

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, November 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 Johnson, Cookie Hays, Eric Park and Audrey Freitag. Also present were President of the College Jon Bauer; Administrators – 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, Assistant Professor of English Sue Henderson, Biology Instructor Elizabeth Flotte, Director of Online Learning Chad Baldwin, Instructional Design Specialist Karen Klos, Director of Admissions J C Crane, Foundation Specialist Angie Siebert, Human Resources Specialist Diane Burnett, Associate Director of the Learning Center Kristin Milligan, Academic Advisor Lesley Peters, Campus Police Officer Tommie Lowe, Faculty Association Vice President Sarah Sexton, Professional Staff President Jenny Kuchem, Classified Staff President Stacy Bellville, Student Government President Juanita Ziegler, 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 November 4, 2019 meeting of the Board of Trustees.

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

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the October 7, 2019 regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Dr. Bauer reviewed the first quarter financial statements, noting that the amount reflected under gifts and grants is the tax credit revenue from the Business & Industry Center project. The primary change in revenue is the tuition increase and the tax credit revenue.

**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 Prudence Johnson; Carried Unanimously*

**ACCEPTANCE OF BIDS:** Dr. Bauer noted that Moodle has been the learning management platform for many years and vendor support will be ending next year. Three proposals were received for the system, which is foundational for academic work across the campus. The platform needs to integrate smoothly with Colleague and have the best functionality. Chad Baldwin informed the Board that

Moodle has been in use for about 14 years and is used to house online courses as well as support about 60% of the on-ground classes. Canvas is a cloud solution used by many community colleges as well as four-year schools where ECC students transfer. This is also the online portal for tutoring; it houses faculty syllabi and division/department resource pages. Over 1,000 students use the system daily. Winter intersession courses and most summer courses are offered online. A lot of time has been invested in looking at learning management systems and the majority of the faculty indicated they prefer Canvas. The strategic planning process identified this system as an area of concern. Elizabeth Flotte noted that faculty feel this product will help increase retention, especially for online classes. It provides a user-friendly gradebook and has tools that will eliminate many hurdles faced with Moodle. Canvas will integrate with other tools being used and provides ease of navigation; some faculty are already familiar with the product, which will reduce training time.

**Motion:** To **accept** the bid of Instructure for purchase of the Canvas learning management system at a cost not to exceed: year 1 - \$49,688.36 including implementation fees, year 2 - \$42,940.80 and year 3 - \$44,229.02. The purchase and annual maintenance will be funded with student technology fees.

*Motion by Prudence Johnson; Seconded by Cookie Hays; Carried unanimously*

**BOARD ELECTION FILING DATES:**

**Motion:** To **set** the dates for filing for the April 7, 2020 Board of Trustees election to open at 8:00 a.m. on Tuesday, December 17, 2019, and to close at 5:00 p.m. on Tuesday, January 21, 2020 with filing to be closed from 4:30 p.m. on December 18, 2019 through January 1, 2020 and also on January 20, 2020.

*Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried unanimously*

**EMPLOYEE INSURANCE:** The committee accepted the challenge to reduce the premium increase below the 10% proposal for health insurance and keep plans with no premium cost to employees. They recommend a modification to the health savings account contribution to fund it at no more than the deductible. The final recommendation is for a 6% increase for the renewal with an employee contribution for one of the plan options. Anthem will continue to be the provider with four options. Moving vision insurance to EyeMed provides a more expansive network and a decreased premium.

**Motion:** To **approve** the following carriers to provide insurance benefits for employees in 2020:

Medical Insurance	<i>Anthem</i> – 6% increase in rate with a monthly employee contribution of \$28.87 for the base plan with the BJC network
Dental Insurance	<i>Delta Dental</i> – no change in rate
Vision Insurance	<i>EyeMed</i> – 6.38% decrease in rate
Life/Accidental Death & Dismemberment, Long-Term Disability	<i>Anthem</i> – no change in rates

*Motion by Prudence Johnson; Seconded by Eric Park; Carried 4-0 with Joseph Stroetker and Cookie Hays abstaining*

**MEDICARE ADVANTAGE INSURANCE:**

**Motion:** To **approve** renewal of the Medicare Advantage plan with United Healthcare as the group Medicare Part C plan offered to eligible retirees at no cost to the College.

