

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, December 7, 2020**

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 5:33 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 Reg Brigham, NEA Vice President Sue Henderson, Assistant Professor of Education Greg Stotler; 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, Human Resources Director Wendy Hartmann, Director of Early College Programs Megen Strubberg, Information Technology Director Doug Houston, Academic Advisor Lesley Peters, Learning Center Specialist Raphael Maurice, Classified Staff Association Treasurer Bethany Herron, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association President Janna Meintz and Chief Recording Officer Malaina Mastin.

RECOGNITION OF GUESTS: Matt Wallace of KPM and Elena Cruz of *The Missourian* were introduced.

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 December 7, 2020 meeting of the Board of Trustees.

Motion by Eric Park; Seconded by Prudence Johnson; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the November 2, 2020 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented the financial statements as of October 31, 2020. He noted that current expenses were more than double those of last year at this time due to COVID funds that have been expended and will be reimbursed by federal allocations.

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 Joseph Stroetker; Carried Unanimously

AUDITOR’S REPORT: Matt Wallace informed the Board the College has received an unmodified opinion; financial documents are free from material misstatements. The ECC Foundation also received an unmodified opinion. Mr. Wallace pointed out that the Foundation has changed its year end to June 30 to coincide with the College’s fiscal year for 2021. Therefore, KPM is also

conducting a six-month audit of the Foundation. Mr. Wallace noted that there was one significant deficiency (a lower-level finding) in the student federal aid audit. Two students in the 40-student sample had a change in enrollment status that was reported later than the federal timeline requirement. This is a common finding and did not result in any issues with the return of financial aid funds. Mr. Wallace also reviewed recommendations related to cybersecurity, attendance taking, the Gramm-Leach-Bliley Act Policy, and GASB Statements 84 and 87. Dr. Bauer expressed appreciation to Annette Moore, Jon Gruett, and the staff in the business office and financial aid for their work to ensure a clean audit.

Motion: To **accept** the audit report for the fiscal year ending June 30, 2020.

Motion by Eric Park; Seconded by Prudence Johnson; Carried Unanimously

ACCEPTANCE OF BIDS: Dr. Bauer noted that the requested equipment will be funded with federal COVID monies. Colleges have been encouraged by the state and the Department of Education to upgrade network systems to support remote instruction.

Motion: To **approve** the purchase of 15 Aruba Access Points with a one-year software subscription through the state negotiated cooperative contract with Provision at a cost of \$16,500 to enhance campus Wi-Fi service for remote learning; and

To **approve** the purchase of one PowerEdge R940 server from the state negotiated purchasing contract with Dell at a cost of \$27,500 to update infrastructure bandwidth for remote learning; and

To **accept** the bid of TeleWiring, Inc., Overland, Missouri, to furnish materials and labor upgrade the existing low voltage cabling backbone throughout Hansen Hall to improve infrastructure communication at a cost of \$22,536.

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

MID-YEAR SALARY ADJUSTMENT: The recommendation for mid-year salary increases was reviewed, and Dr. Bauer noted that the FY21 collective bargaining agreement included a commitment to look at compensation later in the year. With the release of half of the state aid money withheld previously, it was determined that salary adjustments are now feasible. Payment would be included in the last payroll before Christmas. The recommended increases were agreed to by the NEA negotiating team, and the leadership of the professional staff and classified staff were notified. Dr. Bauer expressed appreciation for the outstanding work being done in the current COVID environment. He noted there is still much to be done regarding compensation, and this will be a priority in the budget over the next several years.

Motion: To **approve** compensation adjustments for faculty and staff as follows:

Full-time employees - \$1,000 or 2.5% of base salary/wages, whichever is higher, to serve as a base adjustment for FY21 compensation and to be distributed as a lump-sum payment, less applicable payroll taxes, in December 2020.

Part-time employees, excluding student workers and adjunct faculty – 5% increase in compensation effective January 1, 2021.

Adjunct faculty - \$30 per credit hour rate increase effective with the Winter Session 2020.

