

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
April 12, 2012
(619th Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, April 12, 2012, at 5:30 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:

Mr. Gary Davis
Mr. George Engelbach (entered at 5:43 p.m.)
Mr. Steve Meinberg
Mr. Ron Scaggs
Mr. John Winkelman
Board President Krystal Hargis

Board President Hargis acknowledged that Mr. Engelbach was not in attendance, however, he arrived shortly after the meeting began.

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

Public Communication

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

Motion to Amend

Motion was presented by Mr. Winkelman to amend the agenda as shown on the new copy. The motion was seconded by Mr. Davis and all members present voted in favor of the motion. Board President Hargis declared the motion carried and the new agenda adopted.

Jefferson College Foundation Report

Tom Burke discussed the Jazz & Jeans event on Saturday, April 21, and the Foundation newsletter.

Mr. Dennis Kehm was in attendance for the Foundation By-laws agenda item.

President's Report

President Cummiskey reported on the following:

Legislative Update: The Senate Appropriations Committee appears to want to follow the House's budget recommendation to keep Higher Education funding flat for Fiscal Year 2013. The Senate also gave community colleges a core boost by transferring a \$5 million job training program that was originally housed under the Department of Economic Development. Once the mark-up process is complete the Committee's version of the 2013 Budget will move to the Senate floor for debate; where further scrutiny of new decision items is expected. In the end, the House Budget Committee and the Senate Appropriations Committee will form a Joint Conference Committee of 10 total members to work out any differences between the two versions of the budget by the Constitutional deadline of May 11th.

The Missouri Senate has just taken up and given first round approval to SB 721 sponsored by Sen. Rupp dealing with tax increment financing. This is a bill that originated with the St. Charles County Executive Steve Ehlmann. It makes significant differences in the TIF approval process in St. Charles County, St. Louis County, and Jefferson County.

Higher Learning Commission Annual Conference : Several of us just returned from the Higher Learning Commission Annual Conference, where we learned more about the future of HLC Accreditation and where processes are going. Major issues discussed included new quality pathways report that institutions will address in the fourth year of their 10-year accreditation cycle, as well as a more streamlined, electronic reporting process. Another area of concern was a requirement coming from the Department of Education in Washington, D.C., that due to financial aid concerns, colleges must formally adopt a definition of a credit hour, verify that courses are meeting the definition appropriately, and that the regional accrediting bodies (in our case the Higher Learning Commission) be charged with assuring that we are meeting the definition.

48 Hour Film Project: Back on campus, the 2nd Annual Jefferson College 48 Hour Film Project was hosted by the Cultural Diversity Committee and the Fine Arts Club. This project was open to students, faculty, staff members and Jefferson County residents with access to a digital video recorder of any type. Teams of up to 5 members had 48 hours to shoot, score and edit a film that was to be no longer than 7 minutes in length. There was a Kick-off meeting with a talk by Joseph Bitzer, a St Louis area freelance Assistant Director who provided filmmaking insight and tips. The deadline for submissions was noon on Saturday, March 17.; we had seven teams participate. There was a screening of the films on Friday, March 23 at 7:00 pm in the Fine Arts Theatre. The top three films won prizes. The purpose of this project was to illustrate what can be done within 48 hours through team work, creativity and hard work. Faculty members Nick Nihira and Joel Vanderheyden, organized the festival. Kudos to all for their work on this project.

MCCA Annual Trustee-Administrative/Professional Conference: MCCA Annual Trustee-Administrative/Professional Conference will be held May 23rd-26th at the Lake of the Ozarks.

College 102: Dr. Mindy Selsor and Ms. Sandy Frey reviewed the new College 102 course with guests.

NATEF Visit: Our Automotive Technology program had its NATEF Accreditation visit this week; we are awaiting the final report but kudos to Gerard Uhls and Gary Boyher for their hard work in preparing for this challenging program certification.

Approval of Warrants

After review of the warrants, motion was presented by Mr. Meinberg and seconded by Mr. Winkelman to approve the warrants. With all members voting in favor of the motion, Board President Hargis declared the motion carried.

Adoption/Approval of Consent Agenda

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

Motion was made by Mr. Meinberg to approve the consent agenda items. An abstention was made by Mr. Scaggs on the McDaniel extra pay for student credit hours generated. The motion

was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members, with noted abstention, declared the motion carried and the consent items approved as presented.

Executive Session

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

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

<i>Mr. Engelbach</i>	<i>Yes</i>
<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 7:10 p.m. The motion was seconded by Mr. Engelbach; all members voted to return to open session.

New Business

Promotions in Accordance with Faculty Promotions in Academic Rank System

Ten faculty members submitted applications for promotion through the Promotion in Academic Rank System (PARS). These applicants have fulfilled the requirements under the guidelines in Board Policies and Procedures and have received the recommendations of their respective dean (as stated in the memos that follow).

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 following faculty members be approved for promotion as indicated effective with the 2012-2013 academic year.

Dr. Timothy Boehme, Level III to Level IV, Professor
Dr. Rebecca Ellison, Level III to Level IV, Professor
Mr. John Johnny, Level III to Level IV, Professor
Mr. Terry Kite, Level II to Level III, Associate Professor
Ms. Connie Kuchar, Level III to Level IV, Professor
Ms. Shanie Latham, Level I to Level II, Assistant Professor
Dr. Patricia McDaniel, Level III to Level IV, Professor
Ms. Sheba Nitsch, Level III to Level IV, Professor
Mr. Imran Shah, Level I to Level II, Assistant Professor
Mr. Greg Simos, Level I to Level II, Assistant Professor
Mr. Wesley Whitfield, Level I to Level II, Assistant Professor

The motion was seconded by Mr. Winkelman. Mr. Scaggs abstained on the McDaniel promotion. Board President Hargis, hearing approval from all members, with noted abstention, declared the motion carried and the resolution duly adopted.

