

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
Monday, March 6, 2023**

**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, Prudence Johnson, and Audrey Freitag. 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, Vice President of Academic Affairs Robyn Walter, and Vice President of Student Development Sarah Leassner; Faculty – Assistant Professor, English John Hardecke, Faculty Association President Reg Brigham, and ECC-NEA Vice President Parvatha Govindaswamy; Other Staff – Human Resources Director Carrie Myers, Rolla Campus Director Christina Ayres, Director of Communications & Marketing Gregg Jones, Executive Director of Institutional Effectiveness Michelle Smith, Director of Library Services Lisa Farrell, Campus Officer Todd Schlitt, Executive Assistant to the President Bonnie Gardner, Professional Staff Association President Carson Mowery, and Classified Staff Association Treasurer Bethany Herron; Student – Student Government Association Vice President Theo Krummel.

**RECOGNITION OF GUESTS:** Guests included Kyle Meyer and Tim Martin, Quiz Bowl Team Members, and Jon Riley from the *Missourian*. Vice President Joel Doepker introduced Kyle Meyer and Tim Martin and congratulated them on winning the sectional tournament on January 21. The team then competed at the national community college tournament and tied for 14<sup>th</sup> place out of 24 teams, losing three games by just one question. Kyle has been named to the all-star team, scoring 65 points per game. ECC is the only community college in Missouri to sponsor a Quiz Bowl team.

**PUBLIC COMMENT:** There was no public comment.

**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 March 6, 2023, meeting of the Board of Trustees.  
*Motion by Cookie Hays; Seconded by Prudence Johnson; Carried Unanimously*

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the February 6, 2023, regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President DeAnna Cassat reviewed the financial statements as of January 31, 2023. She noted that the largest factor in the decrease in cash and investments is the removal of Higher Education Emergency Relief Funds that were provided during the pandemic. The change in local revenue is attributed to Franklin County property taxes coming in later; approximately 90% of tax revenue has been collected. Tuition and fees are lagging behind projections due to a decrease in enrollment.

**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 Prudence Johnson; Carried Unanimously*

**AUDIT SERVICES:** Vice President Cassat noted that a Request for Qualifications (RFQ) was sent to 107 suppliers. Seven reviewed the qualifications request and only one responded. Proposals are

solicited every three years. The College has been very pleased with the services of KPM and has worked with them for about 15 years.

**Motion:** To **approve** a contract with KPM CPAs and Advisors to conduct the external audit of East Central College and the East Central College Foundation for fiscal years 2023-2025 at a cost not to exceed \$50,000 for FY23, \$52,500 for FY24, and \$55,100 for FY25, subject to annual approval by the Board of Trustees.

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

**THREE FOR FREE AND FREE & REDUCED LUNCH WAIVER:** Dr. Bauer noted that since the Board previously approved both these programs, their discontinuation also requires Board approval. Vice President Sarah Leassner reminded the Board that the Three for Free program allowed rising high school juniors and seniors to take one summer course at ECC to determine if they would like to pursue a degree at the College. From the summer of 2019 through the summer of 2022, 325 students participated at a cost to the college of \$49,886. Of those students, only 18 continued their education at ECC. The Free & Reduced Lunch Waiver allowed students who received this federal benefit to receive a tuition waiver at ECC. From fall 2020 through fall 2022, 524 students participated at a cost of \$148,361 in tuition waivers. Over the last few years, a new scholarship has been created by the state of Missouri to help these students pay tuition. Staff are educating students on how to access those funds. When the tuition waiver program was started, there was no state assistance for these students.

**Motion:** To **discontinue** the Three for Free summer tuition assistance program effective immediately.

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

**Motion:** To **discontinue** the Free & Reduced Lunch Waiver program at the end of the Spring 2023 semester.

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

**U.S.D.A. GRANT RESOLUTION:** Dr. Bauer noted that the College has used the U.S.D.A. grant program for several years to make equipment purchases. As in the past, Board approval is needed to authorize continued participation.

**Motion:** To **approve** a resolution concerning acceptance and compliance with requirements to obtain financial assistance from the United States Department of Agriculture for the purchase of heating and air conditioning equipment and remote technology for the HVAC program.