*Motion by Eric Park; Seconded by Prudence Johnson; Carried 4-0 with Joseph Stroetker and Cookie Hays abstaining*

**NEW BOARD POLICY – 4.47 PAID PARENTAL LEAVE:** The Shared Governance Council began looking at this policy in spring and formed a committee to develop it; the Council approved the policy presented to go forward to the Board and Dr. Bauer supports it. Dr. Bauer indicate this is where the College needs to be in terms of being a leading employer for benefits offered.

Stacy Bellville reiterated that the policy provides the opportunity to be a leading institution; it also ties to the employee strategy of the strategic plan as it relates to retention and recruitment. It is very difficult to determine an actual cost to the College since most times another staff member picks up the work when an employee is on leave. If the employee needs to be replaced during leave, the average cost per day for a professional staff employee is \$221, for support staff it is \$128 and for faculty it is \$206. There are usually five or six employees per year who need parental leave. The Board was supportive of the policy and viewed the purpose as making ECC a better place to work.

**Motion:** To **waive** the second reading of the parental leave policy.

*Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried Unanimously*

**Motion:** To **approve** new Board Policy 4.47 Paid Parental Leave as set forth by the Shared Governance Council to establish a formal policy to provide paid leave for employees.

*Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried Unanimously*

**COURSE SUCCESS RATE - ACADEMIC YEAR 2019:** Vice President Heath Martin reviewed the course success rate for the prior academic year. He noted that the success rates are a key performance indicator (KPI) identified by the Missouri Department of Higher Education and are also a metric used in the strategic enrollment management plan. The rate increased over academic year 2018 by 0.4% (from 76.9% to 77.3%); Vice President Martin expressed appreciation to the faculty and staff for this effort. The strategic planning goal is to have a success rate of 79% by 2024. The Board expressed interest in how ECC ranks with other community colleges in the state; this data will be provided at a later date.

**ASSESSMENT SHOWCASE UPDATE:** Dr. Bauer congratulated Sue Henderson, who spearheaded a very successful Showcase on October 25. Sue noted that assessment has been done for many years and improvements have been made in telling our story. The institution is supporting

assessment with time and funding. The showcase afternoon started with a chili cook-off. There was great cross-campus participation with 14 poster displays, two micro presentations and four roundtable discussions. Positive feedback and comments were received through the assessment of the Showcase; it was a good opportunity to interact with colleagues. The Showcase will be repeated in the fall of 2020 and it is hoped it can become a statewide event with other institutions coming to ECC to participate in the future. The Board expressed appreciation for the work done and was supportive of hosting a statewide event.

**HLC UPDATE:** The HLC site visit will begin on November 18 and run through mid-day on November 19. The team chair has set an agenda that includes meetings with the Strategic Planning Committee, the Budget Advisory Committee and Board members as well as a faculty forum.

**\*PERSONNEL:** The Board **accepted** the resignations of Sarah Kloeppel-Johnson, associate director of financial aid, effective October 31, 2019, and Yohanes Kurniawan, coordinator of web services/programmer, effective November 15, 2019. The Board also **approved** the restructuring of staffing in the Center for Workforce Development with the following title and salary changes:

Melissa Richards	from Coordinator, Business Development & Training, to Coordinator, Apprenticeships & Business Training Program with a salary of \$47,000
Cindy Brinker	from Program Assistant, Workforce Development to Coordinator, Grants & Program Administration with a salary of \$41,000
Bonnie Devine	from Program Assistant, Community Education to Coordinator, CWD Programming with a salary of \$36,000

