

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

March 12, 2015
(654th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, March 12, 2015, at 6:00 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 (*Absent*)
 Mr. Engelbach (*Absent*)
 Ms. 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

Tom Burke reported the following:

1. Invitations have been mailed for the upcoming Jazz & Jeans event, scheduled for Saturday, April 25. Tom acknowledged and thanked the many individuals who have already assisted with this event, including the Public Relations & Marketing staff who created the beautiful invitation and other marketing materials. Mobile bidding will be implemented with this year's event for the first time. Many contributions have been received, including two \$10,000 donations, one from Eagle Bank and one from Harry and Jeannie Mueller, and a \$5,000 donation from the Mercy Health System.
2. The Foundation Community Meeting held in Arnold on Monday, February 23, was successful, with approximately 35-40 people attending.
3. The Foundation submitted another Jefferson Memorial Community Foundation Grant proposal at the end of February in the amount of \$64,300. Tom thanked those who contributed in preparing the grant, including Marie Jennewein, Ray Cumiskey, Melissa Willmore, Kenny Wilson, Daryl Gehbauer, and Sheree Bell.

PRESIDENT'S REPORT

Thank You

Dr. Cummiskey thanked members of the Board of Trustees and Administrative Team who were able to attend the Board Retreat. Dr. Cummiskey thought it was a productive and informative session.

Thanks were also extended to students Danica Hoyt and Erin Burney, Dean Dena McCaffrey, and others who participated in the recent MCCA Rally Day. Legislators seemed to enjoy visiting with the Jefferson College students and hearing about all the exciting activities going on here at Jefferson College.

Kudos

Faculty & Staff

- *Faculty In-Service Day* ~ Thanks were extended to all the faculty and staff who developed and presented sessions at Faculty In-Service Day (held on Tuesday, March 3), making the day a success. In addition to a general information session on Freedom of Expression provided by College attorney, Kate Nash, faculty and staff led sessions on General Education outcomes, Disability Accommodations, and Dual Credit (current trends in math and technical applications in science, as well as discussion surrounding World War II propaganda).
- *Nursing* ~ Kudos were extended to Linda Boevingloh and the nursing faculty for being invited by the Missouri State Board of Nursing to facilitate several tabletop discussions at a state-wide summit of two-year nursing programs.

Students

- *MCCA Student Government Conference* ~ At last week's MCCA Student Government Conference in Columbia, the Jefferson College Student Senate was selected as Student Government Association of the year, and Student Senate President, Will Rohman, was recognized as Member of the Year.
- *SkillsUSA* ~ Congratulations to Jefferson College ATS and College students who participated in the SkillsUSA East Central District Competition recently. Jefferson College winners include the following:
 - ~ *Gold Medal Recipients (Secondary)*: Kayleigh Street, Basic Healthcare Skills; William Kaune, Welding Skills; Tyler Friedel, Advertising Design; Megan Storie, Related Technical Math; Elizabeth Call, Sheet Metal Written; and, (*Post-Secondary*) Paul Haegele, Culinary Arts Written. Gold Winners go on to compete at the state-level competition.
 - ~ *Silver Medal Recipient*: Alex Mueller, Advertising Design Written and Technical Spelling
 - ~ *Bronze Medal Recipients*: Lorenz Sleeper, Advertising Design Written; and Alisha Shadowens, Nurse Assisting
- *2015 Coca-Cola Community College Academic Team Scholars*: Dr. Cummiskey announced that student Brody Aubry has been awarded the Bronze Scholar Award. Brody's selection was based on the score earned in the All-USA Community College Academic Team competition, for which more than 1,700 applications were received. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by the Phi Theta

Kappa Honor Society. Brody will be presented with a Bronze medallion and a check for \$1,000 at the Missouri PTK Awards Luncheon on April 8.

- *PTK*: Congratulations to the College's Xi Zeta chapter of Phi Theta Kappa, now a five-star chapter of the Phi Theta Kappa Honor Society. This is the highest level of recognition a chapter can receive and is determined by a point system that ranks chapter activities, including participation at the national conference.

