

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
February 23, 2012  
(617<sup>th</sup> Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, February 23, 2012, at 4:15 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 (**arrived at 5:20 p.m.**)  
   Mr. George Engelbach  
   Mr. Steve Meinberg  
   Mr. Ron Scaggs  
   Mr. John Winkelman

Board President Hargis acknowledged that Mr. Davis was not yet attendance.

Also present:                            College President Ray Cummiskey  
   Administrators  
   Members of the faculty and staff  
   Representatives of Daniel Jones & Associates

**Public Communication**

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

**Motion to Amend Agenda**

Motion was made by Mr. Winkelman to amend the agenda by moving the Executive Session up in the agenda. The motion was seconded by Mr. Scaggs and all voted in favor of amending the agenda.

***Executive Session***

Motion was made by Mr. Scaggs to enter into Executive Session under RSMO 610.021.3 and 610.021.9. The motion was seconded by Mr. Winkelman.

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

<i>Mr. Engelbach</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>

***\*Note – Mr. Winkelman left the meeting at 5:18p.m. and Mr. Davis entered the executive session at 5:20 p.m.***

***Return to Regular Session***

Motion was made by Mr. Scaggs to return to regular session at 6:17 p.m. The motion was seconded by Mr. Engelbach and members returned to open session.

### **Jefferson College Foundation Report**

Tom Burke reported on the following:

After several meetings and revisions, the Foundation by-laws will be presented for approval in March.

The Jazz & Jeans event will be held April 21 at the Field House.

Our TV production crew has produced a dvd highlighting several students and how the Foundation provided scholarships to help them pursue a career.

### **President's Report**

President Cumiskey reported on the following:

1. National Legislative Summit – held February 13-16 in Washington, D.C. Discussion items included Pell grants, Perkins funding, and WIA funding. President Cumiskey attended community college caucuses and had a chance to meet with our legislators.
2. Rally Day – held in Jefferson City on February 22. The Leadership Academy attended this event as well as students, Tasha Welsh and Dean Check.

### **Approval of Warrants**

After review of the warrants, motion was presented by Mr. Meinberg and seconded by Mr. Davis to approve the warrants. Mr. Scaggs abstained on the Fallert warrant and Mr. Meinberg abstained on the Jefferson County Sheriff's Department warrant. One member opposed the motion to approve warrants, which made only three votes approving them and was not a majority. After discussion, the board member opposing the approval of warrants rescinded his "no" vote on the two abstained warrants only. The motion was restated as amended by Mr. Meinberg to approve the warrants; Mr. Davis seconded the motion; and President Hargis declared the motion carried.

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

Motion was presented by Mr. Scaggs and seconded by Mr. Davis to adopt the consent agenda. It was noted that the meeting date of January 31 on the agenda and the consent agenda cover sheet was incorrect. The motion was restated by Mr. Scaggs to include the correction; Mr. Meinberg seconded the motion. The motion was approved by all members present.

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

### **Old Business**

#### ***Revisions to Board Policy & Procedure II-011.02 – Leaves of Absence (Second 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.

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

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.

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

**New Business**

***Purchase of Wireless Equipment***

Providing state of the art facilities is part of the Jefferson College Strategic Planning effort.

**Aim 5:** Jefferson College will provide future-focused, safe, energy efficient, and accessible physical and virtual facilities, use them to maximum efficiency to meet the needs of the students, faculty, staff and community now and in the future

**Objective (c):** Develop and maintain the technology infrastructure and capability to meet or exceed industry standards

The upgrade and expansion of the wireless network capability on all of our campuses is one of the action plans designed and budgeted to help move the College in this direction. Equipment specifications were prepared and delivered to five vendors. Three vendors submitted bids as follows:

<b>Innovative Technology Group, LLC</b>	<b>\$47,064.92</b>
CDWG	49,040.40
Dice Communications	53,755.01

It is recommended that the purchase be awarded to Innovative Technology Group, LLC, the low bidder, in the amount of \$47,064.92. This is an equipment bid. Our own staff will do the installation.

