



**BOARD OF TRUSTEES
MEETING**

October 5, 2020

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
October 5, 2020 5:30 p.m.
<https://zoom.us/j/96700503973>**

| | | Action ¹ | Discussion | Information |
|-----|---|---------------------|------------|-------------|
| 1. | CALL TO ORDER | | | |
| 2. | PUBLIC COMMENT | | | X |
| 3. | APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded, and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.) | 4 Votes | | |
| 4. | *APPROVAL OF MINUTES | 4 Votes | | |
| 5. | TREASURER'S REPORT AND FINANCIAL REPORT | Simple Majority | | |
| 6. | COURSE SUCCESS RATES | | | X |
| 7. | HIGHER LEARNING COMMISSION ACCREDITATION | | | X |
| 8. | *PERSONNEL A. Appointment B. Adjunct Faculty Addendum – Fall 2020 | 4 Votes | | |
| 9. | BOARD PRESIDENT'S REPORT | | | X |
| 10. | REPORTS A. FACULTY ASSOCIATION B. ECC-NEA C. PROFESSIONAL STAFF ASSOCIATION D. CLASSIFIED STAFF ASSOCIATION | | | X |
| 11. | PRESIDENT'S REPORT | | | X |
| 12. | ADJOURNMENT | | | |

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 1: CALL TO ORDER

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

10/5/2020

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

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Section 1, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 2: PUBLIC COMMENT

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

10/5/2020

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Section 2, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 3: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the October 5, 2020 Board of Trustees meeting.

10/5/2020

East Central College

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Section 3, Page 1

Agenda Item 3: Approval of Agenda

Consent Agenda Items for October 5, 2020:

Approval of Minutes
Personnel

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

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 4: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the August 31, 2020 Ad Valorem Hearing and public meeting of the Board of Trustees.

Attachments

10/5/2020

East Central College

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Section 4, Page 1

EAST CENTRAL COLLEGE
AD VALOREM HEARING AND
BOARD OF TRUSTEES MEETING
Monday, August 31, 2020

The public hearing for the Ad Valorem tax rate per Statute 67.110 of the Revised Statutes of the State of Missouri was opened via Zoom and called to order at 5:30 p.m. by the President of the Board of Trustees, Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators –Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker and Interim Vice President of Student Development Paul Lampe; Faculty – Faculty Association President Reginald Brigham, NEA Vice President Sue Henderson, and Accounting/Business Instructor Tanner French; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Human Resources Director Wendy Hartmann, Foundation Executive Director Bridgette Kelch, Director of the Rolla Campus Christina Ayres, Communications & Marketing Director Gregg Jones, Financial Services Director Annette Moore, Coordinator of Campus Life & Leadership Emily Lewis, Adult Education & Literacy Director Alice Whalen, Executive Assistant to the President Bonnie Gardner, Classified Staff Association President Hannah Domino, and Professional Staff President Jenny Kuchem

Also present was Kristen Dragotto from the *Missourian*.

PUBLIC NOTICE: In accordance with Missouri Law 67.110, notice is hereby given to the residents of the Junior College District of East Central Missouri that a public hearing on the 2020 ad valorem tax rates will be held at 5:30 p.m. on Monday, August 31, 2020. Due to the COVID-19 pandemic, the hearing will take place via videoconference, which is available to the public, at which citizens may be heard on the property tax rates proposed to be set by East Central College. The hearing will be accessible via Zoom: <https://zoom.us/j/93896096560>.

The tax rate is set to produce revenues of at least \$6,977,522 which the operating budget for the fiscal year beginning July 1, 2020 shows to be required from the property tax. The debt service levy is set to produce revenues of at least \$1,536,650 which is required to meet the debt service of East Central College for the calendar year beginning January 1, 2021. The valuation of the taxable property within said District for the current and prior tax years are as follows:

| | <u>Current Tax Year</u> | <u>Prior Tax Year</u> |
|-------------------|--------------------------------|------------------------------|
| Real Estate | \$1,502,379,241 | \$1,478,979,138 |
| Personal Property | <u>\$388,770,134</u> | <u>\$377,543,931</u> |
| Totals | \$1,891,149,375 | \$1,856,523,069 |

The proposed operating tax levy for 2020 shall be .37 per one hundred dollars assessed valuation on the above current valuation.

The proposed debt service levy for 2020 shall be .0841 per one hundred dollars assessed valuation on the above current valuation.

The tax rates are subject to change based upon actions by county boards of equalization, the State Tax Commission, subsequent information, applicable law, and certification by the State Auditor.

PUBLIC COMMENTS: Board President Hartley asked for comments or questions from the audience. There were no comments from the public.

AD VALOREM TAX RATE: Dr. Bauer noted that the debt service levy remains at the same level that was committed to when the voters passed the latest bond issues.

