

**EAST CENTRAL COLLEGE
BOARD OF TRUSTEES MEETING
Monday, November 2, 2020**

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 the meeting were Joseph Stroetker, Prudence Fink Johnson, Cookie Hays, Eric Park 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 Doecker and Interim Vice President of Student Development Paul Lampe; Faculty – Faculty Association President Reg Brigham, NEA Vice President Sue Henderson, Assistant Professor John Hardecke, and Associate Professor Stephanie Buchholz; Other Staff – Health Science Dean Nancy Mitchell, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, Director of the Rolla Campus Christina Ayres, Communications & Marketing Director Gregg Jones, Human Resources Director Wendy Hartmann, Coordinator of Campus Life & Leadership Emily Lewis, Director of Library Services Lisa Farrell, Professional Staff President Jenny Kuchem, Classified Staff Association Secretary Angie Siebert, and Executive Assistant to the President Bonnie Gardner; Students – Student Government Association President Janna Meintz.

The meeting was held via Zoom due to the current COVID-19 pandemic and social distancing recommendations. The Zoom link was included on the published agenda.

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 2, 2020 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 5, 2020 regular meeting of the Board of Trustees.

TREASURER’S REPORT AND FINANCIAL REPORT: Dr. Bauer presented the financial statements as of September 30, 2020. He noted the long-term liabilities include the zero percent interest loan from the U.S.D.A. and bonds payable which are the general obligation bonds approved by the voters. Tuition and fees are nearly equal to last year due to the tuition increase and are ahead of the budgeted amount due to better than anticipated 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

HVAC PROJECT: The two heat pumps that serve the choir and band areas in Hansen Hall have reached the end of their useful life and primarily present problems during the cooling season. This replacement will be funded using proceeds that remain from the United Bank of Union loan assumed in 2019 for HVAC upgrades. Approval now will allow the work to be done well in advance of warmer weather next spring.

Motion: To **approve** a proposal by Johnson Controls to replace two heat pumps in Hansen Hall at a cost of \$50,125.

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

SIMULATION LAB EQUIPMENT: Dr. Bauer noted that this purchase was previously pre-approved by the Board to be purchased with funding from a U.S.D.A. grant. As bids were reviewed and the purchase recommendation was developed, it was learned that the U.S.D.A. requires Board approval of the specific equipment to be purchased. Therefore, a detailed recommendation is being presented. Nancy Mitchell noted that the lifespan of the current simulators has been exhausted. These simulators and the other requested equipment provide learning tools when students cannot participate in clinical experiences at area healthcare facilities. Also, LifePak 15 is a teaching defibrillator required by the EMS accreditation body. The current LifePak is not working and can no longer be serviced.

Motion: To **approve** the purchase of equipment totaling \$132, 610 for the simulation lab in the Health Sciences Department as detailed in the attached memorandum.

Motion by Joseph Stroetker; Seconded by Prudence Johnson; Carried Unanimously

Campus Resource Officer Agreement: The agreement presented is a renewal of the current five-year agreement with no major changes. Following approval, it will be sent to the city administrator for approval by the Union City Board of Alderman. Currently, there are two officers on campus to cover day and evening shifts with a brief overlap period. Dr. Bauer met recently with the Union police chief and city administrator to review the agreement. The current agreement expires at the end of May; the renewal will be through June 30, 2026, to align with the end of the fiscal year. The officers are funded through student fees and provide support and input regarding campus safety as well as patrolling the campus.

Motion: To **renew** the agreement with the City of Union to share expenses for the Campus Resource Officer program for a period of five years and one month beginning June 1, 2021, and ending June 30, 2026, pending approval by the City of Union Board of Aldermen.

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

COVID-19 Update: Dr. Bauer noted that Dr. Michelle Smith is the COVID coordinator who works with students and employees who test positive or are quarantined due to a close contact. She also tracks the data. Dr. Bauer shared trends regarding positive COVID-19 cases and quarantines. He noted that the administration has been very clear with students and employees that they should not come to campus if they are not feeling well. At the current time, there are five employees in Union quarantined and six in Rolla; there are no positive employee cases. Four students in Union have tested positive and 28 are quarantined. In Rolla, there are three positive student cases and 13 students quarantined.

