

**EAST CENTRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, June 8, 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 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 Academic Affairs Robyn Walter, Vice President of External Relations Joel Doepker, and Interim Vice President of Student Development Paul Lampe; Faculty Members – Associate Professor of Health Information Management Stephanie Buchholz, Mathematics Instructor Reg Brigham, Associate Professor of English Linda Barro, and Assistant Professor of English Sue Henderson; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Human Resources Director Wendy Hartmann, Rolla Campus Director Christina Ayres, Executive Assistant to the President Bonnie Gardner, Director of Communications & Marketing Gregg Jones, Director of Information Technology Doug Houston, Coordinator of Campus Life & Leadership Emily Lewis, Director of Financial Services Annette Moore, Director of Institutional Research Bethany Lohden, Purchasing Manager Melissa Popp, Research Analyst Dana Riegel, Director of Facilities and Grounds Tot Pratt, ECC Rolla Assistant Director Jenni Crosby, Instructional Design Specialist Karen Klos, Technical Support Technician Dee Gibbs, Payroll Specialist Carol Bailie, Foundation Specialist Angie Siebert, Facilities Administrative Assistant Julie Apperson, Cashiers Laura Hemker and Sandra Love, Student Services Specialists Bethany Herron, Peggy Reeves, and Amy Sisk; Association Officers - Faculty Association President Jenifer Goodson, ECC-NEA President Aaron Bounds, Professional Staff President Jenny Kuchem, and Classified Staff President Hannah Domino. Also present was Kristen Dragotto from the *Missourian*

*The meeting was 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 June 8, 2020 meeting of the Board of Trustees.

*Motion by Eric Park; Seconded by Cookie Hays; Carried Unanimously*

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the May 4, 2020 regular meeting of the Board of Trustees.

**OATH OF OFFICE AND SEATING OF NEW BOARD MEMBERS:** Board President Ann Hartley noted that no election was held since both incumbents were unopposed. The oath of office was administered to incumbent Board members Joseph Stroetker, representing Subdistrict #1, and Ann Hartley, representing Subdistrict #2, by Board Recording Secretary Bonnie Gardner as follows:

*I do solemnly swear that I will support and defend the Constitution of the United States and the State of Missouri, and that I will faithfully demean myself in the office of Trustee of the Junior College District of East Central Missouri.*

Ms. Gardner thereupon recognized the newly re-elected members as members of the Board of Trustees, and they shall henceforth be entitled and qualified to perform the duties of the office of members of the Board of Trustees.

**ELECTION OF BOARD OFFICERS:** Board President Ann Hartley invited nominations for the offices of President, Vice President, Treasurer and Secretary of the Board.

Ann Hartley was nominated by Cookie Hays and elected Board of Trustees President by a unanimous vote.

Joseph Stroetker was nominated by Eric Park and elected Board of Trustees Vice President by a unanimous vote.

Cookie Hays was nominated by Ann Hartley and elected Board of Trustees Secretary by a unanimous vote.

Eric Park was nominated by Prudence Johnson and elected Board of Trustees Treasurer by a unanimous vote.

Bonnie Gardner was nominated by Cookie Hays and appointed Board of Trustees Recording Secretary by a unanimous vote.

**TREASURER'S REPORT AND FINANCIAL REPORT:** Dr. Bauer reviewed the financials as of April 30, 2020. He noted that the increase in tuition and fees reflected the tuition increase approved last year by the Board, and the state aid figure reflects FY20 withholdings implemented by the governor.

**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 BID:** Dr. Bauer noted that the current sound system is predominantly the original system from when the theatre was built and is in need of upgrades. In addition, the frequency for the wireless mics will no longer be used due to FCC changes. The College rents facilities (mainly the theatre and training center) to the public and that income goes into a Fund 40 account so funds can go back into the facilities. There is approximately \$267,000 in that account which is reserved for capital purchases.

**Motion:** To **accept** the bid from Innovative Solutions to replace the sound system in the theatre at a cost of \$88,939.66, to be funded from the Facilities Rental Budget.

*Motion by Audrey Freitag; Seconded by Cookie Hays; Carried unanimously*

**PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES:** The Board was reminded that this recommendation is presented annually due to the need to purchase items in a timely manner prior to the start of fall semester.