Motion: To **approve** a resolution to set the 2020-2021 Junior College District of East Central Missouri Property Tax Rate for Operating Tax Levy at \$0.37 and the Debt Service Levy at \$0.0841 per \$100 of assessed valuation subject to certification by the state auditor.

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

ADJOURNMENT: A motion was made to adjourn the hearing.

Motion: To **adjourn** the August 31, 2020, Ad Valorem Tax Hearing at 5:35 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, August 31, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:35 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators –Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker and Interim Vice President of Student Development Paul Lampe; Faculty – Faculty Association President Reginald Brigham, NEA Vice President Sue Henderson, and Accounting/Business Instructor Tanner French; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Human Resources Director Wendy Hartmann, Foundation Executive Director Bridgette Kelch, Director of the Rolla Campus Christina Ayres, Communications & Marketing Director Gregg Jones, Financial Services Director Annette Moore, Coordinator of Campus Life & Leadership Emily Lewis, Adult Education & Literacy Director Alice Whalen, Executive Assistant to the President Bonnie Gardner, Classified Staff Association President Hannah Domino, and Professional Staff President Jenny Kuchem

Also present was Kristen Dragotto from the *Missourian*.

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

Dr. Bauer recognized the service of Don Means, a charter member of the Board of Trustees, who passed away on August 28. Mr. Means served from 1968 to 1992 as a representative of sub-district three. A moment of silence was observed.

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 August 31, 2020 meeting of the Board of Trustees.

Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the July 16, 2020 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented preliminary end of fiscal year (June 30, 2020) numbers.

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

PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES: The College has been awarded a U.S.D.A. Rural Business Development Program grant totaling \$180,704 for the purchase of upgraded simulation equipment for the health sciences lab. The Board was asked for authorization

to proceed with awarding a purchase contract so the equipment can be put in place as soon as possible.

Motion: To **authorize** in advance items to be purchased with funds from the U.S.D.A. Rural Business Development Program grant to upgrade equipment in the Health Sciences simulation lab.

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

EMPLOYEE INSURANCE: The FY21 budget includes a 10% increase for medical insurance premiums, and the renewal rate was anticipated to be higher. Anthem's proposal was within budget without modifications to the benefit plan. The Insurance Committee will review brokerage services later in the fall and issue a request for proposal for next year.

Motion: To **approve** the following carriers to provide insurance benefits for employees in 2021:

| | |
|---|---|
| Medical Insurance | <i>Anthem – 10% increase in rate</i> |
| Dental Insurance | <i>Delta Dental – no change in rate</i> |
| Vision Insurance | <i>EyeMed – no change in rate</i> |
| Life/Accidental Death & Dismemberment, Long-Term Disability | <i>Anthem – no change in rates</i> |

Motion by Audrey Freitag; Seconded by Prudence Johnson; 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

PROPOSED NEW BOARD POLICIES: 3.32 STUDENT TITLE IX SEXUAL HARASSMENT AND 5.49

EMPLOYEE TITLE IX SEXUAL HARASSMENT: Dr. Bauer indicated there are two separate policies, one written for students and one written for employees, that reflect the July presentation by Kate Nash of Tueth Keeney. These policies were developed by legal counsel and presented to the Shared Governance Council. The Council elected not to endorse them because they are legal compliance policies and employee input would not impact the substance of the policies.

Motion: To **waive** the second reading and **adopt** Board Policies & Procedures 3.32 Student Title IX Sexual Harassment and 5.49 Employee Title IX Sexual Harassment.

Motion by Joseph Stroetker, seconded by Prudence Johnson, approved unanimously

STRATEGIC PLAN UPDATE: An update on the strategic plan, which was adopted one year ago at the August Board meeting, was provided. Dr. Bauer reviewed the process for development of the

plan and noted that the plan was reviewed during the Fall 2020 In-Service Opening Session. Following that review, employees spent time in subgroups to discuss how the values were lived out or where there is room for improvement. Those comments are currently being assessed.

Dr. Bauer provided highlights under each of the five strategies:

Pathways

- multi-semester academic course schedule developed
- milestone courses identified in each pathway
- Falcon Seminar redesigned
- credit hour production did not meet the target for fall and continues to be an area of focus
- exceeded target for degree and certificate awards

Partnerships

- Three for Free continues to be a very popular program with increased enrollment
- Early College has been implemented with Union High school; this continues to be an area of opportunity for the College
- exceeded target for students transferring to four-year schools
- increased the number of training partnerships with businesses

Employees

- working to provide professional development
- looking at strategies for the compensation schedule
- focused on collaboration across employee groups

Rolla

- Rolla Summit rescheduled to September 18

Financial Strength

- Center for Workforce Development has seen growth and the bookstore continues to bring in revenue
- Café Central has not had the volume needed; will continue to review operations and explore third party providers
- alternative revenue sources such as grants will continue to be pursued
- Composite Financial Index (CFI) without pension liability has been improving

COVID-19 UPDATE: Information is provided on the College webpage regarding COVID-19 cases on campus. Campus data, as well as data from surrounding areas, is continuously reviewed. Dr. Bauer shared a dashboard that is maintained by Dr. Michelle Smith to track this data. When a student or employee tests positive they are isolated and contact tracing occurs. Anyone on campus with close contact is quarantined. Positive student tests occurred prior to the start of the semester and the employees testing positive are in roles where there is no contact with students.

