

**EAST CENRAL COLLEGE  
BOARD OF TRUSTEES MEETING  
Monday, October 9, 2024**

**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 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 Doecker, and Vice President of Student Development Sarah Leassner; Faculty – Faculty Association President Tracy Mowery, and ECC-NEA President Reg Brigham, Precision Machining Program Coordinator Blake Poertner, Other Staff – Institutional Research Director Bethany Lohden, ECC Foundation Director Bridgette Kelch, Human Resources Director Carrie Myers, Director of Communications & Marketing Gregg Jones, Executive Director of Institutional Effectiveness Michelle Smith, Rolla Campus Director Christina Ayres, Professional Staff Association President Todd Tracy, Classified Staff Association Secretary Rileigh Cassimatis, and Executive Assistant to the President Stacy Langan.

**RECOGNITION OF GUESTS:** Dan Silverburg from CampusWorks, Chris Parker from the *Missourian*, and Tommie Lowe from the Union Police Department were also in attendance.

**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 9, 2024, meeting of the Board of Trustees.  
*Motion by Cookie Hays; Seconded by Dr. Eric Park; Carried Unanimously*

**\*APPROVAL OF MINUTES:** The Board approved the minutes of the August 26, 2024, Ad Volarem tax hearing meeting and the minutes of the August 26, 2024, regular meeting of the Board of Trustees.

**TREASURER’S REPORT AND FINANCIAL REPORT:** College President and Interim Vice President of Finance and Administration Jon Bauer reviewed financials. He noted that the Business Office is in the process of closing out fiscal year 2024. Field work with auditors went well and will be presented to the Board in December. Early activity for fiscal year 2025 is starting to show in revenues and expenses. Updated figures will be available in November. Dr. Bauer informed the Board there will likely be a recommendation for participation with IntraFi that will be presented at the November meeting.

**Motion:** To **approve** the treasurer’s report, the financial report, and the payment of bills subject to the annual audit.

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

**BIDS:** Blake Poertner offered information on the purchase of this equipment that he notes will bring a whole new level of instruction to our students. With this purchase, we will acquire two machines for the price of one of the current machines and will help the program stand out.

**Motion:** To **approve** the purchase of two SYIL X5 Vertical Machining Centers for the Precision Machining program from Titans of CNC, Flower Mound, TX, a sole source provider of SYIL brand machine tools at a cost of \$71,482 to be funded 75% with Vocational Enhancement Grant funds and 25% with institutional

funds.

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

**OWNER’S REPRESENTATIVE:** This recommendation is for Navigate Building Solutions to serve as owner’s representative for the Rolla building renovation. Dr. Bauer noted that ECC held 20 plus contracts for the AD building renovation project with him as the lead. This was feasible with him serving in the Vice President of Finance role on the same campus as the project. The Rolla renovation presents more complexities, including existing tenants, the property is an hour from main campus, and we currently have a vacant Vice President of Finance position. While we hope to fill this position by January, the work on renovation planning needs to start now as we aim to complete the building by January 2027. Initially, we searched for land to build a new property, but the Independence location fit what we were looking for. Using an owner’s representative (OR) makes the most sense for this model. Employees of Navigate have previously worked with firms ECC has successfully collaborated with, and we effectively utilized Navigate for the architect/engineering search, and we were very satisfied with their performance.

Navigate’s contract is through TIPS, and they come with strong references. Given the project's complexity, its large scale, and the fact that Rolla is an hour away, their support is crucial as we are understaffed. While the cost is significant, there is money in the budget, and their involvement can shorten the project timeline.

A kickoff meeting is scheduled to plan the next steps and Navigate will work closely with the core planning team, being on-site as needed. Should their performance not meet expectations, we can go through a process to end the contract. Another advantage is that we will have access to a team, not just one individual, which increases flexibility. Navigate has also helped save costs on previous projects, including \$200,000 on one. Their references confirm similar results.

**Motion:** To **authorize** a contract with Navigate Building Solutions, Brentwood, MO, to serve as owner’s representative for the renovation of the college’s facility in Rolla. The cost of the services will be a flat fee of \$118,851.30, and a monthly fee of \$19,885.85 for the duration of the project. The cost will be funded with state proceeds dedicated to the project.

