

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, March 4, 2019

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 and Eric Park. Also present were President of the College Jon Bauer; Administrators - Interim Vice President of Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, Vice President of Student Development Heath Martin, and Vice President of Finance and Administration Phil Pena; Other Staff – Executive Director of Institutional Effectiveness, Michelle Smith, Director of Financial Services Annette Moore, Director of Public Relations Jay Scherder, Director of the Rolla Campus Christina Ayres, Developmental Education Director Michelle Branton, Purchasing Manager Melissa Popp, Director of Admissions J.C. Crane, Campus Life and Leadership Coordinator Courtney Henrichsen, English Instructor John Hardecke, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Faculty Association Representative Sarah Sexton, Professional Staff President Jenny Kuchem, Classified Staff Association Vice President Kim Aguilar, 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*. Vice President Joel Doepker introduced members of the Scholar Bowl Team who recently placed sixth out of 24 teams in the National Academic Quiz Tournament. Members include Josh German, Devon Kerckhoff, Jackson Ambrose, Wen Minks, Jeremy Robey, Kathy Minks and Rianna Talbott, who was unable to attend the meeting. The Board congratulated the students on their success.

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 March 4, 2019 meeting of the Board of Trustees.

Motion by Joseph Stroetker; Seconded by Eric Park; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the February 4, 2019 meeting of the Board of Trustees.

TREASURER'S REPORT AND FINANCIAL REPORT: Vice President Phil Pena 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 Cookie Hays; Carried Unanimously

TUITION AND GENERAL FEES: Dr. Bauer indicated approval is requested for the revised tuition schedule so that it will be in place when registration opens March 11. The current recommendation was developed by the Budget Committee and vice presidents; it represents an approximate 20% increase over current tuition. A student enrolling full-time for 15 credit hours at the in-district, tier

one rate would see an increase of \$205 per semester in tuition costs. General fees will increase from \$23 to \$27. This increase would place East Central College in the top three or four community colleges statewide for tuition/fees based on expected increases by those colleges. It also keeps ECC very affordable as compared to four-year institutions. Many students receive financial assistance through the A+ and Pell Grant programs. This tuition rate keeps ECC below those thresholds and ensures students will be fully funded.

The total budget will be brought to the Board in May. There are still decision points that need to be made including staffing, the level of insurance cost that can be supported by the institution and a five percent reduction in operating expenses. The Budget Committee continues to explore other areas of cost reduction and possible revenue generation. They are updated at each meeting on the budget development process and receive the same data as administrators. Revenue streams are uncertain at this point; state aid numbers are not yet final and preliminary information is just starting to come in from the counties regarding the local tax reassessment and new construction.

Dr. Bauer noted that the timing of future tuition recommendations may be changed to better coincide with budget development. That would allow the tuition recommendation, staffing plan and proposed budget to be presented at the same time, providing a total picture of revenue and expense predictions.

It was noted that last month the Board expressed the desire to ensure the tuition increase and budget reductions will cover expenditures. Clarification was requested regarding the discrepancy between the current recommendation and last month’s recommendation regarding the amount of dollars projected to be generated by this tuition increase. Vice President Heath Martin responded that the Tuition Subcommittee was using incorrect credit hour projections in the previous version. He provided an explanation of how the enrollment projection (a three percent decline) was derived. It was noted that the budget will not be balanced with the tuition increase; expense reductions will occur but the quality of instruction and services will be maintained. Personnel decisions will be made in conjunction with operating expense reductions.

In response to a question about the size of the tuition increase, Dr. Bauer indicated he is not aware of a 20% increase being enacted over the history of the college, but he will research that information. He noted that this is a correction to get tuition in line with costs; future increases will be modest to keep up with expenditures. Historically, revenue sources would offset each other – in strong economic times enrollment drops but state aid and local revenue increase. However, that has not happened in recent years with state aid remaining flat even though the economy is doing well.

Motion: To **approve** an increase in tuition and general fees effective with the Summer 2019 semester as outlined below:

	Tier 1 Current	Tier 1 Recommended	Tier 2 Current	Tier 2 Recommended
In-District	\$ 85.00	\$102.00	\$104.00	\$125.00
Out-of-District	\$122.00	\$147.00	\$150.00	\$180.00
Out-of-State	\$181.00	\$218.00	\$223.00	\$268.00
International	\$186.00	\$224.00	\$239.00	\$287.00
Dual Credit	\$ 42.50	\$ 51.00		
Dual Enrollment	\$ 42.50	\$ 51.00		

	Current Fees	Recommended Fees
Student Activity	\$ 5.50	\$ 6.50
Support Services	\$ 3.50	\$ 3.50
Technology	\$ 5.00	\$ 5.00
Facilities	\$ 5.00	\$ 7.00
Security	\$ 4.00	\$ 5.00
Total Fees	\$23.00	\$27.00

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

PROPOSED NEW POLICY: BEHAVIORAL INTERVENTION TEAM: There were no changes from the policy as presented at the February meeting. The primary intent is to formalize the Behavioral Intervention Team and ensure it is recognized as a standing college unit. The policy makes the Team cross functional and formalizes current processes.