Officials from Phelps and Franklin Counties have provided feedback on the campus reopening plan and have discussed with administrators how they will approach a positive case in a classroom. A COVID-positive student does not necessarily mean the entire class would be quarantined; those with close contact would be quarantined.

Kiosks with contactless thermometers, face masks, and hand sanitizer have been placed at entrances to all buildings. A temperature check is not required for entry; these thermometers are provided as a convenience for those who want to check their temperature. Plexiglass shields have

been placed in transactional areas, social distancing and masks are required and additional cleaning/sanitizing is occurring.

Employees are permitted to work from home (if possible) when quarantined and have various forms of leave available. Meetings are being held by Zoom unless there is a compelling reason for an in-person meeting in a socially distanced environment. Faculty have developed contingency plans for switching to remote learning if necessary. There is no single measure recommended by local health authorities for moving to remote learning. Campus trends, as well as community trends, will be considered.

Dr. Bauer noted that there are federal funds that have been allocated in various forms to assist with costs related to the pandemic. Under the CARES Act, ECC received \$825,661 to be awarded to students in the form of grants. To date, about half of that money has been claimed by eligible students; all must be expended by April 21, 2021. The college also is allocated the same amount of money that can be used for supplies and staff time spent on COVID-19 response. The college's allocation under the Governor's Emergency Education Relief fund (GEER) is \$221,601 and must be spent by June 15, 2021. The CRF allocation is \$473,565 and must be expended by November 10, 2020. There is also a CRF allocation for remote learning that will provide \$113,500 for technology expenses to support remote learning. Expenses that best fit under each category are being identified and will be submitted for reimbursement. Vice President Joel Doepker is overseeing the administration of these funds in conjunction with Annette Moore. The funds will be reviewed as part of the college's annual audit and will be subject to audit at the state level as well. Items that were purchased at a cost above the \$15,000 Board approval threshold were authorized under the emergency authority and include laptops/hardware for use in remote learning/remote work, sanitization kiosks for the buildings, and virtual clinical software and licensing. The president's emergency authority ends on August 31.

***PERSONNEL:** The Board **accepted** the resignation of J.C. Crane, Director of Admissions, effective July 31, 2020. The Board also **approved** adjunct faculty for fall semester 2020 as shown on the attached memorandum.

BOARD PRESIDENT'S REPORT: Ms. Hartley expressed appreciation to everyone at the college for "going above and beyond" to support students during the pandemic and to help balance the FY21 budget. She indicated the Board will return to regular meetings as soon as it is safe to do so.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported that faculty efforts have been focused on getting the semester underway and working through uncertainties caused by the pandemic.
- B. ECC-NEA:** ECC-NEA Vice President Sue Henderson reported that the association is working on items identified in the supplemental letters to the collective bargaining agreement.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that the Aviso app has been rolled out for students. Becki Heiman is now serving as vice president of the association. There was a very low number of students who had

their classes purged for nonpayment due to the efforts of Stephanie Hebert and staff in Financial Aid.

D. CLASSIFIED STAFF ASSOCIATION REPORT: Classified Staff Association President Hannah Domino indicated the association had no report at this time.

PRESIDENT'S REPORT: Dr. Bauer reported that enrollment is down 1.5 percent in headcount and three percent in credit hours at this point. The FY21 budget was built with an assumption of a ten percent enrollment decrease. All 12 community colleges have seen an enrollment decrease in varying amounts. Dual enrollment numbers are still coming in and could change the final enrollment picture.

The audiovisual equipment upgrades for the lecture hall in Hansen Hall approved in July have been purchased and installed. There were four bidders with Wired Technology Electronic Systems awarded the contract at a cost of \$16,048. Dr. Bauer noted that this room is one of the few areas that can accommodate a large number of students with social distancing.

A request for proposals for repairs to the pedestrian bridge has been issued and a recommendation will be brought to the Board later in the fall.

Fall sports have been moved to the spring semester. Teams are allowed to condition, practice and scrimmage this fall. ECC is following NJCAA protocols for COVID testing. All athletes were negative at the initial test (with two still needing to be tested).

The semester is off to a good start despite some technology issues on the first day.

