

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI
BOARD OF TRUSTEES MEETING
Monday, October 16, 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, and Audrey Freitag. Prudence Johnson was unable to attend. 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, Director of Communications & Marketing Gregg Jones, Executive Director of Institutional Effectiveness Michelle Smith, Director of Information Technology Doug Houston, Executive Director of the Foundation Bridgette Kelch, Campus Resource Officer Todd Schlitt, Professional Staff Association President Carson Mowery, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association President August Haddad.

RECOGNITION OF GUESTS: A representative from KCAV and Chris Parker from the *Missourian* were present.

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 October 16, 2023, meeting of the Board of Trustees.
Motion by Joseph Stroetker; Seconded by Eric Park; Carried Unanimously

***APPROVAL OF MINUTES:** The Board approved the minutes of the August 28, 2023, ad valorem tax hearing and regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Vice President DeAnna Cassat reviewed the financial statements as of August 31, 2023. She noted that GASB96 now requires the College to account for multi-year software agreements in the financials. The post-employment benefits adjustment has been made. It was noted that the cafeteria revenue will be reviewed annually. When the college moved to an external provider, it was projected that the cafeteria would operate at a loss for the first two years.

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 Cookie Hays; Carried Unanimously

BIDS: The universal robot for the Industrial Engineering Technology program will be funded 75% with Vocational Enhancement Grant funds and is a sole source bid. It will provide hands-on programming for students and is a collaborative robot like those used in industry.

Motion: To **approve** the purchase of a Universal Robot UR5e and accessories for the Industrial Engineering program from Advanced Technologies Consultant,

Northville, MI, at a cost of \$41,557 to be funded 75% with Vocational Enhancement Grant funds and 25% with institutional funds.

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

The welding simulator will be funded with Missouri One Start Customized Training funds. It will be used for customized training as well as in the welding program.

Motion: To **approve** the purchase of a VERTEX[®] 360 Compact Welding Simulator from Ozarc Gas Equipment and Supply, Inc. at a cost of \$34,067 to be funded with Missouri One Start Customized Training funds.

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

Dr. Bauer noted that concern about the health and welfare of students across all of higher education is the foundation for the request to approve telehealth services. ECC offers counseling during normal business hours and has implemented Food for Falcons to address food insecurity. However, the college is limited in that there is no student health clinic and students can't be served outside of business hours. Telehealth services have been discussed for about a year. Proposals were requested and evaluated to find one that best meets student needs. Statistics on the number of undergraduates who experience depression and suicidal ideation were shared. Surveys indicate that both mental and physical health affect a student's academic performance. Telehealth is seen as a way to provide resources and care students wouldn't otherwise receive. Institutions using similar services have seen an improvement in retention.

This recommendation has been presented in previous meetings, and the Board has raised questions that have been answered by the administration. Dr. Bauer stated that allowing students to opt in rather than providing blanket inclusion is not preferable since those who need the services the most in the future may not opt in now. The faculty have issued a resolution in support, and Reg Brigham added that current students are experiencing anxiety, depression, and other issues at a level not seen before.

In response to a Board member's question, Dr. Bauer indicated that all students taking credit courses, regardless of the number of credit hours, will be eligible for telehealth services. The one exception will be dual credit students because they are minors living with their parents. It was also noted that the contract is renewed annually and does not automatically renew. Renewal will be determined following an evaluation of the service based on student satisfaction as well as utilization numbers.

Motion: To **approve** the purchase of telehealth services for students from The Virtual Care Group, Los Angeles, CA, at a cost of \$2.98 per student, per month, plus a 50-visit block of psychiatric sessions for an estimated cost of \$84,020 annually to be funded with student services fees.

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

U.S.D.A. GRANT AUTHORIZATION: U.S.D.A. grants have been utilized in the past and each time the funding is accessed, approvals are needed from the Board. Dr. Bauer noted that this has been a valuable resource for the college.

Motion: To **approve** a resolution concerning acceptance and compliance with various requirements to obtain financial assistance from the United States Department of Agriculture for the purchase of equipment for the HVAC program through the U.S.D.A. Rural Business Development Grant.

