

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING**

Monday, May 6, 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 Johnson, Cookie Hays and Audrey Freitag. 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 Affairs 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, Human Resources Director Wendy Hartmann, Campus Life and Leadership Coordinator Courtney Henrichsen, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Association President Stacy Bellville, Student Government Association (SGA) outgoing Recording Officer Josh German, SGA incoming President Juanita Ziegler, SGA incoming Recording Officer Jeremy Robey, SGA incoming Vice President Ryan Pritchard and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Mr. Scherder introduced Amanda Postma 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 May 6, 2019 meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the March 28, 2019 Board Workshop and the April 1, 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 Johnson; Seconded by Cookie Hays; Carried Unanimously

PROPOSED NEW POLICY: BPP3.31 ADMISSION OF STUDENTS WITH PAST FELONY CONVICTIONS: Dr. Bauer noted there were no changes to the policy as presented last month.

Motion: To **approve** Board Policy & Procedures 3.31 Admission of Students with Past Felony Convictions as attached.

Motion by Joseph Stroetker; Seconded by Cookie Hays

Motion: To **amend** the motion to include a change to the policy title to reflect the inclusion of entering a guilty plea.

Motion by Prudence Johnson; seconded by Cookie Hays; Carried Unanimously

FACULTY PROMOTION IN RANK: Dr. Bauer explained the process for applying for promotion in rank. He noted that a committee reviews all submitted portfolios and makes a recommendation to the Vice President of Academic Affairs and the President for a final decision. The process is rigorous and promotion is not automatic.

Motion: To **approve** the promotion of Aaron Bounds, Coreen Derifield, Shane Haynes, Jennifer Higerd and Tracy Mowery to Assistant Professor; and the promotion of Nanette Sayles to Professor effective for the 2019-2020 academic year.

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

EXTENSION OF MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY:

The agreement proposed includes an assessment of \$4,000 for reimbursement of evening security services in proportion to CMU's use of facilities in the evening as well as an inflationary increase.

Motion: To **approve** a revised Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY2020 at a flat rental fee of \$25,800.

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

INTERIM STRATEGIC PLAN UPDATE: Dr. Bauer reminded the Board that the Interim Strategic Plan was approved in March 2018 and addresses areas of the original strategic plan that the college committed to focus on for the current year. The goals did not change from the original plan; the strategies were more narrowly focused.

Dr. Michelle Smith provided highlights of the report shared in the Board packet. Category One – Helping Students Learn: The target of 3% growth in online programming has been surpassed while ensuring the quality of offerings. Chad Baldwin was appointed as Director of Online Education, and there has been heavy involvement of faculty and staff in assessing the quality of offerings. Dual credit students are enrolled from 13 area high schools and online dual enrollment opportunities have been provided at 20 schools. While the numbers in dual credit/enrollment do not reflect growth, the college has filled the Director of Early College Programs position to provide a more comprehensive approach to serving this population. A new initiative, Three for Free, currently has 40 registered students with eight taking more than one class. Students from 18 area high schools are participating. The goal of retaining 60% of students from fall to fall has been met. In addition, the completion and transfer rate has increased by almost 10% over the last two years.

Category Two – Meeting Student and Other Key Stakeholder Needs: Spring 2019 enrollment was up from last year with first-time degree seeking students up 7.6%. The student development division has weekly enrollment goals which are being met or surpassed for the upcoming summer and fall semesters. Summer enrollment is currently approaching the level of Summer 2017. An early warning system has been implemented with referrals being made and faculty/staff responding to students' needs for assistance. The Center for Workforce Development has increased enrollment by 15% and the number of businesses being served has increased 46%. Enrollments in apprenticeships are up and participants in the Missouri Development Fund programs have also increased.

Category Three – Valuing Employees: The Great Colleges to Work For survey was administered this spring as well as last spring; the college has committed to doing this survey annually and results will be received in late May. The market compensation study was recently

completed and is being reviewed. Professional development sessions have been provided regarding assessment of student learning as well as sessions focused on enhancing the understanding of institutional data. The strategic plan development process has provided numerous opportunities for employee engagement and cross-functional collaboration.

