

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
May 15, 2014
(644th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, May 15, 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
Mr. Engelbach
Mrs. Hargis
Mr. Scaggs
Board President Meinberg

Board President Meinberg noted that Mr. Winkelman was excused and not in attendance.

Public Communication

No one asked to speak to the Board.

Jefferson College Foundation Report

Tom Burke discussed the following:

Jazz & Jeans netted \$63,000 – a 15% increase over last year.

Interviews were held for investment services. Ten applications were received.

Dr. McCaffrey will speak to the Foundation members regarding Strategic Planning.

President's Report

Employee Recognitions

President Cummiskey thanked those that were able to attend the Employee Recognition ceremony last night; it is always great to celebrate the service of our employees.

Kudos

President Cummiskey congratulated emerging Dual Credit guru, Shirley Davenport, who will represent Jefferson College in the Missouri Department of Higher Education's Dual Credit work group. A big part of the group's focus is to examine and revise current MDHE policy, including aligning the policy with HLC and NACEP accreditation requirements, in order to ensure consistent, quality dual credit programs statewide.

Congratulations to Brian Dunst for his work on a book titled International Handbook of Research in History, Philosophy and Science Teaching, and his contribution is chapter 41. "Conceptual Change: Analogies Great and Small, and the Quest for Coherence." The book will be available in June.

The 2014 Math Contest was held on Thursday, May 8; the College hosted 7 middle school teams (grades 7-8), 8 senior high teams (grades 9-12), and 3 individual homeschool students, for a total of 157 students participating. The tests are comprised of 40 multiple-choice questions, and students compete both for individual and team awards. This year's 1st place teams were:

1st place middle school team – Festus Middle; 1st place senior high team – Fox Senior (**Note:** this is the 3rd consecutive 1st place finish for Fox Senior and their sponsor Lynn Oster who is retiring this spring!) The scholarship to the highest scoring senior planning to attend Jefferson College is Alexander Bollinger from Northwest High School.

Leadership Academy

President Cummiskey congratulated the Leadership Academy participants, who presented their projects and completed the Academy on May 2. This is a joint project we conduct every two years with Mineral Area College. President Cummiskey expressed appreciation for participants' willingness to take time out of their busy schedules to participate in the Academy and learn more about Jefferson College, community colleges, and leadership in general. The next Academy will be held in the Fall of 2015.

Jazz & Jeans

Kudos to Tom Burke, his wife Vicki, Michelle Kennon, Rick Vest and all Foundation Board members who worked so hard to put on a very successful Jazz and Jeans event last month. It was a great night and \$63,000 was raised in support of our students!

Softball Team

The College softball team is participating in the World Series in Utah and will play their second game tonight.

Reminders

Graduation will be held at 10:00am and 2:00pm on Saturday; JCGA will host a Legislative breakfast at the College on Thursday, May 29; the college goes on its summer schedule next week and finally, that our next three Board meetings (June, July, August) are morning meetings scheduled for 8 a.m.

Approval of Warrants

The warrants were approved on motion by Mr. Davis and a second by Mrs. Hargis. There were abstentions by Mr. Scaggs on the McDaniel warrant and by Board President Meinberg on the Jefferson County Sheriff's Dept warrant. Warrants were approved.

Adoption/Approval of Consent Agenda

Motion to adopt the Consent Agenda was presented by Mr. Engelbach and seconded by Mr. Davis. It was noted that the McDaniel credit hours generated item was brought back this month due to lack of member votes available at the April meeting. The Consent Agenda was approved.

Motion was presented by Mrs. Hargis to approve the Consent Agenda items. Mr. Davis seconded the motion. Mr. Scaggs again abstained on the McDaniel credit hours generated item. Board President Meinberg, hearing affirmative votes from all members present, and the abstention, declared the Consent Agenda items approved.

New Business

Revision of Board Procedure VI-003 – A&S/CTE Curriculum Development, etc. (first reading)

Changes are necessary to this procedure to be in compliance with the U.S. Department of Education, Federal Definition of a Credit Hour that went into effect July 1, 2011, and the U.S. Department of Education Federal Definition of Direct Assessment Competency-Based Programs Guidelines.

These changes have been presented to constituent groups and any concerns/recommendations will be addressed at the June meeting when the Board is 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 Procedure VI-003 – Arts & Science/Career & Technical Education Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements.

Revision of Board Procedure IX-006 – Naming of Buildings (first reading)

Most not-for-profit organizations, especially those affiliated with higher education, have the ability to offer incentives to major donors. Jefferson College and its Foundation would be in a better position when soliciting large contributions if it had the ability to state that we have naming rights available. Such a policy would provide an additional incentive to major donors.

This revised policy will replace the original policy approved on October 14, 2005.

In June, 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, that the revisions to Board Policy IX-006 – Naming Rights be approved.

Food Services Agreement

The College has not bid its food services agreement since 2003. As such, we advertised and solicited bids from several food service providers. A number of providers expressed interest in the bid process and attended the walk-through in March, 2014. Three companies ultimately submitted bids-American Dining, Creations of Syracuse, NY, Food Service Consultants, Inc. (FSMC) of St. Louis, MO, and Consolidated Management Company of Des Moines, IA.

