

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI

December 12, 2013

(639<sup>th</sup> Meeting)

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

**Roll Call/Attendance**

Members present:

Mr. Davis  
Mr. Engelbach  
Mrs. Hargis  
Mr. Scaggs  
Mr. Winkelman

It was noted that Board President Meinberg was excused.

Also present:

College President Ray Cumiskey  
Administrators  
Members of Faculty and Staff

**Public Communication**

No one asked to speak to the Board.

**Jefferson College Foundation Report**

Tom Burke discussed the following:

- 1) Cultivation tour with Nick French of Purcell Tire & Rubber Company
- 2) Jazz & Jeans – save the date cards will be distributed soon for the April 26<sup>th</sup> event
- 3) Foundation Annual Report will be available within the next week or so
- 4) The Viking Fund campaign is underway
- 5) KJFF in-kind gift of 4,000 hours of air time

**President's Report**

College President Cumiskey reported on the following:

*Kudos*

Niki Voglesong was awarded the Rising Star Award by the Missouri Health Information Management Association. The award recognizes health information management professionals for their leadership and dedication to the future of the profession.

*Program Graduations*

The OTA Program will hold its first class graduation and the Law Enforcement Academy will also hold its graduation next week.

*Boeing*

Over the Thanksgiving holiday, the College worked with the governor's office to develop a regional training consortium to address the workforce needs for Boeing. Jefferson College, East Central College, Mineral Area College, St. Charles Community College, and St. Louis Community College agreed to establish the consortium to meet non-credit training and credit offerings in programs directly related to aerospace manufacturing. Governor Nixon signed the bill Tuesday morning at a press conference at the St. Louis Science Center Planetarium in Forest Park. President Cummiskey attended as the College representative as well as the MCCA representative. Dr. Selsor, Dr. McCaffrey, and Bryan Herrick were thanked for their work on the project.

### *Missouri Legislature*

Pre-filing of bills began in Jefferson City. The mood seems positive after a positive special session. The fiscal year 2015 budget is expected to have a better year as the state's revenue figures continue to climb. However, many of the departments have a list of requests they consider "mandatory" spending items they feel can no longer be ignored. Other hot topics will likely include Medicaid expansion/transformation, transportation, K-12 transfer issues, right to work/employment law reform, workers' compensation reform, medical malpractice reform, healthcare reform and income tax policy.

### *February Meeting*

President Cummiskey will be attending the ACCT Legislative Summit in Washington, DC February 11-14; the February Board meeting will be rescheduled to February 20.

### *Strategic Planning*

A great deal of work this past year has gone into revising and updating the strategic plan. Faculty and staff were commended for their efforts. The plan is on the agenda for first reading. Dr. Dena McCaffrey briefly presented highlights of the revised plan.

### **Approval of Warrants**

The warrants were approved on motion by Mr. Winkelman and a second by Mr. Englebach. Board Vice President Davis, 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. Scaggs 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. Winkelman.

Minutes of November 14, 2013

Financial Statements Dated November 30, 2013

Winter 2013 Credit Course Offerings and Teaching Assignments

Spring 2014 Credit Course Offerings and Teaching Assignments

Spring 2014 Continuing Ed Course Offerings and Teaching Assignments

Curriculum Items

There was an abstention by Mr. Engelbach on approval of the minutes from the November meeting and Mr. Scaggs abstained on Fallert and McDaniel teaching assignments.

The motion was seconded by Mrs. Hargis. Hearing approval from all members present, Board Vice President Davis declared the consent agenda items approved.

### New Business

#### ***Revision of Board Policy II-011.06, Leaves of Absence: Bereavement Leave (First Reading)***

The following includes Board Policy II-011.06, Leaves of Absence: Bereavement Leave. It has been revised to reflect the changes negotiated in the last BAT-FAT process. The current language is shown with a strikethrough and the proposed changes are shown in ***boldface italics***.

In January, 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 and Procedure II-011.06.

<b>POLICY #</b>	<b><i>II-011.06 (Page 1 of 1)</i></b>
<b>TITLE</b>	<b><i>Leaves of Absence: Bereavement Leave</i></b>
<b>TYPE</b>	All Personnel - General Policies and Compliance Issues
<b>RATIONALE</b>	Provide full-time employees with bereavement leave benefits
<b>APPROVED</b>	<del>February 15, 2007</del>

### **POLICY**

It shall be the policy of the Board of Trustees that bereavement leave with pay up to ~~three~~ ***five*** days per occurrence shall be allowed for ***the death of an employee's spouse or child and for a death*** in the ***employee's*** immediate family ***for whom the employee is responsible or any person for whom the employee is the legal guardian.*** ~~of a full-time employee. Employees may use bereavement leave for other members of their household subject to the approval of their supervisor(s) in consultation with the Director of Human Resources. Immediate family is interpreted to mean spouse, mother, mother in law, father, father in law, grandparents, grandchild, son or daughter, brother or sister of the employee or any relative living in the immediate household.~~

***Bereavement leave with pay up to three days per occurrence shall be allowed in the event of the death of one of the following members of the family: mother, father, sister or brother, grandparent, grandchild, corresponding in-law, foster, or step-relation.***

~~Bereavement leave with pay up to two days per occurrence shall be allowed in the event of the death of one of the following members of the family: sister in law, brother in law, daughter in law, or son in law. In the event of the death of a significant other of any employee, two days of bereavement leave may also be granted.~~

***The supervisor, in consultation with the Director of Human Resources, shall be authorized to make decisions on individual issues which may arise that are not specifically addressed or outlined in this policy or for which clarification is required.***

Bereavement leave shall not be deducted from sick leave. If additional time is needed, employee's personal days should be used.

