

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
March 13, 2014  
(642<sup>nd</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, March 13, 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. Davis  
Mrs. Hargis  
Mr. Scaggs  
Mr. Winkelman  
Board President Meinberg

It was noted that Mr. Engelbach 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 reported the following:

1. St. Anthony's Hospital has given Jefferson College a grant for 5 scholarships
2. Jazz & Jeans – 1200 invitations were stuffed and sent out
3. RFP's for financial services were sent out; 7 responses have been received
4. Foundation Board nominations will be taken soon

**President's Report**

College President Cummiskey reported on the following:

*Kudos*

This year's Linda K. Johnston Excellence in Assessment Award recipients, Kenny Wilson and Debbie Wolk, were congratulated. Both winners received a \$250 stipend and recognition on the award plaque. They were recognized for their commitment to assessment.

Jefferson College Student Senate won three awards at the recent MCCA-Student Government Conference. They competed against other student government associations in Missouri. Awards went to Jefferson College Student Senate as SGA of the Year; Annie Mbale as Student Leader of the Year; and Will Rohman for Essay of the Year.

*MCCA Activities*

MCCA held the Phi Theta Kappa Recognition Luncheon on March 5. Jefferson College student, Annie Mbale, was a third team member. Dr. Scott Holzer was awarded the Excellence in Teaching Award recognition as Jefferson College's faculty winner.

### *State Budget*

The House Budget Committee has marked up its version of the FY 2015 budget. Community colleges have been successful in getting \$10 million in equity funding added by the House Budget Committee; and the House Budget Committee has raised from 2% to 3% the increase for public four year and two year colleges. The budget will go to the Senate and then to the Governor's desk.

### *Economic Impact of Community Colleges*

Economic Modeling Specialists International conducted a study showing a variety of benefits of community colleges for students, taxpayers, the U.S. society, and the U.S. economy in general for the American Association of Community Colleges. The analysis shows that the millions of former community college students employed in the U.S. workforce generated some \$806.4 billion in added income in 2012, consisting of students' wages, increased output by and for their employers, and further impact on the economy.

### *Faculty Presentation*

During the fall semester, Science Professor Dora Mitchell went on sabbatical leave to work with Veterinary Special Services. Dora shared her experience with the group and told how her research ultimately benefits students.

### *Reminders*

The Board Retreat will be held on Monday, March 24 at the Ault House and will include a special meeting on final bond issuance and school district agreement.

The Annual MCCA Annual Trustee and Administrative/Professional Development Spring Conference will be held May 22-24 at Camden on the Lake in Lake Ozark.

### **Approval of Warrants**

The warrants were approved on motion by Mr. Davis and a second by Mr. Winkelman. Mr. Scaggs abstained on check 391494 to James Fallert and Mr. Meinberg abstained on check 391369 to Jefferson County Sheriff's Department. Board President Meinberg, hearing approval from all members present, declared the motion carried and the warrants approved with the noted abstentions.

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

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

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

Minutes of February 20, 2014

Financial Statements Dated February 28, 2014

Additional Spring 2014 Credit Course Offerings and Teaching Assignments

Curriculum Items

The motion was seconded by Mr. Scaggs. Hearing approval from all members present, Board President Meinberg declared the consent agenda items approved.

### **Old Business**

#### ***Approval of Board Policy & Procedure VI-013 – Institutional Review Board (Second Reading)***

This Policy establishes rules and procedures that the College will use to approve proposals for research conducted on human subjects at the College. It was brought to the Board in February for first reading and Board approval is requested at this time.

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, that Board Policy and Procedure VI-013 be approved.

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

***Approval of Revisions to Board Procedures IV-002.09 & IV-006.01***

The revisions were presented in February for first reading. The revisions reflect changes negotiated in the last BAT-FAT process. Board approval is requested.

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 approve the proposed revisions to Board Procedure IV-002.09 & Board Procedure IV-006.01.

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

**Executive Session**

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

Mr. Davis	Yes
<del>Mr. Engelbach</del>	Absent
Mrs. Hargis	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Yes
President Meinberg	Yes

**Return to Regular Session**

Motion was presented by Mrs. Hargis and seconded by Mr. Winkelman to return to regular session at 6:35 p.m.

**New Business**

***Revision of Board Policy VII-003 (First Reading)***

The revisions reflect the changes associated with the implementation of the proposed Credit for Prior Learning Guide and to reflect current procedures with Enrollment Services. Changes have been reviewed by employee constituent groups. The Board will be asked to approve the changes at the April meeting.