ADJOURNMENT:

Motion: To adjourn the August 31, 2020 public Board of Trustees meeting at 6:50 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 5: 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

10/5/2020

East Central College

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Section 5, Page 1

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

| ASSETS | <u>7/31/2020*</u> | <u>7/31/2019*</u> |
|---|---------------------------------|---------------------------------|
| Current | | |
| Cash | 6,878,998 | 6,345,723 |
| Investments | 876,464 | 853,409 |
| Receivables, net | | |
| Student | 2,907,521 | 3,004,055 |
| Federal & State agencies | 614,628 | 379,356 |
| Other | 40,574 | -4,015 |
| Inventories | 156,006 | 196,451 |
| Prepaid expenses | 16,340 | 12,291 |
| Total Current Assets | <u>11,490,531</u> | <u>10,787,270</u> |
| Non-Current Assets | | |
| Other Assets | 233,037 | 427,449 |
| Capital Assets (net) | 41,564,585 | 43,134,245 |
| Total Non-Current Assets | <u>41,797,622</u> | <u>43,561,694</u> |
| Total Assets | <u>53,288,153</u> | <u>54,348,964</u> |
| DEFERRED OUTFLOW OF RESOURCES | | |
| Deferred pension outflows | <u>5,391,728</u> | <u>7,235,763</u> |
| Total Assets and Deferred Outflow of Resources | <u><u>58,679,881</u></u> | <u><u>61,584,727</u></u> |
| LIABILITIES | | |
| Current Liabilities | | |
| Accounts Payable | 59,986 | 438,642 |
| Accrued Wages & Benefits | 167,333 | -9,308 |
| Unearned Revenue | 120 | 45 |
| Due to Agency Groups | 99,156 | 84,553 |
| Accrued Interest | 18,516 | 204,469 |
| Total Current Liabilities | <u>345,111</u> | <u>718,401</u> |
| Non-Current Liabilities | | |
| USDA Loan | 633,333 | 733,333 |
| Bonds Payable | 9,355,000 | 10,570,000 |
| Premium on Sale of Bonds | 541,773 | 644,171 |
| Net Pension Liability | 14,113,215 | 14,443,812 |
| Compensated Absences | 704,381 | 574,296 |
| Post Employment Benefit Plan Payable | 1,159,868 | 962,138 |
| Johnson Control Performance Contract | 1,111,720 | 1,157,833 |
| United Bank of Union | 1,875,000 | 1,975,000 |
| Total Non-Current Liabilities | <u>29,494,290</u> | <u>31,060,583</u> |
| Total Liabilities | <u>29,839,401</u> | <u>31,778,984</u> |
| DEFERRED INFLOW OF RESOURCES | | |
| Deferred pension inflows | <u>3,723,756</u> | <u>4,333,443</u> |
| NET ASSETS | | |
| Investment in Capital Assets, net | 34,300,972 | 35,648,328 |
| Restricted for Debt Service | 106,930 | -88,280 |
| Board Restricted | 1,760,000 | 1,760,000 |
| Unrestricted: | | |
| General Fund | 7,095,056 | 6,701,200 |
| All other Funds | -18,146,234 | -18,548,948 |
| Total Net Assets | <u>25,116,724</u> | <u>25,472,300</u> |
| Total Liabilities, Deferred Inflow of Resources and Net Assets | <u><u>58,679,881</u></u> | <u><u>61,584,727</u></u> |

East Central College
Preliminary* Statement of Activities
General Fund
As of July 31, 2020 and July 31, 2019

