

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
July 17, 2014
(646th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, July 17, 2014, at 8:00 a.m., in the Admin Board Room on the Hillsboro Campus. The meeting was called to order by Board President Meinberg.

Roll Call/Attendance

Members present:

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

It was noted that all members were present.

Public Communication

No one asked to speak to the Board.

Jefferson College Foundation Report

Tom Burke reported on the following:

1. Grants were received from the Jefferson Regional Hospital Foundation.
2. The Taste of the Arts event will be held August 14.
3. The Annual Golf Tournament is scheduled for September 22 at Fox Run.
4. The annual fundraising campaign is about to begin.

President's Report

Kudos

1. College President Cummiskey thanked Tom Burke, Kenny Wilson and Marie Jennewein for their work in preparing the Jefferson Regional Hospital Foundation grants.
2. Health Occupation students attended the HOSA National Leadership Conference where over 6,000 students participated in 54 events and represented all 50 states. Five Jefferson College ATS Students qualified to attend. Melissa Pinkerton placed in the top ten in her event; Melody Reed received the second place silver medal in the Home Health Aid event and was also recognized for her volunteer activities with a Barbara James Service Award for outstanding service to the citizens of her local community, Jefferson County. This is a national award and only seven students in Missouri received this recognition.
3. Linda Boevingloh, Director of Nursing, and the Nursing faculty recently underwent a visit from the Missouri State Board of Nursing. They saw our program evolving into a "highly student-centered approach to nursing education" and that students are "highly satisfied."

Level I/PN continues on full Board approval.

Level II/RN continues on conditional approval without specific action/recommendation requirements. It is noted that the 1st year requirement of pass rates above 80% has been met.

(Pass rates above 80% for two consecutive years is required before full approval can be returned to the program.)

Budget

Governor Nixon signed the state budget bill, but significantly cut or withheld numerous items he felt necessary to maintain a balanced budget. Specifically for community colleges, the budget originally included a \$5 million equity increase and a 5% overall increase in our base funding which was based on the performance funding model. Unfortunately, the Governor vetoed the equity funding and restricted or withheld the 5% increase, as well as restricting the funding of many financial aid budgets, including A+, Access, and Bright Flight.

Smoking

The College is only a few weeks away from becoming a smoke/tobacco free campus. In August there will be significant signage alerting students, faculty and staff to the new policy.

August Meeting/Retreat

The August meeting was changed from the 14th to the 13th, at 5:30 p.m.

President Cummiskey discussed the possibility of bringing back Mr. Gary Davis for a Board Retreat on October 29. He will schedule it if Board members agree.

Amended Agenda

Motion was presented by Mr. Winkelman to amend the agenda to include the budget approval item. The motion was seconded by Mrs. Hargis. All members voted to amend the agenda to include the approval of the budget item.

Approval of Warrants

Motion was presented by Mrs. Hargis and seconded by Mr. Winkelman to approve the warrants. All members approved.

Adoption/Approval of Consent Agenda

Motion to adopt the Consent Agenda was presented by Mr. Winkelman and seconded by Mr. Davis. All members voted to adopt the consent agenda.

Motion was presented by Mr. Winkelman to approve the Consent Agenda. The motion was seconded by Mrs. Hargis. Board President Meinberg, hearing affirmative votes from all members, declared the motion carried and the following Consent Agenda items approved:

- Minutes of June 12, 2014
- Financial statements dated June 30, 2014
- Credit Course Offerings & Teaching Assignments – Summer 2014
- Proposed CE Course Offerings & Teaching Assignments – Fall 2014
- Authorization for Tax Hearing
- Publication of Financial Statements
- Approval of Advisory Committees
- Re-Adoptions of Conflicts Statement

New Business

Field House: Wheel Chair Lift

In an effort to meet current ADA accessibility requirements on campus, it is recommended the College install a wheel chair lift system in the Field House to reach the upper level. The system

will be installed inside one of the stairwells and will allow a wheelchair to access the upper level to utilize the weight room and classrooms located on that level.

The Strategic Planning Committee approved the wheel chair lift as a capital expense for fiscal year 2015.

Bid specifications were prepared and four vendors were contacted. Only one vendor was able to meet the specifications required for this project:

<u>Vendor</u>	<u>Amount</u>
Custom Home Elevators of St. Louis, MO	\$54,995.00

It is recommended that the installation of the wheel chair lift system be purchased from Custom Home Elevators of St. Louis, Missouri, in the amount of \$54,995.00. An amount of \$10,005.00 has been set aside for unforeseen conditions; the balance of the original \$65,000.00 approved by the Strategic Planning Committee for this project.

Plant funds and plausible donation of Foundation 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 District of Jefferson County, Missouri, to award the purchase of the installation of the wheel chair lift for the Field House to Custom Home Elevators of St. Louis, Missouri, in the amount of \$54,995.00 with \$10,005.00 set aside for unforeseen conditions.

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

Field House: Ultra-violet Equipment for Swimming Pool

In an effort to properly and safely maintain the Field House Natatorium, it is recommended we purchase an ultraviolet light disinfecting system, recirculation pump, lights, and other associated valves and parts. The current method for disinfecting the pool water is inefficient. The ultraviolet light disinfecting system will use less chlorine as well as more effectively disinfect the water. The recirculation pump is approximately 20 years old and has become corroded with the impeller blade degraded to 50% of its original size. The pool lights will be replaced with a more efficient and longer lasting bulb.

