**SECTION 1: ORGANIZATION OF THE COLLEGE**

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| **1.1**  | **Legal Authority Policy (*Adopted 12-3-1968; Revised 2-4-2002, 11-12-2007*)** The Junior College District of East Central Missouri, its Board and employees will comply with allapplicable public school laws of Missouri. Other sections and statutes, not specifically written for public schoolsbut applicable to themwill be complied with as interpreted and defined by the Coordinating Board for Higher Education and by legal counsel.  |

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| **1.2**  | **Mission Policy (*Adopted 12-6-1994; Revised 10-6-2003*)** Institutional Mission. East Central College will provide an environment for lifelong learning.  |

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| **1.3**  | **Authority and Responsibilities of the Board of Trustees Policy (*Adopted 6-6-1988;*** ***Revised 11-12-2007*)** The Board of Trustees of the Junior College District of East Central Missouri is the sole statutory legislative governing body responsible for the control and operation of East Central College.  |

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

1. Approve the appointment, retention and dismissal of employees of the College, define and assign their powers and duties and fix their compensation.

1. Levy such taxes as are required for the operation of the College.

1. Establish fees for students in the amount necessary to maintain College courses.

1. Provide instructional programs and services and physical facilities.

1. Approve all contracts where the consideration to be paid is $15,000 or more

1. Formulate and oversee disciplinary policy regarding students.

1. Comply with all applicable federal, state and local mandates.

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| **1.4**  | **New Instructional Programs Policy (*Reaffirmed 12-2-1991; Revised 11-12-2007*)** The Board will approve all new instructionalprograms.  |

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| **1.5**  | **Organization of the College Policy (*Adopted 2-7-1991; Revised 2-4-2002*)** The organization of the College shall be proposed by the President of the College and approved by the Board.  |

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| **1.6**   | **Approval of Contracts Policy (*Adopted 11-12-2007*)** The Board of Trustees shall approve all contracts where the consideration to be paid under the contract is $15,000 or more. Approval requires an affirmative vote of at least four trustees. A contract requiring Board approval may not be signed by a representative of the College unless and until the Board has approved the contract. The Board hereby delegates to the College President the authority to approve and sign contracts where less than $15,000 is to be paid.  |

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| **1.7**  | **Elections Policy (*Reaffirmed 12-2-1991; Revised 11-12-2007*)** All elections will be carried out in accordance with Missouri law. |

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| **1.8**  | **Sub-districting Policy (*Adopted 12-2- 1991; Revised 2-4-2002*)** For the purpose of electing trustees, a sub-districting plan will beadopted by the Board of Trustees*,* approved by the Coordinating Board for Higher Education and reviewed following publication of each decennial census.  |

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| **1.9**  | **Trustee Qualifications Policy (*Adopted 11-12-2007*)** Members of the Board of Trustees shall be citizens of the United States and at least twenty-one years of age. They shall also have been voters of their respective subdistrict for at least one whole year preceding their election or appointment.  |

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| **1.10**  | **Trustee Elections Policy (*Adopted 11-12-2007*)** The qualified voters of the Junior College District of East Central shall elect two (2) trustees for terms of six (6) years each on municipal election day in April of each even-numbered year. Unexpired vacant terms will be filled in accordance with law.  |

## 1.10.1 Candidate Filing

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

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

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

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

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

 The College will provide each candidate a copy of the Notice of Candidate's Obligation to File Financial Interest Statement and a plain language summary of the applicable laws provided by the Missouri Ethics Commission as required by law. Candidates must comply with laws concerning eligibility, campaign financing and campaign disclosures.