Plant funds will be used for this purchase.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that the Innovative Technology Group, LLC, of St. Louis, MO, be awarded the bid for wireless equipment in the amount of \$47,064.92.

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

***Purchase of Instructional Equipment: Virtual Reality Welding Machine***

The post-secondary Welding Program is upgrading its instructional equipment with a new Virtual Reality Welding Machine. The arc welding trainer allows students to learn and practice welding in a safe, simulated environment. It is a means of providing biofeedback to enhance the student's skills. It consists of a computer contained in the realistic body of an arc welding machine, advanced virtual reality software, an electrode holder for stick welding (SMAW), a virtual gas metal arc gun for gas metal arc welding (GMAW) and flux-cored welding (FCAW), a

stand that holds welding coupons, and a helmet that immerses the student in the sight, sound and touch of actual welding.

Students can practice welding virtually before they enter the welding lab. Through the high tech face mounted display embedded in the helmet, students can watch and listen as they strike an arc, guide the electrode, and create a puddle of molten metal. The device scores each weld and gives immediate feedback to the student welder. Other students can watch welds projected on a screen while the instructor teaches welding technique and theory. It has the advantage of providing practice without the use of expensive materials such as the inert gases and metals that are used in traditional skill building.

Three distributors were contacted and only one responded with a bid.

The virtual welding machine is manufactured by Lincoln Electric of Cleveland, Ohio and is a sole source provider. The total cost of the system, including software, is \$53,940 plus approximately \$400 in shipping costs.

It is recommended that the purchase be awarded to Lincoln Electric. The equipment comes with a one year warranty.

Enhancement Grant and Plant funds will be used for this purchase.

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

BE IT RESOLVED by the Board of Trustees of the Junior College District of Jefferson County, Missouri that the Virtual Reality Welding Machine be purchased from Lincoln Electric of Cleveland, Ohio in the amount of \$53,940 plus \$400 shipping.

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

### ***Technology Center: Skylight Replacement Bids***

A severe hail storm hit the Hillsboro campus in the spring of 2011. The storm seriously damaged the skylight on the Technology Center. A temporary roof was installed over the skylight until plans and specifications could be prepared and bids received. The entire project was reviewed and approved by our insurance adjuster.

A decision was made to replace the skylight with a barrel vaulted roof with enhanced interior lighting to make up for the loss of natural light. Plans and specifications were prepared by Kromm, Rikimaru, and Johansen, the College architects. The plans and specifications were made available to all interested parties through advertising and area plan rooms. Bids were received from four contractors as follows:

### **Bid Tabulation Summary**

Company	Base Bid	Alternative 1	Alternative 2	Alternative 3	Total Bid
Brockmiller Construction, Inc.	<b>\$261,000</b>	<b>(\$10,000)</b>	<b>(\$4,000)</b>	<b>NB</b>	<b>\$251,000</b>
EA Boyer Building and Design	\$284,080	NB	(\$4,400)	NB	\$284,080
Caldwell	\$569,390	NB	NB	NB	\$569,390

Contracting Co.					
Mercury Construction	\$369,800	NB	NB	NB	\$369,800

It is recommended by the architect and staff that the project be awarded to Brockmiller Construction, Inc, the low bidder. Brockmiller Construction, Inc. has performed satisfactorily for the College in the past.

This is a prevailing wage project and all requisite advertising was completed in accordance with State regulations.

Insurance funds will be used for this project.

Motion was presented by Mr. Engelbach 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 bid for the Technology Building skylight replacement to Brockmiller Construction, Inc. in the amount of \$251,000 and that the Vice President of Finance and Administration is authorized to enter into and execute a contract and all necessary documents for this project.

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

***DBA Services Contract: Strata Information Group***

The college Information Technology department is currently operating with limited Database Administrator (DBA) support. This needs to be corrected as soon as possible to provide the necessary services to maintain our enterprise database system and to manage upgrades and changes to the system and the architecture.

