

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, November 6, 2017**

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, Don Kappelmann, Cookie Hays and Eric Park. Also present were President of the College Jon Bauer; Administrators – Vice President of Academic Affairs Tia Robinson, Vice President of Finance and Administration Phil Pena, Vice President of Student Development Shelli Allen, and Vice President of External Relations Joel Doepker; Other Staff –Director of Human Resources Wendy Hartmann, Director of Financial Services Annette Moore, Foundation Executive Director Shannon Grus, Director of Public Relations Jay Scherder, Campus Life & Leadership Coordinator Courtney Henrichsen, Director of the Rolla Campus Christina Ayres, Payroll Specialist Carol Bailie, Accounts Payable Specialist Sharon Jost, Generalist Peggy Reeves, Maintenance Tech II Kelly Rinne, Campus Police Officer Tommie Lowe, Retiree Karen Rinne, Faculty Association President Tom Fitts, NEA President Sue Henderson, Professional Staff Association President Karen Klos, Classified Staff Association Treasurer Bethany Herron, Student Government Association Incoming President Michail Ratcliff, Student Government Association Vice President Katie Haring, 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 November 6, 2017 meeting of the Board of Trustees.

Motion by Joseph Stroetker; Seconded by Don Kappelmann; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the October 2, 2017 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President Pena reviewed the year-to-date financials. It was noted that the pension liability is a GASB68 requirement and represents the College’s liability for PSRS/PEERS should the system default. It is an actuarial number and represents a potential liability that the College does not anticipate paying. This liability could affect the College’s bond rating. Dr. Park indicated he would like to see the Board issue a statement to PSRS/PEERS encouraging them to move from the current funding of the system at 85% to something closer to full funding.

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

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

EMPLOYEE INSURANCE: Wendy Hartmann noted that the initial medical insurance renewal from Anthem included a rate increase of 18.5% due to the College's loss ratio. The insurance was taken to market resulting in proposals from United Health Care and Aetna at 15-16% increases and Cigna at just under 5%. Subsequently, Anthem revised their proposal to a 5% increase with formulary changes or 7% with no plan changes. After extensive review, the Insurance Committee proposed accepting the 5% increase with changes to the pharmacy benefits. Dr. Bauer noted that our bid process stipulates the lowest and best bid is to be accepted. The Cigna proposal, while slightly lower in cost to the institution, included a higher cost for the high deductible plan which is used by most of the employees. That would result in larger increases for those paying for dependent coverage. That, coupled with the potential loss of service and disruption of changing carriers, influenced the recommendation to remain with Anthem. Ms. Hartley noted that Dr. Stroetker is unable to vote on the insurance recommendation because he is a provider, and that Ms. Hays is no longer a participant in the plan so is eligible to vote this year.

Motion: To **approve** the following carriers to provide insurance benefits for employees in 2018:

Medical Insurance	<i>Anthem</i> – 5% increase in rates and changes to pharmacy benefits
Dental Insurance	<i>Delta Dental</i> – 8.9% increase in rates
Vision Insurance	<i>VSP</i> - no change in rates
Life/AD&D, Long-Term Disability	<i>Anthem</i> – no change in rates

Motion by Don Kappelmann; Seconded by Eric Park; Carried 4-0 with Joseph Stroetker abstaining

EMPLOYEE SALARY INCREASE: Dr. Bauer reminded the Board that salary increases were deferred when the budget was approved in the spring to allow a clearer picture of the budget situation. He is now recommending a \$1,500 flat increase (to be added to the base) for full-time faculty and staff and an equivalent hourly rate increase for part-time staff. The increase would be paid out before the end of the fiscal year. This represents an approximate 3.4% increase in the payroll budget and equates an increase of approximately 7.5% for the lowest wage earner and 1% for the top wage earner. Funds were set aside in the contingency account and approximately \$127,000 will remain in that account for unanticipated expenses. Dr. Bauer stated his commitment to continued study of salary levels and indicated an RFP will be developed to identify a firm to conduct that analysis.