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

EMPLOYEE INSURANCE: Anthem has been the College’s insurance provider for several years. The Insurance Committee and broker have worked to secure rates within budget and without plan changes.

Motion: To **approve** Anthem Blue Cross Blue Shield to provide bundled insurance benefits for employees in 2024:

Medical Insurance	<i>5% increase</i>
Dental Insurance	<i>2% decrease</i>
Vision Insurance	
Material only	<i>1% decrease</i>
Full-service	<i>12% increase</i>
<i>(for employees not in the medical plan)</i>	
Life/Accidental	<i>2.2 cent increase per \$100 of LTD coverage</i>
Death & Dismemberment, Long-Term Disability	

Motion by Eric Park; Seconded by Audrey Freitag; Carried 4-0 with Cookie Hays abstaining

CITIZENS ADVISORY COMMITTEE RECOMMENDATION: Dr. Bauer reminded the Board of the discussion during the spring retreat regarding the general obligation bonds retiring in 2026. Subsequently, the Board appointed a Citizens Advisory Committee to provide input from the taxing district communities. The committee met three times over the summer in various campus facilities to hear information about the College’s financial situation and challenges. The committee was made aware of the three options available to the college: 1) retire the bonds and let the debt service levy expire, 2) issue new general obligation bonds for capital improvements or new construction, or 3) transfer the tax levy from debt service to operations. The committee’s consensus is that the college should ask voters to approve a no-tax-increase issue to transfer the debt service levy to the operating levy. It was recommended the college consider April 2024 as the election for the ballot issue. No action is requested at this point. The next step is for the Board to review this issue and decide how to proceed.

If the Board desires to place an issue on the April 2024 election ballot, a decision to do so must be made by the end of this calendar year. There are advantages to using that election in terms of issues that will be on future ballots and providing an opportunity to go back to the voters if the issue does not initially pass. A levy transfer provides the most flexibility because these funds can be used for capital improvements or new construction but can also be used for operating needs.

The Board concurred that an operational levy made more sense at this point than a bond issue and expressed their appreciation to the members of the committee. A recommendation for the tax levy issue will be brought back to the Board for consideration at the November meeting.

BOARD POLICIES & PROCEDURES CHAPTER 1: The Board was reminded that the policy review schedule calls for each chapter to be reviewed every three years. The changes recommended are minor and include the adoption of a presidential succession policy as well as a revised election process to align with current practice. These changes were presented for a first reading and will be returned to the agenda at the November meeting.

TITLE III GRANT: Vice President Robyn Walter provided an overview of the federal Title III grant that was recently awarded to the College. The grant was awarded by the Department of Education through a very competitive process and will provide \$2.1 million over five years. The proposal scored

103.67 points out of a possible 106 points. ECC's proposal focused on increasing course success and retention rates for underserved low-income students, improving the infrastructure to support student success, and improving fiscal stability. As part of this grant, ECC will become a member of Achieving the Dream and a Title III coordinator will be hired. This successful proposal opens the door for other federal grant opportunities.

STUDENT OUTCOMES: Dr. Walter shared the course success rates over the most recent academic year. For AY2023, the overall course success rate was 82.1%, an increase of 1.1% over last year. The Spring 2023 semester course success rate improved by 2.1% to 84%. The Summer 2023 semester success rate was 82.6%, a 1% increase over last year. Dr. Walter noted that students of color continue to have a lower course success rate than white students.

The fall-to-fall retention rate was 66.1% overall. First-time, full-time students were retained at 65.2% and first-time part-time student retention was 44.3%. Retention of developmental students was 45.3%.

PROGRAM ACCREDITATION: A list of instructional programs with external accreditation was shared. All are in full compliance and in good standing with their respective accrediting bodies. The Surgical Technology program recently received full accreditation from the Commission on Accreditation of Allied Health Programs (CAAHEP). During the week of October 9, the National Association of Schools of Art and Design (NASAD) visited the Graphic Design program, and the Missouri State Board of Nursing (MSBN) visited the Nursing program. During the exit interviews, both visiting teams indicated they would recommend full accreditation for these programs. The Medical Assisting program will have an accreditation visit in February, and the Precision Machining program will have its visit sometime in the spring of 2024. Dr. Bauer noted that external accreditation speaks to the quality of the educational programs and the institution.

