

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, May 4, 2020**

**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 all or a portion of 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, and Vice President of External Relations Joel Doepker; Other Staff – Director of Advising and Counseling Paul Lampe, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Human Resources Director Wendy Hartmann, Rolla Campus Director Christina Ayres, Director of Communications & Marketing Gregg Jones, Coordinator of Campus Life & Leadership Emily Lewis, ECC-NEA President Adam Watkins, ECC-NEA Vice President Aaron Bounds, Staff President Jenny Kuchem, Classified Staff Vice President Kim Aguilar, Executive Assistant to the President Bonnie Gardner, and Student Government Association representative Gwen Minks. Also present was Kristen Dragotto from the *Missourian*

***Dr. Bauer noted that the meeting is being held via Zoom due to the current COVID-19 pandemic and social distancing orders. The Zoom link was included on the published agenda.***

**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 4, 2020 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 April 13, 2020 regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Dr. Bauer reviewed the financials as of March 31, 2020 and noted that future financial statements will reflect the state aid reduction of \$424,000 for the year. Tuition revenue will be difficult to predict for fiscal year 2021. Registration is underway, but there were two weeks where the College was closed and registration for new students was delayed due to the pandemic. Staff are looking at what needs to happen in regard to summer enrollment and whether it is feasible to make up ground. Fall has a longer registration period, so it may be possible to make up the time lost. It will take longer into the fall registration cycle to form a good prediction of where enrollment will end up.

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

*Motion by Prudence Fink; Seconded by Eric Park; Carried Unanimously*

**EXTENSION OF MEMORANDUM OF UNDERSTANDING – CENTRAL METHODIST UNIVERSITY:** Dr. Bauer noted that ECC has a longstanding relationship with CMU. Over the past few years an inflationary increase has been applied to the lease renewal; the current recommendation does not include an increase.

**Motion:** To **approve** a Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY21 at a flat rental fee of \$25,800.

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

**PROPOSED NEW BOARD POLICY – 4.48 APPROPRIATE FACULTY/STAFF/STUDENT RELATIONSHIPS:** Dr. Bauer indicated that the proposed policy has been under development for most of the academic year and has been approved by the Shared Governance Council. Policy 5.4 *Protection Against Sexual Harassment* has a procedure that states romantic relationships are strongly discouraged. Administration felt that a clear outline of what is prohibited should be provided. General Counsel provided wording and input as the policy was developed. In addition, more explanation of the reason why these types of relationships are prohibited has been added along with consequences should such a relationship develop. Board members expressed agreement with the policy change, noting the current policy is too vague. The policy will be placed on the June Board agenda for approval and, once approved, will be in place for the new fiscal year.

**BUDGET UPDATE:** Dr. Bauer provided an update on development of the budget. The House has developed a revised version of the FY21 state budget that includes a 10% reeducation in state aid for community colleges; this would be \$500,000 for ECC. The Senate version of the state budget recommends the appropriation remain even with the FY20 appropriation. A conference committee will consider these two recommendations. Constitutionally, the legislature must pass a budget and send to the governor by May 8.

Regarding local revenue, enrollment is the most uncertain part. Fall enrollment will continue to be tracked and revisions to the tuition revenue projection will be made as needed. Local taxes will probably not be impacted by the pandemic; the loss of activity is on the retail side at this point. The FY21 budget will be presented for action at the June 8 Board meeting.

Federal funds will be allocated to the College under the COVID-19 aid legislation. The base amount is approximately \$1.6 million, of which half is required to be given to students in the form of student emergency aid grants. Guidance on the restrictions for use of these funds is being provided by the Department of Education. Student funds will be distributed based on financial need identified through the FAFSA; those with the most need will receive a larger grant. Additional guidance is needed regarding the use of funds intended for institutional expenses. It is clear these funds can be used for expenses related to the pandemic such as technology for students or staff and expenses related to moving to remote delivery of instruction. It has been advised that loss of state aid is not a reimbursable expense even though it was understood early on that the federal funds could offset state aid reductions. The Missouri community colleges have expressed concern on this to Senator Blunt and Senator Hawley. All expenses related to the pandemic are being tracked, and the College has one year to submit reimbursement requests for those expenses. Nothing will be submitted until clear guidance on allowable expenses is available.

