



**BOARD OF TRUSTEES
MEETING**

December 2, 2019

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

December 2, 2019

5:30 p.m. BH238

		Action¹	Discussion	Information
1.	CALL TO ORDER			
2.	RECOGNITION OF GUESTS			X
3.	PUBLIC COMMENT			
4.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
5.	*APPROVAL OF MINUTES	4 Votes		
6.	TREASURER'S REPORT AND FINANCIAL REPORT	Simple Majority		
7.	AUDITOR'S REPORT	4 Votes		
8.	RE-AUTHORIZATION OF U.S.D.A. LOAN THROUGH CRAWFORD ELECTRIC COOPERATIVE	4 Votes		
9.	FREE DUAL CREDIT PROGRAM	4 Votes		
10.	ATHLETICS EXPANSION	4 Votes		
11.	*PERSONNEL A. Appointments B. Adjunct Faculty - Spring 2020	4 Votes		
12.	BOARD PRESIDENT'S REPORT			X
13.	REPORTS A. Faculty Association B. ECC-NEA C. Professional Staff Association D. Classified Staff Association E. Student Government Association			X
14.	PRESIDENT'S REPORT			X
15.	ADJOURNMENT	Simple Majority		

¹RSMo Section 178.830 states, in part: "...A majority of the Board constitutes a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefor."

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 1: CALL TO ORDER

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

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Section 1, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 2: RECOGNITION OF GUESTS

Guests will be recognized by Vice President Joel Doepker.

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Section 2, Page 1

East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 3: PUBLIC COMMENT

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

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 4: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the December 2, 2019, Board of Trustees meeting.

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Section 4, Page 1

East Central College

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Agenda Item 4: Approval of Agenda

Consent Agenda Items for December 2, 2019:

Approval of Minutes
Personnel

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

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 5: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the October 30, 2019 Board Retreat and the November 4, 2019 regular meeting of the Board of Trustees.

Attachments

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Section 5, Page 1

East Central College

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EAST CENTRAL COLLEGE
BOARD OF TRUSTEES RETREAT
Wednesday, October 30, 2019
ECTC 114

CALL TO ORDER: The Board of Trustees retreat was called to order at 5:11 p.m. by Board President Ann Hartley. Other Board members present at the meeting were Joseph Stroetker, Prudence Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators - Vice President of Student Development Heath Martin, Interim Vice President of Academic Affairs Robyn Walter and Vice President of External Relations Joel Doepker; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Athletic Director Jay Mehrhoff, Director of Early College Programs Megan Strubberg and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: There were no guests present.

CHRONICLE SURVEY: Michelle Smith provided a year over year review of ratings from the employee satisfaction survey conducted for the *Chronicle of Higher Education* by ModernThink. Michelle noted the document provided in the agenda packet was an extracted data set that removed some staff and the adjunct faculty to provide a comparison nationwide; her presentation is based on the full data set. Michelle provided survey data for the last four years sorted from the strongest area to the weakest area. The 2019 data shows most dimensions ranking in the good and fair/mediocre ranges; this is an improvement across the board. The shared governance indicator has experienced the most improvement, which indicates the model approved by the Board is working. Communication has also shown a significant increase.

Dr. Bauer noted that time has been spent in Shared Governance Council discussing specific initiatives that can be undertaken to address the survey results. Some of those conversations focused on supervisory and administrative relationships with direct reports; Dr. Bauer has made intentional efforts to address this with leadership.

This data will be used as a metric to determine progress toward strategic planning goals under the employee strategy. The survey will be administered again in March with preliminary results returned in May. Comparison data is provided at the beginning of the academic year and is shared at the fall in-service meeting. The data set is huge and includes two-year and four-year colleges across the nation. ECC includes ten self-chosen questions specific to the institution. Ms. Hartley stressed that it is important for employees to understand this information is being used to help improve the campus. Dr. Bauer noted that more detail is on the website and results will be shared with the Board annually.

ATHLETICS: Dr. Bauer noted that it is important to continually review what is offered to students and look for ways to enhance opportunities. The strategic plan specifically mentions an investigation of athletics; it also includes goals related to increasing enrollment and degrees awarded. The Budget Advisory Committee has been reviewing data related to the expansion of athletics and has met with staff from State Fair Community College to discuss their experience with adding sports. In addition, area high school counselors and principals mentioned in a recent meeting that athletics is way to attract more of their students. The addition of athletic teams is one enrollment strategy being explored.

Vice President Heath Martin and Athletic Director Jay Mehrhoff presented rationale for exploring the expansion of sports on campus. ECC athletes perform at high levels in the classroom and represent

the college with pride and distinction. There are two reasons guiding the desire to expand: enrollment growth and success/retention. Enrollment has declined about 41% over the last ten years; 1,650 additional credit hours would be generated by the expansion plan. Approximately 40 additional degrees would be awarded per year with the plan. Athletes tend to bring additional students with them, which would further boost enrollment.

The two biggest sports offered by other colleges are baseball and women's soccer; several community colleges have recently added sports teams. The proposed teams would be at the Division 2 level, which does not require provision of room and board or housing. This would attract more local athletes who could take advantage of the A+ program. ECC promotes the academic success of the athletes; successful course completion by athletes was at 86.4% last year while the general student body success rate was 76.4%. The past year, 28 of the 52 athletes were A+ participants; this reduces scholarship costs.

A pro forma was provided and reviewed. Revenues include tuition/fees (119 students taking 30 credit hours = \$460,530) and the allocated portion of the student activity fee (\$252,000) with a total of \$700,000 in revenue. A part-time staffing model was used and about 53% of the tuition costs were discounted. The revenue exceeds expenses by about \$100,000; revenue will fluctuate based on college enrollment. Renovation of the baseball field would be approximately \$80,000 and a commitment will be made to fundraise that amount before moving forward.

It was noted that some of the expenses would occur before athletes could be on the field. Positions will need to be advertised and the soccer coach would be a full-time position coaching both teams with an assistant. Scholarships would cover tuition and fees for 30 credit hours; not every athlete would be given a scholarship to play. The more A+ students who are recruited, the less discounting will occur. Some A+ athletes are provided \$1,000 for books.

Concern was expressed about asking the general student population to pay for athletics through the activity fee; it was suggested attention be focused on expanding academic programs with good retention and graduation rates. It was also suggested that much of the student body is older and not interested in participating in sports. Concern with the pro forma was also expressed in that the entire tuition/fees amount is applied to sports expenses when there are other expenses involved, there is no guarantee of running a surplus, and overhead is not included. There was also concern about the ability to fundraise a sufficient amount to renovate the baseball field.

It was noted that there are some fixed costs that will be paid regardless of the number of athletes; these don't increase when the teams expand. Also, student activity fees over numerous years have been divided with a specific percentage allocated to athletics and other percentages going to student government, the student newspaper and student clubs. Therefore, the general student population also benefits from the fees.

Ms. Hartley asked that administration review the pro forma to make it as accurate as possible. It was suggested a separate pro forma be developed for each year; the first year will be different from subsequent years due to the start-up timeline. It was also requested that some percentage of fixed costs be included.

Board members expressed the opinion that the benefits of sports programs are many, but they cannot be implemented to the detriment of academic programs.