Motion: To **approve** a salary increase of \$1,500 for full-time faculty and staff for Fiscal Year 2018, and prorated increases to permanent part-time staff at the equivalent hourly rate, to be paid out through payroll over the remainder of the fiscal year.

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

BOARD ELECTION FILING DATES: Dr. Bauer noted that the opening and closing dates for election filing are set by state statute. There are two seats up for re-election – Sub-district Two currently held by Prudence Fink Johnson and Sub-district One currently held by Don Kappelmann.

Motion: To **set** the dates for filing for the April 3, 2018 Board of Trustees election to open at 8:00 a.m. on Tuesday, December 12, 2017, and to close at 5:00 p.m. on

Tuesday, January 16, 2018 with filing to be closed from 4:30 p.m. on December 20, 2017, through January 1, 2018 and also on January 15, 2018.

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

BOARD POLICY & PROCEDURES REVISION – POLICY 3.5 INSTITUTIONAL SCHOLARSHIPS: Dr. Bauer noted that the only change to the version shared last month was the addition of a sunset provision of five years for the Board of Trustees and President’s Scholarships. Students do not have to apply immediately upon graduation from high school, but are limited to five years following graduation.

Motion: To **approve** the revision of Board Policy 3.5 and associate procedures as outlined in the attached.

Motion by Joseph Stroetker; Seconded by Don Kappelmann; Carried Unanimously

***PERSONNEL:** The Board **accepted** the resignations of Mardy Leathers, Executive Director, Workforce Development, effective October 27, 2017 and Jeremy Goss, Coordinator, Business Development and Training, effective November 27, 2017.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Tom Fitts reported that Adam Watkins, Art Instructor, attended the National Association of Schools of Art and Design accreditation conference; Jennifer Goodson, EMS Instructor, attended the EMS world expo in Las Vegas and left a Franklin the Falcon cutout with a message from ECC at the shooting victim memorial site; and numerous faculty participated in the recent HLC accreditation site visit. Amber Dunn is working as a consultant with two community colleges who have tapped her expertise to set up medical assisting programs. Judy Bieker was recently named Educator of the Year by the Missouri Organization for Associate Degree Nursing.
- B. ECC-NEA:** ECC-NEA President Sue Henderson indicated the NEA had no report.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Karen Klos reported that English language classes will now be offered in Wright City. Lisa Farrell, Librarian, has provided research instruction to over 20 classes this semester in Union and Rolla. The Learning Center and Testing Center are participating in a concordance study on the new suite of Accuplacer exams. On November 7 there will be a silent auction of art work to support the art students participating in the London trip.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Treasurer Bethany Herron reported that 12 charities have been selected for support through the 2018 Denim Day program; this was the first time all faculty and staff were allowed to vote on the charity selection. The CSA luncheon, “Thanks for the Giving,” will be November 14 with proceeds benefitting the ECC Foundation emergency fund. The Fall 2017 Spotlight Award will be presented to Becki Heimann, Student Services Generalist, on November 16. A family has been adopted for Christmas through Loving Hearts.
- E. STUDENT GOVERNMENT ASSOCIATION:** Michail Ratcliff reported the SGA is supporting the silent auction for art students and has received donations from DECA and the CSA for the food

pantry. Pet supplies collected through the “Furricane” drive have been donated to the Humane Society of St. Louis and the shelter in Sullivan.

PRESIDENT’S REPORT: Vice President Joel Doepker reported there will be an event at Aerofil in Sullivan on November 14 to recognize the partnership training program with ECC that is providing on-site training in manufacturing maintenance and logistics skills for 108 employees. The state director of the Department of Labor, CEO of Aerofil, CEO of HBM Holdings and Director of the Department of Economic Development will be in attendance. The program begins at 9 a.m. and will be followed by tours of the plant. ECC leads the state in the number apprenticeships.

