with discipline/program faculty and/or coordinators, and the approval of the Deans and/or the Vice President of Academic Affairs, following the guidelines of the Instructional Assessment Committee, Office of Institutional Research, external agencies requiring such assessments, and accreditors. Faculty have a responsibility for adherence to assessment reporting deadlines.

## **ARTICLE XVIII: REASSIGNED TIME FOR ECC-NEA OFFICERS**

1. ECC-NEA will receive six (6) hours per semester for reassigned time to be distributed to Union officers at the discretion of the ECC-NEA Executive Council to conduct Union responsibilities such as investigating and processing grievances; meeting with administration or its

representatives to discuss implementation of this Agreement; attending state or national Union meetings; and preparing for and participating in bargaining sessions.

2. The ECC-NEA shall furnish to the President of the College and Vice President of Academic Affairs a list of officers which shall include the name, title, and reassigned time appropriation of each officer. The list of officers, including reassigned time allocation, will be emailed on or before the last contract day of the Spring semester.
3. Such reassigned time shall be distributed on a semester basis by the ECC-NEA, subject to the following:
  - a. Substantially disproportionate amounts of said reassigned time shall not be concentrated with one officer.
  - b. Reassigned time shall be utilized in a manner that is least disruptive of the faculty member's professional responsibility and College operations.

## **ARTICLE XIX: FACULTY DEVELOPMENT**

1. The College is committed to faculty development. Resources are made available through the Faculty Development Fund (FDF), individual faculty development accounts, and the Academic Affairs Professional Development Reserve Fund.
2. The FDF is available for use to travel to conferences, workshops, meetings, or to fund other approved development activities. For fiscal year 2025, \$35,000 will go into the FDF specifically designated for faculty development activities. Any remaining funds at the end of each fiscal year will be divided equally among all current faculty's individual faculty development accounts.
  - a. The Faculty Professional Development Committee will oversee the application and disbursement process for requests from the FDF. Final approval will be made by the Vice President of Academic Affairs. Minutes from the committee and documentation from the Vice President of Academic Affairs shall clearly document the reason for any application that is denied. The Committee will also be responsible for planning and staffing internal development activities.
3. Faculty may accrue funds in individual faculty development accounts; the College will budget sufficiently to transfer funds from fund-10 to the individual faculty development accounts in fund-22. Any remaining funds at the end of each fiscal year will go into the Academic Affairs Professional Development Reserve Fund. When new faculty are hired, their individual faculty development account will be allotted \$500 from the general fund.
  - a. Additional funds may be earned by participation in the following activities:
    - i. Presenting at a regional or national conference: \$150 (limit \$300 per academic year)
    - ii. Organizing or hosting a regional or national conference: \$150 (limit \$300 per academic year)
    - iii. Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year)

- iv. Leading designated workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year)
  - v. Serving as an officer or leadership role for a regional or national discipline specific professional organization: \$50-\$100 (limit \$100 per academic year)
  - vi. Special Projects approved by the Vice President of Academic Affairs in accordance with Article XIII: Special Project Assignments. Activities assigned to a current MOU are not eligible for this Special Projects provision
4. Upon completion, the faculty member will submit the Faculty Honorarium form to the Office of Academic Affairs with information about the activity. Upon approval by the Vice President of Academic Affairs, money will be allocated into the individual faculty development account.
  5. Faculty members may accrue up to \$2,500 in their individual faculty development accounts. Any excess funds will go into the Academic Affairs Professional Development Reserve Fund. Funds remaining in individual faculty development accounts of faculty members who leave the institution (via retirement or resignation) will also go into the Academic Affairs Professional Development Reserve Fund.
  6. If a faculty member is required by accreditation or requested by an administrator to attend conferences or meetings for College-related purposes, or if the faculty member is approved for external development activities through the Faculty Professional Development Fund, expenses will be covered by other College funding and not from the individual faculty development account.

## **ARTICLE XX: MEETINGS SCHEDULE AND COMMITTEE ASSIGNMENTS**

1. Full-time faculty are required to serve on College committees and attend division/department meetings. No faculty member will be required to serve or be appointed to more than one (1) Academic College committee as defined below. All other committee participation should be on a voluntary basis with the exception of program specific committees, department and division groups or workgroups, comprehensive review, program advisory committees, and search committees. First-year faculty will attend monthly New Faculty Workshops to meet the committee requirement. Part of the workshop will include orientation to various committees, including visiting a selection of committee meetings.
  - a. Faculty choose or can be appointed to one standing Academic Committee that meets monthly during the academic year focused on teaching and learning such as, but not limited to, Academic Council, Rank and Promotion Committee, Portfolio and Credentialing Committee, Faculty Professional Development Committee, Strategic Enrollment Management and Retention Committee, Instructional Assessment Committee, Campus Spaces, Civic and Community Engagement, Curriculum Council, and Online Learning and Educational Technology.
  - b. Additional committees provide faculty the opportunity to serve in advisory capacities to represent the faculty perspective such as, but not limited to, Insurance Committee,

Comprehensive Program Review (outside of discipline), IT Advisory, Strategic Plan Implementation, Budget Committee, and Developmental Education Committee.

- c. Committee members will elect their leadership team for the next academic year and communicate this to the Office of Academic Affairs by April 30.
  - d. Meeting times for committees led by faculty or on which faculty participate will be determined by that committee chair and committee members.
  - e. Committee chairs (or designated representatives) are expected to use Outlook Calendar to schedule meetings and communicate regularly with the committee and other stakeholders for informational and actionable purposes. Meeting minutes and documents are to be posted in the appropriate committee file in Falcon Nest in a timely manner.
  - f. Committee chairs are responsible to
    - i. provide leadership for collaborative committee work, including establishing committee purpose and goals;
    - ii. prepare agenda that will foster engagement and is directed toward established goals;
    - iii. ensure meeting minutes and other documents are kept and stored appropriately;
    - iv. maintain professional team relationships, engage all members of the committee, and provide an inclusive meeting environment respecting diversity in thoughts and actions.
    - v. collaborate and communicate with other committees, departments, and administrators as appropriate in relation to committee action items, purpose and goals;
    - vi. participate in an annual assessment of the committee's goals, action items, committee chair responsibilities, and necessary supports and/or resources.
2. Reassigned time for selected committee Chair duties: Recommendations are based upon the current standing Academic Committees, the charge of the committees, the workload of the committees, and its connection to the ECC Strategic Plan and HLC accreditation. The following themes emerged: assessment, retention, credentialing, evaluation, teaching and learning, and diversity. The following committees that align most closely to this level of work are Civic and Community Engagement Coalition, Curriculum Council, Faculty Professional Development, Instructional Assessment, and Portfolio and Credentialing Committee.
- a. Civic and Community Engagement Coalition
    - 9-month committee leadership
    - Up to 3 CH reassigned time per semester
    - MOU
  - b. Curriculum Council (vet new programs, new courses, new MDHE initiatives such as Core 42, etc.)
    - 9-month committee leadership
    - Up to 3 CH reassigned time per semester
    - MOU

- c. Faculty Professional Development  
 9-month committee leadership  
 Up to 3 CH reassigned time per semester  
 MOU  
 Duties:
    - Serve as Lead for the Faculty Resource Coalition that includes the Faculty Professional Development, Rank & Promotion, and Portfolio & Credentialing Committees
    - Design and manage the virtual center for Teaching and Learning website
  - d. Instructional Assessment  
 12-month committee leadership  
 Up to 6 CH reassigned time per semester  
 MOU
  - e. Portfolio and Credentialing (oversees credentialing, evaluation, & mentoring)  
 9-month committee leadership  
 Up to 2 CH reassigned time per semester  
 MOU
3. In the event committee work requires broader participation and time, faculty should consider utilization of Article III: Special Project Assignments.
  4. Committee chair(s) who receive reassigned time are subject to approval by the Vice President of Academic Affairs. Situations that may lead to non-approval include, but are not limited to, a current Performance Improvement Plan or a pattern of failure to complete an MOU. Reason(s) for non-approval will be communicated to the faculty member in writing.
  5. The College reserves the right to schedule meetings as needed to conduct College business and committee members shall be notified of meeting times as far in advance as possible for planning purposes. Many departmental/institutional meetings are held on Fridays.

## **ARTICLE XXI: COMMITTEE WORK AND IMPLEMENTATION PROCESS**

The process laid out in Appendix A will be used to better streamline faculty committee work with the opportunity for communication, review, and practice for implementation. It also provides a process for any work deemed relevant to incorporation into this collective bargaining agreement to be reviewed and presented to the ECC-NEA bargaining team for negotiations.

## **ARTICLE XXII: USE OF LEAVE**

1. Administration agrees to maintain Board Policy 5.38: *Paid Leave Benefits*, defining the types and details of paid leave available to full-time employees and Board Policy 5.41: *Leaves of Absence*, providing for extended unpaid leaves of absence from the College. Any changes to these two policies as they currently exist will be determined in collaboration with all employee groups and will become effective with the next fiscal year.

2. Sick leave may be utilized in half-hour increments with eight hours being taken on days when faculty is unable to meet any obligations (classes, office hours, appointments, and/or meetings) on a given workday.
3. Personal leave should be taken in half-hour increments on days when faculty is unable to meet any obligations (classes, office hours, appointments, and/or meetings) on a given workday, with eight hours being taken when faculty is unable to meet any obligations.

### **ARTICLE XXIII: SABBATICAL LEAVE**

Sabbatical leave is a paid leave of absence to full-time faculty members to permit them to renew and update their qualifications, improve their skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the College. Sabbatical leaves enhance faculty morale and contribute to faculty development in lasting ways that positively impact the faculty and the institution. For items not explicitly addressed in this article (i.e., retention of benefits, some general principles) faculty may refer to Board Policy 5.44: *Educational Leave*.

#### **1. Eligibility**

- a. Faculty must be tenured and have completed six (6) years of full-time employment at the College by the time of application.
- b. At least six (6) years of full-time employment must elapse before a faculty can apply again for sabbatical.

#### **2. General Principles**

- a. Faculty must submit the completed Sabbatical Leave Request form to the Office of Academic Affairs by the established deadline of October 1 of the academic year preceding the proposed start date of the sabbatical.
- b. Faculty who are awarded Sabbatical Leave shall remain employed at the College for one (1) year per semester of leave (one semester of leave would equate to one year).
- c. Because sabbatical leave is a time for a faculty member to concentrate on the work of the sabbatical project, faculty will not be allowed to teach overload during the sabbatical leave.
- d. Applicants for sabbatical leave must notify their Department Chair/Coordinator and Dean at least one month before the application deadline to assist all parties in the planning for the proposed sabbatical. This notification will be confirmed with signatures on the application
- e. It is the direct supervisor's responsibility to coordinate/evaluate the budgetary and staffing needs for the department should the sabbatical be approved.

- f. Applicant must contact Human Resources for verification of eligibility prior to submitting application. The Human Resources director's signature is required on the Request form. Faculty must use the Sabbatical Leave Request Form for application.
3. Post-Sabbatical Report  
 Within one month of the semester in which the faculty returns from sabbatical, the faculty member must submit a substantive report reflecting on the leave. Specific content for the report is included in the Sabbatical Leave Request Form. Copies of the report will be submitted to the Vice President of Academic Affairs, the appropriate academic Dean, and the Chair/Coordinator of the Faculty Professional Development Committee. The Board of Trustees will receive a copy of the Sabbatical report and may request a presentation by the faculty member.
4. Post-Sabbatical Presentation  
 By the end of the first semester in which the faculty member returns from the sabbatical, the faculty member must complete a formal presentation in an appropriate departmental or College-wide venue. The presentation may be in the form of a workshop or seminar and should detail the educational and professional impact of the sabbatical leave.
5. Sabbatical Committee
  - a. The Faculty Professional Development Committee shall form the Sabbatical Committee for the purpose of reviewing applications and making recommendations for faculty sabbatical.
  - b. Faculty must be tenured to serve on the Sabbatical Committee. A faculty member who is not tenured may be selected to serve as necessary to ensure representation across divisions. Faculty may not serve on the committee during a year in which they are going to apply for sabbatical.
  - c. The Faculty Professional Development committee will ensure that the Sabbatical Committee contains the following representation of nine voting members and one non-voting member:
    - Faculty Professional Development Chair,
    - Portfolio & Credentialing Committee Chair,
    - An ECC-NEA representative to be designated by the ECC-NEA,
    - Six (6) faculty members, proportionately represented from each division, and
    - A designee of the Vice President of Academic Affairs as an ex-officio non-voting member of the committee.
  - d. The Faculty Professional Development Committee will provide the Sabbatical Committee with its charge and scope. The Sabbatical Committee shall forward their ranked recommendations to the Vice President of Academic Affairs.
6. Purpose of Sabbatical  
 The College solicits applications that correspond with one or more of the following purposes:
  - a. Credentialing
    - i. A sabbatical designed to enhance the faculty member's academic or professionally recognized credentials,

- ii. Such enhancements to credentials benefit students, the faculty member's department, or other departments at ECC,
    - iii. Applications in this category should:
      - 1. describe the credentials to be received or progressed toward,
      - 2. the institutions involved,
      - 3. the subject areas to be studied,
      - 4. a description of the manner in which the sabbatical is in line with actual credential improvement; and
      - 5. what will be accomplished during the sabbatical.
  - b. See also Board Policy 5.44.2: *Educational Leave: Eligibility for Unpaid Educational Leave*
  - c. Knowledge/Skill Development
    - i. This type of sabbatical improves the faculty member's knowledge base and skill set, though it does not enhance credentials.
    - ii. Enhanced development of a faculty member's skills benefits students, the faculty member's department, or other departments at ECC.
  - d. Applications in this category should:
    - i. describe the knowledge, or skills, or both to be developed;
    - ii. the plan to ensure knowledge, or skills, or both are developed; and
    - iii. the mechanisms involved.
7. Creative or Scholarly Production
- a. A sabbatical leave during which the faculty member produces a significant and substantial corpus that either showcases the faculty's creativity or engagement with a scholarly field.
  - b. Projects in this category should enhance the reputation of the individual faculty member. As a result, the faculty member's department and the College are enhanced.
8. Scholarship of Engagement and Application
- a. During this sabbatical, a faculty member engages with the community. Using their talents and discipline knowledge, the faculty member addresses social problems, and advances economic, social, and cultural opportunities.
  - b. Such projects should enhance the faculty, the department, or the College.

9. Hybrid: Projects that combine elements of more than one type of sabbatical leave.

10. Sabbatical Leave: Timeline

May 1	College will announce availability of sabbatical, including the maximum number to be funded in the coming fiscal year.
By the Start of Fall Classes	Interested faculty contact the Director of Human Resources, who verifies eligibility (signature required on Sabbatical Leave Request form)
September 1	Faculty notify immediate supervisor of interest in applying for sabbatical to assist in planning for proposed sabbatical (signature required on Sabbatical Leave Request form)
September 15	Faculty Professional Development Committee appoints Sabbatical Committee
October 1	Application for sabbatical to be submitted to the Office of Academic Affairs
October 1 - December 1	Sabbatical Committee reviews applications
By December 1	Sabbatical Committee scores applications and ranks those meeting or exceeding minimum score for consideration. Ranked list of proposals is sent to Vice President of Academic Affairs. If no application(s) meets the minimum score for consideration, the committee shall inform the Vice President of Academic Affairs of same. Faculty applicants shall be informed of the committee's action by the chair of the committee.
By December 8	Vice President evaluates rank order recommendation(s) and either (a) approves and submits to President, or (b) denies and evaluates next highest ranked recommendation(s) for recommendation to the President. If no candidate is recommended for approval, the Vice President shall inform the President of same.
By December 15	President approves or denies recommendation. If approved, the recommendation is presented for action to the Board of Trustees at its next regular meeting. If denied, the Vice President for Academic Affairs considers the next ranked applicant(s), if any, and submits recommendation(s) to the President. If there are no further ranked applications(s) recommended, the Vice President will inform the President of same, and no sabbaticals will be recommended for Board approval.

11. President brings recommendations to the next Board meeting. Within five (5) working days after approved by the Board, President will announce all sabbatical approvals.

## **ARTICLE XXIV: OWNERSHIP AND EQUITY**

The College and ECC-NEA acknowledge the policy and procedures related to ownership of inventions and/or materials by College personnel, as provided in Board Policy 4.43: *Ownership and Equity*, and incorporate the policy into this Agreement:

1. *4.43 Ownership and Equity Policy (Adopted 1-4-1988; Revised 8-25-2008; Revised 3-2-2015)*  
East Central College recognizes that ownership of inventions and/or materials by College personnel, and the royalties resulting therefrom, normally belong to the employee, except as otherwise provided in this Policy:
  - a. When the Invention and/or Intellectual Property, as defined herein, bears a direct relationship to, or is made or developed in connection with, the employee's College duties.
  - b. When the Invention and/or Intellectual Property is made or developed with a combination of College facilities, equipment (owned or rented), materials, funds, information, or with time and services of College employees and/or students during performance of their College duties or assignments. (See Supplemental Employment Policy).
  - c. When the Invention and/or Intellectual Property is made or developed in performance of College-commissioned projects including private or government sponsored grants received by the College.

It shall be the responsibility of the employee to obtain any copyrights or patents relative to joint ownership. It shall be the responsibility of the College to obtain any copyrights or patents for Inventions and/or Intellectual Properties made or developed under the auspice of a College commission.

Procedures:

2. *4.43.1 Ownership and Equity: Definitions (Revised 3-2-2015; xxx2022)*
  - a. The following definitions apply under the terms of this Policy:
  - b. Equity – The monetary value of a property or of an interest in a property in excess of claims or liens against it.
  - c. Inventions – All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.
  - d. Intellectual Properties – All intellectual and creative works that can be copyrighted, including educational materials and products, databases, computer software and materials, research materials, and web-based learning resources and/or materials. It does not include lecture notes or literary, artistic, musical, or theatrical works unless

such work was commissioned by the College or otherwise specified as a “work-for-hire” in a written agreement between the College and employee, student, or volunteer.

- e. Employee – Part-time and full-time members of the faculty, staff, and all other agents.
- f. Student Works – Intellectual property produced through individual initiative as part of a student’s coursework ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during the course of employment or internship at the College shall be assigned to the College.
- g. Students – Any person officially enrolled in one or more classes or activities offered by the College.
- h. College – All locations of East Central College.
- i. Work-for-Hire – Copyrightable intellectual property, which is deliverable to the College, prepared by an employee within the scope of their employment or produced as a result of a commission or agreement between the College and an employee, student, or volunteer.