Students and employees have been notified that there is an increasing possibility of moving to remote instruction due to the alarming increase in transmission in the community. However, no decision has been made at this point and every effort will be made to provide two weeks' notice before any switch.

Dr. Bauer reviewed the additional COVID-related funding available, which includes three pools of federal funds distributed through the state and other federal funds coming directly to the College. The Coronavirus Relief Fund (CRF)-Remote Learning allocation of \$113,500 has been received from the state with no balance remaining in the fund. There was \$473,565 allocated through the state CRF-Response/Reopening and all reimbursement requests have been submitted. After the

final \$71,427 is received, that fund will be depleted. The Governor's Education Emergency Relief (GEER) fund provided \$221,601 and \$122,187 remains to be used from that allocation. Federal funds available directly to the College include \$825,660 allocated through the CARES Act. About \$295,000 of that fund has been earmarked for various expenditures. The CARES Act Education Stabilization Fund will provide an additional \$81,590. The CARES Act student allocation was \$825,661 and has been directly distributed to students enrolled in spring 2020 with about \$74 remaining. Student distributions were made under a tiered approach based on financial need. Dr. Park asked that the Board receive a more detailed report of all these expenditures; this will be provided in the future.

Dr. Bauer noted the allocations coming through the state of Missouri are on a reimbursement basis and expenses are submitted to and reviewed by the Department of Higher Education & Workforce Development as well as the Office of Administration. The funds coming directly to the College will be reviewed as a part of the annual College audit to ensure they are spent within the guidance of the Department of Education. Ms. Freitag also asked for a report on how much each student received from the CARES Act allocation. In response to a question from Dr. Stroetker, it was noted that the state used a formula based on enrollment and the number of Pell-eligible students to determine their allocations. The federal CARES Act allocation coming directly to ECC is drawn down using the same platform as is used for financial aid.

BOARD PRESIDENT'S REPORT: Board President Ann Hartley thanked all employees for their extraordinary efforts to continue operations through the pandemic. She reminded all of the MCCA virtual convention beginning on November 11 and encouraged participation. She also reminded all to vote on November 3.

REPORTS:

- A. FACULTY ASSOCIATION REPORT:** Faculty Association President Reg Brigham reported the faculty are developing a 360-degree evaluation proposal.
- B. ECC-NEA:** ECC-NEA Vice President Sue Henderson noted that work continues on the Collective Bargaining Agreement (CBA) supplemental letters related to common activity period, sabbatical leave, certification designations for career and technical faculty, the faculty role in advising, and diversity/inclusion/equity training. It has been agreed that one sabbatical will be funded for FY21. The ECC-NEA is developing a website through Missouri NEA. Economic discussions have reopened as specified in the current CBA.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** Professional Staff Association President Jenny Kuchem reported that Melissa Schall-Willmore has begun her advising position working with students from Union High School. Current registration efforts are exceeding enrollment goals - 102% of the goal for headcount at this point.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** Classified Staff Association Secretary Angie Siebert reported the monthly Denim Day will be held this week to benefit the Pregnancy Assistance Center. The fall fundraiser generated \$341. The association will hold a special election in November to replace two officers who are stepping down. All were encouraged to spread the word that the College & Career Readiness Program and the English Language classes are offered free to anyone interested.
- E. Student Government Association:** Student Government President Jenna Meintz reported the recent virtual costume contest and pumpkin palooza had good participation. The Union nursing students will host a blood drive in conjunction with Mercy on November 11. SGA is asking employees and students to provide photos of Veterans to be featured on November 11. International Week will include a virtual scavenger hunt and virtual Soup and Stories program.

PRESIDENT’S REPORT: Dr. Bauer introduced John Hardecke and Lisa Farrell; they provided an update on the Affordable and Open Education Resources (A & OER) Project that began with a pilot program in 2019. In Summer 2019 there were five courses with 95 students participating. A wide variety of courses have been added since that time. Ms. Farrell recapped the number of students participating and the textbook savings realized each semester:

Summer 2019	95 students	\$ 12,100
Fall 2019	813 students	\$ 99,700
Spring 2020	713 students	\$ 80,000
Summer 2020	238 students	\$ 20,100
Fall 2020	<u>1,934 students</u>	<u>\$169,000</u>
	3,793 students	\$380,900