***Adoption of Credit for Prior Learning Guide***

The Credit for Prior Learning Guide was developed by a subcommittee of the Curriculum Committee in collaboration with faculty and staff. Jefferson College has been awarding credit for prior learning for several years in various formats. The CPL Guide, based on the Missouri Credit for Prior Learning Model, clarifies and centralizes CPL opportunities and processes.

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 adopt the Credit for Prior Learning (CPL) Guide as presented.

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

***Purchase of Fire Alarm Equipment***

In an effort to continuing the ongoing project to upgrade the College's fire alarm system the purchase of fire alarm equipment for the Student Center, Arts & Sciences I, and Arts & Sciences II buildings is recommended.

This is a sole source directly from SimplexGrinnell LP of Earth City, MO. Coop negotiated pricing is being applied through membership in the National Joint Powers Association. SimplexGrinnell fire alarm equipment is currently being utilized on the Hillsboro campus and this will tie into the existing SimplexGrinnell fire alarm system.

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 fire alarm equipment in the amount of \$80,515.79 to SimplexGrinnell LP of Earth City, Missouri.

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

***Reemployment of Certified Professional Staff 2014-2015***

Recommendation was presented that the full-time certified professional staff members listed on the attached sheets for the positions indicated for 2014-2015.

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 the full-time certified professional staff members shown attached be reemployed in the positions indicated for 2014-2015.

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

***Reemployment of Faculty 2014-2015***

Reemployment of the full-time faculty members listed on the attached pages was presented.

Motion was made 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 the full-time faculty members shown on the attached sheets be reemployed in the positions indicated for 2014-2015.

Abstention was made by Mr. Scaggs on the McDaniel contact.

The motion was seconded by Mrs. Hargis. Board President Winkelman, hearing approval from all members present, declared the motion carried and the resolution approved, with the noted abstention.

### ***Appointment of Nursing Faculty***

A search was conducted last year and a full-time nursing faculty position was filled on a one-year temporary appointment with Ms. Kathleen Harris. Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended Ms. Harris to fill the position for a term appointment at a Level II annual salary of \$48,530 for the 2014-2015 academic year.

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, that Ms. Kathleen Harris be appointed as Level II full-time nursing faculty on a 9.5 month term appointment at an annual base salary of \$48,530, subject to applicable Board-approved increases for the 2014-2015 academic year.

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

### ***Appointment of Philosophy Faculty***

Last year, a search was conducted and a full-time philosophy faculty position was filled on a one-year temporary appointment with Dr. Brian Dunst. Ms. Shirley Davenport, Dean of Arts and Science Education, has recommended Dr. Dunst to fill the position for a term appointment at a Level I annual salary of \$43,553 for the 2014-2015 academic year.

Motion was presented by Mrs. Hargis for approval of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that Dr. Brian Dunst be appointed as Level I full-time philosophy faculty on a 9.5 month term appointment at an annual base salary of \$43,553, subject to applicable Board-approved increases for the 2014-2015 academic year.

The motion was seconded by Mr. Winkelman. Board President Meinberg, hearing affirmative votes from all members present, declared the motion carried.

### ***Restructuring of Series 2004 Leasehold Refunding Revenue Bonds***

The College's 2004 Leasehold Refunding Revenue Bonds that relate to the construction of Viking Woods Housing became callable on March 1, 2014. The remaining yields on the 2004 Series Bonds for the years 2014-2024 are 5.20%-5.80%.

In the current market, the yields are far more favorable to the College than the original Series 2004 yields.

Six firms showed interest in restructuring the Series 2004 bond issue and the proposals were evaluated based upon terms, call features, cost of issuance, approximate bond yields and approximate net present value savings.

Based on the evaluation of the proposals, L.J. Hart & Co. of St. Louis, Missouri is recommended to begin the process of restructuring the Series 2004 Leasehold Refunding Revenue Bonds.

Motion was presented by Mrs. Hargis to approve the following resolutions.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that L.J. Hart & Co. be authorized to proceed with the restructuring of the Series 2004 Leasehold Refunding Revenue Bonds.

BE IT FURTHER RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Vice President of Finance and Administration and the Controller of the College be authorized to execute any and all documents necessary to complete the restructuring of the Series 2004 Leasehold Refunding Revenue Bonds.

The motion was seconded by Mr. Winkelman. Board President Meinberg, hearing affirmative votes from all members present, declared the motion carried.

***Resignation of Director of Residential and Student Life***

The Associate Vice President of Student Services, Ms. Julie Fraser, has been informed that Ms. Anna Fabatz is requesting to be released from her contract effective April 25, 2014.

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, that the resignation of Anna Fabatz be accepted effective April 25, 2014.

The motion was seconded by Mrs. Hargis. Board President Meinberg, hearing affirmative votes from all members present, declared the motion carried.

**Adjournment**

There being nothing further, the meeting adjourned.