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

**AFFORDABLE & OPEN EDUCATIONAL RESOURCES:** John Hardecke and Lisa Farrell, who have championed this project, provided an update for the Board. From fall 2018 to winter 2023, 13,600 students have been served and have saved a combined total of \$1,325,000; that is \$97 per student. An average of 13 courses per semester have participated and 29 different courses have used A & OER. Affordable is defined as a book costing \$50 or less; open educational resources are free materials. Textbook selection is up to the faculty member, and some have gone back to commercial books after trying the A & OER program. Some faculty are also incorporating subscription services provided by the library for their course materials. The stipend structure will be revisited this year and library staff availability will be adjusted to help faculty with remixing and creating their course materials. LibGuides have also been created to provide course resources for students.

**PSRS/PEERS UPDATE:** Dr. Park provided an update on the employee retirement system – PSRS/PEERS. He noted that PSRS/PEERS is a liability on the College’s income statement by state statute. It is the 46<sup>th</sup> largest pension system in the country and the 96<sup>th</sup> largest investor in the world. There are about 300,000 people receiving benefits from the system, with \$3.4 billion in benefits paid last year. The 2023 COLA for retirees was 5%. PSRS/PEERS is looking at opening an office in St. Louis for their investment staff.

**\*PERSONNEL:** The Board **approved** revisions to the roster of adjunct faculty for the 2023 spring semester as outlined in the attached memorandum.

**BOARD PRESIDENT’S REPORT:** Board President Ann Hartley reported the Board held a retreat on Saturday, March 4. The retreat was educational; no action was taken.

**REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported that course proposals for the honors program are being submitted to Academic Council for review and approval. Upward feedback for Dr. Bauer and Dr. Walter is open and will be available for faculty input until after spring break.
- B. ECC-NEA:** NEA Vice President Parvatha Govindaswamy indicated the NEA had no report.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery reported that the Learning Center has received Level III Master Tutor Certification. Professional headshots were made available to students and employees in early February. Sixteen students and 48 employees had their photos taken. A leadership conference for local high school students was held on campus on March 3.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA Treasurer Bethany Herron reported that nominations are open for the Spotlight Award. Denim Days raised \$115 for the ECC Food Pantry in January and \$170 for the ECC CSA Scholarship Fund in February.
- E. STUDENT GOVERNMENT ASSOCIATION REPORT:** SGA Vice President Theo Krummel reported that supplies for the little library have been purchased. On April 14, SGA will be hosting a trivia night. Theo and Brooklyn Hyatt gave a presentation on student leadership at the March 3 high school leadership conference.

**PRESIDENT’S REPORT:** Dr. Bauer reported that the Missouri House is close to finishing budget work and will send a budget to the Senate in the next few weeks. Several bills are being watched, including legislation to change the collection of property taxes. This is concerning, and there are several bills ranging from limiting the growth of taxes to eliminating property taxes. It is expected that something will be done during this legislative session to limit the rate of tax growth.

Two Phi Theta Kappa induction ceremonies were held recently, one in Rolla and one in Union. Numerous awards were received by the chapters, members, and advisors.

Commencement will be on May 13 with ECC alumnus Alex Fees, a KSDK reporter, providing the keynote address.

**ADJOURNMENT:**

**Motion:** To **adjourn** the March 6, 2023, public meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (3) Personnel at 6:52 p.m.

*Motion by Joseph Stroetker, Seconded by Eric Park*

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

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

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Secretary, Board of Trustees

A RESOLUTION/ORDINANCE OF THE Board of Trustees OF  
Junior College District of East Central CONCERNING ACCEPTANCE AND COMPLIANCE  
WITH VARIOUS REQUIREMENTS TO OBTAIN FINANCIAL ASSISTANCE FROM UNITED STATES OF AMERICA, ACTING  
THROUGH THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT.

BE IT RESOLVED BY THE Board of Trustees OF Junior College District of  
East Central  
MISSOURI, AS FOLLOWS:

Section 1. Definitions.

- Junior College District of East Central
- A. \_\_\_\_\_ will also be referenced as “applicant”,  
"recipient", "participant", and “grantee” throughout this document.
  - B. United States of America, acting through United States Department of Agriculture, Rural  
Development, will also be referenced as USDA Rural Development and “RD” throughout this  
document.

Section 2. Certifications.