| | For the Fiscal Year Ending June 30, 2021 | | | For the Fiscal Year Ended June 30, 2020 | | | |
|------------------------------|---|------------------------|----------------------------|--|------------------------|--------------------------|--------------------|
| | Current FY Budget | July 2020 Month end | Current FY Year-To-Date | Prior FY Budget | July 2019 Month end | Prior FY Year-To-Date | Prior Year FYE* |
| Revenues: | | | | | | | |
| Local Revenue | 6,977,522 | 49,353 | 49,353 | 6,700,000 | 36,855 | 36,855 | 6,846,432 |
| State Revenue | 4,382,100 | 369,684 | 369,684 | 5,257,661 | 424,015 | 424,015 | 4,414,059 |
| Federal Revenue | | - | - | - | - | - | 425 |
| Tuition and Fees | 5,888,328 | 2,729,884 | 2,729,884 | 6,501,424 | 2,946,943 | 2,946,943 | 6,195,071 |
| Interest Income | 50,000 | 7,688 | 7,688 | 55,078 | -1,818 | -1,818 | 88,550 |
| Gifts and Grants | 50,000 | - | - | 387,925 | 312,979 | 312,979 | 426,943 |
| Miscellaneous Revenue | 50,000 | 2,786 | 2,786 | 75,000 | 4,721 | 4,721 | 51,587 |
| Transfers-Interfund & Indire | - | 745 | 745 | - | - | - | 311,400 |
| Transfer Federal Programs | - | - | - | - | - | - | - |
| Total Revenues | 17,397,950 | 3,160,140 | 3,160,140 | 18,977,088 | 3,723,695 | 3,723,695 | 18,334,467 |
| Expenses: | | | | | | | |
| Salaries | 9,804,182 | 497,360 | 497,360 | 10,359,668 | 413,180 | 413,180 | 9,985,559 |
| Benefits | 3,362,560 | 241,352 | 241,352 | 3,475,779 | 228,009 | 228,009 | 4,631,870 |
| Contractual Services | 930,000 | 118,701 | 118,701 | 691,367 | 381,384 | 381,384 | 898,626 |
| Current Expenses | 800,000 | 73,414 | 73,414 | 1,343,505 | 83,647 | 83,647 | 835,153 |
| Travel | 175,000 | 1,239 | 1,239 | 253,123 | 7,382 | 7,382 | 161,135 |
| Property & Casualty Insuran | 202,000 | 106,494 | 106,494 | 202,000 | 92,278 | 92,278 | 198,771 |
| Vehicle Expense | 15,000 | - | - | 16,640 | 140 | 140 | 6,772 |
| Utilities | 628,507 | 25,095 | 25,095 | 571,370 | 1,317 | 1,317 | 497,075 |
| Tele/Communications | 225,855 | 16,875 | 16,875 | 225,855 | 14,403 | 14,403 | 212,933 |
| Miscellaneous | 400,000 | 23,943 | 23,943 | 588,678 | 28,740 | 28,740 | 320,466 |
| Foundation Paid Expense | 2,000 | - | - | - | - | - | 2,547 |
| Clearing Account | 1,000 | - | - | - | (204) | (204) | - |
| Scholarship Expense | 75,000 | (153) | (153) | 11,200 | 2,255 | 2,255 | 91,961 |
| Faculty Development | 10,000 | 600 | 600 | 25,000 | - | - | 26,650 |
| Instit. Match for Grants | 75,000 | - | - | 74,100 | - | - | 32,662 |
| Commitment to ABE | 20,000 | - | - | 20,000 | - | - | 23,432 |
| Instit. Commit.to Fine Arts | 6,175 | - | - | 6,175 | - | - | 6,175 |
| Instit. Commit.to Word & M | 3,040 | - | - | 3,040 | - | - | - |
| Capital | 50,000 | 2,380 | 2,380 | 15,527 | - | - | 36,262 |
| Interfund Transfers | 18,400 | 18,060 | 18,060 | 18,400 | - | - | - |
| Debt Princ & Interest | 300,000 | - | - | 272,657 | - | - | 272,188 |
| Total Expenses | 17,103,719 | 1,125,360 | 1,125,360 | 18,174,084 | 1,252,531 | 1,252,531 | 18,240,237 |
| Revenue over Expenses | 294,231 | 2,034,780 | 2,034,780 | 803,004 | 2,471,165 | 2,471,165 | 94,230 |

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

| | For the Fiscal Year Ending June 30, 2021 | | For the Fiscal Year Ended June 30, 2020 | |
|--|---|-------------------------|--|--------------------------|
| | July 31, 2020* | FY 2021 Year-To-Date | July 31, 2019 | FY 2020 Year-To-Date* |
| | | | | |
| Operating Revenues: | | | | |
| Student Tuition & Fees | 3,254,482 | 3,254,482 | 3,532,332 | 7,363,488 |
| Federal Grants & Contracts | 84,096 | 84,096 | 6,315 | 7,031,854 |
| State Grants & Contracts | 4,096 | 4,096 | 5,815 # | 1,193,144 |
| Auxiliary Services Revenue | 67,193 | 67,193 | 130,685 | 1,255,779 |
| Other Operating Revenue | 9,305 | 9,305 | 328,648 | 567,757 |
| Total Operating Revenue | 3,419,172 | 3,419,172 | 4,003,795 | 17,412,022 |
| Operating Expenses: | | | | |
| Salaries | 563,877 | 563,877 | 462,315 | 11,078,892 |
| Benefits | 264,837 | 264,837 | 247,643 | 4,927,854 |
| Purchased Services | 167,686 | 167,686 | 432,038 | 1,693,499 |
| Supplies & Current Expenses | 287,440 | 287,440 | 340,877 | 2,390,165 |
| Travel | 3,653 | 3,653 | 10,776 | 180,835 |
| Insurance | 106,494 | 106,494 | 109,046 | 215,539 |
| Utilities | 45,630 | 45,630 | 17,789 | 817,287 |
| Other | 7,968 | 7,968 | 15,026 | 82,063 |
| Depreciation | 172,873 | 172,873 | 169,922 | 1,967,379 |
| Financial Aid & Scholarship | 79,847 | 79,847 | 4,106 | 6,570,397 |
| Foundation Paid Expense | 250 | 250 | - | 27,932 |
| Total Operating Expenses | 1,700,555 | 1,700,555 | 1,809,537 | 29,951,842 |
| Operating (Loss)/Gain | 1,718,617 | 1,718,617 | 2,194,258 | -12,539,820 |
| Non-Operating Revenues (Expenses): | | | | |
| State Appropriations | 369,684 | 369,684 | 424,015 | 4,414,059 |
| Tax Revenue | 60,930 | 60,930 | 45,500 | 8,452,368 |
| Interest Income | 9,465 | 9,465 | -932 | 100,229 |
| Gain/Loss on asset disposal | - | - | - | -2,707 |
| Principal & Interest on Debt | 188,997 | 188,997 | -165,705 | -629,833 |
| Total Non-Operating Revenue (Expense) | 629,076 | 629,076 | 302,877 | 12,334,116 |
| Increase in Net Assets | 2,347,693 | 2,347,693 | 2,497,135 | -205,704 |

