



## **Board of Trustees**

East Central College

Thursday, July 18, 2024, at 12:00 PM

BH238 Board Room

### **Agenda**

#### **I. Call to Order**

#### **II. Recognition of Guests**

#### **III. Public Comment**

#### **IV. Approval of Agenda (4 votes)**

*Approval items of a routine nature will be marked with an asterisk (\*) located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded, and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.*

#### **V. \*Approval of Minutes (4 votes)**

#### **VI. Acceptance of Bids (4 votes)**

##### **A. Board Memo Library Chair Replacement**

#### **VII. Professional Services (4 votes)**

##### **A. Athletic Insurance**

#### **VIII. \*Personnel (4 votes)**

##### **A. Appointments**

##### **B. Resignations**

##### **C. Adjunct Faculty - FA24**

##### **D. Classified Staff (information only)**

#### **IX. Adjournment (simple majority)**



**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM I: CALL TO ORDER**

The regular meeting of the Board of Trustees will be called to order by Board President Ann Hartley.

7/18/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084  
(636) 584-6501  
FAX (636) 583-0513

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM II: RECOGNITION OF GUESTS**

Guests will be recognized by Mr. Gregg Jones.

7/18/2024

**East Central College**

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM III: PUBLIC COMMENT**

The Board will hear comments from members of the public in attendance at the meeting who wish to speak.

7/18/2024

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**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM IV: APPROVAL OF AGENDA**

**Recommendation:** To **approve** the agenda for the July 18, 2024, Board of Trustees meeting.

7/18/2024

**East Central College**

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## **Agenda Item IV: Approval of Agenda**

### Consent Agenda Items for July 18, 2024:

Approval of Minutes  
Personnel

Matters to be brought before the Board of Trustees at such meeting of which the President has been notified in accordance with the bylaws and upon which consideration and action may be taken by the Board are included in the agenda for the meeting. Any matters not on the agenda of a regular meeting may be considered unless objected to by any Board member present.

Such items of a routine nature placed on the agenda will be marked with an asterisk (\*) located immediately before the item on the agenda. When Item 4, Consent Agenda, is reached at a meeting, the President of the Board will read all items so marked, and all items not requested to be removed shall, upon a single motion of any Board member, seconded by any other Board member, and unanimously adopted, be deemed to have been duly adopted with the same validity as if each action were separately moved, seconded, and duly adopted.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM V: \*APPROVAL OF MINUTES**

**Recommendation:** To **approve** the minutes of the June 10, 2024, regular meeting of the Board of Trustees.

To **approve** the minutes of the June 14, 2024, work session meeting of the Board of Trustees.

Attachment

7/18/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

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**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

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES WORK SESSION  
Monday, June 14, 2024**

**CALL TO ORDER:** The Board of Trustees Work Session was called to order at 8:30 a.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 External Relations Joel Doepker; Faculty – Faculty Association President Tracy Mowery; Other Staff – Human Resources Director Carrie Myers, Rolla Campus Director Christina Ayres, Executive Director of Institutional Effectiveness Michelle Smith, Foundation Executive Director Bridgette Kelch, and Executive Assistant to the President Bonnie Gardner.

**GUESTS:** Dan Silverburg of CampusWorks was introduced to lead the strategic planning discussion; he introduced Kevin David of CampusWorks who joined the meeting via Zoom.

**COLLEGE MISSION/VISION DISCUSSION:** Dr. Bauer stressed the importance of revisiting and potentially revising the mission and vision to keep them current, but noted that changes should not be made just for the sake of a change. Mr. Silverburg reviewed the strategic planning work to date which has culminated in six draft strategy statements that will be reviewed further in the fall. Planning kicked off in March with a Trends in Higher Education/Student Experience Statement Workshop then moved into data collection. The student experience statement was revised and data collected from employees, students, and community focus groups was converted into themes, and then strategy statements were developed.

**Student-Centered Experience** - Identify and support the unique needs of our students by providing holistic support, engaging educational experiences, and empowering students for success.

**Strategic Enrollment** – Develop and enhance recruitment strategies, comprehensive pathways, and support services to meet the needs of the diverse learner to increase enrollment and retention.