Motion: To **adopt** Board Policy & Procedures 3.30 Behavioral Intervention Team as attached.

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

PROPOSED NEW POLICY: BPP3.31 ADMISSION OF STUDENTS WITH PAST FELONY CONVICTIONS: Dr. Bauer explained that the policy has been recommended by the Shared Governance Council. However, after further consultation with legal counsel, the policy language regarding what a prospective student is expected to disclose needs to be revised. This will be taken back to the Shared Governance Council for editing and returned to the Board in April for review.

COURSE SUCCESS RATE: Vice President Martin explained that this is a new monitoring report that will be shared with the Board each semester. The report shows a minor decrease in the success rate which could be the result of the inclusion of year-long courses where grades are not yet submitted. Success is defined as a grade of A, B, C or Pass. Dr. Bauer noted that emphasis for community colleges is usually placed on access; however, it is also important to emphasize success.

ENROLLMENT REPORT: Vice President Martin noted that enrollment will continue to be a challenge for the foreseeable future but it is starting to trend in a positive direction. Spring enrollment had a six percent swing in a positive direction over fall. Retention from fall to spring semester improved from 70.1% to 72.1%. There was a ten percent decrease in the number of students applying for admission but the conversion rate was 12% higher. The census enrollment report will be presented each semester. The success rate of students enrolling late will be reviewed and course schedules will be reviewed to ensure those who enroll late have class options. The enrollment data indicates new populations of students who would otherwise not attend ECC need to be identified and recruited.

***PERSONNEL:** The Board **approved** the release of Wendy Landwehr, Human Resources Specialist, from the remainder of her FY2019 employment contract effective March 13, 2019.

BOARD PRESIDENT’S REPORT: No report was given.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association Representative Sarah Sexton reported on faculty participation in workshops, conferences and community organizations.

- B. ECC-NEA REPORT:** NEA President Tom Fitts reported the bargaining process continues with review of work done in committees assigned last year to further explore issues raised during negotiations. Tom will be attending the NEA Higher Education Leadership Summit.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported three students - Nathan Nugent, Carlee Maune, and Sara Hamer - participated in the Missouri Collegiate DECA Career Development Conference in February; Sara Hamer qualified in Professional Selling and will represent ECC at the international conference in April. The Career and Transfer Fair was attended by over 100 students who visited with 31 employers and 27 transfer schools. The ECC loan default rate has improved from 17.3% last year to 15.4% this year.
- D. CLASSIFIED STAFF ASSOCIATION (CSA) REPORT:** The Classified Staff Association had no report.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Gwen Minks reported the students appreciated the opportunity to participate in Scholar Bowl and there is now a Scholar Bowl Facebook page. Cinderella's Closet will be on March 28 and area high school students will be able to select prom attire in the gym lobby. The SGA blood drive will be April 11, and SGA will host a guest speaker on consent and relationships April 18. Phi Theta Kappa is sponsoring a trip to Alabama focusing on key locations in the Civil Rights Movement; 24 students are currently registered.

PRESIDENT'S REPORT: Dr. Bauer noted that the college will pilot a project to use open educational resources (OER) this summer. He introduced Vice President Robyn Walter and English Instructor John Hardecke to provide an update. This is an opportunity for ECC to provide savings for students in the area of textbooks. Faculty in five courses will be using resources that are copyright free and available for access openly on an internet-based system instead of standard text books this summer. These materials are typically free or very low cost. Faculty in the pilot project are working to identify quality products and have a process for evaluating materials. Two additional courses will be added to the pilot in the fall semester.

Mr. Hardecke explained that the use of OER has become a national movement and the resources are much better than in the past. English Composition I books normally cost about \$250 but can be found for under \$50 using OER. A student taking general psychology, public speaking, biology, algebra and English comp I will typically spend around \$900 for books. With this effort, that cost will be about \$100. Quality will be kept in the foreground and most resources are online and can be downloaded should the student want to print a hard copy. Material will be available in Moodle (the ECC online teaching platform) on day one of the course and students who want a paper copy can print the information or order through Amazon. In addition, the ECC Bookstore can order the material through Amazon and sell to students who wish to use financial aid funds for their materials. Faculty will not be required to move to OER but materials are available for most introductory level courses.

