

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Wednesday, June 27, 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 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 Public Relations Jay Scherder, Director of Financial Aid Karen Griffin, Coordinator of Campus Life & Leadership Courtney Henrichsen, Human Resources Specialist Wendy Landwehr, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Professional Staff President Karen Klos and Incoming President Jenny Kuchem, Classified Staff Association Vice President Kim Aguilar, Faculty Members Stephanie Buchholz and Mike Palazzola, and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Mr. Scherder introduced Kavahn Mansouri from the *Missourian*.

**PUBLIC COMMENT:** There were no public comments.

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

**Motion:** To **approve** the agenda for the June 27, 2018 meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the May 7, 2018 regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President Pena reviewed the year-to-date financials for the months ending in April and May. In response to a question regarding the difference in total operating budget from 2017 to 2018, Vice President Pena noted that financial aid income is down based on enrollment and the ending of the EDA grant reduced the total budget. Dr. Park requested differing budget scenarios based on enrollment and trends based on credit hours and staffing. Dr. Bauer indicated that information will be distributed prior to the July meeting. He further indicated that the new fees structure approved in May was the first step in realizing the actual cost of programs; additional changes to the structure may be needed in the future.

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

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

**APPROVAL OF BIDS:** Vice President Pena noted that the requested software will help manage the volume of data being stored on the College system and will provide restoration services if needed. The recommended cost split is based on approximately 75% of storage space being utilized by student-related data and 25% by administrative data. In response to a question about cloud-based storage, Vice President Pena noted that the increased bandwidth needed would be cost prohibitive.

**Motion:** To **approve** the purchase of 20 Veeam Backup Software Licenses from the state negotiated Dell purchasing contract in the amount of \$22,620 to be funded 75% from technology fees and 25% from the Information Technology operating budget.

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

**CULINARY ARTS PROGRAM RE-ACCREDITATION UPDATE:** Chef Mike Palazzola provided an update on the October 2017 Culinary Arts Program accreditation visit from the American Culinary Federation. He noted that the program was about two years behind in the accreditation cycle due to extenuating circumstances which caused rescheduling of the visit. The ACF allowed the original self-study to stand for those two years. However, curriculum changes were made during that time and the study did not represent the current program curriculum.

The visiting team liked that the Culinary Arts mission and the College mission go hand in hand, and had no concerns with the instructors/staff or their involvement in the community. However, they pointed out that some of the program practices were arbitrary and not supported by data. Many of the issues identified have already been addressed to make the program more cohesive and provide continuous learning. The self-study submitted two years prior contained several syllabi that did not list competencies and student assessment was identified as arbitrary. All syllabi have been reviewed and revised to ensure they contain competencies and standardized lesson plans. Each syllabus identifies which of the 64 competencies are addressed and there are checklists to ensure students are meeting the competencies. Classes were shuffled last year to address continuous learning and Chef Mike has been in touch with the ACF national office regarding curriculum changes that will be implemented.

The facilities were highly rated and the team noted the equipment is state-of-the-art and meets industry standards. The team indicated it was difficult to find student services information on the website but that students appear to have all the tools needed. More statistical information is needed to support graduates, job placement and competencies; this has been addressed.

The program has been re-accredited for five years and the next visit will be in 2021. An annual report is submitted each year. There are normally 12 students in advanced courses each year and 12 to 16 first-year students. It was noted that the ACF accreditation is voluntary and provides additional credibility for the program. Chef Mike is also an evaluator and participates in site visits for other programs.

**STRATEGIC PLANNING CONSULTANT:** Dr. Bauer noted that is has been several years since a firm has been hired to assist with development of the strategic plan and he felt this is a cycle where external expertise is needed. Nine proposals were reviewed and were ranked by a campus committee. In that process two firms emerged for interviews and were scored using a rubric based on the RPF. CampusWorks was the unanimous recommendation of the committee; 60% of the firm's work is with community colleges. Reference calls were very positive and they appear to be able to engage the board, faculty and staff as well as external constituents. The firm recommended extending the timeline for plan development to allow for better groundwork. There

will be a kickoff event at the beginning of the academic year; the Strategic Planning Committee will be meeting at least monthly through the year.