## **BOARD MONITORING**

The President of the College shall direct the Director of Human Resources to monitor bereavement leave usage and to prepare reports for the Board of Trustees as requested.

### ***Strategic Planning (First Reading)***

The Strategic Plan for 2015-2020 was sent to Board members prior to the meeting. Members will be asked to approve the plan at the January meeting.

### ***College Website & Content Management System Redesign***

With the rapid advances in computer and mobile technology, higher education websites have become an essential method of recruitment marketing and information dissemination for prospective and current students, employees, donors, legislators, community members, job seekers, and other individuals from all corners of the world. In many instances, a website serves as the underpinning for creating and sustaining an institution's brand/image among its numerous constituents.

Jefferson College's current website ([www.jeffco.edu](http://www.jeffco.edu)) is outdated in appearance, structure and in the presentation of content. The existing site--comprised of seven separate websites--utilizes a design and layout developed in 2005 that is now experiencing compatibility and functionality issues with current web browsers. It is also not optimized for viewing on mobile devices.

As a FY14 action plan of the Marketing and Public Relations Department in conjunction with the College's strategic long-range planning process and the Strategic Enrollment Management-Retention plan, Board approval is requested to redesign the Jefferson College website into a dynamic, informative, visually appealing mobile-friendly site and incorporate a new content management system (CMS) based on a Drupal platform. This capital project was approved by the Strategic Planning Committee.

The goal is to create a new website offering an intuitive, easy-to-use interface for external users, while providing a new content management system that is easily accessible to content contributors (with no knowledge of HTML code required) featuring restrictive text formatting options that allow for an approval process before staff-created pages go live.

Detailed specifications were completed and bid packets were distributed to six vendors. Three vendors submitted bids as follows:

<u>Company</u>	<u>Amount</u>
<b>Content Executive DBA/Blayzer, St. Louis, MO</b>	<b>\$56,000</b>
Mind Active, St. Louis, MO	\$60,000
Spry Digital, St. Louis, MO	\$77,850

Blayzer has been designing, building, and managing web solutions for 15 years. Company owner/president Brad Goldenberg will personally assume the responsibility of account manager for the project. References have been checked and were found satisfactory.

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 of Jefferson County, Missouri, to award a contract for website and content management system design services to Content Executive DBA/Blayzer of St. Louis, Missouri, in the amount of \$56,000.

The motion was seconded by Mr. Winkelman. Board Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the resolution approved.

***Appointment of ATS Fire Science Faculty***

Dr. Dena McCaffrey, Dean of Career & Technical Education, has recommended filling a part-time fire science faculty position in the Area Technical School with Mr. Aaron Bockhorst on a term appointment at an annual salary of \$24,305 prorated for the Spring 2014 semester.

A search was conducted, and he was chosen by a search committee comprised of Brandon Russell, Amanda McCarty, Greg Simos and Alisha Conley.

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 that Mr. Aaron Bockhorst be appointed a part-time fire science Instructor effective January 6, 2014 at an annual salary of \$24,305 prorated for the Spring 2014 semester.

The motion was seconded by Mr. Winkelman. Board Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the resolution approved.

***EMT/Paramedic Instructional Equipment: Ambulance Simulator***

In an effort to meet the institutional strategic aims for the EMT/Paramedic program, we are recommending the purchase of an Ambulance Simulator.

The purchase of an Ambulance Simulator allows the students the opportunity to work in a simulated ambulance back which replicates actual dimensions to practice loading and unloading patients. The simulator has all of the compartments that the students will find in the back of an actual ambulance. This will prepare students to become proficient in actual working environments which will be encountered during clinicals and the job market.

Rescue Safety Products is the sole source for the Ambulance Simulator being the only manufacturer in the United States.

It is recommended that the Type III Ambulance Simulator be purchased in the amount of \$26,274 from Rescue Safety Products of McKinney, Texas.

Enhancement Grant funds will pay 75% and Plant funds will pay 25% for this purchase.

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 purchase the Type III Ambulance Simulator from Rescue Safety Products of McKinney, Texas, in the amount of \$26,274.

The motion was seconded by Mr. Winkelman. Board Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the resolution approved.

***Veterinary Technology Instructional Equipment: Computed Radiography System***

In an effort to meet the institutional strategic aims for the Veterinary Technology program, we are recommending the purchase of a computed radiography system. A computed radiography unit was a recommendation made by the American Veterinary Medical Association after the last site visit in March, 2010. Currently, students are only able to observe and not participate in the process of computed radiology during their site visits. This system will allow students to train and practice computed radiology on a regular basis to better prepare for the workforce.

The iCRco Computed Radiography System is a patented design and compatible with the current system. Interstate Imaging is the sole distributor of the iCRco system for this region.

It is recommended that the iCRco Computed Radiography System be purchased in the amount of \$32,126 from Interstate Imaging of Evansville, Indiana.

Interstate Imaging has performed satisfactorily for the College in the past.

Enhancement Grant funds will pay 75% and Plant funds will pay 25% for this purchase.

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, to purchase the iCRco Computed Radiography System from Interstate Imaging of Evansville, Indiana, in the amount of \$32,126.

The motion was seconded by Mrs. Hargis. Board Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the resolution approved.

**Executive Session**

The executive session that was previously scheduled was not held as there were no items to discuss in closed session.

**Adjournment**

There being nothing further, the meeting adjourned.