ECC will also receive approximately \$80,000 in additional federal funds with the same restrictions as the first federal allocation.

**\*PERSONNEL:** The Board **approved** the re-appointment of Joel Doepker as Vice President, External Relations and Robyn Walter as Vice President, Academic Affairs for the 2020-2021 fiscal year. The Board also **approved** the reappointment of full-time professional staff effective July 1, 2020 and

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the appointment of adjunct faculty for the Summer 2020 semester as listed in the attached memoranda.

The Board **approved** the appointment of Elizabeth Moynihan as Technical Theatre Instructor effective August 18, 2020 with an annual salary of \$52,173.

**ADJOURNMENT:**

**Motion:** To **adjourn** the May 4, 2020 public Board of Trustees meeting and enter into executive session per RSMo2004, Section 610.021 (3) Personnel and (2) Real Estate at 6:03 p.m.

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

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President, Board of Trustees

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Secretary, Board of Trustees



## President's Office Interoffice Memo

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**TO:** Board of Trustees  
**FROM:** Dr. Jon Bauer, College President  
**DATE:** May 4, 2020  
**RE:** Reappointment of Professional Staff

The following Professional Staff employees are being recommended to the Board of Trustees for reappointment effective July 1, 2020:

### **President's Office**

Christina Ayres, Director, Rolla Campus  
Jennifer Crosby, Assistant Director, ECC Rolla  
Ehren Curnutte, Systems and Network Manager  
Miguel DeAgüero, Coordinator, Technical Support  
Bonnie Gardner, Executive Assistant to the President  
Wendy Hartmann, Director, Human Resources  
Joseph Houston, Director, Information Technology  
Rachael Karr, Enrollment Services Coordinator ECC Rolla  
Bridgette Kelch, Institutional Development/Foundation Executive Director  
Anne Lause, Enterprise System Administrator  
Bethany Lohden, Director, Institutional Research  
Dana Riegel, Research Analyst  
Jessica Robart, Coordinator, Student Success ECC Rolla  
Michelle Smith, Executive Director, Institutional Effectiveness

### **Vice President of Finance and Administration**

Doug Agee, Bookstore and Imaging Services Manager  
Lark Hoffman, Associate Director, Financial Services  
Annette Moore, Director, Financial Services/Comptroller  
Melissa Popp, Purchasing Manager  
Tot Pratt, Director, Facilities & Grounds  
Thomas Schickler, Custodial Supervisor  
Debra Simily, Food Service Manager

### **Vice President of External Relations**

Cynthia Brinker, Coordinator, Grants and Program Administration  
Mary Eagan, AEL Instruction Coordinator (Grant Funded)  
Gregg Jones, Director, Communications & Marketing  
Andrew Kolb, Coordinator, Web Services/Programming  
Melissa Richards, Coordinator, Apprenticeships & Business Training Program  
Pamela Ruwe-Kaiser, Coordinator, CWD Programming  
Melissa Schall Willmore, Project Coordinator, Skillup Program (Grant Funded through 9/30/20)  
Edward Shelton, Executive Director, Workforce Development  
Terri Warmack, Coordinator, Health Careers Workforce  
Alice Whalen, Director, Adult & Education Literacy

