

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**
Thursday, July 19, 2018

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 11 a.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators –Vice President of External Relations Joel Doepper and Vice President of Finance and Administration Phil Pena; Other Staff – Dean of Career & Technical Education Richard Hudanick, Director of Human Resources Wendy Hartmann, Director of Financial Services Annette Moore, Director of Facilities and Grounds Tot Pratt, Director of Public Relations Jay Scherder, Director of Financial Aid Karen Griffin, Human Resources Specialist Wendy Landwehr, Director of Dual Credit Russ Henderson, Campus Police Officer Tommie Lowe, Instructional Design Specialist Karen Klos, Accounts Payable Specialist Sharon Jost, NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Association Vice President Kim Aguilar, Classified Staff Association Secretary Angie Siebert, Faculty Members Linda Follis and Sue Henderson, 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 July 19, 2018 meeting of the Board of Trustees.

Motion by Cookie Hays; Seconded by Audrey Freitag; Carried Unanimously with Joseph Stroetker abstaining

***APPROVAL OF MINUTES:** The Board approved the minutes of the June 27, 2018 regular meeting of the Board of Trustees.

APPROVAL OF BIDS: Vice President Pena stated that a heating and cooling unit in Hansen Hall has failed and will need to be replaced. The unit serves the theatre atrium and dressing room areas as well as some classrooms. Since some areas impacted are areas that generate rental fees, the reimbursement from state maintenance and repair funds has to be pro-rated. Facilities that generate revenue are not covered by those funds. The unit is custom manufactured which will take nine to 12 weeks. Facilities fees will be used to cover a portion of the cost. The purchase will be made under the state purchasing contract.

Motion: To approve the installation of a replacement HVAC unit in Hansen Hall by Johnson Controls at a cost of \$145,710 to be funded through facilities fees and the state maintenance and repair matching fund.

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

BUDGET AND STAFFING PLAN: Dr. Bauer stated that development of the budget was very challenging this year and, regrettably, it does not include salary increases for employees. He plans to appoint a broad campus committee that includes a representative from the Board to conduct a comprehensive review of the College's expenses and revenue over the next year. Vice President Pena reviewed highlights of the budget noting that the operating budget has been reduced by \$17.5 million, a 6.37% decrease. The budget reflects flat revenue from the state and includes the traditional 3% holdback by the governor; tuition rates and fees remain the same as last fiscal year. Local revenue is projected to increase slightly by 2.5% and credit hours are budgeted at a 4% decline. A 7% increase is anticipated in medical insurance; if the rates come in higher, changes in coverage will be necessary. The work of staff involved in preparing the budget, particularly Annette Moore, was recognized. Expenses will continue to be reviewed to keep them in line with revenue. The Center for Workforce Development will be developing new programs to increase revenue in Fund 25.

Motion: To **approve** the general operating budget and staffing plan for FY19 as presented.

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

COLLECTIVE BARGAINING AGREEMENT: The Collective Bargaining Agreement (CBA) was ratified by the faculty on July 18. It was developed over a period of several months and includes several supplemental letters outlining areas that will be worked on throughout the coming year. One of the changes included is an increase in the overload pay rate to encourage full-time faculty to teach during the summer. In addition, faculty with a summer overload will be required to hold office hours. The grievance process and timelines have been revised to more closely mirror the process defined in Board Policy. The process in the CBA is only applicable to a grievance related to violation of the CBA itself. In response to a question regarding how the CBA works with Board Policy, Dr. Bauer noted that Board Policy controls unless there is specific wording that goes beyond Policy. In that case, the CBA will take precedence.

Motion: To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits and working conditions for the 2018-2019 fiscal year.

Motion by Joe Stroetker; Seconded by Prudence Johnson; Carried Unanimously

PROPOSED PROCEDURES REVISION – BOARD POLICY 5.28 COLLEGE HOLIDAYS: The Shared Governance Council has reviewed options for modifying the work schedule and recommends closing the College during spring break (5 days) and fall break (2 days). Closing during these periods will have minimal impact on students while valuing employees. Dr. Bauer noted that at last month's meeting he erroneously focused on spring break; the Council's recommendation was to close during both breaks. Employees who volunteer to assist with the district music festival on Thursday and Friday of spring break will be allowed to take comparable time off after spring break. This procedural change will be brought back for action at the August meeting.

***PERSONNEL:** The Board **approved** the appointments of Duane Clonts as the Industrial Engineering Technology Instructor effective August 9, 2018 with a nine-month salary of \$42,687; Oliver Kassenbrock as Performing Arts Center Manager effective August 13, 2018 with an annual salary of \$35,000; J.C. Crane as Director of Admissions effective August 2, 2018 with an annual salary of \$60,000; and Adisa Valjevcic as Medical Assistant Instructor effective August 1, 2018

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with a nine-month salary of \$36,500 with continued employment contingent on completion of the MA Certification Exam by August 15, 2018 and meeting MAERB accreditation requirements by December 2019.

HIGHER LEARNING COMMISSION ACCREDITATION UPDATE: Ms. Hartley asked that Dr. Bauer provide an update on the final recommendation from the Higher Learning Commission (HLC). He noted that the HLC has placed ECC on notice, which is an improvement from the initial recommendation of probation. The College is compliant with all accreditation criteria but there are criteria met with concerns. Those areas are being addressed and there will be another site visit no later than December 2019. Strategic planning will be the focus of the upcoming in-service week and there will be a mock accreditation visit in late spring or early summer 2019. Dr. Bauer stressed that ECC is accredited and meets the necessary criteria. Ms. Hartley expressed appreciation to all involved in addressing the concerns that have been identified.

**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 11:35 a.m.

Motion by Joseph Stroetker; Seconded by Prudence Johnson

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

yes A. Hartley yes P. Johnson yes A. Freitag
yes J. Stroetker yes C. Hays

Motion: To appoint Robyn Walter as Interim Vice President, Academic Affairs and Nancy Mitchell as Interim Director of Nursing for the 2018-19 academic year

Motion by Prudence Johnson; Seconded by Audrey Freitag

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

yes A. Hartley yes P. Johnson yes A. Freitag
yes J. Stroetker yes C. Hays

Motion: To resume open session at 12:20 p.m.

Motion by Prudence Johnson; seconded by Audrey Freitag

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

yes A. Hartley yes P. Johnson yes E. Park
yes J. Stroetker yes C. Hays yes A. Freitag

ADJOURNMENT:

Motion: To adjourn the July 19, 2018 public Board of Trustees meeting at 12:20 p.m.

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