

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING**

**Monday, December 3, 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 - Interim Vice President of Academic Affairs Robyn Walter; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Developmental Education Director Michelle Branton, Director of Admissions J.C. Crane, Facilities Director Tot Pratt, Campus Police Officer Tommie Lowe, NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Association Treasurer Bethany Herron, Student Government Association (SGA) President Gwen Minks, SGA Recording Officer Josh German, SGA Vice President Juanita Ziegler and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Mr. Scherder introduced Amanda Postma from the *Missourian* and Matt Wallace from KPM.

**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 December 3, 2018 meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the November 5, 2018 meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Dr. Bauer reviewed the financial statements.

**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 Eric Park; Carried Unanimously*

**AUDITOR’S REPORT:** Matt Wallace from KPM noted that the college has again received an unmodified opinion; the financial statements are free from material misstatement. He reviewed selected sections of the audit report pointing out there is a new requirement for reporting health insurance liability – by providing insurance to retirees, there is an implicit liability that must now be recorded in the audit. The college’s operating ratio and cash reserve are at the recommended level. A significant deficiency was noted in financial aid reporting of last date of enrollment. This was due to changes in the reporting system software and has already been corrected. Matt noted that the ECC Foundation is included in the audit and received an unmodified opinion as well. Dr. Park requested that, in the future, KPM provide the audit report a few days in advance of the Board meeting to allow members time to review more carefully.

**Motion:** To **accept** the audit report for the fiscal year ending June 30, 2018.

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

**PERFORMANCE MANAGEMENT CONTRACT – PHASE 2:** Dr. Bauer indicated this item was removed from the agenda to provide more time to review the contract and financing options. It was agreed a special Board meeting will be held on Thursday, December 13 at 5 p.m. to discuss this contract.

**RE-AUTHORIZATION OF U.S.D.A. LOAN THROUGH CRAWFORD ELECTRIC COOPERATIVE:** Dr. Bauer reminded the Board that the loan through Crawford Electric Cooperative was issued in 2016. Work has been done with United Bank of Union to develop a resolution that can be approved annually to re-authorize the loan's declining balance.

**Motion:** To **approve** the resolution re-authorizing a zero percent interest loan from the U.S.D.A. Rural Economic Development Loan and Grant program through the Crawford Electric Cooperative issued October 3, 2016.

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

**UPDATE ON HIGHER LEARNING COMMISSION ACCREDITATION AND STRATEGIC PLANNING ACTIVITIES:** Dr. Bauer introduced Vice President Robyn Walter and Dr. Michelle Smith who provided information on work underway to address concerns noted by the Higher Learning Commission (HLC) at the last accreditation visit. The goal is to have demonstrated growth and improvement, and that all staff can articulate that improvement. VP Walter and Dr. Smith meet regularly with the HLC liaison and he has been very encouraging. There will be a follow-up visit in November or December 2019; the College's written response will be developed over the coming summer and finalized in early fall.

VP Walter spoke to Criterion 4 which relates to teaching and learning. The HLC team was impressed with course and program level assessment; this work will continue. Work on this criterion will focus on a global view of what students should look like at graduation. A comprehensive approach to course and program assessment is being developed and the program review process will be refined. Co-curriculum activities are being evaluated to see how they fit with overall learning outcomes. Commitment has been made to a new initiative through the HLC Assessment Academy. This is a four-year project focused on assessment and student learning outcomes that includes evaluation of current learning objectives and continuing to build a culture of assessment. The project is led by the Assessment Committee and will kick off during spring in-service with professional development activities.

Work is also ongoing to improve student retention and completion. The Retention and Completion Committee has established a plan to identify at-risk students and communicate with them through an early alert system that allows faculty and certain staff to send an alert to the counseling and advising staff to notify them of a student at risk. The system is designed to have a feedback loop. Professional development is being offered in areas related to retention and completion; steps will be taken to ensure the evaluation of retention strategies is supported by data.

Dr. Smith reviewed efforts related to Criterion 5 which focuses on communication and planning for the future. The Shared Governance Council has been meeting regularly and focusing on items that impact the college. Communication structures are in place to help keep employees informed. Dr.