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

REQUEST FOR QUALIFICATIONS FOR DEBT SERVICE ANALYSIS: The College currently has approximately \$4.5 million in deferred maintenance projects in addition to needed repairs to the pedestrian bridge. Feedback received on the bridge suggests work on the deck could impact the rest of the bridge; the bridge is still safe for pedestrian traffic. Long-term, a replacement is suggested, and that structure would likely be covered. Work is needed on the HVAC systems with equipment near the end of life. There are also other projects related to roofs, roads, and the water tower. Dr. Bauer noted that existing bonds will be retired in 2021 and 2026. He would like to look at the debt service structure to determine how much money can be generated by extending the bonds over time. Proposals would be solicited from underwriters and a recommendation would be submitted to the Board to hire a firm unless the cost of services is below the Board approval threshold. Findings of the firm would be presented in the spring. Depending on the analysis, the Board will need to make decisions on authorizing a no tax increase bond issue in April 2022 and what capital improvement projects would be funded with bond proceeds. The college does not need new facilities at this time; the most pressing need is maintaining/enhancing the existing facilities and infrastructure. Dr. Park reminded the Board that the previously presented audit contains a listing of outstanding debt and the repayment schedule.

Motion: To **authorize** a Request for Qualifications (RFQ) from underwriters to analyze the college's debt service schedule and capacity for bonded indebtedness.

Motion by Eric Park; Seconded by Prudence Johnson; Carried Unanimously

FACILITY NAMING: With the addition of men's baseball and women's soccer, a fundraising campaign is underway. The largest share of the improvements needs to be made at the baseball field. Dr. Bauer expressed his appreciation to John Moroney, a graduate of the college who owns several Taco Bell and KFC franchises, who has contributed to the campaign at the "Name the Field" level. Mr. Moroney is also active on the Foundation Board and very engaged with the college. Dr. Bauer noted that facility naming is the prerogative of the Board and shared a rendering of the scoreboard that will feature names/logos of campaign contributors.

Motion: To **approve** naming the ECC baseball field Taco Bell Field for a period of five years commencing at the installation of the scoreboard in recognition of the donation of \$25,000 by John Moroney of W & M Restaurants.

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

COVID-19: Emergency Authority – Dr. Bauer presented a recommendation to reinstate emergency authority since the Board will not meet again until February and much will be happening on campus. Spring semester will be well underway when the Board meets again, and there is no way to know with certainty what will happen between now and February. This is the same level of authority approved in March and over the summer.

Motion: To **reinstate** the college president's emergency authority through February 1, 2021, to enable appropriate decision making in response to COVID-19 and the resulting financial impact to East Central College.

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

Expenditures – Vice President Joel Doepker is the administrator coordinating expenditures and reimbursements through the various COVID funds. There are three sources of funding through the state of Missouri (Coronavirus Relief Fund [CRF]-Remote Learning, CRF-Response/Reopening; Governor's Emergency Education Relief [GEER] Fund) as well as federal CARES Act funding coming directly to the College (institutional, student relief, and stabilization).

The entire \$113,500 in the CRF-Remote Learning fund has been used. The CRF-Response/Reopening fund has a balance of \$90,962. The GEER fund has \$122,187 in reimbursements pending. Once the funds allocated through the state are drawn down, federal funds will be accessed. The Board was provided a list of expenditures with their agenda packet. The largest share of expenses (32%) was used to fund faculty preparation for pivoting to remote instruction. Purchases of laptops and hotspots were 21% of the expenditure and 15% has been spent on infrastructure for remote delivery. These percentages will change as the year goes on. The CARES Act money must be expended by the end of April; GEER funds must be expended by mid-June. The Education Stabilization funds will be available until early fall 2021. Students are checking out the laptops and hotspots through the library.

Data on campus quarantines and isolations are evaluated daily along with local conditions. Currently, there are three Union employees and two Rolla employees quarantined with no current positive cases. There are 28 Union students and seven Rolla students quarantined with five positive cases in Union and one in Rolla. It is anticipated that the spring semester will open with the same mix of in-person and remote instruction currently occurring.