**Operational Innovation and Effectiveness** – Leverage technology to enhance operational effectiveness, enable innovation, and sustain institutional viability.

**Employee Development and Institutional Culture** – Cultivate a progressive institutional culture defined by personal and professional development and investment, designed to promote employee belonging, communication, collaboration, and cross-divisional unity.

**Collaboration and Partnership** – Cultivate mutually beneficial relationships with local institutions and individuals to advance intellectual, personal, and socio-economic growth within our communities.

**Regional Impact and Expansion** – Enhance the college’s presence throughout the region to maximize its impact on individuals and communities.

Mr. Silverburg stressed that these statements are drafts and will be tested with the campus and community at large in the fall.

Mission - The mission statement was then considered. A mission is the reason for being, the purpose and value provided to constituents. It should be memorable and explain in concise terms what the college does or what is important about the institution. The current mission statement is, “Empowering students and enriching communities through education.”

Board members commented they liked the current statement. If students are empowered, they will enrich the community. It was noted that the word “communities” is inclusive of the service region as well as employees. The college’s mission is to educate students. The broad term “education” allows the inclusion of activities outside of credit-bearing classes. Dr. Bauer noted that one of the new facets of Achieving the Dream (ATD) is considering the impact of community vibrancy. This statement reflects that facet as the college has an obligation to both its students and its communities. The consensus of the Board was to move forward with the current mission statement without any changes. This statement will be provided for input from the community and employees.

Vision – The vision statement is meant to be aspirational and defines the long-term goals of the institution rather than the college’s current position. Mr. Silverburg asked the Board to define the most ambitious outcome the college can strive to achieve 15 years from now. Comments included increasing the percentage of the population that attends ECC, being a great place to work, having no revenue concerns, being a primary education provider where all students would like to attend, and increasing ECC’s reputation among its peers and competitors. Dr. Bauer noted that being an ATD college reinforces the notion that ECC is recognized as doing good work. ECC is the second school in Missouri and one of a small number of community colleges in the country accepted to ATD. That says something about ECC.

Board members then considered revisions to the current vision statement, which is “East Central College will be a leader in higher education, inspiring academic excellence and driving community development.” The following vision statements were generated and both will be tested with the community and employees to get feedback to inform the Board’s final decision.

- ECC will be **the** leader in higher education, inspiring academic excellence, and **enhancing** community development.
- The best place to learn, work, and grow

Mr. Silverburg reviewed the next steps in the planning process. Community focus groups will be convened to garner feedback on the strategy statements, mission, and vision. The campus will be re-engaged in the process during the August in-service sessions and input on values will be gathered via a survey in August. The Strategic Planning Committee will provide input on the mission, vision, and strategies during September, and then the campus will be surveyed regarding these pieces. The Board will receive feedback on the mission, vision, values, and strategies. Measurable objectives will be developed in September and action plans will be drafted in October. The draft strategic plan will be finalized by the end of October for Board approval in November.

**ADJOURNMENT:**

**Motion:** To **adjourn** the June 14, 2024, Board of Trustees Work Session at 10:00 a.m.

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

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President, Board of Trustees

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Secretary, Board of Trustees

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM VI: BIDS**

**Recommendation:** To **approve** the purchase of 84 chairs for the Library at a cost of \$27,081.48 from Modern Business Interiors, St. Louis, MO, through the Cooperative Purchasing Network competitive bid contract to be funded with facilities fees.

Attachment

7/18/2024

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**EAST CENTRAL COLLEGE**  
**Interoffice Memorandum**

To: Dr. Jon Bauer, President

From: Melissa D. Popp, Procurement Coordinator

RE: Library Chair Replacement

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The chairs within the library area, which are used daily by students, are original to the renovation of Buescher Hall in 2011. The current chairs have become hazardous, breaking often, and they are no longer under warranty for repairs.