**Motion:** To **approve** a contract with CampusWorks, Bradenton, Florida, to serve as the consultant for development of a comprehensive strategic plan at a cost of \$75,000 plus travel expenses.

*Motion by Joe Stroetker; Seconded by Audrey Freitag; Carried Unanimously*

**RENEWAL OF LEASES:** Ms. Hays suggested that part of the strategic planning process should be analyzing what the College is doing in Rolla; a lot of money is spent there, but the College has no building to show for it. Dr. Bauer indicated Rolla will definitely be included in the planning discussions.

**Motion:** To **approve** the renewal of off-campus leases for fiscal year 2018 as follows:

Rolla Technical Center 500 Forum Drive, Rolla	\$145,530 annually (no change)
Rolla North 2303 North Bishop, Rolla	\$106,807.92 annually (increase of \$4,108)

*Motion by Joe Stroetker; Seconded by Eric Park; Carried Unanimously*

#### **VENDING CONTRACTS:**

**Motion:** To **approve** the renewal of vending contracts approved in July 2014 with the following firms for one additional year:

Pepsi-Cola New Haven, MO	53.1% bottle commission rate 42.1% can commission rate (no change from current contract)
Krueger Vending Sullivan, MO	23.20% commission rate (no change from current contract)

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

#### **PREAUTHORIZATION OF GRANT FUNDED PURCHASES:**

**Motion:** To **authorize** in advance items to be purchased with state vocational enhancement grant funds and Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant funds in order to facilitate purchases that need to be made prior to the start of the fall semester.

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

**INSURANCE BROKER:** Dr. Bauer noted that the broker helps negotiate health insurance and other benefit packages. The Insurance Committee reviewed the proposals and recommended the College retain J.W. Terrill for three more years with annual approval.

**Motion:** To **approve** the continuation of J.W. Terrill as the College's employee benefit consultant and broker of record for a term of three fiscal years (2019-2021) at an annual cost of \$30,000, subject to annual renewal.

*Motion by Joe Stroeter; Seconded by Cookie Hays; Carried Unanimously*

**PROFESSIONAL SERVICES:** Dr. Bauer reminded the Board that the legal services contract is an annual renewal and that Tueth, Keeney's specialty is education law. The auditing contract is periodically bid, but this renewal is part of the three-year contract previously approved.

**Motion:** To **approve** the renewal of professional service agreements for FY19 as follows:

Legal Services

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis, MO

Auditing Services

KPM, Springfield, MO

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

**EXTENSION OF MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY:** There is a minor increase in the rental fee to \$21,500 which is an inflationary adjustment from last year.

**Motion:** To **approve** a revised Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY2019 at a flat rental of \$21,500.

*Motion by Eric Park; Seconded by Joe Stroetker; Carried Unanimously*

**USDA GRANT APPLICATION:** The USDA grant program has been a good source of external funding for the College. Participation requires authorization by the Board and this request is to reauthorize participation in the program. An application has been filed for a \$70,000 grant to construct a greenhouse for the Culinary Arts program. The USDA grant would cover the complete cost of construction.

**Motion:** To **approve** a resolution authorizing East Central College's participation in the U.S. Department of Agriculture's Rural Economic Development Grant program.

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

**BUDGET/STAFFING PLAN UPDATE:** A budget recommendation will be presented at the July 19 meeting; it will be a very lean budget. Dr. Bauer noted that this will be a particularly challenging year with flat revenue and continued enrollment decline. The College will operate under the existing budget for the first few weeks of the new fiscal year until a new budget is adopted. During the coming year, a task force of faculty and staff will be appointed to take a comprehensive review of revenue and expenses while developing a recommendation to "right-size" the institution and its operations. This process will begin in the fall semester. In addition, much work needs to be done on campus to educate faculty and staff regarding the budgeting process.

**JOHNSON CONTROLS CONTRACT UPDATE:** Vice President Pena provided preliminary information on the utilities savings that are resulting from the performance management contract approved with Johnson Controls in February 2017; he noted representatives from the firm will provide a full presentation at the August meeting. Replacement of lighting fixtures and mechanical updates were completed in September 2017; this included automation of the HVAC system and weather sealing. Performance measurements begin in October 2017. The contract guaranteed \$72,768 in savings per year; in addition, rebates totaling approximately \$46,000 are currently being

processed. The annual savings for FY18 over FY17 as estimated based on the last 10 months are \$159,965.57 in electricity, \$29,710.34 in gas and \$6,632.42 in water. Much of the savings came from the installation of more efficient lighting fixtures.

