

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, December 2, 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 – 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, Director of Financial Services Annette Moore, Human Resources Director Wendy Hartmann, Foundation Executive Director Bridgette Kelch, Coordinator of Student Life Emily Durham, Director of Early College Programs Megan Strubberg, Athletic Director Jay Mehrhoff, Campus Police Officer Todd Schlitt, Faculty Association President Jenifer Goodson, ECC-NEA President Tom Fitts, Professional Staff President Jenny Kuchem, Classified Staff Treasurer Bethany Herron, Student Government President Juanita Ziegler, Student Government In-coming President Gwen Minks, Student Government Chief Recording Officer Jeremy Robey and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: Vice President Joel Doepker introduced Matt Wallace from KPM and Markie Lampkin, assistant principal at Union High School.

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 2, 2019 meeting of the Board of Trustees.

Motion by Joe Stroetker; Seconded by Audrey Freitag; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the October 30, 2019 Board Work Session and the November 4, 2019 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer reviewed the financial statements for the year to date and noted that local revenue will increase over the next few months as tax revenue is received.

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 Eric Park; Carried Unanimously

AUDITOR’S REPORT: Dr. Bauer expressed appreciation to Annette Moore, the business office staff and the financial aid office staff for their work on the audit and handling financial controls. He also extended thanks to Angie Siebert for her work on the Foundation office audit. Matt Wallace reported the College has once again received an unmodified opinion, meaning there are no material weaknesses or significant deficiencies; the Foundation received an unmodified opinion as well. Mr. Wallace provided highlights of the report and noted a review of federal awards was also completed.

The federal award review of the financial assistance cluster did identify a significant deficiency in that one of 40 records reviewed showed a student benefit package that was calculated properly but, due to a keying error, the package went out as unsubsidized rather than being broken into subsidized and unsubsidized. This error has been corrected and the process has been modified.

Recommendations were made to review policies and procedures related to a) cybersecurity, b) identifying individuals who need to return federal funds within 15 days, and c) the Gramm-Leach-Bliley Act (protection of student financial aid information). In addition, it was recommended that administration review GASB Statements 84 and 87 which may impact future financial reporting.

Dr. Park asked that the audit report be shared with the Board prior to the meeting to allow time for review. It was noted that the timing of the audit completion does not allow a final report to be provided in advance of the meeting. However, it was agreed that the final draft could be shared with the Board electronically prior to the meeting with the final report provided in writing at the meeting.

Motion: To **accept** the audit report for the fiscal year ending June 30, 2019.

Motion by Eric Park; Seconded by Audrey Freitag; Carried unanimously

RE-AUTHORIZATION OF U.S.D.A. LOAN THROUGH CRAWFORD ELECTRIC COOPERATIVE:

Dr. Bauer reminded the Board that a line of credit was established with the United Bank of Union for the U.S.D.A. loan through Crawford Electric Cooperative that was issued in 2016. Each year, this loan has been brought back for approval to re-authorize the loan's declining balance; this year authority is requested to reauthorize the loan annually through the end of the loan term.

Motion: To **authorize** the Board president and Board secretary to execute annual reauthorization of the 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, through the term of the loan.

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

FREE DUAL CREDIT PROGRAM: Dr. Bauer reminded the group that, as discussed at the retreat, there is interest in identifying ways to remove the barrier of cost for high school students. Vice President Heath Martin noted that the proposed free dual credit program aligns with the strategic plan in three areas - strengthening partnerships, increasing early college enrollment, and identifying ways to help students fund early college enrollment. Positive outcomes for students taking dual credit courses include higher college-going rates, increased likelihood of finishing college, shortened time to a degree and reduced cost of a degree. It was noted that alternative ways to identify the neediest students were discussed. However, the most efficient way is to ask high school counselors to denote on the registration form whether a student qualifies for the federal free/reduced lunch program. Markie Lampkin, Union High School assistant principal, spoke in support of the proposal and noted it would enhance the lives of her students while increasing the number who will attend college.

If a high school does not participate in the federal program, ECC staff will use the federal program guidelines regarding household size and income to determine eligibility. Registration will be confidential with the high school counselor putting an additional code on the registration form.

Motion: To **approve** the offering of free dual credit tuition to high school students in the ECC service region who qualify for the federal free or reduced lunch program and meet ECC dual credit participation guidelines.

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

ATHLETICS EXPANSION: Dr. Bauer indicated the recommendation presented is to add women's soccer for 2020-2021 and men's baseball for 2021-2022. There has been interest in expanding sports offerings for several years and the proposed additions are seen as an enrollment and recruitment strategy as well as a way to increase revenue. In recent meetings with area superintendents, they recommended the expansion of athletics as a way to better serve their students.

