

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, October 5, 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 the meeting were Joseph Stroetker, Prudence Fink 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 – Faculty Association President Reginald Brigham, NEA Secretary Cori Derifield, and Assistant Professor of Art Jennifer Higerd; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of the Rolla Campus Christina Ayres, Communications & Marketing Director Gregg Jones, Coordinator of Campus Life & Leadership Emily Lewis, Professional Staff President Jenny Kuchem, and Executive Assistant to the President Bonnie Gardner.

Also present was Geoff Folsom from the *Missourian*.

The meeting was held via Zoom due to the current COVID-19 pandemic and social distancing recommendations. The Zoom link was included on the published agenda.

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 5, 2020 meeting of the Board of Trustees.

Motion by Cookie Hays; Seconded by Prudence Johnson; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the August 31, 2020 ad valorem tax hearing and regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented the financial statements as of July 31, 2020. The financial audit has been completed and a preliminary conversation with the auditors was positive; no issues are expected when the final report is received in December.

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

The FY20 budget is being closed and much of the remaining work is related to state and federal reimbursements through the COVID-19 relief funds. Some adjustments will be made as the budget is closed. The College is operating under the FY21 budget, and the FY22 budget is open to handle receipts for summer course enrollments that are now occurring. Dr. Park asked that the auditor’s report be provided to the Board prior to the meeting where the vote of approval occurs.

COURSE SUCCESS RATES: Interim Vice President Paul Lampe reviewed the course success numbers. The overall success rate for fall 2020 was 76.4%, the same as the rate for fall 2019. Paul noted that success is defined as a grade of A, B, C, or Pass. The rate from spring 2019 was 78.2%;

spring 2020 was 80.5%. That is a 2.3% increase. A great deal of outreach was done during the spring 2020 semester. Aviso was also rolled out during the spring. Aviso is being used for student communication as well as for retention. It is also used for communication between advisors and instructors.

HIGHER LEARNING COMMISSION (HLC) ACCREDITATION: Vice President Walter reported that the next comprehensive visit by HLC is scheduled for April 18-19, 2022. On June 30, 2020 the HLC Board determined ECC is no longer at risk of noncompliance with the Criteria for Accreditation and removed the College from notice. The institution is now on the Standard Pathway which includes a ten-year accreditation cycle with an annual written institutional update and two comprehensive visits, in years four and ten. The Assurance Review being prepared is similar to the report created for last year's focused visit.

The five criteria are currently being reviewed by work teams who are identifying key contacts and where documentation is located for each criterion. There is also a team working on Assumed Practices, which is a set of practices shared by all institutions of higher education that must be followed at all times (i.e. employee evaluation, the role of faculty in assessment and curriculum development, handling of transcripts, credit hours and clock hours). Another team is focused on federal compliance. As a part of the accreditation process, there will be an opportunity for community members to provide feedback (third party comment) and a student opinion survey will be issued by HLC. A quality initiative will be built into the assurance argument to provide information on a project selected for improvement over the last few years.

The HLC Committee tri-chairs are Robyn Walter, Michelle Smith and Jennifer Higerd. Their role is to provide leadership and support the work teams, develop and the oversee the Assurance Argument, communicate with the campus and Board, update the president and steering committee, and plan for the site visit. A steering committee will provide overall guidance across the writing process, gather feedback, and promote understanding of the process.

Jennifer Higerd shared the timeline for preparation for the visit, which includes a mock visit in November 2021. In response to Board comments/questions, Ms. Higerd noted that updates will be provided to the Board at the beginning of each semester and at other points as needed. She also indicated that the mock visit will be conducted by peers from another college.

***PERSONNEL:** The Board **approved** the appointment of Melissa Schall-Wilmore as Advisor, Student Success, effective October 1, 2020 with an annual salary of \$42,500. The Board also **approved** changes to the adjunct faculty roster for fall semester 2020 as shown on the attached memorandum.

