

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, May 8, 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 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 Reg Brigham, ECC-NEA Vice President Tanner French; 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, Foundation Executive Director Bridgette Kelch, Information Technology Director Doug Houston, Campus Police Officer Todd Schlitt, Professional Staff Association President Carson Mowery, Classified Staff Association President Jessica Horn, and Executive Assistant to the President Bonnie Gardner.

RECOGNITION OF GUESTS: There were no guests.

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 May 8, 2023, meeting of the Board of Trustees.

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

***APPROVAL OF MINUTES:** The Board approved the minutes of the April 10, 2023, regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of March 31, 2023. She noted investment in CDs is being optimized to increase interest income. Tuition and fees are lower than projected due to decreased enrollment, and the college continues to see increases in costs for utilities. FY24 budget projections are being adjusted accordingly and zero growth is still being projected for tuition and fees next 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 Audrey Freitag; Carried Unanimously

BIDS: Dr. Bauer noted that the recommended computers are a planned expenditure using the state-negotiated Dell contract and will be funded with technology fees. This is the normal replacement of computers at the end of their life cycle.

Motion: To **approve** the purchase of 60 computers with monitors and 10 laptops for various computer labs at the Union campus from the state-negotiated Dell purchasing contract at a total cost of \$58,918.20 to be funded with technology fees.

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

Dr. Bauer indicated the proposed telehealth services would be funded with student fees. Many institutions are providing telehealth services due to concerns about student access to healthcare and

mental health services. This is a way for students to have access to services outside of College business hours. Vice President Leassner noted that the contract with Virtual Care Group will provide telemedicine (urgent care) at no cost to the student for a virtual visit and guidance. It will also provide mental health counseling outside of normal ECC office hours, which is when most students needing these services seek help. The program will also provide life coaching sessions and skill-based advice for students. Fifty visits will be provided for students who need access to psychiatric professionals. Services will be offered to all students except dual credit students who have access through their high school or parental insurance plans. College staff will receive data each month on the number of students who are engaging in the platform. The set of eligible students would be uploaded monthly, and students would not be eligible if not enrolled during the current semester.

The Board had questions regarding the location of the physicians in the program, where students would be referred if they need to be seen in person, and how students would be able to pay for medication (if prescribed). They questioned whether the college should instead enroll students in a group insurance program. Vice President Leassner will gather more information and the Board will entertain the recommendation at the next meeting.

PRE-AUTHORIZATION OF GRANT FUNDED PURCHASES: There are times when grant funds are available to purchase items needed before the fall semester begins and the purchase must be made before the August Board meeting. As in the past, the Board was asked to approve the purchase of such items in advance with a report of items purchased being presented later.

Motion: To **authorize** in advance items to be purchased with state vocational enhancement grant funds and other state or federal grant funds to facilitate purchases that need to be made prior to the start of the fall 2023 semester.

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

PROFESSIONAL SERVICES: Dr. Bauer noted that the College has used the services of Tueth, Keeney for many years and would like to renew services for the coming year.

Motion: To approve the renewal of the professional service agreement for FY24 with Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C., St. Louis, MO, for legal services at a cost of \$245 per hour for partners and of counsel attorneys and \$200 per hour for associates and senior attorneys.

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

ROLLA SECURITY SERVICES: Securitas has been used for several years to provide unarmed security for the College. Periodically these services are sent out to bid. After the bid process, Securitas was the only company to submit a proposal. These services are funded from the student security fee paid by Rolla students.

Motion: To **approve** Securitas USA as the provider of unarmed security services at the Rolla North and Rolla Main locations for FY24 at the bill rate of \$25.58 per hour for security officers and \$27.13 per hour for security supervisors and the holiday rate of \$38.37 for security officers and \$40.70 for security supervisors.

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

FACILITIES LEASES: Renewal of the leases for the two Rolla facilities was recommended. The increase at Rolla Technical Center reflects the fact that Rolla School District is now charging for the space used by the healthcare programs the College assumed sponsorship for in previous years. Charges for that space were previously deferred to help reduce the initial cost of sponsoring these programs.