Dr. Bauer noted there has been increased interest in expanding higher education offerings in Warren County over the last several weeks. Warrenton County is part of the ECC service region and part of the county is in the taxing district. ECC has offered classes in Warrenton in the past with limited enrollment, but there seems to be renewed interest. Discussion is in the early stages, and interest has been expressed in exploring a facility in Warren County with discussion regarding who could provide classes there.

The soccer team ended the season with a 2-6-1 record with two players being named All-Region First Team and two named All-Region Second Team. The volleyball team ended the season with a 16-17 record and there were three All-Region First Team recognitions and one second team recognition.

At the recent MCCA Convention, Audrey Freitag was recognized with the Distinguished Alumni Award, Karen Butterfield was presented the News Media Award, Ace Manufacturing was presented with the Distinguished Business and Industry Award, and Kevin Dixon received the Senior Service Award.

Dr. Bauer noted that Brian Millner, President & CEO of MCCA, will be on campus November 13 to tour and meet with faculty and staff. The Board is invited to the reception from 2 to 3 p.m.

In response to a question about the recent Higher Learning Commission visit, Dr. Bauer noted that the team recently requested additional information and the report has not yet been issued. Ms. Hays requested the Board be provided a copy of the full report when it is available.

ADJOURNMENT:

Motion: To adjourn the November 6, 2017 public Board of Trustees meeting at 6:18 p.m.

Motion by Don Kappelmann; Seconded by Cookie Hays; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees

3.5 Institutional Scholarships Policy *(Revised 5-12-2008; Revised 7-14-2014)*

The East Central College institutional scholarship program, funded through the general fund of the College, is intended to provide access to East Central College to students who demonstrate academic or performance excellence or could not otherwise attend due to the lack of necessary financial resources. The number of scholarships awarded each year will be contingent upon funding, as determined by the College during its budget development process.

Scholarships: *(Revised 7-14-2014; 11-6-2017)*

The following scholarships are approved by the Board of Trustees for funding through the general fund of the College.

Board of Trustees Scholarship

~~Students for a Full Award include the valedictorian, salutatorian and the top 10% of students graduating within the last calendar year from any high school.~~ *This award is for full-time students and will recognize high academic achievers who reside in the East Central College taxing and service district and who have graduated within the last five calendar years. This scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least 24 credit hours completed annually. Awards will not exceed the amount equal to in-district tuition and common fee charge.*

New Recipient Eligibility

New recipients must meet one of the following criteria:

- a. High school graduates with a minimum cumulative grade point average of 3.75 or who rank in the top 10% of their high school class.*
- b. High school equivalency completion - HiSET students who have made a minimum total scaled score of 75 on the examination.*
- c. Home schooled students, completing a course of home study and scoring in the ninetieth percentile on a nationally recognized test measuring academic achievement.*
- d. Currently enrolled East Central College (ECC) students who have completed at least twelve credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.*
- e. Transfer students who have completed at least twelve credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.*

Renewal Recipient Eligibility

- a. Recipients must maintain a 3.3 minimum cumulative grade point average.*
- b. Recipients must complete at least 30 credit hours annually.*
- c. Recipients may be awarded for up to five terms, including summer, if eligible.*

President's Scholarship

This award is for students enrolled less than full-time, but at least half-time, and will recognize high academic achievers who reside in the East Central College taxing and service district and who have graduated within the last five calendar years. Awards will not exceed the amount equal to in-district tuition and common fees charge.

New Recipient Eligibility

New recipients must meet one of the following criteria:

- a. High school graduates with a minimum cumulative grade point average of 3.75 or who rank in the top 10% of their high school class.*
- b. High school equivalency completion - HiSET students who have made a minimum total scaled score of 75 on the examination.*
- c. Home schooled students, completing a course of home study and scoring in the ninetieth percentile on a nationally recognized test measuring academic achievement.*
- d. Currently enrolled East Central College (ECC) students who have completed at least six credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.*
- e. Transfer students who have completed at least six credit hours of coursework numbered above 100 at ECC and have a minimum cumulative grade point average of 3.5.*

