

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, October 7, 2019**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 7:07 p.m. by Board President Ann Hartley. Other Board members present for the meeting were Joseph Stroetker, 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, Vice President of External Relations Joel Doepker and Vice President of Student Development Heath Martin; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Human Resources Director Wendy Hartmann, Foundation Executive Director Bridgette Kelch, Rolla Campus Director Christina Ayres, Coordinator of Student Life Emily Durham, Director of Early College Programs Megen Strubberg, Campus Police Officer Todd Schlitt, NEA President Tom Fitts, Faculty Association President Jenifer Goodson, Professional Staff President Jenny Kuchem, Classified Staff Secretary Angie Siebert, Student Government Vice President Ryan Pritchard, and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Vice President Joel Doepker 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 October 7, 2019 meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the August 26, 2019 ad valorem tax hearing and regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Dr. Bauer presented the current financial reports and noted that the \$312,979 listed under “Gifts and Grants” is receipts from the tax credits issued by the Missouri Development Finance Board for renovation of the Business & Industry Center. He also noted that the change in non-current liabilities over last year is a result of the financing of the HVAC equipment.

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

*Motion by Eric Park; Seconded by Audrey Freitag; Carried Unanimously*

**NEW BOARD POLICY: 4.44 MOBILE FOOD OPERATIONS:** Dr. Bauer noted there is no change in the recommended policy from last month’s presentation. The Shared Governance Council is recommending this policy to address the increased interest in having food trucks on campus.

**Motion:** To **approve** Board Policy and Procedures 4.44 Mobile Food Operations as attached.

*Motion by Eric Park; Seconded by Joseph Stroetker; Carried unanimously*

**COURSE SUCCESS RATE – SUMMER 2019:** Vice President Heath Martin presented data on the course success rate for the summer semester as compared to the summer of 2018. The state of Missouri uses course completion as a key performance indicator; in addition, the College's strategic enrollment plan uses this measure. The rate is calculated based on students obtaining a grade of A, B, C or P; grades of D, F, W and WX do not count as success. The goal is to increase the success rate by 0.5% every fall semester. Enrollment in summer 2019 increased significantly over summer 2018. However, the success rate decreased slightly from 78.2% to 78%, which is still a solid number. Approximately 100 additional students entered the system, many taking college courses for the first time. These students completed 79.3% of their courses.

**THREE FOR FREE UPDATE:** Vice President Martin indicated there is currently a robust discussion on dual credit across the state. It increases access to higher education as well as increasing degree/certificate awards. The College offered Three for Free this past summer, which allowed students to take one course tuition free, paying only for course fees and books. Students were required to be high school juniors or seniors with a 3.0 GPA or a GPA of 2.5-2.99 with a college-ready Accuplacer or ACT score. They were encouraged to enroll in Core 42 (general education) courses.

Megen Strubberg presented information on enrollment – 121 students expressed interest and 98 enrolled from 22 districts and homeschools; 18 took more than one course. Board members asked how enrollment by students outside the College service area impacted the College economically. Dr. Bauer noted that students were only accepted into courses that were going to make anyway so there were not additional faculty costs. Prior to implementing the program, it was determined that summer courses were running at 60% of seat capacity. Ms. Strubberg shared positive student feedback and reiterated the 79.3% success rate of these students. Next steps for the program include development of an orientation for these students focused on attendance and use of technology, early promotion of the program and continuation of the text messaging initiative. Inquiries have already been received for next summer. Dr. Bauer noted the program was very successful and provides an opportunity for high school students to have a positive, on-campus experience. It is hoped this program will serve as a recruitment tool. Ms. Strubberg will provide a breakdown of enrollment by high school.

**PROGRAM ACCREDITATION UPDATE:** Vice President Robyn Walter provided an update on academic program accreditation. The Paramedic program site visit in October 2018 resulted in full accreditation. The program is required to be nationally accredited by CAAHEP (Commission on Accreditation of Allied Health) and CoAEMSP (Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions) for students to take the licensure exam. Nursing received Missouri State Board of Nursing full approval following their site visit last October. This approval is a requirement for students to sit for the state exam. Medical Assisting currently has full approval status from the Commission on Accreditation of Allied Health (CAAHEP) and the Medical Assisting Education Review Board (MAERB); the self-study for reaccreditation is currently being written. Only the certificate program is accredited; all students obtain the certificate and about half obtain the degree. The accrediting body recommends only one pathway be accredited. Precision Machining received full approval following the October 2018 accreditation visit by the National Institute for Metalworking Skills (NIMS). Employers specifically look for NIMS accreditation. Industrial Engineering is fully accredited by the Association of Technical Management and Applied Engineering (ATMAE) and will have a reaccreditation visit in spring 2020. The self-study will be submitted in January and the visit will be scheduled

