

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

February 19, 2015
(653rd Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, February 19, 2015, at 5:00 p.m. in the Administration Building Board Room on the Hillsboro Campus. The meeting was called to order by Board President Meinberg.

ROLL CALL/ATTENDANCE

Members present: Mr. Davis (*Arrived at 5:18 p.m.*)
 Mr. Engelbach
 Ms. Hargis
 Mr. Scaggs
 Mr. Winkelman (*Excused*)
 Board President Meinberg

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

PUBLIC COMMUNICATION

No one asked to speak to the Board.

JEFFERSON COLLEGE FOUNDATION REPORT

1. Sponsorships are being sought for the upcoming Jazz & Jeans event.
2. The Foundation has planned a community meeting in Arnold for Monday, February 23.
3. A Baseball Alumni event was held on January 20, 2015, at the Ault House.
4. Tom Burke provided a campus tour to Mr. Paul Lemke, a representative of LMC Industries.
5. The Foundation is currently preparing another Jefferson Memorial Community Foundation Grant proposal, which is due February 26.

PRESIDENT'S REPORT

Kudos

Congratulations were extended to Professor Deborah Allen, who just finished co-authoring the latest edition of *Nester's Microbiology: A Human Perspective*. Deborah wrote ten chapters of the text. She has graciously given the College a copy. Since the College uses the text, Deborah intends to donate any proceeds she receives from the College's use to the College Foundation!

Law Enforcement Academy Food Drive Participation

Kudos to the Law Enforcement Academy recruits who participated in the recent "Replenish the Food Pantries" effort, donating a total of 2,541 food items to the cause. The recruits also

delivered the items to the Viking Woods collection point. As noted by Chief Scanga, not bad for 39 recruits.

Tesla Tour

Kudos to Gary Boyher, who will be taking his second year automotive class and some engineering students to tour the Tesla facility in St. Louis on Friday, February 20. For those not familiar with the Tesla, it is an all-electric car, designed and manufactured in California. It has a “zero to 60” time of under 3.5 seconds and a top speed of about 180 mph. Gary got to ride in one at the Auto Show and arranged this tour for his students.

National Legislative Summit

This year’s National Legislative Summit activities in Washington, D.C., included: Pell Grants, with an emphasis on restoring summer Pell Grants, Perkins Funding, and the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant programs. Updates were also provided by Dr. Jill Biden, Thomas E. Perez, U.S. Secretary of Labor and Ted Mitchell, Under Secretary, U.S. Department of Education and others. Dr. Cummiskey indicated that the complete list of legislative priorities was at each Board member’s seat.

Spring Board Retreat

Dr. Cummiskey indicated he is still working to identify a date for another Board retreat, noting it may be easier to schedule two smaller sessions (one before the March meeting perhaps) rather than finding an entire business day to devote to the retreat. Board members were asked for feedback regarding the best way to schedule this meeting(s).

Reminder

The Jazz & Jeans Foundation Event will be held at the College on April 25. The Foundation is seeking donations for the event's auction. This can be anything from gift cards, vacation packages, property, etc. Contact the Foundation Office if interested in donating.

APPROVAL OF WARRANTS

Motion was presented by Ms. Hargis and seconded by Mr. Scaggs to approve the warrants. Hearing approval from all members present, President Meinberg declared the motion carried and warrants approved.

ADOPTION/APPROVAL OF CONSENT AGENDA

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

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

- ~ Minutes of January 15, 2015 Meeting
- ~ Financial Statements dated January 31, 2015

- ~ Additional Full-time Faculty Overload Assignments and Adjunct Faculty Teaching Assignments – Spring 2015
- ~ Curriculum Items

EXECUTIVE SESSION

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

Mr. Davis	Absent
Mr. Engelbach	Yes
Ms. Hargis	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Absent
Board President Meinberg	Yes

Board President Meinberg declared the meeting to be in executive session.

RETURN TO REGULAR SESSION

Motion was presented by Ms. Hargis and seconded by Mr. Davis to return to regular session at 5:40 p.m.

NEW BUSINESS

Acceptance of State Audit for the College

The Missouri State Auditor’s Office has completed an operational audit of Jefferson College under the provisions of Chapter 29 RSMo. This audit was part of a series of community college audits that the Auditor’s Office has been conducting around the State. While some minor control and procedural improvements were noted, the audit concluded with an overall performance rating of the College as “Good.” A copy of the audit can be viewed on the Missouri State Auditor’s Office website and a printed copy can be made available upon request by any interested party.

Motion was presented by Ms. Hargis for approval of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to accept the operational audit conducted by the Missouri State Auditor’s Office dated January 2015.

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

Appointment of Vice President of Instruction

Board approval of the recommendation for the appointment of Dr. Caron Daugherty as the Vice President of Instruction was requested. The effective date of her assignment will be negotiated

and an annual salary of \$118,000 will be prorated for time served through June 30, 2015. Further, consistent with other administrators, it is recommended that she receive a contract effective through June 30, 2017, at an annual salary of not less than \$118,000.