Another program that will be piloted over the summer is "Three for Free." This program is geared toward attracting high school students to campus and will permit these students to take one course tuition free. The student would be required to pay any fees and book charges. Analysis shows that summer classes are about 60% full. This pilot provides a way to fill more seats in classes that are being taught anyway while exposing high school students to the college experience. The goal is to attract 30 students for the pilot program.

The Higher Learning Commission (HLC) site visit has been confirmed for November 18 and 19. A mock visit is being planned for late August. Vice President Walter is the college liaison to HLC and remains in constant contact with the HLC liaison assigned to East Central, who has been very encouraging regarding actions being taken. The HLC Advisory Team has broken into subcommittees and is actively working to collect evidence for the fall visit.

Dr. Bauer acknowledged Board President Ann Hartley for her recent recognition by the Union Area Chamber as the Distinguished Service Award recipient. Faculty member Leigh Kolb was also recognized by the Chamber as the outstanding educator. ECC alum Ken Koch received the first responder award; Ken was involved with the establishment of ECC's emergency medical technician program.

Both the Union and Rolla chapters of Phi Theta Kappa have been honored with the REACH Award for work in membership development. Dr. Bauer also noted that the president and CEO of the Phi Theta Kappa Honor Society, Dr. Lynn Tichner-Ladner, will be the commencement keynote speaker.

ADJOURNMENT:

Motion: To adjourn the March 4, 2019 public Board of Trustees meeting at 6:49 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

3.30 Behavioral Intervention Team Policy *(adopted xxx)*

East Central College recognizes the Behavioral Intervention Team (BIT) as an official College team. It is the responsibility of the team to review behavioral incidents and concerns and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or other members of the College community.

Procedures *(adopted xxx)*:

3.30.1 Team Charges

The specific BIT charges are:

- A. Assess student situations when concerning behaviors are identified.
- B. Consult with administration, faculty, staff and other students affected by concerning behaviors.
- C. Coordinate the College response to a violent, threatening, or significantly disruptive student or a student's situation.
- D. Develop a specific strategy to manage the threatening, disrupting, or concerning behavior with regard to the safety and rights of others, as well as those of the student at issue, and to minimize the disruption to the College community.
- E. Make recommendations to responsible College officials on appropriate action consistent with College policy and procedure statements, and with state and federal law.

3.30.2 Team Composition

- A. The BIT is chaired by the Vice President of Student Development or a designee in her/his absence.
- B. The core members include:
 - (1) Vice President for Student Development
 - (2) Director of Advising and Counseling Services
 - (3) Licensed Clinical Counselor or Social Worker
 - (4) Campus Police Officer(s)
 - (5) Up to two Faculty appointed by the Vice President for Academic Affairs
 - (6) Representative from Rolla Campus appointed by site director
- C. The Vice President of Student Development may consult with other College officials as needed, and request that other College officials serve on the team in specific situations.
- D. All core members are required to attend continuing education opportunities pertaining to behavior intervention and threat assessment.

3.30.3 Operations and Procedures Guidelines for Case Management

- A. At the beginning of each fall and spring semester, the Vice President for Student Development will send a notice to faculty and staff, through appropriate communication channels, stating the team is available for consultation when they are concerned about potentially harmful, threatening, or disruptive behavior of a student or students.
- B. Report emergency or extreme situations immediately by calling 911 if a student displays an imminent threat to self or others, or serious disruptive or threatening behavior.
- C. A student's behavior that is not extreme or severe should be reported by completing an ECC Cares Incident of Student Concern form. Once the report is received, the Vice President of Student Development or designee will present the case to the BIT for an assessment and develop an appropriate response plan. The BIT's response will be based on the nature of the behavior, the severity of the risk, and the needs of the student.
- D. All meetings will be chaired by the Vice President of Student Development. In the event the Vice President of Student Development is unavailable to chair a meeting, the meeting will be chaired by a core designee of the team as determined by the Vice President of Student Development.
- E. The team meets on a weekly basis, but in a time-sensitive high-risk situation, a special team meeting may be called by any member.
- F. The team uses the National Behavioral Intervention Team Association's threat assessment tool to classify reports into risk levels and determine appropriate interventions.
- G. The desired outcome of a consultation and or intervention with a student by a member of BIT is to recommend a course of action. Specific issues to be considered in a consultation or intervention include: assessment of potential violence, evidence of mental illness as the possible cause of behavior, containment of disruption, appropriate referral resources, and setting appropriate behavioral boundaries within existing College policies.

3.30.4 Case Information and Confidentiality Procedures

Members of the Team may provide each other, faculty, staff, and students involved in a particular case, or outside parties in connection with the situation, with information as is necessary to protect the health, safety, and privacy of the student or other persons, and to generate a recommended course of action, in accordance with applicable legal and professional standards of confidentiality, including the release of information pursuant to the Family Educational Rights and Privacy Act of 1974.