

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
September 12, 2013  
(636<sup>th</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, September 12, 2013, at 5:30 p.m. in the Admin Board Room on the Hillsboro campus. The meeting was called to order by Board President Steve Meinberg.

**Roll Call/Attendance**

Members present:

Mr. Davis	Yes
Mr. Englebach	Absent
Mrs. Hargis	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Yes
President Meinberg	Yes

Also present:

College President Ray Cummiskey

Administrators

Members of Faculty and Staff

**Public Communication**

No one asked to speak to the Board.

**Public Hearing on Tax Rate**

The public tax hearing was held on the 2013 tax rate. Board President Meinberg declared that the advertised public hearing session on the 2013 proposed tax levy was open for discussion. Richard Hardin advised that the tax amount had increased slightly due to consumer price increase and new construction in all three counties of the district.

No other comments were made and no one opposed the proposed tax rate. Board President Meinberg declared the hearing closed.

**Jefferson College Foundation Report**

Tom Burke reported as follows:

- The art gallery reception is scheduled for September 26 at 3 p.m.
  
- The golf tournament will be held on September 30 and is almost sold out. There are 30 hold sponsorships.
  
- A Motorama show will be held on October 5.

- The Foundation has partnered with The Leader to hold a dinner in conjunction with the recipe contest on November 8.

- This year's Monticello induction ceremony is scheduled for November 13.

### **President's Report**

College President Cummiskey reported on the following:

- Faculty/Staff Reception: A thank you was extended to faculty and staff and Board members for attending our Board of Trustees Meet and Greet prior to the meeting tonight.

- Veto Session: This week was the Veto Session for the Missouri Legislature. As expected, the Legislature failed to garner enough votes to override the Governor's veto of HB 253, and today the Governor released \$215 million of the \$400 million he withheld in June, including payments to higher education. We expect to see the funds distributed soon. Nonetheless, it is generally assumed that a revised version of HB 253 will be filed in the upcoming legislative session. Pre-filing begins on Dec. 1.

- Police Department Update: We have received our ORI (agency identifier) and so we have now a Police Department. There are several more steps to go through, but we are well on our way to completing the departmental transition.

- Board Retreat: Chair Meinberg and Dr. Cummiskey discussed the idea of having a short retreat prior to the November Board meeting. If all members are agreeable, Dr. Cummiskey would like them to identify topics for the retreat agenda. It was decided that Dr. Cummiskey would email all members to determine a retreat date.

- ATS Dinner: Next month we will hold a dinner prior to the Board meeting put on by the ATS students.

- Completion Academy: Dr. Selsor and several faculty and staff attended the first Missouri Completion Academy in St. Louis. Dr. Selsor gave a brief presentation on the event.

### **Approval of Warrants**

The warrants were approved on motion by Mrs. Hargis and a second by Mr. Winkelman. Board President Meinberg, hearing approval from all members present, declared the motion carried and the warrants approved.

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

Motion to adopt the Consent Agenda was presented by Mr. Winkelman and seconded by Mrs. Hargis. The motion was approved by all members present.

The motion to approve the following Consent Agenda items was presented by Mr. Davis.

Minutes of August 15, 2013

Financial Statements Dated August 31, 2013

Final Fall 2013 Credit Course Offerings and Teaching Assignments  
Approval of Academic Calendar 2014-2015

The motion was seconded by Mrs. Hargis. Mrs. Hargis abstained on the August minutes and Mr. Scaggs abstained on Fallert and McDaniel teaching assignments. Hearing approval from all members present, Board President Meinberg declared the consent agenda items approved with the noted abstentions.