Category Four – Planning and Leading: Internal communication pieces include regular updates from leadership to the campus via email, opportunities for discussion with leadership, and access to SharePoint to keep everyone updated on committee work. The Shared Governance Council has been meeting regularly and representatives serve as a conduit for information to/from leadership. There has been an increased social media presence and outreach to students via text messaging has been initiated. A schedule for sharing student success with area school districts has been developed, and the new strategic plan is on target for completion in August. Board participation on committees has enhanced the feeling of working together.

Category Five – Knowledge Management and Resource Stewardship and Category Six – Quality Improvement: In the future, institutional effectiveness will be measured using the metrics to be outlined in the strategic plan. Efforts continue to enhance the review and use of data for improvement; several non-academic groups are working on self-reviews.

Dr. Bauer noted that a key part of the interim plan was to establish the position now held by Dr. Smith.

***PERSONNEL:** The Board **approved** the reappointment of the full-time professional staff for the 2019-20 fiscal year and full-time faculty for the 2019-2020 academic year as listed on the attached memoranda. The Board also **approved** the appointment of adjunct faculty for the Summer 2019 semester as listed on the attached memorandum.

BOARD PRESIDENT’S REPORT: There was no report.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Jenifer Goodson reported on faculty participation in workshops and conferences.
- B. ECC-NEA REPORT:** NEA President Tom Fitts reported the NEA held elections and Aaron Bounds is the new vice president. Sean Barton and Jennifer Higerd were elected as at-large members and a secretary will be appointed later. Bargaining will be concluded the week of May 13. Forty-one high school teachers who were nominated by ECC students for playing a role in their success are being honored as Inspirers of Excellence by NEA.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported on staff participation in and presentations at conferences. Many staff are assisting students in the midst of finals. The testing center will be expanding testing offerings for the community.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Stacy Langan reported that elections were held; she will remain as president and Kim Aguilar remains as vice president.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Juanita Ziegler introduced Jeremy Robey as the new Chief Recording Officer, William Mullins as the Public Relations Officer, and Ryan Pritchard as the new Vice President. The faculty/staff versus students kickball game was enjoyed by all last week. SGA hosted several

relaxation events for finals week including a grab & go breakfast, ice cream, and a bean bag toss. Rotoract will be providing donuts on May 9.

PRESIDENT’S REPORT: Dr. Bauer reported that Megen Strubberg started her duties as Director of Early College Programs on May 1.

Enrollment for summer semester is up 23.2% in headcount and 25% in credit hours at this point. The census enrollment numbers for last summer have already been surpassed. Fall enrollment is up 3.3% in headcount and 3% in credit hours.

May 17 is the last day of the legislative session. A bill providing a technical fix for a retirement system issue that negatively impacted the ability to hire retired faculty as adjuncts has been signed by the Governor. State funding remains level with last year; state revenue has been down throughout the fall and winter but following the tax deadline, numbers are closer to projections. A funding increase will continue to be pursued, but it is very positive to have level funding with no additional withholding planned. A fast track bill providing for adults to receive assistance in funding training for high demand career fields is one of the Governor’s priorities. This bill would benefit community colleges; however, it is unclear whether it will pass.

The ECC budget and staffing plan, as well as the collective bargaining agreement, will be presented at the June meeting. As soon as budget information is finalized, it will be sent to the Board for review prior to the meeting.

The softball team ended the season with a record of 12 and 23. Three players were selected for the All-Region First Team and two were named to the All-Region Second Team.

The semester will culminate on Saturday, May 11 with the Nursing Pinning Ceremony at 9 a.m. and commencement at 11:30. Board members are asked to arrive no later than 11 a.m. and will robe in the Student Service Center. The high school equivalency ceremony will begin at 2 p.m.