Bauer and Vice Presidents Martin and Walter have made consistent efforts at communicating via regular email updates which are archived on the SharePoint site. The goal is to have documentation archived and organized for review.

The strategic planning process is very structured and the committee is working with CampusWorks. January 17 will be the Board workshop to develop the mission statement; the Future Summit with community members and employees is set for January 18. A new governance piece in place this year is the Budget Committee which is examining input from across the campus. The college is becoming more intentional about working together in groups with members from all departments. Staff are also engaging in assessment of non-academic areas – they will be assessing the safety plan and systems for reporting technology and facilities needs; the workforce development area will also be sharing data. Dr. Smith noted that there are more examples of shared governance than were understood by the campus as a whole and which were not shared with the HLC team.

**\*PERSONNEL:** The Board **approved** the appointment of Audrey Vail as Nursing Instructor – Rolla, with a nine-month salary of \$53,585 effective January 9, 2019 and the appointment of adjunct faculty for Spring 2019 semester as listed on the attached memorandum.

**BOARD PRESIDENT’S REPORT:** Ms. Hartley indicated she had no report.

#### **REPORTS:**

- A. FACULTY ASSOCIATION & ECC-NEA REPORT:** ECC-NEA President Tom Fitts reported for both faculty groups. He recognized a number of faculty who recently participated in regional and national conferences as a part of their professional development. Several paramedic students recently attended the Guns and Hoses event sponsored by Backstoppers; the students volunteered and worked behind the scenes.

ECC-NEA members and administration recently participated in a training session in preparation for bargaining meetings that will begin in January.
- B. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported DECA students recently attended the Engage Conference and placed third in entrepreneurial case study. FAFSA nights are complete with 165 families being served. The Rotoract club recently hosted three Rotary events as well as a hot chocolate bar for students; they are currently completing a Christmas card project for senior citizens. Workforce Development has added new apprenticeships. The professional staff have adopted a family for Christmas.
- C. CLASSIFIED STAFF ASSOCIATION (CSA) REPORT:** Classified Staff Treasurer Bethany Herron reported the association continues to host Denim Days and as of November \$1,188 has been raised for local charities. The fall fundraiser, Thankful Baskets, raised \$626 in two weeks for the CSA scholarship. The fall Spotlight Award will be presented to Angie Siebert, Foundation Assistant, on Friday, December 7. CSA has adopted a family through Loving Hearts and will be providing Christmas gifts for them.
- D. STUDENT GOVERNMENT ASSOCIATION:** SGA President Gwen Minks reported the officers recently attended a conference where they networked with other community college student leaders. They hosted a Thanksgiving meal on November 29 and sponsored a multicultural event on December 3 which provided information on different religions and featured a Menorah lighting. The Instagram account is now functioning and various end of semester events are occurring for students.

**PRESIDENT’S REPORT:** Dr. Bauer noted the students were energized by their recent conference and brought back many ideas for implementation.

Spring enrollment is down 6% at this point and the focus is on encouraging current students to enroll for spring; advisors will be out in the buildings talking with students.

The budget committee has received 100 proposals for initiatives to improve the budget. These will be scored using a rubric and the committee will select ideas for further review. The committee is also looking at the tuition structure as compared to other institutions and will be making a recommendation to be considered at the February Board meeting. While this group was established as ad hoc, there is much value to their work and the committee may become a standing committee in the future.

The Strategic Planning Future Summit will occur on January 18 and community participation is being solicited.

Employees have exceeded the United Way goal this year and ECC is among the top 30 contributors in the region. Students also participated with fundraisers. Appreciation was expressed to Dr. Wendy Pecka and Megan Elbert who co-chaired the campaign and Carol Bailie who processed the contributions.