Dr. Bauer noted that state aid and local tax revenue are not reflected in the pro forma; tuition is reflected because it is directly associated with the athletes' enrollment. State aid and tax revenue support the fixed costs of operation. Athletes are majoring in academic programs, not sports. The College also supports the arts programs, but that is not of interest to every student. No one thing

being done applies to every student enrolled. There is a need to invest in new programs; expanding sports does not mean other things will not be done as well. This is a small portion of the total budget. Dr. Bauer indicated the information would be further refined and brought back for consideration. Dr. Mehrhoff emphasized that expanding athletics will provide a return on investment with publicity and community awareness as well as additional enrollment. ECC is potentially losing students to other colleges offering the sports they desire. Vice President Martin added that research shows students who are invested in co-curricular activities are more likely to be successful in college.

FREE DUAL CREDIT FOR STUDENTS QUALIFIED FOR FREE/REDUCED LUNCH: Vice President Martin and Megan Strubberg stated that part of the strategic plan is to increase early college opportunities for area students. The cost of dual credit is a barrier to the neediest students. A strategy being implemented by other colleges is to provide dual credit at no cost to high school students qualified for the free/reduced lunch program. A recent discussion with high school staff indicated this would be a “game changer” for their students. Free dual credit would allow ECC to serve more students in a more effective way and to be accessible to as many as possible.

Students participating in dual credit are more likely to attend college and complete; it shortens the time to a degree and reduces the cost of a college education. Of the top participating dual credit schools, about 897 students are on free/reduced lunch and 58 of those are currently enrolled in ECC dual credit classes (a participation rate of 6.4%). Those not on the free/reduced lunch program total 1,766 of which 278 are enrolled in dual credit (a rate of 15.7%). Requirements for the free dual credit program would include being qualified for the free/reduced lunch program, junior or senior rank in high school, and a minimum GPA of 3.0.

If the program had been in place for Fall 2019, about 13% of the current dual credit participants would have qualified. Seventy-three students would have received free tuition for 365 credit hours. The financial impact would have been \$18,615. Dr. Bauer noted that students in the free program would be in courses already offered where there is capacity. In addition, the school districts involved may be interested in using ECC as their sole dual credit provider, which could increase course offerings. This is consistent with ECC’s mission, although there may be some revenue loss to the college.

It is forecasted that this program would increase free/reduced lunch dual credit participants as well as those participants not on free/reduced lunch. Missouri State University added this program in the fall and increased their enrollment by 295 students. More schools are likely to offer free dual credit in the future; ECC needs to find ways to be more competitive. St. Louis Community College has experienced sending schools moving all their dual credit offerings to STLCC rather than dividing the offerings among other colleges. About 25% of students taking dual credit return to take college classes after high school graduation.

The Board was generally supportive of the free dual credit program but expressed concern with possibly stigmatizing students by tying the program to the free/reduced lunch program at the high school. Dr. Bauer assured the group that the program would be handled confidentially. He noted that students who graduate high school have funding sources available to them such as Pell, A+ and scholarships. Legislation has recently authorized A+ funding for dual credit courses; however, there is no money attached to the legislation at this point. It was noted that promoting the free dual credit program might encourage students to utilize the free/reduced lunch program, which would qualify them for other benefits such as free ACT testing. It was agreed that a formal proposal for free dual credit would be developed and presented at the December Board meeting.

ACCT TRUSTEE GOVERNANCE LEADERSHIP INSTITUTE: Dr. Bauer and Board Secretary Cookie Hays presented information from the ACCT GLI conference they attended in August. This

conference was designed with new trustees in mind; it focused on governance and leadership from the board's perspective. Much of the information from the conference was shared in the Board agenda packet and members were encouraged to read the material. The presentation focused on the nine principles of leadership:

- Act as a Unit – members have no legal authority individually
- Represent the Common Good – know the community well and have no personal agenda
- Set the Policy Direction – the Board is not involved in daily operational matters
- Employ, Evaluate and Support the CEO – open communication is key; a succession plan for the president should be considered
- Define Policy Standards for College Operations – set expectations and goals for the institution; it was suggested a code of ethics and board bylaws be developed
- Create a Positive Climate –value the staff, attend events
- Monitor Institutional Performance – focus on student learning, be aware of accreditation requirements
- Support and Advocate for the College – board members are ambassadors for the college and the foundation
- Lead as a Thoughtful, Educated Team – ask questions, analyze options and make decisions based on thorough deliberation

Dr. Bauer noted that ACCT provides a national view while MCCA provides a state perspective; both are important.

EXECUTIVE SESSION:

Motion: To **enter** into executive session per RSMo 2004,1 Section 610.021 (2) Real Estate at 7:50 p.m.

Motion by Audrey Freitag; Seconded by Cookie Hays

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

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

Motion: To **resume** open session at 8:48 p.m.

Motion by Audrey Freitag; Seconded by Eric Park

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

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

ADJOURNMENT:

Motion: To **adjourn** the October 30, 2019 public Board of Trustees retreat at 8:48 p.m.

Motion by Joseph Stroetker; Seconded by Eric Park; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, November 4, 2019**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators – Vice President of External Relations Joel Doepker and Vice President of Student Development Heath Martin; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Human Resources Director Wendy Hartmann, Foundation Executive Director Bridgette Kelch, Rolla Campus Director Christina Ayres, Coordinator of Student Life Emily Durham, Assistant Professor of English Sue Henderson, Biology Instructor Elizabeth Flotte, Director of Online Learning Chad Baldwin, Instructional Design Specialist Karen Klos, Director of Admissions J C Crane, Foundation Specialist Angie Siebert, Human Resources Specialist Diane Burnett, Associate Director of the Learning Center Kristin Milligan, Academic Advisor Lesley Peters, Campus Police Officer Tommie Lowe, Faculty Association Vice President Sarah Sexton, Professional Staff President Jenny Kuchem, Classified Staff President Stacy Bellville, Student Government President Juanita Ziegler, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Vice President Joel Doepker introduced Amanda Postma from the *Missourian*.

PUBLIC COMMENT: There were no public comments.

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

Motion: To **approve** the agenda for the November 4, 2019 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the October 7, 2019 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer reviewed the first quarter financial statements, noting that the amount reflected under gifts and grants is the tax credit revenue from the Business & Industry Center project. The primary change in revenue is the tuition increase and the tax credit revenue.

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 Prudence Johnson; Carried Unanimously

ACCEPTANCE OF BIDS: Dr. Bauer noted that Moodle has been the learning management platform for many years and vendor support will be ending next year. Three proposals were received for the system, which is foundational for academic work across the campus. The platform needs to integrate smoothly with Colleague and have the best functionality. Chad Baldwin informed the Board that

Moodle has been in use for about 14 years and is used to house online courses as well as support about 60% of the on-ground classes. Canvas is a cloud solution used by many community colleges as well as four-year schools where ECC students transfer. This is also the online portal for tutoring; it houses faculty syllabi and division/department resource pages. Over 1,000 students use the system daily. Winter intersession courses and most summer courses are offered online. A lot of time has been invested in looking at learning management systems and the majority of the faculty indicated they prefer Canvas. The strategic planning process identified this system as an area of concern. Elizabeth Flotte noted that faculty feel this product will help increase retention, especially for online classes. It provides a user-friendly gradebook and has tools that will eliminate many hurdles faced with Moodle. Canvas will integrate with other tools being used and provides ease of navigation; some faculty are already familiar with the product, which will reduce training time.