Condolences

Dr. Cummiskey acknowledged the passing of Dr. A. Elmer "Doc" Blum who passed away recently after an extended illness. Dr. Blum was a long-time board member, 1965-1995, who began serving during the College's formative years. He was an avid supporter of the College, contributing to its growth and expansion throughout his term as a Trustee.

State Budget

State funding for next year continues to be a moving target. The current appropriations recommendation is a \$12 million increase for all of higher education (Jefferson College receives 15% of this) and \$5.5 million in a one-time "equity" adjustment for community colleges, plus a \$2 million increase for the A+ scholarship. It has been communicated to colleges across the State of Missouri that the Legislature plans to wrap up the entire budget process in mid- to late-March, with the intent that they will present the budget to the Governor in plenty of time to address any potential vetoes while they are still in session. Dr. Cummiskey stated he will keep the Board members posted as the numbers become "real," but the good news so far is that most of the proposals have included an increase in funding!

Reminder

The Missouri Community College Association Annual Trustee and Administrative/Professional Departments Spring Conference will be held May 20-22 at Camden on the Lake in Lake Ozark. Board members interested in attending should notify Dr. Cummiskey so Lisa Vinyard can make the necessary arrangements.

APPROVAL OF WARRANTS

Motion was presented by Mr. Winkelman 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 Ms. Hargis and seconded by Mr. Winkelman. 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 noted one correction required on the February 19, 2015, minutes (revision to the vote for the Waiver on College Cafeteria Commission). Board President Meinberg, hearing affirmative votes from all voting members present, declared the motion

carried and the following Consent Agenda items approved as presented, including the amended minutes.

- ~ Minutes of February 19, 2015, Meeting
- ~ Financial Statements dated February 28, 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. Winkelman to move into Executive Session. Roll call vote was as follows:

Mr. Davis	Absent
Mr. Engelbach	Absent
Ms. 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

Motion was presented by Mr. Scaggs and seconded by Mr. Winkelman to return to regular session at 6:48 p.m.

NEW BUSINESS

Approval of Health Information Technology Student Handbook

The Health Information Technology 2015 Student Handbook was presented for a first reading; the second reading will be presented in April, and Board approval will be requested at that time.

Purchase of Modular Upgrade for NP135 Printer

The College's main printer, a Xerox Model NP135, is 20 years old, and the operating software is no longer compatible with current technology. In addition, Xerox can no longer support the maintenance needs on the software.

The College has been in negotiations with Xerox to do a modular upgrade on this printer, including a new controller, high quality laser printer, and a new scanner, as an alternative to leasing or buying a new printer. This upgrade will also improve the operating efficiency and copy quality of the printer. These modular units are the main components of the printer and represent most of the problem areas from a maintenance perspective.

The cost of leasing a new printer is approximately \$210,000 over a five-year lease term, after which time the College owns the equipment and switches to a maintenance-only program. With

the modular lease, Xerox will lease the components to the College for three years, after which a Maintenance Agreement will be in place; Xerox has indicated this will extend the useful life of the printer for approximately another five years. During the first five years, costs for the modular upgrade will be approximately \$100,000; in addition, there is a portion of the maintenance costs that is based on the number of copies produced by the College. The College's trend over the last several years has been to print fewer copies each year, and it is anticipated that trend will continue (further reducing those costs). The modular upgrade is a more financially feasible alternative than acquiring new machinery at this time.

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, to authorize the Vice President Finance & Administration to enter into a lease agreement with Xerox Corporation for a modular upgrade of our NP135 printer.

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

Approval of Bid for ATS Building Trades House Plumbing

The ATS Building Trades program is currently constructing a house as part of the Residential Carpentry program, located at 604 Ray Henry Way, Hillsboro, Missouri. The house requires subcontracting of the plumbing, both inside and out. Bid specifications were prepared and distributed to five plumbing contractors. In addition, an Invitation to Bid announcement was placed in the newspaper. Jones Plumbing Service of DeSoto, Missouri, was the only bid received; the bid was in the amount of \$16,900. (Rock removal will be at time and material.) Jones Plumbing Service has performed satisfactorily for the College in the past. It was stated that General Funds will be used for this project.