## 1.10.2 No Election Held

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

## 1.10.3 Certification of Results Policy

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

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| **1.11**  | **Assuming the Office *(Adopted 12-3-1968; Revised 2-4-2002)*** At the first meeting of the Board of Trustees after the election of a member or members of the Board of Trustees has been certified, said member or members so elected and certified shall present themselves for the purpose of being seated.  |

## 1.11.1 Oath

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

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

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| **1.12**  | **Seating of Members *(Adopted 12-3-1968; Revised 2-4-2002)*** The President of the Board shall thereupon recognize newly elected membersas members of the Board of Trustees, and theyshall thenceforth be entitled and qualified to perform the duties of the office of members of the Board of Trustees.  |

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| **1.13**      | **Vacancy on the Board of Trustees *(Adopted 12-3-1968; Revised 2-4-2002)*** Any vacancy shall be filled by an act of the Board. In the case of a vacancy occurring in the membership of the Board of Trustees from any cause, it shall be the duty of the Secretary to certify such fact to the Board and to each remaining member thereof.  After such certification, the Trustees at a regular or special meeting shall nominate and appoint a successor Trustee to serve until the next election held by or for the district when a Trustee shall be elected for the unexpired term. Upon appointment by the Board, the Secretary shall issue a certificate of appointment to the newly appointed Trustee.  When a person becomes a member of the Board of Trustees by appointment, the new member shall be seated at the next regular meeting after said appointment and after having taken the prescribed oath of office.  |

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| **1.14**  | **Officers and Staff of the Board of Trustees Policy *(Adopted 12-3-1968; Reaffirmed 12-2-******1991; Revised 2-4-2002)*** The Board of Trustees shall select members and other personnel to serve as officers and staff.  |

## 1.14*.*1 Officers

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

## 1.14.2 Officers – When Elected

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

## 1.14.3 Election – How Conducted

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

## 1.14.4 Term of Office

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

**1.14*.*5** **Duties of the Officers and Staff**

##  President

 The duties of the President shall be, specifically:

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

##  Vice President

 The duties of the Vice President shall be, specifically:

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

##  Secretary

 The duties of the Secretary shall be, specifically:

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

##  Treasurer

 The duties of the Treasurer shall be, specifically:

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

##  Recording Secretary

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

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| **1.15**  | **Board Meetings Policy *(Adopted 12-3-1968; Revised 2-4-2002)*** Board meeting procedures and schedules shall be established by the Board.  |

###  1.15*.*1 Regular Meetings

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

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

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

###  1.15.2 Meetings to be Public

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

###  1.15.3 Representatives of the EmployeeAssociations

 The Board of Trustees willofficially recognize a member of each employee association selected by these bodies as their representatives. These representatives will receive notices of the Board meetings and agendas and will be invited to attend the Board meetings.

###  1.15.4 Notification of Meetings

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

##  A. All Meetings

 In addition to the criteria listed below, notice of all Board meetings (regular, special and closed) shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when the College is closed, unless for good cause such notice is impossible or impractical, in which case as much notice is reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

 The notice shall be posted on a bulletin board or other easily accessible public place clearly designated for that purpose in the Administration Building.

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

##  B. Open Meetings

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

##  C. Closed Meetings

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

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| **1.16**  | **Telephone Meetings Policy *(Adopted 11-12-2007)*** The Board may hold a meeting with all or a majority of the trustees participating by telephone. Such telephone meetings shall be open to the public. Trustees may cast votes other than roll call votes at a telephone meeting. However, issues that require a roll call vote, including issues to be discussed and decided in closed session, may not be voted on at a telephone meeting. The College President will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting by telephone may interact and the public may observe or hear the comments made. The College President will take measures to verify the identity of any remotely located participants.  |

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| **1.17**  | **Special Meetings Policy *(Revised 11-12-2007)*** Special meetings may be called (1)at any time by the Board President, and (2) also may be called by the Secretary upon written request ofa majority of the members of the Board of Trustees. Written notice of the special meeting, including the starting time and place of the meeting and the business to be conducted, will be given to each member and to the public at least 24 hours (exclusive of weekends and holidays) prior to the commencement of the meeting. The only exception to this is when, for good cause, such advance notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. No business will be transacted at special meetings other than that stated in the notice.  |
| **1.18**  | **Quorum Policy *(Revised 11-12-2007)*** At all meetings of the Board of Trustees a majority of the Board willconstitute a quorum to do business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole board (i.e., four trustees)votes therefor.  |

