

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, May 7, 2018**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators –Vice President of External Relations Joel Doepker, Vice President of Academic Affairs Tia Robinson, and Vice President of Finance and Administration Phil Pena; Other Staff – Director of Human Resources Wendy Hartmann, Director of Financial Services Annette Moore, Director of Developmental Education Programs Michelle Branton, Director of Facilities and Grounds Tot Pratt, Director of the Learning Center Erin Anglin, Director of Public Relations Jay Scherder, Technical Support Technician Dee Gibbs, Testing Center Clerk Justin Kavanaugh, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Faculty Association President Sarah Havens, Professional Staff President Karen Klos, Classified Staff Association Secretary Amy DeMiere, Faculty Members Stephanie Buchholz, Judy Bieker, Sean Barton, Leigh Kolb, Linda Follis, Sue Henderson, Nancy Mitchell, Jenifer Goodson and Bob Mahon, and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Mr. Scherder introduced Kavahn Mansouri from the *Missourian*. John Follis, spouse of Linda Follis, was also in attendance.

**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 May 7, 2018 meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the April 2, 2018 regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President Pena reviewed the year-to-date financials. In response to questions posed by Dr. Park related to large year-to-year variations, Dr. Pena noted that the change in receivables was related to calendar timing of the report and delay in the start of registration this year, the total operating revenue change was the result of a capital bond that the College no longer has, and the change in investments is due to the bond refunding that occurred last year. Dr. Park also noted the increase in pension liability, which is a number provided from the state retirement system.

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

*Motion by Prudence Fink Johnson; Seconded by Joseph Stroetker; Carried Unanimously*

**PROPOSED COURSE FEES:** Vice President Joel Doepker reported that ECC pays Four Rivers Area School \$1,538 per course for each student enrolled in partner programs. The College subsidizes each student's cost by \$1,214. This year the cost for 33 students was \$105,353. The recommended fees are based on a market analysis of similar programs at community colleges and technical schools in the state.

For auto technology, the average course fee charged by other community colleges is \$129 per class; the recommended fee for ECC is \$125 per course.

The welding program is very expensive to operate due to equipment and material costs. The average fee charged by other community colleges is \$278 per class; the recommendation is a \$250 fee per class.

Not many institutions offer a building construction program in a similar way to ECC's program. Also, enrollment in this program is low since many people are entering the workforce and learning on the job. The average fee charged by other community colleges is \$100 per class and that is the recommendation for ECC.

Based on past enrollment, these fees will recoup about \$10,000 which means the college will continue to subsidize these programs by approximately \$70,000 from Perkins funds and operating funds. Upon a question by Ms. Hays, it was clarified that students in these programs pay in-district tuition and general fees. All the Perkins money allocated for this purpose, as well as money from the general operating budget, is being used to cover costs. There is not a program offered by the College where tuition covers the entire cost.

**Motion:** To **approve** course fees for career and technical programs offered in conjunction with the Four Rivers Area School as follows:

Automotive Technology	\$125 per course
Building Construction	\$100 per course
Welding	\$250 per course

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

**PROPOSED BOARD POLICY – 1.36 SHARED GOVERNANCE:** Dr. Bauer noted that the policy presented has not been changed from what was presented last month. It is the result of work by the HLC Task Force and sub-committees and reflects the statement of shared governance developed by that group. It calls for a shared governance council to provide for more effective decision making. Upon adoption, the council will be formed and begin its work. Ms. Hartley noted that the shared governance group was very methodical and paid great attention to the input of members attending the meetings.

**Motion:** To **approve** Board Policy 1.36 Shared Governance as attached with the current Board Policy 1.36 being renumbered as Board Policy 1.37.