Mr. Hardecke noted that the bookstore has been included in all discussions about open education resources. Data indicates that not all students purchased their textbooks in the ECC bookstore before the implementation of the program. The bookstore is selling the print options of OER books as well as the access codes for affordable textbooks that require a code. About seven percent of students purchase print copies of the OER materials which are provided in the bookstore. Generally, faculty are happy with the OER materials once they make the transition and complete the development of their supplemental materials. Overall, the project has gone well with just a few issues. Faculty who make the switch to OER are provided a stipend; released time may be explored in the future. This project will be presented at the virtual MCCA convention on Friday, November 13 at 11 a.m. Lisa Farrell was recognized for her selection as the OER program leader by the MOBIUS Board of Directors.

Dr. Bauer reported that he and Bridgette Kelch will be meeting with potential donors and those interested in participating in a fundraising campaign for the baseball program. One significant donation has already been secured. Candidates for the coaching position have been interviewed and a finalist has been identified. The Board will be informed when the appointment is finalized.

ECC is a polling place for the November 3 election. Campaign signs will be allowed on that date only and will be removed when the polls close. An email was sent to the campus providing more information.

Other recent activities included Governor Parson’s visit to Klauber Machine & Gear (a Center for Workforce Development client), an articulation agreement signing with Drury College, a successful theatre presentation of Tales from the Shadows, and various concerts presented via Facebook Live and the ECC YouTube channel. Dr. Bauer also shared a listing of the six presentations that will be given by ECC employees at MCCA and noted that the ECC welding program was featured in a recent *Missourian* article.

ADJOURNMENT:

Motion: To adjourn the November 2, 2020 public Board of Trustees meeting at 7:10 p.m.

Motion by Prudence Johnson; Seconded by Joseph Stroetker; carried unanimously.

President, Board of Trustees

Secretary, Board of Trustees



Memo

To: Dr. Jon Bauer, President

From: Joel Doecker, Vice President of External Relations

Cc: Nancy Mitchell, Dean of Health Sciences

RE: Recommendation of Simulation Lab Equipment Purchases

Date: October 30, 2020

It is a recommendation to the East Central College Board of Trustees to accept and approve the \$132,610 in bids and proposals of equipment for the simulation lab in the Health Sciences department.

The funding to purchase the equipment will be provided by a grant award from the USDA Rural Business Development (RBDG) grant program. As per the federal agency's grant protocols, the USDA has requested that all equipment being purchased with USDA RDBG grant dollars be approved by the East Central College Board of Trustees.

Bidding Company	Description	Amount
Laerdal Medical Corporation, Wappingers Fall, NY	Nursing Anne Simulator	\$75,171.81
	Nursing Anne	\$14,388.66
	Nursing Kid	\$ 5,350.92
	Shipping & Handling	\$ 996.59
	Total	\$95,907.98

The ECC purchasing department, in conjunction with the EMS department, was provided a quote for a LifePak15 system with a trade-in value of an existing non-functional LifePak 12B.

Stryker is part of the [NASPO ValuePoint](#) cooperative purchasing program, which meets the college's [purchasing policy 4.6.3](#).

Bidding Company	Description	Amount
Stryker Medical Chicago, IL	LifePak 15, Accessories and Preventive Maintenance	\$32,706.70
	Less Trade-In LifePak 12B	(\$3,000.00)
	Total	\$29,706.70

The purchase prices for the equipment listed below are lower than the \$15,000 threshold required for the ECC Board of Trustees approval, but are provided in conjunction by the request of the USDA.

Vendor	Description	Qty	Unit Price	Total
Alternative Source Medical, Forest Hills, IL	Stryker 1001 Stretcher Refurbished	2	\$1,695.00	\$3,390.00
	Total Amount			\$3,390.00
GT Simulators, Davie, FLA	Fetal Monitoring & Label Progress Model Set	2	\$505.00	\$1,010.00
GT Simulators, Davie, FLA	Freight Charges	1	42.00	42.00
	Total Amount			\$1,052.00
Acme Revival, Denver	Carefusion Alaris PC8015 Infusion Pump	2	\$529.19	\$1,058.39
Acme Revival, Denver	CareFusion 8100 Alaris Infusion Pump Module	2	719.37	1,438.74
	FDA Service Fee	1	56.19	56.19
	Total Amount			\$2,553.32