Renewal Recipient Eligibility

- a. Recipients must maintain a 3.3 minimum cumulative grade point average.*
- b. Recipients must complete at least 15 credit hours annually.*
- c. Recipients may be awarded for up to ten terms, including summer, if eligible.*

~~**Academic Division Scholarship**— Each division will be approved for an equal number of one year, non-renewable awards. Each division will decide on the award distribution within and among the disciplines, taking into consideration the availability of other scholarships and financial aid. Those awards made to the division(s) that house the disciplines of art, music and theater will go to students enrolled in or majoring in other areas, since those disciplines have their own awards. —(moved to below)~~

~~**Music**— Scholarship awards are provided for music majors and for students who may not be music majors but who participate in musical group performances. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations. —(moved to targeted recruitment scholarships)~~

~~**Art**— Scholarship awards are provided for art majors. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations. —(moved to targeted recruitment scholarships)~~

~~**Communications, Media and Theater**—Scholarships are provided for communications, media and theater majors and/or students working in and on theater productions. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations. (moved to targeted recruitment scholarships)~~

~~**High School Equivalency (HSE, formerly GED) Scholarship**—Students are eligible for a non-renewable award if admitted on the basis of a HSE/GED Test score set by the College. Awards will be made each semester.~~

~~**Harrison M. Eaton Scholarship**—A waiver of tuition and general fees is provided for an education major; renewable if a 3.3 grade point average is maintained on at least 24 credit hours completed annually. (moved below)~~

~~**New Program Scholarships**—A scholarship is provided for a student enrolling in a new College program. Such a scholarship may become available in the first semester of any year in which a new, fully approved program is opened to enrollment. No more than two programs may offer New Program Scholarships at any one time. The scholarship is renewable for up to three semesters if a 3.0 grade point average is maintained on at least 12 hours completed in the fall semester and 12 hours completed in the spring semester.~~

~~**Home School Scholarship**—Scholarship awards are available to students completing a course of home study and scoring in the ninetieth percentile on a nationally recognized test measuring academic achievement. The scholarship is renewable for up to three semesters if a 3.0 grade point average is maintained on at least 24 credit hours completed annually.~~

Non-traditional Student Scholarship

~~A *This* non-renewable scholarship award is available for an adult students enrolling in the College who is over the age of 23 and whose family income makes the student ineligible for need-based federal financial aid. To be eligible, the student must be enrolled in no fewer than six (6) credit hours and have completed a minimum of 15 credit hours at East Central College with a 3.0 grade point average. *Awards will not exceed the amount equal to in-district tuition and common fees charge.*~~

Targeted Recruitment Scholarships

~~*Targeted recruitment scholarships will be utilized to help realize the College's recruitment goals.*~~

1. Music

~~*This award is for full-time students. Awards will not exceed the amount equal to in-district tuition and common fees charge.*~~

Scholarship awards are provided for music majors and for students who may not be music majors but who participate in musical group performances.

Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

2. Art

This award is for full-time students. Awards will not exceed the amount equal to in-district tuition and common fees charge.

Scholarship awards are provided for art majors. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

3. Communications, Media, and Theater

This award is for full-time students. Awards will not exceed the amount equal to in-district tuition and common fees charge.

Scholarships are provided for communications, media and theater majors and/or students working in and on theater productions. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded based on faculty recommendations.

Academic Division Scholarship

This award is for full-time students. Each division will be approved for an equal number of one year, non-renewable awards. Each division will decide on the award distribution within and among the disciplines, taking into consideration the availability of other scholarships and financial aid. Those awards made to the division(s) that house the disciplines of art, music and theater will go to students enrolled in or majoring in other areas; since those disciplines have their own awards.

Harrison M. Eaton Scholarship

A *This* waiver of tuition and general fees is provided for an education major; renewable if a 3.3 grade point average is maintained on at least ~~24~~ *30* credit hours completed annually.

Technical Skills Scholarships - A *This full scholarship* award is available to students from any high school in the East Central College taxing and service district pursuing an AAS degree in an area where they have demonstrated exemplary skills by scoring either first, second or third in a state (or higher) level technical skills competition in a program area articulated from their high school or area career center to a degree program at the College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least ~~24~~ *30* credit hours completed annually.