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

**UPDATE ON HIGHER LEARNING COMMISSION ACCREDITATION:** Dr. Bauer, Vice President Robinson and Board members Ann Hartley and Cookie Hays attended the Institutional Actions Council (IAC) hearing on April 24. Informal notice was received last week on the hearing outcome and the actual report was received today. The recommendation is to move from probation to notice. Probation means out of compliance due to not meeting one or more criteria; notice means the College is in compliance but at risk of not meeting one or more criteria if concerns are not addressed. The IAC's recommendation will go to the Higher Learning Commission Board at their June 28/29 meeting. ECC needs to file a written response by May 21. Dr. Bauer stated that both probation and notice are sanctions and the plan of response has not changed. The actions taken to this point have served the College well, but a lot of work remains. The HLC Board will make the final determination on the sanction; if they agree with the recommendation, there will be a notice visit in fall of 2019 and the College will be placed on the standard pathway for accreditation.

The actions taken and plans made following the site team visit were seen as responsive to the issues. This reflects a great deal of work by a lot of people involved on the HLC Task Force and various committees. The work will continue – proposals have been received for strategic planning and the Institutional Effectiveness director position is advertised. The Institutional Actions Council report was received today and shared with the Board; it will be shared with the campus as well.

**\*PERSONNEL:** The Board **accepted** the resignations of Shelli Allen, Vice President, Student Development and Dr. Tia Robinson, Vice President, Academic Affairs, effective June 29, 2018. The Board **approved** the reappointment of Joel Doepker, Vice President, External Relations, and Dr. Philip Pena, Vice President, Finance and Administration for the 2018-19 fiscal year and the reappointment of professional staff for the 2018-19 fiscal year as listed on the attached memorandum. The Board also **approved** the appointment of Julie Chirban as Nursing Instructor effective August 14, 2018 with a nine-month salary of \$51,500.

#### **REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Sarah Havens introduced herself as the newly elected president and Jenifer Goodson as the new vice president. She noted that the faculty representatives to the new Shared Governance Council will be the faculty association president and the president of ECC-NEA.
- B. ECC-NEA:** ECC-NEA President Tom Fitts noted that the faculty agreed to have the two presidents as their representatives for the Shared Governance Council in order to be ready to move forward as soon as possible.

The inspiring excellence awards were presented to 30 area high school faculty with 19 attending the recognition ceremony.

Mr. Fitts noted he had been contacted about security concerns by a Rolla North faculty member who stated the classroom doors at that facility have hollow cores and there is no process for easily locking them down. In addition, a faculty member at the Business and Industry Center reported some of the lab doors have large glass windows that could be broken and provide easy access for an intruder. He asked that these concerns be addressed.

Mr. Fitts cited examples of items that were mentioned in Board meetings over the past several years for which the Board did not request additional information or did not hold the president accountable for providing follow up. The most recent example being the energy savings contract signed with Johnson Controls; no follow up report on the savings realized (or lack thereof) has been presented to the Board.

Mr. Fitts indicated that the move from a recommendation of probation to a recommendation of notice is not good news; the College should not have been in this situation in the first place. He contended that if appropriate follow up had occurred over the past several years, the College would now be reaccredited and in good standing. The timeline for making corrections is now truncated to one year; these concerns began in 2009.

Sue Henderson, former NEA president, provided a presentation regarding employee satisfaction surveys and noted that within the last five years employee faith in the institution has decreased precipitously. She indicated that the Workplace Dynamics survey and the Chronicle survey are two standardized surveys taken by all employees and that in 2013 the Higher Learning Commission expressed the hope that the new leadership would address these survey concerns. In 2017 the HLC team indicated these concerns have still not been addressed.

In June 2017 the faculty gave a letter outlining their concerns to Dr. Bauer and in November 2017 provided the same letter to the Board, including several comments from the HLC feedback report. Of the 52 faculty (out of a total of 66) who responded, 78% supported sending the Board a letter and 21% did not support the letter. In the past week an employee vote was conducted through an anonymous e-mail link that asked “Do you believe Dr. Jon Bauer is capable of the kind of decision-making and action needed to not only lead ECC off sanctions but navigate these challenging times?” Of the 166 respondents, 27.11% had confidence and 65.66% had no confidence; 7.23% did not wish to express an opinion.

- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Karen Klos noted that Saturday’s commencement will be followed by the AEL graduation at 2 p.m. with over 70 students being recognized. The AEL graduation will include the first induction into the National Adult Education Honor Society; 15 students will be inducted. Arnie Sallaberry of Clemco will be the keynote speaker.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Amy DeMiere reported the association will be conducting officer elections on May 10.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Michail Ratcliff was unable to attend so there was no report.