It is my recommendation, that the college approve the purchase of 84 chairs for \$27,081.48 from Modern Business Interiors, St. Louis, MO. The pricing is based off The Cooperative Purchasing Network (TCPN) competitive bid contract. The furniture will be funded from facilities fees.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM VII: PROFESSIONAL SERVICES**

**Recommendation:** To **approve** Hub International as the athletics broker of record and approve the Athletic Accident/Injury and Catastrophic coverage from Mutual of Omaha – Underwriters for \$32,996 from August 1, 2024, through July 31, 2025, as follows:

- \$29,500: Athletic Accident/Injury \$25,000 maximum/\$25,000 (NJCAA Requirement)
- \$3,496: Catastrophic/\$5,000,000 (NJCAA Requirement)

Attachment

7/18/2024

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**EAST CENTRAL COLLEGE**  
**Interoffice Memorandum**

To: Dr. Jon Bauer, President

From: Sarah Leassner, VP Student Development

RE: Athletic Insurance Broker

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The college issued a request for proposal for student insurance coverage for athletics & international students and received three (3) proposals on January 31, 2024. The committee is recommending Hub International Midwest Limited.

Hub International is a part of the Omnia cooperative contract and is used at several higher educational institutions within Missouri, including but not limited to Jefferson College, Moberly Area Community College, and Metropolitan Community College.

The committee members recommend Hub International for the athletic insurance broker based on the professionalism, proposed services, and experience with higher education institutions. The other considerations include:

- Help with claims and directly coordinates with secondary insurance carrier.
- International student insurance 80/20 deductible for medical and sports injuries/orthopedic with insurance picking up remaining 20% on sports injuries. Secondary insurance would have a \$0 deductible and coverage for all remaining costs.
- Several billing options for the college to choose from.
- Coverage backer program which completes a monthly coverage check to verify status.
- Automated claims generation via trainer notes and data entry of injuries.
- Catastrophic coverage would continue with Mutual of Omaha.
- Frequent medical provider agreements, which is a cost cap program to be implemented with commonly used providers to save time and money in the insurance discounting programs.

The committee requests your approval and recommendation to the board of trustees to hire Hub International as the athletics broker of record and approve the Athletic Accident/Injury and Catastrophic coverage from Mutual of Omaha – Underwriters for \$32,996. at the July 18, 2024, board meeting. The breakdown for FY25, August 1, 2024 – July 31, 2025:

- \$29,500: Athletic Accident/Injury \$25,000 maximum/\$25,000 NJCAA Requirement
- \$ 3,496: Catastrophic/\$5,000,000 NJCAA Requirement

Dr. Jay Mehrhoff or I will be available to assist with any questions or additional information.

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM VIII: \*PERSONNEL**

**A. APPOINTMENTS**

**Recommendation:** To **approve** the appointment of John Ghirardi as Custodial Supervisor effective July 22, 2024, with an annual salary of \$55,523.28.

**Recommendation:** To **approve** the appointment of Jean Woodson as Title III Program Coordinator effective August 5, 2024, with an annual base salary of \$53,894.32.

**B. RESIGNATIONS**

**Recommendation:** To **accept** the resignation of Jacob (JM) Kelly, Head Baseball Coach, effective July 18, 2024.

**C. FALL 2024 ADJUNCT ROSTER ADDENDUM**

**Recommendation:** To **approve** the roster of adjunct faculty for the Fall 2024 semester as listed on the memorandum to the agenda.

**D. CLASSIFIED STAFF APPOINTMENTS (*information only*)**

A list of classified staff hired since the June 26, 2024, Board of Trustees meeting is attached for information.

Attachments

07/18/2023

**East Central College**

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## HUMAN RESOURCES

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TO: Dr. Jon Bauer, College President  
DATE: July 8, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Custodial Supervisor

Please accept the Search Committee's recommendation to hire John Ghirardi as the full-time Custodial Supervisor effective July 22, 2024, with an annual salary of \$55,523.28 Tot Pratt, Director of Facilities, approved this recommendation.

John's experience includes, but is not limited to the following:

- Lead Custodian – East Central College – 2019 – current
- Custodian – East Central College – 2016 – 2019
- Custodian – Hazelwood School District – 2002 – 2016

Recommendation signatures:

A handwritten signature in black ink, appearing to read "Carrie A. Myers", written over a horizontal line.