MOTION: To **approve** the renewal of off-campus leases for fiscal year 2024 as follows:

Rolla Technical Center \$234,226.50 (*increase of \$81,171*)
500 Forum Drive, Rolla

Rolla North \$122,531.88 (*increase of \$3,568.92*)
2303 North Bishop, Rolla

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

FY24 BUDGET DEVELOPMENT: Bargaining with the ECC-NEA is still underway. The revenue projections are being refined. The county assessor's office has been contacted for data to help get revenue projections as precise as possible. The state budget has been sent to the governor; ECC's projected increase has not changed. All budget managers have been asked to reduce their budget requests by 10% for non-personnel items as compensation remains a priority. The FY24 budget, staffing plan, and collective bargaining agreement will be presented for approval next month and will be sent in advance of the meeting for review.

***PERSONNEL:** The Board **approved** the reappointment of the full-time professional staff for the 2023-2024 fiscal year as outlined in the attached memorandum. The Board **approved** the appointment of Olivia Kerwin as Math Instructor – Rolla effective August 15, 2023, with an annual base salary of \$54,865.60; Michael Matusek as Physics Instructor effective August 14, 2023, with an annual base salary of \$51,327.28; Kristin Bales as Chemistry Instructor, Rolla and Union, effective August 14, 2023, with an annual base salary of \$48,359; and Blake Poertner as Precision Machine Instructor/Program Coordinator effective August 14, 2023, with an annual base salary of \$48,432, and an additional month's pay of \$5,381.33 for Program Coordinator duties for an annual salary of \$53,813.33. The Board also **approved** adjunct faculty for the Summer 2023 semester as listed in the attached memorandum.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley reported that the recent dugout dedication in honor of Tom Dill was very nice, and she was pleased to see so many in attendance.

REPORTS:

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

B. ECC-NEA: NEA Vice President Tanner French reported the Inspirers of Excellence Awards will be held on May 10 at 6 p.m. and the faculty end-of-year pizza party will be on May 12. Bargaining continues and the work of the teams is appreciated.

C. PROFESSIONAL STAFF ASSOCIATION REPORT: PSA President Carson Mowery reported that the Rolla Student Government Association hosted a spring fling event with over 100 students, faculty, staff, and family members in attendance. Campus Life hosted Student Achievement Night in both Union and Rolla. There were 95 award nominations and 250 attendees between the two events. Twenty-five AEL students were inducted into the National Adult Education Honor Society. Career Navigator Sarah Haines has earned the Certified Career Services Provider credential. Nearly 40 students have completed the AEL program in the last 12 months and over 250 students have been served in the program this year. Congratulations were extended to Andy Kolb on the completion of a bachelor's degree and Carson Mowery on the completion of a master's degree.

D. CLASSIFIED STAFF ASSOCIATION REPORT: CSA President Jessica Horn was in attendance via Zoom but was not recognized to speak. She later reported via email that Donna Kennedy was the

CSA Spotlight Award winner for spring and \$736 was raised with “Penny Wars,” the spring fundraiser.

PRESIDENT’S REPORT: Dr. Bauer congratulated Lisa Hanneken and Tanner French, the inaugural winners of the Donald R. and Barbara D. Means Faculty Innovation Award for their Hyflex course delivery project. The \$1,000 cash award will be split between them and placed in their professional development accounts. This award was created by the family of Don Means, a charter Board member. Award winners are selected by a committee based on a rubric that includes assessment data.

The capital improvements bill that includes the next phase of funding for the new Rolla facility was passed by the legislature. There is currently \$6.5 million appropriated, and this bill will provide another \$3.25 million in the upcoming budget. It is expected that an additional \$3.25 million will be appropriated for the following year. There is a bill that will place a limit on the growth of personal property tax which seems to be a priority and will likely pass by the end of the week. This will impact revenue for the College.

Completion of the pedestrian bridge has been delayed until late June. A fabrication error occurred on the posts that support the canopy. Those pieces were returned to the company for correction and should be back on campus during the week of May 15.