**Motion:** To **authorize** in advance items to be purchased with state vocational enhancement grant funds and other state or federal grant funds in order to facilitate purchases that need to be made prior to the start of the fall semester.

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

**PROFESSIONAL SERVICES CONTRACTS:** It was noted that contracts for legal and auditing services are subject to the Board's annual approval.

**Motion:** To **approve** the renewal of professional service agreements for FY21 as follows:

|                |   |
|----------------|---|
| Legal Services | Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C.<br>St. Louis, MO |
|----------------|---|

Auditing Services                      KPM, Springfield, MO

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

**INSURANCE BROKER:** Dr. Bauer indicated this is the last year of the contract with J.W. Terrill; a Request for Proposals will be issued later in the fiscal year for services in FY22.

**Motion:** To **approve** the continuation of J.W. Terrill as the College's insurance benefits consultant for FY21 at an annual cost of \$30,000.

*Motion by Audrey Freitag; Seconded by Joseph Stroetker; Carried unanimously*

**FACILITIES LEASES:** Dr. Bauer noted the increase at Rolla North was anticipated as it is part of the original lease agreement.

**Motion:** To **approve** the renewal of off-campus leases for fiscal year 2021 as follows:

Rolla Technical Center  
509 Forum Drive, Rolla                      \$145,530.00 annually (*no change*)

Rolla North  
2302 North Bishop, Rolla                      \$115,523.40 annually (*increase of \$4,443.12*)

*Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried unanimously*

**VENDING CONTRACTS:** Vending services were bid with only two companies responding. The recommended contracts each have optional one-year renewals.

**Motion:** To **approve** three-year contracts with Pepsi-Cola, New Haven, MO as the beverage vendor with a commission of 48% for bottled beverages and 35% for canned beverages and Krueger Vending, Sullivan, MO as the snack vendor with a commission of 23.75%. Both contracts will have three optional one-year renewals.

*Motion by Eric Park; Seconded by Cookie Hays; Carried unanimously*

**BOARD POLICIES:**

**A. APPROPRIATE FACULTY/STAFF/STUDENT RELATIONSHIPS** – Dr. Bauer stated that this policy was introduced last month and there have been no changes. It was developed in conjunction with general counsel and has been recommended to the Board by the Shared Governance Council.

**Motion:** To **delete** Procedure 5.4.10 Appropriate Supervisory Relationships and **adopt** Board Policy 4.48 Appropriate Faculty/Staff/Student Relationships as attached.

*Motion by Cookie Hays; Seconded by Audrey Freitag; Carried unanimously*

**B. ACADEMIC HONORS** – Dr. Bauer noted this policy is another recommendation from the Shared Governance Council. The College serves a large number of part-time students and this policy would provide a mechanism to recognize those students for academic achievement, which would encourage them to persist.

**Motion:** To **waive** the second reading and **adopt** revised Board Policy 3.10 and the associated procedures, as attached, to create a Deans List to recognize part-time students and institute graduation honors recognition levels.

*Motion by Cookie Hays; Seconded by Eric Park; Carried unanimously*

**BUDGET:**

A) **UPDATE** – Dr. Bauer provided an update on development of the FY21 budget. The biggest variable is state aid. Initially, one month of state aid was withheld. Last week he was informed that an additional month of aid is being withheld. Over \$800,000 has now been withheld for FY20. As preparations are underway for FY21, a precise number for state aid withholding has not been provided. Governor Parson recently indicated that state aid will be reduced at the beginning of FY21 by an amount comparable to the FY20 withholds. It is hoped that there will be no further withholdings later in the year. Federal funds cannot be used to replace lost revenue; they can only be used for unanticipated expenses related to COVID-19. If the restrictions on those resources would change, that would change the budget picture.

The College's other stream of revenue is tuition. New tuition rates were approved in February prior to the impact of the pandemic. It is hoped that more clarity will be provided regarding state aid prior to the end of June. Enrollment is also difficult to project due to the significant impact on the enrollment cycle. Currently students are being assisted remotely on an appointment basis. On June 9, decisions will be made regarding the next phase of campus reopening. While enrollment for fall is down significantly from last year, trend lines indicate it may be feasible to maintain even enrollment with much hard work.