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| **1.19**  | **Closed Meetings Policy *(Adopted 11-7-1988; Revised 1-2005)*** The Board of Trustees will comply with RSMo sections610.010 - 610.030 regarding open meetings, records, and votes. All meetings, records and votes shall be open to the public unless closed as authorized by law. The Board reserves the right, as provided by law, to conduct closed meetings, including any records or votes, to the extent allowed under the Missouri Sunshine Law.  |

### 1.19.1 Authorizing a Closed Meeting

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

### 1.19.2 Objection

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

### 1.19.3 Meeting Location

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

### 1.19.4 Confidentiality

 The Board members and employees in attendance are honor bound not to

disclose the details or discussions of the closed meetings, records or votes. District employeeswho fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may publicly admonish Board members who fail to keep closed meetings, records or votes confidential in violation of this

policy.

### 1.19.5 Reasons for Holding Closed Meetings

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

1. Legal actions, causes of action or litigation involving the district and any confidential or privileged communication between the district or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court, except that the amount of any monies paid by the College shall be disclosed.

1. The lease, purchase or sale of real estate by the district where public knowledge of the transaction might adversely affect the amount to be received or spent by the district. Any minutes, vote or public record approving such a contract shall become available to the public upon execution of the lease, purchase or sale of the real estate.

1. Hiring, firing, disciplining or promoting of particular employees by the

district when personal information about the employee is discussed or recorded. However, any vote on a final decision to hire, fire, promote or discipline an employee shall be made available to the public, along with a record of how each member voted, within 72 hours of the close of the meeting; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the 72-hour period before such decision is made available to the public.

1. Proceedings involving the mental or physical health of an identifiable individual.

1. Scholastic probation, expulsion or graduation of identifiable persons, including record of individual tests or examination scores, except that such records will be open to inspection by the student(s) and his/her/their parent(s), guardian(s), or other custodian(s) as permitted by law.

1. Testing and examination materials until the test or examination is given for the final time.

1. Welfare cases of identifiable individuals.

1. Preparations on behalf of the district or its representative for negotiations with employee groups, including any discussion or work product.

1. Software codes for electronic data processing and documentation thereof.

1. Competitive bidding specifications until officially approved or published.

1. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed.

1. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. However, the names, positions, salaries and lengths of service of district employees shall be available to the public.

1. Records protected from disclosure by law.

1. Scientific and technological innovations in which the owner has a proprietary interest.

1. Records relating to municipal hotlines established for reporting abuse and wrongdoing.

1. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records.

1. Existing or proposed security systems and structural plans of real property owned or leased by the district where public disclosure would threaten public safety.

1. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system computer network of the district if released.

1. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between the district and a person or entity doing business with the district.

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| **1.20**  | **Release of Information to the Public *(Adopted 11-12-2007)*** Records of the College are open to the public unless closed in accordance with the action of the Board of Trustees in adopting this policy, state or federal law. All  |
| records of East Central College subject to closure pursuant to Missouri’s Sunshine Law (Chapter 610, Section 610.021 RSMO, as amended) are hereby closed. For purposes of release of records not closed pursuant to this policy, the Recording Secretary of the Board serves as the College’s custodian of records. Members of the public may request the custodian of records to provide access to public records. After receipt of the request, the custodian will provide access within three business days or sooner if possible or explain in writing the reason for denial of access or for delay. Members of the public may request copies of public records. A charge of up to ten cents per page may be made for copies no larger than 9 x 14 inches. The College may also charge a fee for search, research and duplication time in responding to requests for copies of public records. Such charges shall be in accord with Missouri’s Sunshine Law (Section 610.026 RSMO). Prior to producing copies of requested records, the person requesting the records may, upon request, obtain an estimate of the cost. The College may require the payment of such fees prior to the making of copies.  |

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| **1.21**  | **Rules of Order Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 8-14-2006)*** Rules of order shall be established and followed by the Board.  |

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

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

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

###  1.21*.*2 Rules of Order

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

####  1.21*.*3 Recognition *(Adopted 12/3/1968; Reaffirmed 12/2/1991; Revised 5/11/2015)*

No person other than a member of the Board of Trustees, the President of the College or other chief administrative personnel of the district designated by the President shall be recognized to speak at any meeting of

the Board of Trustees except upon the consent of the majority of the Board or as designated under Policy 1.22 Public Comment.