The proposed expansion supports strategic planning goals related to enrollment, student success and revenue enhancement. Adding 60 athletes taking 1,800 credit hours annually will meet 22.5% of the growth goal in the strategic plan. Current athletes have a 70% graduation rate; the new athletes would generate 28 additional degrees annually, which is 14% of the strategic planning goal. The net gain in revenue from tuition and fees will support the general fund as well as the restricted funds for technology, facilities and security.

It was clarified that the activity fee number in the pro forma represents 85% of the total student body activity fees paid (which is the amount historically dedicated to sports). The pro forma does not include any state aid or local tax revenue. A full-time coach for men's and women's soccer would be hired in spring 2020; fundraising for field renovations would also occur in spring 2020. In fall 2020 soccer would begin play and a part-time baseball coach would be hired; fundraising would continue. Baseball players would be recruited in spring 2021 and field improvements would begin. In fall 2021, baseball players would enroll with play beginning in spring 2022.

Funds will be raised for field renovations, along with the solicitation of in-kind donations. Approximately \$69,000 will be needed for baseball field renovations; \$22,000 is already in hand. A practice field for soccer will also be needed.

Concern was expressed about the possibility of not generating additional revenue through the expansion. Concern was also expressed about the use of student activities fees to fund the athletics program. Dr. Bauer assured the Board that the program will be evaluated annually and if enrollment is not increasing, a recommendation will be brought to contract or discontinue the program. Currently about 53% of the athletes receive A+ funding and are not on scholarship. It is anticipated that 60% to 70% of the new athletes will be local. Prior to 2001 athletics were an expense in the general fund; a decision was made to reduce sports and to fund the remaining teams through student revenue outside of state aid and tuition revenue. Dr. Bauer noted that if a decision were made to end the new programs, there would be a period of time where the expense would continue before the program could end due to NJCAA regulations.

Motion: To **approve** the expansion of the ECC intercollegiate athletics program by adding women's soccer for the 2020-2021 academic year and baseball for the 2021-2022 academic year.

Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried 5-1 with Prudence Johnson voting no

***PERSONNEL:** The Board **approved** the appointment of Gregg Jones as Director, Communications and Marketing effective January 2, 2020 with an annual salary of \$55,000 and the appointment of Heather Kleekamp as Associate Director of Financial Aid effective December 3, 2019 with an

annual salary of \$46,500. The Board also approved adjunct faculty for the spring semester 2020 as shown on the attached memorandum.

BOARD PRESIDENT’S REPORT: Ann Hartley expressed appreciation to all involved in preparation for the Higher Learning Commission visit and indicated this process will make the college a better place as well as benefit students. Ms. Hartley and Joseph Stroetker both announced they would be seeking re-election in April.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association Jenifer Goodson reported on faculty awards, conference attendance and presentations.
- B. ECC-NEA REPORT:** NEA President Tom Fitts reported that groups continue to work on bargaining issues.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that implementation of Aviso is underway with a full rollout planned for fall 2020. Sixty-seven students participated in the three library after-hours game nights held this fall.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Treasurer Bethany Herron reported 11 of the 12 Denim Day fundraisers have been completed with \$1,270 raised to date. Charities that will be benefited by the spring Denim Days will be announced soon. The classified staff have adopted two families through the Loving Hearts Christmas program.
- E. STUDENT GOVERNMENT ASSOCIATION (SGA):** SGA President Juanita Ziegler reported that the group assisted with International Education Week. DECA held a food drive benefitting the campus food pantry in November; SGA will be providing holiday food baskets for students who regularly use the pantry. The Rotary lunch raised \$400 toward a holiday stocking project. Scholar Bowl will be hosting a chicken and dumpling fundraiser, and there will be numerous finals week activities for students. Due to some officers graduating, elections were held with the following results: Gwen Minks – president; Adam Fangers – public relations officer; Williams Mullins – vice president.

PRESIDENT’S REPORT: Dr. Bauer reported that he feels the Higher Learning Commission visit was very positive. The team has four weeks to provide a draft for the college to review for errors of fact. Action will be taken by the HLC in the spring. Other items included:

- Enrollment for spring is underway with an increase of 4.2% in headcount and 1.4% in credit hours at this point.
- The greenhouse for Culinary Arts has been delivered and is under construction; completion is scheduled for January.
- The state legislative session begins soon; Dr. Bauer is meeting with area legislators this month.
- A copy of the ECC Fact Book has been provided to the Board; questions about the data can be directed to Dr. Bauer.
- Fall classes end December 3; finals occur December 4-10.
- The schedule of upcoming events was provided. The Board was reminded there is no January meeting.

ADJOURNMENT:

Motion: To **adjourn** the December 2, 2019 public Board of Trustees meeting at 6:54 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees