

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
Monday, June 10, 2024**

**CALL TO ORDER:** The regular meeting of the Board of Trustees was called to order at 5:32 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, Audrey Freitag, and J.T. Hardy. 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 Student Development Sarah Leassner, and Vice President of Finance and Administration DeAnna Cassat; Faculty – Faculty Association President Tracy Mowery, and ECC-NEA President Reg Brigham; Other Staff – Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Rolla Campus Director Christina Ayres, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Professional Staff Association President Carson Mowery, Classified Staff Association President Denise Walker, and Executive Assistant to the President Bonnie Gardner.

**RECOGNITION OF GUESTS:** Gregg Jones recognized Chris Parker from the *Missourian* who was present via Zoom.

**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 June 10, 2024, 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 May 6, 2024, regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** Vice President DeAnna Cassat reviewed the financial statements as of April 30, 2024. She noted the increase in the contractual services line item over last year is mainly due to the election costs.

**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:** Vice President Cassat noted that the chairs in the Learning Center were purchased in 2011 and are worn out/breaking. Pricing is from the state competitive bid contract.

**Motion:** To **approve** the purchase of 197 chairs for the Learning Center at a cost of \$61,288.19 from Modern Business Interiors, St. Louis, MO, through the Cooperative Purchasing Network competitive bid contract to be funded with facilities fees.

*Motion by Joseph Stroetker; Seconded by Eric Park; Carried Unanimously*

**PRE-AUTHORIZATION OF GRANT PURCHASES:** Dr. Bauer reminded the Board that this prior approval will ensure purchases that need to be made before the start of the semester can be completed.

**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 or early in the fall semester.

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

**COLLECTIVE BARGAINING AGREEMENT (CBA):** Dr. Bauer stated that bargaining began in January with each team identifying issues that are worked on throughout the spring semester. Once a tentative agreement is reached, the agreement goes to the faculty for ratification and then to the Board for approval. The budget is built on considerations in the CBA. Both sides expressed appreciation of the interest-based approach used for collective bargaining.

**Motion:** To **approve** the negotiated Collective Bargaining Agreement with the ECC-NEA regarding salary, benefits, and working conditions for the 2024-2025 fiscal year.

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

**FY25 BUDGET AND STAFFING PLAN:** Dr. Bauer noted that this was one of the more challenging budgets to develop. The fund balance is being used strategically to fund one-time expenses such as the retirement incentive and some capital needs. He pointed out that state aid is one of the three main sources of revenue for the college, yet it is lagging well behind inflation. In FY01 and 02, state aid was over \$6 million and was then significantly reduced. The amount in the budget today is less in actual dollars than it was back then; to have the same buying power today, state aid would need to be over \$10 million.

Vice President Cassat reviewed the proposed FY25 budget, which totals \$23,258,803. Local revenue is projected based on a 2% increase in the current assessed valuations. The state revenue projection reflects a 3% core increase for all community colleges amounting to \$171,920 for ECC. Tuition and fees are projected based on a 1% decrease in enrollment. Transfers – Interfund and Indirect are monies budgeted in Fund 50 and transferred to Fund 10. The total includes funds from the vocational enhancement grant, the Perkins grant, the Department of Labor grant, lost revenues (one-time COVID funds provided for revenue lost during the pandemic), and funds from reserves. The lost revenue and reserves are being utilized to fund one-time IT expenses, the cost of an anticipated election, a classification study, and the retirement incentive.

Projected expenses include a 3.75% salary increase for all employees plus the final year of market adjustments for staff. Sixteen positions will not be filled this year to help balance the budget. Benefit expenses include a 5% projected increase for health insurance. A renewal above that rate will require changes to the benefit plan. Vice President Cassat noted that salaries and benefits are 80% of expenses. Non-personnel expenses total \$4,575,906 which is \$96,163 less than FY24 budgeted expenses and a decrease of \$566,580 from the original budget requests submitted by budget managers.

**Motion:** To **approve** the general operating budget and staffing plan for FY25 as attached to the agenda.

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

**ROLLA PROPERTY:** The property purchase in Rolla closed on June 6. Dr. Bauer stated that when the funds were appropriated for this project, new construction was anticipated and administrators began searching for building sites. However, when this building became available and was determined to be of good quality construction that would meet the college's needs, the focus turned to that property. The primary tenant is the U.S. Geological Survey under lease with the Government Services Administration. The building was purchased for \$5.1 million using state and federal funds

appropriated solely for the purpose of establishing an ECC operation in Rolla. Plans are to renovate 52,000 square feet for operations and 11,700 square feet of storage space at a cost of about \$14.9 million. The remaining 40,000 square feet would be renovated in the future and potentially used by partners who would lease space in the building. The U.S.G.S. will continue to lease space through February 2025, and perhaps beyond that time. An RFQ is being finalized to identify an architectural and engineering firm that will be recommended for approval at the August Board meeting. The firm will work with faculty and staff who will be housed in the facility to design the renovation. The conceptual design will take about two months, design development will take another two months, construction drawings will then be done and the project will be bid. Construction is anticipated to take 16-18 months with the building planned to open in 2027. A time will be scheduled for the Board to tour the building over the summer.

**FACILITY LEASES:** The renewal of current leases in Rolla was recommended for approval. The college leases about 7,900 square feet at Rolla North and approximately 14,000 square feet at Rolla Main without the common areas included.

**Motion:** To **approve** the renewal of off-campus leases for fiscal year 2025 as follows:

Rolla Technical Center                    \$232,805.50    *(decrease of \$1,421)*  
500 Forum Drive, Rolla

Rolla North                                    \$126,207.84    *(increase of \$3,675.96)*  
2303 North Bishop, Rolla

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

**CENTRAL METHODIST UNIVERSITY MOU:** Central Methodist has leased space on the campus for over 20 years and has a presence on every community college campus in the state. The lease has been adjusted for inflation.

**Motion:** To **approve** a Memorandum of Understanding for Continuing Facilities Usage with Central Methodist University for FY25 at a flat rental fee of \$30,239.

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

**PROFESSIONAL SERVICES:** Dr. Bauer noted there are no resource officers in Rolla so security services are contracted. The number of providers is limited. In the future, an agreement could be pursued with the Rolla Police Department to provide services.

**Motion:** To **approve** the renewal of the agreement for unarmed security services at Rolla North and Rolla Main for FY25 with Securitas USA at the bill rate of \$27.20 per hour for security officers and \$29.60 per hour for security supervisors and the holiday rate of \$40.80 for security officers and \$44.40 for security supervisors.

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

The insurance broker contract was approved for a three-year term last year and is subject to annual approval.

**Motion:** To **approve** the renewal of the agreement with Cottingham & Butler as the College's Insurance Benefits Consultant, Broker of Record for 2024-2025 at an annual cost of \$36,000

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

The first year of the contract with Great Western Dining has been completed successfully. The fee structure for FY25 matches the FY24 contract. Great Western had three external catering engagements this year and plans to increase that number for FY25.

**Motion:** To **approve** the renewal of the agreement with Great Western Dining to provide campus food service for FY25 at an annual cost of \$35,000, plus an administrative fee of 8.5% of food, labor, and fixed & general expenses.

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

**RESPIRATORY CARE PROGRAM:** Vice President Robyn Walter provided information on the proposed Respiratory Care program, noting it will be offered through the Missouri Health Professions Consortium with ECC serving as the fiscal agent and program lead. Currently, the Occupational Therapy Assistant and Medical Lab Tech programs are offered through this consortium consisting of East Central College, State Fair Community College, North Central Missouri College, Three Rivers College, and Moberly Area Community College. The consortium focuses on serving low-income and rural students, and the member colleges share resources and faculty. Each consortium member will be authorized to award the degree. The consortium programs have a separate tuition structure that will be presented for approval at a later date. Lecture courses will be offered through web-based formats, and the lab components will be a combination of virtual and face-to-face instruction. Faculty will travel around the state, and labs will be located in Columbia and at ECC. The program will be accredited through the Commission on Accreditation for Respiratory Care. A Department of Labor grant will provide \$5.5 million over four years to establish the program.

**Motion:** To **approve** the establishment of an A.A.S. Respiratory Care Program effective Fall 2025 to be offered through the Missouri Health Professions Consortium with East Central College serving as the fiscal agent and program lead.

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

**Course Fee:** Dr. Walter indicated that many EMT students wait to take their licensure exams due to a lack of funds. Statistics show that students who take the exams immediately upon completion of instruction have a higher pass rate. It is hoped that including the exam fees in the course cost will improve the success of ECC students.

**Motion:** To **approve** the addition of a course fee of \$204 for EMS110, Emergency Medical Technology Lecture, effective academic years 2024-25.

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

**\*PERSONNEL:** The Board **approved** the appointment of Jeri Schaefer, Associate Director, Financial Services, effective June 17, 2024, with an annual salary of \$63,985.20; Beth Martin, Art Instructor, effective August 12, 2024, with an annual base salary of \$68,947.20; Haley Walter, Enrollment Counselor – Diverse Populations, effective June 17, 2024, with an annual salary of \$41,671.34; Laura Hemker, Financial Aid Advisor, effective July 1, 2024, with an annual salary of \$48,073.03; Sarah Kuehnle, Instructional Design Specialist, effective July 1, 2024, with an annual salary of \$49,381.06; Steffani McCrary, Associate Director of Advising & Career Services, effective July 1, 2024, with an annual salary of \$56,630.10; Travis Eakin, History/Political Science Instructor, effective August 12, 2024, with an annual base salary of \$56,428.40; and Heather Bond, Director of Wellness Services, effective July 8, 2024, with an annual base salary of \$71,867.85. The Board **accepted** the resignations of Carson Mowery, Title III Program Coordinator, effective June 21, 2024, and Becki Heimann, Academic Advisor, effective June 7, 2024. The Board also **approved** the changes to the roster of adjunct faculty for the Summer 2024 semester as listed in the attached memorandum.

**BOARD PRESIDENT’S REPORT:** Board President Ann Hartley expressed appreciation to Gregg Jones and Amanda Studdard for keeping the electronic sign updated with information about the College.

**REPORTS:**

- A. FACULTY ASSOCIATION REPORT:** Association President Tracy Mowery reported the Rolla faculty are excited about the purchase of a building and feel it is the best choice financially for the college.
- B. ECC-NEA:** NEA President Reg Brigham reported the faculty are pleased that bargaining is completed and are preparing for next year’s session.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Carson Mowery reported that new officers were elected as follows: Todd Tracy, president; Amanda Baumruk, vice president. Abby Unnerstall and Lisa Farrell will remain in their roles of treasurer and secretary respectively.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA President Denise Walker reported election results with Bethany Herron elected as treasurer and Rileigh Cassimatis elected secretary. Denise will remain as president and Amanda Studdard will remain vice president. Nine classified staff members will be attending the MCCA Classified Staff Workshop on June 14. A total of \$82.50 was raised for the May Denim Days charity, Dog Saver.
- E. STUDENT GOVERNMENT ASSOCIATION REPORT:** The SGA had no report.

**PRESIDENT’S REPORT:** Dr. Bauer reported that a ten-member team will attend the Achieving the Dream (ATD) kickoff conference June 11-14. ATD focuses on best practices for student retention and persistence. Joining the ATD network was made possible through the Title III grant.

The summer semester is underway and upcoming events include the Patrons of the Arts kickoff at Sunset Bluffs on June 13, the Board Work Session on mission and vision on June 14, and the MCCA Trustees and Executive Leadership Conference on June 25-27.

**ADJOURNMENT:**

**Motion:** To **adjourn** the June 10, 2024, public meeting of the Board of Trustees at 7:23 p.m.

*Motion by J.T. Hardy; Seconded by Audrey Freitag; Carried unanimously*

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President, Board of Trustees

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Secretary, Board of Trustees