East Central College Investments As of July 31, 2020

| <u>CD Number</u> | <u>Date</u> | <u>Maturity</u> | <u>Term</u> | <u>Rate</u> | <u>Total</u> |
|-----------------------------|-------------|-----------------|-------------|-------------|---------------|
| United Bank of Union | | | | | |
| 1024017649 | 6/15/2020 | 6/15/2021 | 12 Months | 0.70% | \$ 400,075.54 |
| 1024017375 | 5/15/2020 | 5/15/2021 | 12 Months | 0.80% | \$ 397,235.94 |

ECC Total Invesments \$ 797,311.48

Private CDs Owned by the P. A. Hearst Account

| | | | | | |
|---|-----------|-----------|-----------|-------|--------------|
| Farmers & Merchants Bank - CD #132982029 | 8/13/2019 | 8/13/2020 | 12 Months | 1.24% | \$ 78,638.22 |
|---|-----------|-----------|-----------|-------|--------------|

Total Investments \$ 78,638.22

2020

| | |
|-------------------------|------------------------|
| Total Cash Accounts | \$ 6,878,998.04 |
| Certificates of Deposit | \$ 797,311.48 |
| | \$ 7,676,309.52 |

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 July 31, 2020**

Farmers & Merchants

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

United Bank of Union

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

Citizens Bank

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

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

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

East Central College
Warrant Check Register
As of July 31, 2020

The Treasurer of the Board confirms for the month ending July 31, 2020 that the check payments officially filed have been issued in accordance with the policies and procedures of East Central College (Junior College District), in compliance with the appropriation granted by the Board of Trustees as defined in the FY21 budgets and that there are sufficient balances in each fund and sub-fund available for the expenditures for which approval is here to requested.

Total amount of checks dispersed from July 1, 2020 through July 31, 2020, is reported at \$954,990.11

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 6: COURSE SUCCESS RATES

Interim Vice President Paul Lampe will present course success rates for the Fall 2019 and Spring 2020 semesters.

Attachments

10/5/2020

Section 6, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 583-5195, Ext. 6502

FAX (636) 583-6601

Course Success Rate Comparison: Fall 2018 to Fall 2019

| Category | Fall 2018 | | | | Fall 2019 | | | | % Change in Success Rate |
|-----------------------|-------------------|--------------------|---------------|--------------|-------------------|--------------------|---------------|--------------|--------------------------|
| | Student Headcount | Course Enrollments | FTE | Success Rate | Student Headcount | Course Enrollments | FTE | Success Rate | |
| All Students | 2721 | 9176 | 1774.3 | 76.4% | 2699 | 8737 | 1706.4 | 76.4% | 0.0% |
| Race/Ethnicity | | | | | | | | | |
| American Indian | 13 | 38 | 8.1 | 63.2% | 13 | 34 | 6.5 | 79.4% | 16.2% |
| Asian | 24 | 70 | 13.9 | 80.0% | 22 | 63 | 12.7 | 66.7% | -13.3% |
| Black | 28 | 108 | 20.5 | 71.3% | 30 | 116 | 21.8 | 73.3% | 2.0% |
| Hispanic/Latino | 55 | 197 | 37.4 | 70.6% | 77 | 276 | 53.2 | 68.8% | -1.8% |
| Native Hawaiian | * | 2 | 0.4 | 50.0% | * | 15 | 2.5 | 93.3% | 43.3% |
| Nonresident Alien | 14 | 67 | 12.7 | 82.1% | 7 | 31 | 5.7 | 87.1% | 5.0% |
| Two or more races | 67 | 240 | 44.2 | 68.3% | 68 | 264 | 49.2 | 64.8% | -3.5% |
| White | 2495 | 8388 | 1624.7 | 76.9% | 2453 | 7865 | 1541.0 | 77.2% | 0.3% |
| Unknown | 24 | 66 | 12.3 | 74.2% | 26 | 73 | 13.8 | 64.4% | -9.8% |
| Age | | | | | | | | | |
| Under 18 | 530 | 904 | 185.3 | 93.0% | 568 | 935 | 192.3 | 94.5% | 1.5% |
| 18 - 24 | 1562 | 6447 | 1232.2 | 73.3% | 1547 | 6206 | 1193.8 | 73.2% | -0.1% |
| 25 - 39 | 462 | 1405 | 276.4 | 79.0% | 421 | 1188 | 240.0 | 77.3% | -1.7% |
| 40+ | 167 | 420 | 80.4 | 80.5% | 163 | 408 | 80.3 | 80.6% | 0.1% |
| Gender | | | | | | | | | |
| Female | 1637 | 5299 | 1056.8 | 78.0% | 1624 | 5054 | 1006.1 | 77.1% | -0.9% |
| Male | 1084 | 3877 | 717.5 | 74.3% | 1075 | 3683 | 700.2 | 75.5% | 1.2% |
| Pell Eligible | | | | | | | | | |
| Yes | 1115 | 4295 | 827.3 | 70.7% | 1064 | 4134 | 799.8 | 69.3% | -1.4% |
| No | 1606 | 4881 | 947.0 | 81.5% | 1635 | 4603 | 906.5 | 82.8% | 1.3% |
| Veteran | 56 | 201 | 38.3 | 76.1% | 62 | 224 | 43.0 | 71.0% | -5.1% |