Motion was presented by Mr. Winkelman 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 bid for the plumbing at 604 Ray Henry Way, Hillsboro, Missouri, to Jones Plumbing Service of DeSoto, Missouri, the only bid, in the amount of \$16,900 with rock removal at time and material.

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 Bid for ATS Building Trades House Geothermal / HVAC Systems

The ATS Building Trades program is currently constructing a house as part of the Residential Carpentry program, located at 604 Ray Henry Way, Hillsboro, Missouri. The house requires subcontracting of the geothermal HVAC system. Bid specifications were prepared and distributed to four contractors. In addition, an Invitation to Bid announcement was placed in the newspaper. Three contractors submitted bids:

<u>Contractor</u>	<u>Bid</u>
Imperial Heating and Cooling, Imperial, MO	\$18,800
Crystal Heating and Cooling, Crystal City, MO	\$19,844
SMCI, DeSoto, MO	\$29,188

It was recommended that the purchase of the geothermal HVAC system for 604 Ray Henry Way be awarded to the low bidder, Imperial Heating and Cooling of Imperial, Missouri, in the amount of \$18,800. Imperial Heating and Cooling has performed satisfactorily for the College in the past. General Funds will be used for this project.

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 award the bid for the geothermal HVAC system at 604 Ray Henry Way, Hillsboro, Missouri, to Imperial Heating and Cooling of Imperial, Missouri, the low bidder, in the amount of \$18,800.

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

Re-employment of Certified Professional Staff ~ 2015-2016

The following full-time certified professional staff members were recommended for re-employment in the positions indicated for 2015-2016:

Abernathy	Linda	Division Chair of Math, Science & Business
Arnzen	Diane	Director of Student Support Services
Aumann	Patricia	Director of Planning & Outreach
Barrentine	Roger	Director of Marketing & Public Relations
Basler	Sandra	Director of Child Development Center
Boevingloh	Linda	Director of Nursing
Bolle	Brian	Senior Systems Administrator
Booker	Michael	Division Chair of Communication & Fine Arts
Boyer	Betty	Coordinator of Student Development
Bright	Sarah	Director of Student Financial Services
DeGeare	Chris	Division Chair of Business & Technical Education
Frey	Sandra	Division Chair of Social Science
Hardin	Richard	Controller
Harvey	Kimberly	Senior Director of Enrollment Mgmt/Registrar
Herrick	Bryan	Director of Business & Community Development
James	Tracy	Director of Information Technology
Johnston	Kathryn	Director of Enrollment & Retention
Klein	Joette	Assistant Director of Library Services
Kuhlmann	Kathy	Director of Financial Records/Internal Auditor
Lile	Christopher	Enrollment Services Specialist
Lincoln	Holly	Director of Enrollment Services

Linhorst	John	IT Analyst
Linneman	Betty	Director of Learning Services
Martin	Kathleen	Nursing Clinical Coordinator
Nevois	Dana	Director of Veterinary Technology
Pritchard	Lisa	Director of Library Services
Rodgers	Carol	Applications Developer
Scanga	Diane	Director of Public Safety Programs
Shoff	Patrick	Senior Applications Developer
Smreker	Mark	Manager of Software Development
Stokes	Jason	Senior Network Analyst
Struckhoff	Thomas	Station Manager
Tomaszkiewicz	Edward	Director of Buildings & Grounds
Wamsley	Allan	Director of Online Lrng. & Educational Technology
Welsh	Tasha	Director of Human Resources
Wilson	Kenneth	Division Chair of Health Occupation Programs
Yelton	Kristen	Director of Residential & Student Life

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 following full-time certified professional staff members be re-employed in the positions indicated for 2015-2016.

