

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, November 8, 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 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, NEA Secretary Coreen Derifield, and Welding Program Coordinator Bobby Bland; Other Staff –Dean of Career & Technical Education Richard Hudanick, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of Human Resources Wendy Hartmann, Director of the Rolla Campus Christina Ayres, Director of Institutional Research Bethany Lohden, Communications & Marketing Director Gregg Jones, Coordinator of Campus Life & Leadership Carson Mowery, Director of Adult Education & Literacy Alice Whalen, Executive Assistant to the President Bonnie Gardner, and Classified Staff Association President Hannah Masek; Students – Student Government Association President Brooklyn Hyatt.

Also present were Reid Glenn of the *Missourian*, Ron Unnerstall of Washington Engineering and Architecture, Brad Dunagan of Cochran Engineering, and David Christensen of Cochran Engineering.

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 November 8, 2021, meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the October 4, 2021, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat presented the financial statements. She noted that the deferred pension outflow has been updated per figures provided by the actuary. The deficit in the debt service account is due to more debt service funds being spent than have been brought in and is normal for this time of year. An incorrect journal entry resulted in an error in the tuition and fees account; this has been corrected and will be reflected on future statements.

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

PEDESTRIAN BRIDGE: Conceptual renderings were provided for both a steel truss bridge and a concrete structure. It was noted that the costs are comparable, and the partial enclosure provides the benefit of keeping most of the snow, ice, and rainfall off the deck. Staff from Cochran Engineering answered questions from the Board and noted that both drawings are concepts, and many options can be used with either structure. A full enclosure of the bridge would cost an additional \$300,000 to \$500,000 and would require an HVAC system. The enclosure could be done later. The plan is to fully demolish the current bridge. However, part of the columns could be reused if feasible. The Board expressed a desire to have the covering extend to Buescher Hall. Dr. Bauer noted that once a design is selected, staff from Cochran will provide periodic updates on the design phase and the Board will vote on the bid for construction.

Motion: To **approve** Cochran Engineering to develop design drawings for the pedestrian bridge connecting Buescher Hall and Donald Shook Student Center using a concrete structure with a partial enclosure.

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

ACCEPTANCE OF BIDS: Vice President Joel Doepker noted that the water jet cutter will be funded completely with grant monies and is for use in the Precision Machining, Industrial Engineering Technology, and Welding programs. It is the same equipment used by many manufacturers.

Motion: To **approve** the purchase of a water jet cutter from Ozarc Gas Equipment and Supply, Cape Girardeau, MO, at a cost of \$99,000 to be funded through the USDA Rural Business Development Grant.

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

The band saw purchase will be funded 75% with Department of Elementary and Secondary Education Vocational Enhance Grant monies and 25% with general operating funds. This saw will be used in the Welding and Precision Machining programs to cut steel into manageable sections.

Motion: To **approve** the purchase of a vertical tilt-frame band saw from Ozarc Gas Equipment and Supply, Cape Girardeau, MO, at a cost of \$41,795 to be reimbursed at 75% through the Missouri Department of Elementary and Secondary Education Vocational Enhancement Grant program.

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

Vice President DeAnna Cassat reported that two proposals were received for the renovation of HH270 for the Falcon Career Center. Staff from ECC and Washington Engineering interviewed SCE to ensure the bid is complete and meets all specifications. Ron Unnerstall assured the Board that the company has the capability to perform the work. He shared the floorplan for the facility which will contain four classrooms and six office spaces. Vice President Doepker noted that the Adult Education & Literacy program and the Certified Nursing Assistant program will share the space and other short-term workforce training will be offered there as well. By having these programs in the heart of the main campus, students will be able to more easily access support services. The career center project also includes two new positions, a career navigator and a wellness navigator who will help connect students to community resources. These positions will be grant-funded and recommendations for hire will be presented at the December meeting.

Motion: To **approve** SCE, Inc., Villa Ridge, MO, as the general contractor for the renovation of HH270, the Falcon Career Center, at a cost of \$366,803.01 to be funded through the Missouri GEER Excels Grant.

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

The second portion of the HH270 renovation involves the installation of HVAC and fire alarms. These systems will be tied into existing systems on campus which were installed by Johnson Controls.

Motion: To **approve** Johnson Controls (JCI), Chesterfield, MO, to provide HVAC and fire alarm installation for HH270, the Falcon Career Center, at a total cost of \$221,234 to be funded through the Missouri GEER Excels Grant.

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

The timeline for this project calls for work to begin on December 1. The essential completion date is May 31. The grant funds must be paid out by the end of June 2022.

Dr. Bauer noted that the furniture request for the Rolla location is one of several purchases made using federal COVID funding. This furniture will provide flexibility for configuring to provide social distance and is also better suited for cleaning and sanitation.

