

JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, November 7, 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, Eric Park, Cookie Hays, and Prudence Johnson. Audrey Freitag was out of town. Also present were President of the College Jon Bauer; Administrators – Vice President of External Relations Joel Doepker, Vice President of Finance and Administration DeAnna Cassat, and Vice President of Academic Affairs Robyn Walter; Faculty – Faculty Association President Reg Brigham and Accounting/Business Instructor Tanner French; Other Staff – Rolla Campus Director Christina Ayres, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of Communications & Marketing Gregg Jones, Director of Online Learning & Educational Technology Chad Baldwin, Purchasing Manager Melissa Popp, Executive Assistant to the President Bonnie Gardner, and Professional Staff Association President Carson Mowery; Students – Student Government Association President Brooklyn Hyatt.

RECOGNITION OF GUESTS: Guests included Reid Glenn of the *Missourian* and Dearld Snider of PSRS/PEERS.

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 7, 2022, meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the October 10, 2022, regular meeting of the Board of Trustees.

PSRS/PEERS UPDATE: Dr. Park introduced Dearld Snider, executive director of PSRS/PEERS. Mr. Snider noted that the PSRS/PEERS mission is to provide financial security and peace of mind for Missouri's public education community. The system has over 100,000 retirees, provides \$3.4 billion in benefits each year, and is an economic engine for the state. The system has \$53.5 billion in assets as of June 30, 2022, and consistently outperforms the investment return benchmark. Contribution rates are 29% for PSRS and 13.72% for PEERS with half of this amount provided by the employee and half by the college. The system has 298,000 members and is well funded (85.2% for PSRS and 87.3% for PEERS). Inflation is impacting the system as 2% COLAs were anticipated for 2022 and 2023 but the actual COLA provided will be 5% for both years based on the framework in state statute. New legislation allows retired teachers to substitute teach part-time or on a temporary basis without having those hours affect their retirement benefits. Mr. Snider noted that the system acts in the exclusive interest of its members to maximize total return with prudent risk; political statements will not be made when considering investment options. Options are being considered to ensure managers are voting in a manner consistent with the guiding principles. Mr. Snider also explained that the net pension liability number required to be reflected in the college's financial statements is calculated by dividing the net pension liability of the entire PSRS/PEERS system among the employers based on contributions made during the year.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements noting that total revenue is at 26% of budget compared to 24% last year at this time. Expenditures are at 22.8% of the budget compared to 23% last year.

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

FOOD SERVICE CONTRACT: Dr. Bauer noted that the recommendation is for the proposed vendor to come on board July 1. Outsourcing food services has been considered in the past with a Request for Proposals (RFP) issued in 2020 just as the pandemic began. That RFP garnered no responses. With the pending retirement of the food service manager, it seemed appropriate to issue another RFP. Vice President Cassat led a subcommittee of the Budget Advisory Committee that examined the two proposals received. Great Western is an expert in providing dining services for higher education, will partner with the college to make sure needs are met, and can provide catering services for campus events. The community could also use the service as a catering option. The proposal presented is an annual contract and will be assessed throughout the year. The service can be discontinued with 60 days’ notice.

In response to a question from the Board, VP Cassat noted that under the current structure, the food service operation lost about \$63,000 last year; annualizing this year that amount would be close to \$70,000. Under the recommended contract, it is projected that the year one loss would be \$46,000, the year two loss would be \$25,000, and the college would break even in year three with the hope of making a profit in years beyond that. Great Western would have a broader menu to keep students on campus for meals; in addition, they specialize in community college catering.

Motion: To **approve** Great Western Dining as the food service provider for the Union campus for FY2024 at a cost of \$35,000 plus an administrative fee of 8.5% of food, labor, and fixed & general expenses.

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

BOARD POLICY: *Policy 5.35 Nursing Mother Accommodations Revision - The Board approved a revision to Board Policy 5.35 Nursing Mother Accommodations to replace the word “mother” with the word “parent” throughout the policy.

Chapter 4 Board Policy and Procedure - Revisions were provided for the first reading. Dr. Bauer noted that several years ago the Board committed to a schedule for review of the policy manual. The schedule provides for a review of each chapter every three years. The recommended revisions have been reviewed by legal counsel and the administrative team and are recommended by the Shared Governance Council.

COURSE SUCCESS RATES: Vice President Robyn Walter presented information on successful course completion by students noting that each student is counted for each class taken (i.e., a student taking five classes will be counted five times) and completed with a grade of A, B, C, or P. The total enrollment success rate for the spring 2022 semester is 81.18% which is down just slightly from last spring. Dr. Walter noted that course success has a direct correlation to retention.

The year-to-year comparison includes summer, fall, winter, and spring semesters. The overall success rate is 80.9%. This data is used to develop recommendations for improvement of student learning; courses where students had a higher rate of D, F, and W grades are included in comprehensive review

discussions. Workgroups have also been established to focus on holistic support for students. Success rates have continued to improve over the last few years. ECC continues to surpass other community colleges that participated in the IPEDS benchmarking; their success rates averaged 76%-77% for the fall 2019, 2020, and 2021 semesters.

PROGRAM ACCREDITATION: Dr. Walter shared a list of academic programs and their accreditation agencies. She noted that some accreditations are mandatory for students to obtain licensing, while others are voluntary. All accredited programs are in good standing with full approval status. The fine arts and design programs will be submitting a self-study this fall to the National Association of Schools of Art and Design (NASAD) and will have an accreditation visit from NASAD in spring 2023. The Commission on the Accreditation of Allied Health Education Programs (CAAHEP) accredits the surgical technology program and will conduct a virtual visit on April 24-25, 2023. The self-study is due in January 2023. The program is fully accredited on a temporary transfer from Rolla until the ECC accreditation visit can be completed. In AY24 the nursing and paramedic programs will have accreditation visits. These are five-year accreditation cycles.

