

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
November 15, 2012  
(626<sup>th</sup> Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, November 15, 2012, at 5:30 p.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Board President Hargis.

**Roll Call/Attendance**

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

Board President Hargis noted that all members were present.

Also present:                       College President Ray Cummiskey  
  Administrators  
  Members of the Faculty and Staff

**Public Communication**

No one asked to speak before the Board.

**Jefferson College Foundation Report**

Tom Burke reported on the following:

The Monticello Society held its annual dinner on November 7 at the Ault house. This dinner recognizes the Foundations largest donors.

A \$10,000 grant was received from AT&T to support the veteran student population at Jefferson College by providing access to emergency loans and financial assistance for books.

Jane and Branton Houser donated \$50,000 to the College to establish the Jane Houser Endowed Scholarship Fund to help non-traditional students.

**President's Report**

Board President Cummiskey expressed congratulations to the Foundation and Tom Burke for the recent Houser gift and for holding the second annual Monticello event.

Arica Strobel of Imperial, a student in the Jefferson College Business Information Technology program, recently received a \$750 scholarship from the Jefferson County Association of Educational Office Professionals (JCAEOP). She is earning an Associate of Applied Science degree.

Congratulations was extended to the soccer team, seeded #5 in the 2012 NJCAA National Soccer Tournament. The team had a great season.

Congratulations to Sandy Frey for successfully defending her dissertation.

Congratulations to Bridget Webb and the CTE staff for the upgrade to the PTA program to candidate for accreditation status.

The MCCA Convention was held in Kansas City. It was a busy and informative convention that included officers' meetings, professional development seminars, and "how to" seminars hosted by faculty and staff from community colleges around the state. Highlights included:

- Award of Distinction – Matt McCready
- Student Leadership Award – Maria Pilger
- Session on how to integrate brain pathway stimulation into course activities and assignments
- Bryan Herrick co-presented a session on Missouri's Certified Work Ready Communities initiative, available through our B&I Department
- Funding for next year was discussed

Dr. Selsor and Dr. McCaffrey discussed some of the sessions they attended at the conference.

#### **Approval of Warrants**

Motion was presented by Mr. Meinberg to approve the warrants. The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members, declared the motion carried and the warrants approved.

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

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

Motion was presented by Mr. Winkelman to approve the consent agenda items shown below with a change made as to the date of the Board Retreat from November 7 to November 15. The motion was seconded by Mr. Meinberg.

- \*Minutes of October 11, 2012
- \*Financial Statements Dated October 31, 2012
- \*Additional fall 2012 Credit Course Offerings & Teaching Assignments
- \*Curriculum Proposals

Board President Hargis, hearing approval from all members present, and including the noted change to the minutes, declared the motion carried and the consent agenda items approved.

#### **Old Business**

##### ***Appointment of Board Administration Team Negotiators***

At the October Board meeting, the appointment of the Board Administration Team was postponed as two Board members were not in attendance. This item was, therefore, on the November agenda for approval.

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 following persons be appointed representatives of the Board Administration Team for the Meet-and-Confer process with the Faculty Association and that Julie Fraser be appointed the team chair for 2012-2013.

***Board Representatives***

***Administrative Representatives***

Steve Meinberg

Mindy Selsor

John Winkelman

Julie Fraser, Team Chair

The motion was seconded by Mr. Engelbach. It was noted that the nominated parties were hesitant to participate on this committee due to other personal and professional commitments. Board President Hargis, hearing approval from two members, and opposed votes from four members, declared **the motion not passed**.

Discussion ensued and Mr. Davis and Mr. Engelbach agreed to serve as the Board reps.

Motion was then made by Mr. Winkelman and seconded by Mr. Meinberg for approval of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the following persons be appointed representatives of the Board Administration Team for the Meet-and-Confer process with the Faculty Association and that Julie Fraser be appointed the team chair for 2012-2013.

***Board Representatives***

***Administrative Representatives***

Gary Davis

Mindy Selsor

George Engelbach

Julie Fraser, Team Chair

Hearing approval of all members, Board President Hargis declared the motion carried.

**New Business**

***Annual Computing Purchase***

This is the annual purchase of computers, laptops, printers, and audio visual equipment for faculty, staff, computer lab, and classroom use. All equipment is either obsolete or no longer functioning properly.

