

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI

December 11, 2014

(651st Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, December 11, 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~~ Excused

~~Mr. Engelbach~~ Excused

Mrs. Hargis

Mr. Scaggs

Mr. Winkelman

Board President Meinberg

It was noted that all members were in attendance, except for Mr. Davis and Mr. Engelbach.

Public Communication

No one asked to speak to the Board.

Jefferson College Foundation Report

1. St. Anthony's Hospital Foundation gave a \$10,000 gift that has been awarded as Health Occupation scholarships to five students. A luncheon with was held at the College with the students and Dr. David Morton, Chief Medical Officer and Beverly Bokovitz, Chief Nursing Officer.
2. The Foundation donated \$50,000 to assist A+ students and all of this money will be used.
3. Held meetings discussing baseball and CTE alumni.
4. Holcim employees volunteered 580 hours of their time (\$13,340 salary value).
5. Dow Chemical donated a \$2,500 grant for Chemistry faculty development.
6. We continue to have tours with various prospective donors and will begin hosting meet n' greets in January.
7. Save the Date cards will be mailed soon for the Jazz & Jeans fundraiser, which is scheduled for April 25, 2015.

President's Report

Kudos

For the second consecutive year, the Jefferson College Marketing and Public Relations Department has been recognized for its excellence by the National Council for Marketing and Public Relations. They won four "Medallion of Excellence" Awards during the National Council for Marketing and Public Relations District Conference: a gold in the Outdoor Media

category, and silvers in the Print Advertisement Series category, the Printed Academic Catalog category, and the Electronic Newsletter category.

Also, Kudos go out to Lisa Pavia-Higel and her students for their children's theatrical production of "A Bagful of Fables". The students pulled the show together in about a month. On the staff side, Patricia Aumann, Tina Jokerst, Rebecca Ellison, Michael Booker as well as Wes Robertson, Joel Speth and their student technical crew all added their time and talents to make the show a success. Kudos to Roger Barrentine and Lauren Murphy for their work promoting the play. What made this production extra special was the fact that it was a special sensory friendly production, and it was performed at both the Hillsboro and Arnold campuses.

Kudos to Ashli Bailey of Hillsboro, an ATS second-year metal-fabrication student for her winning essay in the "A Cut Above" student contest sponsored by Victor Technologies International, Inc., a welding and cutting equipment company headquartered in St. Louis. The contest theme called for students to write about the importance of welding and cutting in their lives. Ashli's essay was about how participating in the metal fabrication program has empowered her as a female in a traditionally male field of work.

As her prize, Ashli will receive a cash award of \$250, and the ATS Metal Fabrication program will receive a cutting and welding equipment package worth approximately \$4,000.

Program Graduations

The Law Enforcement Academy will hold its Graduation Ceremony on Wednesday, December 17 at 7:00 p.m.; on Thursday December 18, the OTA program will hold its class Pinning Ceremony.

February Meeting

As you know, I will be attending the ACCT Legislative Summit in Washington, D.C. February 11-14; this creates a potential conflict with my attendance at the February Board meeting. With your permission, the meeting will be scheduled for the following week on February 19th.

Library Presentation

One of the new processes in our libraries is called "Libguides" which are guides created and customized for an assignment in collaboration with the faculty member. This is an exciting instructional tool for our students/faculty as learning how to access information and to determine credible sources is an important concept to teach students. Library Director Lisa Pritchard is here with us tonight to update us on these and other library tidbits.

Approval of Warrants

Motion was presented by Mrs. Hargis and seconded by Mr. Winkelman to approve the warrants, except for a noted abstention by Mrs. Hargis on warrant #'s I1503881, I1503882, and I1503883 to Fox C-6 School District. Due to lack of a quorum, these three warrants will be brought back for approval at the next meeting. Hearing approval from those present, for all other warrants, President Meinberg declared the motion carried and warrants approved, as noted.

Adoption/Approval of Consent Agenda

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

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

- Minutes of November 13, 2014 with a noted correction to “amend the agenda” (page 27 of December 11, 2014 Board Book)
- Financial Statements dated November 30, 2014
- Additional Full-Time Faculty Overload Assignments and Adjunct Faculty Assignments
- Tentative Winter 2014-2015 Credit Course Offerings & Teaching Assignments
- Tentative Spring 2015 Credit Course Offerings & Teaching Assignments
- Tentative Spring 2015 Continuing Ed Course Offerings & Teaching Assignments
- Curriculum Items

New Business

Purchase of Truck with Snow Plow Package

This request is for funding to acquire a 2015 Ford F250 XLT extended cab truck equipped with a Western MVP Plus 8.5 foot snow plow package. This will replace a 1984 Dodge pickup which no longer is in running condition.