The following listed forms with instructions are attached hereto and fully incorporated as if set forth  
herein:

- A. Standard Form 424-B, Assurances – Non Construction Programs.  
Standard Form 424-D, Assurances – Construction Programs.
- B. Form RD 400-1, Equal Opportunity Agreement.
- C. Form RD 400-4, Assurance Agreement.
- D. Form AD-1047, Certification Regarding Debarment, Suspension and Other Responsibility Matters –  
Primary Covered Transactions.
- E. Form AD-1049, Certification Regarding Drug Free Workplace Requirements (Grants) Alternative I –  
For Grantees Other Than Individuals. **This form is applicable only when a USDA grant is being  
made.**
- F. Form RD 1910-11, Applicant Certification Federal Collection Policies for Consumer or Commercial  
Debts. **This form is applicable only when a USDA loan is being made.**
- G. FmHA Instruction 1940-Q, Exhibit A-1 (8-21-91), Certification for Contracts, Grants and Loans.
- H. Form AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for  
Corporate Applicants. **This form is applicable to Non Profits Only.**
- I. Form AD-3031, Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate  
Applicants. **This form is applicable to Non Profits Only.**

Section 3. Miscellaneous Provisions.

- A. If any section, subsection or part of this resolution/ordinance, whether large or small, and whether set forth or incorporated herein by reference, is for any reason held invalid, the validity thereof shall not affect the validity of any of the other provisions of this resolution, whether large or small, and whether set forth or incorporated herein by reference.
- B. If any section, subsection or other part of this resolution/ordinance is found to be in conflict with an actual form set forth or referred to herein, the version of the form which is in effect on the date of this instrument will be applicable.
- C. The signature of the \_\_\_\_\_ President \_\_\_\_\_ and the attestation by the \_\_\_\_\_ Secretary \_\_\_\_\_ to this resolution/ordinance shall act as the signature and attestation to each and every one of the requirements and forms set for and incorporated by reference in the sections and subsections of this resolution/ordinance as fully as if signed and attested to on individual documents or forms for each.

Section 4. Notice to Applicant.

- A. The applicant is given notice and hereby acknowledges the following:  
Applicants are required to identify any known relationship or association with a Rural Development employee. This would include family members, known close relatives, business associates or known close personal associates. IN these cases, arrangements will be made for special handling of processing and servicing actions as required by CFR Part 1900 Subpart D. It will not affect your account status.

This Resolution/Ordinance shall be in full force and effect from and after its passage and approval.

PASSED on: \_\_\_\_\_

The vote was: Yeas \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_

(OFFICIAL SEAL)

\_\_\_\_\_  
Signature  
President  
\_\_\_\_\_  
Title

Attested by:

\_\_\_\_\_  
Signature  
Secretary  
\_\_\_\_\_  
Title

CERTIFICATE

I, the undersigned, as Secretary of Junior College District of East Central  
Do hereby certify that the Board of Trustees is composed of

Members, of whom \_\_\_\_\_, constituting a quorum, were present at a meeting thereof duly called and held on the date passed; that the foregoing Resolution/Ordinance was adopted at such meeting by the vote shown above; that the passage of the foregoing Resolution/Ordinance is reflected in the official minutes of the said meeting; and that the Resolution/Ordinance has not been rescinded or amended in any way.

Dated: \_\_\_\_\_.

\_\_\_\_\_  
Signature  
Secretary  
\_\_\_\_\_  
Title

**CONFLICT OF INTEREST**

To assure the high standards of honesty, integrity and impartiality maintained by Federal employees, we ask you to identify any relative or close associate of yours who is also a Rural Development employee.

Your response will not affect your application status, but would allow us to make special provisions for processing.

If there are no conflicts, this form may be left blank, as it is not applicable.

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Junior College District of East  
Central

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Name of Organization

President

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Official





## Interoffice Memo

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TO: Dr. Bauer  
DATE: February 28, 2023  
FROM: Office of Academic Affairs  
RE: Adjunct Addendum for Spring Semester 2023

Please approve the following adjunct addendum for the spring 2023 semester.

### **ADDITIONS**

#### **Career & Technical Education**

Timothy Willard, Business

#### **Health Sciences**

Katherine Jordan, EMT

#### **Falcon Seminar**

Melissa Richards

#### **Dual Credit**

Maurice Gritzman, Precision Machining, SCHS

Signatures:

Handwritten signature of Robyn C. Walter in black ink.

Dr. Robyn Walter, Vice President of Academic Affairs

Handwritten signature of Carrie Myers in black ink.

Carrie Myers, Director of Human Resources