Motion: To **approve** the purchase of furniture for academic and student support areas at Rolla Main and Rolla North from Krueger International (KI) through the state-approved purchasing contract at a total cost of \$90,989.94 to be funded with Higher Education Emergency Relief Funds.

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

EMPLOYEE INSURANCE: Insurance is provided on the calendar year and the new rates would go into effect January 1 if approved. Ms. Hartmann explained that the initial renewal cost was 27% higher than the current year. Coverage was marketed but no other providers would bid. Subsequent plan changes were made to reduce the increase to 12%. The recommended coverages were established through the work of the employee Insurance Committee.

Motion: To **approve** the following carriers to provide insurance benefits for employees in 2021:

| | |
|--|--|
| Medical Insurance | <i>Anthem – 12% increase in rate</i> |
| Dental Insurance | <i>Delta Dental – 4% decrease in rate</i> |
| Vision Insurance | <i>EyeMed – no change in rate</i> |
| Life/Accidental Death & Dismemberment, Long-Term Disability | <i>Anthem – slight increase in LTD rates</i> |

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried 4-0 with Joseph Stroetker and Cookie Hays abstaining

MEDICARE ADVANTAGE INSURANCE: Ms. Hartmann noted that the Medicare Advantage plan is offered at no cost to the college and with no premium for retirees. The current plan is competitive and works well for retirees; it is recommended for renewal.

Motion: To **approve** renewal of the Medicare Advantage plan with United Healthcare as the group Medicare Part C plan offered to eligible retirees at no cost to the College.

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried 4-0 with Joseph Stroetker and Cookie Hays abstaining

BOARD ELECTION FILING DATES: The Board's attention was called to the change in location for board candidate filing. In the past, filing opened in December and closed in mid-January with the college closed for the holiday break. Candidates had time to file after the holidays. This year the closing date has been changed to December 28 which is during the time the college is closed for the holiday break. After speaking with legal counsel and reviewing options, Dr. Bauer spoke with Tim Baker, Franklin County Clerk. It was verified with the Secretary of State that the county clerk's office could accept filings on behalf of the college. Other than the Christmas holiday, filing will be open every business day from December 7 until December 28 at 5 p.m. This will provide a few more business days during which a candidate can file.

Motion: To **set** the dates for filing for the April 5, 2022, Board of Trustees election to open at 8 a.m. on Tuesday, December 7, 2021, and to close at 5 p.m. on Tuesday, December 28, 2021, with filing to occur at the Franklin County Clerk's office, 400 East Locust, Union, MO.

Motion by Joseph Stroetker; Seconded by Audrey Freitag; Carried Unanimously

REDISTRICTING COMMITTEE: Dr. Bauer reminded the Board that after every decennial census the college is required to review the census results and establish a committee to look at population data to ensure equal representation in each subdistrict. This review does not impact the coming election but will impact the 2024 board election. State statute calls for the board to approve a resolution calling for the establishment of a citizens' committee. The Coordinating Board of Higher Education (CBHE) and the ECC Board will each name three members to the committee. The committee will recommend a plan to the board and once approved the plan will be sent to the CBHE for approval.

Motion: To **adopt** the attached resolution authorizing the formation of a Redistricting Committee, pursuant to R.S.Mo 178.820, for the purpose of ensuring substantially equal population within the boundaries of each subdistrict of East Central College.

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

REVISIONS TO BOARD POLICY & PROCEDURES CHAPTER 3: The Board was reminded of the process for review of policies and procedures. Chapters 1 and 2 have been completed. The revisions to Chapter 3 have been vetted by Shared Governance Council and legal counsel. They will return to the agenda for approval in December. In consideration of the pandemic, additional wording changes will be made to the policy on communicable diseases; these should be available for the December meeting. Many of the changes in this chapter are to update language.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley reminded all about the upcoming Missouri Community College Association conference where several employees will be making presentations. She expressed appreciation to all involved in planning the recent dedication ceremony for the Means Library and to the Means family for establishing the faculty innovation award. Ms. Hartley also noted that faculty member Kevin Dixon has provided spectacular campus photos over the last several days and that the Patrons of the Arts series is going well.

REPORTS:

A. FACULTY ASSOCIATION REPORT: Faculty Association President Reg Brigham reported that a faculty committee has worked with Dr. Bauer and Dr. Walter to develop an administrative feedback tool which was piloted from October 25 through November 5 using the same system used for student evaluation of faculty. Results will be provided to Dr. Bauer and Dr. Walter for

use in goal setting and performance enhancement. He expressed appreciation to the committee and the administrators for their willing participation.