Detailed specifications were prepared requesting proposals for a 2009 or newer model truck with a Western 8.5 foot snow plow or equivalent. Proposal documents were distributed to six automobile dealerships and advertised in the local newspaper. Four dealerships submitted proposals as follows:

<u>Dealership</u>	<u>Model</u>	<u>Cost</u>
Dave Sinclair Ford, St. Louis, MO	2015 Ford F250 XLT w/snow plow	\$35,885
Reuther Ford, Herculaneum, MO	2015 Ford F250 XLT w/snow plow	\$36,999
Dave Sinclair GMC, St. Louis, MO	2015 GMC Sierra 2500 HD w/snow plow	\$46,469
Sapaugh GM Country, Herculaneum, MO	2015 GMC Sierra 3500 w/snow plow	\$55,638

Based on criteria of the lowest and best and the evaluation process which was part of the proposal documents, it is determined that Reuther Ford of Herculaneum, Missouri, which scored the highest on the evaluation process, is the lowest and best due to an additional one year warranty on the snow plow equipment, a local Jefferson County vendor, and a record of good service on previous purchases by the College.

It is recommended that the purchase of a 2015 Ford F250 XLT with a Western MVP Plus 8.5 foot snow plow package be awarded to Reuther Ford of Herculaneum, Missouri, in the amount of \$36,999.

Plant funds will be used for this purchase.

Motion was made by Mr. Scaggs for approval of 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 2015 Ford F250 XLT with a Western MVP Plus 8.5 foot snow plow package to Reuther Ford of Herculaneum, Missouri, in the amount of \$36,999.

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

Appointment of Biomedical Electronics Technology Faculty

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a vacant biomedical electronics faculty position with Mr. Bill Sansagraw on an 9.5-month term appointment at a Level I annual salary of \$47,879 prorated for time served from January 5, 2015, through the Spring 2015 semester. Dr. Mindy Selsor and I concur with this recommendation.

A search was conducted, and he was chosen by a search committee comprised of Division Chair of Business and Technical Education Chris DeGeare, John McDaniel, and Brian Dunst. Dr. Selsor and Dr. McCaffrey's recommendations and Mr. Sansagraw's full credentials are attached.

Motion was made 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. Bill Sansagraw be appointed as Level I full-time biomedical electronics faculty on an 9.5-month term appointment at an annual base salary of \$47,879 prorated for time served through the Spring 2015 semester.

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

Amendment to Fiscal Year 2015 Budget

At the health insurance renewal presentation at November's board meeting, we noted the need for additional funds to be transferred from the Current Unrestricted Fund Reserves to the Self Insurance Fund in Fiscal Year 2015. Due to a faster than anticipated growth in health insurance claims we need to transfer additional funds in the amount of \$200,000 in December.

The above referenced transfer would increase our \$945,000 budgeted deficit. However, we have implemented cost savings initiatives and are monitoring State Aid Revenue, Tuition Revenue and Tax Revenue to minimize the impact of the \$200,000 Current Unrestricted Fund's reserve transfer noted above.

We request that Daryl Gehbauer, and Richard Hardin be authorized to transfer \$200,000 from the Current Unrestricted Fund Reserves to the Self Insurance fund to cover anticipated claims based on current claims estimates.

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 Daryl Gehbauer, and Richard Hardin be authorized to transfer \$200,000 from the Current Unrestricted Fund Reserves to the Self Insurance Fund and the Fiscal Year 2015 budget to be amended to reflect the transfer.

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

Appointment of Budget Review Sub-Committee

Every year, the Board appoints a Budget Review Sub-Committee. The purpose of this sub-committee is to represent the Board of Trustees and provide guidance and direction during the preparation of the College's annual budget, culminating in the adoption of the budget by the Board.

Appointment of two Board members and approval of the following resolution is requested:

Motion was presented by Mr. Winkelman for approval of the following resolution:

BE IT RESOLVED BY THE COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI that the Budget Review Sub-Committee shall consist of the following members: Mr. Scaggs and Mr. Meinberg.

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

Appointment of Interim Board Secretary

According to Board policy, officers of the Board shall be elected in April of each odd-numbered year. The President, Vice President, and Secretary shall assume office immediately. The Treasurer shall assume office at the beginning of the fiscal year (July 1). A copy of Board of Trustees Policy I-005 - Officers of the Board of Trustees and I-006 - Duties of Officers of the Board of Trustees may be found on the following pages. The Board should receive nominations and vote for a slate of officers.

