

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
January 19, 2012  
(616<sup>th</sup> Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, January 19, 2012, at 4:00 p.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Board President Krystal Hargis.

**Roll Call/Attendance**

Members present:                    Board President Krystal Hargis  
    Mr. Gary Davis  
    Mr. Steve Meinberg  
    Mr. Ron Scaggs  
    Mr. John Winkelman

Board President Hargis acknowledged that Trustee Engelbach was not in attendance.

Also present:                         College President Ray Cummiskey  
    Administrators  
    Members of the faculty and staff

**Public Communication**

Board President Hargis asked for public comment. No one asked to speak to the Board.

**Jefferson College Foundation Report**

In Tom Burke's absence, President Cummiskey discussed Foundation items, including revision of the By-laws.

**President's Report**

President Cummiskey reported on the following:

Governor Nixon plans to give his State of the State Address on Tuesday. The news is not good for higher education in Missouri. 12.5 percent operating budget cut. A+ was not touched.

Spring enrollment continues to follow the trend we saw last fall - flat to slightly down. 5438 students enrolled to date, which makes about a 3 ½ percent decrease.

Audit reports for the College and the Foundation were presented. The Board will be asked to approve these at the February meeting.

The President's Leadership Council was discussed and members were given handouts outlining the purpose and direction of the new group.

The ACCT National Legislative Summit will be held in February. President Cummiskey will attend.

Jefferson College will cover Jefferson City next week and participants will speak to legislators on behalf of community colleges.

Rally Day will be held on February 22.

### **Approval of Warrants**

After review of the warrants, motion was presented by Mr. Meinberg and seconded by Mr. Davis to approve the warrants. Mr. Winkelman abstained on check #00356045. Hearing affirmative votes from all members present, and the abstention, Board President Hargis declared the warrants approved.

### **Adoption /Approval of Consent Agenda**

Motion was presented by Mr. Meinberg and seconded by Mr. Winkelman to adopt the consent agenda. The motion was approved by all members in attendance.

Motion was made by Mr. Davis to approve the consent agenda items. The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members present, declared the motion carried and the consent items approved as presented.

### **Old Business**

#### ***Committee Restructuring Proposal and Policy & Procedure VI-005 (Second Reading)***

Information on restructuring the institutional committee structure was presented at the December meeting. Included in the proposal is a revision to Board Policy and Procedure VI-005 – Functions, Purposes and Membership in Support of Institutional Committees.

On second reading, motion was presented by Mr. Winkelman to approve the restructuring proposal, including revision of Board Policy and Procedure VI-005. The motion was seconded by Mr. Scaggs. All members in attendance voted in favor of the motion and Board President Hargis declared the motion carried.

### **New Business**

#### ***Revisions to Board Policy & Procedure II-011.02 – Leaves of Absence (First Reading)***

The BAT/FAT agreement of June 14, 2011 stipulated that a committee of the two teams would continue to meet and confer to reach an agreement to modify Board Policy and Procedure II-011-02, Leaves of Absence. The group reached agreement on 11/22/11 and submitted the proposed changes to the college constituent groups for review. A few comments were received from the constituent groups and were addressed through correspondence. The changes were approved by the Administrative cabinet on January 9, 2012.

Board approval of the following resolution is requested in February.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to approve the proposed revisions to Board Policy and Procedure II-011-02, Leaves of Absence.

#### ***Appointment of Director of Rad Tech Program***

Ms. Elizabeth Check, Dean of Career & Technical Education, has recommended the appointment of Mr. Stuart Frew for a full-time Program Director position in the Radiologic Technology program. The effective date of his assignment will be negotiated and an annual salary of \$74,215 will be prorated for time served through June 30, 2012. This position is grant-funded.

A search was conducted, and he was chosen by a search committee comprised of Dean Check, Division Chair Mary Beth Ottinger, and Director of Nursing Rhonda Dahlberg.

Motion was presented by Mr. Meinberg to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Mr. Stuart Frew be appointed as Program Director of the Radiologic Technology Program at an annual base salary of \$74,215 prorated for time served through June 30, 2012.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members in attendance, declared the motion carried and the resolution duly adopted.