3. *4.43.2 Ownership and Equity: Use of Inventions or Intellectual Properties Procedure (Revised 12-5-2022)*

Two categories of use of College-sponsored Inventions or Intellectual Properties are identified:

- a. Internal – Use by any unit of the College, either on or off campus.
- b. External – All uses other than by a unit of the College.

Use of the Intellectual Properties or Inventions will be at the discretion of the College.

4. *4.43.3 Ownership and Equity Procedure (Revised 12-5-2022)*

- a. If the College had no involvement in the development of an Invention and/or Intellectual Property, the individual will receive full ownership and equity.
- a. If the development of an Invention and/or Intellectual Property was College-sponsored or was solely the result of the performance of duties by College employees or interns, the College will receive or be assigned full ownership and equity.
- b. If Inventions and/or Intellectual Property were made or developed jointly between the College and non-work-related efforts by College employees and/or students, the College will enter into joint ownership arrangements with the employee and/or student. Exact percentages of ownership and other details shall be negotiated between the parties and set out in a binding agreement.
- c. It shall be the responsibility of the employee to give written notification to the College of intent to make, develop, patent, or copyright Inventions and/or Intellectual Properties as soon as possible.

- d. Employees shall be responsible for obtaining appropriate written releases from individuals identifiable or in some manner requested to participate in the creation of the College-sponsored Inventions or Intellectual Properties. Written statements shall also be obtained from appropriate College personnel indicating that to the best of their knowledge any of the materials developed do not infringe on existing copyright or other legal rights.
- e. If the employee wishes to take a sample of their Intellectual Property or Invention to demonstrate the level of work done in the project, this may be done if the employee pays for the costs of producing the sample. This does not grant the employee any additional intellectual property ownership beyond that outlined above.

## **ARTICLE XXV: ASSIGNMENT OF OFFICES**

The Administration is responsible for assigning offices to faculty members and/or relocating faculty members to different offices when deemed to be in the best interest of the College. The Administration shall inform the faculty member as soon as possible, prior to the relocation or assignment. Administration shall also allow ample lead-time for the faculty member to make the move in an orderly, reasonable fashion [at minimum four (4) weeks in advance and prior to the end of the semester if possible].

## **ARTICLE XXVI: PERSONNEL FILES**

1. Personnel records are administered in accordance with Board Policy 5.12: *Personnel Records* and the corresponding procedures.
2. In addition to procedures provided in Board Policy 5.12: *Personnel Records*, an officer or representative of the ECC-NEA may, at the written request of the faculty member, accompany a faculty member during a review of the employee's personnel file.
3. The review shall be conducted in Human Resources in the presence of a representative of Human Resources responsible for the safekeeping of such personnel files.

## **ARTICLE XXVII: FACULTY EVALUATION**

1. Purpose – Through comprehensive evaluation process, the College will provide faculty a useful and substantive assessment of performance, recognition, and acknowledgement of good performance, and ensure they have the necessary resources to advance teaching and learning, participate in professional growth, develop leadership skills, and further scholarship in their discipline.
2. Guidelines
  - a. New full-time faculty will be evaluated each semester in the first year and annually each proceeding year of annual contract.
  - b. Full-time tenured faculty will be evaluated on a regular rotation with no longer than a three-year interval or as deemed necessary. Off-cycle evaluation requests must be

submitted to the appropriate Dean no later than the end of the third week of the semester for evaluation.

- c. Evaluation tools used by the College must meet minimum standards of any and all accrediting bodies, regulatory and oversight agencies, and other entities where accountability is important.
- d. Assessment of the current evaluation process will begin with a faculty survey in April of each year. Survey results will inform discussions the following fall semester, involving appropriate administrators, ECC-NEA representatives, and Faculty Association representatives. Changes for the following academic year will be agreed upon no later than April 1.
- e. Any modifications to the evaluation tool or process will be documented and will follow the Committee Work and Implementation Process, see Article XXI.
- f. Evaluation of faculty teaching in online settings (web online or web hybrid) will follow the same procedures and timelines and include the same methodologies as evaluations of faculty teaching face-to-face.
- g. Faculty evaluations provide information for use in determining employment status, recommendations for faculty development, and rank and promotion.
- h. A copy of all formal Vice President of Academic Affairs/Dean evaluations will be provided to the faculty member, on file in the Office of Academic Affairs, and in the faculty member's personnel file in Human Resources.

## **ARTICLE XXVIII: FACULTY SALARY AND RETIREMENT INCENTIVE**

### **1. Faculty Salary**

ECC Administration and ECC-NEA recognize the importance of establishing and maintaining competitive salaries within the region. The College commits to increasing faculty salaries to the average of base faculty salaries at the region's community colleges (East Central College, Jefferson College, St. Charles Community College, and St. Louis Community College) by Fiscal Year 2026.

- a. Faculty will receive a 3.75% increase applied to base salaries
- b. If after adjustment in (a.), a faculty member's base salary is below the minimum on the FY25 placement schedule, that salary will be raised to the minimum based on degree, discipline, and years of service
- c. Full-time Faculty Overload Credit Hour Rate will be determined using the table below. See Article XII: Faculty Workload, Section 5.C: *Summer and Intersession Teaching* for additional information

- d. Relevant industry experience is directly related to teaching in the credentialed discipline and/or based off the faculty job description. The hiring Dean will make recommendations based upon the faculty applicant's relevant experience
- e. Concurrent combinations of college teaching and/or industry experience years cannot be counted twice
- f. Adjunct teaching experience will be calculated as half-year per for each full year taught
- g. Due to career and technical faculty requirements of additional industry recognized credentials or licensure, their salary will be established utilizing *Faculty Career and Technical Salary Schedule for Placement at Hire*. Faculty not meeting the definition of Career and Technical will utilize the *Faculty Salary Schedule for Placement at Hire*

Full-time Faculty Overload Credit Hour Rate – FY25 (Effective Fall 2023)						
Academic/Professional	Academic Year Overload Credit Hour Rate	Summer and Intersession Overload Credit Hour Rate	Academic Year Overload Credit Hour Rate after teaching a min 30 ECC overload credit hours	Summer and Intersession Overload Credit Hour Rate after teaching a min 30 ECC overload credit hours	Academic Year Overload Credit Hour Rate after teaching a min 60 ECC overload credit hours	Summer and Intersession Overload Credit Hour Rate after teaching a min 60 ECC overload credit hours
Associate/Bachelor	\$725.00	\$760.00	\$745.00	\$780.00	\$765.00	\$800.00
Master	\$745.00	\$780.00	\$765.00	\$800.00	\$785.00	\$820.00
Academic/Terminal	\$755.00	\$790.00	\$775.00	\$810.00	\$795.00	\$830.00
Professional	\$755.00	\$790.00	\$775.00	\$810.00	\$795.00	\$830.00
Academic Doctoral	\$765.00	\$800.00	\$785.00	\$820.00	\$805.00	\$840.00

Faculty Salary Schedule for Placement at Hire on or after September 1, 2024 – FY25					
Academic/Professional Degree	Less than 1 year relevant experience	1-5 years relevant experience	5-10 years relevant experience	10–15 years relevant experience	15–20+ years relevant experience
Bachelor	\$38,214	\$40,121 - \$44,133	\$44,133 - \$48,546	\$48,546 - \$53,401	\$53,401 - \$58,741
Master	\$41,975	\$44,071 - \$48,478	\$48,478 - \$53,326	\$53,326 - \$58,659	\$58,659 - \$64,525
Doctorate	\$47,900	\$50,293 - \$55,322	\$55,322 - \$60,854	\$60,854 - \$66,939	\$66,939 - \$73,633
Faculty Career & Technical Salary Schedule for Placement at Hire on or after September 1, 2024 – FY25					
Academic/Professional Degree	Less than 1 year relevant experience	1-5 years relevant experience	5-10 years relevant experience	10–15 years relevant experience	15–20+ years relevant experience
Associate	\$38,214	\$40,121 - \$44,133	\$44,133 - \$48,546	\$48,546 - \$53,401	\$53,401 - \$58,741
Bachelor	\$41,975	\$44,071 - \$48,478	\$48,478 - \$53,326	\$53,326 - \$58,659	\$58,659 - \$64,525
Master or Doctorate	\$47,900	\$50,293 - \$55,322	\$55,322 - \$60,854	\$60,854 - \$66,939	\$66,939 - \$73,633

- Up to a 10% increase for hard-to-fill positions

## 2. Retirement Incentive

The reexamination of the feasibility, advisability, and options regarding faculty retirement incentives will take place in Fiscal Year 2027.

## **ARTICLE XXIX: MILEAGE REIMBURSEMENT**

1. Mileage expense for traveling to and from the employee's residence to the employee's single regularly assigned place of employment, whether at the main campus or at an extension center, shall not be reimbursed. Travel between College-owned sites and/or off-site locations is required by some positions. If a travel allowance is not written into the faculty member's contract for this purpose, the faculty member is eligible for mileage expense reimbursement for such travel on a per event basis. An employee traveling for College business from their residence to a site other than the employee's regularly assigned place of employment is eligible for mileage expense reimbursement. Mileage will be calculated from the employee's regularly assigned place of employment or the employee's residence, whichever is less.
2. A reimbursable mileage guideline will be generated by the Office of Finance and Administration which delineates standard mileage from the College to sites commonly traveled to. Mileage to sites not on the guide will be based on mileage provided via Map Quest or other web mapping service and documented with a printout of the web page.

## **ARTICLE XXX: REDUCTION IN FORCE**

1. If, in the judgment of the Administration, it is necessary to decrease the number of faculty due to a) financial considerations, b) a decrease in student enrollment, or c) program reduction, consolidation, or elimination, the necessary number of full-time faculty may be reduced.
2. The process for a reduction in force is as follows:
  - a. The Dean(s) and/or Vice President of Academic Affairs identifies the affected academic discipline or program. The process may be initiated by either of these employees, or by the College President.
  - b. Positions to be eliminated shall be determined. The Vice President of Academic Affairs will notify the ECC-NEA President of the affected positions.
  - c. Employees in the selected jobs/positions shall be listed. The list must include the employee's name, position title, years of teaching, and proposed date of termination.
  - d. This proposal is submitted to the Vice President of Academic Affairs for review and recommendation to the College President.
  - e. The College President reviews the proposed plan and a) approves and makes recommendation to the Board of Trustees, b) remands to the Vice President of Academic Affairs for further review and/or revision, or c) determines that a reduction in force is not necessary.
  - f. The Board of Trustees, upon recommendation of the College President, votes on approval of the reduction in force plan.
3. Upon approval of the reduction in force plan, each affected employee shall be notified by March 1 preceding the fiscal/academic year in which the plan takes effect.

4. All documentation listed above will be maintained in the Human Resources Department.

## **Reduction in Force Process**

### **1. Preventative Measures**

- a. Before reduction in force (RIF) notification is given to specific faculty members, the Administration will make every effort to implement appropriate alternatives. These alternatives include, but are not necessarily limited to:
  - i. normal faculty attrition,
  - ii. voluntary retirement,
  - iii. transfer to another site where a vacant position exists,
  - iv. reduction of overload assignments,
  - v. reassigning and/or minimizing hours given to adjunct faculty, and
  - vi. consideration of a teaching load that is shared between two campus locations.
- b. After all institutional preventive measures have been exhausted, a reduction in force will be administered in such a way as to provide minimal disruption for students enrolled in the impacted instructional program. All applicable requirements of federal, state, or accrediting entities will be followed to ensure students can fulfill degree requirements.

### **2. Reduction Measures**

Subject to academic needs, limited term, and annual faculty contracts shall be terminated first. The following process and benefits shall be applied to affected tenured faculty:

- a. A general notification that a reduction in force is recommended will be given in writing to faculty as far in advance of the effective date as possible, and no later than February 1 of the fiscal/academic year in which the plan is to take effect. Notification will include a statement of the condition which led to the reduction in force.
- b. Tenured faculty will be laid off on the basis of instructional effectiveness, as evidenced by the faculty evaluation process, institutional seniority, defined as length of full-time faculty service to the institution, and credentials.
- c. Tenured faculty placed on layoff will be placed on a faculty recall list on the basis of reverse order of layoff and recalled in accordance with the instructional needs of the campus, up to the end of three (3) academic years after the layoff.
- d. Notice of recall will be given by certified mail to the last known current address of the faculty member. If the faculty member fails to respond within fourteen (14) calendar days from receipt of the recall notice, they will be considered to have refused the position offered.

- e. Failure to accept alternatives to layoffs, if offered, will not jeopardize the laid off faculty member's recall rights or place on the recall list.
- f. The College will provide the laid off faculty with assistance in seeking alternative employment by providing a letter of reference and use of campus facilities to prepare and print resumes. All College vacancy information, including administrative and classified positions, will be available via the College website to the laid off faculty.
- g. An employee recalled to work by the College under the provisions of this section shall have any forfeited sick time restored upon returning to active employment.

### 3. Post-RIF Support

Tenured faculty members affected by the reduction in force may retain the following College post-RIF support:

- a. The right to tuition waivers shall be retained by the employee for up to twelve (12) months or until the employee has found other employment. Tuition waivers shall only be available to the employee and not extend to dependents of the employee.
- b. The College will maintain health care premium for the employee for up to three (3) months, or until the employee has found other employment.
- c. The affected employee shall be given priority consideration for any part-time employment for which they are qualified. Accepting this alternate position will not remove the individual from the Faculty Recall List.

## **ARTICLE XXXI: FACULTY GRIEVANCES**

### 1. Purpose

The purpose of establishing this process is to provide an orderly mechanism for prompt and fair resolution of disputes regarding alleged violations, misapplications, or misinterpretations of the terms of this agreement.

### 2. Definitions

- a. **Grievance** – A grievance is a claim by one or more faculty members that they have suffered injury or damage because of a misinterpretation, misapplication, or violation of a provision of this Agreement.
- b. **Grievant** – The faculty member or members filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be dealt with as a joint action with each grievant signing a common grievance form.
- c. **Local Representative** – The grievant(s) representative shall be the person selected by the grievant to provide advice, support, consultation, and representation during the grievance process. A grievant may select as their grievance representative one of the four ECC-NEA elected officers (President, Vice President, Secretary, or Treasurer) or a grievance representative designated by ECC-NEA. No faculty member who requests the presence of such a representative may be required to discuss any formal written

grievance if they request the presence of their grievance representative and the representative is not then available. The grievant may have more than one representative present at any hearing commencing at Step 3 of the Grievance Procedure described below if they so request. The area MNEA UniServ Director may attend any grievance conference with the permission of the grievant, provided that no less than two days of notice is provided to the Human Resources Director.

- d. Supervisor – The person to whom the grievant directly reports, which may be the Dean, a Coordinator, or Vice President of Academic Affairs.
- e. Working Day – A “working day” means a calendar day except a Saturday, Sunday, a scheduled holiday, or a recess observed by the College which is a designated workday for full-time faculty.

3. Steps in Grievance Process:

Formal grievances shall be presented through the following procedure:

a. Informal Discussion

- i. It is recommended that a potential grievant discuss issues informally with their immediate supervisor before filing a formal grievance. In any informal meeting of an investigative nature between a faculty member and an administrative representative in which the administrator is seeking information in which to impose discipline, the faculty member shall have the right to be accompanied by a grievance representative. An informal process is considered concluded after five (5) working days unless an extension of the informal process is mutually agreed upon.
- ii. This extension should not add more than ten (10) working days to the informal process so as not to inhibit the filing of a formal grievance. The administrator must respond in writing the results of the informal portion of the process within fifteen (15) working days of the initial informal discussion.

b. Step 1 – Supervisor Investigation of Formal Grievance

- i. Within sixty (60) working days after the event or occurrence giving rise to a grievance, or within sixty (60) working days from the date on which the faculty member should have reasonably known of its occurrence, the grievant shall present the grievance in writing to their appropriate immediate supervisor and the Human Resources Director. The writing statement of grievance shall include the following information:
  - 1. The name, rank, and position of the aggrieved party,
  - 2. A statement of facts upon which the grievance is based,
  - 3. Identification of any specific terms or provisions of this Agreement alleged to have been violated, misapplied, or misinterpreted,
  - 4. The date on which the event or occurrence first took place,

5. The date of the initial submission of the formal grievance,
  6. Such other information which the grievant deems relevant,
  7. The remedy or relief requested by the grievant, and
  8. The grievant(s) signature(s).
- ii. The appropriate supervisor and the Human Resources Director or designated representative, along with a designated note taker for the supervisor, shall hold a conference with the grievant and the grievant(s) ECC- NEA representative within ten (10) working days after the receipt of the grievance, shall conduct an investigation, and shall render a written decision to the grievant within ten (10) working days of the conference. If the supervisor fails to respond to the grievance within ten (10) working days, the grievance shall be considered denied and the grievant may move to Step 2 of the process in accordance with the designated timeline.
  - iii. The aggrieved party reserves the right to initiate an informal or formal grievance process in the following Fall or Spring semester if the initial event or occurrence giving rise to the grievance takes place in a time period in which fewer faculty working days remain in that contract period than specified in this process.
  - iv. Administration reserves the right to advance a grievance directly to Step 2 or Step 3 of the Appeal Process if the situation warrants.
- c. Step 2 – Appeal to the CBA Grievance Review Committee
- i. In the event the grievant is not satisfied with the decision at Step 1, they may appeal to the CBA Grievance Review Committee through the Director of Human Resources within ten (10) working days of receipt of the Step 1 findings.
  - ii. Within five (5) days after the filing of the grievance appeal, the Director of Human Resources, Vice President of Academic Affairs or designee, and ECC-NEA designee shall jointly schedule the selection of the CBA Grievance Review Committee.
  - iii. Upon selection of the CBA Grievance Review Committee, the Director of Human Resources or designee shall provide written notice to the grievant, appropriate administrator, and the selected committee members.
  - iv. The membership of the CBA Grievance Review Committee shall be randomly selected from ECC-NEA members and consist of two (2) members and one (1) alternate, the Director of Human Resources or designee, and the Vice President of Academic Affairs or designee.
  - v. No member of the CBA Grievance Review Committee, or designees from Human Resources or the Office of Academic Affairs may serve on the

committee if they have been directly involved with or a party to matters related to the grievance before the CBA Grievance Review Committee. Each CBA Grievance Review Committee shall be appointed and serve on an ad hoc basis until the Committee has issued its decision on the grievance in question.