Detailed specifications were completed and bid packets were distributed to ten vendors. Six vendors submitted bids with the winning low bid totals, as follows:

<u>Company</u>	<u>Amount</u>
CompUSA	\$191,154.95
CDWG	\$ 20,590.50
Kansas City Audio Visual	\$ 56,924.00
Schiller's AV	\$ 28,728.00

WorldWide Technology

\$ 3,701.70

Total purchases will be \$301,099.15. Plant funds will be used for \$191,517.61 and Enhancement Grant and Plant funds will be used for \$109,581.54 for these purchases.

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

BE IT RESOLVED BY THE Board of Trustees of the Community College of Jefferson County, Missouri, that the annual purchase of computing equipment be awarded to CompUSA of Meridian, Idaho, in the amount of \$191,154.95; CDWG of Chicago, Illinois, in the amount of \$20,590.50; Kansas City Audio Visual of Kansas City, Missouri, in the amount of \$56,924.00; Schiller's AV of St. Louis, Missouri, in the amount of \$28,728.00; and WorldWide Technology of Maryland Heights, Missouri, in the amount of \$3,701.70.

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

***Automotive Training Program Ratification of Purchase***

In an effort to provide the institutional strategic aims for the Automotive Technology training program, we are requesting ratification of ATech Trainers at \$19,266.50.

The ATech Trainers will greatly enhance the ability of students to prepare for the electrical and electronic systems they will diagnose and repair in the automotive industry. It will also better meet the needs for NATEF requirements for program certification in the areas of electrical and electronics.

ATech is a sole source vendor for these trainers to work in conjunction with the network of ATech equipment currently being utilized by the Automotive Technology program.

It is recommended that a resolution to ratify the purchase of the trainers from ATech Automotive Technology of Walton, Kentucky, in the amount of \$19,266.50 be approved.

Enhancement Grant and 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 of Jefferson County, Missouri, to ratify the purchase of automotive technology trainers in the total amount of \$19,266.50 from ATech Automotive Technology of Walton, Kentucky.

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

***Architectural Services: Vet Tech Facility***

In order to proceed with the planning, design and construction of a new facility for Vet – Tech and other academic uses on the Hillsboro campus, the Board needs to authorize a new architectural services contract with Kromm, Rikimaru, and Johansen.

The negotiated rate is 7% of the construction cost which is currently estimated to be \$400,000.

It was recommended that the Board authorize the contract with Kromm, Rikimaru, and Johansen of St. Louis, MO.

Plant 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 that the Vice President of Finance and Administration is authorized to enter into and execute the attached contract with Kromm, Rikimaru and Johansen of St. Louis, MO.

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

***Contract Extension – Interim Dean of Career & Technical Education***

In April, the Board approved the appointment of Dr. Dena McCaffrey as Interim Dean of Career and Technical Education through December 31, 2012. The extension of this contract through June 30, 2013 is recommended.

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 extension of Dr. Dena McCaffrey's appointment as Interim Dean of Career and Technical Education through June 30, 2013 at an annual salary of \$95,000 prorated for time served.

The motion was seconded by Mr. Scaggs. Members thought it best to not vote on this item until after executive session so the motion and second were withdrawn. Mr. Engelbach then made a motion to take the matter from the table until after the executive session. The motion to table this matter was seconded by Mr. Winkelman. All voted in favor.

***Resignation of Nursing Clinical Coordinator***

Mr. Robert Duy, Nursing Clinical Coordinator, submitted his notice of resignation.

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 the resignation of Robert Duy be accepted effective October 19, 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.

**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:

Mr. Engelbach	Yes
Mr. Davis	Yes
Mr. Meinberg	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Yes
President Hargis	Yes

Board President Hargis declared the meeting to be in executive session.

### **Return to Regular Session**

Motion was made by Mr. Winkelman to return to regular session at 7:14 p.m. The motion was seconded by Mr. Meinberg; all members present voted to return to open session.

### ***PREVIOUSLY TABLED ITEM VOTE:***

Mr. Engelbach made a motion to lay the previously tabled matter back on the table. Mr. Winkelman seconded the motion and all voted in favor. Consideration of this item is shown here:

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

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

### **Adjournment**

With nothing further to come before the meeting, the meeting adjourned at 7:20 p.m.