Carrie A. Myers  
Director of Human Resources



**HUMAN RESOURCES**

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TO: Dr. Jon Bauer, College President  
DATE: July 9, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Recommendation to Hire: Title III Program Coordinator

Please accept the Search Committee’s recommendation to hire Jean Woodson as the full-time Title III Program Coordinator effective August 5, 2024, with an annual salary of \$53,894.32. Robyn Walter, Vice President of Academic Affairs, approved this recommendation.

Jean’s experience includes, but is not limited to the following:

- Adjunct Instructor, English – University of Missouri St. Louis – 2019 – current
- Broadband Analyst – Rural Innovation Strategies, Inc. – 2022 –2023
- Senior Coordinator, Student Academic Support Services – University of Missouri St. Louis 2019 – 2022
- Seasonal Museum Interpreter – Illinois Department of Natural Resources – 2015 – 2018

Jean received her Bachelor of Arts in English and Master of Arts in English from University of Missouri – St. Louis.

Recommendation signatures:

A handwritten signature in black ink, appearing to read "Carrie A. Myers".

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Carrie A. Myers  
Director of Human Resources

A handwritten signature in black ink, appearing to read "Robyn C. Walter".

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Dr. Robyn Walter  
Vice President, Academic Affairs



**Interoffice Memo**  
**HUMAN RESOURCES**

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TO: Dr. Jon Bauer  
DATE: July 9, 2024  
FROM: Carrie A Myers, Director of Human Resources  
RE: Requesting Release from Contract –Jacob (JM) Kelly

Jacob (JM) Kelly, Head Baseball Coach, has requested to be released from the remainder of his FY25 employment contract effective July 18, 2024. The official resignation letter is on file in the Human Resources Office.

Signatures:

A handwritten signature in black ink, appearing to read "Carrie A. Myers", written over a horizontal line.

Carrie A. Myers  
Director, Human Resources

A handwritten signature in black ink, appearing to read "Sarah Leassner", written over a horizontal line.

Sarah Leassner  
Vice President, Student Development



## Interoffice Memo

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TO: Dr. Bauer  
DATE: July 8, 2024  
FROM: Office of Academic Affairs  
RE: Adjunct Approval

Please approve the following adjuncts for the Fall 2024 semester.

### **Business & Industry**

Michael Askins, CIS  
Anna Schwein, CIS  
Robert Willis, Culinary Arts

Thomas Brune, HVAC/R  
James Crego, HVAC/R

Nathaniel Harbath, Precision Machining  
Bridget Teaters, Welding

### **Health Sciences**

Clay Banderman, EMS  
Dwayne Bell, MDA  
Kimberly Adler, Nursing

Heather Branson, Nursing  
Elisha Chaney, Nursing  
Nancy Mitchell, Nursing

Heather Sluis, Nursing

### **English & Humanities**

John Anglin, Communications  
Molly Bene, Communications

Shana Collier, Communications  
Madison Emerick, English

Shawna Flanigan, Communications

### **Fine & Performing Arts**

Melissa Albright, Art  
Amy Jackson, Art  
Sierra Moore, Art  
Zoe Nicholson, Art  
Gary Powers, Art

Lisa Blackmore, Music  
Tamara Campbell, Music  
Naomi Joyce, Music  
Steve Leslie, Music  
Margret Noud, Music

Hannah Serafino, Music  
Matthew Sokeland, Music  
Rebecca Uffmann, Music  
Caren Vittetoe, Music  
Brandon Yenzer, Music

### **Mathematics, Business & Education**

Ann Boehmer, Mathematics  
Connie Lutz, Mathematics

Susan Reisner, Mathematics

Laura Roselli Insall, Mathematics

### **Science & Engineering**

Dan Jacobson, Agriculture  
Mark Palmier, Biology

Jeffrey Jacquess, Geology  
Awad Lemnifi, Geology

Lucy Crain, Health Science  
James Small, Physics

### **Social Sciences**

Theodore Coburn, Crim Just/Soc  
Stephanie Dixon, Crim Jus/Psy  
Christopher Karr, Crim Justice  
Janet Berry, Economics  
Ray Mowery, Economics

Kyle Lockwood, History  
Steven Campbell, Poli. Science  
Matthew Vogeler, Poli Science  
Kristen Adams, Psychology  
Miranda Green, Psychology