- vi. In the event that a committee member wishes to disqualify themselves, the alternate committee member shall serve on the committee. The grievant may also challenge a committee member, who should then recuse themselves, and the alternate committee member shall serve. The grievant may only challenge one committee member. Disqualification must occur within five (5) working days of the committee's receipt of the grievance. An alternate member must be selected by the tenth (10<sup>th</sup>) working day. No member may abstain from voting.
  - vii. The CBA Grievance Review Committee will convene its first meeting within five (5) working days of the date of notification to all parties of the selection of the Grievance Review Committee. At that meeting, the Committee must elect a chairperson and secretary, and receive all documents from Step 1 from the Director of Human Resources.
  - viii. A hearing of the grievance in question shall be scheduled to occur within fourteen (14) days from the date of notification to all parties of the selection of the CBA Grievance Review Committee at a mutually acceptable time at the campus where the grievant is employed.
  - ix. The grievant shall have the right of representation at the hearing as described in 2.c above.
  - x. The secretary of the CBA Grievance Review Committee shall ensure that an official record of the proceedings is taken in a manner agreed to by the parties. The grievant and the appropriate administrator shall each be provided a single copy of the recording if the grievance is subsequently appealed to Step 3.
  - xi. The committee will review all information submitted at Step 1 and come to a consensus decision and provide reason(s) for that decision no more than ten (10) working days from the hearing of the grievance. The decision will be a written finding of the committee sent to the grievant and the Director of Human Resources. Any committee member may include a written dissent.
  - xii. If the committee requires assistance in coming to a consensus decision, it may rely upon the services of an outside mediator such as the Federal Mediation and Conciliation Service.
- d. Step 3 – Appeal to the President
- In the event the aggrieved party is not satisfied with the decision in Step 2, they may, within ten (10) working days of receiving the written decision in Step 2 present an appeal in writing to the President of the College. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1 and 2.

Within ten (10) working days after receipt of the appeal, the President shall hold a conference and may conduct an investigation. Participants in the conference shall include the President and/or their authorized representative, the grievant, and the grievant(s) ECC-NEA representative. The meeting may include the Vice President of Academic Affairs, the Human Resources Director or designated representative, and the appropriate immediate supervisor, and/or the MNEA UniServ Regional Director. Such meeting may also include other persons as may be requested and agreed to by the Administration and the grievant. The President or authorized representative shall render a decision, in writing, within ten (10) working days after the conference.

- e. Step 4 – Appeal to the Board of Trustees
  - i. In the event the grievant is not satisfied with the outcome in Step 3, they may, within ten (10) working days of receiving the written decision in Step 3, present an appeal in writing to the Board of Trustees. With this appeal shall be included a copy of the original grievance and the written decisions received in Steps 1, 2 and 3, and such other statements of information which the grievant deems relevant. The Board of Trustees shall review the grievance at a regular or special Board meeting within 35 calendar days of its receipt of the appeal unless the timeframe is extended by mutual agreement of the parties.
  - ii. The Board of Trustees will take such steps to review the grievance as it deems advisable and appropriate, which may include providing the grievant with an opportunity to discuss the grievance in executive session. If the grievance is heard in executive session, the session shall include the grievant, the Board members, the College President and/or their authorized representative, and the grievant(s) ECC-NEA representative, and may include the Vice President of Academic Affairs, the appropriate immediate supervisor, the MNEA UniServ Regional Director or their authorized representative, and other persons requested and agreed to by the Administration and the grievant.
  - iii. The Board and the grievant will select a time and location for such a proceeding. The Board chair or their designee shall preside over the discussion of the grievance. The Board of Trustees shall render a decision, in writing, within ten (10) working days after the regular or special Board meeting in which the grievance was considered. The Board's decision shall be final.
  - iv. The Grievance documentation will be maintained in the Human Resources office in a file separate from the grievant(s) personnel file.
- f. ECC-NEA Agreement Grievance Form: the ECC-NEA Agreement Grievance Form is available through Human Resources and on the ECC-NEA Canvas page.

## **ARTICLE XXXII: SHARED GOVERNANCE**

Faculty representatives shall be entitled to serve on College committees such as Shared Governance Council, Policy Development/Review, Academic Council, Faculty Development, Assessment, Budget, Insurance, and Strategic Planning.

### **ARTICLE XXXIII: CONTRACT OVERSIGHT AND PLANNING COMMITTEE**

1. A committee composed of two (2) representatives of the College and two (2) representatives of ECC-NEA will be chosen by the College President and ECC-NEA President, respectively, to oversee implementation of this Agreement, make revisions as required by any changes in law, and to plan for the next round of negotiations.
2. The committee will meet periodically to assess both parties' compliance with the provisions of the Agreement. Should either the College or ECC-NEA want to modify the Agreement during the length of the Agreement either party shall notify the other in writing. However, nothing shall compel either party to re-open the Agreement unless a provision shall be deemed unlawful.
3. The committee will meet no less than six (6) months prior to the expiration of this Agreement to plan the process for negotiating in good faith a successor Agreement. The ground rules, timeline, and protocols of the bargaining shall be agreed upon prior to the beginning of bargaining.

### **ARTICLE XXXIV: EMERGENCY CONDITIONS AND DISASTERS**

The Board of Trustees of East Central College reserves its legal responsibility and prerogative to act in all matters as it deems necessary to serve the interests of the College and the public. The Board may alter the terms of this Agreement where, in its opinion, an emergency situation has caused the College or the community to suffer serious damage due to events such as natural disasters, acts of war or terrorism, or epidemic. In the event of a serious financial situation that could not have been anticipated at the time of the Agreement, the College shall also reconvene with the ECC-NEA representatives to discuss the situation and collaborate on possible solutions. The terms of the Agreement will be reinstated when, in the opinion of the Board, the College is able to resume normal operations and has achieved financial solvency.

### **ARTICLE XXXV: CONTINGENT INSTRUCTION ADJUSTMENTS**

1. An Instructional Task Force consisting of Deans, Department Chairs, select faculty (representing all academic divisions), Online Learning representative, Advising representative, Academic Support representative, and other individuals as needed will convene during periods of uncertainty and change to provide input and recommendations, and inform the Office of Academic Affairs regarding instructional impact and opportunities. The Deans will serve as co-chairs and facilitators. At least one of the representatives shall be an ECC-NEA member.
2. Should an emergency situation arise during the academic year that requires instruction to be delivered in an alternate or remote format, faculty will
  - a. provide students, in writing, the change in class format.
  - b. update and post course syllabi on the learning management system.
  - c. provide alternative instruction via the learning management system (or other approved system) that meets the credit hour requirement and objectives of the faculty's

established teaching load. Remote delivery may include synchronous remote learning, asynchronous remote learning, or a mix of modalities.

3. Distance/remote learning resources are available for faculty members prior to and during an emergency situation.
4. If instructional design must occur during off-contract time, Article XIII: Special Project Assignments will apply.

#### **ARTICLE XXXVI: SAVINGS CLAUSE**

1. If any term or provision of this Agreement is held by a Court of the State of Missouri or by any Federal Court to be contrary to law, then such term or provision will be deemed null and void and shall no longer be valid, to the extent required by such Court decision, and all other provisions or applications shall continue in full force and effect, subject to applicable law and the rights of the Board of Trustees.
2. If the law of the State of Missouri or any Federal law is changed while the Agreement is in effect which would alter the terms of the Agreement, the Board may refer all or portions of the Agreement back to the representatives of the College and the Association for further discussion, consideration and recommendations on the issue so that the Agreement conforms to the change in the law.

## GLOSSARY OF TERMS

Term	Definition
<b>Academic Discipline</b>	a branch of knowledge, also referred to as academic discipline of field of study, taught and researched as part of higher education. A scholar's discipline is commonly defined by the college's faculty, learned societies, and academic journals that publish research.
<b>Academic Freedom</b>	a scholar's freedom to express ideas without risk of official interference or professional disadvantage
<b>Activity Period</b>	a set period of time set aside in order to facilitate campus activities, committee meeting times, and avoid conflicts with teaching
<b>Agreement</b>	a contract duly executed and legally binding
<b>Annual Contract</b>	an annual contract is considered probationary and may be given annually for regular full-time faculty positions
<b>Appeal Process</b>	an opportunity to request additional review of a decision made regarding certain processes, such as Rank and Promotion
<b>Assessment</b>	the systematic process of documenting and using empirical data on students' knowledge, skill, attitudes, and beliefs to refine programs and improve student learning
<b>Assistant Professor</b>	the first level of rank awarded to faculty after a minimum of five years full-time college teaching experience, having achieved tenure status, and with documentation of successful professional growth and overall performance
<b>Associate Professor</b>	the second level of rank awarded to faculty after a minimum of eight years full-time college teaching experience, three years at Assistant Professor rank, and with documentation of successful professional growth and overall performance
<b>Attendance Record</b>	record of student class attendance taken daily by faculty and reported through the College attendance tracking system
<b>Bargaining Unit</b>	in labor relations, a group of employees with a clear and identifiable community of interests who are (under U.S. law) represented by a single labor union in collective bargaining and other dealings with management
<b>Bargaining Unit Member</b>	an individual within a bargaining unit
<b>Base Load</b>	see "Contractual Load"
<b>Base Salary</b>	the academic year earnings that do not include additional stipends, overload pay, special project compensation, or pay for any other duties beyond the base
<b>Board of Trustees</b>	the governing body of the East Central College that is elected by the College Constituents. Trustee responsibilities include making legal and fiduciary decisions; approving the organization's mission, strategic goals, and objectives; and establishing policies related to membership, programs, and services

<b>Term</b>	<b>Definition</b>
<b>Board Policy</b>	any standard, statement, or procedure of general applicability adopted by the Board of Trustees pursuant to authority delegated by law or the Board of Governors
<b>Career and Technical Faculty</b>	Faculty that primarily instruct in an AAS or certificate program and are responsible for the management of curriculum and programmatic instruction in those disciplines
<b>Collective Bargaining</b>	the authorized process of negotiating wages and other conditions of employment by an organized body of employees
<b>Collective Bargaining Agreement (CBA)</b>	an agreement that results from collective bargaining between the between the authorized representatives of the College and the authorized representatives of ECC-NEA, covering salaries, benefits, and working conditions for the faculty bargaining unit
<b>College</b>	East Central College, Union, Missouri.
<b>College Committee</b>	academic or advisory Committee formed by the Vice President of Academic Affairs or another administrator. Each committee shall organize and direct its meetings toward the effective accomplishments of the responsibilities, goals, and/or charge
<b>College Service</b>	all activities at the College not included in the primary assignment. Service to College includes participation in shared governance, and involvement in standing committees, hiring committees, and task force groups. However, College service is not exclusive to committee work. Of equal importance are individual efforts to improve the operation, systems, and/or faculty/staff, and student performance on an innovative, regular, and continual basis
<b>Committee Chair</b>	person responsible for providing leadership for a committee, preparing agendas, ensuring record and storage of meeting minutes, collaborating, and communicating with other College entities, and participating in annual assessment of the committee's endeavors
<b>Comprehensive Review</b>	a formalized process that allows departments to know if they are fulfilling their operational and instructional goals by assessing departmental outcomes for accountability and improvement (f.k.a. Program Review)
<b>Continuing/Continuous Contract</b>	see Tenure
<b>Contract</b>	a written agreement concerning employment that includes, but is not limited to start date, end date, total number of contract days, job title, salary, any special conditions, assignment, or terms associated with the position
<b>Contractual Load</b>	15 credit hours per semester or 30 credit hours per academic year

<b>Term</b>	<b>Definition</b>
<b>Course Assessment</b>	course level data collection and analysis of student learning to determine the extent to which a specific course is achieving its stated learning outcomes
<b>Credit Hour Equivalencies</b>	the calculation of the equivalent teaching load for courses not taught in the standard lecture format or for courses in which content or pedagogy requires a different load measurement than published credit hours
<b>Department</b>	organizational structure that groups academic disciplines for purposes of instruction, curriculum development, assessment, and other related functions
<b>Department Chair</b>	a full-time tenured faculty member, appointed by the Vice President of Academic Affairs to oversee the academic department
<b>Departmental Assessment</b>	see Discipline/Program Assessment
<b>Departmental Seniority</b>	the length of time that a full-time faculty has served full-time in a specific department
<b>Developmental Coursework</b>	a comprehensive research-based framework that empowers underprepared learners to achieve intellectual, social, and emotional growth
<b>Discipline/Program Assessment</b>	discipline/program level data collection and analysis of student learning to determine the extent to which courses within the discipline/program are achieving its stated learning outcomes. Assessment evaluates the effectiveness of department/programs in terms of measurable student outcomes and operational goals in order to identify strengths and weaknesses and prompt changes for improvement based on assessment results
<b>ECC-NEA</b>	East Central College chapter of the National Education Association, a labor union and professional interest group in the United States
<b>Eligibility</b>	minimum standards that must be met to qualify for certain faculty related working conditions (i.e., Rank and Promotion, Sabbatical Leave)
<b>Employee</b>	part-time and full-time members of the faculty, staff, all other agents, and employees
<b>Equity</b>	assurance that faculty members receive what they need to be successful through intentional design
<b>Face-to-Face course</b>	a class taught in a physical location on the College campus or designated location

<b>Term</b>	<b>Definition</b>
<b>Faculty Development Plan</b>	an annual plan that reflects upon instruction, service, and professional development to identify, through self-assessment and discussion, areas of strengths and opportunities and to develop a plan for instructional/program improvement. The faculty development plan is completed as a component of the faculty evaluation process or as an independent document if the faculty member is tenured and is not having the faculty evaluation completed in that academic year
<b>Faculty Evaluation</b> <b>See also</b> <b>Performance Review</b>	useful and substantive assessment of performance; recognition, and acknowledgement of good performance; and commitment to providing faculty the necessary resources to advance teaching and learning, participate in professional growth, develop leadership skills, and further scholarship in their discipline (a.k.a. Performance Review)
<b>Faculty Exception for Online Course Request Form</b>	form submitted to the appropriate academic dean by September 15 for the upcoming spring semester and February 15 for the upcoming fall semester for any request to modify the percentage of face-to-face and online courses
<b>Faculty Honorarium</b>	additional funding a faculty member can accrue by participating in development activities such as presenting at regional or national conference, publishing, performing, or displaying original artwork, leading internal workshops, or College Special Projects. Funds go directly into the faculty's Individual Professional Development account
<b>Faculty Honorarium Form</b>	the form that must be completed and submitted to the Office of Academic Affairs in order earn additional development funds for participating in particular professional activities
<b>Faculty Professional Development Fund (FPDF)</b>	source of funding provided by the College for the expressed purpose of supporting faculty professional development. The FPDF is available for use to travel to conferences, workshops, meetings, or to fund other approved development activities
<b>Faculty Qualifications</b>	academic and experiential credentials defined in job descriptions that follow guidelines and requirements of HLC, program accreditors, and upon which assignment of teaching is made
<b>Faculty Seniority</b>	years of full-time faculty service to a specific department/discipline
<b>Financial Exigency</b>	an imminent financial crisis that threatens the viability of an agency, institution, office, or department as a whole, or one or more of its programs, including a discipline, or specialty within a discipline
<b>Grievance</b>	a claim by one or more faculty members that they have suffered injury or damage because of a misinterpretation, misapplication, or violation of a provision of this Agreement

<b>Term</b>	<b>Definition</b>
<b>Grievant</b>	the faculty member or members filing a grievance. Multiple grievances filed simultaneously over a common occurrence or event may be dealt with as a joint action with each grievant signing a common grievance form
<b>Higher Learning Commission</b>	an organization, also known as the HLC, responsible for accrediting colleges in the United States. It is one of just a handful of organizations that operates with approval from the United States Department of Education
<b>Individual Professional Development Accounts (22 account)</b>	a College held account in which each faculty may accrue up to \$2,500 to be used for professional development. a.k.a. faculty 22-account
<b>In-Service</b>	beginning of semester activities specifically designed for faculty to enhance teaching, support professional development, and allow for course planning
<b>Institutional Seniority</b>	the length of time that a full-time faculty has been full-time at the college
<b>Instructor</b>	faculty rank at hire
<b>Intellectual Property</b>	a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.
<b>Interest Based Bargaining</b>	an approach to collective bargaining that promotes collaboration and seeking shared interests to maintain a mutually respectful working environment
<b>Intersession</b>	a short term in which sixteen weeks of course material is covered in three or six weeks of intensive study
<b>Inventions</b>	all devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented
<b>Limited Term Contract</b>	employment contract for those employees who are appointed to perform a grouping of duties and responsibilities on a non-project basis. Limited term positions are temporary in nature and the conditions for these appointments do not provide for attainment of permanent status
<b>Local Representative</b>	the person selected by the grievant to provide advice, support, consultation, and representation during the grievance process. A grievant may select one of the four ECC-NEA elected officers (President, Vice President, Secretary, or Treasurer) or a grievance representative designated by ECC-NEA. (See Grievance; See Grievant)
<b>Low Enrollment Courses</b>	courses that fall under the standard course size (See Standard Course Size)