The Strategic Planning Committee approved the Ultraviolet System as a capital expense for fiscal year 2015.

Bid specifications were prepared and distributed to three vendors as well as requisite advertising.

One vendor submitted a bid for this project:

<u>Vendor</u>	<u>Amount</u>
Westport Pools, Maryland Heights, MO	\$66,877.00

It is recommended that the installation of the UV System and equipment for the Natatorium be purchased from Westport Pools of Maryland Heights, Missouri, in the amount of \$66,877.00.

Westport Pools has performed satisfactorily for the College in the past.

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 of the installation of the UV System and associated equipment for the Field House Natatorium to Westport Pools of Maryland Heights, Missouri, in the amount of \$66,877.00.

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

Fine Arts Theatre & Field House: Sound Engineering Services

In compliance with RSMo. 8.285-8.291, a qualifications-based solicitation selection process was implemented to hire an engineering firm for services related to the design, preparation of bid documentation, and installation management of a new sound system for the Fine Arts Theater and the Field House as well as a video projector system for the Field House.

The Strategic Planning Committee approved the Fine Arts Theater Sound System and Field House Sound System for fiscal year 2015.

Three Statements of Qualifications were received and evaluated by the committee of Ed Tomaszewicz, Michael Booker, Thomas Struckhoff, Sheree Bell, Marty Brand, Joel Speth, Joel Vanderheyden, Marie Self, and Rebecca Ellison.

It is recommended that the services of McClure Engineering of St. Louis, Missouri, be engaged to design, prepare the bid documentation, and manage the installation of the systems for the Fine Arts Theater and Field House.

References were checked and found satisfactory.

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 Vice President of Finance and Administration is hereby authorized to enter into and execute a contract with McClure Engineering of St. Louis, Missouri, on a time and material basis with a not-to-exceed amount of \$24,500.00 for the design, preparation of bid documentation, and installation management of a new sound system for the Fine Arts Theater and the Field House as well as a video projector system for the Field House.

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

Appointment of Nursing Clinical Coordinator

Dr. Dena McCaffrey, Dean of Career & Technical Education, has recommended the appointment of Ms. Kathleen Martin for a certified professional staff Nursing Clinical Coordinator position effective July 21, 2014 at annual salary of \$51,755 prorated for time served through June 30, 2015.

A search was conducted, and she was chosen by a search committee comprised of Director of Nursing Linda Boevingloh, Louise Jadwisiak, April Norton-Gunther, Kenny Wilson, and Michael Booker.

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. Kathleen Martin be appointed Nursing Clinical Coordinator effective July 21, 2014 at an annual base salary of \$51,755 prorated for time served through June 30, 2015.

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

Appointment of ATS Business Management Faculty

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended the appointment of Ms. Kimberly Ervin to fill the vacant part-time ATS Business Management faculty position on a term appointment at a Level II annual salary of \$23,130 for the 2014-2015 academic year. The annual base salary is \$22,252 and compensation for ATS extra days is \$878.

A search was conducted, and she was chosen by a search committee comprised of Brandon Russell, Greg Simos, Kathy Johnson, and Amanda McCarty.

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. Kimberly Ervin be appointed as part-time ATS faculty on a term appointment for the 2014-2015 academic year at an annual salary of \$23,130.

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

Appointment of Interim Director of Area Technical School

Due to the resignation of Brandon Russell, it is necessary to fill the full-time certified professional staff Director of Area Technical School position. Dr. Dena McCaffrey, Dean of Career & Technical Education, has recommended the appointment of Dr. Michael Brown effective July 21, 2014.

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 Dr. Brown be appointed Interim Director of the Area Technical School at an annual base salary of \$78,757 prorated for time served during the 2014-2015 year.

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

Appointment of Full-time CIS Faculty

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended the appointment of Mr. Douglas Hale to fill a vacant CIS faculty position on a term appointment at a Level II annual salary of \$50,901 for the 2014-2015 academic year.

A search was conducted, and Mr. Hale was chosen by the committee comprised of Chris DeGeare, Allan Wamsley, Janie Blum, David McNair and Daniel Boyer.

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. Douglas Hale be appointed as Level II full-time faculty on a term appointment for the 2014-2015 academic year at an annual salary of \$50,901.

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

Appointment of Assistant Volleyball Coach

Julie Fraser, Associate Vice President of Student Services, has recommended the appointment of David Owens as part-time Assistant Volleyball Coach, at an annual salary of \$5,295.

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 David Owens be appointed Assistant Volleyball Coach, at the annual compensation listed, above effective July 17, 2014 through June 30, 2015.

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

Approval of 2014-2015 Budget

In June, 214, the Board approved Budget Assumptions for FY2014-2015, from which the detailed budget was built. A copy of the detailed budget was distributed at the June Board meeting. Board approval of the budget is requested.

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 annual budget for FY 2014-2015 be approved as presented at the June 2014 Board meeting.

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

Executive Session

Motion was presented by Mr. Davis and seconded by Mr. Winkelman to move into executive session. Roll al vote was as follows:

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

Board President Meinberg declared the meeting to be in executive session at 8:55 a.m.

Return to Regular Session

On motion by Mr. Winkelman and a second by Mrs. Hargis, the meeting returned to regular session at 9:33 a.m.

Adjournment

There being nothing further, on motion by Mrs. Hargis and a second by Mr. Winkelman, the meeting adjourned.