Motion: To **accept** the bid of Instructure for purchase of the Canvas learning management system at a cost not to exceed: year 1 - \$49,688.36 including implementation fees, year 2 - \$42,940.80 and year 3 - \$44,229.02. The purchase and annual maintenance will be funded with student technology fees.

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

BOARD ELECTION FILING DATES:

Motion: To **set** the dates for filing for the April 7, 2020 Board of Trustees election to open at 8:00 a.m. on Tuesday, December 17, 2019, and to close at 5:00 p.m. on Tuesday, January 21, 2020 with filing to be closed from 4:30 p.m. on December 18, 2019 through January 1, 2020 and also on January 20, 2020.

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

EMPLOYEE INSURANCE: The committee accepted the challenge to reduce the premium increase below the 10% proposal for health insurance and keep plans with no premium cost to employees. They recommend a modification to the health savings account contribution to fund it at no more than the deductible. The final recommendation is for a 6% increase for the renewal with an employee contribution for one of the plan options. Anthem will continue to be the provider with four options. Moving vision insurance to EyeMed provides a more expansive network and a decreased premium.

Motion: To **approve** the following carriers to provide insurance benefits for employees in 2020:

Medical Insurance	<i>Anthem</i> – 6% increase in rate with a monthly employee contribution of \$28.87 for the base plan with the BJC network
Dental Insurance	<i>Delta Dental</i> – no change in rate
Vision Insurance	<i>EyeMed</i> – 6.38% decrease in rate
Life/Accidental Death & Dismemberment, Long-Term Disability	<i>Anthem</i> – no change in rates

Motion by Prudence Johnson; Seconded by Eric Park; Carried 4-0 with Joseph Stroetker and Cookie Hays abstaining

MEDICARE ADVANTAGE INSURANCE:

Motion: To **approve** renewal of the Medicare Advantage plan with United Healthcare as the group Medicare Part C plan offered to eligible retirees at no cost to the College.

Motion by Eric Park; Seconded by Prudence Johnson; Carried 4-0 with Joseph Stroetker and Cookie Hays abstaining

NEW BOARD POLICY – 4.47 PAID PARENTAL LEAVE: The Shared Governance Council began looking at this policy in spring and formed a committee to develop it; the Council approved the policy presented to go forward to the Board and Dr. Bauer supports it. Dr. Bauer indicate this is where the College needs to be in terms of being a leading employer for benefits offered.

Stacy Bellville reiterated that the policy provides the opportunity to be a leading institution; it also ties to the employee strategy of the strategic plan as it relates to retention and recruitment. It is very difficult to determine an actual cost to the College since most times another staff member picks up the work when an employee is on leave. If the employee needs to be replaced during leave, the average cost per day for a professional staff employee is \$221, for support staff it is \$128 and for faculty it is \$206. There are usually five or six employees per year who need parental leave. The Board was supportive of the policy and viewed the purpose as making ECC a better place to work.

Motion: To **waive** the second reading of the parental leave policy.

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

Motion: To **approve** new Board Policy 4.47 Paid Parental Leave as set forth by the Shared Governance Council to establish a formal policy to provide paid leave for employees.

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

COURSE SUCCESS RATE - ACADEMIC YEAR 2019: Vice President Heath Martin reviewed the course success rate for the prior academic year. He noted that the success rates are a key performance indicator (KPI) identified by the Missouri Department of Higher Education and are also a metric used in the strategic enrollment management plan. The rate increased over academic year 2018 by 0.4% (from 76.9% to 77.3%); Vice President Martin expressed appreciation to the faculty and staff for this effort. The strategic planning goal is to have a success rate of 79% by 2024. The Board expressed interest in how ECC ranks with other community colleges in the state; this data will be provided at a later date.

ASSESSMENT SHOWCASE UPDATE: Dr. Bauer congratulated Sue Henderson, who spearheaded a very successful Showcase on October 25. Sue noted that assessment has been done for many years and improvements have been made in telling our story. The institution is supporting

assessment with time and funding. The showcase afternoon started with a chili cook-off. There was great cross-campus participation with 14 poster displays, two micro presentations and four roundtable discussions. Positive feedback and comments were received through the assessment of the Showcase; it was a good opportunity to interact with colleagues. The Showcase will be repeated in the fall of 2020 and it is hoped it can become a statewide event with other institutions coming to ECC to participate in the future. The Board expressed appreciation for the work done and was supportive of hosting a statewide event.

HLC UPDATE: The HLC site visit will begin on November 18 and run through mid-day on November 19. The team chair has set an agenda that includes meetings with the Strategic Planning Committee, the Budget Advisory Committee and Board members as well as a faculty forum.

***PERSONNEL:** The Board **accepted** the resignations of Sarah Kloeppel-Johnson, associate director of financial aid, effective October 31, 2019, and Yohanes Kurniawan, coordinator of web services/programmer, effective November 15, 2019. The Board also **approved** the restructuring of staffing in the Center for Workforce Development with the following title and salary changes:

Melissa Richards	from Coordinator, Business Development & Training, to Coordinator, Apprenticeships & Business Training Program with a salary of \$47,000
Cindy Brinker	from Program Assistant, Workforce Development to Coordinator, Grants & Program Administration with a salary of \$41,000
Bonnie Devine	from Program Assistant, Community Education to Coordinator, CWD Programming with a salary of \$36,000

BOARD PRESIDENT'S REPORT: There was no report.

REPORTS:

- A. FACULTY ASSOCIATION/NEA REPORT:** Faculty Association Vice President Sarah Sexton reported that the chili cook-off raised \$151.55 for the ECC student food bank. The Assessment Showcase was well attended by faculty; kudos to Sue Henderson. Sarah reported on conference attendance and presentations by faculty over the last month.
- B. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that J.C. Crane provided a presentation at the Missouri Collegiate Registrars conference and chaired the planning committee. The Center for Workforce Development will host an apprenticeship and workforce training seminar on November 11. Depression Screening Day, coordinated by Lesley Peters, was held on October 30; 35 participants were screened. Following the resignation of Sarah Johnson, Heather Kleekamp is now the association treasurer.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Stacy Bellville reported the fall fundraisers netted approximately \$200. Thirteen charities have been selected for Denim Day contributions. Stacy was selected as the Fall Spotlight Award winner.
- E. STUDENT GOVERNMENT ASSOCIATION (SGA):** SGA President Juanita Ziegler reported that the Engineering Club pulled pork fundraiser was successful. Proceeds from theater concessions have been donated to the Lighthouse Youth Center. SGA sponsored pumpkin painting and a lock-in for Halloween. The Rotoract walking taco sale and Halloween bake sale raised \$350, which was donated to breast cancer awareness and another charity. A scholar bowl tournament

was hosted on campus with seven teams participating. The SGA officers will be attending a leadership conference in Nashville.

PRESIDENT’S REPORT: Dr. Bauer reported that one of his goals was to develop a policy review schedule. The schedule will allow for review of all five sections of policy, starting with the first section in Spring 2020 and completing one section each semester. A team of faculty and staff will be appointed for each section. The comprehensive review will be spread over two and a half years; each policy section will then be reviewed on a three-year schedule. A board code of ethics and bylaws will be included in section one.