The softball team ended the season with a 16-24 record. Taylor Hanger was named to the All-Region First Team. The baseball team hosted the Region 16 Tournament and ended the season with a 20-22 record. Shane Kearbey was named Region 16 DII Player of the Year; Luciano Terilli and Trey Orman were named to the All-Region First Team.

Commencement will be on May 13 at 11:30 a.m. The Nursing Pinning ceremony will be at 9 a.m. that day and the HiSet ceremony will begin at 2 p.m. Board members are asked to arrive at 11 a.m. to robe; parking will be reserved outside the BH lobby.

Dr. Bauer highlighted end-of-year activities and noted that four Phi Theta Kappa students were recognized on the PTK All-Missouri Academic Team – Kelsea Smith, Elise Jeffers, Brooklyn Hyatt, and Annika Brunner. Kelsea Smith was also named a Coca-Cola Gold Scholar.

Julie Chirban was recognized as the Missouri Organization for Associate Degree Nursing Educator of the Year.

ADJOURNMENT:

Motion: To **adjourn** the May 8, 2023, public meeting of the Board of Trustees and enter into executive session per RSMo2004, Section 610.021 (3) Personnel at 6:27 p.m. *Motion by Joseph Stroetker; Seconded by Cookie Hays*

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



President's Office Interoffice Memo

TO: Board of Trustees
FROM: Dr. Jon Bauer, College President
DATE: April 26, 2023
RE: Reappointment of Professional Staff FY24

The following Professional Staff employees are being recommended to the Board of Trustees for reappointment for fiscal year 2024:

President's Office

Christina Ayres, Director, Rolla Campus
Jennifer Crosby, Assistant Director, ECC Rolla
Ehren Curnutte, Systems and Network Manager
Bonnie Gardner, Executive Assistant to the President
Denette (Dee) Gibbs, Coordinator, Technical Support
Joseph (Doug) Houston, Director, Information Technology
Rachael Karr, Enrollment Services Coordinator ECC Rolla
Bridgette Kelch, Institutional Development/Foundation Executive Director
Anne Lause, Enterprise System Administrator
Bethany Lohden, Director, Institutional Research
Hannah Masek, Foundation Event & Program Coordinator
Carrie Myers, Director, Human Resources
Dana Riegel, Research Analyst
Jessica Robart, Counselor
Dr. Michelle Smith, Executive Director, Institutional Effectiveness

Vice President of External Relations

Cynthia Brinker, Coordinator, Grants and Program Administration
Mary Eagan, AEL Instruction Coordinator (Grant Funded)
Gregg Jones, Director, Communications & Marketing
Andrew Kolb, Coordinator, Web Services/Programming
Melissa Richards, Coordinator, Apprenticeships & Business Training Program
Pamela Ruwe-Kaiser, Coordinator, CWD Programming
Melissa Schall-Willmore, Project Coordinator, SkillUp Program– Grant Position
Todd Tracy, Executive Director, Workforce Development
Terri Warmack, Coordinator, Health Careers Workforce
Alice Whalen, Director, Adult & Education Literacy

Vice President of Finance and Administration

Timothy Gray, Bookstore and Imaging Services Manager
Lark Hoffman, Associate Director, Financial Services
Annette Moore, Director, Financial Services/Comptroller
Melissa Popp, Purchasing Manager
Tot Pratt, Director, Facilities & Grounds
Thomas Schickler, Custodial Supervisor

Vice President of Academic Affairs

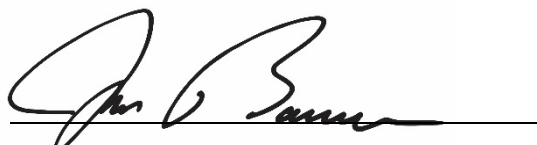
Erin Anglin, Executive Director Learning Center & Academic Support
Robert (Chad) Baldwin, Director of Online Learning & Educational Technology
Ann Boehmer, Dean, Arts & Sciences
Lisa Farrell, Director, Library Services
Dr. Richard Hudanick, Dean of Career and Technical Education
Karen Klos, Instructional Design Specialist
Nancy Mitchell, Dean, Health Science/Director of Nursing
Lindsay Riegel, Retention Coordinator
Sylvia Sellers, Performing Arts Center Manager
Windy Souders, Coordinator, Testing Services
Morgan Spangler, Emerging Technologies Librarian
Alison Tucker, STEM Recruitment & Success Coordinator
Tracie Welsh, Coordinator, Academic Services