**BOARD PRESIDENT'S REPORT:** There was no report.

**REPORTS:**

- A. FACULTY ASSOCIATION/NEA REPORT:** Faculty Association Vice President Sarah Sexton reported that the chili cook-off raised \$151.55 for the ECC student food bank. The Assessment Showcase was well attended by faculty; kudos to Sue Henderson. Sarah reported on conference attendance and presentations by faculty over the last month.
- B. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that J.C. Crane provided a presentation at the Missouri Collegiate Registrars conference and chaired the planning committee. The Center for Workforce Development will host an apprenticeship and workforce training seminar on November 11. Depression Screening Day, coordinated by Lesley Peters, was held on October 30; 35 participants were screened. Following the resignation of Sarah Johnson, Heather Kleekamp is now the association treasurer.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Stacy Bellville reported the fall fundraisers netted approximately \$200. Thirteen charities have been selected for Denim Day contributions. Stacy was selected as the Fall Spotlight Award winner.
- E. STUDENT GOVERNMENT ASSOCIATION (SGA):** SGA President Juanita Ziegler reported that the Engineering Club pulled pork fundraiser was successful. Proceeds from theater concessions have been donated to the Lighthouse Youth Center. SGA sponsored pumpkin painting and a lock-in for Halloween. The Rotoract walking taco sale and Halloween bake sale raised \$350, which was donated to breast cancer awareness and another charity. A scholar bowl tournament

was hosted on campus with seven teams participating. The SGA officers will be attending a leadership conference in Nashville.

**PRESIDENT’S REPORT:** Dr. Bauer reported that one of his goals was to develop a policy review schedule. The schedule will allow for review of all five sections of policy, starting with the first section in Spring 2020 and completing one section each semester. A team of faculty and staff will be appointed for each section. The comprehensive review will be spread over two and a half years; each policy section will then be reviewed on a three-year schedule. A board code of ethics and bylaws will be included in section one.

A budget development timeline has also been developed and will be discussed further with the vice presidents. The timeline will allow budget request forms to be distributed to managers in December; this will include a form for new initiatives that will tie the new request into strategic planning. Decisions will be made on the basis of strategic plan priorities. Requests will be due to administration by the end of January and will be reviewed with the goal of having a preliminary budget developed by March 1. Plans are to complete salary negotiations by the end of March so that a comprehensive budget can be prepared and finalized for Board approval in May.

The Foundation has identified a digital message board as the gift that will be presented to the college in observance of the 50<sup>th</sup> anniversary. The sign will be installed at the corner of Prairie Dell and Highway 50 to promote events. Installation is anticipated in the spring of 2020.

The Foundation has also established an emergency fund for students with unexpected financial needs that might otherwise cause them to drop out. The fund will provide assistance up to \$500 and will be administered by the financial aid office.

Dr. Bauer noted that has has been holding meetings with the legislative delegation on issues of interest to ECC and community colleges in general. At the top of the agenda is funding for community colleges to better serve students.

**EXECUTIVE SESSION:**

**Motion:** To **enter** into executive session per RSMo 2004, Section 610.021 (1) Legal at 6:44 p.m.

*Motion by Joseph Stroetker; Seconded by Cookie Hays*

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

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

**Motion:** To **resume** open session at 7:40 p.m.

*Motion by Eric Park; Seconded by Audrey Freitag*

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

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

**ADJOURNMENT:**

**Motion:** To **adjourn** the November 4, 2019 public Board of Trustees meeting at 7:04 p.m.

*Motion by Prudence Johnson; Seconded by Cookie Hays; carried unanimously.*

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President, Board of Trustees

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Secretary, Board of Trustees

## **5.47 Paid Parental Leave** *(Adopted xxx)*

Because East Central College recognizes the importance of providing employees an appropriate amount of time to recover from the delivery of a child, adjust to the placement of a child, or bond with a child, the College provides paid parental leave.

Paid parental leave is a benefit that allows up to four (4) weeks of paid time off for eligible full-time employees. Other leave may be combined with this policy to obtain up to twelve (12) weeks of leave in accordance with Family and Medical Leave Act (FMLA) guidelines.

### **Procedures:** *(Adopted xxx)*

#### **5.47.1 Eligibility**

To be eligible for paid parental leave, an employee must:

1. Be employed with the College at full time status for at least twelve (12) consecutive months in a benefits-eligible position prior to the start of the paid parental leave;
2. Qualify for FMLA leave with the College as of the anticipated start of the parental leave (See policy 5.44 Family and Medical Leave Act.); and
3. Have remaining FMLA leave available to utilize for the paid parental leave.