ASSESSMENT UPDATE: Vice President Robyn Walter and Sue Henderson provided an update on assessment noting that assessment allows ECC to grow as an institution and reflects the College’s values. Much work has been done to move from a culture of assessment of student learning to assessment for student learning. Assessment is used for institutional growth and improvement. The College is in the third year of the Higher Learning Commission Assessment Academy. Curriculum mapping, Institutional Student Learning Outcomes (ISLOs), and comprehensive review have been the focus. An assessment showcase is scheduled for April 30, 2021. The focus of the HLC Assessment Academy has been developing the ISLOs. In developing the ISLOs, the mission, vision, values, student experience statement, and strategic plan were used. Also, the former common learning objectives, CORE42 curriculum, and the work of the Civic and Community Engagement Committee provided a framework for the language. The four ISLOs are critical thinking, communications, social responsibility, and personal and professional development. An annual process has been developed to gather and analyze assessment data. Curriculum maps have been developed for nearly every course. These maps will also be used in conjunction with guided pathways and CORE 42. The timing of the annual assessment reports will now coincide with the comprehensive review process. Non-instructional departments are also participating in comprehensive reviews with a process that mirrors the academic process. Assessment and comprehensive review contribute to a holistic understanding of student learning and provide information on the impact everyone has on student learning and success.

PERSONNEL: The Board **approved** the reorganization of the Admissions and Early College Departments as follows:

| <u>Current Title/Level</u> | <u>New Title/Level</u> | <u>Employee</u> | <u>Salary</u> |
|-------------------------------------------------|-----------------------------------------------|-----------------|------------------------------|
| Director, Early College College Programs/205 | Director, Early College & Admissions/206 | Megen Strubberg | \$73,000/annual |
| Assistant, Early College Programs/103 | Specialist, Early College & Admissions/104 | Lisa Epple | \$19.37/hour |
| Counselor, Adult Populations/201 | Specialist, Early College & Admissions/104 | Melanie Dixon | no change |
| Director, Admissions/205 | Advisor, Early College & Admissions/201 | Vacant | commensurate w/experience |

Counselor, High School
Populations/201

Advisor, Early College
& Admissions/201

Laura Cain

no change

The Board also **reclassified** the Foundation Administrative Assistant position (level107) to Foundation Event and Program Coordinator (level 204) effective January 5, 2021. The Board accepted the resignation of Emily Durham, Campus Life and Leadership Coordinator, effective December 4, 2020. The Board **approved** the appointments of Carson Mowery as Campus Life & Leadership Coordinator effective February 1, 2021, at an annual salary of \$36,000 and Susan Miller Warden as Foundation Event & Program Coordinator effective January 5, 2021, at an annual salary of \$50,000. The Board also **approved** the appointment of adjunct faculty for the Winter 2021 and Spring 2021 semesters as listed on the attached memorandums.

BOARD PRESIDENT’S REPORT: Board President Ann Hartley thanked all employees who have worked diligently through the uncertainties of COVID. She congratulated those employees and supporters of ECC who were recognized with awards at the recent MCCA convention as well as those employees who made presentations at the convention.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham indicated the Association had no report and expressed appreciation for the continuous communication from the administration regarding the impact/potential impact of COVID on college operations.
- B. ECC-NEA:** ECC-NEA Vice President Sue Henderson expressed appreciation for the salary increase approved for all employee groups at the meeting. She noted that teams are working on the supplemental letters to the collective bargaining agreement and are getting ready to send recommendations to the bargaining team for spring. NEA is also attempting to arrange on-campus COVID testing.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem was unable to attend so there was no report.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Treasurer Bethany Herron reported the 2020 Denim Days raised \$1,188 to benefit 12 local charities. Nominations for 2021 charities are being accepted. Three classified staff will be retiring over the next several weeks – Angie Siebert and Cheryl Temme in December and Peggy Reeves in January. Ray Maurice is the new vice president of CSA and Julie Beck is the new secretary. CSA will be providing gift cards and other Christmas presents to a family through Loving Hearts as well as three foster children.
- E. Student Government Association:** Student Government Chief Recording Officer Malaina Martin reported over 150 people participated in International Education Week virtual activities. The nursing students’ blood drive was successful. Just under 200 people voted in the virtual ornament contest. SGA will be providing Scantron sheets and supplies to students as needed.

PRESIDENT’S REPORT: In conjunction with the city of Union, the College has applied for a Community Development Block Grant to renovate the former HVAC lab, an estimated \$600,000 project. This is a state program for infrastructure projects but can also be used in other ways to enhance economic development. The application will be submitted by December 31, and the maximum award is \$500,000.

The Industrial Engineering Technology and Computer Information Systems programs were recently granted reaccreditation by ATMAE. The next reaccreditation process will occur in 2026.