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

**SELECTION OF ARCHITECT – ROLLA FACILITY:** There were a lot of interested firms, and it was difficult to narrow and ultimately choose a firm. Each firm brought different strengths, and it came down to who is the best fit for this project. The Lawrence Group renovated the AD building and that was a good experience. We are required to go through a qualifications-based process, which originated with the federal government with an intent that government agencies don’t go out and hire the most expensive firm. Through that process, we outline the criteria then hire the firm that is best qualified. We aren’t allowed to negotiate with firms prior to the RFQ. Navigate negotiated the cost of the project after The Lawrence Group was selected.

**Motion:** To **authorize** a contract with The Lawrence Group of St. Louis, MO for architecture and engineering services for the renovation of the College’s facility in Rolla.

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

**SELECTION OF ARCHITECT – RESPIRATORY CARE LAB - UNION:** Using a similar process as used for the Rolla building project but on a smaller scale, we sent out an RFQ to renovate the computer lab and classroom space in the Health Science building to create a respiratory care lab. Arcturis has experience with this type of project. One difference between this recommendation and the previous one is that the exact price has not yet been set. The final contract will not exceed that amount listed in the proposal, and it will likely be less. The Board will be notified in November of the final contract price. This project will be fully funded with grant money. Navigate was utilized to negotiate these contracts as a way to test the waters.

**Motion:** To authorize a contract with Arcturis, St. Louis, MO for architecture and engineering services for the renovation of a portion of the Health Science Building to serve as the lab for our new Respiratory Care Program.

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

**STRATEGIC PLAN UPDATE:** Dan Silverburg with CampusWorks offered an update on the progress of strategic planning that kicked off in March of 2024. He shared the logo created by ECC's Public Relations and the Strategic Planning Trichairs. The team is in the action planning phase now. Ideal Student Experiences are reviewed each time planning starts to remind us all why we are here. At the June 17, 2024, Board meeting, it was determined that the current mission statement would be maintained. At that meeting, two versions of a vision statement were drafted. Those statements were vetted by employees. Employees are split with a slight preference for the first version, which they state is more formal and aspirational. Discussion ensued regarding the two vision statements. Others think the second statement represents students and our role as an employer. The first one is more official and a better statement if we are being formal. Dan mentioned that the vision is used on the web as a way to frame the strategies and objectives of the strategic plan. It is also a public statement that projects to stakeholders what our aspirations are. The mission represents where we are, and the vision is where we want to be. Based on work with other colleges, Dan believes the second version really sets ECC apart as a forward-thinking institution. The overwhelming majority of this evening's meeting attendees, including most Board members, are in favor of version two. Dan outlined the final value statements, key strategies, and next steps. The strategy teams continue to refine the objectives. Action planning workshops are scheduled for October 18 and 23. The goal is to launch the strategic plan on November 5 to employees after Board approval at their November 4 meeting.

**\*PERSONNEL:** The Board **approved** the appointment of Daniel Gruenenfelder as Enterprise System Associate effective October 14, 2024, with an annual salary of \$82,900; Ashley Ricks-Parmer as Wellness Navigator effective October 28, 2024, with an annual salary of \$51,232.85; The Board also **accepted** the resignation of Megen Strubberg, Director of Enrollment Services, effective November 1, 2024. The Board also **approved** the roster of adjunct faculty addendum for the Fall 2024 semester as listed in the attached memorandum.

**BOARD PRESIDENT'S REPORT:** Board President Hartley stated that while talking about being worried about the cost of living, ECC is the best buy for the money that anyone can get. The small class size and highly qualified instructors makes this a great opportunity for the community.