approximately 60 days after the report is received. Computer Information Systems is also fully accredited by ATMAE and will have a reaccreditation visit in spring 2020 with the self-study due in January. Music is accredited through the National Association of Schools of Music (NASM) and Art/Design is accredited through the National Association of Schools of Art & Design (NASAD). The NASM self-study will be submitted in spring 2020 with a site visit the following spring; the NASAD self-study is due in spring 2021 with the reaccreditation visit in spring 2022. ECC is the only community college in Missouri with NASM accreditation, and this opens the door for articulation agreements; four-year colleges seek out ECC graduates. ECC is one of three community colleges in Missouri with NASAD accreditation. There are approximately 15 academic programs with external accreditation. Dr. Bauer stated he would provide the Board with a list of the program accreditation cycles.

**\*PERSONNEL:** The Board **approved** the appointment of Sylvia Sellers, Performing Arts Center Manager, effective October 21, 2019 with an annual salary of \$37,000; and **accepted** the resignation of Jay Scherder, Director of Public Relations, effective October 4, 2019. The Board also **approved** changes to the roster of adjunct faculty for fall semester 2019 as shown on the attached memorandum.

**BOARD PRESIDENT’S REPORT:** Ms. Hartley congratulated all those receiving years of service awards.

**REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Jenifer Goodson reported the classroom workshops on study skills and writing papers provided by Learning Center staff are very impressive. Tracy Mowery has been recognized with the Emerson Excellence in Teaching Award. Jenifer reported on conference attendance and presentations by faculty members.
- B. ECC-NEA:** ECC-NEA President Tom Fitts reported the bargaining team from last year met recently to discuss supplemental articles from the current contract; there are two more items to finish this fall.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported the Center for Workforce Development assisted five companies in securing training awards totaling \$195,000. Implementation of Aviso, the new early alert system, has begun with the system set to go live in spring semester. The Adult Education & Literacy department has added job training courses to help students prepare for work; industry credentials can be earned while attending AEL classes.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Angie Siebert reported the fall fundraiser, a 50/50 raffle, is underway with the drawing to be held on October 15. The upcoming Denim Day will benefit the Franklin County Sheriff’s Association Gold Star Fund; \$110 has been raised to date.
- E. STUDENT GOVERNMENT ASSOCIATION (SGA):** SGA Vice President Ryan Pritchard reported the fall blood drive had almost double the participants as spring. SGA members attended a conference in Jefferson City on September 11 to discuss ways to improve SGA. SGA provided game booths at the 50<sup>th</sup> Anniversary Celebration; there was a lot of community interaction. The recent Pundamanium event was fun and well-received. The SGA donated \$85 to a local youth center; this was the proceeds from working concessions. Upcoming events include: Pumpkin Painting on October 29, a conference in Nashville on November 8-10, and International

Education Week November 18-22 where SGA will host an event for students to share stories about their native country.

**PRESIDENT’S REPORT:** Dr. Bauer noted the fall census report was included with the Board agenda packet. This fall there were 20 more students than at last year’s census date; however, credit hours were down 3.5%. There was an increase in dual credit enrollment with 124 more students than last year. The Rolla location enrollment is very encouraging with a 2.2% increase in credit hours and a headcount increase of 8 students. Enrollment growth in Rolla, along with the development of programs and services, is one of the priorities of the strategic plan. It was clarified that the number of AAT majors has increased due to more interest in the program and students who were completing pre-requisites now moving into the program. The average student age has continued to drop with the current average at 23.

On October 4, the community college presidents signed an agreement with the University of Missouri that guarantees admission for students with an AA, AAS in nursing or an AAT degree. Mizzou is making a concerted effort to serve transfer students; they have established a transfer center and a mentoring program to help make the transfer process smooth. ECC students transferring to Mizzou have maintained high GPAs.

Dr. Bauer introduced Bridgette Kelch, Executive Director of the Foundation, and expressed appreciation to Angie Siebert for coordinating a successful golf tournament, which raised over \$14,000.

A Board retreat will be held on campus October 30 at 5 p.m. Plans have been made to hold two retreats each year to discuss significant topics; no action will be taken at the retreats. Dates for 2020 are listed in the Board agenda packet. The retreats will allow for presentation of background information and board input prior to bringing an item for action.

Ms. Hartley expressed appreciation to the faculty and staff for their work in preparing students for transfer and Ms. Hays congratulated the 50<sup>th</sup> Anniversary Celebration committee for a great event.