A partial scholarship award is available to students from any high school in the East Central College taxing and service district pursuing an AAS degree in an area where they have demonstrated high potential in their chosen career field by scoring either first, second or third in a district level technical skills competition in a program area articulated from their high school or area career center to a degree program at the

College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least ~~24~~ **30** credit hours completed annually.

~~**Student Ambassador Scholarships**—A competitive leadership program designed to attract a group of traditional and non-traditional students to represent the College to prospective students and the community. This Full Award is paid hourly, as earned, and awarded by semester. The scholarship is renewable if a 2.50 grade point average is maintained and is approved by the Director of Admissions.~~

College Completion Scholarship

This award is for students who are within 12 credit hours of degree or certificate completion. Awards will not exceed the amount equal to in-district tuition and common fees charges for one course.

Recipient Eligibility

- a. Must be 12 credits or less away from degree completion.*
- b. Must have a cumulative grade point average of 2.0 or above.*
- c. Must not receive federal or state grants or loans, nor third-party forms of payment*

Operation: Graduation! Scholarship

This one-time, \$500 award is for students who are meeting the 15 to Finish timeline toward degree completion within the first two years of college coursework following high school graduation.

Recipient Eligibility

- a. Student must complete 30 credit hours during a one-year period at ECC.*
- b. Must have a cumulative grade point average of 3.3 or above.*

Additional scholarships are available through the ECC Foundation; information is available on the Foundation website at www.eccfoundation.org.

Procedures: *(Revised 7/14/2014; 11/6/2017)*

- A. Scholarships will be awarded on the basis of merit and/or need as defined by the scholarship type.
- B. All award processes will abide by federal and state statutes and regulations concerning non-discrimination.
- C. Full Award - ~~Up to a \$1000 credit~~ *The cost of no more than 15 credit hours, plus general fees, per semester at the Tier I rate to be applied to tuition and general fees.* It does not cover student activity fees, special fees, ~~or books or summer session.~~ *or books or summer session.* With administrative approval, Full Awards may be divided into **Partial Awards** and divided among students.

- D. Supplemental Award - Up to \$~~250~~500 credit per semester to be applied to ~~student activity fees~~, special fees, books or summer session. These scholarships are limited in number and funded by the ECC Foundation.
- E. Scholarships not used in the semester in which they are awarded will be forfeited.
- F. Unless otherwise noted, all scholarship award recipients must enroll full-time for a minimum of ~~12~~ 15 credit hours per semester.
- G. To be eligible for an institutional scholarship, all scholarship applicants must first complete a Free Application for Federal Student Aid (FAFSA) and the online College scholarship application by the priority deadline for early consideration. Information on financial aid, scholarships, the application process and relevant deadlines is available electronically through the Office of Financial Aid and the ECC Foundation Office.
- H. Institutional awards will not exceed the amount equal to in-district tuition and common fees charge. Students must be a native U.S. Citizen, Naturalized or Permanent Resident. Students who have been granted an institutional award equal to the amount of in-district tuition and common fees charges from one college source shall not be eligible to receive an additional award from another college source. Other tuition specific awards will be used before any institutional scholarship is awarded (e.g., A+, VA funding).*
- I. ~~In most cases, awards will not be made to students who have completed over 96 credit hours.~~ General eligibility for scholarships is terminated when a student completes 66 or more credit hours at ECC (students are allowed to change majors one time and, in such cases, will no longer be eligible at 96 credit hours); when a student completes the requirements for an ECC degree, regardless of whether or not they apply for graduation; or when a student obtains a degree from ECC.*
- J. Unless otherwise noted, scholarships may be awarded to new or returning students.
- K. Students found to be in violation of a Code of Conduct may lose scholarships as a consequence.*
- L. All scholarship awards, whatever the source of funding, must be awarded and monitored by the Office of Financial Aid.