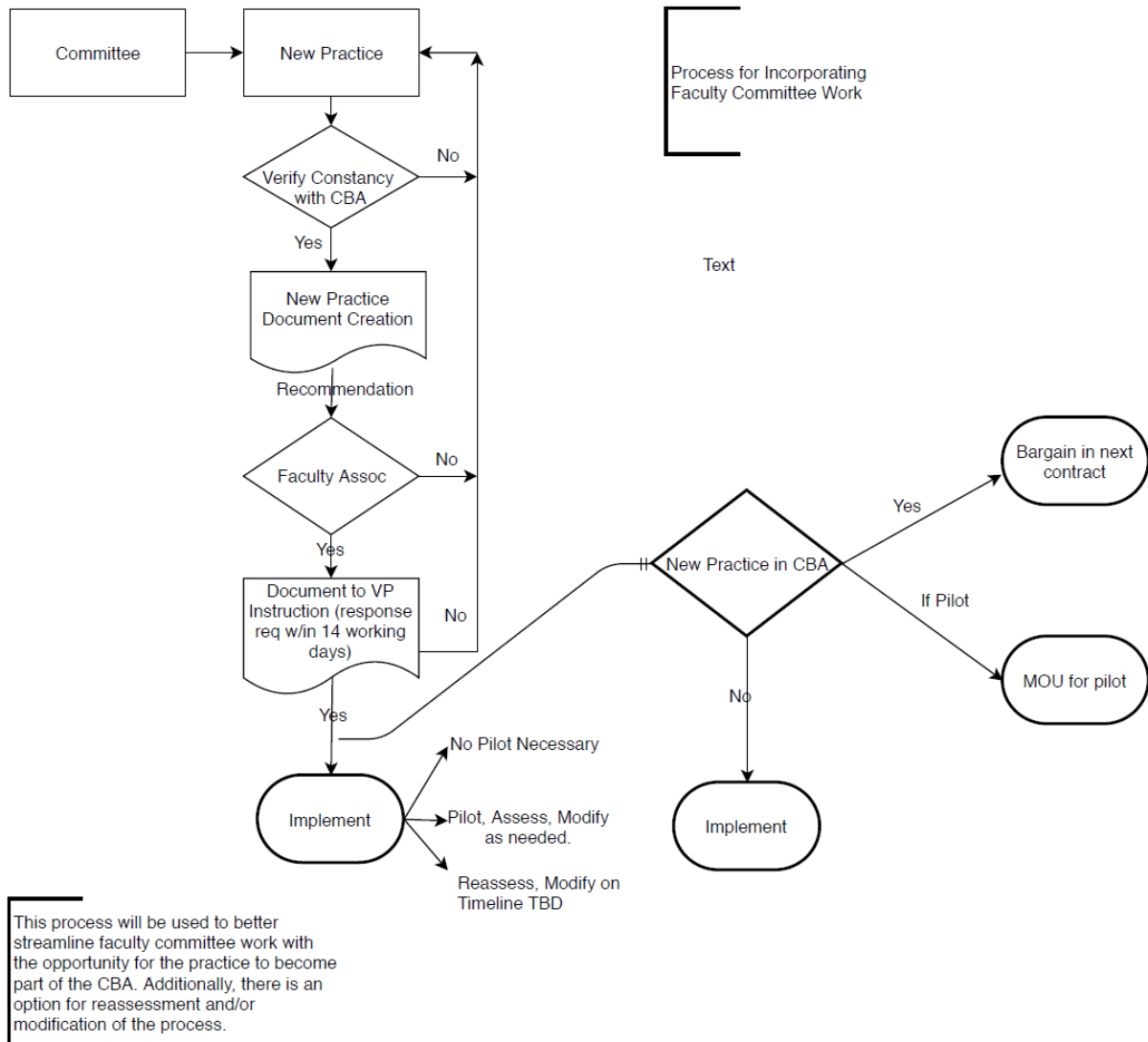
<b>Term</b>	<b>Definition</b>
<b>Memorandum of Understanding</b>	a nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities
<b>Missouri Open Records Law</b>	"the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by law"
<b>MOU</b>	See Memorandum of Understanding
<b>New Faculty</b>	a faculty member during the first full year of employment at ECC as a full-time instructor, regardless of previous experience
<b>Non-Teaching Duties</b>	those duties performed by a full-time faculty that are not directly related to student instruction
<b>Normal Teaching Load</b>	see "Contractual Load"
<b>Off-Contract Work</b>	institutional-wide required work such as participating in hiring committees, institutional standing committees whose charge/mission requires faculty input and work during off-contract time periods including, but not limited to summer and winter session. Compensation for off-contract work will be based on time commitments
<b>Office Hours</b>	the specific times faculty are physically in their offices or other approved location to be available to students
<b>Online Course</b>	a course taught through the College's LMS. Certain limitations apply to the number of online courses that make up a faculty's contractual load
<b>Online Intellectual Property</b>	intellectual property created by a faculty member for an online course
<b>Other Duty Work</b>	duties or services performed on behalf of the College/Department/Division that is outside the scope of the faculty contract and/or job description. (a.k.a. Extra Duty Work)
<b>Overload</b>	credit hours taught above the contractual credit hours per semester. Overload hours are paid on a specified scale and are susceptible to certain limitations
<b>Peer Faculty Reflection</b>	a component of the Rank and Promotion process in which a peer reflects on a faculty's growth and strengths and provides suggestions for future improvements
<b>Peer to Peer Request for Online Intellectual Property Form</b>	form to request permission to view or use intellectual property created by a faculty colleague submit to that colleague. Upon completion, the form is forwarded to the appropriate Dean and the Director of Online Learning and Educational Technology for notification
<b>Performance Review</b>	see Faculty Evaluation

<b>Term</b>	<b>Definition</b>
<b>Portfolio</b>	a professional dossier created over the first five years of faculty employment that provided evidence of maturation as a quality educator. The portfolio is evaluated for advancement to tenure and for rank and promotion
<b>Post Sabbatical Presentation</b>	a formal presentation on the Sabbatical Leave educational and professional impact made in an appropriate departmental or college-wide venue. The presentation may be in the form of a workshop or seminar and must be completed by the end of the return semester
<b>Post Sabbatical Report</b>	a substantive reflection on the Sabbatical Leave educational and professional impact of leave and be submitted within one month of return
<b>Primary Discipline</b>	instructional academic discipline a faculty is assigned at hire
<b>Professional Development</b>	a wide variety of specialized training, formal education, or advanced professional learning intended to help administrators, faculty, and other educators improve their professional knowledge, competence, skill, and effectiveness
<b>Professor</b>	the third and final level of rank awarded to faculty after a minimum of eleven full-time years teaching/three years at Associate Professor rank. To earn rank of professor a faculty must have an earned doctorate or recognized terminal degree with documentation of continual excellence in teaching effectiveness, significant contribution to the College, demonstrated commitment to College and community, and professional recognition among their peers and professional organizations
<b>Rank and Promotion</b>	a professional development program for faculty at the College. Rank and Promotion encourages personal and professional growth within an academic or career field, promotes service to the College and its students, and recognizes community service. The following ranks apply: Instructor (default rank at hire), Assistant Professor, Associate Professor, and Professor
<b>Reassigned Time</b>	authorized time assigned to a faculty member to perform duties and responsibilities other than normal teaching duties without a change in pay
<b>Reduced Load</b>	any number of credit hours below the contractual credit hours per semester as it applies to Variable Load, reassigned time, or other special circumstances

<b>Term</b>	<b>Definition</b>
<b>Reduction in Force</b>	a separation from employment due to lack of funds, lack of work, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the employee will be recalled because the position itself is eliminated
<b>Regular Full-time Faculty</b>	faculty members on faculty contract who do not supervise other full-time faculty
<b>Remote Office Hours</b>	are hours held anywhere other than an ECC location
<b>Sabbatical Leave</b>	a paid leave of absence to full-time faculty members to permit them to renew and update qualifications, improve skills, engage in creative or scholarly pursuits, improve teaching and learning, or engage in service opportunities in ways that ultimately enhance learning at the College
<b>Savings Clause</b>	a provision in a statute or contract that if any clause is determined to be unenforceable, the remainder of the statute or contract will remain intact and enforceable
<b>Secondary Discipline</b>	an instructional discipline in which a faculty member is qualified to teach as defined by Article VI: Faculty Qualifications. This area is in addition to the primary discipline
<b>Seniority Rotation Roster</b>	a rotation list based upon the length of time that a faculty has served in a specific discipline
<b>Sequential Coursework</b>	a sequence of courses that build upon each other
<b>Shared Governance</b>	a responsibility for institutional decisions shared among governing boards, district administrators, and faculty, with joint recognition and respect for the participation of staff and students
<b>Special Project Assignments</b>	a project outside the scope of the faculty member's contract and/or job description, performed outside of normal work responsibilities, and created to promote opportunities for faculty to serve the College and be recognized and valued for the extra work they do
<b>Special Projects Request Form</b>	written requests for special projects submitted to the Department Chair by October 1 for the following spring and February 1 for the following fall. Exceptions may be made in the case of projects that may be time-sensitive and fall outside these parameters
<b>Standard Course Size</b>	the number of students a course will hold as determined by faculty in the discipline and the Credit Hour Equivalency Committee

<b>Term</b>	<b>Definition</b>
<b>Student Works</b>	intellectual property produced through individual initiative as part of a student's coursework that ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. Ownership of student works made during employment or internship at the College shall be assigned to the College
<b>Students</b>	any person officially enrolled in one or more classes or activities offered by the College
<b>Supervisor</b>	the person to whom faculty directly report, which may be the Department Chair, Dean, Coordinator, or Vice President of Academic Affairs
<b>Tenure</b>	an employment recommendation for a faculty member under annual contract after the employee has been employed full-time as faculty in the same discipline, or a secondary discipline as approved by the College, for a total of five years and successful submission of an employment portfolio
<b>Transfer Coursework</b>	credit granted to a student for educational experiences or courses undertaken at another institution
<b>Unpaid FMLA Leave</b>	leave provided through the Family and Medical Leave Act (FMLA), a federal law that guarantees certain employees up to 12 workweeks of unpaid leave each year with no threat of job loss
<b>Variable Workload</b>	variations in a faculty's course load that is mutually agreed upon, can be varied based on a number of factors, but still maintains an academic year load of 30 credit hours
<b>Variable Workload Request Form</b>	written requests explaining the reason for anticipated variable workload submitted to the Department Chair/Program Coordinator by October 15 for the following spring and February 15 for the following fall
<b>Virtual Office Hours</b>	are an online option (such as Zoom) available for meeting with students. Virtual office hours may be held as part of in-person or remote office hours
<b>Work-for-Hire</b>	copyrightable intellectual property, which is deliverable to the College, prepared by an employee within the scope of their employment, or produced as a result of a commission or agreement between the College and an employee, student, or volunteer
<b>Working Day</b>	a calendar day except Saturday, Sunday, a scheduled holiday, or a recess observed by the College which is a designated workday for full-time faculty

## APPENDIX A: COMMITTEE WORK AND IMPLEMENTATION PROCESS



## APPENDIX B: VARIABLE WORKLOAD REQUEST FORM

Written requests explaining the reason for anticipated variable load shall be submitted to the Department Chair/Program Coordinator by **October 15** for the following spring and **February 15** for the following fall.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Budget # \_\_\_\_\_

Semester for Variable Load \_\_\_\_\_ Number of requested CH \_\_\_\_\_

Briefly describe the purpose for variable load:

Identify mutually agreed upon plan for making up reduced load:

Select one option:

\_\_\_\_\_ Make up a reduced load in the fall by teaching additional courses in the same academic year without additional compensation.

\_\_\_\_\_ Make up a reduced load for spring semester by teaching during the following summer semester without additional compensation.

\_\_\_\_\_ Teach more than the regular semester load during the prior fall semester of the same academic year without additional compensation.

\_\_\_\_\_ Take on additional duties or projects during an immediately preceding or immediately following semester without additional compensation.

\_\_\_\_\_ Other option as mutually agreed upon by faculty and administration. Describe option:

We certify that the above information is accurate and verify that both faculty and administration have discussed the purpose of the variable load and the option for making up the credit hours.

Signatures:

\_\_\_\_\_  
Faculty Date

\_\_\_\_\_  
Department Chair/Coordinator Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
Vice President of Academic Affairs Date

Approved ☐ yes ☐ no Reason: \_\_\_\_\_

Approved ☐ yes ☐ no Reason: \_\_\_\_\_

## APPENDIX C: SPECIAL PROJECT REQUEST FORM

### Special Project Request Form

Written requests for special projects shall be submitted to the Department Chair by **October 1** for the following spring and **February 1** for the following fall. Exceptions may be made in the case of projects that may be time-sensitive and fall outside these parameters. See Article XIII: Special Project Assignments.

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Budget # \_\_\_\_\_

Semester for Special Project \_\_\_\_\_ Requested Compensation \_\_\_\_\_

Briefly describe the proposed Special Project:

Identify mutually agreed upon plan, which will be accompanied by a Memorandum of Understanding (MOU):

Select one option:

\_\_\_\_\_ Reassigned Time

\_\_\_\_\_ Stipend

\_\_\_\_\_ Variable Load

\_\_\_\_\_ Other option as mutually agreed upon by faculty and administration. Describe option:

Faculty will be notified of the status of their Special Project proposal within a reasonable timeline. Upon acceptance or denial, faculty will receive notification with rationale.

\_\_\_\_\_  
Faculty Date

\_\_\_\_\_  
Department Chair/Coordinator Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
Vice President of Academic Affairs Date

Approved ☐ yes ☐ no Reason: \_\_\_\_\_

Approved ☐ yes ☐ no Reason: \_\_\_\_\_

**APPENDIX D: FACULTY HONORARIUM REQUEST FORM**  
**Faculty Honorarium Request Form**

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

- ☐ Presenting at a regional or national conference: \$150 (limit \$300 per academic year)
- ☐ Organizing or hosting a regional or national conference: \$150 (limit \$300 per academic year)
- ☐ Publishing, performing, or displaying original work at professional recognized, juried, regional, or national venues: \$100 (limit \$200 per academic year)
- ☐ Leading designated workshops, trainings, or speaking engagements: \$50 - \$100 (limit \$200 per academic year) \$ \_\_\_\_\_
- ☐ Serving as an officer or leadership role for a regional or national discipline specific professional organization: \$50-\$100 (limit \$100 per academic year) \$ \_\_\_\_\_
- ☐ Special Projects approved by the Vice President of Academic Affairs in accordance with Article XI: Special Project Assignments. Activities assigned to a current MOU are not eligible for this Special Projects provision.
- ☐ For informational purposes only. Please add to the Faculty Professional Development database.

Activity Name: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Activity Description: \_\_\_\_\_

Please attach supporting documentation, e.g., activity/conference program/agenda, link to publication, Special Project approval form, etc.

Signatures:

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

## APPENDIX E: FACULTY EXCEPTION FOR ONLINE COURSE REQUEST FORM

Pursuant to the ECC-NEA CBA, Article XII.1.b.: Faculty Workload, a faculty member's base load shall consist of at least fifty (50) percent face-to-face credit hours per semester (with hybrid courses counting as ½ face-to-face). This form should be submitted to the appropriate academic dean by **September 15** for the upcoming spring semester and **February 15** for the upcoming fall semester. A written response, via email, of approval or denial will be given within 10 business days of the submittal.

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Semester for Request: \_\_\_\_\_

Credit Hours Face-to-Face: \_\_\_\_\_

Credit Hours Online: \_\_\_\_\_

Rationale:

Signatures:

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
Vice President of Academic Affairs Date

Approved            yes            no

Approved            yes            no

If no, list reason: \_\_\_\_\_

If no, list reason: \_\_\_\_\_

## APPENDIX F: PEER TO PEER REQUEST FOR ONLINE INTELLECTUAL PROPERTY

Pursuant to Article XXIV: Ownership and Equity, any adjunct or full-time faculty requesting permission to view or use online intellectual property created by a faculty colleague should submit this form to that colleague. Upon completion, the form will be forwarded to the appropriate Dean and the Director of Online Learning and Educational Technology for notification.

Requesting Faculty Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Course: \_\_\_\_\_

Online Intellectual Property Requested:

Peer Response:

- ☐ I am willing to share online intellectual property requested with this faculty colleague.  
☐ I am willing to share only the online intellectual property listed below:

☐ I am not willing to share any online intellectual property. Rationale (optional):

Signatures:

\_\_\_\_\_  
Faculty Requesting Content Date

\_\_\_\_\_  
Owner of Course Content Date

\_\_\_\_\_  
Academic Dean (informational only) Date

\_\_\_\_\_  
Online Learning & Ed Tech Director (informational only) Date

## APPENDIX G: COURSE CAPACITY PROCESS AND RECOMMENDATION FORM

1. A master list of all current course capacities will be housed in the Office of Academic Affairs, who will compare and update last year's list to the current list, modify the sheet for the Academic Deans (reflecting any changes approved by Academic Council the previous academic year), and upload to Teams by October 1.
2. Academic Deans will review the list and distribute to the appropriate Department Chairs/ Coordinators and share the list with faculty in their areas.
3. Faculty will review course capacities at their October departmental meeting with discussion reflected in the meeting minutes. The review should be inclusive of appropriate adjunct faculty, especially in courses exclusively taught by adjunct faculty.
  - a. If no change, communicate in writing to the appropriate Academic Dean the list of courses not changing capacity.
  - b. If a change is recommended, complete the *Course Capacity Recommendation* form, and submit to the appropriate Academic Dean. Each course with a recommended capacity change should be submitted on a separate *Course Capacity Recommendation* form with supporting documentation to the appropriate Academic Dean by the end of the third week of October.
4. For courses with no capacity changes, the Academic Dean will notify the Office of Academic Affairs no later than November 1<sup>st</sup>.
5. For recommended course capacity changes,
  - a. if recommended course capacity is agreeable by the Academic Dean, the form will be signed and *Agreeable* will be selected. The Dean will notify the Office of Academic Affairs of the capacity changes and forward the form and supporting documentation.
  - b. if recommended course capacity is not agreeable, the Academic Dean will work with the appropriate Department Chair/Coordinator to reach an agreed upon capacity, notify the Office of Academic Affairs, and forward supporting documentation. If an agreeable capacity cannot be reached, the capacity and supporting documentation will be presented at Curriculum Council's November meeting for review and determination. The Academic Dean will notify the Office of Academic Affairs of the council's recommended capacity and forward all documentation.
6. Office of Academic Affairs will create a memo for the November Academic Council meeting. The memo will address the capacity changes and include a list of all course capacities.
7. Upon approval by Academic Council, the Office of Academic Affairs will update the current list of course capacities.

### Course Capacity Process and Recommendation Form

Complete only if there is a recommended change in the course capacity. Each course should be submitted on a separate course capacity recommendation form with supporting documentation to the appropriate Academic Dean by the end of the third week of October.

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_

Department \_\_\_\_\_

Reviewing Member(s): \_\_\_\_\_

Current Course Capacity \_\_\_\_\_ Recommended Course Capacity \_\_\_\_\_

Provide a detailed rationale with supporting documentation for determining recommended course capacity. Rationales can include, but are not limited to, any current accreditation requirements/recommendations, current documented best practices in discipline, course capacities of correlated course from at least three comparable higher education public institutions in the state, or appropriate equipment to student ratio (as recommended by the instructor).

Will modality impact the recommended course capacity? Yes ☐ No ☐

Provide a detailed rational with supporting documentation for the impact on modality.

\_\_\_\_\_  
Department Chair/Coordinator Signature Date

\_\_\_\_\_  
Academic Dean Signature Date

☐ Agreeable ☐ Reconsideration requested with proposed course capacity: \_\_\_\_\_

If a reconsideration is requested, indicate below if the proposed course capacity is agreeable.