Two vice president searches will be conducted this year. The Vice President, Finance and Administration search is underway with 30 applicants. The committee will meet soon to select candidates for interviews. A recommendation is expected in February or March. The Vice President, Student Development position will be advertised before the holiday break and interviews will occur in the spring for a July 1 start date.

The primary focus in the legislative arena is funding. The community colleges are seeking restoration of the core appropriation and additional funding to provide equity with all higher education institutions across the state. The federal focus is on a possible additional stimulus package that includes budget stabilization funds to cover ongoing COVID-related expenses. In addition, work continues with Senator Blunt's office to gain support for funding of community college training programs.

The fall semester ends December 8 with finals through the 15th. Winter session begins December 16 and spring semester begins January 19. The facilities will be closed over the holidays but a few staff will be working from home to maintain communication with students in the process of applying for spring semester.

Many employees gave presentations at the annual MCCA convention and 118 people participated in the virtual conference. Presentations will be available for 12 months on the conference website. Dr. Bauer recognized the ECC winners of MCCA awards – Dot Schowe, Mercy Hospital, Ann Hartley, Jeff Parsons, Stacy Bellville, Josh Stroup, Nancy Mitchell, Laura McDonald, Judy Bieker, Laura Deason, and Senator Dave Schatz

ADJOURNMENT:

Motion: To adjourn the December 7, 2020 public Board of Trustees meeting at 7:24 p.m.

Motion by Cookie Hays; Seconded by Eric Park; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees



Interoffice Memo

TO: Dr. Bauer
DATE: December 1, 2020
FROM: Office of Academic Affairs
RE: Adjunct Approval

Please approve the following adjuncts for the Spring 2021 semester.

Career & Technical Education

Michael Askins, CIS
Cliff Cartwright, Welding
Gary Durham, Precision Machining
Bonnie Eversmeyer, HVAC

Richard Hudanick, Business
Stephanie Juengling, Business
Steffani McCrary, Business
Jerry Stone, HVAC

Health Sciences

Rechell Alcorn, EMS
Courtney Baxter, Medical Assistant
Tristen Donner, Nursing
Madison Harris, Nursing
Jill Harrison, Nursing
Michelle Koons, Nursing
Lisa Korn, EMS

Barb McNamara, Nursing, Rolla
Nancy Mitchell, Nursing
Wayne Prince, EMS
Becky Raterman, Nursing
Heather Sluis, Nursing
Robyn Walter, Nursing

English & Humanities

John Anglin, Communications
Shana Collier, Communications
Shawna Flanigan, Communications
James Fulcher, English
Lisa Haag, English

Raphael Maurice, English
Micah Miller, English/Religion
Gregory Stratman, English
Kaitlyn Willy, English

Fine & Performing Arts

Melissa Albright, Art
Kelly Austermann, Music-Wood Wind
Lisa Blackmore, Music
Tammy Campbell, Music
Samuel Patrick Charles, Music-Percussion
Krista Frohling, Art
William Hopkins, Music

Connor Joyce, Music
Alexis Kurtzman, Art
Maggie Noud, Music
Gary Powers, Art
Matthew Sokeland, Music
Robert Sullivan, Art
Annie Swafford-Green, Art

Mathematics & Education

Ann Boehmer, Mathematics
Connie Lutz, Mathematics
Susan Giesing, Education

Jennifer Heberlie, Education
Mary Beth Huxel, Education
Vanessa Whittle, Education

Science & Engineering

None

Social Sciences

Kristin Adams, Psychology
Janet Berry, Economics
Taylor Bodenschatz, Psychology
Steven Campbell, Political Science
Alyce Carpenter, Psychology
Theodore Coburn, Criminal Justice/Soc
Thomas Haas, Sociology

Melissa Hildebrandt, Psychology
Christopher Karr, Criminal Justice
Ray Mowery, Economics
Tommy Nichols, History
Jeff Parsons, History
Matthew Vogeler, Political Science

Foundation Seminar

Erin Anglin

Dual Credit

To be approved at the January 2021 Board meeting.

Signatures:


Robyn Walter, Vice President of Academic Affairs 12/2/20 Date


Wendy Hartmann, Director of Human Resources 12/2/20 Date