

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
April 17, 2014
(643rd Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, April 17, 2014, at 6:30 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
Board President Meinberg

It was noted that Mr. Engelbach and Mr. Winkelman were excused.

Public Communication

No one asked to speak to the Board.

Jefferson College Foundation Report

Tom Burke discussed the following:

The Jazz & Jeans event will be held on Saturday, April 26. The Foundation has secured over 100 items, including cardinal tickets, a puppy, etc.

Nominations are being sought for new Foundation Board members.

Interviews will be held on April 29 for investment services.

President's Report

President Cummiskey thanked the ATS students for the wonderful meal prepared for the Board and Administrators prior to the meeting.

State Audit

Jefferson College is undergoing an audit by the State of Missouri. David Olson, Senior Auditor who is charge of our audit, attended the meeting and briefly discussed what we might expect from the audit and the process.

Kudos

Congratulations were extended to Dr. Michael Booker, who has been notified that his review of the book Just Babies: the Origins of Good and Evil by Paul Bloom, will appear in the next issue of Skeptic magazine.

Also, congratulations were extended to Diane Scanga and our current LEA class graduates who once again achieved 100% passage rate on their POST exam.

Campus Events

Friday, April 25, at 10 a.m. is the Ribbon Cutting for the Student Center renovation project; May 2 will be our Leadership Class “graduation” session at noon at the Ault House; we will also host the State Board of Nursing for its follow up visit that day.

Legislative Update

President Cummiskey was in Jefferson City yesterday when the legislature passed Senate Bill 509, which is the bill that revamps the income tax/sales tax structure in Missouri, making us more dependent on sales tax as a primary revenue generator. The governor now has 14 day to approve or veto the measure. If he vetoes the bill, as he is expected to do, the legislature will have time to hold a veto vote before the session ends.

Also this past week the Governor withheld over 22 million from the state budget due to an insufficient supplemental budget adjustment; community colleges, which only receive 15% of the state higher ed funding, was cut over three million dollars, the same as universities. The impact to Jefferson College this year is likely to be around \$140,000.

The Senate Appropriations committee is reviewing the House’s version of the budget and has begun to draft the Senate’s version of the state’s Fiscal Year 2015 Budget. We are still fighting for equity funding and an increase in state appropriations. It appears that the final answer will be determined in conference. The Missouri State Fiscal Year 2015 Budget must be passed by the Constitutional deadline by May 9^h, leaving only three weeks for the Senate Appropriations Committee to draft their budget and for a Conference Committee to work out the differences.

Higher Learning Commission Annual Conference

Several employees just returned from the Higher Learning Commission Annual Conference, where they learned more about the future of HLC Accreditation and where processes are going. Issues discussed included new federal ranking systems, a new focus on assessment, and emerging details on the new Open Pathways process. Dr. Kim Harvey and faculty member Amy Call highlighted a couple of key issues that were presented this year

MCCA Annual Trustee-Administrative/Professional Conference

The MCCA Annual Trustee-Administrative/Professional Conference will be held May 21-23 at the Lake of the Ozarks. Those interested in attending should contact Dorothy or Terry.

Approval of Warrants

The warrants were approved on motion by Mrs. Hargis and a second by Mr. Davis. 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. 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 Mrs. Hargis:

Minutes of March 13, 2014
Minutes of Special Meeting March 24, 2014
Financial Statements Dated March 31, 2013
Additional Spring 2014 Credit Course Offerings
Continuing Ed Course Offerings – Summer 2014
Curriculum Proposals
Student Credit Hours Generated Extra Pay 2013-2014

The motion was seconded by Mr. Scaggs. An abstention was made by Mr. Scaggs on the McDaniel Student Credit Hours Extra Pay agenda item. As there were not enough members in attendance to pass the item, the McDaniel pay item will be brought back for approval in May. Board President Meinberg, hearing affirmative votes on all other items, declared the Consent Agenda approved with the noted abstention.

Old Business

Revision of Board Policy and Procedure VII-003 – Student Advising, Registration, Course Policies, etc... (second reading)

This policy and procedure are revised to reflect the changes associated with the implementation of the proposed Credit for Learning Guide and to reflect current procedures with Enrollment Services.

This is second reading on this document.

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 approve proposed revisions to Board Policy and Procedure VII-003.

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

New Business

Revisions to Procedure IV-002.01 – Types of Appointments (first reading)

Revisions are necessary to this procedure to reflect the new type of appointment identified on the Library Re-Structure (non-tenure track Library faculty).

Motion was made by Mr. Scaggs to suspend the rules on second reading and vote on this issue at this time. The motion to suspend the rules was seconded by Mrs. Hargis. All in attendance approved the motion. Motion carried.

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 approve the proposed revisions to Board Procedure IV-002.01, Types of Appointments.

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

Revisions to Board Policy VIII-003 – Purchasing & Bidding (first reading)

A revised Procurement Policy and Guidelines manual has been submitted for approval along with the revised Policy VIII-003.