Due to the resignation of the current Board Secretary, Terry Ponzar, effective December 2014, I recommend that Dorothy Maupin be approved as interim Board Secretary pending the April 2015 election.

A motion was presented by Mr. Winkelman to accept the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that effective January 2015 Dorothy Maupin shall assume the office of interim Board Secretary as voted upon by the Board.

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

POLICY #	<i>I-005</i>
TITLE	<i>Officers of the Board of Trustees</i>

TYPE Board of Trustees
RATIONALE Compliance with Revised Statutes of Missouri.

POLICY It shall be the policy of the Board of Trustees that the composition, election of, and term of office for Board of Trustees officers shall be in compliance with Missouri law as stated in RSMo 178.830.

1. Composition

The officers of the Board of Trustees shall be president and a vice president, who shall be members of the Board, and a secretary and a treasurer who may, but need not be, members of the Board.

2. Officers, When Elected

Officers of the Board shall be elected at the first regular meeting of the Board in April of each odd-numbered year. In case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

3. Term of Office

Each officer of the Board shall be elected for a term of two years. The president, vice president, and secretary shall assume office immediately upon election and shall hold office until their successors shall be elected and qualified. The treasurer shall assume office at the beginning of the fiscal year (July 1) next following her/his election.

BOARD MONITORING Secretary of the Board of Trustees shall advise the Board on the election of officers, the time of election, and shall record election results in the official minutes of the Board.

Approved by the Board of Trustees this 11th day of April, in the year 2013.

*Community College District of
Jefferson County, Missouri*

By: _____
Chairperson, Board of Trustees

Attest:

Secretary, Board of Trustees

POLICY #
TITLE

I-006
Duties of the Officers of the Board of Trustees

TYPE Board of Trustees

RATIONALE Specification of duties and responsibilities of the officers of the Board.

POLICY It shall be the policy of the Board of Trustees that the duties and responsibilities of officers shall be as hereinafter stated:

1. President

The duties of the President shall be, specifically:

- a. To preside at all meetings of the Board of Trustees
- b. To enforce rules
- c. To appoint, subject to approval of the Board, all committees which the Board may deem it necessary from time to time to constitute
- d. To call special meetings as required
- e. To perform such other duties as may be prescribed by law or by action of the Board of Trustees

2. Vice President

The duties of the Vice President shall be, specifically:

- a. To perform all of the duties of the President, in absence or other disability of the President or in case of resignation
- b. To perform such other and further duties as shall from time to time be assigned by the President or the Board of Trustees

3. Secretary

The duties of the Secretary shall be specifically:

- a. To be the official custodian of the records of the District and to perform all duties required by the Board of Trustees and all duties hereinbefore or hereinafter provided in these Rules
- b. To record or cause to be recorded in a book provided for that purpose the proceedings of the Board and to index the same
- c. To attest all public acts of the District, affix thereto, when necessary, the seal of the Community College District and prepare and serve or cause to be prepared and served on the members in due time notices of all regular and special meetings of the Board.
- d. To be the custodian of the official seal of the District and of the official bond of the Treasurer which shall be recorded in the records of the District.

POLICY #
TITLE

I-006 (continued - page 2)
Duties of the Officers of the Board of Trustees

4. Treasurer

The duties of the Treasurer shall be, specifically:

- a. To keep or cause to be kept complete records of the financial transactions of the District
- b. To sign all checks
- c. To report the financial status of the Community College District in such manner, time, and form as may be prescribed by the Board of Trustees
- d. To obtain and present to the Board a bond with surety or sureties to be approved by the Board in such amount as the Board may from time to time determine conditioned upon the faithful discharge of his/her duties in said office. The premium of said bond shall be an expense of the District.

BOARD MONITORING

Secretary of the Board of Trustees shall distribute this policy to each officer and the remaining members of the trustees at each election, and it shall be recorded in the official minutes of the Board that such distribution occurred.

Approved by the Board of Trustees this 11th day of April, in the year 2013.

*Community College District of
Jefferson County, Missouri*

By: _____
Chairperson, Board of Trustees

Attest:

Secretary, Board of Trustees

Executive Session

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

Mr. Davis	Absent
Mr. Engelbach	Absent
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 Mr. Scaggs and a second by Mr. Winkelman, the meeting returned to regular session.

Adjournment

There being nothing further to discuss the meeting adjourned.

Dated: February 19, 2015

President, Board of Trustees

Secretary, Board of Trustees