**\*PERSONNEL:** The Board **approved** the appointments of Stephanie Hebert as the Business Analyst, Enrollment Services effective July 2, 2018 with an annual salary of \$48,000; the reappointment of Mary Buckley as Instructor, Reading on an annual contract for the 2018-19 academic year; and the Dr. Michelle Smith as Executive Director, Institutional Effectiveness effective August 1, 2018 with an annual salary of \$72,000. The Board also **approved** the appointment of adjunct faculty for the Summer 2018 semester as listed in the attached memorandum.

**BOARD PRESIDENT'S REPORT:** Ann Hartley noted she is enjoying working with the Strategic Planning Committee and that Cookie Hays is working with the Shared Governance Council. Ms. Hays noted that the Council has had some good discussions and will be bringing forward recommendations to the Board in the future. Board members Eric Park and Joe Stroetker have met with Dr. Bauer and Vice President Pena to develop a better understanding of the budget and the budget development process. All six Board members attended the recent MCCA Executive Leadership Conference and found it to be very beneficial in learning about community college issues, funding and pending legislation.

**REPORTS:**

**A. FACULTY ASSOCIATION REPORT:** NEA President Tom Fitts reported for Sarah Havens. He noted that all eight full-time Nursing faculty, one adjunct, and Robyn Walter, Director, attended the Missouri League for Nursing Education conference this past week. Mr. Fitts attended the NEA Leadership Academy.

**B. ECC-NEA:** ECC-NEA President Tom Fitts reported the EMT program is in the middle of its accreditation process with a visit set for the end of September. The self-study was submitted in January and faculty are working to address findings. The State Board of Nursing will be evaluating the Nursing program in October as well.

The bargaining process was completed on June 26, and the new Collective Bargaining Agreement will be sent to faculty as soon as possible for ratification. Tom noted that at the last meeting Sue Henderson presented information on past satisfaction surveys and the vote of no confidence; this was presented to show how we have gotten to this point. There have been letters to the editor and editorials in the local paper as well. One of the issues presented was lack of communication. Tom indicated this failure to communicate still exists as evidenced by the Board response to the vote of no confidence printed in a newspaper article without being shared on campus as well as employees reading in the newspaper that the Vice President, Academic Affairs position will not be advertised immediately but filled on an interim basis without any communication about this being sent directly to employees. He recommended that if information is being shared with the newspaper, it should first be shared with the campus. He asked that news releases be published via ECC Announce when they are issued.

**C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Karen Klos reported that Lisa Farrell recently ended her three-year term on the MOBIUS board. MOBIUS recently celebrated its 20<sup>th</sup> anniversary and ECC was a founding member of that organization. The Library also saw a 16% increase in the number of library instruction classes

delivered to students in 2017-18. Karen concluded by reporting that association elections resulted in a new slate of officers: Jenny Kuchem, president; Annette Moore, vice president; Wendy Landwehr, secretary and Sarah Johnson, treasurer.

Jenny Kuchem, incoming president, indicated that she intends to expand on the information presented by the professional staff. She shared information on the increase in graduation rates of first-time, full-time degree and certificate seekers. The number of these students completing within six semesters has increased 10% from 2014 to 2018 with the current graduation rate at 28%. Contributing factors to this increase are the centralization of advising in Fall 2016, the addition of one FTE advisor, use of case management or intrusive advising, adjusting the degree requirements to facilitate the “15 to Finish” program, and changes to the course schedule.

- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Vice President Kim Aguilar reported that Angie Siebert has been elected as the secretary for the association. The officers attended the recent MCCA professional development seminar in Columbia. The association also sponsored its first event to celebrate CSA which included a taco bar, games and opportunities to interact with colleagues.