#### **REPORTS:**

**A. FACULTY ASSOCIATION REPORT:** Faculty Association President Tracy Mowery noted Jenifer Goodson, EMS presented at the Missouri EMS conference & Expo on mental health and PTSD. Dr. Kami Hancock, English presented at the Focus on Teaching & Technology conference at UMSL. Drs. Clarissa Brown, Biology, and Shanee Haynes, Communications, earned their Doctor of Education degree. Adisa Velic, Medical Assisting, earned a master's degree in educational

psychology. Faculty of the Month awards were presented to Aaron Bounds, Music, in September and Dr. Parvi Acosta, Biology, in October for their dedication and hard work. Ellen Aramburu, Spanish, is an MCCA Excellence in Teaching finalist and Elisha Chaney, Nursing, an MCCA Outstanding Adjunct Faculty finalist. Winners will be announced at the annual MCCA convention in November. Jessica Van Leer, Nursing was this year's Emerson Excellence in Teaching recipient. The Faculty Association will sell food at next week's Falcon Fest.

- B. ECC-NEA:** NEA President Reg Brigham mentioned that he met with Dr. Bauer recently to set the timeline for bargaining. Both teams will meet soon to set ground rules and the timeline for this year. The faculty and administration will participate in a training course in Interest Based Bargaining. Later in November, faculty will host a Fall Feast for all faculty and select administration.
- C. PROFESSIONAL STAFF ASSOCIATION REPORT:** PSA President Todd Tracy reported that Lisa Farrell, Library Director presented "A Sidestep of OER for the Bard" at the NILRC conference, focusing on free resources for literature courses that offer zero cost to students, such as library subscriptions and free web-based content. This was her first presentation at the conference, with resource curation by Morgan Spangler supporting courses taught by John Hardecke. In Student Development, Stephanie Hebert attended the Achieving the Dream Data and Analytics Summit, connecting with other institutions and nonprofits to explore data on student outcomes, including post-completion mobility. She looks forward to integrating these insights into ECC's work with ATD. The AEL program launched a new High School Equivalency class at Crawford County Jail, serving 12 students with virtual-live instruction. This initiative, led by Linda Moore, is the first of its kind in the region. Lastly, the Center for Workforce Development held its 2nd Annual Manufacturer's Summit with nearly 60 attendees. The event featured a new Customized Leadership Series and a lively discussion on program expansion and partnerships between manufacturers and educational institutions.
- D. CLASSIFIED STAFF ASSOCIATION REPORT:** CSA Secretary Rileigh Cassimatis reported that Jon Noelker is a finalist for the MCCA Classified Staff Achievement award that will be presented at the MCCA Convention in November. CSA Denim Days continue to have high levels of participation.

**PRESIDENT'S REPORT:** Dr. Bauer provided a census report for the Board then reviewed the census numbers. He mentioned that enrollment was trending down from the previous year in headcount and credit hours. There was a decline in dual credit, some of which can be attributed to students still being enrolled due to timing of high school classes. There have also been a few teachers retire or leave the district which affects headcount. Enrollment is also down for first-time students. Retention is improving. The Sullivan school district currently uses other providers for dual credit; ECC continues outreach with the school district. Ideally, we would like to be the provider for all area schools. Some of the declining numbers in Union dual credit are due to timing. Union School District recently began utilizing a new transfer software and that affect when their students are able to enroll. The classes are meeting, the students are just not technically enrolled. The ECC Foundation recently implemented a program to fund tuition for new instructors to be credentialed. There are currently seven high school teachers across six high schools taking advantage of this opportunity.

The annual ECC Golf Tournament, originally scheduled for Friday, September 27, was moved to Monday, September 30 due to inclement weather. Only four teams were not able to attend with the change, which left 112 golfers in attendance. The Foundation is expecting the tournament to bring in \$18-20K.

Achieving the Dream (ATD) success coaches were on campus September 23 and 24. Dr. Robyn Walter and Sarah Leassner worked closely with the coaches. ATD is an instrumental, institution-changing program. The coaches spent time with a diverse group of students and had wonderful feedback about their engagement. We are expecting a President's Letter, which is a formalized approach to their observations to help shape actions and goals over the next couple of years.

**ADJOURNMENT:**

**Motion:** To **adjourn** the October 9, 2024, public meeting of the Board of Trustees at 7:22 p.m.

*Motion by J.T. Hardy; Seconded by Cookie Hays; Carried Unanimously*

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President, Board of Trustees

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Secretary, Board of Trustees