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

Re-employment of Faculty ~ 2015-2016

The following full-time faculty members were recommended for re-employment in the positions indicated for 2015-2016:

Akers	Janet	Assistant Professor/Program Director – Radiologic Technology
Allen	Deborah	Professor - Biology
Angliongto	Maryanne	Physical Science Lab Instructor
Aubuchon	Vivian	Instructor - Biology
Bach	Nicole	Associate Professor - Spanish
Baricevic	Mary	Professor - Business
Berkel	Steven	Professor - Culinary Arts (ATS)
Birke	Sean	Professor - Chemistry
Blum	Janie	Professor - Business Information Technology
Bockhorst	Aaron	Instructor - Fire Science (ATS, Part-Time)
Boehme	Tim	Professor - English
Boettcher	Holly	Assistant Professor - Clinical Nursing
Boning	Kenneth	Professor - Teacher Education
Boyher	Gary	Professor - Automotive Technology
Brazzle	Bob	Instructor - Physics

Bringer	James	Instructor - Emergency Medical Services
Buck	Leslie	Associate Professor - Psychology
Byington	Mark	Associate Professor - Criminal Justice
Call	Amy	Instructor - English
Callahan	Sherry	Assistant Professor - Nursing
Candela	Joseph	Associate Professor - Welding
Carr	Bruce	Assistant Professor - Anatomy & Physiology
Carroll	Blake	Professor - Art
Cazadd	Scott	Assistant Professor - Business
Coats	Glenn	Professor - Residential Carpentry (ATS)
Conley	Alisha	Instructor - Applied Mathematics (ATS)
Cook	Anthony	Assistant Professor - Building Repair (ATS)
Cornelius	Christy	Professor - Early Childhood Education
Curfman-Falvey	Melissa	Biology Lab Instructor
Dunst	Brian	Instructor - Philosophy
Duntze	Robin	Professor - Veterinary Technology
Eberhart	Jacalyn	Professor - Health Services (ATS)
Ebert	Elizabeth	Instructor - Reading
Ellison	Rebecca	Professor - Communication and Theatre
Ervin	Kim	Assistant Professor - Business Management (ATS, Part-Time)
Everett	Gabrielle	Professor - History
Ferber	Paul	Assistant Professor - Law Enforcement Academy
Foster	Kimberleigh	Biology/Chemistry Lab Instructor
Hale	Doug	Assistant Professor - Computer Information Systems
Harris	Kathleen	Assistant Professor - Nursing
Hollander	Elizabeth	Professor - History
Holzer	Scott	Professor - History
Hoppe	Linda	Professor - Mathematics
Hovis	Ronald	Professor - Applied Communications (ATS)
Jadwisiak	Louise	Assistant Professor - Nursing
Johnson	Katherine	Instructor - Business Management
Johny	John	Professor - Mathematics
Kaune	William	Assistant Professor - HVAC
Kausler	Amy	Professor - Psychology
Kite	Terry	Associate Professor - Teacher Education
Kohlburn	Joe	Emerging Technologies Librarian
Kuchar	Constance	Professor - Mathematics
Latham	Shanie	Assistant Professor - English
Lee	Dedric	Professor - Political Science
Lodge	Barbara	Assistant Professor - Nursing
Loida	Janet	Assistant Professor/Academic Coordinator of Clinical Education - Physical Therapist Assistant
Macke	Amanda	Assistant Professor - Biomedical Sciences (ATS)
Mangrich	Ashley	Instructor - Health Information Technology
Marquart	Dianne	Assistant Professor - Mathematics