**Vice President of Academic Affairs**

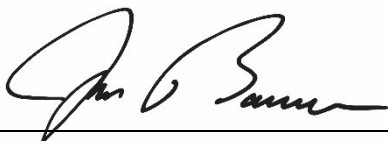
Erin Anglin, Executive Director Learning Center & Academic Support  
Linda Arrington, Academic Advisor - Instructional  
Robert Baldwin, Director of Online Learning & Educational Technology  
Ann Boehmer, Dean of Instruction  
Lisa Farrell, Director, Library Services  
Richard Hudanick, Dean of Career and Technical Education  
Karen Klos, Instructional Design Specialist  
Kristin Milligan, Associate Director, Learning Center  
Nancy Mitchell, Dean of Health Sciences (interim)  
Sylvia Sellers, Performing Arts Center Manager  
Windy Souders, Coordinator, Testing Services  
Tracie Welsh, Coordinator, Academic Services

**Vice President of Student Development**

Lorrie Baird, Financial Aid Advisor  
Laura Cain, Admissions Counselor High School Populations  
Eric Clapper, Academic Advisor  
Martin Clayes, Head Soccer Coach – Men’s & Women’s  
JC Crane, Director, Admissions  
Laura Deason, Associate Registrar  
Melanie Dixon, Admissions Counselor - Adult Populations  
Emily Durham, Coordinator, Campus Life and Leadership  
Jonathan Gruett, Director, Financial Aid  
Stephanie Hebert, Business Analyst, Enrollment Services  
Rebecca Heimann, Academic Advisor  
Heather Kleekamp, Associate Director, Financial Aid  
Jennifer Kuchem, Counselor  
Barbara Kuelker, Financial Aid Advisor  
Paul Lampe, Director, Advising and Counseling  
Jay Mehrhoff, Athletic Director  
Steffani McCrary, Academic Advisor - Career Services  
Lesley Peters, Academic Advisor - Access Services  
Sarah Scroggins, Registrar  
Megen Strubberg, Director, Early College Programs

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

**Approval Signature:**



Jon Bauer, Ph.D.  
President

**Interoffice Memo**

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TO: Dr. Jon Bauer  
DATE: April 28, 2020  
FROM: Office of Academic Affairs  
RE: Adjuncts for Summer Semester 2020

Please approve the following adjuncts for the 2020 Summer semester.

**Health Sciences**

Rechell Alcorn, EMT  
Courtney Baxter, MDA  
Julie Chirban, Nursing  
Tom Fitts, EMT

Jenifer Goodson, EMT  
Lisa Korn, EMT  
Adisa Velic, MDA

**Career and Technical Education**

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

Richard Hudanick, Business  
Mike Palazzola, Culinary  
Anna Schwein, CIS

**Mathematics and Education**

Reginald Brigham, Mathematics  
Sarah Davenport, Mathematics  
Ann Estes, Mathematics  
Susan Giesing, Education  
Jay Mehrhoff, Physical Education

Kirby Moreland, Mathematics  
Shaun Roberson, Mathematics  
Laura Roselli Insall, Mathematics  
Gregory Stotler, Education

**English & Humanities**

Shana Collier, Communications  
Emily Durham, English  
Madison Emerick, English  
Matthew Gifford, Philosophy/Religion  
Lisa Haag, English

Robin Hanson, Civilization  
Shanee Haynes, Communications  
Elizabeth Rosebrough, English  
Windy Souders, English  
Patsy Watts, English

**Social Sciences**

Coreen Derifield, History  
Tim Derifield, Sociology  
Rachel Howard, Psych/Soc

Jenny Kuchem, Sociology  
Wendy Pecka, Psychology

**Science & Engineering**

Mary Bonine, Biology  
Lucy Crain, Nutrition  
Elizabeth Flotte, Biology  
Parvadh Govindaswamy, Biology

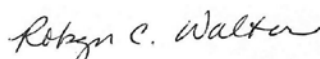
Emily Joseph, Biology  
Tracy Mowery, Biology  
Keith Pulles, Biology

**Fine & Performing Arts**

Aaron Bounds, Music

Gary Powers, Art

Approval:

  
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President, Academic Affairs      Date

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Director, Human Resources      Date

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