



**BOARD OF TRUSTEES
MEETING**

July 14, 2022

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING AGENDA
July 14, 2022 12 p.m.
BH238 or <https://zoom.us/j/98979219654>**

		Action ¹	Discussion	Information
1.	CALL TO ORDER			
2.	PUBLIC COMMENT			X
3.	APPROVAL OF AGENDA (Consent Agenda: Agenda items of a routine nature will be marked with an asterisk [*] located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded, and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.)	4 Votes		
4.	*APPROVAL OF MINUTES	4 Votes		
5.	FLEXIBLE WORK PILOT PROGRAM			X
6.	*PERSONNEL A. Appointments	4 Votes		
7.	ADJOURNMENT OF PUBLIC SESSION / EXECUTIVE SESSION – RSMo2004, SECTION 610.21 (3) PERSONNEL	4 Votes		

¹RSMo Section 178.830 states, in part: "...A majority of the Board constitutes a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefor."

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 14, 2022**

AGENDA ITEM 1: CALL TO ORDER

The regular meeting of the Board of Trustees will be called to order by Board President Ann Hartley.

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East Central College

1964 Prairie Dell Road, Union, Missouri 63084

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 14, 2022**

AGENDA ITEM 2: PUBLIC COMMENT

The Board will hear comments from members of the public in attendance at the meeting who wish to speak.

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**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
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AGENDA ITEM 3: APPROVAL OF AGENDA

Recommendation: To **approve** the agenda for the July 14, 2022, Board of Trustees meeting.

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Agenda Item 3: Approval of Agenda

Consent Agenda Items for July 14, 2022:

Approval of Minutes
Personnel

Matters to be brought before the Board of Trustees at such meeting of which the President has been notified in accordance with the bylaws and upon which consideration and action may be taken by the Board are included in the agenda for the meeting. Any matters not on the agenda of a regular meeting may be considered unless objected to by any Board member present.

Such items of a routine nature placed on the agenda will be marked with an asterisk (*) located immediately before the item on the agenda. When Item 3, Consent Agenda, is reached at a meeting, the President of the Board will read all items so marked, and all items not requested to be removed shall, upon a single motion of any Board member, seconded by any other Board member, and unanimously adopted, be deemed to have been duly adopted with the same validity as if each action were separately moved, seconded, and duly adopted.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 14, 2022**

AGENDA ITEM 4: *APPROVAL OF MINUTES

Recommendation: To **approve** the minutes of the June 13, 2022, regular meeting of the Board of Trustees.

Attachment

7/14/2022

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Section 4, Page 1

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, June 13, 2022**

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 parts of the meeting were Joseph Stroetker, Cookie Hays, Prudence Johnson, and Audrey Freitag. Eric Park was absent. 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 – Accounting Instructor Tanner French, NEA President Aaron Bounds, and Faculty Association President Reg Brigham; Other Staff – Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of Human Resources Wendy Hartmann, Director of Institutional Research Bethany Lohden, Director of Information Technology Doug Houston, Director of the Rolla Campus Christina Ayres, AEL Director Alice Whalen, Executive Assistant to the President Bonnie Gardner, Professional Staff Association President Carson Mowery, and Classified Staff Association President Jessica Horn. Guest - Reid Glenn of the *Missourian*.

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 June 13, 2022, meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the May 9, 2022, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat presented the financial statements, noting that the significant difference in the current expenses line is due to some COVID costs being tracked in Fund 10 last year. The auxiliary services revenues are trending up over last year. The increase in financial aid and scholarships is attributed to student aid paid through Federal Higher Education Emergency Relief Funds.

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

Motion by Prudence Johnson; Seconded by Audrey Freitag; Carried Unanimously

BUDGET AND STAFFING PLAN: Dr. Bauer reviewed the budget development process. He noted the proposed budget includes a 4% salary increase for staff plus market adjustments that were implemented last year as part of a four-year salary improvement plan. Faculty increases are 5% across the board since no market adjustments for faculty are provided in the current structure. Salary is the priority in the budget as the college works to retain current employees and become competitive in salaries for new hires.

Vice President DeAnna Cassat presented the proposed budget noting it is balanced with revenue and expenditures totaling \$21,251,200 for FY23. Local revenue is projected to increase about five percent due to CPI and new construction. State revenue includes \$58,000 in new money as approved by the July 14, 2022

legislature. Tuition and fees revenue is based on a projected 3.5% increase in enrollment. The largest expenditure increase is in salaries and benefits, consistent with the strategic plan, and includes a few new positions and reclassifications. It was noted that several expenses previously covered by HEERF funds will shift back to Fund 10 for FY23.

Dr. Bauer indicated the state budget bills will be signed later this month and just under \$600,000 in one-time appropriations is included for ECC. These funds will be used for non-recurring expenses. The budget will be monitored throughout the year and adjustments will be made if necessary.

Motion: To **approve** the general operating budget and staffing plan for FY23 as attached.

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

COLLECTIVE BARGAINING AGREEMENT: Dr. Bauer expressed appreciation to both negotiation teams for the collaborative and collegial approach to bargaining and the diligence in the completion of work outside the negotiation sessions. Aaron Bounds, ECC-NEA president, indicated the faculty are happy with the agreement and also appreciate the collaborative spirit. He stated that almost 90% of the members voted and the approval was unanimous.

In response to a question from the Board, Dr. Bauer indicated it would be possible to develop a multi-year agreement in the future, but an annual agreement is the norm due to the uncertainty of economics from year to year. A multi-year agreement for non-economic issues is feasible and has been discussed. This would allow for bargaining in alternate years to be focused solely on economic issues.

Motion: To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits, and working conditions for the 2022-2023 fiscal year.

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

CENTRAL METHODIST UNIVERSITY MOU: Dr. Bauer reminded the Board that the agreement with Central Methodist is reviewed annually. The lease amount is typically adjusted at the rate of inflation. However, the agreement has a 5% cap which is in effect this year. All other terms remain the same.

Motion: To **approve** a Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY23 at a flat rental fee of \$27,825.

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

FACILITIES LEASES: The leases are for spaces in Rolla that have been used for many years. The Rolla Main (Rolla Technical Center) lease is with the Rolla School District and the Rolla North lease is with Columbia University. The increase for Rolla North is built into the multi-year lease; the increase at Rolla Main is a combination of an annual increase and the addition of more space.

Motion: To **approve** the renewal of off-campus leases for fiscal year 2023 as follows:

Rolla Technical Center, 500 Forum Drive, Rolla	\$153,055.50 (\$3,741 increase)
Rolla North, 2303 North Bishop, Rolla	\$118,962.96 (3,439.56 increase)

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

INSURANCE BROKER: Dr. Bauer noted that the college periodically seeks proposals from firms to serve as the insurance broker. He reviewed the selection process and duties of the broker. In response to a Board member's question, he noted that the selected broker will be able to provide a better level of service to meet the college's needs at this time. The contract renewal will be brought back for approval annually. The annual rate is locked in for three years.

Motion: To **approve** Cottingham and Butler, Dubuque, Iowa, as the college's insurance benefits consultant for FY23 through FY25 at an annual cost of \$36,000.

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

PRE-AUTHORIZATION OF GRANT-FUNDED PURCHASES: This is an annual request to allow the purchase of items funded with grant money that need to be made between Board meetings in the summer to ensure items are received in time for the start of the academic year. Purchases made under this authority will be reported to the Board at a future meeting.

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 Cookie Hays; Carried Unanimously

BOARD POLICIES:

New Policies – Preferred/Chosen Name and Institutional Use of Name – These policies were introduced at the May meeting and no changes have been made to the wording since that time.

Motion: To **approve** Board Policy 3.33 Preferred/Chosen Name and Board Policy 5.13 Institutional Use of Name as outlined in the document attached to the agenda.

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

Chapter 5 Board Policy & Procedures Revisions - The proposed revisions are based on the comprehensive review of Chapter 5 which is part of the regular review process established for Board Policy. Dr. Bauer noted that Chapter 4 was moved later in the rotation, and recommendations for that chapter will be presented to the Board in the fall.

Motion: To **approve** revisions to Chapter 5 of Board Policy and Procedures as outlined in the document attached to the agenda.

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

***PERSONNEL:** The Board **approved** the appointments of Carrie Myers as Human Resources Director effective July 18, 2022, with an annual salary of \$86,000; Denette (Dee) Gibbs as Technical Support Coordinator effective June 14, 2022, with an annual salary of \$48,579; and Dr. Kami Hancock as English Instructor effective August 15, 2022, with a nine-month base salary of \$61,301. The Board also **approved** an addendum to the roster of adjunct faculty for the Summer 2022 semester as outlined in the attached memorandum.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley indicated she had no report at this time.

REPORTS:

A. FACULTY ASSOCIATION REPORT: Faculty Association President Reg Brigham indicated the Association had no report.

B. ECC-NEA: NEA President Aaron Bounds stated the NEA also had no report.

C. PROFESSIONAL STAFF ASSOCIATION REPORT: Professional Staff Association President Carson Mowery reported that she and Abby Bishop attended the Missouri College and Career Attainment

Network Postsecondary Equity Network Institute. Lisa Farrell and Morgan Spangler attended the recent MOBIUS conference.

D. CLASSIFIED STAFF ASSOCIATION REPORT: Classified Staff Association President Jessica Horn reported that Amy Sisk is the new association secretary and Bethany Herron remains as treasurer. The May Denim Day raised \$115 for the Classified Staff Association Scholarship Fund. The Penny Wars fundraiser netted \$507.65.

PRESIDENT’S REPORT: Budget - Dr. Bauer reported that the Governor has not yet signed the state budget bills. Recommended funding includes \$54,417 for the core fund and \$577,917 in one-time funds. The governor must approve the budget by June 30 per law.

The budget also includes \$6.5 million for a Rolla facility; these funds must be matched locally. The funding would allow the college to have all programs in one facility. Funds must be allocated by the end of the 2024 calendar year and expended by the end of 2026. Work has already begun to secure federal matching funds. Senator Blunt has recommended \$8 million in federal earmarks for the Rolla facility and this recommendation has been posted in the Senate.

In addition, a \$1 million federal earmark has been recommended by Congressman Luetkemeyer and posted in the House for instructional technology. If received, this money would be used to move forward with phase two of the technology project approved by the Board in May.

These requests are subject to federal appropriations that will not occur until mid to late fall. It appears likely many earmarks will be appropriated; there is a better than 50/50 chance earmarks will be available in future years. Other grants and funding opportunities are also being pursued.

Pedestrian Bridge – A pre-construction meeting was held, and the project timeline is as follows: mobilization - July 5; demolition - July 7-20; construction - July 21-September 30. The materials for the canopy will be delayed; the bridge will open on October 1 for use without the canopy being installed. Canopy construction is set to begin on January 23, 2023, and the bridge will be closed from then until March 24. The completion date is projected to be April 7, 2023.

Redistricting – The redistricting plan is on the Coordinating Board for Higher Education (CBHE) agenda for their June 15 meeting. Boundaries will change upon CBHE adoption but will only impact candidate filing since trustees run at large. Filing for the April 2024 election will be affected. Dr. Bauer will attend the CBHE meeting and will inform the Board when the plan is approved.

ADJOURNMENT:

Motion: To **adjourn** the June 13, 2022, public meeting of the Board of Trustees at 6:42 p.m. and **enter into** executive session per RSMo 2004, Section 610.21 (3) Personnel.

Motion by Joseph Stroetker; Seconded by Prudence Johnson

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

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

President, Board of Trustees

Secretary, Board of Trustees

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 14, 2022**

AGENDA ITEM 5: FLEXIBLE WORK PILOT PROGRAM

Information will be shared on a pilot program that will provide a flexible work schedule for employees.

Attachment

7/14/2022

East Central College

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Section 5, Page 1

BOARD MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: JON BAUER, PRESIDENT

SUBJECT: PILOT PROJECT—FLEXIBLE WORK

DATE: JULY 11, 2022

This memorandum serves to summarize a pilot project that is planned for the remainder of calendar year 2022 as we consider ways to implement flexible work policies on campus. I believe a pilot project of this type will be very beneficial as we consider policy changes that we wish to propose for the board's consideration in the future.

Through the COVID pandemic we have worked to be as flexible as possible when it comes to work schedules. Early in the pandemic, we had as many people as possible working from home. This reduced the number of individuals physically on campus in an effort to curb transmission of COVID.

Once employees returned to the campus, we continued to be as responsive as possible to accommodate work schedules for employees dealing with myriad COVID issues. At the same time, we wanted to be sure that we continued to meet the needs of students with high quality.

The pandemic pointed out an opportunity to develop employment policies that are more flexible than traditional policies of the past. A task force has been reviewing this issue and has drafted a Flexible Work Policy that provides opportunities to respond to employee needs in a systematic way and is not tied solely to COVID.

