

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, October 4, 2021**

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 part of 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, Vice President of Finance and Administration DeAnna Cassat, and Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Reginald Brigham and NEA Vice President Parvatha Govindaswamy; Other Staff – Health Science Dean Nancy Mitchell, 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 Carson Mowery, Executive Assistant to the President Bonnie Gardner, Classified Staff Association Secretary Julie Beck, and Professional Staff President Jenny Kuchem; Students – Student Government Association President Brooklyn Hyatt.

Also present were Jessica Fischer, LPN instructor; Megan VanBibber and Jennifer Wall, surgical technology instructors; and Reid Glenn of 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 4, 2021, meeting of the Board of Trustees.
Motion by Prudence Johnson; Seconded by Eric Park; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the August 30, 2021, Ad Valorem Tax Hearing and regular meeting, and the September 20, 2021, special meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat presented the financial statements. She noted that the auditors were on site September 20-24, and the audit will be returned in December. The actuary report has been received and adjustments to pension and post-employment benefits have been made in the financial reports. Due to new guidance from GASB84, Fund 60 will probably be pulled out as a restricted asset account in future reports.

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

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

ALLIED HEALTH PROGRAMS: Vice President Robyn Walter noted the LPN and surgical technology programs at Rolla are the second part of the adult health sciences programming previously offered through Rolla Technical Center that ECC has been asked to assume. The LPN certificate program has been in operation for over 40 years in Rolla. It is an eleven-month program and will enroll 20 students. The process for approval by the Missouri State Board of Nursing has been initiated. The
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program feeds directly into the Nursing program. Students will complete the program in three semesters. In response to a question about the program revenues covering the costs, Dr. Walter stated that the pro forma has been developed based on maximum enrollment allowed by the accrediting agency, charging Tier 3 tuition, and associated course fees that are set to make the program self-sustaining.

Motion: To **approve** a Licensed Practical Nurse (LPN) certificate program to be offered at the Rolla Main location effective Fall 2022.

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

The Surgical Technology program is a one-plus-one AAS degree program with no certificate option. The curriculum has been redesigned to meet new accreditation standards that now require an AAS degree to sit for the certification exam. Students will take general education courses at Rolla Main and complete the program-specific courses in their second year. This program is in high demand. Students can sit for the certification exam upon graduation. The maximum capacity is 20 students per accrediting agency guidelines. The program has a solid history of more applicants than openings over several years.

It was again questioned whether the revenue generated will cover all costs of the program. It was restated that the tuition and fees are structured to cover all costs for both programs. In response to another question from the Board, Dean Nancy Mitchell indicated the tuition and fees that will be charged to students are comparable to those currently paid to Rolla Technical Institute.

Motion: To **approve** a Surgical Technology Associate of Applied Science degree program to be offered at the Rolla Main location effective Fall 2022.

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

Rolla Public Schools plans to transition to providing only K-12 education. The Radiologic Technology program already had a standing relationship with ECC and was transferred first. The LPN and Surgical Technology curriculums had to be moved from clock hours to credit hours for college credit. In addition, Surgical Technology had to be re-designed to the AAS degree which is now required by the accrediting body. Dr. Bauer noted that the addition of these programs is consistent with the college's strategic plan and long-term goals in Rolla. Enrollment in and revenue generated by general education courses will increase as well since both programs require prerequisite courses.

SPRING COURSE SUCCESS RATE: Vice President Sarah Leassner noted that there is a positive trend in course success over the last few years. There has been a lot of intentional work across the institution. The dedication of the faculty and staff as well as the implementation of the Aviso software have played a role in this trend. Course success overall improved from 80.4% in spring 2020 to 82% in spring 2021. Vice President Leassner noted that students of diverse backgrounds still need more support and efforts will be made to provide additional services for those populations as well as students on probation and suspension.