Martin	Lisa	Assistant Professor/Program Director - Occupational Therapy Assistant
McCreedy	Matthew	Professor - Music
McDaniel	Amy	Instructor - Nursing
McDaniel	John	Instructor - Automation & Electrical Control Systems
McDaniel	Patricia	Professor - Biology
McNair	David	Associate Professor - Computer Information Systems
Meyers	Beverly	Professor - Mathematics
Mitchell	Dora	Professor - Biology
Neal	Earl	Assistant Professor - EMT/Paramedic
Nihira	Nick	Assistant Professor - Art
Nitsch	Charles	Associate Professor - Building Trades (ATS)
Nitsch	Sheba	Professor - Applied Communications (ATS)
Norton-Gunther	April	Assistant Professor - Nursing
Otto	Christopher	Assistant Professor - English
Pavia-Higel	Lisa	Assistant Professor - Communication and Theatre
Pleimann	John	Professor - English
Reaves	Tamela	Associate Professor - College Studies
Reecht	Elizabeth	Access Services Librarian
Roberts	Carleen	Assistant Professor - Veterinary Technology
Rodden	Robert	Associate Professor - Metal Fabrication (ATS)
Ross	Skyler	Associate Professor - Mathematics
Rossi	Cindy	Professor - Business Management
Sansagraw	Bill	Instructor - Biomedical Electronics Technology
Seep	Marna	Assistant Professor/Academic Fieldwork Coordinator - Occupational Therapy Assistant
Shah	Imran	Assistant Professor - Mathematics
Simos	Gregory	Assistant Professor - Computer Info. Systems (ATS)
Speidel	Marialana	Assistant Professor - Biology
St. John	Andrea	Professor - English
Steiger	Aida	Assistant Professor - Health & Physical Education/ Head Volleyball Coach
Todd	Susan	Professor - English
Uhls	Gerard	Associate Professor - Automotive Technology
Vanderheyden	Joel	Associate Professor - Music
Vaughn	Matthew	Instructor - English
Vogelsang	Niki	Instructor - Health Information Technology
Wagner	Laniece	Associate Professor - Early Childhood Education
Wahl	Ronda	Assistant Professor/Clinical Coordinator - Radiologic Technology
Webb	Bridget	Assistant Professor/Program Director - Physical Therapist Assistant
Welch	Susan	Instructor - Sociology and Social Work
Whitfield	Wesley	Assistant Professor - Chemistry

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, that the above full-time faculty members be re-employed in the positions indicated for 2015-2016.

The motion was seconded by Mr. Winkelman. Mr. Scaggs abstained from the vote regarding Patricia McDaniel, and due to the lack of a quorum to complete the vote and approve her separately, the Board agreed that her re-employment will be presented again in April when a quorum is present. Hearing approval from all members present on full-time faculty members listed above, with the exception of Patricia McDaniel, Board President Meinberg declared the motion carried and the resolution approved.

Appointment of Athletics Director

Ms. Julie Fraser, Associate Vice President of Student Services, recommended the appointment of Mr. Greg McVey to fill the vacant full-time certified professional staff Director of Athletics position effective August 10, 2015, at an annual salary of \$68,882, prorated for time served. Dr. Cumiskey concurs with Ms. Fraser's recommendation. A search was conducted, and Mr. McVey was chosen by a search committee comprised of Sandy Frey, Julie Fraser, Patrick Evers, Tony Cook, Mandy McKay, Holly Lincoln, Kenny Wilson, Kristen Yelton, Susan Todd, and Tom Burke.

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 Mr. Greg McVey be appointed as Director of Athletics effective August 10, 2015, at an annual salary of \$68,882, prorated for time served through June 30, 2016, and subject to applicable Board-approved increases.

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

Sale of ATS Building Trades House ~ 608 Ray Henry Way

Board approval was requested to sell the house at 608 Ray Henry Way, Hillsboro, Missouri, constructed by the ATS Building Trades Advanced Residential Carpentry program. The property was listed with Realty Executives of St. Louis, Missouri, and the purchase offer received for the house was from Jeremy and Nicole Hodge of Hillsboro, Missouri. The listing price was \$195,000, and the agreed upon sale price is \$185,000. The appraised value of the property is \$180,000.

Motions were presented by Mr. Winkelman for approval of the following resolutions:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that approval be granted to sell the house at 608 Ray Henry Way, Hillsboro, Missouri, to Jeremy and Nicole Hodge for a sum of \$185,000.

BE IT FURTHER RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that the Vice President of Finance & Administration (Daryl Gehbauer) and the Controller (Richard Hardin) be authorized to execute all necessary documents to complete the sale of 608 Ray Henry Way, Hillsboro, Missouri.

The motions were seconded by Ms. Hargis. Hearing approval from all members present, Board President Meinberg declared the motions carried and the resolutions approved.

With this meeting concluding Board President Meinberg's two-year term as Board President, Mr. Meinberg thanked those present for assisting him as he took on this important role.

ADJOURNMENT

With no further business to be considered by the Board, President Meinberg declared the meeting adjourned at 6:54 p.m.

Dated: April 16, 2015

President, Board of Trustees

Interim Secretary, Board of Trustees