Kristi Garner, Sociology  
Tom Quinn, Psychology  
Ruth Ridenhour, Sociology  
Sarah Wildt, Sociology

### **College Success**

Christina Ayres, ECC, PSA  
Amanda Baumruk, ECC, PSA  
Philip Giacomelli, ECC, ADJ

Steffani McCrary, ECC, PSA  
Hannah Owens, ECC, PSA  
Lindsay Riegel, ECC, PSA

Windy Souders, ECC, PSA  
Meggen Strubberg, ECC, PSA  
Robyn Walter, ECC, ADM

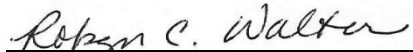


**Dual Credit**

Andrew Allen, Chemistry, SFBRHS  
Curtis Beers, CIS, WHS  
Emily Brasher, English, SFBRHS  
Dan Brinkmann, Auto Technology, FRC  
Patrick Brooks, English, RHS  
Terry Brookshire, Auto Technology, RTI  
Tim Bruckerhoff, Welding, FRCC  
Sarah Buchheit, Comm/Theatre, UHS  
Tim Buchheit, Communications, SFBRHS  
Nathan Cabot, History, WHS  
Nathan Caldwell, History, SFBRHS  
Jaclyn Campos, Mathematics, CHS  
Christopher Case, English, CHS  
Charles Cassidy, Building Construction, RTI  
Nicole Crawford, Mathematics, UHS  
Kevin Daharsh, Auto Technology, RTI  
Carmel Dare, Culinary Arts, RTI  
Ruth Diaz, Education, RTI  
Sarah Dierker, Business, SCHS  
Jackie Drury, Mathematics, UHS  
Karen Fixsal, Culinary Arts, WHS  
Colin Flynn, English, WHS  
Patrick Fogarty, Mathematics, WHS  
Jeff Frankenberg, Building Construction, FRCC

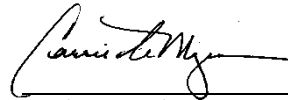
Ron Giesler, Science, CHS  
Star Hargis, English, RHS  
Katelyn Huber, CAPS, (WHS) FRCC  
Margaret Johnson, Biology, SFBRHS  
Jennifer Jones, Biology, OHS  
Dan Kemper, Welding, FRCC  
Melissa Mauchenheimer, Mathematics, WHS  
Gary Maune, Auto Technology, FRCC  
Bryce Monroig, Precision Machining, FRCC  
Amber Moore, Culinary Arts, NCC  
Danika, Novak, English, UHS  
Michael Pelster, Mathematics, SFBRHS  
Robert Prichard, History, SCHS  
Maria Raab, Spanish, SFBRHS  
Jared Rennick, Communications, WHS  
Robert Robinson, Building Construction, RTI  
Robert Schulze, Collision Repair, FRCC  
Melanie Snodgrass, English, VHS  
Daniel Strohmeier, Religion, SFBRHS  
AJ Tinker, Building Construction, SHS  
Michael Underberg, History, UHS  
Ken Willardson, Mathematics, VHS  
Robert York, Building Construction, FRCC

Signatures:



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Dr. Robyn Walter, Vice President, Academic Affairs



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Carrie A. Myers, Director, Human Resources



**HUMAN RESOURCES**

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TO: Dr. Jon Bauer, College President  
DATE: July 15, 2024  
FROM: Carrie Myers, Human Resources Director  
RE: Support Staff Hires – July 2024

The following support staff employees were hired during the months of June/July:

- Caleb Johnson Learning Center Specialist Full-time 6/24/24
- Lynn Marshall Executive Administrative Assistant, Student Development Full-time 7/1/24

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

Carrie A. Myers  
Director of Human Resources

**JUNIOR COLLEGE DISTRICT OF EAST CENTRAL MISSOURI  
BOARD OF TRUSTEES MEETING  
July 18, 2024**

**AGENDA ITEM IX: ADJOURNMENT**

**Recommendation:** To **adjourn** the July 18, 2024, public meeting of the Board of Trustees.

7/18/2024

**East Central College**

1964 Prairie Dell Road, Union, Missouri 63084

(636) 584-6601

FAX (636) 583-0513