**BOARD PRESIDENT’S REPORT:** Board President Ann Hartley noted she had asked for this item to be added to the regular agenda each month. She asked Cookie Hays to share information from the Higher Learning Commission hearing in Chicago. Ms. Hays read the statement she provided to the hearing committee, noting that as a result of involvement with the HLC process the Board now realizes its role is deeper than hiring and supporting the president and monitoring the budget. The Board embraces shared governance and better understands it.

Ms. Hartley stated that this Board wants the best for ECC. The role and expectations for boards are changing. Board members will not be involved in day to day operations of the College, but they are

responsible for staying informed on major issues. Cookie Hays will serve on the Shared Governance Council and Ann Hartley will serve on the Strategic Planning Committee; they will act as liaisons and will not vote. The Board will also establish ECC email addresses. Each future Board meeting will include a Board President’s report, and Dr. Bauer and the Board will ask for and expect reports on projects as well as decisions that are made.

**PRESIDENT’S REPORT:** Dr. Bauer reported that work is occurring in conference committee this week on the state budget. It is anticipated that the core appropriation will be the same as the current year; job training funds and a few other items are still in negotiation.

Melanie Dixon received a ten-year advisor pin for her service to Phi Theta Kappa; Kevin Dixon was recognized at the recent international convention for continued excellence as a PTK advisor.

There are several student recognition ceremonies this week, culminating with the Nursing pinning and commencement ceremony on Saturday along with the HiSET ceremony. Ann Schroeder will be the commencement speaker and will focus on the early days of the institution.

Regarding the HLC report, Dr. Bauer agreed that notice is not good news; however, the College is in a better position even though there is so much work to be done. He stated he is committed to the success of this institution and the work that is needed. The issues are significant but addressable, and working collaboratively those issues can be addressed to make ECC a stronger institution.

**EXECUTIVE SESSION - REVISED STATUTES OF MISSOURI 2004, SECTION 610.021 (3) PERSONNEL:**

**Motion:** To **enter** into executive session per RSMo 2004, Section 610.021(3) Personnel at 6:44 p.m.

*Motion by Joseph Stroetker; Seconded by Prudence Fink Johnson*

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

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

No action was taken during the executive session.

**Motion:** To **resume** open session at 8:24 p.m.

*Motion by Eric Park; seconded by Cookie Hays*

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

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

**ADJOURNMENT:**

**Motion:** To adjourn the May 7, 2018 public Board of Trustees meeting at 8:24 p.m.

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

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President, Board of Trustees

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Secretary, Board of Trustees

### **1.36 Shared Governance** *(Adopted May 7, 2018)*

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

The principles of shared governance shall include:

1. Due diligence in every aspect of communication, transparency, and decision-making.
2. Mutual trust and respect for each other and for the collaborative process.
3. Efficient and timely communication of decisions, including an implementation timeline of decisions made.
4. Collaboration among the Board of Trustees, administration, faculty, staff, and, where appropriate, students to strengthen the quality of the education and services provided at the College.
5. A culture of inclusion by thoughtfully considering the ideas and opinions of those most impacted by decisions, while working to ensure meaningful involvement of all stakeholders in the decision-making process.
6. Utilizing relevant data and expert opinions in the decision-making process, including both quantitative and qualitative data where possible.
7. Using current policy documents to ground initial deliberations within the decision-making process, and developing and recommending policy revisions where outcomes are not satisfactory.
8. Setting standards for accountability at all levels of the shared governance model by defining goals, reporting progress, and assessing the decision-making process itself.

### **Procedures** *(Adopted May 7, 2018)*

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

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

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

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

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

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

**1.36.4** The College will maintain internal documents related to Shared Governance within an appropriate software platform, such as SharePoint or its equivalent.