HIGHER LEARNING COMMISSION ACCREDITATION UPDATE: Vice President Robyn Walter provided an update on preparations for the comprehensive visit by the Higher Learning Commission (HLC) scheduled for April 11-12, 2022. The college has transitioned from AQIP to the standard pathway. This pathway is a ten-year accreditation cycle with annual institutional updates, two comprehensive visits (in years four and ten), and an assurance review in years four and ten. The assurance review is a written document that provides evidence of how the college meets the accreditation criteria. The April visit will include open forums for faculty and staff related to

specific criteria, visits with various campus committees, conversations with one or two Board members, third-party comments from the community, and a student opinion survey. Once the peer reviewers are identified, the college will be notified of the type of visit – virtual, in person, or a combination. In response to a Board question, Dr. Walter noted that the HLC placed the college on the standard pathway following the focused visit.

The tri-chairs, Robyn Walter, Michelle Smith, and Jennifer Higerd are overseeing the preparations. A steering committee is guiding the writing process, gathering feedback from employees, and serving as ambassadors for the process. Criteria workgroups were used early in the process to identify and gather evidence for each criterion.

The criteria were revised after the focused visit. The core components were merged, renumbered, or combined. *Criterion One – Mission* states the institution’s mission should be clear and articulated publicly. It guides the institution’s operations. *Criterion Two – Integrity: Ethical and Responsible Conduct* speaks to the operations of the college, its governance system, and the role of the Board. *Criterion Three – Teaching and Learning: Quality, Resources, and Support* focuses on program quality and ensuring the learning goals are consistent across all modes of delivery at all locations. Instructors are to be credentialed and appropriately qualified. *Criterion 4 – Teaching and Learning: Evaluation and Improvement* centers around demonstrating the quality of instruction including assessment of student learning as well as educational outcomes across the institution (including support areas). The monitoring report on this criterion will be incorporated into the assurance argument. Improvements have been made and the college must show that the improvements are sustainable. Enrollment in the HLC Assessment Academy has helped with building and strengthening assessment practices. Student learning data is being collected and reviewed. *Criterion Five – Institutional Effectiveness, Resources, and Planning* relates to planning, budgeting, allocation of resources, and connecting resources to planning. There is also monitoring in this area. Key performance indicators are embedded in the strategic plan and the metrics are reviewed regularly. A five-year program review cycle has been implemented and improvements have been made that are linked to the strategic plan. These program reviews are being discussed at the department/division level as well as at the Cabinet level.

Assumed practices are areas the college must comply with at all times. This includes employee evaluations, handling of student grievances, and the faculty role with assessment and retention.

The assurance argument draft will be provided to the campus for feedback with department and small group sessions planned for this fall. A mock evaluation visit is scheduled for November 15-16, 2021.

***PERSONNEL:** The Board approved changes to the roster of adjunct faculty for the Fall 2021 semester as outlined in the attached memorandum

BOARD PRESIDENT’S REPORT: Board President Ann Hartley expressed appreciation to all college employees for keeping the college operating at a level that resulted in increased enrollment during the COVID pandemic. She also encouraged attendance at the upcoming Missouri Community College Association conference.

REPORTS:

A. FACULTY ASSOCIATION REPORT: Faculty Association President Reg Brigham reported a pilot upward feedback program has been developed which will allow faculty to evaluate President

Bauer and Vice President Walter in their positions. This pilot will run during the fall semester pending approval at the Faculty Association meeting on October 8.

- B. ECC-NEA:** ECC-NEA Vice President Parvatha Govindaswamy indicated the NEA had no report.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Library staff are working with 22 different classes on library research. Laptops, hot spots, calculators, and webcams are all available for checkout from the library to assist students. Megen Strubberg was recently recognized by the Washington Chamber as an Outstanding Young Professional. Students, applicants, and employees who have a chosen preferred name can now have that name displayed in Aviso. ECC is one of the first colleges to work with Aviso to complete this process and will be used as an example for other schools. Aviso has worked with student services staff to provide training over the last month and will be training faculty in October. Automated student application entry will begin October 11 and will allow staff to focus on assisting students rather than entering data. National Depression Screening Day will be celebrated on October 6 and 7 with assessments available for students.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Julie Beck reported that \$140 was raised for All Abilities Athletics in August and \$115 was raised for Grace's Place in September through Denim Days.
- E. STUDENT GOVERNMENT ASSOCIATION REPORT:** SGA President Brooklyn Hyatt reported that the SGA helped with Falcon Fest this past week. They sponsored a "Smash Your Stress at Falcon Fest" activity where 100 pumpkins were tossed from the pedestrian bridge. Approximately 70 students and employees participated in the Coffee with Campus Life event.