BOARD PRESIDENT'S REPORT: Ms. Hartley expressed appreciation to the faculty, staff and administration for extraordinary efforts to ensure a successful fall semester. She also passed along the Board's congratulations to the employees who received recognition for their years of service to the college. Ms. Hartley encouraged all employees to join the Missouri Community College Association, noting the Association works diligently to advocate for community colleges and their students in the legislature as well as provides a forum for sharing ideas and information.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported the faculty have settled into a routine and are adapting to changes caused by COVID-19. He noted that what happens in the community impacts the classrooms and faculty would like as much lead time as possible if instruction would need to be flipped to a remote format.
- B. ECC-NEA:** ECC-NEA Secretary Cori Derifield reported membership is up 15% and new members continue to be added. ECC-NEA will soon have its own professional website. The FY22 bargaining team is being established and groups have been working on the five supplemental letters to the FY21 collective bargaining agreement.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported there are many students dealing with stress due to quarantine, sickness, and economic issues. Registration for spring and summer is underway with over 100 students visiting the student services center on the first day. College 101 classes are meeting with advisors to complete registration as a part of their class time.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Hannah Masek was unable to attend so there was no report.

PRESIDENT'S REPORT: Dr. Bauer reported the College has a variety of resources to help with expenses related to COVID-19. Vice President Doepker is coordinating the submission of reimbursement requests. He indicated \$113,500 was received from the Coronavirus Relief Fund (CRF)–Remote Learning which was established to offset any expenses for converting to a remote instructional format. A total of \$473,565 has been submitted to the CRF-Response & Reopening which is designated for preparing buildings to reopen to students. Items submitted include payroll expenses for faculty conversion of classes for fall, sanitizing stations, plexiglass barriers, and personal protective equipment. The college has received \$43,460.13 from the Governor's Emergency Education Relief (GEER) Fund; that fund has a remaining balance of \$178,140.87. Dr. Bauer noted that another source of funding is the federal CARES Act funds which were given directly to the College. Those funds must be expended by April 2021.

There are currently two Union and four Rolla employees quarantined (due to close contact or due to a child with close contact) and one Union employee in isolation (positive test result). There are 33 students quarantined in Union with three in isolation; Rolla has seven quarantines and one isolation. About half the Union quarantine number is associated with close contact to one positive case. The numbers have been consistently low with this being the first uptick related to an athletic team. Positivity rates in Franklin and Phelps Counties are also being monitored daily. If the numbers begin to trend in a way that causes concern about in-person classes, as much lead time as possible will be provided to faculty and students before moving to remote instruction.

Enrollment at fall census date (end of week 4 of classes) is down 2.1% in headcount and 2.0% in credit hours. All but one of the Missouri community colleges saw declines this fall; ECC did better than most in the state. The enrollment numbers reflect the increase in online and hybrid classes due to the pandemic. Dual credit enrollment increased 6.5% in headcount with credit hours declining 3.7%.

Dr. Bauer shared the names of employees reaching years of service milestones and offered his congratulations. He also congratulated Chef Mike Palazzola on receiving the Washington Chamber of Commerce Outstanding Young Professional Award and Beth Winters-Rozema on receiving the Emerson Excellence in Teaching Award.

Dr. Bauer noted that the Missouri Community College Association convention will be virtual this year and the sessions will be available for access for a year. Numerous faculty and staff will be making presentations.

The faculty have been creative in developing outdoor offerings and the Theatre in the Glen productions and concerts have been well-received. In addition, the recent golf tournament had a great turnout and was a very successful fundraiser for athletics.

ADJOURNMENT:

Motion: To adjourn the October 5, 2020 public Board of Trustees meeting at 6:42 p.m.

Motion by Cookie Hays; Seconded by Audrey Freitag; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees



Interoffice Memo

TO: Dr. Bauer
DATE: September 28, 2020
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Fall Semester 2020

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

ADDITIONS

Mathematics & Education

Lisa Mathes-Peters, Physical Education

Dual Credit

Alex Garber, History, CHS

Emily Joseph, Biology, CHS

Tabitha Olson, Mathematics, CHS

Charles Parsell, CIS, RTI

Lydia Stack, Physics, CHS

Falcon Seminar

Megen Strubberg

DELETIONS

Health Science

Jamie Blaue, Nursing

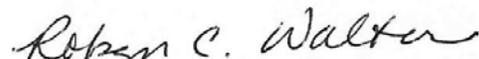
Dual Credit

Andrew Allen, Chemistry, SFBRHS

Nathan Caldwell, History, SFBRHS

Kathleen Speichinger, Accounting/CIS, BHS

Signatures:


Robyn Walter, Vice President, Academic Affairs


Wendy Hartmann, Director, Human Resources