B) **FURLOUGHS** - Due to the significant decline in state aid, a recommendation is being presented to furlough full-time employees. A revenue decline of \$848,352 is hard to make up when 75% of the budget is dedicated to personnel costs. The proposal presented targets a 5% reduction in payroll costs for a savings of \$433,587; it has been shared with the leadership of all employee groups as well as the Shared Governance Council. The proposal calls for one furlough day per month for all employees, including administrators. Recognizing there are enhanced unemployment benefits available through July 25, employees will be allowed to take as many days as feasible during June and July to access those benefits. The College will continue to pay employee insurance coverage. This means the College will enter the new fiscal year without layoffs assuming there are no other significant changes to revenue.

Open positions will not be filled unless approved by the president. This would provide an additional \$351,630 in personnel savings. The balance of the withholdings (\$63,135) will need to come from non-personnel line items. The reduced wages would not become the new base salary for employees; any increases going forward would use the current salary as the base in calculations. The College will help employees with filing and will schedule staff to ensure services for students continue to be provided. Following the Board's approval, this plan will be shared with all employees.

Board members expressed regret at the need for such action, but felt the plan was fair and responsible. They expressed appreciation that Dr. Bauer has evaluated the situation and been very transparent in presenting all information available at this point in time. Dr. Bauer stated he will be engaged with employees to ensure all questions are answered. He noted that faculty and administration will be discussing how to appropriately apply the furlough days since faculty are not currently under contract and most hold nine-month contracts rather than twelve-month.

**Motion:** To **approve** the furlough of all full-time employees for one day per month from June 2020 through June 30, 2021 with the option to take all 12 furlough days from June 2020 through July 24, 2020 and with employee insurance benefits maintained by the College throughout the furlough time.

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

**C) EMERGENCY AUTHORITY** – The College’s response to COVID-19 is related to the public health objective and addressing the fiscal impact. In March, the Board provided authority to Dr. Bauer to make necessary decisions. That authority ends in approximately a week but there are a lot of decisions yet to be made in terms of operations for the rest of summer and for fall semester. Dr. Bauer recommended extending his authority through August to provide the ability to make decisions necessary through the beginning of fall semester. He noted that the Board will be informed as decisions are made.

**Motion:** To **extend** through August 31, 2020 the emergency authority granted to the College president that was approved on March 20, 2020 to enable appropriate decision-making in response to COVID-19 and the resulting financial impact to East Central College.

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

**\*PERSONNEL:** The Board **approved** the appointment of Tanner French as Accounting/Business Instructor effective August 17, 2020 with an annual salary of \$41,400; the appointment of Nancy Mitchell as Dean of Health Sciences effective July 1, 2020 with an annual salary of \$87,598.55; and the appointment of Alison Tucker as Retention Coordinator effective July 1, 2020 with an annual salary of \$43,000. The Board also **approved** changes to the list of adjunct faculty approved at the May 4 Board meeting as outlined in the attached memorandum.

**BOARD PRESIDENT’S REPORT:** Ms. Hartley assured those present that Dr. Bauer has been very transparent in communicating all he knows from statewide meetings, the governor and other sources. She expressed thanks to everyone for the extra work taken on in recent months, particularly Annette Moore, Paul Lampe and Megen Strubberg who have stepped up in the absence of vice presidents.

**REPORTS:**

- A. FACULTY ASSOCIATION** – Association President Jenifer Goodson reported that Reginald Brigham will be taking over as president in August. Other officers are Tracy Mowery, vice president and Shaun Roberson, secretary/treasurer. Three faculty members have completed degrees: Tim Derifield, Masters; Jenifer Goodson, Bachelors; Connie Wissbaum, Doctorate. Ms. Goodson commended all faculty for their work to ensure students completed the spring semester successfully.
- B. ECC-NEA** – NEA President Aaron Bounds announced that he has replaced Adam Watkins, and Sue Henderson is now serving as vice president. Discussions continue with Dr. Bauer and Faculty Association officers regarding the implementation of furloughs for faculty.
- C. PROFESSIONAL STAFF ASSOCIATION** – Association President Jenny Kuchem reported that Lisa Farrell presented at the MOBIUS virtual conference. Dana Riegel has replaced Paul Lampe as the association’s secretary; Lesley Peters is the new Shared Governance Council representative.
- D. CLASSIFIED STAFF ASSOCIATION** – Hannah Domino introduced herself as the new association president. She noted that other officers are Kim Aguilar, vice president; Bethany Herron, treasurer; and Angie Siebert, secretary.