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| **1.22**  | **Public Comment (Adopted 5/11/2015)** To provide for full and open communication between the public and the Board of Trustees, the Board has established a Public Comment period during regular meetings of the Board of Trustees.  |

## Procedures

###  1.22.1 Rules for Public Comment

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

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

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| **1.23**     | **Voting Procedures *(Adopted 12-3-1968; Revised 11-12- 2007)*** Voting at meetings of the Board of Trustees shall be conducted in accordance with the provisions set out below: A. In General All motions will be recorded in the minutes, including the name of the person seconding any motion and the record of the vote. Minimally, the number of “yes” and “no” votes on any question shall be recorded in the minutes unless a |
|    | roll call vote is required by law. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The President of the Board shall have a vote on all questions. Any member upon request may have a brief explanation of their vote recorded on any question. Any member may also change his or her vote if such request is made prior to consideration of the next order of business. Motions pass with an affirmative vote from the majority of the quorum present at the meeting, unless otherwise limited by Policy 1.18.  |
|  B.    | Voting in Open Session Voting in open session must be conducted in a manner that allows the Recording Secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion. The Board may decide to vote by roll call in open session. Any member desiring a roll call vote shall so request it of the President and upon being recognized shall proceed to cast his vote first, the vote then proceeding in a clockwise manner until all have voted, and the vote shall be so recorded. When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law and the vote must be taken by roll call.  |
|  C.   | Voting in Closed Session All votes taken in closed session shall be taken by roll call, including the vote to adjourn.  |
|  D.      | Additional Provisions 1. No member of the Board may vote by proxy.
2. Every member present shall vote in accordance with Missouri law.
3. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken.
4. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session, and the matter as thus finally decided shall not be revived within a period of three months unless by consent of a two-thirds majority of the Board.
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| **1.24**  | **Board Agenda Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 11-12-2007)*** The agenda for all regular and special Board meetings will be developed by the President of the College.  |

**1.24.1** An individual Board member may present any additionalitem for the agenda to the Board under the item "Approval of Agenda."It shall be added to the agenda upon the approval of a majority of the Board members present.

**1.24.2** Any individual or group who wishes to have an item placed on the agenda shall submit the item to the President at least seven (7) business days prior

to a regular or special Board meeting and he/she mayplace it on the agenda upon approval by three (3) Board members.

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| **1.25**  | **Board Minutes Policy *(Adopted 12-3-1968; Revised 1-2005, 11-12-2007)*** Minutes of all meetings will be kept in accordance with the provisions set out below.  |
|  | **1.25.1**   | Minutes of open and closed meetings shall be taken and retained by the Board, including a record of any votes taken at such meetings. This shall normally be the responsibility of the Recording Secretary of the Board. The minutes shall include the date, time, place, members present, members absent and a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each “yes” and “no” vote, or abstinence if not voting, to the name of the individual member of the Board.  |
|  | **1.25.2**   | The Recording Secretarywill keep the official minute book of all Board meetings. These minutes must be approved by a majority vote of the Board of Trustees and signed by the President and Secretary of the Board.  |
|  | **1.25*.*3**   | Minutes are not considered official until approved by a majority of the Board of Trustees and signed by the President and Secretary of the Board. A draft version of the minutes shall be available for public inspection and/or copying once they are completed by the Recording Secretaryand reviewed and approved by the President of the College. Draft versions shall be clearly marked "DRAFT" and are subject to revision until adoption by the Board of Trustees.  |
|  | **1.25.4**   | The minutes of all open meetings shall be published in the next Board of Trustees meeting agenda for approval and/or correction. All approved minutes of open meetingsshall be maintained in a permanent file in the office of the Recording Secretary and made available for public viewing during regular working hours. Copies are available for a predetermined fee.  |
|  | **1.25.5**   | Minutes of all closed meetings shall be reviewed and approved by the Board at the next closed meeting and shall be maintained in the office of the Recording Secretary. Minutes of closed meetings are not available for inspection or copying by the public, except as provided in Policy 1.19.5 above.  |
| **1.26**  | **Board Committees Policy *(Adopted 12-3-1968; Revised 1-2005)*** The President of the Board of Trustees will appoint all Board committees and outline specific responsibilities of each committee.  |

 **1.26.1**No permanent committee will be established.

**1.26*.*2** Lay committees will be appointed on a temporary basis to accomplish certain goals, and then will be terminated at the conclusion of their duties.