☐ Agreeable ☐ Not Agreeable

\_\_\_\_\_  
Department Chair/Coordinator Signature Date

## APPENDIX H: OVERLOAD REQUEST FORM

Faculty Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Semester: \_\_\_\_\_

### Overloads

While on contract, full-time faculty will have first right of refusal for classes that are added to the schedule. Faculty may notify their Dean in writing (using the Overload Request Form) if they would like to be considered for courses added to the schedule between contracts. Those faculty will be given first right of refusal between contract periods.

☐ Yes, please consider me for overloads. I have no preferences.

☐ Yes, please consider me for overloads meeting the following conditions. I understand courses added outside of these criteria will be offered to other faculty. **List conditions for accepting an overload, i.e., specific classes only, days/times, course formats, etc.**

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

## APPENDIX I: FACULTY OFF-CONTRACT COMPENSATION REQUEST

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Off-contract work refers to institutional-wide required work such as participating in hiring committees, institutional standing committees (for example, Budget Committee, Shared Governance Council, Strategic Planning, and other institutional or academic committees) whose charge/mission requires faculty input and work during off-contract periods including, but not limited to, summer and winter session.

Faculty who receive off-contract compensation for leading internal workshops or presentations (such as during Adjunct Orientation) do not qualify for Faculty Honorarium as outlined in Article XIX: Faculty Development 3.a.iv, though they may elect to submit the Honorarium Request form to add the information to the Faculty Professional Development database.

☐ Remote Meeting: \$125

☐ In-Person Meeting: \$250

☐ Half-Day Event: \$300

☐ Full-Day Event: \$600

☐ Other, with Manager Approval (detail below): \$ \_\_\_\_\_

Activity Name: \_\_\_\_\_

Activity Description: \_\_\_\_\_

Activity Location: \_\_\_\_\_

Activity Duration: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Approved ☐ Yes ☐ No Amount: \_\_\_\_\_

Budget #: \_\_\_\_\_

\_\_\_\_\_  
Approving Manager Signature

\_\_\_\_\_  
Date

Approved ☐ Yes ☐ No

\_\_\_\_\_  
Vice President, Academic Affairs Signature

\_\_\_\_\_  
Date

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM X: FY 25 BUDGET AND STAFFING PLAN**

**Recommendation:** To **approve** the general operating budget and staffing plan for FY25 as attached to the agenda.

6/10/2024

**East Central College**

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

## **Fiscal Year 2025 Budget Summary**

The fiscal year 2025 operating budget for East Central College is presented herein for consideration by the Board of Trustees. Development of the FY25 budget had its challenges but remained a team effort. We continue to experience larger increases in expenses, both personnel and non-personnel, compared to our expected increases in revenues. We prioritized employee compensation while utilizing the remaining lost revenues and reserves for one-time expenditures. Operating fund expenses are expected to be in balance with revenues for the upcoming fiscal year.

The budget presentation includes information on the general operating fund, historical revenues, assessed valuation, the tax levy, and bonds.

Additional information regarding the projected Fund 10 revenues and expenses is listed below:

### Revenues:

- Local, state, and tuition and fees revenues are projected to make up 93.79% of our total operating revenues in FY25.
  - o Local: 35.11%
  - o State: 23.79%
  - o Tuition and Fees: 34.89%
- Local revenue is projected to total \$8,166,388. This is a result of an expected 2% increase in our current assessed valuation.
- The state budget is expected to result in a 3% increase to core funding for community colleges. This results in an increase of \$171,920 for ECC.
- Enrollment is projected to decrease by 1% for the whole fiscal year. This decrease, coupled with the Board of Trustees approval of tuition rates increase, results in projected revenue of \$8,114,429.
- Transfers-Interfund & Indirect total \$1,149,832.
  - Career and technical education grant funding: \$151,160
  - Perkins grant funding: \$102,447.28
  - Department of Labor grant indirect costs: \$265,417.23
  - Lost revenues: \$158,301.70 and reserves: \$472,506.16
    - One-time expenses for IT, election, classification study, and retirement incentive.

### Expenses:

- A 3.75% salary increase is projected for faculty and staff. Many strategic staffing decisions were made during the FY25 budget process.
  - o As shown on the staffing plan, 18 positions (12 full time and 6 part time) are currently vacant and 16 are being held for this coming fiscal year. All staffing decisions were strategically made by supervisors and administration with the input of key staff members.
- Health insurance rates for the calendar year of 2025 are projected to increase by 5%. The increased rates are accounted for in the second half of FY25. Any renewal rates in excess of 5% would likely require a change to the benefit package.

- Salaries and benefits expenses make up approximately 80% of our Fund 10 (general fund) expenses.
- Non-personnel expenses are budgeted for a total of \$4,575,906. This is \$98,163 less than the FY24 nonpersonnel budgeted expenses. Also, when the FY25 budgeting process began, our nonpersonnel expenses originally submitted totaled \$5,142,486. Budget managers and administration worked together to prioritize needs and decreased the requests by \$566,580.

In summary, this budget process was a team effort by all divisions and departments. The priority continued to be on employee compensation and nonpersonnel expenses related directly to students. We appreciate the budget managers' hard work and dedication to arrive at this balanced budget. As always, we will continue throughout the fiscal year to ensure a balance between actual revenues and expenses.

**East Central College**  
**Statement of Activities**  
**General Fund**

	2025 FY Budget	2024 FY Budget	2024 FY Actual (6/5/24)	2023 FY Budget	2023 FY Actual
<b>Revenues:</b>					
Local Revenue	8,166,388	8,428,974	7,990,836	8,061,258	7,787,131
State Revenue	5,532,654	5,360,734	4,914,005	5,290,485	5,844,952
Federal Revenue	-	-	-	-	-
Tuition and Fees	8,114,429	7,808,233	7,584,558	7,409,748	6,991,306
Interest Income	150,000	124,076	110,219	75,000	152,134
Gifts and Grants	100,000	100,000	80,448	100,000	75,664
Miscellaneous Revenue	45,500	45,500	43,833	45,100	51,448
Transfers-Interfund & Indirect	1,149,832	749,967	163,022	269,608	(311,228)
Transfer Federal Programs	-	-	-	-	11,742
<b>Total Revenues</b>	<b>23,258,803</b>	<b>22,617,484</b>	<b>20,886,922</b>	<b>21,251,200</b>	<b>20,603,149</b>
<b>Expenses:</b>					
Salaries	13,813,772	13,229,459	11,724,847	12,631,593	12,159,987
Benefits	4,869,124	4,713,956	4,248,816	4,418,238	3,956,428
Contractual Services	1,047,078	1,084,300	894,880	1,032,198	868,656
Current Expenses	920,026	1,016,161	748,930	859,010	695,304
Travel	295,455	269,417	192,856	271,559	230,086
Property & Casualty Insurance	301,178	235,000	259,420	222,000	225,633
Vehicle Expense	19,930	17,750	10,935	19,400	12,815
Utilities	689,350	645,840	626,006	545,000	716,305
Tele/Communications	232,900	229,460	173,769	250,770	208,932
Miscellaneous	511,409	596,224	452,832	397,285	330,128
Foundation Paid Expense	-	27,505	36,628	1,485	37,098
Clearing Account	-	-	877	-	-
Scholarship Expense	107,600	145,600	188,149	180,600	204,533
Faculty Development	35,000	-	4,100	25,000	14,850
Instit. Match for Grants	78,718	35,000	139,578	35,000	185,950
Commitment to AEL	65,000	70,000	-	60,000	52,731
Instit. Commit.to Fine Arts	-	-	-	-	-
Instit. Commit.to Word & Motion	-	-	-	-	-
Capital	700	25,750	622,175	21,500	76,082
Interfund Transfers	-	-	-	-	-
Debt Princ & Interest	271,562	276,063	260,510	280,563	280,000
<b>Total Expenses</b>	<b>23,258,803</b>	<b>22,617,484</b>	<b>20,585,307</b>	<b>21,251,200</b>	<b>20,255,518</b>
<b>Revenue over Expenses</b>	<b>-</b>	<b>-</b>	<b>301,615</b>	<b>-</b>	<b>347,631</b>

**EAST CENTRAL COLLEGE - STAFFING PLAN FY25**  
**COLLEGE PRESIDENT DIVISION**

Updated 6-4-24

Title	Position Classification Level	Full-time (FT)/Part-time (PT)	Location Regularly Assigned	GL Fund Account	Fund %	Last Name	First Name
President	ADM	FT	MC	10-61036-5110-00	100%	Bauer	Jon, Dr
Executive Assistant	205	FT	MC	10-61036-5120-00	100%	Langan	Stacy
Vice President, External Relations	reflected in division				100%	Doepker	Joel
Vice President, Finance & Administration (Chief Financial Officer)	reflected in division				100%	Vacant	
Vice President, Academic Affairs (Chief Academic Officer)	reflected in division				100%	Walter	Robyn, Dr.
Vice President, Student Development	reflected in division				100%	Leassner	Sarah
<b>FOUNDATION/INSTITUTIONAL DEVELOPMENT</b>							
Institutional Development/Foundation Executive Director	207	FT	MC	10-65040-5120-00	100%	Kelch	Bridgette
Foundation Event & Program Coordinator	204	FT	MC	10-65040-5160-00	100%	Desmond	Cassidy
<b>HUMAN RESOURCES</b>							
Director, Human Resources	206	FT	MC	10-63044-5120-00	100%	Myers	Carrie
Human Resources Generalist	107	FT	MC	10-63044-5160-00	100%	Aguilar	Kim
Human Resources Generalist		FT	MC	10-63044-5160-00	100%	Hold FY25	
<b>INSTITUTIONAL EFFECTIVENESS</b>							
Executive Director, Institutional Effectiveness	209	FT	MC	10-61030-5120-00	100%	Smith	Michelle, Dr
Director, Institutional Research	206	FT	MC	10-61030-5120-00	100%	Lohden	Bethany
Research Analyst	205	FT	MC	10-61030-5120-00	100%	Riegel	Dana
<b>ECC-ROLLA</b>							
Director	208	FT	ROLLA	10-46128-5120-10	100%	Ayres	Christina
Assistant Director	205	FT	ROLLA	10-46128-5120-10	100%	Crosby	Jenni
Enrollment Services Coordinator	202	FT	ROLLA	10-46128-5120-10	100%	Karr	Racheal
Counselor/Academic Advisor	204	FT	ROLLA	10-46128-5120-10	100%	Robart	Jessica
Administrative Assistant	104	FT	ROLLA	10-46128-5160-10	100%	Swope	Karen
Student Success Specialist - Math/Biology	105	FT	ROLLA	10-46128-5160-10	100%	Moreland	Kirby
Student Success Specialist - English	105	PT	ROLLA	10-46128-5160-10	100%	Powers	Melissa
Student Success Specialist - Chemistry/Physical Science	105	PT	ROLLA	10-46128-5160-10	100%	Neulinger	Donna
Technology & Facilities Technician	105	FT	ROLLA	25-46041-5160-10	100%	Taber	Brad
Student and Testing Services Specialist	104	FT	ROLLA	10-46128-5160-10	100%	Halfaker	Cole
Student and Testing Services Specialist	104	FT	ROLLA	10-46128-5160-10	100%	Schaefer	Max
<b>INFORMATION TECHNOLOGY</b>							
Director, Information Technology	209	FT	MC	10-64041-5120-00	100%	Houston	Doug
Network & Systems Manager	206	FT	MC	10-64041-5120-00	100%	Chitwood	Andrew
Enterprise System Administrator Associate	205	FT	MC	10-64041-5120-00	100%	Black-Wilson	Nathan
Enterprise System Administrator Associate	205	FT	MC	10-64041-5120-00	100%	Black-Wilson	Nathan
Technical Support Coordinator	204	FT	MC	10-12080-5120-00	100%	Gibbs	Dee
Assistant Network & Systems Manager	205	FT	MC	10-64041-5160-00	100%	Wray	Chad
Technical Support Technician	103	FT	MC	10-64041-5160-00	100%	Parham	Jules
Technical Support Technician	103	FT	MC	10-64041-5160-00	100%	Gassaway	Thomas
Technical Support Technician	103	FT	MC	10-12080-5160-00	100%	Steffens	David
Technical Support Technician	103	PT	MC	25-46041-5160-00	100%	Strupp	Nathan

Notes:

Changed Enterprise System Administrator level 206 to Enterprise System Associate level 205.

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>EXTERNAL RELATIONS</b>							
Vice President	301	FT	MC	10-46131-5120-00	100%	Doepker	Joel
Executive Administrative Assistant	107	FT	MC	10-46131-5160-00	100%	Cubas	Cynthia
Coordinator of Web Services/Programming	205	FT	MC	10-65043-5120-00	100%	Kolb	Andrew
SkillsUp Grant - Program Coordinator (grant funded)	203	FT	MC	50-46153-5120-00	100%	Schall-Willmore	Melissa
<b>COMMUNICATIONS &amp; MARKETING</b>							
Director, Communications & Marketing	205	FT	MC	10-65042-5120-00	100%	Jones	Gregg
Multimedia Specialist	104	FT	MC	10-65042-5160-00	100%	Studdard	Amanda
Multimedia Assistant	103	PT	MC	10-65042-5160-00	100%	Stanfield	Abigail
<b>AEL</b>							
Director, Adult Education and Literacy Programs	206	FT	MC	50-14009-5120-00	67%	Whalen	Alice
Director, Adult Education and Literacy Programs	206	FT		50-14002-5120-00	15%	Whalen	Alice
Director, Adult Education and Literacy Programs	206	FT		50-14006-5120-00	10%	Whalen	Alice
Director, Adult Education and Literacy Programs	206	FT		50-14001-5120-00	5%	Whalen	Alice
Director, Adult Education and Literacy Programs	206	FT		50-14017-5120-00	3%	Whalen	Alice
Adult Education and Literacy - Instruction Coordinator	202	FT	MC	50-14006-5120-00	60%	Eagan	Mary
Adult Education and Literacy Instructor - Instruction Coordinator		FT		50-14001-5120-00	33%	Eagan	Mary
Adult Education and Literacy - Instruction Coordinator		FT		40-14006-5120-00	7%	Eagan	Mary
Adult Education and Literacy Orientation & Volunteer Specialist	201	FT	MC	40-14006-5120-00	100%	Horn	Jessica
Administrative Assistant, Adult Education & Literacy Programs	104	FT	MC	50-14006-5160-00	77%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs	104	FT		50-14009-5160-00	10%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs	104	FT		50-14001-5120-00	5%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs	104	FT		50-14002-5160-00	5%	Eckelkamp	Brenda
Administrative Assistant, Adult Education & Literacy Programs	104	FT		40-14006-5160-00	3%	Eckelkamp	Brenda
English Language Acquisition Instructors	105	PT	Varies	50-14001-5160-00	100%	Varies	
Adult Education and Literacy Instructors	105	PT	Varies	50-14001-5160-00	100%	Varies	
<b>CENTER FOR WORKFORCE DEVELOPMENT</b>							
Executive Director, Center for Workforce Development	208	FT	MC	40-13005-5120-00	100%	Tracy	Todd
Coordinator, Apprenticeship & Business Training Program	205	FT	MC	40-13005-5120-00	50%	Richards	Melissa
Coordinator, Apprenticeship & Business Training Program	205	FT		50-12804-5120-00	50%	Richards	Melissa
Coordinator, Grant & Program Administrator	204	FT	MC	40-13005-5160-00	75%	Brinker	Cindy
Coordinator, Grant & Program Administrator	204	FT		50-12804-5120-00	25%	Brinker	Cindy
Coordinator, Center for Workforce Development Programming	201	FT	MC	40-13005-5120-00	100%	Ruwe Kaiser	Pam
Health Careers Workforce Coordinator	202	FT	MC	40-13005-5120-00	100%	Warmack	Terri
Summer Learning Academy Assistant		PT	MC		100%	Eagan	Jennifer

Notes:

Added part-time Summer Learning Assistant - funded by CWD.

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>FINANCE &amp; ADMINISTRATION SERVICES</b>							
Vice President, Finance & Administration	301	FT	MC	10-62030-5120-00	100%	Vacant	
Executive Administrative Assistant	107	FT	MC	10-62030-5160-00	100%	Apperson	Julie
<b>PURCHASING</b>							
Procurement Coordinator	201	FT	MC	10-63053-5120-00	100%	Popp	Melissa
<b>FINANCIAL SERVICES</b>							
Director, Financial Services/Comptroller	208	FT	MC	10-62039-5120-00	100%	Straatmann	Ashley
Associate Director, Financial Services	204	FT	MC	10-62039-5120-00	100%	Schaefer	Jeri
Payroll Specialist	107	FT	MC	10-62039-5160-00	100%	Baillie	Carol
Accounts Payable Specialist	104	FT	MC	10-62039-5160-00	100%	Perkins	Donna
Accounts Receivable Specialist	104	FT	MC	10-62039-5160-00	100%	Vacant	
Accounts Receivable Specialist	104	FT	MC	10-62039-5160-00	100%	Roberson	Sunny
<b>BOOKSTORE/MAIL AND IMAGING SERVICES</b>							
Manager, Bookstore/Mail and Imaging Services	204	FT	MC	40-63052-5120-00	100%	Gray	Tim
Bookstore Accounts Technician	104	FT	MC	40-63052-5160-00	100%	Frank	Paula
Bookstore Textbook Associate	104	FT	MC	40-63052-5160-00	100%	Rhodes	Jenifer
Bookstore Sales Associate	101	PT	MC	40-63052-5160-00	100%	Crumpecker	Patty
Bookstore Sales Associate	101	PT	MC	40-63052-5160-00	100%	Hold FY25	
Mail Clerk/Duplicator	102	FT	MC	10-43068-5160-00	100%	Burgess	Brook
<b>FACILITIES &amp; GROUNDS</b>							
Director, Facilities & Grounds	206	FT	MC	10-71038-5120-00	100%	Pratt	Tot
Custodial Supervisor	204	FT	MC	10-71056-5120-00	100%	Vacant	
Custodian - Lead	104	FT	MC	10-71056-5160-00	100%	Ghirardi	John
Custodian - Lead	104	FT	MC	10-71056-5160-00	100%	Kennedy	Donna
Custodian	102	FT	MC	10-71056-5160-00	100%	Schatzler	Keith
Custodian	102	FT	MC	10-71056-5160-00	100%	Hubbs	Nick
Custodian	102	FT	MC	10-71056-5160-00	100%	Fitts	Adam
Custodian	102	FT	MC	10-71056-5160-00	100%	Standley	Kennedy
Custodian	102	FT	MC	10-71056-5160-00	100%	Lucas	Richard
Custodian	102	FT	MC	10-71056-5160-00	100%	Dimmett	Janelle
Custodian	102	FT	MC	10-71056-5160-00	100%	Evers	Gabe
Custodian	102	FT	MC	10-71056-5160-00	100%	Hold FY25	
Custodian	102	PT	MC	10-71056-5160-00	100%	McKean	Christina
Facilities and Grounds Technician	103	FT	MC	10-71055-5160-00	100%	Wolf	Shawn
Facilities and Grounds Technician	103	FT	MC	10-71055-5160-00	100%	Hold FY25	
Maintenance Technician	105	FT	MC	10-71057-5160-00	100%	Sarchette	Clint
Maintenance Technician	105	FT	MC	10-71057-5160-00	100%	Luechtefeld	John

Notes:

Added part-time Summer Learning Assistant - funded by CWD.