In September 2011 the board approved a contract for professional services with Strata Information Group (SIG) to support our IT function by bringing in skills and technical abilities that were not available in-house. Many projects have been completed and many improvements have been made with the additional resources provided by SIG.

A position that is identified as critical, but currently vacant, is the Database Administrator. With the current contract for services being exhausted by March 2012, we are recommending entering into a contract Strata Information Group to perform remote Database Administration in the absence of an on-site DBA. This contract is for an estimated 319 hours of work until the end of the fiscal year (June 30, 2012). We are anticipating the replacing our in-house DBA position with the adoption of the FY 13 budget on or about July 1.

Unrestricted funds will be used for this contract.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri the Vice President is hereby authorized and empowered to enter into and execute the attached contract with Strata Information Group of San Diego, California in the estimated amount of \$55,840 to be billed hourly in accordance with the contract.

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.

***Contract for Legal Services***

Due to the death of College's general service legal counsel, the Jefferson College Board of Trustees needs to designate a new firm to provide general legal services. In March of 2010 the Board of Trustees requested that a Request for Qualifications be prepared and distributed to law firms to procure legal services for policy and procedure review, and for other general services. On April 30, 2010 a Request for Qualifications was prepared and distributed to six firms. Responses were received from five of those firms as follows:

The Thurman Law Firm, Hillsboro, MO  
Wegmann, Stewart, Tesreau, Sherman,  
Eden & Mikale, P.C., Hillsboro, MO  
Breeze, Roberts, Ponder-Bates,  
Wooten & Zimmer, L.L.C., Hillsboro MO  
TUETH, KEENEY, COOPER, MOHAN & JACKSTADT P.C., St. Louis, MO  
Mickes Goldman O'Toole, LLC, St. Louis, MO

A Board of Trustees sub-committee on policies and procedures met on July 17, 2010 to review the qualifications of those firms submitting. The sub-committee recommended to the full Board of Trustees that the firm of Tueth, Keeney, Cooper, Mohan & Jackstadt P.C. of St. Louis, MO be retained for the purpose of reviewing Board policies and procedures.

Based on this prior proposal and evaluation, it is recommended that the firm of Tueth, Keeney, Cooper, Mohan & Jackstadt P.C. of St. Louis, MO be hired to provide the College's general legal service needs. A proposed contract is attached.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that the President of the Community College District of Jefferson County is hereby authorized and empowered to enter into and execute the attached contract for services with Tueth, Keeney, Cooper, Mohan & Jackstadt P.C. of St. Louis, MO.

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

***Resignation of Faculty***

Bryan Peters, Interim Director of CTL and English Instructor, has submitted his resignation, effective at the end of this semester.

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 the resignation of Bryan Peters, Interim Director of CTL and English Instructor, be accepted.

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

***Appointment of Board of Trustees Liaison to Jefferson College Foundation***

The Jefferson College Foundation By-Laws stipulate the President of the Board of Trustees is a member of the Foundation Board, and that a Trustee Liaison is a member of the Executive Committee of the Foundation. Appointment needs to be made for the liaison who will serve through June 30, 2013.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that Mr. Winkelman be appointed liaison to the Executive Committee of the Foundation Board for the period covering February 24, 2012 through June 30, 2013.

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.

***Appointment of Budget Review Sub-Committee***

The Board previously discussed appointing a Budget Review Sub-Committee. The purpose of this sub-committee is to represent the Board of Trustees and provide guidance and direction during the preparation of the College's annual budget, culminating in the adoption of the budget by the Board.

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

BE IT RESOLVED BY THE COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI that the Budget Review Sub-Committee shall consist of the following members: Mr. Meinberg and Mr. Engelbach.

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

***Review Future Board Meeting dates and Schedule Retreat***

After discussion, the March Board meeting was set for Thursday, March 22, 2012, 5:30 p.m. The Board Retreat was scheduled for Thursday, April 5, 4:00 p.m.

***Adjournment***

There being no further business to discuss, on motion by Mr. Engelbach and a second by Mr. Davis, the meeting adjourned at 7:10 p.m.