PRESIDENT'S REPORT: COVID protocols remain in place, including wearing masks indoors and holding meetings via Zoom. In-person meetings require masks and social distancing. The Instructional Task Force reviews data every 30 days to consider whether changes in protocol are warranted.

Enrollment is up 2.5% in headcount and 5% in credit hours at the fall census date. These increases are due to a tremendous amount of work by faculty and staff. Dual credit/dual technical credit numbers have increased along with first-time student enrollment. There has been a slight decline in continuing and returning/readmitted students. First-time degree-seeking students have increased by 4.02%.

An initial meeting with Cochran Engineering focused on options for both a steel truss and a concrete pedestrian bridge. Cochran staff will now begin the design process for the structure. It is expected they will present renderings of the various options at the November meeting. Options for partial enclosure of the structure were also explored. A bid will be issued in the spring with construction occurring in the following fiscal year and completion likely in spring 2023.

Baseball field excavation work is completed and rock will go down later this month. The turf infield will be completed later this fall in time for regular intercollegiate play in late February 2022.

Bids for the renovation of HH270 to house the Falcon Career Center will be issued later this month and the contract will be awarded in November. Construction will begin in December to prepare the facility to house the AEL program and career and wellness navigators.

The HVAC clean air project will be completed by the start of the spring semester.

Keyless door entry is in beta testing. Board members will have access to enter the BH building from the staff lot for meetings.

Christina Ayres participated in the MCCA leadership Academy and provided her thoughts on the experience. There were 18 participants from across the state.

Bridgette Kelch reported that the September 24 golf tournament had 33 teams and netted \$23,500. The Foundation Board voted to use all this year's profits toward the baseball campaign rather than splitting between the alumni and athletics funds.

Dr. Bauer congratulated Megen Strubberg on her selection as an Outstanding Young Professional. He noted there were five ECC degree recipients among this year's class.

Trenton Garvey, culinary arts alum, recently won the Hell's Kitchen Young Guns competition. Trenton has met with the current students in the program, and Channel 4 did a segment on the program.

The recent College Fair sponsored by the student services staff was well attended.

Dr. Bauer also recognized employees reaching five-year milestones with the college. The recognition event for years of service, normally held in October, will be separated from the Board meeting to provide more time to honor these individuals. This year's event has been moved to January.

Dr. Bauer noted the passing of Boyd Eversole, founding dean of the College. Boyd served as dean from 1969 to 1988 and then as a trustee from 1988 to 1998. He passed away on September 24.

ADJOURNMENT:

Motion: To **adjourn** the October 4, 2021, public meeting of the Board of Trustees and enter into executive session per RSMo 2004, Section 610.21(2) Real Estate and (1) Legal at 7:10 p.m.

Motion by Joseph Stroetker; Seconded by Audrey Freitag

The following roll call vote was taken, and the motion carried.

<u>Yes</u> A. Hartley	<u>Yes</u> P. Johnson	<u>Yes</u> E. Park
<u>Yes</u> J. Stroetker	<u>Yes</u> C. Hays	<u>Yes</u> A. Freitag

President, Board of Trustees

Secretary, Board of Trustees



Interoffice Memo

TO: Dr. Bauer
DATE: September 28, 2021
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Fall Semester 2021

Please approve the following adjunct addendum for the fall 2021 semester.

ADDITIONS

Career & Technical Education

Tammy Mitchell, Culinary Arts

Dual Credit

Charles Cassidy, Building Const, RTI

DELETIONS

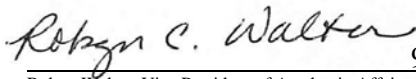
Fine & Performing Arts

S. Patrick Charles, Music

Dual Credit

Kathy Speichinger, Accounting, BHS

Signatures:



Robyn Walter, Vice President of Academic Affairs 9/28/21
Date



Wendy Hartmann, Director of Human Resources 9/28/21
Date