*Suppressed to protect student privacy

Notes:

- 1) FTE defined as credit hours/15.
- 2) Success is defined as A, B, C or P.
- 3) Veteran or Active Duty status self reported on enrollment application.
- 4) Data as of 7/16/2020
- 5) Excludes all incomplete grades

Course Success Rate Comparison: Spring 2019 to Spring 2020

| Category | Spring 2019 | | | | Spring 2020 | | | | % Change in Success Rate |
|-----------------------|-------------------|--------------------|---------------|--------------|-------------------|--------------------|---------------|--------------|--------------------------|
| | Student Headcount | Course Enrollments | FTE | Success Rate | Student Headcount | Course Enrollments | FTE | Success Rate | |
| All Students | 2475 | 7506 | 1506.2 | 78.2% | 2366 | 7071 | 1422.0 | 80.5% | 2.3% |
| Race/Ethnicity | | | | | | | | | |
| American Indian | 17 | 48 | 10.1 | 52.1% | 13 | 25 | 5.4 | 88.0% | 35.9% |
| Asian | 21 | 63 | 12.8 | 85.7% | 22 | 67 | 14.1 | 77.6% | -8.1% |
| Black | 27 | 101 | 21.2 | 76.2% | 25 | 87 | 17.3 | 77.0% | 0.8% |
| Hispanic/Latino | 52 | 175 | 34.3 | 76.0% | 56 | 195 | 39.3 | 63.1% | -12.9% |
| Native Hawaiian | * | 3 | 0.7 | 100.0% | * | 13 | 2.5 | 38.5% | -61.5% |
| Nonresident Alien | 11 | 44 | 9.5 | 84.1% | * | 21 | 4.5 | 95.2% | 11.1% |
| Two or more races | 50 | 178 | 34.5 | 70.8% | 66 | 223 | 43.1 | 72.6% | 1.8% |
| White | 2258 | 6816 | 1368.3 | 78.7% | 2148 | 6381 | 1284.1 | 81.4% | 2.7% |
| Unknown | 37 | 78 | 14.8 | 61.5% | 28 | 59 | 11.7 | 78.0% | 16.5% |
| Age | | | | | | | | | |
| Under 18 | 386 | 624 | 123.6 | 92.8% | 396 | 667 | 135.3 | 94.5% | 1.7% |
| 18 - 24 | 1491 | 5254 | 1050.9 | 74.7% | 1444 | 4983 | 997.7 | 78.4% | 3.7% |
| 25 - 39 | 429 | 1234 | 252.7 | 82.7% | 377 | 1042 | 214.8 | 80.2% | -2.5% |
| 40+ | 169 | 394 | 79.1 | 86.8% | 149 | 379 | 74.2 | 83.6% | -3.2% |
| Gender | | | | | | | | | |
| Female | 1482 | 4382 | 900.9 | 79.2% | 1427 | 4150 | 851.8 | 81.3% | 2.1% |
| Male | 993 | 3124 | 605.3 | 76.7% | 939 | 2921 | 570.1 | 79.3% | 2.6% |
| Pell Eligible | | | | | | | | | |
| Yes | 990 | 3457 | 702.9 | 71.7% | 909 | 3263 | 658.8 | 73.7% | 2.0% |
| No | 1485 | 4049 | 803.3 | 83.7% | 1457 | 3808 | 763.1 | 86.3% | 2.6% |
| Veteran | 71 | 246 | 48.8 | 76.8% | 51 | 188 | 37.5 | 68.6% | -8.2% |

*Suppressed to protect student privacy

Notes:

- 1) FTE defined as credit hours/15.
- 2) Success is defined as A, B, C or P.
- 3) Veteran or Active Duty status self reported on enrollment application.
- 4) Data as of 7/16/2020
- 5) Excludes all incomplete grades

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 7: HIGHER LEARNING COMMISSION ACCREDITATION

An update will be provided on planning for the 2022 comprehensive quality review by the Higher Learning Commission.