***PERSONNEL:** The Board **accepted** the resignations of Ehren Curnutte, Systems & Network Manager, effective October 3, 2023; Jenna Dulworth, Financial Aid Advisor – A+ Program Management, effective October 17, 2023; Hannah Masek, Foundation Event & Program Coordinator, effective October 20, 2023; Tanner French, Accounting Instructor, effective December 15, 2023; Jon Gruett, Director of Financial Aid, effective December 15, 2023; and Annette Moore, Director of Financial Services/Comptroller, effective January 2024. The Board **approved** the appointment of Cassidy Desmond as Foundation Event & Program Coordinator effective November 16, 2023, with an annual salary of \$54,319.16. The Board also **approved** an addendum to the roster of adjunct faculty for the Fall 2023 semester as listed in the attached memorandum.

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

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported the faculty are hosting roundtables where seasoned committee chairs and newer faculty meet to discuss how to run a meeting and the qualities of a good committee chair. The goal of this effort is to help ensure continuity of leadership.
- B. ECC-NEA:** NEA Vice President Tanner French reported that a small group is working to update the NEA bylaws. The bargaining team is in place and developing issues statements. They are on track to begin the negotiation process this fall.

- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery reported that the librarians have presented library instruction to 18 courses/343 students this semester. The library hosted several activities this semester including a game night. A second game night is scheduled for October 25. The library raised over \$300 with the recent book sale and partnered with Scenic Regional to host the Big Machines event. Gregg Jones was the coordinator for the National Council for Marketing & Public Relations Conference. The marketing team won awards for social media pages and the ECC website. As a result of level funding and necessary wage increases, evening adult education classes in Washington, Sullivan, Hermann, and Pacific have been closed. Staff are providing virtual class sessions for students, and students can access the curriculum from local libraries. New Student Orientation saw an overall completion rate of 88% with a 94% completion rate for the four in-person sessions.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA Vice President Amanda Studdard was unable to attend so Bonnie Gardner gave the report. The CSA is accepting nominations for the Fall Spotlight Award and the Christmas Outreach Committee has begun planning for this year.
- E. STUDENT GOVERNMENT ASSOCIATION:** SGA President August Haddad reported that over 15 clubs participated in the recent Falcon Fest which had a Hollywood theme. Over 100 students participated in the festivities. A food drive for the ECC Food Pantry is underway, and the SGA is hosting a costume competition before the October 19 choir concert.

PRESIDENT’S REPORT: Dr. Bauer noted that the annual audit is underway with the fieldwork completed. A preliminary discussion indicates the College's financial operations are in great shape. The final audit report will be presented to the Board at the December meeting.

Enrollment at the fall census date was down 2% in headcount and 2.5% in credit hours. Enrollment will continue to be tracked throughout the semester since courses begin at different times during the fall.

The Board was reminded of the employee service awards dinner on October 18 and the scholarship reception on October 20. Dr. Bauer noted that area high school counselors will be on campus on October 20 for a breakfast meeting.

ADJOURNMENT:

Motion: To **adjourn** the October 16, 2023, public meeting of the Board of Trustees at 6:59 p.m. and enter into executive session per RSMo2004, Section 610.021 (1) Legal and (3) Personnel.

Motion by Joseph Stroetker; Seconded by Audrey Freitag

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

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

President, Board of Trustees

Secretary, Board of Trustees



Interoffice Memo

TO: Dr. Bauer
DATE: September 22, 2023
FROM: Office of Academic Affairs
RE: Adjunct Addendum for Fall Semester 2023

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

ADDITIONS

Career & Technical Education

Justin Medlock, Welding

Fine & Performing Arts

Matthew Sokeland, Music

Social Sciences

Miranda Green, Sociology

Falcon Seminar

Amanda Baumruk

DELETIONS

Career & Technical Education

Kari Borgmann, Business

Dual Credit

Sarah Buchheit, Comm/Theatre, UHS

Signatures:

A handwritten signature in cursive script that reads "Robyn C. Walter".

Dr. Robyn C. Walter, Vice President of Academic Affairs Date

A handwritten signature in cursive script that reads "Carrie Myers".

Carrie Myers, Director of Human Resources Date