**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 and (1) Legal at 6:29 p.m.

*Motion by Joseph Stroetker; Seconded by Eric Park*

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

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

**Motion:** To **resume** open session at 6:59 p.m.

*Motion by Prudence Johnson; seconded by Audrey Freitag*

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

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

**ADJOURNMENT:**

**Motion:** To adjourn the December 3, 2018 public Board of Trustees meeting at 6:59 p.m.

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

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President, Board of Trustees

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Secretary, Board of Trustees

## RESOLUTION

Whereas, the Junior College District of East Central Missouri, also known as East Central College ("East Central") has previously filed an application with the US Department of Agriculture's Rural Business and Cooperative Development Service ("Rural Development") for a zero percent interest loan of \$1,000,000 (the "Loan") from the USDA Rural Economic Development Loan and Grant program, through the Crawford Electric Cooperative acting as intermediary ("Crawford"), as reflected in that certain application and supporting materials filed March 14, 2016 (the "Application"), which Application was approved by the East Central College Board of Trustees (the "Board") on February 8, 2016; and

Whereas, the Application was approved by Rural Development as described in that certain Letter of Conditions between Rural Development and Crawford dated July 7, 2016; and

Whereas, East Central now desires to authorize and enter such agreements, documents and certification as may be necessary to satisfy the requirements of the Application and Letter of Condition for the Loan to be funded and provided to East Central (all such agreements, documents and certifications being hereafter described as the "Transaction Documents").

**NOW, THEREFORE,** be it resolved by the East Central College Board of Trustees, as follows:

**SECTION 1:** The Board hereby authorizes and ratifies the entry into and execution of the Transaction Documents and performance of the terms and conditions of the Transaction Documents, hereby accepts, authorizes and approves the Transaction Documents including without limitation all ancillary and related closing documents and certifications. The Transaction Documents include, without limitation, the following: (a) Loan Agreement with Crawford; (b) Promissory Note payable to Crawford; (c) documentation as may be necessary for the issuance of a Letter of Credit in favor of Crawford; (d) Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions; (e) Management Representation Letter; and (f) Source of Funds letter.

**SECTION 2:** The President of the Board and/or any other Board officers (each individually or collectively as determined by such individuals in their discretion) are hereby authorized and directed to take such actions and to negotiate, execute and deliver such agreements, documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution and to carry out, comply with, and perform the duties of the Board with respect to the Transaction Documents, including without limitation, any amendments deemed necessary or desirable and any documents provided, required or contemplated by the Transaction Documents. In addition, the Secretary of the Board is hereby authorized to take such action and witness, attest, execute, deliver and file the foregoing documents, certificates and instruments as may be necessary or desirable to carry out and comply with, and perform the duties of the Board with respect to the Transaction Documents inclusive of any and all ongoing renewals per the aforementioned contract under the same restrictions as notated above.

**SECTION 3:** As contemplated by Article VI, Section 26(a) of the Constitution of the State of Missouri, the amount of the Loan does not exceed the income and revenue for East Central for the current fiscal year plus any unencumbered balances for previous years.

**SECTION 4:** This Resolution is effective forthwith. All Resolutions in conflict herewith are deemed null and void and shall have no further effect.

Approved by the Board of Trustees of the Junior College District of East Central Missouri also known as East Central College as of December 3, 2018.

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary



# EAST CENTRAL COLLEGE

## Interoffice Memo

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TO: Dr. Bauer  
DATE: November 27, 2018  
FROM: Office of Academic Affairs  
RE: Adjuncts Approval

Please approve the following adjuncts for the spring 2019 semester.

### **Nursing and Allied Health**

Rechell Alcorn, EMT  
Wayne Prince, EMT  
Theresa Briggs, EMT  
Lisa Korn, EMT  
Courtney Baxter, Medical Assistant  
Kelly Adkins, Nursing  
Jamie Blaue, Nursing

Jill Harrison, Nursing  
Michelle Koons, Nursing  
Barbara McNamara, Nursing  
Nancy Mitchell, Nursing  
Nancy Tappe, Nursing  
Robyn Walter, Nursing  
Brittany Yoakum, Nursing

### **Career and Technical Education**

Benjamin Brady, Business  
Gary Durham, Precision Machining  
Elisha Ford, Accounting  
Matthew Graham, Business  
Amy Feese, Culinary