Motion was presented 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, that Dr. Caron Daugherty be appointed as Vice President of Instruction at an annual base salary of \$118,000, prorated for time served through June 30, 2015, and that she receive a contract through June 30, 2017, at an annual salary of not less than \$118,000.

The motion was seconded by Ms. Hargis. An abstention was made by Mr. Engelbach. Hearing approval from the remaining members present, Board President Meinberg declared the motion carried and the resolution approved.

Extension of Administrators' Contracts

Dr. Cummiskey informed the Board members that he has evaluated each administrator's performance and recommended the contracts for Vice President Gehbauer, Associate Vice President Fraser, and Deans Davenport and McCaffrey be extended for one year, from July 1, 2016, to June 30, 2017. Further, he recommended their salaries be not less than those listed below which represent the current Board approved 2014-2015 salaries.

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>SALARY</u>
Daryl Gehbauer	Vice President of Finance and Administration	\$129,010
Julie Fraser	Associate Vice President of Student Services	\$110,069
Shirley Davenport	Dean of Arts & Science Education	\$100,815
Dena McCaffrey	Dean of Career & Technical Education	\$100,815

Motion was presented 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, that the contracts of the administrators listed above be extended as indicated, and that their salaries be approved for 2015-2016 for not less than those indicated above.

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

Approval of Jefferson College/DeSoto 73 School District Dual Credit Partnership

Board approval was requested for a dual credit partnership between Jefferson College and DeSoto 73 School District. Vice President of Instruction, Dr. Mindy Selsor, and Dean of Arts & Science Education, Ms. Shirley Davenport, have worked with representatives of DeSoto High School to develop a 25 credit hour program to be offered to qualifying DeSoto High School students during their junior and senior years. This dual credit partnership combines face-to-face courses with online coursework.

Motion was presented by Ms. 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 a dual credit partnership with DeSoto 73 School District beginning with the 2015-2016 academic year.

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

Waiver on College Cafeteria Commission

Food Service Consultants (FSC), per their contract, is allowed to charge the College a Management Fee of 7.5%, i.e., they would earn a profit of 7.5% on the College account. As part of their expenses, FSC pays Jefferson College a commission equal to 3.5% of gross sales, less charged sales and child care sales. In FY13 and FY14, FSC earned only 3.7% and 2.4% of sales as their profit on the account after payment of the College commission. Profits for the first six months of FY15 are currently at 2.4% of sales, and the College has received a total of \$4,904 in commissions through December.

FSC proposed a temporary waiver of payment of College commission through the end of the current fiscal year, effective January 1, 2015. FSC has made a good faith effort to hold costs and, at the College's request, held pricing on its most popular food items as a service to students. Sales have declined over the last several years as a result of the College's decreased enrollment. We believe FSC's request to suspend the College commission for the remainder of the year is a fair and reasonable request. The College will lose between \$6,000 and \$7,000 in Miscellaneous Revenues with this action. College officials will meet with FSC at the end of the school year to re-evaluate the situation and make any necessary ongoing contract adjustments.

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 accept the FSC proposal for a waiver on College commission payments for the period of January-June 2015.

The motion was seconded by Ms. Hargis. Hearing approval from four members, and one vote against the motion, Board President Meinberg declared the motion carried and the resolution approved.

Theater and Field House Audio-Visual Systems

A request was presented for funding the Fine Arts Theater and Field House audio-visual systems. The current systems are at least 25 years old and need to be modernized to be compatible with today's technology. The new system in the Fine Arts Theater will include the install of an audio control booth in the back of the theater and will allow for more precise sound mixing. This installation will also allow for additional ADA seating in the Fine Arts Theater. Additional audio enhancements will be installed. The Field House audio system has bad cables leading to a hum and speakers that do not cover which create dead spaces and a delayed effect.

As approved by the Board, McClure Engineering of St. Louis, Missouri, is the project manager for this work and oversaw the bid process. Nine bidders attended the pre-bid meeting and were

invited to submit proposals. Three bidders submitted proposals with the remaining six declining. Bids submitted were as follows:

<u>VENDOR</u>	<u>BID BOND</u>	<u>BASE BID</u>	<u>ALT. 1</u>	<u>ALT. 2</u>	<u>TOTAL</u>
TSI, St. Charles, MO	Yes	\$154,122.97	\$28,205.94	\$2,500.00	\$184,828.91
Tech Electronics, St. Louis, MO	Yes	\$277,280.00	No Bid	\$1,995.00	N/A
DeSoto Ozark, DeSoto, MO	Yes	\$285,000.00	\$24,000.00	\$2,600.00	\$311,600.00

Alternate 1 includes removing seats and constructing the mixing booth. Alternate 2 incorporates Enzo wireless collaboration gateway into the theater system.