The bidders were evaluated on the basis of weighing several criteria: food quality, proposed menu pricing and service, financial arrangements benefitting the College, suggested improvements, experience with higher education food service, and references.

The successful bidder was our current food provider FSMC of St. Louis, MO. FSMC has served the College as its primary food service provider since 2003. They have provided excellent service, and in addition to their work with Jefferson College, provide food service to other colleges such as Missouri Baptist University, as well as several K-12 schools. In addition to preparing and serving food in our main café and snack bar on the Hillsboro Campus, they also provide vending on all campuses, prepare and deliver lunches to the Child Care Center at JCH, and cater many college-sponsored events.

The contract with FSMC will take effect on July 1, 2014 run for five years with an option to renew for an additional five years, similar to our original agreement with FSMC that was signed in 2003. It calls for the College to receive a 3.5% commission on applicable sales excluding charged sales (college sponsored events) and child care sales. In addition, FSMC has committed to invest \$20,000 over the course of the next five years to be used toward physical improvements or equipment for the foodservice program.

We have enjoyed a successful relationship with FSMC over the last 11 years. FSMC has always been very open to suggestions from the College community and we are continuously meeting to provide better service, healthier food options, and quality food at affordable prices.

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 the Vice-President of Finance & Administration is hereby authorized and empowered to enter into and execute the attached contract with Food Service Consultants, Inc. of St. Louis, MO to provide various food services to the College.

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

Renewal of Contract for Audit Services

The College's & Foundation's independent audit services contract with Daniel Jones & Associates expired after the fiscal year ending 2013. Daniel Jones & Associates made an offer to extend their independent audit services for a modest increase of \$795 for both the College and the Foundation for FY 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 Daniel Jones & Associates are retained as the College's and the Foundation's independent auditors for the fiscal year ending 6/30/14 for a total fee of \$32,875.

The motion was seconded by Mrs. Hargis. A vote was taken with the following results: In favor of the motion – 4; against the motion – 1. Board President Meinberg declared the motion approved, retaining Daniel Jones & Associates for the fiscal year ending 6/30/14.

Sidewalk, Curb & Gutter Repair

Bids were solicited for the sidewalk, curb, and gutter repair and replacement on the Hillsboro campus.

Bid specifications were prepared and distributed to ten contractors. Eight contractors attended the mandatory pre-bid conference. Four contractors responded:

<u>Vendor</u>	<u>Bid</u>
Brockmiller Construction, Farmington, MO	\$405,659.00
CE Contracting, St. Genevieve, MO	\$411,761.57*
Raineri Construction, St. Louis, MO	\$560,755.00
Spencer Contracting, Arnold, MO	\$612,563.00

It is recommended that the contract be awarded to the low bidder, Brockmiller Construction, Farmington, Missouri, in the amount of \$405,659.00.

This is a prevailing wage project, and all requisite advertising was completed.

Brockmiller Construction has performed satisfactorily for the College in the past.

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 bid for sidewalk, curb, and gutter repair and replacement in the amount of \$405,659.00 to Brockmiller Construction of Farmington, Missouri.

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.

Fire Alarm Installation

In conjunction with the purchase of fire alarm equipment, bids were solicited for the installation of the equipment at the Student Center, Arts and Sciences I and Arts and Sciences II buildings on the Hillsboro campus.

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

Bid specifications were prepared and distributed to thirteen electrical contractors. Four contractors attended the mandatory pre-bid conference. Two contractors responded:

<u>Vendor</u>	<u>Bid</u>
Streib Electric, St. Louis, MO	\$69,398.00
Aschinger Electric, Fenton, MO	\$99,152.00

It is recommended that the contract be awarded to the low bidder, Streib Electric, St. Louis, Missouri, in the amount of \$69,398.00.

This is a prevailing wage project, and all requisite advertising was completed.

References were checked for Streib Electric and found satisfactory.

Motion was presented by Mrs. Hargis.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to award the installation of fire alarm equipment in the amount of \$69,398.00 to Streib Electric of St. Louis, Missouri.

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.

On-Site Primary Care Clinic Agreement – Mercy Clinic

Several months ago, officials from Mercy Clinic, an affiliate of Mercy Hospital, came to Jefferson College to propose a new healthcare model, Mercy Clinic at Work. The Clinic would be housed on the Jefferson College-Hillsboro campus and would allow us to partner with a first class health organization to provide affordable on-site health services for our students, faculty, and staff. This clinic would be one of the first of its kind in the area; Mercy had recently started similar operations at Maritz Corporation and Missouri Baptist University. Services offered at the clinic would include acute care, personal wellness visits, management of chronic disease such as asthma and diabetes, vaccinations, stress management, and other services as requested.