10/5/2020

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6501

FAX (636) 583-6602

Section 7, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 8: *PERSONNEL

A. APPOINTMENT

Recommendation: To **approve** the appointment of Melissa Schall-Wilmore as Advisor, Student Success effective October 1, 2020, with an annual salary of \$42,500.

B. ADJUNCT FACULTY - FALL 2020 SEMESTER

Recommendation: To **approve** changes to the adjunct faculty roster for fall semester 2020 as shown on the attached memorandum.

Attachment

10/5/2020

Section 8, Page 1

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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FAX (636) 583-6602



EAST CENTRAL COLLEGE

HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: September 14, 2020
FROM: Wendy Hartmann, Human Resources Director
RE: Recommendation to Hire: Advisor, Student Success, grant position

Please accept the Search Committee's recommendation to hire Ms. Melissa Schall-Willmore as the full-time Advisor, Student Success effective October 1, 2020 with an annual salary of \$42,500. This is a fully funded grant* position through the rootEd Alliance™. Paul Lampe, Interim Vice President of Student Development, approved the recommendation to hire.

Ms. Melissa Schall-Willmore's experience includes, but is not limited to the following:

- Project Coordinator – MO STEM Wins & SkillUp Grant, East Central College 2016 – current
- Grant Writer, Jefferson College 2015 – 2016
- MO STEM Wins/Grant Employment Specialist – Jefferson College 2013 – 2016
- TRIO Interim Director, St. Louis Community College 2011 – 2012
- TANF Community Educator, St. Louis Community College 2000 – 2011

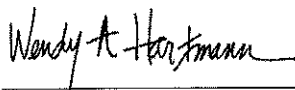
Ms. Melissa Schall-Willmore received her Bachelor of Arts in Philosophy from Southern Illinois University at Edwardsville and her Master of Arts in Philosophy from University of Missouri – St. Louis.

*Launched in 2018, rootEd Alliance™ is a new collaborative philanthropic effort to prepare students in rural America for stronger futures by providing them with advice, exposure and access to college and career opportunities.

As part of the Strategic Plan Pathways Initiative, ECC goal is to start a college access program for some time. rootED's mission aligns perfectly with that goal. The grant provides funding for a Student Success Advisor to work closely with Union High School graduates at ECC to mentor, support, and retain students through college graduation.

The grant gives the college the opportunity to jumpstart the program with the goal of successful outcomes within the two-year grant period. At the end of that time and demonstration of successful results, ECC plans to absorb the program, and possibly expand it, going forward. There is no cost to the college during the initial two-year grant period.

Recommendation signatures:



Wendy Hartmann
Director of Human Resources



Paul Lampe
Interim Vice President, Student Development



Interoffice Memo

TO: Dr. Bauer
DATE: September 28, 2020
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Fall Semester 2020

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

ADDITIONS

Mathematics & Education

Lisa Mathes-Peters, Physical Education

Dual Credit

Alex Garber, History, CHS

Emily Joseph, Biology, CHS

Tabitha Olson, Mathematics, CHS

Charles Parsell, CIS, RTI

Lydia Stack, Physics, CHS

Falcon Seminar

Megen Strubberg

DELETIONS

Health Science

Jamie Blaue, Nursing

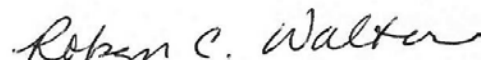
Dual Credit

Andrew Allen, Chemistry, SFBRHS

Nathan Caldwell, History, SFBRHS

Kathleen Speichinger, Accounting/CIS, BHS

Signatures:


Robyn Walter, Vice President, Academic Affairs


Wendy Hartmann, Director, Human Resources

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 9: BOARD PRESIDENT'S REPORT

Board President Ann Hartley will share information with the Board.

10/5/2020

East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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Section 9, Page 1

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 10: REPORTS

Reports may be presented by:

- A. Faculty Association President, Reginald Brigham
- B. ECC-NEA Secretary, Cori Derifield
- C. Professional Staff President, Jenny Kuchem
- D. Classified Staff Association President, Hannah Domino

10/5/2020

Section 10, Page 1

East Central College

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 11: PRESIDENT'S REPORT

Projected meeting dates for 2020 and 2021 are listed below for planning purposes. Meetings will normally begin at 5:30 p.m. Please let me know as soon as possible if you will not be able to attend any of the projected meetings.

2020 Projected Meeting Dates

November 2
December 7

Alternate Meeting Dates

November 9
December 14

2021 Projected Meeting Dates

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

Alternate Meeting Dates

February 8
March 8
April 12
May 10
June 14

October 11
November 8
December 13

10/5/2020

Section 11, Page 1

East Central College

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

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
October 5, 2020**

AGENDA ITEM 12: ADJOURNMENT

Recommendation: To **adjourn** the October 5, 2020 meeting of the Board of Trustees.

10/5/2020

Section 12, Page 1

East Central College

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