McClure has verified with the low bidder, TSI, that their bid proposal covers all required work for both the Theater and Field House. It was recommended that the contract be awarded to the low bidder, TSI of St. Charles, Missouri, in the amount of \$184,828.91.

This is a prevailing wage project and all requisite advertising was completed. Additionally, the Strategic Planning Committee approved this project as a capital expense for FY15. Plant funds will be used for this project.

Motion was presented by Ms. 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 contract for the Fine Arts Theater and Field House audio-visual systems in the amount of \$184,828.91 to TSI of St. Charles, Missouri.

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

Buildings and Grounds: Fire Alarm Equipment

In an effort to continue the ongoing project to upgrade the College’s fire alarm system, it was recommended to purchase fire alarm equipment for the Administration / Library, Fine Arts, Field House, and Child Development Center buildings. This equipment will also include networking equipment and Truesite workstation. Installation of the equipment will be bid separately and submitted to the Board for approval at a later date.

This purchase is a sole source directly from SimplexGrinnell LP of Earth City, Missouri. Coop negotiated pricing is being applied through membership in the National Joint Powers Association. SimplexGrinnell fire alarm equipment is currently being utilized on the Hillsboro campus, and this will tie into the existing SimplexGrinnell fire alarm system. With this purchase, the upgrade and integration of the fire alarm system at the Hillsboro campus will be complete. In addition, the College will have complete third party monitoring of fire alarms for all College properties.

The Strategic Planning Committee approved this project as a capital expense for FY16. Plant funds will be used for this project.

It was recommended that the purchase of the fire alarm system equipment in the amount of \$175,045.22 be approved and awarded to SimplexGrinnell LP of Earth City, Missouri.

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 purchase of fire alarm equipment in the amount of \$175,045.22 to SimplexGrinnell LP of Earth City, Missouri.

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

Student Learning Analytics Processing System

In an effort to advance student success, the College requested the purchase of a Student Learning Analytics Processing System program. This technology will permit the MOSTEMWINs navigators to identify at-risk students at an early stage to offer and implement interventions in a pro-active manner. At present, the College does not possess a system to predict and identify those students that are “at high risk for non-persistence.”

Proposals were received from three vendors:

<u>VENDOR</u>	<u>COST</u>
Marist College, Poughkeepsie, NY	\$22,500
Civitas Learning, Austin, TX	\$57,500
Starfish, Arlington, VA	\$59,200

It was recommended that the contract be awarded to the low bidder, Marist College of Poughkeepsie, New York, in the amount of \$22,500. References have been checked and found satisfactory. The MOSTEMWINs grant is fully funding this purchase.

Motion was presented by Ms. 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 Student Learning Analytics Processing System program be awarded to the low bidder, Marist College, of Poughkeepsie, New York, in the amount of \$22,500.

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

Architectural Services: Field House Wellness Center

In compliance with RSMo. 8.285-8.291, a qualifications-based solicitation selection process was implemented to hire an architectural firm for services related to the design and construction overview of a Wellness Center addition to the Field House on the Hillsboro campus. The College will submit the design fees and expenses to the Jefferson Memorial Community Foundation for approval of the first phase of the construction project. This project is an extension of the Holistic Wellness Program, for which we received funding of \$153,500 from Jefferson Memorial Community Foundation in December 2014.

Thirteen Statements of Qualifications were received and evaluated by the committee of Daryl Gehbauer, Ed Tomaszewicz, Patricia Aumann and Sheree Bell. TRi scored the highest in the evaluation process and agreeable fees were negotiated. References were checked and found satisfactory.

Subsequent to qualification, TRi submitted a proposal for this project based on 6.67% of our estimated construction budget of \$750,000. It is recommended that the services of TRi of St. Louis, Missouri, be engaged to design and oversee construction for the Wellness Center addition to the Field House on the Hillsboro campus contingent upon grant approval from the Jefferson Memorial Community Foundation. There will be minimal financial exposure to the College for this work prior to grant approval.

Jefferson Memorial Community Foundation grant funds will be used for this project if approved.

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, that the Vice President of Finance and Administration be hereby authorized to enter into and execute a contract with TRi of St. Louis, Missouri, on a fee basis with a not-to-exceed amount of \$50,000 plus reimbursable expenses. Including an appropriate contingency for design changes, we estimate a total of \$60,000 for the design and construction overview of a Wellness Center addition to the Field House on the Hillsboro campus.

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

ADJOURNMENT

Motion to adjourn was made by Mr. Davis and seconded by Mr. Engelbach. Hearing approval from all members present, President Meinberg declared the motion carried and the meeting adjourned at 6:01 p.m.

Dated: March 12, 2015

President, Board of Trustees

Interim Secretary, Board of Trustees