**1.36.5** A web page dedicated to Shared Governance shall be established and maintained, and will include the following components:

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

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



## President's Office Interoffice Memo

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**TO:** Board of Trustees  
**FROM:** Dr. Jon Bauer, College President  
**DATE:** May 1, 2018  
**RE:** Reappointment of Professional Staff FY19

The following Professional Staff employees are being recommended to the Board of Trustees for reappointment for fiscal year 2019:

### **President's Office**

Christina Ayres, Director, ECC-Rolla  
Jennifer Crosby, Assistant Director, ECC-Rolla  
Bonnie Gardner, Executive Assistant to the President  
Wendy Hartmann, Director, Human Resources  
Rachael Karr, Coordinator, Enrollment Services ECC-Rolla  
Wendy Landwehr, HR Specialist  
Bethany Lohden, Director, Institutional Research, Assessment & Planning  
Dana Riegel, Research Analyst  
Jessica Robart, Coordinator, Learning Support ECC-Rolla

### **Vice President of Finance and Administration**

Doug Agee, Manager, Bookstore/Mail & Imaging Services  
Ehren Curnutte, Network and Systems Manager  
Miguel deAgüero, Coordinator, Technical Support  
Lark Hoffman, Business Office Manager  
Doug Houston, Director, Information Technology  
Anne Lause, Enterprise System Administrator  
Annette Moore, Director, Financial Services/Comptroller  
Melissa Popp, Purchasing Manager  
Tot Pratt, Director, Facilities and Grounds  
Thomas Schickler, Custodial Supervisor  
Debra Simily, Manager, Food Services

### **Vice President of External Relations**

Mary Eagan, Instruction Coordinator-AEL (Grant Funded)  
Yohanes Kurniawan, Computer Programmer/Content Specialist  
Melissa Richards, Business Development and Training Coordinator - CWD  
Pamela Ruwe-Kaiser, AEL Volunteer Coordinator  
Jay Scherder, Director, Public Relations  
Melissa Schwall-Willmore, Program Coordinator, MOStem (Grant Funded) through 9/30/18  
Edward Shelton, Center for Workforce Development, Executive Director  
Tamara Stowe, Grants Specialist (Grant Funded) through 9/30/18  
Terri Warmack, Coordinator, Health Careers Workforce  
Alice Whalen, Director, Adult Education and Literacy Programs (Grant Funded)



**Vice President of Academic Affairs**

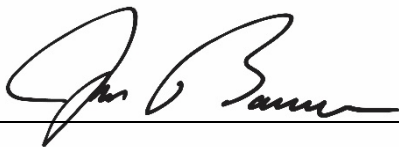
Erin Anglin, Director, Learning Center  
Linda Arrington, Academic Advisor - Instructional  
Chad Baldwin, Manager, Instructional Design  
Ann Boehmer, Dean of Instruction  
Michelle Branton, Director, Development Education  
Lisa Farrell, Director, Library Services  
Russell Henderson, Director of Dual Credit and College Readiness  
Richard Hudanick, Dean of Career and Technical Services  
Karen Klos, Instructional Design Specialist  
Kristin Milligan, Associate Director, Learning Center  
Windy Souders, Testing Services Coordinator  
Robyn Walter, Dean of Health Sciences  
Tracie Welsh, Coordinator, Academic Services

**Vice President of Student Development**

Lorrie Baird, Financial Aid Advisor  
Eric Clapper, Academic Advisor  
Laura Deason, Academic Advisor  
Melanie Dixon, Associate Registrar  
Karen Griffin, Director, Financial Aid  
Stephanie Hebert, Coordinator, Student Service Center  
Courtney Henrichsen, Campus Life & Leadership Coordinator  
Sarah Johnson, Associate Director, Financial Aid  
Heather Kleekamp, Financial Aid Advisor  
Jennifer Kuchem, Counselor  
Paul Lampe, Director, Advising and Counseling  
Sara Marler, Admissions Representative  
Steffani McCrary, Academic Advisor, Career Services  
Jay Mehrhoff, Athletic Director  
Nathaniel Mitchell, Director, Admissions  
Lesley Peters, Academic Advisor  
Sarah Scroggins, Registrar

*All grant funded positions are contingent upon continued funding and may be restructured or terminated if funding is not received.*

**Approval Signature:**

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

Dr. Jon Bauer, College President