ADJOURNMENT:

Motion: To **adjourn** the May 6, 2019 public Board of Trustees meeting at 6:26 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

3.31 Admission of Students with Past Felony Convictions

To enhance student success and the safety of the East Central College community, all applicants are responsible for informing the College on the application for admission if they have pled guilty to or been convicted of a felony. The College may admit, admit with restrictions, defer, or deny admission based on the nature and circumstance of the crime(s). Admission to the College does not guarantee admission to selective admission programs.

Upon pleading guilty to or being convicted of a felony, admitted students are required to self-report in writing to the Vice President of Student Development. The College may deny continued enrollment based upon the nature and circumstances of the allegation or conviction.

Procedures:

3.31.1 Application Review Process

- A. If an applicant responds “yes” to either of the criminal background questions on the application for admission, his/her application will be placed in pending status, which prohibits applicants from enrolling in or accessing other College services.
- B. The applicant will be required to submit a personal statement form. The form requires students to list all prior felony convictions, provide a statement regarding the positive changes made since conviction, and provide a declaration of academic and career goals. Additionally, if a student is currently on probation and/or parole, he/she is required to list his/her probation and/or parole officer.
- C. The applicant will be required to submit a certified criminal background check. If the applicant’s criminal record extends beyond the state of Missouri, it will be the responsibility of the applicant to obtain a certified background check for each state, as appropriate. The applicant is responsible for payment of all costs associated with the background check.
- D. After the supplemental application and the background check are submitted, the documents will be reviewed by members of the Behavioral Intervention Team (BIT). The BIT will determine if the applicant should be admitted or be required to interview with the members of the BIT.
- E. If an applicant is required to participate in an interview, the applicant will receive notification from the College of the time, date, and location for the interview. If the applicant cannot attend the scheduled interview, he/she must notify the office of the Vice President of Student Development and request to reschedule the interview. Failure to reschedule or attend the interview will result in the application remaining in pending status until such a time the interview can take place. Admission will not be approved for any applicant whose status is pending.

- F. For each file review and/or interview, three members of the BIT will participate. Each member will have one vote. A simple majority vote is necessary to make any decision or recommendation.
- G. A simple majority vote is sufficient for the BIT panel to require a psychological assessment of an applicant as a condition of admission. The applicant will pay all costs related to such assessment. The panel will specify a timeline for assessment and provisions for communicating the assessment outcome to the BIT panel.
- H. Based on a majority vote, the BIT panel will issue a short rationale of its recommendation, which shall be shown to the applicant upon request. The BIT panel may recommend to:
- (1) Admit the applicant;
 - (2) Admit the applicant with restrictions or conditions;
 - (3) Continue the applicant's status as pending, awaiting the outcome of a psychological assessment or other required information;
 - (4) Continue the applicant's status as pending, deferring admission for a specified period of time;
 - (5) Deny admission;
 - (6) Void an admission that was obtained inappropriately.
- I. The BIT panel will make recommendations to the Vice President of Student Development on admission to the College and conditions of enrollment if applicable. Final determinations regarding enrollment of students with past criminal activity rests with the Vice President of Student Development. The Vice President may require the student to meet with them and other designees prior to an admission decision. If the Vice President of Student Development does not concur with the recommendation of the BIT panel, a short rationale regarding the decision will be issued, which shall be shown to the applicant upon request.
- J. Upon pleading guilty to or being convicted of a felony, an admitted student is required to notify the Vice President of Student Development in writing. The student will then be required to meet with a BIT panel. The panel will make a recommendation to the Vice President of Student Development on whether enrollment should continue.
- K. If a student incorrectly indicates on his/her application that he/she has a felony conviction(s), he/she may sign a statement indicating an error was made. A signed statement will allow the student to continue the admission process without participating in the review process.