Eliminated Admin Assistant Facilities; Combined duties with Executive Assistant Finance.

Added part time custodian; FT custodian position on hold for FY25

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>STUDENT DEVELOPMENT</b>							
Vice President, Student Development	301	FT	MC	10-51016-5120-00	100%	Leassner	Sarah
Executive Administrative Assistant, Student Development	107	FT	MC	10-51016-5160-00	100%	Marshall	Lynn
Business Analyst, Student Development	206	FT	MC	10-51016-5120-00	100%	Hebert	Stephanie
Lead Student Services Specialist	105	FT	MC	10-51016-5160-00	100%	Herron	Bethany
Student Services Specialist	104	FT	MC	10-51016-5160-00	100%	Komo	Jennifer
Student Services Specialist	104	FT	MC	10-51016-5160-00	100%	Cassamatis	Raleigh
<b>ADVISING AND COUNSELING SERVICES</b>							
Director, Advising and Career Services	206	FT	MC	10-53021-5120-00	100%	Hold FY25	
Associate Director, Advising and Career Services	204	FT	MC	10-53021-5120-00	100%	McCrary	Steffani
Academic and Career Navigator	202	FT	MC	10-53021-5120-00	100%	Vacant	
Academic and Career Navigator	202	FT	MC	10-53021-5120-00	100%	Vacant	
Academic and Career Navigator	202	FT	MC	10-53021-5120-00	100%	Hold FY25	
Student Services Specialist - Advising & Counseling	104	FT	MC	10-53021-5160-00	100%	Sisk	Amy
<b>Wellness Services</b>							
Director, Wellness Services - Lead Counselor	206	FT	MC	10-53021-5120-00	100%	Bond	Heather
Access Counselor	204	FT	MC	10-53021-5120-00	100%	Vacant	
Wellness Navigator	203	FT	MC	10-52001-5120-00	100%	Unnerstall	Abigail
<b>Enrollment Services</b>							
Director, Enrollment Services	206	FT	MC	10-46042-5120-00	100%	Strubberg	Megen
Enrollment Counselor, Districts	202	FT	MC	10-46042-5120-00	100%	Baumruk	Amanda
Enrollment Counselor, Districts	202	FT	MC	10-46042-5120-00	100%	Owens	Hannah
Enrollment Counselor, Diverse Populations	202	FT	MC	10-46042-5160-00	100%	Walter	Haley
Enrollment Management Specialist	104	FT	MC	10-46042-5160-00	100%	Vacant	
<b>REGISTRATION</b>							
Registrar	206	FT	MC	10-57000-5120-00	100%	Scroggins	Sarah
Associate Registrar	203	FT	MC	10-57000-5120-00	100%	Clapper	Eric
Registration Clerk	102	PT	MC	10-57000-5120-00	100%	Altemeyer	Susan
<b>FINANCIAL AID</b>							
Director, Financial Aid	206	FT	MC	10-54000-5120-00	100%	Bogier	Stacy
Associate Director, Financial Aid	203	FT	MC	10-54000-5120-00	100%	Luther	Kathy
Financial Aid Advisor	201	FT	MC	10-54000-5120-00	100%	Bailey	Gayle
Financial Aid Advisor	201	FT	MC	10-54000-5160-00	100%	Hemker	Laura
Financial Aid Specialist	104	FT	MC	10-54000-5160-00	100%	Glosemeyer	Joan
<b>STUDENT ACTIVITIES</b>							
Campus Life and Leadership Coordinator	204	FT	MC	10-51020-5120-00	100%	Klingensmith	Andy
<b>ATHLETICS</b>							
Athletic Director/Fitness Center Director	206	FT	MC	25-56024-5120-00	100%	Mehrhoff	Jay, Dr
Coordinator, Athletics	103	FT	MC	25-56024-5160-00	100%	Fiedler	Deanne
Fitness Center Assistant	102	PT	MC	10-11361-5160-00	100%	Maune	Cynthia
Fitness Center Assistant	102	PT	MC	10-11361-5160-00	100%	Scheer	Mike
Head Coach Men's/Women's Soccer	204	FT	MC	25-56032-5140-00	100%	Benninger	Joe
Asst. Coach, Men's & Women's Soccer	MOU	PT	MC	25-56032-5160-00	100%	Severino	Alex
Head Coach, Women's Softball	MOU	PT	MC	25-56028-5140-00	100%	Vacant	
Asst. Coach, Women's Softball	MOU	PT	MC	25-56028-5160-00	100%	Vacant	
Head Coach, Women's Volleyball	MOU	PT	MC	25-56031-5140-00	100%	Mathes-Peters	Lisa
Asst. Coach, Women's Volleyball	MOU	PT	MC	25-56031-5140-00	100%	Bauer	Lauren
Head Coach, Men's Baseball	MOU	PT	MC	25-56026-5140-00	100%	Kelly	JM
Asst. Coach, Men's Baseball	MOU	PT	MC	25-56026-5140-00	100%	Lovin	Alexander
<b>CAMPUS POLICE</b>							
Police Officer (Union Police Department)		FT	MC			Lowe	Tommie
Police Officer (Union Police Department)		FT	MC			Schlitt	Todd

Notes:

Student Development redesign for FY25

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>ACADEMIC AFFAIRS</b>							
Vice President, Academic Affairs	301	FT	MC	10-46040-5120-00	100%	Walter	Robyn, Dr.
Executive Administrative Assistant	107	FT	MC	10-46040-5160-00	100%	DeMiere	Amy
Academic Services Coordinator	202	FT	MC	10-46040-5120-00	100%	Welsh	Tracie
Director Law Enforcement Training	MOU			10-11448-5390-10	100%	Ayres	Christina
Assistant Director Law Enforcement Training	MOU			10-11448-5390-10	100%	Loughridge	William
<b>TITLE III</b>							
Title III Program Coordinator	204	FT	MC	50-46250-5120-00	90%	Vacant	
				10-46250-5120-00	10%		
<b>ONLINE LEARNING EDUCATION &amp; EDUCATIONAL TECHNOLOGY</b>							
Director, Online Education & Educational Technology	208	FT	MC	10-46017-5120-00	100%	Baldwin	Chad
Instructional Design Specialist	203	FT	MC	10-46017-5120-00	100%	Kuehnle	Sarah
<b>PERFORMING ARTS CENTER</b>							
Performing Arts Center Manager	203	FT	MC	10-45100-5120-00	100%	Sellers	Sylvia
<b>LIBRARY SERVICES</b>							
Director, Library Services	206	FT	MC	10-41000-5120-00	100%	Farrell	Lisa
Emerging Technologies Librarian	204	FT	MC	10-41000-5160-00	100%	Spangler	Morgan
Library Technician - Public Services	103	FT	MC	10-41000-5160-00	100%	Jolley	Hannah
Library Technician - Public Services	103	PT	MC	10-41000-5160-00	100%	Reid	Casey
<b>ACADEMIC SUCCESS SERVICES</b>							
Executive Director, Learning Center and Academic Support	207	FT	MC	10-43015-5120-00	100%	Anglin	Erin
Associate Director, Learning Center	204	FT	MC	10-43015-5120-00	100%	Hold FY25	
Supplemental Instruction Coordinator (Grant Funded - Title III)	204	PT	MC	50-46250-5120-00	100%	Little	Cass
Retention Coordinator	204	FT	MC	10-43010-5120-00	100%	Riegel	Lindsay
Retention Specialist	106	FT	MC	50-46250-5160-00	100%	Spier	Lauran
Retention Specialist - Union (Grant Funded - Title III)	106	FT	MC	50-46250-5160-00	100%	Bell	Dora
Retention Specialist - Rolla (Grant Funded - Title III)	106	FT	ROLLA	50-46520-5160-10	100%	Vacant	
Testing Services Coordinator	204	FT	MC	10-43015-5120-00	100%	Souders	Windy
Testing Center Specialist	105	FT	MC	10-43015-5160-00	100%	Meyer	Kalyn
Testing Center Clerk	102	PT	MC	10-43015-5160-00	100%	Betser	Wendy
Learning Center Specialist - Access Services	105	FT	MC	10-43015-5160-00	100%	Walker	Denise
Learning Center Specialist - Math/Science	105	FT	MC	10-43015-5160-00	100%	Spier	Rheann
Learning Center Specialist - English	105	FT	MC	10-43015-5160-00	100%	Little	Jacob
Learning Center Specialist - Math	105	FT	MC	10-43015-5160-00	100%	Noelker	Jon
Learning Center Specialist - English	105	FT	MC	10-43015-5160-00	100%	Johnson	Caleb
Learning Center Specialist - English	105	PT	MC	10-43015-5160-00	100%	Hold FY25	
Learning Center Specialist - Math/Science	105	PT	MC	10-43015-5160-00	100%	Hold FY25	
Learning Center Clerk	102	PT	MC	10-43015-5160-00	100%	Hold FY25	

Notes:

Title	Pos Level	FT/PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>HEALTH SCIENCE</b>							
Dean of Health Science / Director of Nursing	207	FT	MC	10-46032-5130-00	100%	Mitchell	Nancy
Program Assistant - Administrative	107	FT	MC	10-46032-5160-00	100%	Beck	Julie
Administrative Assistant, Allied Health	104	FT	MC	10-12181-5160-00	100%	North	Michelle
Emergency Medical Services/Program Coordinator	FAC	FT	MC	10-12172-5130-00	100%	Goodson	Jenifer
Emergency Medical Services Instructor/Clinical Coordinator	FAC	FT	MC	10-12172-5130-00	100%	Prince	Wayne
Medical Assisting	FAC	FT	MC	10-12078-5130-00	100%	Velic	Adisa
Academic Advisor, Nursing & Allied Health	202	PT	MC	10-12181-5160-00	100%	Vacant	
Nursing	FAC	FT	MC	10-12181-5130-00	100%	Clark	Brittany
Nursing/Program Coordinator	FAC	FT	MC	50-18120-5130-00	100%	Bieker	Judy
Nursing	FAC	FT	MC	10-12181-5130-00	100%	Van Leer	Jessica
Nursing	FAC	FT	MC	10-12181-5130-00	100%	Elias	Trista
Administrative Assistant, Nursing - Rolla	104	FT	ROLLA	10-12181-5160-10	100%	Lawson	Lavonda
Administrative Assistant, Allied Health - Rolla	104	PT	ROLLA	10-12181-5160-10	100%	Vacant	
Nursing - Rolla	FAC	FT	ROLLA	10-12181-5130-10	100%	Miles	Jeannie
Nursing - Rolla	FAC	FT	ROLLA	10-12181-5130-10	100%	Chirban	Julie
Nursing - Rolla	FAC	FT	ROLLA	10-12181-5130-10	100%	Elias	Jon
Nursing - Rolla/Program Coordinator	FAC	FT	ROLLA	10-12181-5130-10	100%	Blakely	Joannie
Radiologic Technology/Program Director - Rolla	FAC	FT	ROLLA	10-12178-5130-10	100%	Grindel	Brandi
Radiologic Technology/Clinical Coordinator - Rolla	FAC	FT	ROLLA	10-12178-5130-10	100%	Ditmeyer	Laura
Practical Nursing/Program Director - Rolla	FAC	FT	ROLLA	10-12179-5130-10	100%	Chick	Michelle
Practical Nursing/Clinical Coordinator - Rolla	FAC	FT	ROLLA	10-12179-5130-10	100%	Fisher	Jessica
Surgical Technology/Program Director - Rolla	FAC	FT	ROLLA	10-12180-5130-10	100%	Wall	Jennifer
Surgical Technology/Clinical Coordinator - Rolla	FAC	FT	ROLLA	10-12180-5130-10	100%	VanBibber	Megan

Notes:

Administrative Assistant, Allied Health Rolla changed from full-time 104 to part-time 104.

<b>CAREER AND TECHNICAL EDUCATION</b>							
Dean of Career and Technical Education	207	FT	MC	10-45023-5120-00	100%	Hold FY25	
Program Assistant - Administrative	107	FT	MC	10-45023-5160-00	100%	Tessaro	Marilyn
Computer Information Systems/Business	FAC	FT	ROLLA	10-12072-5130-10	60%	Durbin	Jason
Computer Information Systems/Business	FAC	FT	ROLLA	10-12082-5130-10	40%	Durbin	Jason
Computer Information Systems	FAC	FT	MC	10-12072-5130-00	100%	Hold FY25	
Culinary Arts	FAC	FT	MC	10-12085-5130-00	100%	Hovland	Joe
Culinary Arts/Program Coordinator	FAC	FT	MC	10-12085-5130-00	100%	Palazzola	Mike
Culinary Arts - Instructional Program Assistant	105	FT	MC	10-12085-5160-00	100%	Witt	Gail
Health Information Management/Program Director	FAC	FT	MC	10-12076-5130-00	100%	Daman-Scheel	Kim
Health Information Management	FAC	FT	MC	10-12076-5130-00	100%	Sayles	Nanette, Dr
Heating, Ventilation & Air Conditioning/Program Coordinator	FAC	FT	MC	10-12152-5130-00	100%	Watson	Brian
Heating, Ventilation & Air Conditioning- Instructional Program Assistant	105	PT	MC	10-12152-5160-00	100%	Helmig	Kyle
Heating, Ventilation & Air Conditioning- Instructional Program Assistant	105	PT	MC	10-12152-5160-00	100%	Brune	Larry
Industrial Engineering Technology/Program Coordinator	FAC	FT	MC	10-12157-5130-00	100%	Esbeck	Nathan
Industrial Engineering Technology Instructor	FAC	FT	MC	10-12157-5130-00	100%	Clonts	Duane
Instructional Program Assistant, Industrial Engineering Technology	105	PT	MC	10-12157-5160-00	100%	Vacant	
Precision Machining/Program Coordinator	FAC	FT	MC	10-12157-5130-00	100%	Poertner	Blake
Welding/Program Coordinator	FAC	FT	MC	10-12155-5130-00	100%	Bland	Bobby
Welding Instructor	FAC	FT	MC	10-12155-5130-00	100%	Brown	Jessica
Welding - Lab Assistant	103	PT	MC	10-12155-5160-00	100%	Medlock	Justin
Welding - Lab Assistant	103	PT	MC	10-12155-5160-00	100%	Vacant	

Notes:

CIS Faculty on hold for FY25.

Dean on hold for FY25

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>ARTS AND SCIENCES (ENGLISH &amp; HUMANITIES, FINE &amp; PERFORMING ARTS, SOCIAL SCIENCE, MATHEMATICS &amp; EDUCATION, SCIENCE &amp; ENGINEERING)</b>							
Dean of Arts and Sciences	207	FT	MC	10-45015-5120-00	100%	Boehmer	Ann
Program Assistant - Arts & Sciences Administrative	107	FT	MC	10-45015-5160-00	100%	Vacant	
Office Assistant - Sciences and Education	103	PT	MC	10-45015-5160-00	100%	Driemeyer	Brenda
Office Assistant - Sciences and Education	103	PT	MC	10-45015-5160-00	100%	Blocker	Kerry
Office Assistant - Humanities, Fine & Performing Arts, Box Office	103	FT	MC	10-45015-5160-00	100%	Rice	Linda
<b>ENGLISH &amp; HUMANITIES</b>							
Department Chair		FT		10-45026-5136-00	100%	Stroup	Josh
English	FAC	FT	MC	10-11232-5130-00	100%	Hardecke	John
English	FAC	FT	MC	10-11232-5130-00	100%	Barro	Linda
English	FAC	FT	MC	10-11232-5130-00	100%	Hancock	Kami, Dr.
English	FAC	FT	MC	10-11232-5130-00	100%	Stroup	Josh
English	FAC	FT	MC	10-11232-5130-00	100%	Mahon	Robert, Dr
English/Journalism/Journalism & Mass Media Communications/Program Coordinator	FAC	FT	MC	10-11091-5130-00	20%	Kolb	Leigh
English/Journalism/Journalism & Mass Media Communications/Program Coordinator	FAC	FT	MC	10-11232-5130-00	80%	Kolb	Leigh
English - Rolla	FAC	FT	ROLLA	10-11232-5130-10	100%	VonTress	Aurelia, Dr.
English	FAC	FT	MC	10-11232-5130-00	100%	Holtmeyer	Katie
Communications	FAC	FT	MC	10-11230-5130-00	100%	Haynes	Shanee, Dr.
Philosophy/Religion	FAC	FT	MC	10-11381-5130-00	80%	Gifford	Matthew
Philosophy/Religion	FAC	FT	ROLLA	10-11381-5130-10	20%	Gifford	Matthew
Spanish	FAC	FT	MC	10-11161-5130-00	100%	Aramburu	Ellen
<b>SOCIAL SCIENCE &amp; COLLEGE SUCCESS</b>							
Department Chair		FT		10-45020-5136-00	100%	Howard	Rachel, Dr.
Economics	FAC	FT	MC	10-11452-5130-00	100%	Hold FY25	
History/Government/Political Science	FAC	FT	MC	10-11455-5130-00	100%	Pohlman	Dennis
History (start 8/12/24)	FAC	FT	MC	10-11454-5130-00	100%	Eakin	Travis, Dr.
Political Science/History	FAC	FT	MC	10-11454-5130-00	100%	Derifield	Coreen, Dr
Psychology	FAC	FT	MC	10-11421-5130-00	100%	Pecka	Wendy, Dr
Psychology/Sociology	FAC	FT	MC	10-11421-5130-00	80%	Howard	Rachel, Dr.
Psychology/Sociology	FAC	FT	MC	10-11451-5130-00	20%	Howard	Rachel, Dr.
Psychology/Sociology	FAC	FT	MC	10-11421-5130-00	100%	Derifield	Timothy
Psychology/Sociology - Rolla	FAC	FT	MC	10-11451-5130-10	100%	Hold FY25	

Notes:

Economics faculty on hold for FY21, FY22 and FY23, FY24, FY25

Psychology/Sociology Instructor on hold for FY25

Title	Pos Level	FT/ PT	Location Regularly Assigned	Fund Account	Fund %	Last Name	First
<b>MATHEMATICS &amp; EDUCATION</b>							
Department Chair		FT		10-45022-5136-00	100%	Brigham	Reginald, Dr
Math	FAC	FT	MC	10-11404-5130-00	100%	Ong	Vu
Math	FAC	FT	MC	10-11404-5130-00	100%	Roberson	Shaun
Math	FAC	FT	MC	10-11404-5130-00	100%	Hold for FY25	
Math	FAC	FT	MC	10-11404-5130-00	100%	Estes	Anne
Math	FAC	FT	ROLLA	10-11404-5130-10	100%	Brigham	Reginald, Dr
Math	FAC	FT	ROLLA	10-11404-5130-10	100%	Kerwin	Olivia
Accounting/Business	FAC	FT	MC	10-12071-5130-00	100%	Hudanick	Richard, Dr.
Accounting/Business	FAC	FT	MC	10-12071-5130-00	100%	Hanneken	Lisa
Education/Teacher Education Program Coordinator	FAC	FT	MC	10-11139-5130-00	100%	Stotler	Gregory
Education	FAC	FT	MC	10-11139-5130-00	100%	Scheer	Kelsey
<b>SCIENCE &amp; ENGINEERING</b>							
Department Chair		FT		10-45021-5136-00	100%	Acosta	Parvatha, Dr
STEM Recruitment & Success Coordinator	204	FT	MC	10-11403-5120-00	100%	Tucker	Alison
Biology/Chemistry Lab Assistant	103	PT	ROLLA	10-11261-5160-10	100%	McCarthy	Stephanie
Science Laboratory Manager	106	FT	MC	10-11261-5160-00	100%	Hanneken	Jonne
Chemistry	FAC	FT	MC	10-11401-5130-00	100%	Monzyk	Matthew, Dr
Chemistry	FAC	FT	MC	10-11401-5130-00	40%	Bales	Kristin
Chemistry	FAC	FT	ROLLA	10-11401-5130-10	60%	Bales	Kristin
Biology	FAC	FT	MC	10-11261-5130-00	100%	Acosta	Parvatha, Dr
Biology	FAC	FT	MC	10-11261-5130-00	100%	Brown	Clarissa, Dr.
Biology	FAC	FT	MC	10-11261-5130-00	100%	Dixon	Kevin
Biology	FAC	FT	ROLLA	10-11261-5130-10	100%	Winters-Rozema	Elizabeth, Dr
Biology	FAC	FT	ROLLA	10-11261-5130-10	30%	Pulles	Keith
Biology	FAC	FT	MC	10-11261-5130-00	70%	Pulles	Keith
Biology - A & P	FAC	FT	MC	10-11261-5130-00	100%	Flotte	Elizabeth, Dr
Biology - A & P	FAC	FT	ROLLA	10-11261-5130-10	100%	Mowery	Tracy
Physics/Physical Science/Engineering	FAC	FT	MC	10-11403-5130-00	60%	Kellogg	Isaiah, Dr
Physics/Physical Science/Engineering	FAC	FT	MC	10-11407-5130-00	40%	Kellogg	Isaiah, Dr
Physics/PreEngineering	FAC	FT	MC	10-11403-5130-00	100%	Matusek	Michael
<b>FINE &amp; PERFORMING ARTS</b>							
Department Chair		FT		10-45025-5136-00	100%	Hold FY25	
Art (two-dimensional) (start 8/12/24)	FAC	FT	MC	10-11501-5130-00	100%	Martin	Beth
Art/Gallery Curator	FAC	FT	MC	10-11501-5130-00	100%	Higerd	Jennifer
Design/Art	FAC	FT	MC	10-11501-5130-00	100%	Barton	Sean
Darkroom Assistant	103	PT	MC	10-11501-5160-00	100%	Taylor	Jennifer
Music/Band Director	FAC	FT	MC	10-11504-5130-00	100%	Bounds	Aaron
Music/Choral Director	FAC	FT	MC	10-11504-5130-00	100%	Sexton	Timothy, Dr
Music/Program Coordinator, Concert Series & Music Outreach	FAC	FT	MC	10-11504-5130-00	100%	Judd	Jennifer, Dr
Music Accompanist	SUP	PT	MC	10-11504-5160-00	100%	Joyce	Naomi
Music Accompanist	SUP	PT	MC	10-11504-5160-00	100%	Finch	Andrew
Theater/Communications/Program Coordinator/Musical Director Theater	FAC	FT	MC	10-11231-5130-00	40%	Austin	Grace
Theater/Communications/Program Coordinator/Musical Director Theater	FAC	FT	MC	10-11230-5130-00	60%	Austin	Grace
Technical Theatre Instructor	FAC	FT	MC	10-11231-5130-00	100%	Hold FY25	

Notes:

Math faculty on hold FY24, FY25

Technical Theatre faculty on hold FY24, FY25

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XI: ROLLA PROPERTY**

An update will be provided on the purchase of property for the Rolla campus.

6/10/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XII: FACILITY LEASES**

**Recommendation:** To **approve** the renewal of off-campus leases for fiscal year 2025 as follows:

Rolla Technical Center 500 Forum Drive, Rolla	\$232,805.50	<i>(decrease of \$1,421)</i>
Rolla North 2303 North Bishop, Rolla	\$126,207.84	<i>(increase of \$3,675.96)</i>

Attachment

6/10/2024

**East Central College**

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

**To:** Board of Trustees  
**From:** Jon Bauer, President  
**Date:** May 6, 2024  
**Subject:** Off-Campus Lease Renewal for FY25

Each year, the Board of Trustees is asked to approve lease renewals for our Rolla locations for the upcoming fiscal year. The following renewals are recommended for FY25.

Offsite Location	Lessor	Annual Lease Amount	Notes	Total Ft <sup>2</sup> \$/Ft <sup>2</sup>
Rolla Technical Center 500 Forum Drive Rolla, MO 65401	Rolla Public School District No. 31 500A Forum Drive Rolla, MO 65401	\$232,805.50	Decrease of \$1,421  Decrease of 98 ft <sup>2</sup>	14,159 ft <sup>2</sup>  \$16.44/ft <sup>2</sup>
Rolla North 2303 North Bishop Rolla, MO 65401	Columbia College 1001 Rogers Street Columbia, MO 65218	\$126,207.84	Increase of \$3,675.96	7,900 ft <sup>2</sup>  \$15.98/ft <sup>2</sup>

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XIII: CENTRAL METHODIST UNIVERSITY MOU**

**Recommendation:** To **approve** a Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY25 at a flat rental fee of \$30,239.

Attachment

6/10/2024

**East Central College**

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

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

For the fiscal year of 2025 (July 1, 2024, to June 30, 2025), a flat rental fee of \$30,239 for facilities usage at East Central College by Central Methodist University will be imposed. This fee includes an assessment of \$4,000 for security services.

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

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

ECC will bill CMU the flat fee of \$30,239 in December of the fiscal year. Actual room usage will be assessed at the end of the spring term, and any additional charges for room usage will be billed after the final session in May of the fiscal year.

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

This Memorandum of Understanding will be in effect for fiscal year 2025 with an annual renewal. If any annual increases from this established fee schedule are necessary for renewal of this MOU, the increases shall not exceed the CPI-U, January to January, of the previous year and will be capped at 5% unless otherwise agreed to by both parties. It is agreed by both parties that at the end of this time period the Memorandum of Understanding will be fully reviewed by both parties. This Memorandum of Understanding may be cancelled by either party on eight weeks' notice.

This agreement is effective July 1, 2024.

**East Central College**

**Signed:**

**Title:**

**Date:**

**Central Methodist University**

**Signed:**

**Title:**

**Date:**

*Julie Sherman*  
*VP - Finance*  
*5/6/24*

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XIV: PROFESSIONAL SERVICES**

**Recommendation:** To **approve** the renewal of the agreement for unarmed security services at Rolla North and Rolla Main for FY25 with Securitas USA at the bill rate of \$27.20 per hour for security officers and \$29.60 per hour for security supervisors and the holiday rate of \$40.80 for security officers and \$44.40 for security supervisors.

**Recommendation:** To **approve** the renewal of the agreement with Cottingham & Butler as the College's Insurance Benefits Consultant, Broker of Record for 2024-2025 at an annual cost of \$36,000

**Recommendation:** To **approve** the renewal of the agreement with Great Western Dining to provide campus food service for FY25 at an annual cost of \$35,000, plus an administrative fee of 8.5% of food, labor, and fixed & general expenses.

Attachment

6/10/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 2201

FAX (636) 583-6602

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**INTEROFFICE MEMORANDUM**

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**TO:** DR. JON BAUER

**FROM:** CHRISTINA AYRES

**SUBJECT:** FY24 SECURITY SERVICE – ROLLA

**DATE:** 05/13/24

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Unarmed security services are currently utilized at Rolla North and Rolla Main. For FY25, the current provider, Securitas USA, has proposed a bill rate increase of \$1.62/hr for the officer and \$2.47/hr for the supervisor positions to allow for wage increases in both positions. The larger increase in the supervisor position will align the supervisor pay with other Securitas site supervisors.

Overtime will be billed at 115% of the Bill Rate. An increase in the holiday rate is also proposed should coverage be requested. Please see the table below for more information.

Position Title	Bill Rate		Overtime Rate		Holiday Rate	
	FY24	FY25	FY24	FY25	FY24	FY25
<b>Security Officer</b>	\$25.58	\$27.20		\$31.28	\$38.37	\$40.80
<b>Security Supervisor</b>	\$27.13	\$29.60		\$34.04	\$40.70	\$44.40

Securitas currently provides approximately 5,000 hours of service annually at the Rolla locations; therefore, these updated rates are expected to increase expenses by approximately 10% for a total of \$12,300.



## **HUMAN RESOURCES**

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TO: Dr. Jon Bauer  
DATE: May 15, 2023  
FROM: Carrie A. Myers  
RE: Employee Benefit Consulting Services, Broker of Record Renewal for 2024-2025

Recommendation for continuation of Cottingham & Butler as the College's Insurance Benefits Consultant, Broker of Record for 2024-2025 with an annual cost of \$36,000. The Broker of Record is a three-year contract subject to annual renewal.

The College has been working with Cottingham & Butler since July 2022. They are serving as a liaison between the college and the carriers, and provide guidance regarding healthcare reform, wellness programming, insurance renewals, and benefit options.

The committee is pleased with the work of Cottingham & Butler.

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



**EAST CENTRAL COLLEGE**  
**Interoffice Memorandum**

To: Dr. Jon Bauer, President

From: DeAnna Cassat, VP Finance & Administration

Date: June 4, 2024

RE: Food Services Provider Renewal

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In November of 2022, the Board of Trustees approved Great Western Dining Services (GWD) as the food service provider for the college. The café, now known as The Dive, has experienced several changes yet remained a staple service to the students and staff during the first year of operations.

GWD has built a client base within the community, including catering for the City of Union and Washington Chamber of Commerce. On campus, various departments utilized The Dive for 51 events and 11 Foundation events.

GWD also gives three (3) \$200 scholarships annually to the Foundation for the benefit of the students.

The Dive, along with funding from the Foundation, continues to offer the Food for Falcons program, to help fight food insecurities. The program provided 9,410 meals to students at the main campus during the fall and spring semesters.

It is my recommendation to renew services with Great Western Dining at an annual fee of \$35,000, plus an administrative fee of 8.5% of food, labor, and fixed & general expenses for FY25. This fee structure mirrors the FY24 contract. We intend for the relationship between the college and GWD to continue to flourish and build over the upcoming fiscal year.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XV: RESPIRATORY CARE PROGRAM**

**Recommendation:** To **approve** the establishment of an A.A.S. Respiratory Care Program effective Fall 2025 to be offered through the Missouri Health Professions Consortium with East Central College serving as the fiscal agent and program lead.

Attachment

6/10/2024

**East Central College**

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



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President

DATE: June 4, 2024

FROM: Robyn Walter, Vice President of Academic Affairs

RE: Respiratory Care AAS – New Program

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On May 10, 2024, Academic Council approved the recommendation to initiate a new program, **Respiratory Care, AAS**, effective Fall 2025. This program will be offered through our existing Missouri Health Professions Consortium (MHPC) with East Central College serving as fiscal agent and program lead. The Respiratory Care program will be administered through the Department of Health Sciences with a primary location at the Main Campus.

### Introduction

This program will be established through the Missouri Health Professions Consortium (MHPC) with State Fair Community College (SFCC), Moberly Area Community College (MACC), Three Rivers College (TRC), and North Central Missouri College (NCMC), and ECC will serve as the fiscal agent. The mission of this well-established five-member Consortium serving low-income and rural students is to “expand educational opportunities, especially for students who may have limited access to affordable selected degree programs in the health professions.” The Consortium model allows students across 70 primarily rural communities in Missouri to earn associate degrees and workforce credentials. MHPC successfully offers programs in Occupational Therapy Assistant (OTA) and Medical Laboratory Technology (MLT). The underserved rural areas of Missouri are in need of accessible and high-quality healthcare services, particularly in the field of respiratory care.

The Consortium has a history of leveraging resources such as sharing human and material resources to avoid duplication of effort. This resource-sharing approach contributes to cost-efficiency and sustainability. MHPC communicates well through the structure of the Board of Directors as they are the current Presidents of each community college. This structure allows for direct communication between the colleges. MHPC Chief Academic Officers and Program Directors meet twice per year for strategic planning, programming, and assessment purposes. MHPC Board of Directors establishes the tuition and fees for the program each year based on program needs and projected program student enrollment. A Memorandum of Understanding has been developed and formally agreed upon by all participating institutions to outline the membership and structure of the Missouri Health Professions Consortium as well as the financial arrangements of the Program.

The shortage of respiratory care therapists has been a pressing concern for our consortium communities. The proposed respiratory care program holds the promise of addressing this critical shortage and significantly improving the overall health outcomes for rural Missourians. By establishing this program, MHPC can help bridge this gap by producing qualified respiratory therapist who can learn and work in our communities. This program supports ECC's strategic elements of pathways and partnerships.

### Curriculum and Instruction

Didactic respiratory care instruction will be taught by ECC faculty, generally from an ECC classroom or remote location and broadcast to students via Zoom conferencing. In addition to Zoom, other web-based instructional formats and learning management systems such as Canvas and video streaming will be utilized for course content. For the laboratory component of the program, an instructor will meet face-to-face each week, or

possibly bi-monthly with students. On-campus laboratory instruction will occur in Columbia (MACC, NCMC, & SFCC enrollees) and Union (ECC & TRC enrollees) as designated (1 day/week).

## Curriculum

Track Narrative: East Central College offers the Respiratory Care program through the Missouri Health Professions Consortium (MHPC) and is coordinated through East Central College as a hybrid program. The AAS in Respiratory Care is a **one-plus-one-degree** program that prepares students to practice as Registered Respiratory Therapists (RRT) and to become state licensed as a Respiratory Care Practitioner. Upon graduation, students will receive their Associate of Applied Science degree in Respiratory Care and will be eligible to take the Therapist Multiple Choice (TMC) and Clinical Simulation Exam (CSE) administered by the National Board for Respiratory Care (NBRC) to obtain the Registered Respiratory Therapy (RRT) credential. The program has 72 credit hours.

Registered Respiratory Therapists (RRT) work with critical and non-critical patients in a variety of settings which include hospitals, surgery centers, rehabilitation centers, education, research, and medical equipment sales.

Prerequisites/General Education: A selective admission process is utilized. Students must have a "C" or better in all prerequisite coursework, have a cumulative college GPA of 2.5, complete a minimum of 8 hours of job shadowing, and complete a pre-entrance exam to apply to the program.

Accreditation: This program must receive approval and accreditation from the Commission on Accreditation for Respiratory Care (CoARC) in order for students be eligible for the Registered Respiratory Therapy (RRT) credential. The Letter of Intent has been submitted to CoARC for approval at their July Board Meeting.

## Respiratory Care AAS

General education courses (specific courses OR distribution area and credits).

### Semester One

COURSE #	COURSE TITLE	CREDIT HOUR	TERM OFFERED
COL 100	Campus Orientation	0	
COL 101	Falcon Seminar: Health Science	1	
ENG 101 or ENG 114	CORE 42 Written communication Requirement English Comp I or Honors Comp I	3	
COM 101 or COM 110	CORE 42 Oral Communications Requirement Oral Communications or Public Speaking	3	
Varies	CORE 42 Mathematics Requirement Intermediate Algebra (Recommended), Contemporary Math, Statistics, or higher	3-5	
Varies	CORE 42 Civics Requirement	3	
PSC CIVICS	Civics Achievement Exam	0	
<b>Total Credit Hours: 13-15</b>			

**Semester Two**

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDIT HOUR</b>	<b>TERM OFFERED</b>
PSY 101	General Psychology	3	
HSC 113	Medical Terminology	3	
BIO 206	Anatomy & Physiology I	4	
BIO 207	Anatomy & Physiology II	5	
<b>Total Credit Hours: 15</b>			

**Respiratory Care AAS – Professional Courses****Semesters One-Three (16-weeks Fall, Spring, and extended Summer)**

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDIT HOUR</b>	<b>TERM OFFERED</b>
RSC 201	Neonatal & Pediatric Respiratory Care	3	Summer
RSC 205	Specialized Respiratory Procedures	3	Summer
RSC 220	Respiratory Care Clinical III (1st 8 weeks)	2	Summer
RSC 221	Respiratory Care Lab III (1st 8 weeks)	1	Summer
RSC 250	Respiratory Care Clinical IV (2nd 8 weeks)	2	Summer
RSC 251	Respiratory Care Lab IV (2nd 8 weeks)	1	Summer
RSC 290	Respiratory Care Capstone	3	Summer
<b>Total Credit Hours: 15</b>			

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CREDIT HOUR</b>	<b>TERM OFFERED</b>
RSC 101	Fundamentals of Respiratory Care	3	Fall
RSC 105	Introduction Respiratory Disease	3	Fall
RSC 110	Respiratory Physiology	3	Fall
RSC 115	Respiratory Equipment & Therapeutics	3	Fall
RSC 120	Respiratory Care Clinical I	2	Fall
RSC 121	Respiratory Care Lab I	1	Fall
<b>Total Credit Hours: 15</b>			

COURSE #	COURSE TITLE	CREDIT HOUR	TERM OFFERED
RSC 150	Advanced Respiratory Care	3	Spring
RSC 155	Mechanical Ventilation	3	Spring
RSC 160	Cardiopulmonary Diagnostics	3	Spring
RSC 165	Respiratory Pharmacology	2	Spring
RSC 170	Respiratory Care Clinical II	2	Spring
RSC 171	Respiratory Care Lab II	1	Spring
Total Credit Hours: 14			

### Student Enrollment Projections

Student enrollment projections listed below are for the 1-year certificate (Class A) training program

Year	1	2	3	4	5
Full Time	20	40	40	40	40

### Financial Projections

This program is funded by student tuition and fees. The implementation and first four years of the program are fully funded with the Department of Labor Strengthening Community Colleges Training Grant. The grant covers faculty salaries and benefits, clinical lab equipment, classroom technology, lab and office supplies, student laptops, printing, faculty and staff workstations, marketing/awareness campaign, accreditation fees, faculty and staff professional development, student travel stipends, student admission expenses, and alternations to create ample lab space. In future years, Perkins funding and Vocation Enhancement Grant funding will be requested to cover equipment replacement. The financial projections do not include an annual increase in tuition.