A budget development timeline has also been developed and will be discussed further with the vice presidents. The timeline will allow budget request forms to be distributed to managers in December; this will include a form for new initiatives that will tie the new request into strategic planning. Decisions will be made on the basis of strategic plan priorities. Requests will be due to administration by the end of January and will be reviewed with the goal of having a preliminary budget developed by March 1. Plans are to complete salary negotiations by the end of March so that a comprehensive budget can be prepared and finalized for Board approval in May.

The Foundation has identified a digital message board as the gift that will be presented to the college in observance of the 50th anniversary. The sign will be installed at the corner of Prairie Dell and Highway 50 to promote events. Installation is anticipated in the spring of 2020.

The Foundation has also established an emergency fund for students with unexpected financial needs that might otherwise cause them to drop out. The fund will provide assistance up to \$500 and will be administered by the financial aid office.

Dr. Bauer noted that has has been holding meetings with the legislative delegation on issues of interest to ECC and community colleges in general. At the top of the agenda is funding for community colleges to better serve students.

EXECUTIVE SESSION:

Motion: To **enter** into executive session per RSMo 2004, Section 610.021 (1) Legal at 6:44 p.m.

Motion by Joseph Stroetker; Seconded by Cookie Hays

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

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

Motion: To **resume** open session at 7:40 p.m.

Motion by Eric Park; Seconded by Audrey Freitag

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

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

ADJOURNMENT:

Motion: To **adjourn** the November 4, 2019 public Board of Trustees meeting at 7:04 p.m.

Motion by Prudence Johnson; Seconded by Cookie Hays; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 6: TREASURER'S REPORT AND FINANCIAL REPORT

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

Attachment

12/2/2019

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084
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FAX (636) 583-6601

East Central College
Statement of Net Assets for all Funds
As of October 31, 2019 and October 31, 2018

ASSETS	<u>10/31/19</u>	<u>10/31/18</u>
Current		
Cash	4,977,196	3,036,662
Investments	848,209	842,776
Receivables, net		
Student	1,790,457	1,660,601
Federal & State agencies	906,134	1,815,062
Other	99,181	-43,648
Inventories	196,451	212,876
Prepaid expenses	28,325	23,535
Total Current Assets	<u>8,845,953</u>	<u>7,547,864</u>
Non-Current Assets		
Other Assets	427,449	585,403
Capital Assets (net)	42,854,183	42,649,540
Total Non-Current Assets	<u>43,281,632</u>	<u>43,234,943</u>
Total Assets	<u>52,127,585</u>	<u>50,782,807</u>
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension outflows	<u>7,235,763</u>	<u>8,859,724</u>
Total Assets and Deferred		
Outflow of Resources	<u><u>59,363,348</u></u>	<u><u>59,642,531</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable	12,481	194,516
Accrued Wages & Benefits	12,872	238,895
Unearned Revenue	39,838	-
Due to Agency Groups	83,829	88,403
Accrued Interest	128,576	59,233
Total Current Liabilities	<u>277,596</u>	<u>581,047</u>
Non-Current Liabilities		
USDA Loan	708,333	808,333
Bonds Payable	10,570,000	11,700,000
Premium on Sale of Bonds	644,170	746,568
Net Pension Liability	14,443,812	15,015,392
Compensated Absences	574,295	499,548
Post Employment Benefit Plan Payable	962,138	1,207,741
Johnson Control Performance Contract	1,147,466	1,187,318
United Bank of Union	1,950,000	-
Total Non-Current Liabilities	<u>31,000,214</u>	<u>31,164,900</u>
Total Liabilities	<u>31,277,810</u>	<u>31,745,947</u>
DEFERRED INFLOW OF RESOURCES		
Deferred pension inflows	<u>4,333,443</u>	<u>4,999,826</u>
NET ASSETS		
Investment in Capital Assets, net	35,268,465	35,667,949
Restricted for Debt Service	-12,388	47,698
Board Restricted	1,760,000	1,760,000
Unrestricted:		
General Fund	5,299,116	3,922,028
All other Funds	-18,563,097	-18,500,917
Total Net Assets	<u>23,752,096</u>	<u>22,896,758</u>
Total Liabilities, Deferred Inflow		
of Resources and Net Assets	<u><u>59,363,348</u></u>	<u><u>59,642,531</u></u>

East Central College
Statement of Activities
General Fund

As of October 31, 2019 and October 31, 2018

	For the Fiscal Year Ending October 31, 2019			For the Fiscal Year Ended October 31, 2018			
	Current FY Budget	October 2019 Month end	Current FY Year-To-Date	Prior FY Budget	October 2018 Month end	Prior FY Year-To-Date	Preliminary Prior FYE
Revenues:							
Local Revenue	6,700,000	12,370	103,664	6,671,746	10,217	78,864	6,674,993
State Revenue	5,257,661	424,015	1,696,059	5,259,236	426,638	1,706,553	5,127,367
Federal Revenue	0	0	425	-	-	-	6,270
Tuition and Fees	6,501,424	1,296,932	4,627,593	5,473,806	1,205,186	4,104,360	5,486,538
Interest Income	55,078	4,069	14,704	61,028	3,675	21,121	96,728
Gifts and Grants	387,925	0	313,521	-	3,547	3,547	51,246
Miscellaneous Revenue	75,000	1,512	23,344	-	3,021	22,784	129,695
Transfers-Interfund & Indire	-	120	2,620	-	-	2,040	(66,475)
Transfer Federal Programs	-	-	-	-	-	-	-
Total Revenues	18,977,088	1,739,018	6,781,930	17,465,816	1,652,284	5,939,269	17,506,362
Expenses:							
Salaries	10,359,668	815,415	3,014,939	10,293,929	808,706	2,972,332	9,940,897
Benefits	3,475,779	264,777	1,071,156	3,124,302	263,890	1,042,452	3,523,773
Contractual Services	691,367	29,391	524,177	681,756	66,814	606,609	912,546
Current Expenses	1,343,505	75,647	287,107	1,310,723	61,954	307,982	788,768
Travel	253,123	52,774	97,980	204,909	20,047	54,348	170,455
Property & Casualty Insuran	202,000	-	102,935	202,073	-	107,913	200,191
Vehicle Expense	16,640	1,004	2,470	15,200	709	1,858	7,797
Utilities	571,370	36,369	156,536	568,500	41,443	176,136	609,197
Tele/Communications	225,855	22,296	71,951	222,291	35,129	96,561	267,464
Miscellaneous	588,678	25,860	97,897	454,553	16,525	98,078	401,058
Clearing Account	-	(226)	-261	-	-199	-15	-
Scholarship Expense	11,200	4,634	21,073	65,500	1,250	27,417	74,752
Faculty Development	25,000	715	3,191	25,000	1,581	4,720	25,000
Instit. Match for Grants	74,100	-	0	78,000	71,184	71,184	58,141
Commitment to ABE	20,000	-	0	20,000	-	-	20,000
Instit. Commit.to Fine Arts	6,175	-	0	6,500	-	-	6,500
Instit. Commit.to Word & M	3,040	-	0	3,200	-	-	-
Capital	15,527	-	0	170,980	-	3,494	27,871
Interfund Transfers	18,400	-	0	18,400	-	-	-
Debt Princ & Interest	272,657	8,333	76,848	-	-	-	53,633
Total Expenses	18,174,084	1,336,989	5,527,999	17,465,816	1,389,033	5,571,069	17,088,043
Revenue over Expenses	803,004	402,029	1,253,931	-	263,251	368,200	418,319