President's Office Interoffice Memo

TO: Board of Trustees
FROM: Dr. Jon Bauer, College President
DATE: April 26, 2019
RE: Reappointment of Professional Staff FY20

The following Professional Staff employees are being recommended to the Board of Trustees for reappointment for fiscal year 2020:

President's Office

Christina Ayres, Director, ECC-Rolla
Jennifer Crosby, Assistant Director, ECC-Rolla
Bonnie Gardner, Executive Assistant to the President
Wendy Hartmann, Director, Human Resources
Rachael Karr, Coordinator, Enrollment Services ECC-Rolla
Bethany Lohden, Director, Institutional Research
Dana Riegel, Research Analyst
Jessica Robart, Coordinator, Learning Support ECC-Rolla
Michelle Smith, Executive Director, Institutional Effectiveness

Vice President of External Relations

Mary Eagan, Instruction Coordinator-AEL (Grant Funded)
Yohanes Kurniawan, Computer Programmer/Content Specialist
Melissa Richards, Business Development and Training Coordinator - CWD
Pamela Ruwe-Kaiser, AEL Volunteer Coordinator (Grant Funded)
Jay Scherder, Director, Public Relations
Melissa Schwall-Willmore, Program Coordinator, SkillUP (Grant Funded) through 9/30/19
Edward Shelton, Center for Workforce Development, Executive Director
Terri Warmack, Coordinator, Health Careers Workforce
Alice Whalen, Director, Adult Education and Literacy Programs (Grant Funded)

Vice President of Finance and Administration

Doug Agee, Manager, Bookstore/Mail & Imaging Services
Ehren Curnutte, Network and Systems Manager
Miguel deAguero, Coordinator, Technical Support
Lark Hoffman, Associate Director, Financial Services
Doug Houston, Director, Information Technology
Anne Lause, Enterprise System Administrator
Annette Moore, Director, Financial Services/Comptroller
Melissa Popp, Purchasing Manager
Tot Pratt, Director, Facilities and Grounds
Thomas Schickler, Custodial Supervisor
Debra Simily, Manager, Food Services

Vice President of Student Development

Lorrie Baird, Financial Aid Advisor
Eric Clapper, Academic Advisor
J.C. Crane, Director, Admissions
Laura Deason, Academic Advisor
Melanie Dixon, Associate Registrar
Karen Griffin, Director, Financial Aid (July 1 – September 30, 2019)
Stephanie Hebert, Business Analyst, Enrollment Services
Sarah Johnson, Associate Director, Financial Aid
Heather Kleekamp, Financial Aid Advisor
Jennifer Kuchem, Counselor
Paul Lampe, Director, Advising and Counseling
Sara Marler, Admissions Representative
Steffani McCrary, Academic Advisor, Career Services
Jay Mehrhoff, Athletic Director
Lesley Peters, Academic Advisor
Sarah Scroggins, Registrar

Vice President of Academic Affairs

Erin Anglin, Director, Learning Center
Linda Arrington, Academic Advisor - Instructional
Chad Baldwin, Manager, Instructional Technology & Distance Education Director
Ann Boehmer, Dean of Instruction
Michelle Branton, Director, Development Education
Lisa Farrell, Director, Library Services
Richard Hudanick, Dean of Career and Technical Education
Oliver Kassenbrock, Performing Arts Center Manager
Karen Klos, Instructional Design Specialist
Kristin Milligan, Associate Director, Learning Center
Nancy Mitchell, Dean of Health Sciences/Director of Nursing (Interim)
Windy Souders, Testing Services Coordinator
Tracie Welsh, Coordinator, Academic Services

All grant funded positions are contingent upon continued funding and may be restructured or terminated if funding is not received.

Approval Signature:



Dr. Jon Bauer, College President



EAST CENTRAL COLLEGE

OFFICE OF THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

TO: Dr. Jon Bauer
DATE: April 29, 2019
FROM: Robyn Walter, Vice President of Academic Affairs
RE: Reappointment of Full-time Faculty

Recommendations by the Vice President of Academic Affairs for reappointment/non-reappointment for FY2020:

Reappointment - Annual Contract

Bonine, Mary	Flotte, Elizabeth	McDonald, Laura	Van Leer, Jessica
Brandt, Courtney	Goodson, Jennifer	Pulles, Keith	Velic, Adisa
Chirban, Julie	Hanneken, Lisa	Schwein, Anna	Wissbaum, Connie
Clonts, Duane	Hovland, Joseph	Sexton, Sarah	
DeArmond, David	Howard, Rachel	Straatmann, Ashley	

Reappointment from Annual Contract to Continuous Contract

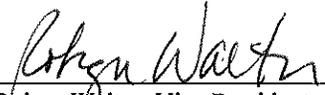
Aramburu, Ellen	Gifford, Matthew	Stotler, Gregory
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According to board policy, a faculty member is eligible for continuous contract in August 2019 based on hire date.