**PRESIDENT’S REPORT:** Dr. Bauer stated that, despite all the change this spring, the focus across campus was on students and helping them successfully complete the semester. The College conferred 342 degrees and certificates; an increase of almost 12% over last year. Increasing this number is part of the Strategic Plan. Enrollment will be a continued focus.

June 9 is the date when decisions will be made related to Phase 2 of reopening campus, which begins July 1. One decision already made is the cancellation of the summer musical in July; there has been no decision on the late August production. Staff are still awaiting word from the NJCAA regarding how fall sports will proceed. The next milestone will be a final decision on July 14 regarding how instruction will be delivered for fall semester. The schedule is being reviewed to determine if modifications to the academic calendar are needed.

CARES Act funding includes allocations to be provided for students who experienced COVID-19 related expenses as well as funds to reimburse the institution for additional expenses related to the pandemic. Approximately \$800,000 is earmarked for students; at this point \$191,700 has been awarded to 381 students. Staff are contacting students who are eligible to encourage them to apply.

The ECC Nursing Program has been recognized as the fourth best program in Missouri by RegisteredNursing.org.

Scott Breckenkamp has been named by the ECC Foundation as the Outstanding Alumni for 2020.

A series of Zoom meetings are being offered to allow students and parents to talk with Dr. Bauer, Vice President Walter, and student services staff about college attendance in the fall. ECC staff will answer questions to help students/parents decide whether ECC is the best choice for them.

**ADJOURNMENT OF PUBLIC SESSION/ENTER INTO EXECUTIVE SESSION:**

**Motion:** To **adjourn** the June 8, 2020 public Board of Trustees meeting and enter into executive session per RSMo2004, Section 610.021 (2) Real Estate and (3) Personnel at 6:43 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

## **PROPOSED NEW POLICY AND PROCEDURE**

- 1) Within Board Policy 5.4 Protection Against Sexual Harassment, delete Procedure - 5.4.10 Appropriate Supervisory Relationships

### **Current Policy And Procedure**

#### **Policy – 5.4 Protection Against Sexual Harassment**

East Central College is committed to maintaining a workplace and educational environment that is free from sexual harassment based on gender or sexual orientation. The College also prohibits:

1. Retaliatory actions based on making complaints of sexual harassment or based on participation in an investigation, formal proceeding or informal resolution concerning sexual harassment.
2. Aiding, abetting, inciting, compelling or coercing sexual harassment.

#### **~~Procedure – 5.4.10 Appropriate Supervisory Relationships~~**

~~While it is not the intent of the College to regulate employees' social interactions or relationships freely entered into, romantic relationships between a supervisor and a directly supervised employee as well as romantic relationships between a faculty member and his/her student are strongly discouraged. Human Resources should be notified of such relationships. Should a supervisor enter into a relationship with a subordinate, the College reserves the right to reassign the employee.~~

- 2) Adopt a new policy regarding appropriate relationships as outlined below:

#### **Policy – 5.48 Appropriate Faculty/Staff/Student Relationships (*adopted xxxxx*)**

East Central College prohibits romantic relationships between any two individuals when one individual has supervisory or evaluative authority over the other individual, or where there is inherently unequal power between the individuals.

#### **Procedures (*adopted xxxxx*):**

##### **5.48.1 – Definitions**

Romantic Relationship - Any amorous relationship, including, but not limited to, any sexual or dating relationship or any other close, personal relationship that could adversely affect an employee's impartiality.