East Central College
Statement of Revenue, Expenses & Changes in Net Assets
(All Funds)
As of October 31, 2019 and October 31, 2018

	For the Fiscal Year Ending June 30, 2020		For the Fiscal Year Ended June 30, 2019	
	October 31, 2019	FY 2020 Year-To-Date	October 31, 2018	Preliminary FY 2019 Year-To-Date
Operating Revenues:				
Student Tuition & Fees	1,552,804	5,516,561	1,456,641	4,934,799
Federal Grants & Contracts	462,712	2,869,321	1,061,015	3,303,106
State Grants & Contracts	56,271	158,872	49,073	113,953
Auxiliary Services Revenue	49,192	607,221	79,309	704,401
Other Operating Revenue	7,186	361,874	12,917	55,786
Total Operating Revenue	2,128,165	9,513,849	2,658,955	9,112,045
Operating Expenses:				
Salaries	909,709	3,375,744	897,743	3,328,228
Benefits	288,754	1,168,752	286,457	1,135,599
Purchased Services	91,255	749,667	132,200	819,171
Supplies & Current Expenses	211,179	1,018,035	169,036	1,012,416
Travel	33,588	79,071	34,033	69,926
Insurance	-	119,703	-	123,510
Utilities	78,071	275,177	95,225	319,239
Other	5,255	58,974	8,500	65,888
Depreciation	166,165	669,726	181,469	730,848
Financial Aid & Scholarship	468,106	2,955,679	1,073,793	3,375,052
Total Operating Expenses	2,252,082	10,470,528	2,878,456	10,979,877
Operating (Loss)/Gain	-123,917	-956,679	-219,501	-1,867,832
Non-Operating Revenues (Expenses):				
State Appropriations	424,015	1,696,059	426,638	1,706,553
Tax Revenue	15,272	127,980	12,613	97,363
Interest Income	4,573	18,036	4,127	24,398
Gain/Loss on asset disposal	-	-	0	3,550
Principal & Interest on Debt	-2,607	-116,173	-2,697	-55,235
Total Non-Operating Revenue (Expense)	441,253	1,725,902	440,681	1,776,629
Increase in Net Assets	317,336	769,223	221,180	-91,203

**East Central College
Investments
As of October 31, 2019**

<u>CD Number</u>	<u>Date</u>	<u>Maturity</u>	<u>Term</u>	<u>Rate</u>		<u>Total</u>
<u>Bank of Franklin County</u>						
8152058	11/13/2018	11/13/2019	12 Months	2.99%	\$	383,699.95
<u>Citizens Bank</u>						
273645	5/10/2019	5/10/2020	12 months	2.35%	\$	388,036.41
						ECC Total Invesments \$ 771,736.36
<u>Private CDs Owned by the P. A. Hearst Account</u>						
Farmers & Merchants						
Bank - CD						
#132982029	8/13/2019	8/13/2020	12 Months	1.24%	\$	78,638.22
						Total Investments \$ 78,638.22

2019

Total Cash Accounts	\$ 4,977,196.00
Certificates of Deposit	\$ 771,736.36
	\$ 5,748,932.36

2018 (December)

Total Cash Accounts	\$ 3,694,298.00
Certificates of Deposit	\$ 388,036.41
	\$ 4,082,334.41

**East Central College
Pledged Securities
As of October 31, 2019**

Farmers & Merchants

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

United Bank of Union

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

Citizens Bank

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

Bank of Franklin County

SECURITY DESCRIPTION	MATURITY		PAR AMOUNT
	DATE	CUSIP NO.	
New York City NY Transitional	8/1/2027	64971M4Q2	\$ 400,000.00
TOTAL			\$ 400,000.00

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

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

**East Central College
Warrant Check Register
As of October 31, 2019**

The Treasurer of the Board confirms for the month ending October 31, 2019 that the check payments officially filed have been issued in accordance with the policies and procedures of East Central College (Junior College District), in compliance with the appropriation granted by the Board of Trustees as defined in the FY19 budgets and that there are sufficient balances in each fund and sub-fund available for the expenditures for which approval is hereto requested.

Total amount of checks dispersed from October 2, 2019 through October 31, 2019, is reported at \$1,296,755.58.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 7: AUDITOR'S REPORT

Recommendation: To **accept** the audit report for the fiscal year ending June 30, 2019.

(The audit report will be provided at Monday's meeting.)

12/2/2019

Section 7, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

**AGENDA ITEM 8: RE-AUTHORIZATION OF U.S.D.A. LOAN THROUGH
CRAWFORD ELECTRIC COOPERATIVE**

Recommendation: To **approve** the resolution re-authorizing the zero percent interest loan from the U.S.D.A. Rural Economic Development Loan and Grant program through the Crawford Electric Cooperative issued October 3, 2016.

Attachment

12/2/2019

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

PRIOR OBLIGATION INFORMATION	LOAN NUMBER	ACCT. NUMBER	NOTE DATE	NOTE AMOUNT	MATURITY DATE
		455699350		12/01/18	\$800,000.04
AMENDED OBLIGATION INFORMATION	LOAN NUMBER	ACCT. NUMBER	MODIFICATION DATE	NOTE AMOUNT	
	455699350	BOARD OF TRUSTEES	December 1, 2019	\$700,000.04	
	MATURITY DATE	INDEX (w/margin)	INTEREST RATE	INITIALS	
	12/01/20	Not Applicable	3.500%	402	
Creditor Use Only					

DEBT MODIFICATION AGREEMENT

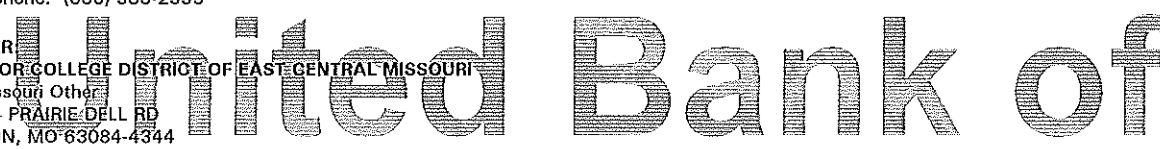
DATE AND PARTIES. The date of this Debt Modification Agreement (Modification) is December 1, 2019. The parties and their addresses are:

LENDER:

UNITED BANK OF UNION
 15 East Main St.
 P.O. Box 500
 Union, MO 63084
 Telephone: (636) 583-2555

BORROWER:

JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
 a Missouri Other
 1964 PRAIRIE DELL RD
 UNION, MO 63084-4344



1. DEFINITIONS. In this Modification, these terms have the following meanings:

- A. Pronouns.** The pronouns "I," "me," and "my" refer to each Borrower signing this Modification and each other person or legal entity (including guarantors, endorsers, and sureties) who agrees to pay this Loan. "You" and "your" refer to the Lender, with its participants or syndicators, successors and assigns, or any person or entity that acquires an interest in the Modification of the Prior Obligation.
- B. Amended Obligation.** Amended Obligation is the resulting agreement that is created when the Modification amends the Prior Obligation. It is described above in the AMENDED OBLIGATION INFORMATION section.
- C. Loan.** Loan refers to this transaction generally. It includes the obligations and duties arising from the terms of all documents prepared or submitted in association with the Prior Obligation and this modification, such as applications, security agreements, disclosures, notes, agreements, and this Modification.
- D. Modification.** Modification refers to this Debt Modification Agreement.
- E. Prior Obligation.** Prior Obligation refers to my original agreement described above in the PRIOR OBLIGATION INFORMATION section, and any subsequent extensions, renewals, modifications or substitutions of it.