**PRESIDENT’S REPORT:** Dr. Bauer reported the Shared Governance Council has met twice and is considering several policy initiatives, including domestic partner benefits, educational leave and maternity leave. Many of these have been raised by employee groups. Much discussion at the last meeting centered on the modification of summer hours for staff and closing during fall and spring break. These ideas were brought forward in the context of valuing employees and recognizing the budget is lean. He noted that many institutions are closed during spring break, and as the Council talked about all three options it coalesced around closing the College during spring break. The Council discussed the impact to students and felt it would be minimal since there is very little student traffic during this time. This would require change to the Board policy that identifies times when the College is closed. Dr. Bauer asked for Board member thoughts on this proposal; comments were positive and favored the change. It was noted that ECC hosts the district music festival during this time and those staff volunteering to work the festival will be afforded other time off to ensure the event does not suffer. A change to procedure will be drafted for Board approval and introduced at the July meeting.

It is expected that state aid will be flat for the coming year. The state budget will be signed this week and no withholdings are expected.

Dr. Bauer has been holding a series of community coffees throughout the region. These have been valuable, and outreach to the community will continue in some form to keep ECC visible and accessible.

The compensation study previously authorized by the Board is complete. A conference call with MGT is scheduled to review the results and establish a plan for communicating the information. The data will be valuable for strategic planning, the budget review process and bargaining for next fiscal year. The purpose of the study was to determine where ECC salaries compare in the market with state community colleges and within the region with other employers.

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The Chronicle employee satisfaction survey results have also been received and Dr. Bauer will be working with ModernThink to develop the communication plan for those results.

**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 6:24 p.m.

*Motion by Joseph Stroetker; Seconded by Audrey Freitag*

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 7:33 p.m.

*Motion by Eric Park; seconded by Joseph Stroetker*

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 June 27, 2018 public Board of Trustees meeting at 7:33 p.m.

*Motion by Prudence Johnson; Seconded by Joseph Stroetker; carried unanimously.*

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President, Board of Trustees

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Secretary, Board of Trustees



# EAST CENTRAL COLLEGE

## Interoffice Memo

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TO: Dr. Jon Bauer  
DATE: June 1, 2018  
FROM: Office of Academic Affairs  
RE: Adjuncts for Summer Semester 2018

Please approve the following adjuncts for the 2018 Summer semester.

### **Nursing and Allied Health**

Rechell Alcorn, EMT  
Theresa Briggs, EMT  
Lucy Crain, Health Science  
Amber Dunn, MDA

Tom Fitts, EMT  
Jenifer Goodson, EMT  
Lisa Korn, EMT

### **Career and Technical Education**

Jason Durbin, CIS  
Curtis Elliott, Machine Tool  
Matthew Graham, Business  
Lisa Hanneken, Business

Mike Palazzola, Culinary  
Alison Plaster, Business  
Anna Schwein, CIS

### **Math/Engineering/Science**

Reginald Brigham, Math  
Elizabeth Cantrell, Biology  
Kevin Dixon, Biology  
Parvatha Govindaswamy, Biology  
Teri Haas, Mathematics  
Sarah Havens, Biology

Anne Mentz, Mathematics  
Tracy Mowery, Biology  
Keith Pulles, Biology  
Shaun Roberson, Mathematics  
Laura Roselli Insall, Mathematics  
Elizabeth Winters-Rozema, Biology

### **Humanities and Fine Arts**

John Anglin, Theatre  
Linda Barro, English  
Aaron Bounds, Music  
Mary Buckey, English  
Shanee Haynes, Communications  
Susan LaFayette, English


Gary Powers, Art  
Juanita Schuler, Art  
Josh Stroup, English  
Chris Swanson, Communications  
Patsy Watts, English

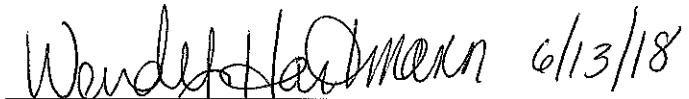
### **Social Sciences**

Kristen Adams, Psychology  
Erin Anglin, Psychology  
Coreen Derifield, History  
Susan Giesing, Education  
Matthew Gifford, Philosophy

Rachel Howard, Psychology  
Wendy Pecka, Psychology  
Dennis Pohlman, History  
Jessica Robart, Sociology

Approval:

  
Vice President, Academic Affairs      Date

  
Director, Human Resources      Date