Reappointment - Continuous Contract

Amoloza, Jerry T.	Durbin, Jason	Judd, Jennifer	Pohlman, Dennis
Austin, Grace	Elliott, Curtis	Kellogg, Isaiah	Roberson, Shaun
Barro, Linda	Esbeck, Nathan	Kolb, Leigh	Roselli Insall, Laura
Barton, Sean	Fitts, Thomas	Mahon, Robert	Sayles, Nanette
Bieker, Judy	Govindaswamy,	Mehrhoff, Jay	Sexton, Timothy
Bounds, Aaron	Parvadhya	Mentz, Anne	Stroup, Joshua
Brigham, Reginald	Hardecke, John	Mitchell, Nancy	Swanson, Chris
Buchholz, Stephanie	Haynes, Shane	Monzyk, Matthew	Watkins, Adam
Cunningham, William	Henderson, Susan	Mowery, Tracy	Watts, Patsy
Derifield, Coreen	Henderson, Russ	Palazzola, Michael	Winters-Rozema,
Dixon, Kevin	Higerd, Jennifer	Pecka, Wendy	Elizabeth

Approval:


Robyn Walter, Vice President of Academic Affairs 4/29/19
Date

May 6, 2019

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EAST CENTRAL COLLEGE

Interoffice Memo

TO: Dr. Jon Bauer
DATE: April 29, 2019
FROM: Office of Academic Affairs
RE: Adjuncts for Summer Semester 2019

Please approve the following adjuncts for the 2019 Summer semester.

Nursing and Allied Health

Rechell Alcorn, EMT
Courtney Baxter, MDA
Theresa Briggs, EMT
Lucy Crain, Health Science

Tom Fitts, EMT
Jenifer Goodson, EMT
Lisa Koran, EMT
Adisa Velic, MDA

Career and Technical Education

Jason Durbin, CIS
Curtis Elliott, Precision Machining
Lisa Hanneken, Business

Mike Palazzola, Culinary
Alison Plaster, Business

Math/Engineering/Science

Tiffany Atherton, Biology
Reginald Brigham, Math
Lucy Crain, Biology
Kevin Dixon, Biology
Ann Estes, Mathematics
Elizabeth Flotte, Biology
Parvadh Govindaswamy, Biology

Isaiah Kellogg, Physics
Tracy Mowery, Biology
Keith Pulles, Biology
Shaun Roberson, Mathematics
Laura Roselli Insall, Mathematics
Sarah Sexton, Mathematics
Elizabeth Winters-Rozema, Biology

Humanities and Fine Arts

Aaron Bounds, Music
Shana Collier, Communications
Emily Durham, English
Madison Emerick, English
Patience Fler, Music
Shanee Haynes, Communications
Sue Henderson, English
Raphael Maurice, English

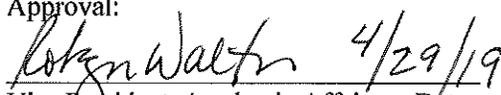
Susan LaFayette, English
Gary Powers, Art
Tim Sexton, Music
Windy Souders, English
Josh Stroup, English
Chris Swanson, Communications
Patsy Watts, English

Social Sciences

Kristen Adams, Psychology
Tim Derifield, Sociology
Susan Giesing, Education
Matthew Gifford, Philosophy
Rachel Howard, Psych/Soc
Rachel Johnson, History
Mary Beth Huxel, Education

Jenny Kuchem, Sociology
Jay Mehrhoff, Physical Science
Wendy Pecka, Psychology
Dennis Pohlman, History
Jessica Robart, Sociology
Gregory Stotler, Education

Approval:


Vice President, Academic Affairs Date

May 6, 2019


Director, Human Resources Date

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