2. BACKGROUND. You and I have previously entered into a Prior Obligation. As of the date of this Modification, the outstanding, unpaid balance of the Prior Obligation is \$0.00. Conditions have changed since the execution of the Prior Obligation instruments. In response, and for value received, you and I agree to modify the terms of the Prior Obligation, as provided for in this Modification.

3. CONTINUATION OF TERMS. I agree and understand that all other terms and provisions in the Prior Obligation survive and continue in full force and effect, except to the extent that they are specifically and expressly amended by this Modification. The express amendment of a term does not amend related or other terms - even if the related or other terms are contained in the same section or paragraph of the Prior Obligation. For illustration purposes only, a modification of the interest rate to be paid during the term of the loan would not modify the default rate of interest even though both of those terms are described in the Prior Obligation in a common section titled "Interest". The term "Prior Obligation" includes the original instrument and any modifications prior to this Modification.

4. TERMS. The Prior Obligation is modified as follows:

- A. Interest.** Our agreement for the payment of interest is modified to read:
 - (1) INTEREST. Interest will accrue on the unpaid Principal balance of the Loan at the rate of 3.500 percent (Interest Rate).
- B. Maturity and Payments.** The maturity and payment provisions are modified to read:
 - (1) PAYMENT. I agree to pay the Loan in a single payment of all unpaid Principal and accrued interest on December 1, 2020. Payments will be rounded to the nearest \$.01. With the final payment I also agree to pay any additional fees or charges owing and the amount of any advances you have made to others on my behalf. Payments scheduled to be paid on the 29th, 30th or 31st day of a month that contains no such day will, instead, be made on the last day of such month.

JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
 Debt Modification Agreement
 MO/4ANNAMARI0000000002104011N

Wolters Kluwer Financial Services ©1996, 2019 Bankers Systems™



C. Fees and Charges. As additional consideration for your consent to enter into this Modification, I agree to pay, or have paid these additional fees and charges:

(1) Late Charge. If a payment is more than 15 days late, I will be charged 5.000 percent of the Amount of Payment or \$1.00, whichever is greater. However, this charge will not be greater than \$999.99. I will pay this late charge promptly but only once for each late payment.

5. WAIVER. I waive all claims, defenses, setoffs, or counterclaims relating to the Prior Obligation, or any document securing the Prior Obligation, that I may have. Any party to the Prior Obligation that does not sign this Modification, shall remain liable under the terms of the Prior Obligation unless released in writing by you.

6. REASON(S) FOR MODIFICATION. THE LOAN HAS REACHED MATURITY AND THE AMOUNT HAS BEEN LOWERED TO \$700,000.04.

ORAL OR UNEXECUTED AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE, REGARDLESS OF THE LEGAL THEORY UPON WHICH IT IS BASED THAT IS IN ANY WAY RELATED TO THE CREDIT AGREEMENT. TO PROTECT YOU (BORROWER) AND US (LENDER) FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

7. SIGNATURES. By signing, I agree to the terms contained in this Modification. I also acknowledge receipt of a copy of this Modification.

BORROWER:

JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI

By
Authorized Board, Member

By
Authorized Board, Member

United Bank of
Union



DISBURSEMENT AUTHORIZATION

DATE AND PARTIES. The date of this Disbursement Authorization is December 1, 2019. The parties and their addresses are:

LENDER:
UNITED BANK OF UNION
 15 East Main St.
 P.O. Box 500
 Union, MO 63084
 Telephone: (636) 583-2555

BORROWER:
JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
 a Missouri Other
 1964 PRAIRIE DELL RD
 UNION, MO 63084-4344

Loan Number: 455699350

1. DEFINITIONS. As used in this Disbursement Authorization, the terms have the following meanings:

- A. Pronouns.** The pronouns "I", "me" and "my" refer to all Borrowers signing this Disbursement Authorization, individually and together. "You" and "Your" refer to the Lender.
- B. Loan.** "Loan" refers to this transaction generally, including obligations and duties arising from the terms of all documents prepared or submitted for this transaction such as applications, security agreements, disclosures or notes, and this Disbursement Authorization.

2. DISBURSEMENT SUMMARY. The following summarizes the disbursements from the Loan.

Loan		\$700,000.04
Cash Paid In	\$0.00	
Amount Contributed by Borrower	\$0.00	
Total Cash Received		\$0.00
Disbursed to Borrowers	\$0.00	
Disbursed to Lender	\$0.00	
Disbursed to Other Payees	\$0.00	
Total Amounts Disbursed		\$0.00
Amount Remaining To Be Disbursed		\$700,000.04
Undisbursed Fees/Charges		\$0.00



3. DISBURSEMENT AUTHORIZATION. I authorize you to disburse the following amounts from my Loan.

DISBURSED TO:	DATE:	AMOUNT DISBURSED:
Disbursements to Borrower:		\$0.00
Disbursements to Lender:		\$0.00
Disbursements to third parties:		\$0.00
TOTAL DISBURSED:		\$0.00

Amount remaining to be disbursed, if any: \$700,000.04

4. ADDITIONAL INSTRUCTIONS. 0

I acknowledge receipt of a copy of this Disbursement Authorization on December 1, 2019.

BORROWER:
 JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI

By _____ Date _____
 Authorized Board, Member

By _____ Date _____
 Authorized Board, Member

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 9: FREE DUAL CREDIT PROGRAM

Recommendation: To **approve** the offering of free dual credit tuition to high school students in the ECC service region who qualify for the federal free or reduced lunch program and meet ECC dual credit participation guidelines.

Attachment

12/2/2019

Section 9, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602



EAST CENTRAL COLLEGE

Interoffice Memo STUDENT DEVELOPMENT

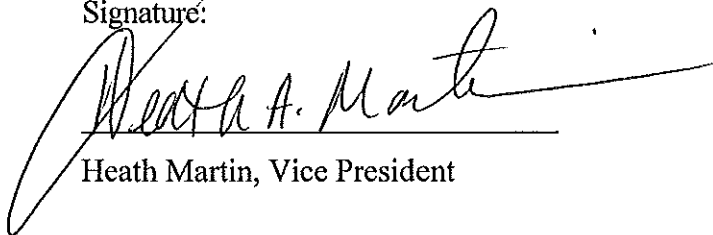
TO: Dr. Jon Bauer, College President
DATE: November 21, 2019
FROM: Heath Martin, Vice President of Student Development
RE: Free Dual Credit Tuition for Students on Free or Reduced Lunch

Students who participate in early college programs are more likely to enroll in college after high school graduation, and earn their college degree than non-participants. Enrollment in such programs shortens the time to earn a degree and reduces the cost of earning the degree. Many low-income students are unable to access early college programs and experience the benefits, due to cost. To address this inequity, I recommend that, beginning with the spring 2020 semester, East Central College offers free dual credit tuition to high school students who qualify for the federal free or reduced lunch program. Data from our service district schools indicate that between 18-55% of students qualify for free or reduced lunch. The program will be administered under the following participation guidelines.