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>1. Expenditures</b>					
<b>A. One-time:</b>					
New/Renovated Space					
Equipment					
Library					
Consultants					
Institutional Overhead					
Other					
Total One-time Expenditures	\$0	\$0	\$0	\$0	\$0
<b>B. Recurring:</b>					
Faculty	\$23,400	\$23,400	\$23,400	\$23,400	\$23,400
Staff	\$20,000	\$20,000	\$30,000	\$30,000	\$30,000
Benefits					
Equipment		\$10,000	\$10,000	\$10,000	\$10,000
Library					
Institutional Overhead					
Other	\$13,500	\$13,500	\$17,600	\$20,750	\$20,750
Total Recurring Expenses	\$56,900	\$66,900	\$81,000	\$84,150	\$84,150
<b>Total (A + B)</b>	<b>\$56,900</b>	<b>\$66,900</b>	<b>\$81,000</b>	<b>\$84,150</b>	<b>\$84,150</b>
<b>2. Revenues</b>					

State Aid – CBHE					
State Aid – Dese		\$5,000	\$5,000	\$5,000	\$5,000
Tuition/Fees	\$69,028	\$69,028	\$82,834	\$103,542	\$103,542
Institutional/Resources					
Other					
<b>Total for Revenues</b>	<b>\$69,028</b>	<b>\$74,028</b>	<b>\$87,834</b>	<b>\$108,542</b>	<b>\$108,542</b>
<b>Revenue Over Expenses</b>	<b>\$12,128</b>	<b>\$7,128</b>	<b>\$6,834</b>	<b>\$24,392</b>	<b>\$24,392</b>

### Summary

The Respiratory Care program is consistent with ECC's strategic plan, which calls for the expansion of enrollment, programs, and services in all our service region. A respiratory care program is complementary to existing healthcare offerings and consistent with the mission of empowering students and enriching communities through education by contributing to the growing and strong healthcare economy. The program mission is to provide safe, competent, and professional registered respiratory therapists in the most rural regions of the state with ever-changing healthcare environment.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XVI: COURSE FEE**

**Recommendation:** To **approve** the addition of a course fee of \$204 for EMS110, Emergency Medical Technology Lecture effective academic year 2024-25.

Attachment

6/10/2024

**East Central College**

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



OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer, College President

DATE: May 28, 2024

FROM: Robyn Walter, Vice President of Academic Affairs

RE: Request for Course Fees for EMT 110

---

This memo serves as a request to add licensed testing fees to EMS 110, *Emergency Medical Technology Lecture*, for academic year 2024-25.

After a thorough review of the course and licensure success rates, the EMS faculty have found that students are successfully passing the course, but few are testing to become licensed EMT's due to the cost of the exams. The EMS faculty recommend the cost of the exams be built into the fees associated with the course to remove this barrier for students. This request falls in line with other programs of study at ECC such as OTA, Licensed Practical Nursing (LPN), Surgical Technology, and Medical Assisting (MDA) as well as programs across the country. This request was approved through Academic Council – April 19, 2024.

The total course fees requested are \$204.00

- Psychomotor Initial test: \$100/NIEMT
- Cognitive Initial test: \$104/NREMT

The EMS Program Director has noted this barrier on the course/program Annual Assessment Report and Plan (AARP) and has identified this barrier as an operational goal that will improve EMT cognitive pass rates. The ultimate goal is for EMT students to sign up for their cognitive exam without delay.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XVII: \*PERSONNEL**

**A. APPOINTMENTS**

- Recommendation:** To **approve** the appointment of Jeri Schaefer as Associate Director, Financial Services effective June 17, 2024, with an annual salary of \$63,985.20.
- Recommendation:** To **approve** the appointment of Beth Martin as Art Instructor effective August 12, 2024, with an annual base salary of \$68,947.20.
- Recommendation:** To **approve** the appointment of Haley Walter as Enrollment Counselor – Diverse Populations effective June 17, 2024, with an annual salary of \$41,671.34.
- Recommendation:** To **approve** the appointment of Laura Hemker as Financial Aid Advisor effective July 1, 2024, with an annual salary of \$48,073.03.
- Recommendation:** To **approve** the appointment of Sarah Kuehnle as Instructional Design Specialist effective July 1, 2024, with an annual salary of \$49,381.06.
- Recommendation:** To **approve** the appointment of Steffani McCrary as Associate Director of Advising & Career Services effective July 1, 2024, with an annual salary of \$56,630.10.
- Recommendation:** To **approve** the appointment of Travis Eakin as History/Political Science Instructor effective August 12, 2024, with an annual base salary of \$56,428.40.
- Recommendation:** To **approve** the appointment of Heather Bond as Director of Wellness Services effective July 8, 2024, with an annual base salary of \$71,867.85.

12/4/2023

**East Central College**

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## **B. RESIGNATIONS**

**Recommendation:** To **accept** the resignation of Carson Mowery, Title III Program Coordinator, effective June 21, 2024.

**Recommendation:** To **accept** the resignation of Becki Heimann, Academic Advisor, effective June 7, 2024.

## **C. SUMMER 2024 ADJUNCT ROSTER ADDENDUM**

**Recommendation:** To **approve** changes to the roster of adjunct faculty for the Summer 2024 semester as listed on the memorandum to the agenda.

## **D. CLASSIFIED STAFF APPOINTMENTS** (*information only*)

A list of classified staff hired since the May 6, 2024, meeting is attached for information.

Attachments

12/4/2023

**East Central College**

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## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: May 17, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Associate Director, Financial Services

Please accept the Search Committee's recommendation to hire Jeri Schaefer as the full-time Associate Director, Financial Services effective June 17, 2024, with an annual salary of \$63,985.20. DeAnna Cassat, Vice President of Finance & Administration, approved this recommendation.

Jeri has 28 years of accounting experience which includes, but is not limited to the following:

- Accounting Manager – Mid American Coaches – 2015 – current
- Assistant Controller – Ziglin Signs – 2015
- Customer Service Representative – Heritage Propane – 2013 – 2015
- Sole Proprietor – 1996 – 2014

Jeri received her Bachelor of Science in Business Administration from the University of Missouri – St. Louis.

Recommendation signatures:

A handwritten signature in black ink, appearing to read "Carrie A. Myers".

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Carrie A. Myers  
Director of Human Resources

A handwritten signature in black ink, appearing to read "DeAnna R. Cassat".

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DeAnna Cassat  
Vice President, Finance & Administration



## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: May 13, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Instructor, Art

Please accept the Search Committee's recommendation to hire Beth Martin as the full-time Art Instructor effective August 12, 2024, with an annual base salary of \$68,947.20. Ann Boehmer, Dean of Art & Science, served as the search committee chair. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Beth's experience includes, but is not limited to the following:

- Undergraduate Academic Advisor – University of Montana – 2023 – 2024
- Assistant Professor, Art – Motlow State College - Tennessee 2017 – 2023
- Humanities Curriculum Chair – Motlow State College 2020 – 2022
- Instructor, Art – Williston State College – North Dakota 2013 – 2014
- Instructor, Art – Southwestern Illinois College 2007 – 2011
- Instructor, Art – St. Louis Community College 2006 – 2011

Beth received her Bachelor of Fine Arts (BFA), Master of Arts (MA), and Master of Fine Arts (MFA) from Fontbonne University.

Recommendation signatures:

A handwritten signature in black ink, appearing to read "Carrie A. Myers", written over a horizontal line.

Carrie A. Myers  
Director of Human Resources

A handwritten signature in black ink, appearing to read "Robyn C. Walter", written over a horizontal line.

Dr. Robyn Walter  
Vice President, Academic Affairs



## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: May 17, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Enrollment Counselor – Diverse Populations

Please accept the Search Committee's recommendation to hire Haley Walter as the full-time Enrollment Counselor – Diverse Populations effective June 17, 2024, with an annual salary of \$41,671.34. Sarah Leassner, Vice President of Student Development, approved this recommendation.

Haley's experience includes, but is not limited to the following:

- Graduate Communications Assistant – Cardiff University – February 2023 – April 2023
- Digital Content Producer – WSOC Channel 9, Charlotte, NC – 2018 – 2021
- Managing Editor, News Editor– Webster University Journal – 2016 – 2018

Haley received her Bachelor of Arts in Journalism from Webster University. She received her Master of Economic & Social Studies from Cardiff University in Wales, United Kingdom.

Recommendation signatures:

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Carrie A. Myers  
Director of Human Resources

Sarah A. Leassner

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Leassner  
Date: 2024.05.31 13:46:09 -05'00'

Sarah Leassner  
Vice President, Student Development



## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: May 31, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Financial Aid Advisor

Please accept the Search Committee's recommendation to hire Laura Hemker as the full-time Financial Aid Advisor effective July 1, 2024, with an annual salary of \$48,073.03. Sarah Leassner, Vice President of Student Development, approved this recommendation.

Laura's experience includes, but is not limited to the following:

- Accounts Receivable Specialist – East Central College – 2014 – current
- Testing Center Specialist – East Central College – 2014 – 2015
- Purchasing Assistant – East Central College – 2013 – 2013
- ACH Specialist/Bookkeeper – Anheuser Busch Employee Credit Union – 2005 – 2013  
(merged with Siefel Bank & Trust & First Service Bank)
- Bookkeeper – Farms & Merchants Bank – 1998 – 2005

Laura received her Bachelor of Arts in Business & Finance from the Central Methodist University.

Recommendation signatures:

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Carrie A. Myers  
Director of Human Resources

Sarah A. Leassner

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Date: 2024.05.31 11:52:56 -05'00'

Sarah Leassner  
Vice President, Student Development



## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: June 3, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Instructional Design Specialist

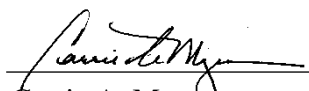
Please accept this recommendation to hire Sarah Kuehnle as the full-time Instructional Design Specialist effective July 1, 2024, with an annual salary of \$49,381.06. Robyn Walter, Vice President of Academic Affairs, approved this recommendation.

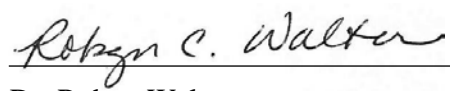
Sarah's experience includes, but is not limited to, the following:

- Technical Trainer – Anders CPA & Advisory – 2023 – current
- Content Manager – Fun 4 STL Kids – 2022 – 2023
- Instructional Designer – Webster University – 2017 – 2022

Sarah received a Bachelor of Science in Education from the University of Missouri – St. Louis and a Master of Science in Education: Instructional Technology & Design from Southern Illinois University – Edwardsville.

Recommendation signatures:

  
Carrie A. Myers  
Director of Human Resources

  
Dr. Robyn Walter  
Vice President of Academic Affairs



## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: May 31, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Associate Director, Advising & Career Services

Please accept the Search Committee's recommendation to hire Steffani McCrary as the full-time Associate Director Advising & Career Services effective July 1, 2024, with an annual salary of \$56,630.10. Sarah Leassner, Vice President of Student Development, approved this recommendation.

Steffani's experience includes, but is not limited to the following:

- Associate Director Advising & Counseling – East Central College – 2022 – current
- Interim Director Advising & Counseling – East Central College 2020 – 2021
- Academic Advisor – East Central College – 2015 – 2022
- District Career & Technical Education Coordinator – Sullivan School District – 1999 – 2015

Steffani received her Bachelor of Science in Business Administration from Missouri Baptist University and her Master of Business Administration from Columbia College.

Recommendation signatures:

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Carrie A. Myers  
Director of Human Resources

Sarah A. Leassner Digitally signed by Sarah A. Leassner  
Date: 2024.05.31 11:53:40 -05'00'

Sarah Leassner  
Vice President, Student Development



## HUMAN RESOURCES

---

TO: Dr. Jon Bauer, College President  
DATE: June 3, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Instructor, History/Political Science

Please accept this recommendation to hire Dr. Travis Eakin as the full-time History/Political Science Instructor effective August 12, 2024, with an annual base salary of \$56,428.40. Robyn Walter, Vice President of Academic Affairs, approved the recommendation to hire.

Dr. Eakin's experience includes, but is not limited to, the following:

- Professor History – Ozark College 2021 – current
- Adjunct Instructor – Southeast Missouri State University 2018 – 2023
- Adjunct Instructor – Moberly Community College 2019 – 2021
- Adjunct Instructor – University of Missouri – Columbia 2014 – 2016

Dr. Eakin received a Master of Arts in History from the University of Mississippi and a Ph.D. in History from University of Missouri – Columbia.

Recommendation signatures:

A handwritten signature in black ink, appearing to read "Carrie A. Myers", written over a horizontal line.

Carrie A. Myers,  
Director of Human Resources

A handwritten signature in black ink, appearing to read "Robyn C. Walter", written over a horizontal line.

Dr. Robyn Walter,  
Vice President of Academic Affairs



## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: June 5, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Director Wellness Services

Please accept the Search Committee's recommendation to hire Heather Bond as the full-time Director of Wellness Services effective July 8, 2024, with an annual salary of \$71,867.85 Sarah Leassner, Vice President of Student Development, approved this recommendation.

Heather's experience includes, but is not limited to the following:

- School Based Therapist Jefferson College – Compass Health Network – 2021 – current
- County Youth Programs – St. Louis County Department of Human Services – 2014 – 2021
- Crisis Intervention/Mobile Outreach – Behavioral Health Response – 2012 – 2014
- School Based Mental Health Specialist – Crider Health Center – 2009 – 2013
- Crisis Intervention Clinician – Behavioral Health Response – 2007 – 2009

Heather received her Bachelor of Arts in Human Services from Hannibal LaGrange College and her Master of Social Work from University of Missouri – St. Louis.

Recommendation signatures:

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

Carrie A. Myers  
Director of Human Resources

Sarah A Leassner 6-5-24

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Sarah Leassner  
Vice President, Student Development



**Interoffice Memo**  
**HUMAN RESOURCES**

---

TO: Dr. Jon Bauer  
DATE: May 13, 2024  
FROM: Carrie Myers, Director of Human Resources  
RE: Requesting Release from Contract – Carson Mowery

Carson Mowery, Title III Program Coordinator, has requested to be released from the remainder of her FY24 employment contract effective June 21, 2024. The official resignation letter is on file in the Human Resources Office.

Signatures:

Carrie A. Myers  
Director, Human Resources

Dr. Robyn Walter  
Vice President, Academic Affairs



**Interoffice Memo**  
**HUMAN RESOURCES**

---

TO: Dr. Jon Bauer  
DATE: May 24, 2024  
FROM: Carrie A Myers, Director of Human Resources  
RE: Requesting Release from Contract –Becki Heimann

Becki Heimann, Academic Advisor, has requested to be released from the remainder of her FY24 employment contract effective June 7, 2024. The official resignation letter is on file in the Human Resources Office.

Signatures:

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

Carrie A. Myers  
Director, Human Resources

Sarah A. Leassner

Digitally signed by Sarah A.  
Leassner  
Date: 2024.05.24 08:33:43 -05'00'

Sarah Leassner  
Vice President, Student Development



## Interoffice Memo

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TO: Dr. Bauer  
DATE: May 30, 2024  
FROM: Office of Academic Affairs  
RE: Adjunct Addendum for Summer Semester 2024

Please approve the following adjunct addendum for the summer 2024 semester.

### **ADDITIONS**

#### **Career & Technical Education**

Michael Askins, CIS  
Jason Durbin CIS  
Robert Willis, Culinary Arts

#### **Mathematics, Business & Education**

Susan Giesing, Education  
Jennifer Heberlie, Education  
Gregory Stotler, Education

#### **College Success**

Rachel Howard

#### **Health Science**

Clay Banderman, EMS  
Heather Branson, LPN

#### **English & Humanities**

Aurelia VonTress

#### **Social Sciences**

Brandon Guth, Law Enforcement  
John Scott, Law Enforcement

### **DELETIONS**

#### **Career & Technical Education**

Michael Palazzola, Culinary Arts

#### **College Success**

Sarah Haines

Signatures:

Dr. Robyn Walter, Vice President of Academic Affairs      Date

Carrie Myers, Director of Human Resources      Date



## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: June 3, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Support Staff Hires – June 2024

The following support staff employee will be hired during the month of June:

- Sunny Roberson    Accounts Receivable Specialist    Full-time    6/17/24

A handwritten signature in black ink, reading "Carrie A. Myers", is positioned above a horizontal line.

Carrie A. Myers  
Director of Human Resources

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XVIII: BOARD PRESIDENT'S REPORT**

Board President Ann Hartley will share information with the Board.

6/10/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XIX: REPORTS**

Reports may be presented by:

- A. Faculty Association President, Tracy Mowery
- B. ECC-NEA President, Reg Brigham
- C. Professional Staff President, Carson Mowery
- D. Classified Staff Association President, Denise Walker
- E. Student Government Association - no report

6/10/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XX: PRESIDENT’S REPORT**

Projected meeting dates for 2024 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.

**2024 Projected Meeting Dates**

June 14 (*8:30 a.m. strategic planning discussion*)  
July 18 (*Thursday noon business meeting*)  
August 26  
No September Meeting  
October 7  
November 4  
December 2

**Alternate Meeting Dates**

October 14  
November 11  
December 9

6/10/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
June 10, 2024**

**AGENDA ITEM XXI: ADJOURNMENT**

**Recommendation:** To **adjourn** the June 10, 2024, public meeting of the Board of Trustees.

6/10/2024

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