Vice President of Student Development

Lorrie Baird, Financial Aid Advisor
Laura Deason, Associate Registrar
Elena Dissen, Academic Advisor
Jenna Dulworth, Financial Aid Advisor
Philip Giacomelli, Advisor, Early College & Admissions
Jonathan Gruett, Director, Financial Aid
Sarah Haines, Occupational Navigator
Stephanie Hebert, Business Analyst, Enrollment Services
Rebecca Heimann, Academic Advisor
Heather Kleekamp, Associate Director, Financial Aid
Jennifer Kuchem, Counselor
Paul Lampe, Director, Advising and Counseling
Kathy Luther, Financial Aid Advisor
Steffani McCrary, Associate Director, Advising and Counseling
Dr. Jay Mehrhoff, Athletic Director
Carson Mowery, Coordinator Campus Life and Leadership
Hannah Owens, Advisor, Early College & Admissions
Lesley Peters, Academic Advisor - Access Services
Sarah Scroggins, Registrar
Megen Strubberg, Director, Early College & Admissions
Abigail Unnerstall, Wellness Navigator

All grant funded positions are contingent upon continued funding and may be restructured or terminated if funding is not received.

Approval Signature:

A handwritten signature in black ink, appearing to read "Jon Bauer", is written over a horizontal line.

Dr. Jon Bauer, College President

Interoffice Memo

TO: Dr. Jon Bauer
DATE: May 3, 2023
FROM: Office of Academic Affairs
RE: Adjuncts for Summer Semester 2023

Please approve the following adjuncts for the 2023 Summer semester.

Health Sciences

Elainna Bales, LPN
Michelle Chick, LPN
Julie Chirban, Nursing
Laura Ditmeyer, Radiological Technology
Jessica Fisher, LPN
Jenifer Goodson, EMS

Brandi Grindel, Radiological Technology
Stephanie Levine, Medical Assistant
Wayne Prince, EMS
Megan Vanbibber, Surgical Technology
Adisa Velic, Medical Assistant
Jennifer Wall, Surgical Technology

Career and Technical Education

Bobby Bland, Welding
Jason Durbin, CIS

Mike Palazzola, Culinary

Mathematics and Education

Reginald Brigham, Mathematics
Ann Estes, Mathematics
Susan Giesing, Education
Jennifer Heberlie, Education

Olivia Kerwin, Mathematics
Shaun Roberson, Mathematics
Gregory Stotler, Education

English & Humanities

Madison Emerick, English
Matthew Gifford, Philosophy
Shanee Haynes, Communications
Catherine Holtmeyer, English

Gregory Stratman, English
Joshua Stroup, English
Aurelia VonTress, English

Social Sciences

Janet Berry, Economics
Theodore Coburn, Sociology
Amy DeMiere, Civics
Coreen Derifield, History
Tim Derifield, Sociology

Russell Henderson, History
Jenny Kuchem, Sociology
Wendy Pecka, Psychology
Dennis Pohlman, Political Science

Science & Engineering

Clarissa Brown, Biology
Lucy Crain, Health Science
Kevin Dixon, Biology
Elizabeth Flotte, Biology

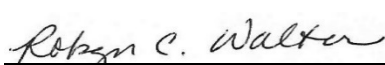
Parvatha Govindaswamy, Biology
Tracy Mowery, Biology
Keith Pulles, Biology
Elizabeth Winters-Rozema, Biology


Fine & Performing Arts

Aaron Bounds, Music

College Success
Philip Giacomelli

Approval:


Robert C. Walter 5-3-23
Vice President, Academic Affairs Date


Carrie deWyn 5-3-23
Director, Human Resources Date