***Phase II HVAC/Boiler/Primary Electric Project***

This bid is Phase II of the decentralization of the HVAC and boiler distribution system on the Hillsboro campus. It also includes the completion of Phase II of the primary electrical loop on the Hillsboro campus. The base bid is for the replacement of the Technology Center and Arts and Sciences II cooling systems and the completion of the primary electric upgrade. Alternate bids were accepted to replace the cooling systems in Arts and Sciences I, Fine Arts, Student Center original construction, and the original addition to the CTE Building and to replace the electrical transformer at AS I. Detailed specifications were prepared by the engineering firm of Horner & Schifrin. Two contractors' submitted bids both meeting all specifications as follows:

**Bid Tabulation Summary**

|                      | <u>Brockmiller Construction, Inc.</u> | <u>John Kalicak Construction, Inc.</u> |
|----------------------|---------------------------------------|--|
| Base Bid             | \$ 1,850,000                          | \$1,941,000                            |
| Alternate E-1        | 65,000                                | 39,590                                 |
| Alternate M-1        | 45,200                                | 48,000                                 |
| Alternate M-2        | 309,000                               | 355,270                                |
| Alternate M-3        | 250,000                               | 303,592                                |
| Alternate M-4        | 466,000                               | 518,238                                |
| Alternate M-5        | 259,000                               | 276,212                                |
| <u>Alternate A-1</u> | <u>4,200</u>                          | <u>8,000</u>                           |
| Total:               | <b>\$3,248,400</b>                    | \$3,489,902                            |

This is a federal prevailing wage project. All requisite advertising was completed.

All references for Brockmiller Construction have satisfactorily been checked.

The major subcontractors for Brockmiller Construction on this project include SMCI of DeSoto, MO, GWS/Mahn Plumbing of DeSoto, MO and Aschinger Electric of Farmington, MO.

It was recommended that the bid be awarded to Brockmiller Construction of Farmington, MO, the low bidder, including the base bid and all alternatives in the amount of \$3,248,400. The total power savings by executing the entire project will be approximately \$33,000 to \$50,000 per year to the Unrestricted Fund.

To accomplish the entire project, additional funds must be appropriated from the Plant Fund. There is approximately \$1,750,000 of the Economic Recovery Zone Bonds still available for the project. The balance of approximately \$1,498,000 will need to be funded from the Plant Fund.

Economic Recovery Zone Bond Funds and Plant Funds will be used for this project.

Motion was presented by Meinberg to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to award the decentralization of the HVAC – Boiler distribution system and primary electric project to Brockmiller Construction of Farmington, MO in the amount of \$3,248,400 and that the Vice President of Finance and Administration is authorized to enter into and execute all related contracts and documents to execute the project.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

Motion was presented by Mr. Meinberg to approve this additional resolution:

BE IT FURTHER RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that the additional of \$1,498,000 be appropriated from the Plant Fund of the College and that the Controller is authorized to make the necessary adjustments to the budget and accounts of the College to appropriate and account for these funds.

The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

#### ***Review Future Board Meeting Dates and Set Retreat Date***

It was noted that College President Cummiskey would be attending the ACCT National Legislative Summit in Washington, D.C. at the time of the regularly scheduled February Board Meeting. Members agreed to change the date of the February 16 meeting to Thursday, February 23, at 4:15 p.m.

It was decided that the March meeting date, which is scheduled during spring break, and the retreat date would be discussed at the February meeting when all members could vote on changing the dates if they decided to do that.

#### ***Executive Session***

Motion was presented by Mr. Davis, and seconded by Mr. Winkelman, to enter into executive session under RSMO 610.021.3.

A roll call vote was taken to enter into executive session, with the following results:

|                         |            |
|-------------------------|------------|
| <i>Mr Davis</i>         | <i>Yes</i> |
| <i>Mr Meinberg</i>      | <i>Yes</i> |
| <i>Mr Scaggs</i>        | <i>Yes</i> |
| <i>Mr Winkelman</i>     | <i>Yes</i> |
| <i>President Hargis</i> | <i>Yes</i> |

***Return to Regular Session***

Motion was made by Mr. Scaggs to return to regular session at 5:55 p.m. The motion was seconded by Mr. Meinberg and members returned to open session.

***Adjournment***

There being no further business to discuss, on motion by Mr. Winkelman and a second by Mr. Meinberg, the meeting adjourned at 5:56 p.m.