**1.26.3** Any committee appointed by or at the direction of the Board and which is authorized to report to the Board, or any committee appointed by or at the direction of the Board for the specific purpose of recommending, directly to the Board or the President of the Board, policy or policy revisions or expenditures of public funds shall be subject to the Missouri Sunshine Law in connection with the committee’s meetings, records and votes.

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| **1.27**  | **Board Travel Policy *(Adopted 2-4-2002)*** The Board recognizes the benefits derived by the College through Board member attendance at local, state and national meetings and similar events on behalf of the College. The Board will reimburse Board members for normal expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences and meetings. Trustees will abide by administrative guidelines regarding reimbursement of travel expenses.  |

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| **1.28**  | **Board Member Service Policy *(Adopted 8-12-1991; Reaffirmed 8-29-2005; Revised 11-12-2007)*** No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain from membership on the Board or from services rendered to the College. No Board member of East Central College will use any College equipment, supplies, or personnel for any purpose other than the College’s business.  |

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| **1.29**   | **Board Member Conflict of Interest Policy *(Adopted 11-12-2007; Reaffirmed 8-26-2013)*** All trustees of the College shall adhere to the laws regarding conflict of interest and take steps to avoid situations where their decisions or actions in their capacity as Board members conflict with the mission of the College. As used in this policy, "businesses owned by Board members" includes sole proprietorships, partnerships, joint ventures or corporations where the Board member is the sole proprietor, a partner having more than a ten (10) percent partnership interest, or a co-participant or owner of more than ten (10) percent of the outstanding shares of any class of stock.  |

### 1.29.1 Sale, Rental, Lease or Provision of Personal Property

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

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

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

### 1.29.3 Employment

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

Board member. Board members may provide services on a volunteer basis.

### 1.29.4 Independent Contractor

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

### 1.29.5 Businesses That Employ Board Members

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

### 1.29.6 Statement of Interest

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

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

1. Own(s) ten (10) percent or more of any business entity; or

1. Own(s) an interest having a value of $10,000 or more in any business entity; or

1. Receive(s) a salary, gratuity or other compensation or remuneration of $5,000 or more from any individual, partnership, organization or association within any calendar year.

### 1.29.7 Self-Dealing

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

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

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

"Business with which a person is associated" means:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the person's custody.

1. A partnership or joint venture in which the Board member or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member, spouse or dependent children in the Board member's custody, whether singularly or collectively, own more than ten (10) percent of the outstanding shares of any class of stock or partnership units.

1. Any trust in which the Board member is the settlor or trustee, or in which the Board member, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

### 1.29.8 Use of Confidential Information

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

### 1.29.9 Nepotism

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

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

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| **1.30**  | **Personal Financial Disclosure Statements Policy *(Adopted 11-12-2007)*** The Board of Trustees hereby adopts a policy establishing and making public its own method of disclosing financial interests of Board members, candidates and specified administrators, in accordance with law. Personal financial disclosure statements as described below shall be filed with the Missouri Ethics Commission and the East Central College Board of Trustees, on or before May 1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates who are required to file reports (i.e., those who have engaged in reportable transactions in the previous calendar year) must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours. This portion of the policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics Commission within ten (10) days of adoption.  |

### 1.30.1 Board Member Disclosure

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

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

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

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

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

### 1.30.2 College President and Chief Purchasing Officer Disclosure

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

1. The name and address of each employer from whom income of $1,000 or more was received during the year covered by the statement.