Granting of Tenure

Eight members of the faculty have completed the requisite years of service to the institution to be eligible for tenure. Applicants must submit a letter requesting a review and consideration for

tenure no later than April 1 of the fourth year of employment as a full-time faculty member, but are required to complete a minimum of five years of service. As indicated in the memos on the following pages, the faculty members have received the endorsement of their deans. Therefore, it is recommended, beginning with the 2012-2013 academic year, that tenure status be granted. A copy of the applications for tenure are on file.

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 following faculty members be issued tenure beginning with the 2012-2013 academic year.

Ms. Leslie Buck
Mr. Mark Byington
Mr. Ron Hovis
Mr. Nick Nihira
Ms. Sheba Nitsch
Mr. Skyler Ross
Ms Marialana Speidel
Ms. Laniece Wagner

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

Appointment of Director of Health Occupation Programs

Ms. Elizabeth Check, Dean of Career & Technical Education, has recommended the appointment of Mr. Kenny Wilson as Director of Health Occupation Programs. The start date for his assignment will be negotiated and an annual salary of \$75,794 will be prorated for time served through June 30, 2012. Further, consistent with other certified professional staff, it is recommended that he receive a contract for the 2012-2013 year. This is a new partially grant-funded position.

A search was conducted, and he was chosen by a search committee comprised of Mary Beth Ottinger, Kim Harvey, Deborah Allen, Bridget Webb, and Debbie Jokerst.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Mr. Kenny Wilson be appointed as Director of Health Occupation Programs at an annual salary of \$75,494 prorated for time served through June 30, 2012 and that he receive a contract for the 2012-2013 academic year.

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

Purchase of Instructional Equipment: Physical Therapy Assistant Program

In an effort to advance the development of the Physical Therapy Assistant Program, we are recommending the purchase of several pieces of equipment and supplies.

In accordance with Training for Tomorrow grant guidelines, all equipment and supplies have received a minimum of three bids. Bid packages were sent out to the following seven vendors: Ali Med, Scripp, Direct Supply, Tartan, Pocket Nurse, Patterson and Pro Med. In addition,

written internet bids were utilized as needed and accepted by the Training for Tomorrow state grant coordinator.

The total equipment and supplies purchase is \$75,001.22.

The vendors receiving the awards are as follows:

Scripp Companies	\$28,027.50
Pocket Nurse	\$ 1,623.00
Patterson	\$ 1,592.56
Ali Med	\$37,795.06
Direct Supply	\$ 5,963.10

All vendors are the low bid for the items being purchased. The complete bid tabulation summary is attached.

It is recommended that the equipment and supplies for the Physical Therapy Assistant program be purchased through the low bid vendors in the total amount of \$75,001.22.

These vendors have performed satisfactorily for the College in the past.

Training for Tomorrow grant funds will be used for this project.

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, to award the purchase of equipment and supplies for the Physical Therapy Assistant program be purchased through the low bid vendors in the amount of \$75,001.22.

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

Social Work Advisory Committee

The Social Work Advisory Committee was recently formed and would like to convene before the end of this semester. The purpose of this Advisory Committee is similar those approved in August 2011: to provide a continuing forum to update and inform on current issues, trends, data, job opportunities, and practices in the field of Social Work.

Motion was presented by Mr. Scaggs and seconded by Mr. Davis to approve the Social Work Advisory Committee. Board President Hargis, hearing affirmative votes from all members, declared the committee approved.

Foundation By-laws

Members of the Jefferson College Foundation By-laws Committee have been diligently working to revise the Foundation by-laws. The revisions were approved by the Foundation on March 28 and were included in the Board mailing.

As these by-laws impact the College and its operations, motion was presented by Mr. Meinberg to ask that the Board approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the by-laws approved by the Jefferson College Foundation on March 28, 2012 be affirmed.

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

Approval of Budget Assumptions (first reading)

The budget assumptions were presented to the Board as first reading and were the same as presented at the retreat last week.

Members will be asked to approve the budget assumptions at the May meeting.

Revisions to Policies and Procedures (first reading)

The last of the revisions were presented to the Board for first reading. After considerable discussion, another meeting of committee members will be held to make additional changes prior to second reading at the May Board meeting.

Appointment of Interim Dean – Career Tech Education

As a result of Elizabeth Check's leave of absence, it is necessary to appoint someone to lead the Career and Technical Education division. I am recommending that Dena McCaffrey be appointed Interim Dean of Career and Technical Education effective April 16, 2012 and ending no later than December 31, 2012. Dena, currently the Director of Outreach and Educational Sites, has proven to be an exceptional leader.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that approval be granted of the appointment of Ms. Dena McCaffrey as Interim Dean of Career and Technical Education effective April 16, 2012 at an annual salary of \$95,000 prorated for time served.

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

Resignation of Vice President of Academic Affairs & Student Services

Dr. Joyce Banjac, Vice President of Academic Affairs and Student Services, submitted her notice of resignation.

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 Joyce Banjac be accepted effective April 20, 2012.

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

Adjournment

There being no further business to discuss, on motion by Mr. Davis and a second by Mr. Winkelman, the meeting adjourned.