Dr. Bauer noted that an update will be provided each August or October regarding programs undergoing accreditation reviews. Dr. Park asked that the Board be updated periodically on which programs have submitted self-studies and which have completed accreditation visits.

***PERSONNEL:** The Board **approved** the appointment of Brian Watson as Heating, Ventilation, & Air Conditioning Instructor/Program Director, effective January 11, 2023, with an annual base salary of \$53,347 and an additional month's pay of \$5,927 for program director duties for an annual salary of \$59,274.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley reported that she and two other members have viewed a demonstration of the OnBoard portal. This is a program that can be used to view the Board agenda and other resources using any electronic device. It would provide a repository for all board documents and has a feature that would allow members to make notes on their electronic meeting documents. She asked the Board to consider if it would be beneficial to adopt this technology.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported that the association did not meet in October, so he had no report.
- B. ECC-NEA:** Tanner French reported that the first meeting to kick off the bargaining process will be held on November 11.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Carson Mowery reported the association will be meeting this week and she had no report at this time.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Bonnie Gardner shared information provided by CSA secretary Amy Sisk. The October Denim Day raised \$155 for Franklin County Foster Closet and Christmas outreach has begun with staff being asked to purchase gifts for seven children in foster care from the Franklin County Children's Division.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President Brooklyn Hyatt Brooklyn reported that the October Trunk or Treat held in conjunction with the farmer's market had a large turnout. SGA members recently participated in the Midwest Bisexual Lesbian Gay Transgender Asexual

College Conference in Columbus, Ohio. It was a great opportunity, and they learned a lot. SGA will host Sheba the service dog on campus during finals week

PRESIDENT’S REPORT: The forms are being removed from the pedestrian bridge. It is about a month behind schedule for reopening and will likely open at the end of November. The bridge will be closed again at the beginning of February for the canopy installation. Completion will be in mid-March.

The marketing and communications team won several regional awards from the National Council for Marketing & Public Relations (NCMPR). These award winners will be submitted for paragon awards at the national competition in March. Gregg Jones was recognized with the Rising Star award for District 5. Gold medallions were awarded for social media (Facebook page), video short (fall 2022 registration ad), and excellence in writing long-form (article about a Cuba resident in the welding program). A bronze medallion was awarded for the website.

Fall sports wrapped up November 5 with men’s soccer losing to Heartland Community College 2-1. The team compiled a 9-10-1 record and won the Region 16 Division Championship; they missed competing in the national tournament by one game. Women’s soccer had a 3-9-1 record. The volleyball team was the district runner-up with a record of 18-13.

Over the last three years, ECC has participated in the Higher Learning Commission (HLC) Assessment Academy. That work just concluded and a report will be provided at the December meeting.

Dr. Bauer and Dr. Stroetker participated in the Association of Community College Trustees (ACCT) Leadership Congress at the end of October. ACCT focuses on the work of the board and how trustees can impact student success and institutional effectiveness. The conference was a very interesting and impactful experience. Dr. Bauer noted that ACCT provides a great deal of information for boards along with a perspective outside of Missouri that helps balance out the state perspective. It was impactful to learn that issues ECC is dealing with are common at other institutions across the nation.

ADJOURNMENT:

Motion: To **adjourn** the November 7, 2022, public meeting of the Board of Trustees at 7:05 p.m.

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

President, Board of Trustees

Secretary, Board of Trustees

5.35 Nursing ~~mother~~ **Parent** Accommodations *(Adopted 4-15-2014)*

East Central College will comply with the requirements of the Patient Protection and Affordable Care Act (PPACA), which amended Section 7 of the Fair Labor Standards Act (FLSA) to provide a reasonable amount of break time to express milk as frequently as needed by the nursing ~~mother~~ **parent**.

Procedures *(Revised 2-14-2019)*

5.35.1 Time for Lactation Accommodation

The College will provide additional break time to employees who are nursing ~~mothers~~ **parents** and who need to express milk during the workday for up to ~~one~~ **(+) two (2)** years after the child's birth. Employees covered by this provision will work with their supervisor to determine how best to accommodate the needs of the ~~mother~~ **parent** while still meeting job expectations.

Supervisors will be required to provide a reasonable amount of break time to express milk as frequently as needed by nursing ~~mothers~~ **parents**. Nursing ~~mothers~~ **parents** covered by Policy 5.28 will be allowed to extend the two (2) paid 15-minute breaks provided in that Policy by up to an additional 15 minutes of paid time to express milk if needed. If a longer break time is necessary, the employee will be required to make up the missed time or use vacation/personal leave. If an employee takes more than two (2) paid breaks and the unpaid 30-minute lunch break during the workday to express milk, the employee will need to make up the time missed or use vacation/personal leave. Non-exempt employees will be required to record break times on the timecard. Accrued sick leave cannot be used for milk express breaks as this does not qualify for sick leave.

5.35.2 Environment for Lactation Accommodation *(Revised 6-13-2022)*

The nursing ~~mother~~ **parent** may use their office, an office in the immediate work area, or one of the private locations designated by the College for expressing milk. The nursing ~~mother~~ **parent** may also express milk in any other suitable location on campus. Milk may be stored in College refrigerators located in the break areas throughout the campus.

The College has designated the Board Room (BH238) as a private location on the Union campus for use by nursing ~~mothers~~ **parents**. Additional rooms may be available for use; a room list will be maintained by Human Resources.

Designated space is available upon request at both Rolla facilities and can be scheduled through the ECC Rolla Administrative Assistant.

5.35.3 Nothing in this policy shall be construed to prohibit an employee from breastfeeding or expressing breast milk in any other suitable location on campus.