

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
January 16, 2014
(640th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, January 16, 2014, 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. Engelbach
Mrs. Hargis (entered during executive session)
Mr. Scaggs
Mr. Winkelman
Board President Meinberg

It was noted that Mr. Davis was excused.

Also present:

College President Ray Cummiskey
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) Board Development – Foundation members, with Tom Burke and President Cummiskey, will visit OTC and State Fair Community College in February to review their development programs.
- 2) Jazz & Jeans will be held on April 26.
- 3) The annual golf tournament will be held September 29.
- 4) The Foundation is looking at financial advisors to work with the Foundation.
- 5) The Foundation recently received three gifts over \$2,000 (from Dow Chemical, Jennifer Hansen, and the Rosier family).

President's Report

College President Cummiskey reported on the following:

Kudos

Nursing student, Kristi Tennyson, was awarded the “statewide” Missouri League for Nursing Scholarship for next year and will be recognized at a convention in April.

Freshman soccer team midfielder, Nijaz Muratovic, has been selected as an NJCAA Soccer All American for 2013.

Jefferson College graduate, Matt Stites, was named one of the 27 Arizona Diamondbacks non-roster invitees to their Major League team's Spring Training.

Spring Enrollment

Due to bad weather, many students were not able to get to campus to enroll last week. Thus, enrollment numbers are incomplete and changing daily. We are showing a 9% decrease in enrollment; however, the final numbers are expected to be near the 5% decrease which is consistent with the fall semester.

Audit

A copy of the annual audit was mailed to Board members for review. A representative of Daniel Jones will be in attendance at the February meeting to answer any questions that may arise regarding the audit. Approval of the audit will be requested in February.

State of the State

Governor Nixon will present his annual State of the State Address on Tuesday, January 21. He has indicated an increase to higher ed funding (performance based) and strengthening student grant programs such as Bright Flight.

Legislative Issues

The "tax cut" bill, filed by T. J. Berry, is similar to the bill he filed last year, with adjustments to the tax pitfalls identified last session; the bonding legislation sponsored by Chris Kelly will be discussed; and many other bills will be proposed.

National Legislative Summit

This year's summit in Washington, D.C. will be held February 10-13. Jefferson College will provide community college coverage in Jefferson City January 21-23.

February Board Meeting Date Change

The February meeting will be held on Thursday, February 20, 5:30 p.m.

Spring Retreat

Dr. Cummiskey asked members to provide dates for a spring retreat.

Credit for Prior Learning

As part of the College's initiative to increase degree completion, the College is revising its old approach to measuring competency learned outside of classroom into a process called Credit for Prior Learning. The purpose of CPL is to grant credit to a student who has achieved a college level education in certain academic areas without regard as to how he/she might have obtained the knowledge on which he/she is tested. Chris DeGeare is serving as chair of the Curriculum Committee's subcommittee tasked with the development of the Credit for Prior Learning proposal. Chris gave a presentation on the program.

Approval of Warrants

The warrants were approved on motion by Mr. Winkelman and a second by Mr. Engelbach. 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. Englebach and seconded by Mr. Winkelman. The motion was approved by all members present.

The motion to approve the following consent agenda items was presented by Mr. Winkelman.

Minutes of December 12, 2013

Financial Statements Dated December 31, 2013

Final Winter 2013 Credit Course Offerings and Teaching Assignments

Final Spring 2014 Credit Course Offerings and Teaching Assignments

Curriculum Items

There was an abstention by Mr. Scaggs on Fallert and McDaniel teaching assignments. With two members not present, there were not sufficient votes to approve the teaching assignments.

The motion was seconded by Mr. Engelbach. Hearing approval from all members present, Board President Meinberg declared the consent agenda items approved with the exception of the teaching assignments.

Mrs. Hargis arrived near the end of the meeting and a motion was presented by Mr. Engelbach to approve the teaching assignments previously tabled due to an abstention by Mr. Scaggs and lack of member votes. The motion was seconded by Mrs. Hargis and the teaching assignments were approved.

Old Business

Revision of Board Policy II-011.06 – Leaves of Absence: Bereavement Leave (Second Reading)

This was presented last month for first reading and Board approval is requested at this time.

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 II-011.06 – Leaves of Absence: Bereavement Leave.

The motion was seconded by Mr. Winkelman. Hearing approval from three members, and one vote against the motion, Board President Meinberg declared the revisions to Board Policy II-011.06 approved.

Approval of Adoption of the Strategic Plan 2015-2020 (Second Reading)

The Strategic Plan for 2015-2020 was presented at the December meeting for first reading. Board approval of the plan was requested.

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 Jefferson College Strategic Plan 2015-2020 be approved.

The motion was seconded by Mr. Winkelman. Hearing approval from all members present, Board President Meinberg declared the revisions to Board Policy II-011.06 approved.

New Business

Purchase of Instructional Furniture: Task Chairs

In an effort to advance the institutional strategic aims of the College, we are recommending the purchase of task chairs for the Technical Center to replace the current broken and worn chairs in the classrooms.

This is part of the annual replacement of Instructional Furniture budget as approved by the Strategic Planning Committee for FY 2014.

The total number of classroom chairs being replaced is 419 with a total cost of \$50,551.78.

Sample chairs were received at the allotted price point from multiple vendors. The Hon Motivate chair was chosen as the lowest and best product. Bids were solicited from three Hon dealers. Bid submissions are as follows:

<u>Company</u>	<u>Amount</u>
Office Essentials, St. Louis, MO	\$50,551.78
Modern Business Interiors, St. Charles, MO	\$63,491.43
Office Max, St. Louis, MO	\$60,472.77

It is recommended that the purchase of the 419 classroom chairs be purchased through Office Essentials of St. Louis, Missouri, in the amount of \$50,551.78.

Office Essentials has performed satisfactorily for the College in the past.

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 Community College District of Jefferson County, Missouri, to award the purchase of 419 classroom chairs in the amount of \$50,551.78 to Office Essentials of St. Louis, Missouri.

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

Purchase of Instructional Furniture: CTE 139

In an effort to advance the institutional strategic aims of the College, we are recommending the purchase of additional computer classroom furniture for CTE 139. This will expand the classroom to 35 students for computer assisted learning.

This is part of the annual replacement of Instructional Furniture budget as approved by the Strategic Planning Committee for FY 2014.

The classroom will receive the following furniture: 24 Computer Work Station Tables and 13 Task Chairs to match existing chairs in classroom. The total cost is \$19,554.27

The furniture is being purchased through an existing cooperative contract with KI International that allows the College to receive discounted pricing.

It is recommended that the purchase of the classroom furniture for room CTE 139 be purchased through Krueger International of Green Bay, Wisconsin, in the amount of \$19,554.27.

Krueger International has performed satisfactorily for the College in the past.

Plant funds will be used 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 award the purchase to furnish room CTE 139 as a computer classroom in the amount of \$19,554.27 to Krueger International of Green Bay, Wisconsin.

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

Purchase of College Identity Management System

Information Technology recommends the implementation of an identity management system to support the colleges' computing environment. This system will automate the policies and procedures governing a user's identity and controls the applications and permissions that students and employees will be allowed to access. It will also serve as the foundation for sharing user information for authentication between applications.

A user's identity is comprised of their login ID, password, personal information and permissions for all of the applications they access including Banner, STARS, Blackboard, Gmail and others. Proper and timely provisioning, maintenance, and security of a user's identity across these systems are critical for each user's success.

Detailed specifications were completed and bids packages were distributed to three vendors. The vendors submitted bids as follows:

<u>Company</u>	<u>Amount</u>
Qubera Solutions, Redwood City, CA	\$174,800.00
Sailpoint, Austin, TX	\$134,000.00
Fischer International Identity, Naples, FL	\$ 86,497.44

Plant Funds will be used for this purchase.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to award a contract for the purchase and installation of an identity

management system to Fischer International Identity of Naples, Florida in the amount of \$86,497.44.

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

Appointment of Director of Planning and Outreach

Ms. Julie Fraser, Associate Vice President of Student Services, has recommended the appointment of Ms. Patricia Aumann to fill the full-time certified professional staff position as Director of Planning and Outreach effective February 3, 2014 at annual salary of \$74,297 prorated for time served.

A search was conducted, and she was chosen by a search committee comprised Julie Fraser, Ashley Mangrich, Bryan Herrick, Connie Kuchar, Lora Warner, Paula Martin, Sandy Frey, and Stacey Wilson.

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 Ms. Patricia Aumann be appointed Director of Planning and Outreach effective February 3, 2014 at an annual salary of \$74,297.

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

Appointment of Full-time Law Enforcement Academy Faculty

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a vacant law enforcement academy faculty position with Mr. Paul Ferber effective January 21, 2014 at a Level II annual salary of \$48,530 prorated for time served for the remainder of the 2013-2014 academic year.

A search was conducted, and he was chosen by a search committee comprised of Diane Scanga, Dave Finke, and Ron Scaggs.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Mr. Paul Ferber be appointed as Level II full-time law enforcement academy faculty effective January 21, 2014 at an annual base salary of \$48,530 prorated for time served for the remainder of the 2013-2014 academic year.

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

Executive Session

Motion was presented by Mr. Winkelman to enter into executive session. The motion was seconded by Mr. Engelbach. Roll call vote as follows:

Mr. Engelbach Yes

Mr. Scaggs	Yes
Mr. Winkelman	Yes
President Meinberg	Yes

(Mrs. Hargis entered the meeting during executive session)

Return to Regular Session

Motion was presented by Mr. Scaggs and seconded by Mr. Winkelman to return to regular session at 6:55 p.m.

Adjournment

There being nothing further, the meeting adjourned.