**ADJOURNMENT:**

**Motion:** To adjourn the October 7, 2019 public Board of Trustees meeting at 8:09 p.m.

*Motion by Joseph Stroetker; Seconded by Audrey Freitag; carried unanimously.*

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President, Board of Trustees

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Secretary, Board of Trustees

#### **4.44 External Food Vendor Operations** *(Adopted 10/7/19)*

East Central College allows external food vendors to operate on College owned or leased property at locations determined and approved in advance by the College. Leased property may also require consent from the College's landlord. External food vendor operations shall not interfere with campus and/or academic activities nor impede the flow of pedestrian traffic on the campus and must comply with all applicable codes and ordinances. All external food vendors must hold appropriate business and food service licenses. The College president or designee is authorized to administer the external food vendor policy in accordance with state and local laws

#### **Procedures:** *(Adopted 10/7/19)*

- 4.44.1** Vendors must complete the External Food Vendor Contract located on the East Central College (ECC) website and return the completed form, along with appropriate documents as stated in the contract, to the East Central College Facilities and Grounds office.
  - a. Evidence of insurance, business license and any other applicable city or county licenses or permits, copy of food license, valid driver's license and a copy of the external food operation menu shall be submitted electronically in conjunction with the External Food Operation Vendor Contract.
- 4.44.2** Following approval of the contract by the Facilities and Grounds office, the vendor will be added to the list of Approved External Food Vendors.
- 4.44.3** No approved vendor is allowed to operate on College property unless it has reserved its time and location. Approved vendors can make up to two (2) reservations per week in advance. Reservations are made on a first-come-first-served basis.
- 4.44.4** College policies and procedures must be followed by all vendors. Vendors must display their approved ECC vendor pass at all times while parked on campus. Violations of ECC policies may result in termination of approved status and cancellation of reservations for the remainder of the year. Refer to the External Food Operation Vendor Contract for complete terms and conditions.

**Interoffice Memo**

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**TO:** Dr. Bauer  
**DATE:** September 30, 2019  
**FROM:** Office of Academic Affairs  
**RE:** Adjunct Addendum for Fall Semester 2019

Please approve the following adjunct addendum for the Fall 2019 semester.

**ADDITIONS**

**Career & Technical Education**

Steffani McCrary, Business  
David Krug, Maintenance Welding

**Health Sciences**

Barbara McNamara, Nursing

**English & Humanities**

Deborah Hill-Triola, English  
Paul Lampe, English  
Raphael Maurice, English  
Diane Werges, English

**Fine & Performing Arts**

Lauren Beardon, Theatre  
Mathematics & Education  
Linda Arrington, Mathematics  
Genette Berges, Education  
Nancy Cook, Education  
Ruth Diaz, Education  
Sue Emmons, Education  
Regina Holmes, Mathematic

**Social Sciences**

Jenny Kuchem, Sociology  
Lesley Peters, Psychology  
Jennifer Sansone, Sociology  
Matthew Vogeler, Political Science

**Foundations of Student Success**

Lorrie Baird  
Eric Clapper  
Sarah Haines  
Stephanie Hebert  
Kristin Milligan  
Melissa Popp  
Jay Scherder

**Foundations of Student Success, Cont.**

Sarah Scroggins  
Suzanne Shelton  
Tracie Welsh

**DELETIONS**

**English & Humanities**

Katelyn Delvaux, English  
Deborah Dicus, Civilization  
Emily Durham, English  
Somerset Overshon, English

**Fine & Performing Arts**

Cory Sellers, Art History

**Mathematics & Education**

Larissa Bray, Education  
Jennifer Heberlie, Edu.  
Judith Higginbotham, Math  
Amy Skyles, Education  
Brad Wallach, PE  
Deborah Westhoff, Math

**Science & Engineering**

Alyse Deason, Biology  
Sarah Havens, Biology  
Bijaya Shrestha, Physics

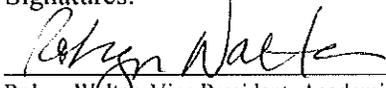
**Social Sciences**

Theodore Coburn, CJ  
Gregory Mebruer, Psych.  
Jennifer Rivera, Geography  
Don Sharpsteen, Psych.

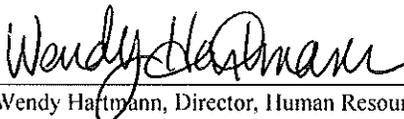
**Dual Credit**

Shannon Engelbrecht, Art, Rolla

Signatures:



Robyn White, Vice President, Academic Affairs



Wendy Hartmann, Director, Human Resources