In addition, employees must meet one of the following criteria to be eligible for paid parental leave:

1. Have given birth to a child
2. Be a spouse/partner/co-parent of an individual who has given birth to a child
3. Have adopted a child, gained a child through surrogacy, or gained placement of a foster child/*in loco parentis* child; and in either case, the child must be younger than 18 or incapable of self-care because of a mental or physical disability, as verified by a physician in accordance with FMLA guidelines

#### **5.47.2 Amount, Time Frame, and Duration of Paid Parental Leave**

- A. If both parents are employees of the College, each parent may receive paid parental leave as described in this policy, which may be taken concurrently, consecutively, or at separate times.
- B. Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time weekly pay and will be paid on regularly scheduled pay dates.

- C. Paid parental leave may be taken at any time during the 12 weeks following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-week time frame.
- D. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the four-week total amount of paid parental leave granted for that event.
- E. An employee is only entitled to one event of paid parental leave during a rolling calendar year, regardless of whether more than one birth, adoption, foster care, or *in loco parentis* placement event occurs within a rolling calendar year time frame. For example, a mother who receives four (4) weeks of paid parental leave for giving birth would be ineligible for paid parental leave for adoption in the same rolling calendar year.
- F. The paid parental leave may begin from the point the child is placed with the employee (granted custody) for the purpose of adoption; however, a consequential event from an original placement may not be eligible as a qualifying event, even if it occurs after an entire rolling calendar year. For example, an employee may take paid parental leave when a foster child is placed with said employee, but cannot take paid parental leave again when the adoption occurs.
- G. Leave provided pursuant to this policy is only available to the extent it runs concurrently with an employee's existing FMLA entitlement. For example, if an employee has only three (3) weeks of FMLA leave remaining at the time the employee's paid parental leave is scheduled to begin, the employee would only be entitled to three (3) weeks of paid parental leave pursuant to this policy.
- H. Paid parental leave may not be donated or carried over to future years.
- I. Upon termination of the individual's employment at the College, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

### **5.47.3 Coordination with FMLA Guidelines**

- A. Any time taken off work for paid parental leave must be in accordance with the College's established leave policies. See policy 5.35 Leaves of Absence.
- B. This policy may not be construed to provide leave in addition to the leave available under the Family and Medical Leave Act (FMLA). See policy 5.44 Family and Medical Leave Act.
- C. Any leave taken under this policy also qualifies as FMLA leave, and therefore, will be counted toward the twelve (12) weeks of available FMLA leave per a 12-month period. All other requirements and provisions under FMLA will apply. In no case will the total amount of leave—

whether paid or unpaid—granted to the employee under FMLA exceed twelve (12) weeks during the 12-month FMLA period.

- D. After the paid parental leave is exhausted, the balance of FMLA leave, if applicable, may be compensated through employees' accrued vacation, sick and/or personal leave, if available. Upon exhaustion of accrued vacation, sick and/or personal leave, any remaining leave will be unpaid leave.
- E. All benefits will be maintained for employees during the paid parental leave period just as if they were taking any other paid leave such as vacation, sick, or personal leave.
- F. Vacation, sick, and personal leave will continue to accrue during the paid parental leave period. Holiday pay will not be counted against paid parental leave, meaning if a College holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay.

#### **5.47.4 Requests for Paid Parental Leave**

- A. An employee will make every effort to notify his or her department of their intention to request paid parental leave at least ninety (90) days prior to the start of leave. The employee will provide their immediate supervisor and Human Resources with the anticipated timing and duration of the leave. It is understood that under some circumstances it is not feasible to provide ninety (90) days' notice. In these cases, the employee must provide notice as soon as practicable.
- B. In order to receive paid parental leave, the employee must complete a leave of absence form, along with required FMLA documentation, and submit the forms to Human Resources for verification at least ninety (90) days prior to the start of the leave.
- C. Employees taking paid parental leave must reflect hours on their timesheet, if applicable, and leave of absence form as paid parental leave (PAR).
- D. The employee must also communicate whether they intend to use the paid parental leave continuously or on reduced schedule. Any request for reduced schedule leave requires the approval of the employee's supervisor.