Participation Guidelines

1. Qualify for the federal free or reduced lunch program at a school, which ECC offers dual credit.
2. Students who wish to qualify for a tuition waiver but attend a high school that does not participate in the federal lunch program must submit federal tax returns. The College will use the United States Department of Agriculture's Income Eligibility Guidelines for the Free or Reduced Lunch Program to determine if a student qualifies for a tuition waiver.
3. Meet the grade point average requirements, per grade level, established by the Missouri Department of Higher Education.
4. Obtain recommendations from designated high school officials and permission from parent or guardian.
5. Meet course prerequisites, if applicable, to enroll in courses.
6. Maintain a 2.0 college grade point average for continued participation.

Signature:



Heath Martin, Vice President

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 10: ATHLETICS EXPANSION

Recommendation: To **approve** the expansion of the ECC intercollegiate athletics program by adding women's soccer for the 2020-2021 academic year and baseball for the 2021-2022 academic year.

Attachments

12/2/2019

Section 10, Page 1

East Central College

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



EAST CENTRAL COLLEGE

Interoffice Memo STUDENT DEVELOPMENT

TO: Dr. Jon Bauer, College President
DATE: November 19, 2019
FROM: Heath Martin, Vice President of Student Development
RE: Expansion of Intercollegiate Athletics

I recommend that East Central College expand its intercollegiate athletics program by adding women's soccer for the 2020-2021 academic year and baseball for the 2021-2022 academic year. This recommendation is based on three factors – increasing enrollment, enhancing student success and generation of revenue.

Enrollment

Historically with three sports, the College has enrolled between 53-59 student athletes annually. With the addition of women's soccer (25) and baseball (35), we anticipate enrolling 119 student athletes each academic year. The additional student athletes will generate approximately 1,800 new credit hours each academic year. The SOAR to 2024 plan calls for the College to increase credit hour production from 52,000 to 60,000. The additional credit hours generated by student athletes will generate 22.5% of the 8,000 credit hours needed to meet the metric established in the strategic plan.

Student Success

Student athletes at East Central College have higher grade point averages, course completion rates, and graduation and transfer rates than non-athletes. For example, our student athlete graduation rate is 70% compared to 28.5% of non-athletes. With the addition of two sport teams, we anticipate generating an additional 28 degrees per year. The SOAR to 2024 plan calls for the College to increase the number of degrees awarded annually from 522 to 720. The additional degrees generated by student athletes will generate 14% of the 198 degrees needed to meet the metric established in the strategic plan.

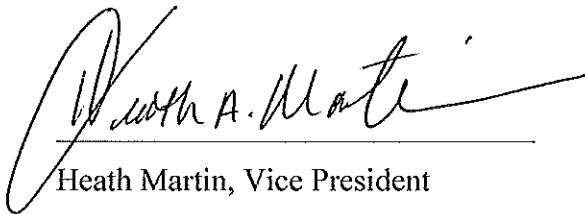
Revenue Generation

A three-year expansion proforma has been developed. Annually, the proforma generates more revenue than expenses. The net gain will fluctuate based on College enrollment and the amount of student activity fee revenue generated each year. The excess revenue can be used to support the general operations of the College.

Additional Information:

Implementation of this proposal will require field improvements to meet NJCAA requirements. Substantial upgrades will be made to the baseball field and minor improvements to the soccer field. The total cost of these enhancements is \$81,250. The athletic department has already raised funds in the amount of \$22,600 for field improvements. A fundraising campaign will be implemented to secure the additional \$59,650 needed to complete the enhancements. The College will utilize another baseball facility until all funds can be raised for on-campus field improvements.

Signature:



Heath Martin, Vice President

East Central College
Athletic Expansion 2019-2022
Estimated Statement of Activities (Pro Forma)

Income	Athletic Expansion Budget		
	2019-2020 (53)	2020-2021 (84)	2021-2022 (119)
Tuition and Fees	\$205,110.00	\$325,089.00	\$460,539.00
Activity Fees	\$252,748.00	\$252,748.00	\$252,748.00
Total Income	\$457,858.00	\$577,837.00	\$713,287.00
Expenses			
Head Coach Salary	\$48,500.00	\$71,500.00	\$71,500.00
Assistant Coach Salary	\$9,500.00	\$12,500.00	\$15,500.00
Athletic Director Salary	\$7,000.00	\$7,000.00	\$7,000.00
Athletic Support	\$14,459.00	\$14,459.00	\$14,459.00
Full Time Benefits	\$8,072.00	\$16,144.00	\$16,144.00
PT Benefits	\$4,012.00	\$5,007.00	\$5,237.00
Contractual Services (Officials)	\$15,100.00	\$19,600.00	\$24,100.00
Contract Individual (Athletic Trainer)	\$10,500.00	\$14,000.00	\$17,500.00
Travel Out of District	\$21,250.00	\$27,250.00	\$35,250.00
Recruiting	\$4,000.00	\$5,000.00	\$5,000.00
Bus Expense	\$44,000.00	\$57,000.00	\$73,000.00
Supplies (Uniform, equipment)	\$27,500.00	\$35,500.00	\$45,500.00
Printing	\$600.00	\$750.00	\$750.00
Insurance	\$10,500.00	\$14,000.00	\$17,500.00
Scholarships	\$144,400.00	\$184,600.00	\$248,600.00
Publications & Dues	\$5,500.00	\$5,750.00	\$5,750.00
Conferences	\$5,000.00	\$6,000.00	\$6,000.00
Total Expenses	\$379,893.00	\$496,060.00	\$608,790.00
Net Gain or (Loss)	\$77,965.00	\$81,777.00	\$104,497.00

Notes:

2019-2020: Expenses accrued for head men's and women's soccer coach and recruitment expenses for women's soccer team.

2020-2021: Tuition revenue collected from fielding a women's soccer team. Expenses accrued for women's soccer game day expenses, the hiring of a baseball coach, and baseball recruitment expenses.

2021-2022 Tuition revenue collected for fielding a baseball team. Expenses accrued for baseball game day expenses.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 11: *PERSONNEL

A. APPOINTMENTS

Recommendation: To **approve** the appointment of Gregg Jones as Director, Communications and Marketing effective January 2, 2020 with an annual salary of \$55,000.

We anticipate a recommendation for the Associate Director of Financial Aid will be presented at the December 2 meeting.

B. ADJUNCT FACULTY - SPRING 2020

Recommendation: To **approve** adjunct faculty for spring semester 2020 as shown on the memorandum.

Attachments

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East Central College

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EAST CENTRAL COLLEGE

HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: November 26, 2019
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire -- Director, Communications & Marketing -- Gregg Jones

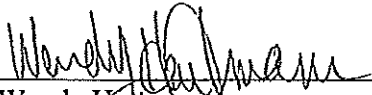
Please accept the Search Committee's recommendation to hire Mr. Gregg Jones as the full-time Director of Communications & Marketing effective January 2, 2020 with an annual salary of \$55,000. Joel Doepker, Vice President of External Relations, served as search committee chair and is the hiring manager for this position.