The administrative team has reviewed the proposed policy, and we feel the most beneficial next step is to pilot the plan through the end of the calendar year then assess how well it served the needs of students and employees. This pilot will provide essential information before we determine whether a policy such as this works for East Central and, if so, how it should be crafted.

The pilot program would utilize the framework drafted by the committee, and provide a means for allowing employees to work from home under one of the following scenarios:

Short-Term Situational Work—One-time or unexpected needs, 1-3 business days in length, which enables an employee to work from home for a short period of time. Typically approved by the immediate supervisor.

Long-Term Situational Work—Similar to the above, but for more than three business days, and which would require a higher level of administrative approval.

Flexible Work—Ongoing scheduling that enables an employee to work from home where suitable for all or part of a traditional work week.

In all cases, an employee would need to be in a role that can accommodate working from home and show that they have the necessary technology and appropriate workspace in order to do so.

The pilot will enable us to evaluate such a policy over a time period sufficient to accurately determine how well it works for students and employees. We will want to ensure that students continue to receive the instruction and services they need, while being able to meet the needs of employees.

We increasingly find ourselves in a very competitive environment when it comes to flexible work policies. In order to attract and retain quality employees we will need to have policies that are more flexible than traditional practices of the past.

I will keep the board informed of the pilot project as we move through the next several months. As we assess its implementation, I will ensure the board is informed of any plans to develop a formal policy that would go through the shared governance process.

This information will be presented at the board meeting Thursday. I look forward to the discussion and the implementation of the pilot project as we consider how to address this issue at East Central College.

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
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AGENDA ITEM 6: *PERSONNEL

A. Appointments

Recommendation: To **approve** the appointment of Joseph Benninger as Men's and Women's Head Soccer Coach effective July 18, 2022, with an annual salary of \$42,000.

Recommendation: To **approve** the appointment of Lindsay Riegel as Retention Coordinator effective August 1, 2022, with an annual salary of \$54,424.55.

Attachments

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Section 6, Page 1

East Central College

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EAST CENTRAL COLLEGE

HUMAN RESOURCES


TO: Dr. Jon Bauer, College President
DATE: July 6, 2022
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire – Head Soccer Coach - Men's & Women's

Please accept the Search Committee's recommendation to hire Joseph Benninger as the full-time Men's & Women's Head Soccer Coach effective July 18, 2022, with an annual salary of \$42,000. Jay Mehrhoff, Athletic Director, served as search committee chair. Sarah Leassner, Vice President Student Development, approved this recommendation.

Joseph Benninger's experience includes, but is not limited to the following:

- Assistant Soccer Coach Men's & Women's 2021 – East Central College 2021 – current
- Founder/CMO – Cartel Creative Agency 2019 – current
- Director of Marketing – Tri-State Equipment Company 2017 – 2020
- Managing Director – Split Media 2015 – 2016
- Coach/Manager – Scott Gallagher Soccer Club 2007 – 2009

Joseph Benninger received his Bachelor of Arts in Communications from Truman State University.



Carrie Myers
Director of Human Resources



Sarah Leassner
Vice President, Student Development



HUMAN RESOURCES

TO: Dr. Jon Bauer, College President
DATE: July 6, 2022
FROM: Carrie Myers, Human Resources Director
RE: Recommendation to Hire – Retention Coordinator

Please accept the Search Committee's recommendation to hire Lindsay Riegel as the full-time Retention Coordinator effective August 1, 2022, with an annual salary of \$54,424.55. Erin Anglin, Executive Director, Learning Center & Academic Support, served as search committee chair. Dr. Robyn Walter, Vice President, Academic Affairs, approved this recommendation.

Lindsay's experience includes, but is not limited to the following:

- Early College & Admissions Advisor – East Central College 2021 – current
- English Teacher – St. Francis Borgia Regional High School 2010 – 2021
- Dual Credit Instructor – East Central College 2020 – 2021
- English Teacher – Osage County R-11 2009 – 2010

Lindsay received her Bachelor of Arts in Secondary Education from Westminster College and her Master of Arts in English from University of Missouri – St. Louis.

Carrie A. Myers
Director of Human Resources

Dr. Robyn Walter
Vice President, Academic Affairs

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
July 14, 2022**

AGENDA ITEM 7: ADJOURNMENT

Recommendation: To **adjourn** the July 14, 2022, meeting of the Board of Trustees and enter into executive session per RSMo 2004, Section 61021 (3) Personnel.

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East Central College

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