1. The name and address of each sole proprietorship the individual owned.

1. The name, address and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant.

1. The name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the secretary of state.

1. The name, address and general nature of business of any closely held corporation or limited partnership in which the individual owned ten (10) percent or more of any class of the outstanding stock or limited partners' units.

1. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned two (2) percent or more of any class of outstanding stock, limited partnership units or other equity interests.

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

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| **1.31**   | **Responsibilities of the President Policy** *(****Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-******4-2002)*** The President of the district shall bethe Chief Executive Officer through whichthe Board carries out its program and exercises its policies. The President may delegate to subordinate officers of the district such powers as he/she may deem desirable to be exercised under her/his supervision and direction. Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position.  |

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

1. Designing and overseeingthe organization and administration of the College.

1. Making policy recommendations to the Board on all matters that affect the College.

1. Recommending all additions or changes in personnel and in personnel policies.

1. Submitting an annual budget and administer the Board approved budget.

1. Formulating of all reports as may be required by the Board and by local, state, or national agencies.
2. Recommending to the Board site locations and site utilization.

1. Directing the development of the campus building program.

1. Recommending the establishment of citizen and trade advisory committees.

1. Lending influence in the development of higher education programs in local, state, and national committees and organizations.

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

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| **1.32**  | **Evaluation, Planning and Assessment Policy *(Adopted 6-4-1973; Reaffirmed 12-2-1991;*** ***Revised 11-12-2007)*** In order to determine the effectiveness of the College, the President of the College shall implement a process of planning and assessment of the College operations and shall report findings to the Board of Trustees on a periodic basis.  |

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| **1.33**  | **Role and Relationship Between the Board of Trustees and the Chief Executive** **Officer Policy *(Adopted 6-6-1988; Reaffirmed 12-2-1991; Revised 2-4-2002)*** The Board of Trustees recognizes and maintains the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of the district and those administrative functions and duties which are to be performed by the Chief Executive Officer and his/her staff. In that regard, the Board views the legislative authority vested within itself as a body of the whole rather than as individuals acting unilaterally.  |

**1.33.1** Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by open, honest, two-way flow of continuous communications based upon accurate, reliable information resulting from thorough study and analysis. In that regard, the Board looks toward the Chief Executive Officer to provide recommendations, suggestions and options relating to both short- and long-term goals and objectives of the district in a routine and timely

manner. This shouldallow the Board an adequate period of deliberation which would ultimately result in the adoption of policies that would enhance the well-being of the overall district.

**1.33.2** The Board recognizes that if the Chief Executive Officer is to be strong and responsible for the prudent management of the district and its resources, likewise, the Board must also be strong, fully informed and recognize its responsibility to be fully supportive of the Chief Executive Officer by granting him/her full authority to carry out and implement the administration of the district in accordance with those policies adopted by the Board.

**1.33.3** The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self-discipline that will avoid direct interference into the administrative functions of the district. The Board will encourage and be supportive of an atmosphere that will allow the Chief Executive Officer the flexibility and creativity to successfully exercise his/her administrative style necessary for successfully carrying out the administrative functions of the district.

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| **1.34**  | **Citizens Advisory Committees Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 2-4-******2002)*** Citizens Advisory Committees maybe used to advise the College in specific areas of responsibility.  |

**1.34.1**Such committees will beappointed to serve in a recommending capacity to College officials.

**1.34.2** Committee members will beselected by the College administrativestaff and approved by the Board of Trustees.

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

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| **1.35**  | **College Governance Associations *(Adopted 3-10-2003)*** The Board of Trustees of the Junior College District of East Central Missouri encourages the formation of voluntary associations representing employee classification groups for purposes of communication and participation in the business of the College. Each association must operate under a constitution and/or bylaws. No constitution and/or bylaws will in any way be written or be understood to limit the authority of the Board or the President in the governance of the College.  |

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| **1.36**  | **Amendments to Policy *(Adopted 12-3-1968; Reaffirmed 12-2-1991; Revised 11-12-2007)*** The policies of the Board of Trustees of East Central College may be amended, repealed, or added to upon motion made in writing for that purpose and an affirmative vote of four trustees.  |