### **5.48.2 – Procedures**

- a) In order to prevent a conflict of interest, favoritism and/or the perception of a conflict of interest or favoritism, the College prohibits romantic relationships between any two individuals when one individual has supervisory or evaluative authority over the other individual. This includes, but is not limited to, romantic relationships between any employee and any student, or between a supervisor and a directly supervised employee.
- b) Such relationships are prohibited even where the relationship is understood as consensual by both parties involved. Consent may be difficult to assess in a context where a power differential exists between the individuals involved in the relationship (e.g. faculty/student, supervisor/employee).
- c) Individuals involved in a romantic relationship prohibited by subpart (a) of this policy have the duty to immediately disclose the relationship to Human Resources (for relationships involving two employees) or to the employee's administrator (for relationships involving a student and faculty member or a student and staff member).
- d) Individuals must remove themselves from all decisions or actions that may influence the evaluation, career, or status of the other individual with whom they have or have had a romantic relationship. Such decisions include, but are not limited to, employment evaluation, hiring, termination, promotion, salary, discipline, grading, advising, tutoring, recommending, and/or counseling.
- e) In the best interest of the institution, the College will take immediate steps to eliminate any supervisory or evaluative role between the individuals involved in a romantic relationship. This may be accomplished by reassigning an employee, by reassigning supervisory/evaluative duties to another employee, and/or by making alternative arrangements for the grading, evaluating, or advising of a student.
- f) Written permission for exceptions to this policy may be granted by the President in limited circumstances, including, but not limited to, students in selected programs.

### **5.48.3 Consequences**

Employees who violate this Policy will be disciplined, up to and including employment termination according to Policy 5.2 Employee Conduct and Discipline.

## **Graduation and Academic Honors Policy**

### **3.10 — ~~The following minimum cumulative grade point averages will be required for graduation honors:~~**

~~Highest Honors: 3.85~~

~~Honors: 3.50~~

~~President's List — A semester grade point average of 3.85 to 4.00 will be required for placement on the President's Honors List.~~

~~Vice President's List — A semester grade point average of 3.50 to 3.84 will be required for placement on the Vice President's Honors List.~~

### **3.10 Graduation and Academic Honors Policy** *(Adopted 5-6-1974; Revised 6-23-2003; Revised xxxxx)*

**The College will establish appropriate procedures for selecting and recognizing students who exemplify the tradition of outstanding academic achievement.**

#### **Procedures:** *(adopted xxxxx)*

- A. President's List: At the conclusion of each fall and spring semester, East Central College will publish a President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.85 or above.
- B. Vice President's List: At the conclusion of each fall and spring semester, East Central College will publish a Vice President's List recognizing students who have completed at least twelve (12) credit hours in that semester, earning a semester GPA of 3.50 – 3.84.
- C. Dean's List: At the conclusion of each fall and spring semester, East Central College will publish a Dean's List recognizing students who have completed between 6-11 credit hours in that semester, earning a semester GPA of 3.50 or above.
- D. Graduation Honors: The cumulative grade point average at the end of a student's program of study will determine if graduation honors are awarded. Candidates with a 4.0 cumulative grade point average shall graduate summa cum laude. Candidates with a cumulative grade point average of at least 3.85, but less than 4.0, shall graduate magna cum laude. Candidates with a cumulative grade point average of at least 3.50, but less than 3.85, shall graduate cum laude.



## Interoffice Memo

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TO: Dr. Bauer  
DATE: May 29, 2020  
FROM: Office of Academic Affairs  
RE: Adjunct Addendum for Summer Semester 2020

Please approve the following adjunct addendum for the summer 2020 semester.

### **ADDITIONS**

#### **Career & Technical Education**

Jerry Stone, HVAC

#### **English & Humanities**

Gregory Stratman, English

Kaitlyn Willy, English

#### **Fine & Performing Arts**

Krista Frohling, Art

#### **Social Sciences**

Kristen Adams, Psychology/Sociology

Steven Campbell, Political Science

Rachel Johnson, History

Lesley Peters, Psychology

Dennis Pohlman, Political Science

#### **Science & Engineering**

Kevin Dixon, Biology

Beth Winters-Rozema, Biology

#### **Mathematics & Education**

Jennifer Heberlie, Education

### **DELETIONS**

#### **Career & Technical Education**

Curtis Elliott, Precision Machining

#### **Mathematics & Education**

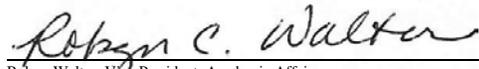
Laura Roselli Insall, Mathematics

Jay Mehrhoff, Physical Education

#### **Health Sciences**

Julie Chirban, Nursing

Signatures:

  
Robyn Walter, Vice President, Academic Affairs

  
Wendy Harjmann, Director, Human Resources