- B. ECC-NEA:** ECC-NEA Secretary Coreen Derifield reported the NEA is developing a suggestion box for both the Union and Rolla campuses to solicit ideas for the NEA to pursue. Voluntary local dues are being explored to fund faculty initiatives. The bargaining team is in place and ready to meet. The union will also be reviewing its bylaws.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association member Bonnie Gardner reported that Counseling staff outreach during the week of National Depression Screening Day resulted in follow-up to over 30 students who requested additional resources related to stress, anxiety, and depression.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association President Hannah Masek reported that \$185 was raised for the Franklin County Sheriff's Association Gold Star 24/7 Fund through the October Denim Days. The 2022 winner of the Classified Staff Spotlight award is Bethany Herron. Nominations are being accepted for charities to be supported by Denim Days in 2022. An outreach committee has been formed to identify charities to assist by adopting families for the holidays.
- E. STUDENT GOVERNMENT ASSOCIATION REPORT:** SGA President Brooklyn Hyatt reported that SGA recognized National Coming Out Day in October and recruited students for the Gender and Sexuality Club. The virtual photo contest, Pundememium event, and Halloween costume contest had great participation. SGA is hosting a Falcon Forum on November 9 to answer student questions about ECC.

PRESIDENT'S REPORT: Throughout the fall semester there have been less than ten students in isolation or quarantine at any time; employee numbers have been four or fewer. COVID protocols have been revised to allow employee meetings without masks if social distancing is possible. Masks are still required in classrooms, labs, and common areas. Community transmission rates will be reviewed in December to plan for the spring semester. A COVID booster vaccine clinic will be held on campus on December 2 as a convenience for faculty and staff. The vaccine mandate through OSHA does not apply to the college. State and local government workers are not covered by federal OSHA in Missouri.

The latest round of federally funded COVID grants for students is being distributed to 1,461 students, with grants ranging from \$400 to \$2,025 in size. The smallest grants are going to part-time students with the least financial need and larger grants are being provided to full-time students with the greatest need. These funds were earmarked for student grants and cannot be used for other purposes. About 400 students have elected to have these funds deposited directly into their student account to pay tuition and fees due to the college. Using institutional COVID funds, 232 students have been provided a waiver of their account balances for semesters they were enrolled during the pandemic; these waivers total about \$160,000. These students are now eligible to re-enroll and continue their education.

Dr. Bauer noted that the Donald and Barbara Means library dedication Saturday was an impactful day and he was pleased to recognize the contributions made to college by Mr. Means. Dr. Walter and several faculty have been working with the Means family to develop the faculty innovation award which will annually provide a \$1,000 professional development stipend to a faculty member.

Enrollment for the spring semester looks good early in the cycle. Registration began a couple of weeks ago and headcount is currently up 9.6% with credit hours up 8.3%.

Fall sports have ended with the volleyball team being crowned region champs, volleyball coach Lisa Mathes-Peters receiving the Region 16 Coach of the Year award, Trinity Clark being named Region 16 Player of the Year 9 (volleyball), and Stephen Akot being named Region 16 Player of the Year (soccer).

Other highlights for the month include:

- A new articulation agreement for education majors with Southwest Baptist College
- Medical Assistant program ranked #4 program in the state by an online trade publication
- Information sharing events for high school partners were hosted in Union and Rolla
- St. Clair High School students have been on campus for career and technical pathway training
- 3 regional awards from NCMPR presented to the Marketing and Public Relations Department – silver awards for the website and social media, gold award for the Featured Falcon

ADJOURNMENT:

Motion: To **adjourn** the November 8, 2021, public meeting of the Board of Trustees at 7:32 p.m.

Motion by Joseph Stroetker; Seconded by Prudence Johnson; Carried Unanimously

President, Board of Trustees

Secretary, Board of Trustees

Resolution

Whereas, the Junior College District of East Central Missouri is governed by a Board of Trustees; and

Whereas, the Junior College District is divided into three subdistricts, with two trustees residing from each of the subdistricts; and

Whereas, the Revised Statutes of Missouri, 178.820, provide for a redistricting committee to be formed following the publication of each decennial Census of the United States; and

Whereas, the Census was published on September 16, 2021; now

Therefore be it Resolved, that the Board of Trustees of the Junior College District of East Central Missouri authorizes the appointment of a Redistricting Committee, pursuant to R.S.MO. 178.820, for purposes of ensuring substantially equal population within the boundaries of each subdistrict, and requests that the Missouri Coordinating Board for Higher Education appoint three members to the Committee, with three members subsequently appointed by the Board of Trustees. The Committee will be charged with recommending a Redistricting Plan, said plan to be approved by the Board of Trustees of the Junior College District of East Central College and the Missouri Coordinating Board for Higher Education.

Approved this, the Eighth Day of November, of the year Two Thousand and Twenty-One.