Having a medical clinic on the JCH campus would benefit the college in many ways. It would provide a convenient source of medical treatment and reduce employee and student downtime due to the immediate availability. It also has the ability to reduce medical costs, and thus our medical insurance claims by offering an affordable alternative to hospital emergency rooms and acute care centers. Emergency medical care could be provided quickly.

The concept of an on-site clinic was vetted with the Jefferson College students and staff through two open forums where officials of Mercy Clinic were present to explain how the clinic would work and to answer questions. In addition, we surveyed the College community and received almost 400 responses, which were overwhelmingly in support of the clinic.

The agreement contemplates housing the clinic, initially, in an apartment in the Viking Woods complex, next to the apartment currently occupied by the Police Department. Jefferson College will provide the space to the clinic as well as access to internet, telephone, and fax services. Minimal construction will be required to convert the apartment space for the clinic's operation. Mercy Clinic will employ the appropriate medical practitioners, provide all necessary medical equipment and supplies, and manage the clinic operation including patient scheduling and billing.

Initially, the clinic will operate two days a week, five hours a day staffed by a nurse practitioner. Jefferson College will pay \$25,000 per year for these services. In addition, Mercy is reviewing the possibility of having a physician temporarily available up to five days a week at no additional cost to the College. This physician will be new to the area, and will see patients at the clinic, including Jefferson County residents, in addition to College students and staff. This is a much needed service for the area as, currently, area physicians are not accepting new patients. In addition, the presence of the physician will serve as a nice transition for when the clinic is staffed solely by the nurse practitioner.

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 the Vice-President of Finance & Administration is hereby authorized and empowered to enter into and execute the attached agreement with Mercy Clinic East Communities of St. Louis, MO to establish an on-site medical clinic on the Hillsboro campus.

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.

Renewal of Agreement with Missouri Baptist University

The College has an ongoing agreement with Missouri Baptist University to provide 2 + 2 programming, two years for the Associate of Arts degree at Jefferson College and two years at Missouri Baptist University for the Bachelor's degree. Missouri Baptist University also provides graduate level courses on campus where space permits and allocates space for Missouri Baptist University staff in the Jefferson College-Arnold facility. This arrangement continues to be satisfactory for all parties, especially the citizens of Jefferson County, because they have access to university studies without commuting out of the county.

The agreement institutes a \$500 charge per academic term for the Arnold space and provides for 50% of the cost of our part-time Academic Support Services Assistant which is shared with the University of Missouri – St. Louis. Other fees are included for computer lab usage and a per student rate of \$10 for Missouri Baptist University students taking courses at Jefferson College. The agreement is for one academic year.

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 President of Jefferson College is hereby authorized and empowered to enter into and execute the attached extension of the Memorandum of Agreement with Missouri Baptist University for the establishment of a Two-Plus-Two program for the 2014-2015 academic year.

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.

Disposal of Surplus Property

The College is requesting Board approval for the sale of surplus property for fiscal year 2014. The College has accumulated old furniture and equipment which are no longer needed.

Board policy requires that the Business Manager obtained Board approval in advance for the sale of any item, or group of similar items from which proceeds are expected to be greater than \$1,000. The College projects that the total proceeds from this surplus sale will exceed \$1,000, therefore, Board approval is required.

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 sale of surplus property.

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

Appointment of Division Chair – Business & Technical Education

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended the appointment of Mr. Chris DeGeare to fill the vacant Division Chair of Business and Technical Education position effective May 19, 2014 at an annual salary of \$81,719 prorated for time served through June 30, 2014. Further, consistent with other certified professional staff, it is

recommended that he receive a contract for the 2014-2015 year. Dr. Mindy Selsor and President Cummiskey concur with this recommendation.

Mr. Davis presented a motion to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that Mr. Chris DeGeare be appointed Division Chair of Business and Technical Education effective May 19, 2014 at an annual salary of \$81,719 prorated for time served through June 30, 2014 and that he receive a contract subject to applicable Board approved increases for the 2014-2015 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 Full-time ATS Faculty

Dr. Dena McCaffrey, Dean of Career and Technical Education has recommended the appointment of Ms. Amanda Macke to fill the vacant Project Lead the Way – Area Technical School Biomedical Science faculty position on a term appointment at a Level II annual salary of \$52,361 for the 2014-2015 academic year. The annual base salary is \$48,530 and compensation for ATS extra days is \$3,831.

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 Ms. Amanda Macke be appointed as Level II full-time faculty on a term appointment for the 2014-2015 academic year at an annual salary of \$52,361 subject to applicable Board approved increases.

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.

Informational Items

Letters of resignation were received from Brandon Russell and Kerry Bruce.
A letter of retirement was received from Vicki Brown.

Executive Session

Motion was presented by Mrs. Hargis and seconded by Mr. Scaggs to enter into Executive Session. A roll call vote was as follows:

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

Board President Meinberg declared the meeting to be in Executive Session.

Return to Regular Session

Motion was presented by Mr. Scaggs and seconded by Mrs. Hargis to return to regular session at 6:29 p.m. Motion carried.

Adjournment

The meeting adjourned at 6:30 p.m.