Mr. Gregg Jones' experience includes, but is not limited to the following:

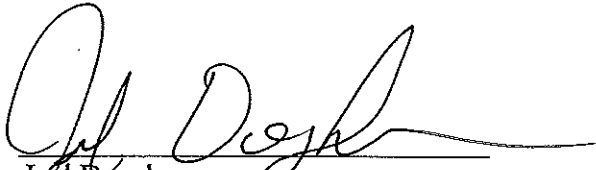
- Assistant Managing Editor – Missourian Media Group 2016 – present
- Editor of Union & St. Clair newspaper – Missourian Media Group 2004 – 2016
- Editor – Lexington News 2003 – 2004

Mr. Gregg Jones received his Bachelor of Arts in Journalism from Missouri State University.

Recommendation signatures:



Wendy Hartmann
Director of Human Resources



Joel Doepker
Vice President, External Relations



EAST CENTRAL COLLEGE

Interoffice Memo

TO: Dr. Bauer
DATE: December 2, 2019
FROM: Office of Academic Affairs
RE: Adjunct Approval

Please approve the following adjuncts for the Spring 2019 semester.

Career & Technical Education

Thomas Brune, HVAC
Gary Durham, Precision Machining
Elisha Ford, Accounting
Matt Graham, Business

Richard Hudanick, Business
Steffani McCrary, Business
Brian Watson, HVAC

Health Sciences

Rechell Alcorn, EMS
Courtney Baxter, Medical Assistant
Jaimie Blaue, Nursing
Theresa Briggs, EMS
Madison Harris, Nursing
Jill Harrison, Nursing
Michelle Koons, Nursing, Rolla
Lisa Korn, EMS

Barb McNamara, Nursing, Rolla
Nancy Mitchell, Nursing
Junette Owen, Nursing, Rolla
Wayne Prince, EMS
Becky Raterman, Nursing
Heather Sluis, Nursing
Nancy Tappe, Nursing, Rolla
Brittany Yoakum, Nursing

English & Humanities

John Anglin, Communications
Shana Collier, Communications
Jeremiah Driver, English
Emily Durham, English
Madison Emerick, English
Lisa Haag, Civilization
Deborah Hill-Triola, Reading

Susan LaFayette, English
Paul Lampe, English
Raphael Maurice, English
Elizabeth Rosebrough, English
Windy Souders, English
Greg Stratman, English

Fine & Performing Arts

Kelly Austermann, Music-Wood Wind
Lauren Bearden, Theatre
Lisa Blackmore, Music
Tammy Campbell, Music
Samuel Patrick Charles, Music-Percussion
Shawna Flanigan, Theatre/Communication
Krista Frohling, Art
William Hopkins, Music
Connor Joyce, Music

Lansin Kimler, Music-Piano
Maggie Noud, Music
Clayton Petras, Art
Gary Powers, Art
Benjamin Sachs, Music
Juanita Schuler, Art
Matthew Sokeland, Music
Annie Swafford-Green, Art

Mathematics & Education

Josh Adams, Mathematics
Rekke Berges, Education
Ann Boehmer, Mathematics
Ruth Diaz, Education

Susan Giesing, Education
Timothy Gray, Mathematics
Jennifer Heberlie, Education
Mary Beth Huxel, Education

Terry Jobe, Mathematics
Connie Lutz, Mathematics
Lisa Mathes-Peters, Physical Education

Science & Engineering

Tiffanie Atherton, Biology
Jon Ceretto, Engineering
Lucy Crain, Nutrition
Alyse Deason, Biology
Nancy Hayes, Biology
Jeffrey Jaquess, Physics
Amine Laradji, Chemistry

Social Sciences

Kristin Adams, Psychology
Taylor Bodenschatz, Psychology
Alyce Carpenter, Psychology
Teddy Coburn, Criminal Justice/Soc
Thomas Haas, Sociology
Robin Hanson, Anthropology
Rachel Johnson, History

Foundation Seminar

Jessica Robart

Dual Credit

Curtis Beers, Network II, FRCC
Shea Bowen, Business, Owensville
Dan Brinkman, ASE, FRCC
Terry Brookshire, Auto Tech, Rolla
Timothy Buchheit, Comm., S.F. Borgia
Sarah Dierker, Business, St. Clair
Emily Edens, History, Bourbon
Colin Flynn, English, Washington
Kerri Flynn, Psychology, Washington
Jeff Frankenberg, Building Const., FRCC
Alex Garber, History, Cuba
Kirk Grass, Machine Tool, FRCC
Star Hargis, English, Rolla
Katelyn Huber, Prin. of Marketing, FRCC
Cathy Jinkerson, Business/CIS, Washington
Emily Joseph, Biology, Cuba
Stephanie Juengling, Business, FRCC
Dan Kemper, Welding III, FRCC
Lana Kay Mabe, Accounting, Steelville

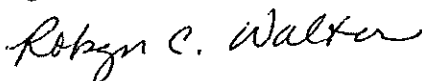
Kirby Moreland, Mathematics
Dennis Smith, Mathematics

Travis McDowell, Chemistry
Fatemeh Nichols, Chemistry
Mark Palmier, Biology
Larry Pierce, Geology
BJ Shrestha, Science
James Small, Physics

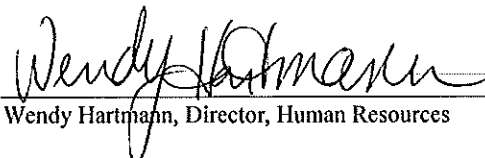
Christopher Karr, Criminal Justice
Jenny Kuchem, Sociology
Tommy Nichols, History
Jeff Parsons, History
Jennifer Sansone, Sociology
Sarah Wildt, Sociology

Ben Martin, Biology, St. Clair
Gary Lee Maune, ASE, FRCC
Glenn Mechem, History, Union
Christine Moritz, Accounting, Owensville
Danika Novak, English, Union
Tabitha Olson, Math, Cuba
Mary Ann Pelster, Math, S.F. Borgia
Sharlet Peterson, Math, Linn
Robert Prichard, History, St. Clair
Robert Robinson, Building Const., Rolla
Robert Schulze, Collision Repair, FRCC
Sarah Serbus, Theatre/Comm, Union
Dennis Smith, Math, Union
Kathleen Speichinger, Accounting, Belle
Lydia Stack, Science, Cuba
Ed Stahl, History, Washington
Kelly Wood, Comm, Washington
Robert York, Building Const., FRCC

Signatures:



Robyn Walter, Vice President, Academic Affairs



Wendy Hartmann, Director, Human Resources

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 12: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

12/2/2019

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East Central College

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 13: REPORTS

Reports may be presented by:

- A. Faculty Association President, Jenifer Goodson
- B. ECC-NEA President, Tom Fitts
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association Treasurer, Bethany Herron
- E. Student Government Association President, Juanita Ziegler

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 14: PRESIDENT’S REPORT

Projected meeting dates for 2020 are listed below for planning purposes. Meetings will normally begin at 5:30 p.m. Please let me know as soon as possible if you will not be able to attend any of the projected meetings.

2020 Projected Meeting Dates

Alternate Meeting Dates

January – no meeting

February 3

March 2

April 13

April 29 (*3 p.m. retreat*)

May 4

June 8

July 16 (*Thursday noon business meeting*)

August 31

September – no meeting

October 5

October 28 (*3 p.m. retreat*)

November 2

December 7

February 10

March 9

April 16

May 11

June 15

October 12

November 9

December 14

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
December 2, 2019**

AGENDA ITEM 15: ADJOURNMENT

Recommendation: To **adjourn** the December 2, 2019 meeting of the Board of Trustees.

12/2/2019

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East Central College

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