

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
August 13, 2014
(647th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Wednesday, August 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 Meinberg.

Roll Call/Attendance

Members present:

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

It was noted that Mr. Engelbach was not in attendance.

Moment of Silence

Board President Meinberg asked attendees to hold a moment of silence for the Holzer family.

Public Communication

No one asked to speak to the Board.

Amendment to Agenda

Motion was presented by Mr. Winkelman to amend the agenda to include an executive session at the end of the regular session to include personnel matters (RSMo 610.021.3). The motion was seconded by Mrs. Hargis and all members present voted in favor of the motion.

Jefferson College Foundation Report

Tom Burke reported on the following:

1. The Taste of the Arts event will be held tomorrow night.
2. The Annual Golf Tournament is scheduled for September 22 at Fox Run.
3. The annual fundraising campaign is in progress.

President's Report

Kudos

Congratulations to Steve Berkel, Mary Baricevic, David Brading and Holly Lincoln, who received the Jefferson College Foundation's Outstanding Achievement Award for contributions toward the College and its students. They were honored at our opening meeting on Monday.

Congratulations to Ed Tomaszewicz and the work he and his crew performed in conjunction with Ameren Missouri's "BizSavers" program. Through their work upgrading lighting around campus, the college was eligible for an energy rebate of over \$4,000 and we will continue to see significant energy savings over time.

Congratulations to Bryan Herrick and his staff for their work on helping achieve status for Jefferson County as an official "Certified WorkReady Community" by the state Workforce Investment Board after meeting all of the goals. By meeting and exceeding the state's criteria for

National Career Readiness Certificate holders and employer engagement by businesses in Jefferson County, employers can be assured that our workforce is among the best in Missouri, providing the county a competitive edge in the global economy.

Congratulations to the students who participated in our Summer JASSI sessions. Of the 18 students who participated, 9 tested out of 13 courses, saving 36 credit hours; 2 students achieved reading proficiency; 7 students achieved a Bronze level NCRC (WorkKeys); and 4 students achieved a Silver level NCRC (WorkKeys). Thanks also to Betty Linneman and her staff who ran the program this summer.

Opening Week

This is opening week and we have had a bevy of activities getting ready for the start of classes next week. In addition to various department and division meetings, we have had a presentation from Teresa Huether, Retired St. Louis Community College faculty member, on “How We Welcome Our Students” and a program called “The First Four Weeks”. The First Four Weeks promotes 26 nationally proven student success strategies that are reported to have a real impact on community college students!

New Website

The newly redesigned College website was launched last week. If you have not had a chance to view it, the site url/address remains the same-- www.jeffco.edu, but the design and function were upgraded, offering mobile responsive functionality for display on desktop computers, smartphones and tablets. The new site contains a number of key improvements including updated visual design, centrally located links, drop-down “mega menu” navigation and an improved search function. Many thanks to the website committee, the various department heads and content editors, the Marketing & PR Department's graphic design staff, and IT personnel who have worked extremely hard over the past several months to make this conversion a success.

Approval of Warrants

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

Adoption/Approval of Consent Agenda

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

Motion was presented by Mr. Winkelman to approve the Consent Agenda. The motion was seconded by Mrs. Hargis. There was an abstention by Mr. Scaggs on the McDaniel teaching assignment. Board President Meinberg, hearing affirmative votes from all members, and the note abstention, declared the motion carried and the following Consent Agenda items approved:

Minutes of July 17, 2014

Financial statements dated July 31, 2014

Credit Course Offerings & Teaching Assignments – Summer 2014

Tentative Credit Course Offerings & Teaching Assignments – Fall 2014

New Business

Athletic Transportation Award

This request is for the approval of the award for athletic transportation to Huskey Trailways of Festus, Missouri.

Bid specifications were prepared and sent to four charter bus companies as well as local newspaper advertisement for bid. Two charter bus companies submitted bids.

It is recommended that the bid to provide athletic transportation for the 2014-2015 school year be awarded to Huskey Trailways of Festus, Missouri, as the lowest and best bidder.

Huskey Trailways has performed satisfactorily for the College in the past.

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 award the bid for athletic transportation for the 2014-2015 school year to Huskey Trailways of Festus, Missouri.

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

Appointment of Assistant Baseball Coach 2014-2015

Julie Fraser, Associate Vice President of Student Services, has recommended the appointment of Andrew Stanton as part-time Assistant Baseball 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 Andrew Stanton be appointed Assistant Baseball Coach, at the annual compensation listed, above effective August 13, 2014 through June 30, 2015.

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

Appointment of Full-time OTA Faculty

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended the appointment of Ms. Marna Seep to fill the vacant Occupational Therapy Assistant Academic Fieldwork Coordinator 11.25-month faculty position on a term appointment effective August 18, 2014, at a Level II annual salary of \$62,498 prorated for time served during the 2014-2015 academic year.

A search was conducted, and she was chosen by a search committee comprised of Lisa Martin, Kenny Wilson, Janet Loida, and Deanna Sipp.

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. Marna Seep be appointed as Level II full-time faculty on a 11.25-month term appointment effective August 18, 2014, at an annual salary of \$62,498 prorated for time served 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.

Supplemental Contract – Director of Public Safety Programs

Mr. Daryl Gehbauer, Vice-President Finance & Administration, has recommended that a supplemental contract be issued to Ms. Diane Scanga, Director Public Safety Programs, to incorporate her duties as Chief of the Jefferson College Campus Police Department for fiscal year 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 a supplemental contract for \$8,000 be extended to Ms. Diane Scanga for services provided from July 1, 2014 through June 30, 2015.

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

Resignation of Faculty

Melissa Coolich, Instructor of Biomedical Electronics, submitted her notice of resignation. Her resignation letter was included in the Board mailing.

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 resignation of Melissa Coolich be accepted.

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

Executive Session

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

Mr. Davis	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.

Return to Regular Session

On motion by Mrs. Hargis and a second by Mr. Winkelman, the meeting returned to regular session.

Adjournment

There being nothing further, the meeting adjourned.