**New Business**

***Setting of the Tax Levy for 2013***

Pursuant to Board direction, we advertised that a public hearing will be held on the College's 2013 tax rate at 5:30 p.m. CDT at the September board meeting. That hearing having been held during this meeting, and no one speaking in opposition of the tax, the Board officially established the calendar year 2013 tax rate as follows:

Motion was presented by Mr. Winkelman to approve this resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that in accordance with Section 67.110 RSMo, an annual tax levy for the operation of the College be established for the 2013 calendar year on each \$100 of assessed valuation of property within the District that will not exceed the lesser of the following rates, or the rates certified by the State Auditor's office:

General & Plant	29.02¢
Capital Projects	<u>5.00¢</u>
Total	<u>34.02¢</u>

BE IT FURTHER RESOLVED that the Controller be authorized to certify the rate of taxation to the county clerks of Jefferson, St. Francois and Ste. Genevieve counties as required by law.

The motion was seconded by Mr. Davis. Board President Meinberg, hearing approval from all members present, declared the resolution passed and the 2013 tax levy approved.

***Revision of Board Policy II-013, Pay Period, Salary Payments, and Deductions; Board Procedure V-002, Salaries and Remuneration (first reading)***

Board Policy II-013, Pay Period, Salary Payments, and Deductions and Procedure V-002, Salaries and Remuneration were revised and presented for first reading. They have been revised to change the pay date from the last business day of the month to the last banking day of the month. The pay period for non-exempt employees ends on the 16<sup>th</sup> of the month. The last College business day in December sometimes falls a few days after the end of the pay period. This change is necessary to allow ample time to process payroll in December. The proposed change has been reviewed with employee constituent groups. In October, the Board will be asked 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 II-013 and Board Procedure V-002.

***Purchase of Classroom Furniture: Honors Seminar Room***

In an effort to advance the institutional strategic aims of the Honors Program, it has been recommended to purchase new instructional computer furniture for the Honors seminar room and collaboration area.

The seminar room and collaboration area will receive the following furniture: 11 Computer Work Stations, 26 Student Task Chairs, 1 Collaboration Table, and 1 Instructor Chair. The total cost is \$16,882.87

The Strategic Planning Committee approved this project as a capital expense for fiscal year 2014.

The furniture is being purchased through an existing contract with Krueger International that allows the College to receive discounted co-op pricing.

It was recommended that the purchase of the Honors seminar room and collaboration area furniture be purchased through Krueger International of Green Bay, Wisconsin, in the amount of \$16,882.87.

Plant funds will be used for this project.

Motion was presented by Mrs. Hargis 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 instructional furniture for the Honors seminar room and collaboration area to Krueger International of Green Bay, Wisconsin, in the amount of \$16,882.87.

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

***Approval of Dual Credit Partnership with Herculaneum High School***

A dual credit partnership between Jefferson College and Herculaneum High School (Dunklin R-V) has been established to develop a 24-credit hour program to be offered to qualifying Herculaneum High School students during their junior and senior years. This is a unique dual credit partnership combining face-to-face courses with online coursework.

Motion was presented by Mr. Scaggs for approval of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to establish a dual credit partnership with Herculaneum High School (Dunklin R-V) beginning with the 2013-2014 academic year.

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

***Appointment of Assistant Coaches***

Julie Fraser, Associate Vice President of Student Services, has recommended the appointments of Travis Cearly as part-time Women’s Assistant Basketball Coach, and Trisha Thompson as part-time Women’s Assistant Softball Coach, each at an annual salary of \$5,295.

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 Travis Cearly and Trisha Thompson be appointed assistant coaches for Basketball and Softball, respectively, at the annual compensations listed above effective September 12, 2013 through June 30, 2014.

The motion was seconded by Mrs. Hargis. Board President Meinberg, hearing approval from all members present, declared the motion passed and the resolution approved.

**Executive Session**

Mrs. Hargis made a motion to enter into executive session. The motion was seconded by Mr. Davis. Roll call vote as follows:

Mr. Davis	Yes
Mrs. Hargis	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Yes
Board President Meinberg	Yes

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

**Return to Regular Session**

Motion was made by Mr. Scaggs, and seconded by Mrs. Hargis, to return to regular session at 6:55 p.m.

**Adjournment**

There being nothing further, the meeting adjourned at 7:05 p.m.