Stephanie Juengling, Business  
Alison Plaster, Business  
Richard Hudanick, Business  
Brian Watson, HVAC  
Steffani McCrary, Business

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

Rachael Thomas, Agriculture  
Tiffanie Atherton, Biology  
Ray Cousins, Chemistry  
Lucy Crain, Nutrition  
Timothy Gray, Mathematics  
Teri Haas, Mathematics  
Nancy Hayes, Biology  
Jeffrey Jaquess, Physics  
Terry Jobe, Mathematics  
Shelley Lewis, Mathematics  
Judith Higginbotham, Mathematics

Connie Lutz, Mathematics  
Fatemeh Nichols, Chemistry  
Travis McDowell, Chemistry  
Kirby Moreland, Developmental Mathematics  
Larry Pierce, Geology  
James Small, Physics  
Dennis Smith, Mathematics  
Deborah Westhoff, Mathematics  
Regina Holmes, Mathematics

### **Humanities and Fine Arts**

John Anglin, Communications  
Kelly Austermann, Music  
Lisa Blackmore, Music  
Leon Burke, Music  
Tamara Campbell, Music  
Samuel Patrick Charles, Music  
Shana Collier, Communications  
Melissa Dereberry, English  
Deborah Dicus, Civilization  
Emily Durham, English  
Madison Emerick, English  
Alex Freeman, Theatre

William Hopkins, Music  
Connor Joyce, Music  
Lisa Kang, Civilization  
Lansin Lim Kimler, Music-Piano  
Susan LaFayette, English  
Stanley Miller, English  
Margret Noud, Music  
Somer Overshon, English  
Clayton Petras, Art  
Gary Powers, Art  
Benjamin Sachs, Music  
Juanita Schuler, Art

**Humanities and Fine Arts, Cont.**

Cory Sellers, Art History  
Matt Sokeland, Music-Percussion  
Windy Souders, English

Annette Swafford-Green, Art  
Regina Zervos, Communications

**Social Sciences**

Kristen Adams, Psychology  
Debra Becker, Education  
Stacey Binder, Psychology  
Alyce Carpenter, Psychology  
Timothy Derifield, Sociology  
Ruth Diaz, Education  
Susan Giesing, Education  
Harry Waters, Geography  
Theodore Coburn, Criminal Justice  
Miranda Green, Psychology  
Jennifer Kuchem, Physical Education

Thomas Haas, Sociology  
Robin Hanson, Anthropology  
Laura Janes, Psychology  
Rachel Johnson, History  
William McKenzie, Psychology  
Jeff Parsons, History  
Amy Skyles, Education  
Brad Wallach, Physical Education-Softball  
Don Sharpsteen, Psychology/Sociology  
Vanessa Whittle, History

**Foundation Seminar**

Jennifer Chitwood  
Jennifer Kuchem

Jessica Robart

**Dual Credit**

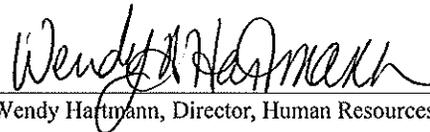
Timothy Buchheit, Communications, Borgia  
Gary Durbin, Civilization/History, Cuba  
Colin Flynn, English, Washington  
Kerri Flynn, Psychology/Sociology, Washington  
Benjamin Martin, Science, St. Clair  
Glenn Mechem, History, Union  
Danika Novak, English, Union  
Star Hargis, English, Rolla  
Michael Pelster, Mathematics, Borgia  
Mary Pelster, Mathematics, Borgia  
Robert Prichard, History, St. Clair

Sarah Serbus, Theatre, Union  
Edward Stahl, History, Washington  
Kenneth Willardson, Mathematics, Vienna  
Kelly Wood, Communications, Washington  
Emily Edens, History, Bourbon  
Shannon Engelbrecht, Art, Rolla  
Dennis Smith, Mathematics, Union  
Emily Joseph, Biology, Cuba  
Sharlet Peterson, Mathematics, Linn  
Lydia Stack, Physical Science, Cuba

Approval:



Robyn Walter, Vice President, Academic Affairs



Wendy Hartmann, Director, Human Resources