Motion was presented by Mr. Scaggs to suspend the rules for second reading of this item. The motion was seconded by Mr. Davis. All in attendance approved the motion. Motion carried.

Motion was presented by Mrs. Hargis to approve the revision to Board Policy VIII-003 – Purchasing & Bidding. The motion was seconded by Mr. Scaggs. Board President Meinberg, hearing approval from all members present, declared the motion carried.

Approval to Rescind Insurance Transfer April 2014

In June of 2013, the Board approved, as part of Budget Assumptions for FY14, a transfer of \$100,000 from Restricted Insurance Reserves to the Unrestricted General Fund. With this transfer, the College was able to reduce the proposed reduction in Unrestricted Reserves to \$500,000. Due to several unplanned medical expenses, actual Insurance Reserves in FY14 have been depleted below the level required to fund our Self Insurance position. As such, we are not able to affect the approved transfer of funds to the General Fund.

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 transfer of \$100,000 from Insurance Reserves to the Unrestricted General Fund, as approved in the Budget Assumptions for FY14, is hereby rescinded.

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

Approval of Budget Assumptions (first reading)

The FY2015 budget assumptions were submitted for first reading. No action was taken at this time.

Confirmation of Tuition Increase

In FY 2013 the Board approved a tuition increase from \$90 per credit hour to \$97 per credit hour, which we had originally planned to implement over a two-year period. Tuition was increased to \$92 per credit hour for FY 13 but for FY14 we requested, and the Board confirmed, an additional increase of \$3 per credit hour which brought tuition to the FY 14 rate of \$95 per credit hour. Budget Assumptions for FY 15 presented to the Board for First Reading this month

include the remaining increase of \$2 per credit hour which will bring tuition to the previously approved total of \$97 per credit hour.

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 tuition is increased from the current rate of \$95 per credit hour to a rate of \$97 per credit hour.

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

Area Technical School Tuition – Proposed Increase

Board approval was requested to increase the Area Technical School tuition by \$100 per student/year. Currently the ATS tuition rate is \$2,000 per student. It was proposed to increase that to \$2,100 per student effective with the 2014-2015 academic year. The proposal was discussed with superintendents and they agreed to the increase.

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 establish the Area Technical School tuition for the 2014-2015 academic year as \$2,100 per student.

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

Granting of Tenure

Ms. Tamela Reaves filed an application for tenure. She received the endorsement of the Vice President of Instruction and the Dean of Arts and Science Education. It has been recommended, beginning with the 2014-2015 academic year, that tenure status be granted.

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 Ms. Tamela Reaves be issued tenure beginning with the 2014-2015 academic year.

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

Promotions

Eleven (11) faculty members submitted applications for promotion through the Promotion in Academic Rank System (PARS). These applicants have fulfilled the requirements under the guidelines in Board Policies and Procedures and have received the recommendations of the Vice President of Instruction and their respective Dean.

Motion was presented by Mrs. Hargis to approve the following resolution to promote the faculty members shown below:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the following faculty members be approved for promotion as indicated effective with the 2014-2015 academic year.

Mr. Steven Berkel, Level III to Level IV, Professor
Mr. Ken Boning, Level III to Level IV, Professor
Mr. Joe Candela, Level II to Level III, Associate Professor
Mr. Scott Cazadd, Level I to Level II, Assistant Professor
Mr. Bill Kaune, Level I to Level II, Assistant Professor
Mr. Detric Lee, Level III to Level IV, Professor
Mr. Mike McKinney, Level I to Level II, Assistant Professor
Mr. Earl Neal, Level I to Level II, Assistant Professor
Mr. Charles Nitsch, Level II to Level III, Associate Professor
Mr. Robert Rodden, Level II to Level III, Associate Professor
Mr. Joel Vanderheyden, Level II to Level III, Associate Professor

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

Appointment of Director of Library Services

Dr. Mindy Selsor, Vice President of Instruction, recommended the appointment of Ms. Lisa Pritchard to fill the full-time certified professional staff position as Director of Library Services effective April 21, 2014 at an annual salary of \$61,400 prorated for time served. It was recommended that she receive a contract for the 2014-2015 academic year, which is consistent with other certified professional staff.

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 Ms. Lisa Pritchard be appointed Director of Library Services at an annual salary of \$61,400 prorated for time served through June 30, 2014 and that she receive a contract at the same salary for the 2014-2015 fiscal year subject to any applicable Board-approved increase.

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

Resignations

The resignation of Maryann Shrader, Associate Professor of Nursing, and Amy Scroggins, Biomedical Science Instructor, were brought to the attention of Board members as an information item only.

Executive Session

Motion was presented by Mrs. Hargis to move into executive session. The motion was seconded by Mr. Davis. A roll call vote was taken as follows:

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

Return to Regular Session

Motion was presented by Mrs. Hargis and seconded by Mr. Davis to return to regular session at 7:35 p.m.

Adjournment

There being nothing further, the meeting adjourned.