

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

April 16, 2015
(655th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, April 16, 2015, at 6:30 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
 Mr. Engelbach (*Absent*)
 Ms. Hargis
 Mr. Scaggs
 Mr. Winkelman
 Board President Meinberg

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

PUBLIC COMMUNICATION

No one asked to speak to the Board.

CERTIFICATION OF ELECTION RESULTS

The official results of the April 7, 2015, trustee election from the election authorities in Jefferson, St. Francois, and Ste. Genevieve counties were as follows:

<u>Candidate</u>	<u>Jefferson County</u>	<u>St. Francois County</u>	<u>Ste. Genevieve County</u>	<u>Total</u>
Steve Meinberg	7,540	1	0	7,541
Dave Davis	5,217	3	0	5,220
Barbara Stocker	8,152	2	0	8,154
George Engelbach	7,424	2	0	7,426
Avery Fortenberry	4,479	2	0	4,481

Motion was 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 the certification reports of the election authorities of Jefferson,

St. Francois, and Ste. Genevieve counties, having been presented for examination by the Trustees, be adopted as the official results of the Board of Trustees Election held on April 7, 2015.

BE IT FURTHER RESOLVED that the Secretary of the Board issues a Certificate of Election to the successful candidates; and that, after subscribing to the Oath of Office, they be seated as duly elected members of the Board.

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

OATH OF OFFICE

In accordance with Missouri Statutes, the following Oath of Office was administered by the Interim Secretary to the Board of Trustees and was taken by and subscribed to by Mr. Meinberg and Ms. Stocker.

I do solemnly swear that I will support the Constitution of the United States of America and the Constitution of the State of Missouri, and that I will faithfully and impartially discharge the duties of Trustee in and for the Community College District of Jefferson County, Missouri, to the best of my ability, according to law.

JEFFERSON COLLEGE FOUNDATION REPORT

Tom Burke reminded the Board that the Foundation's Jazz & Jeans Dinner & Auction is scheduled for next Saturday, April 25, and provided an update regarding Platinum, Gold, Silver and Bronze sponsorships. He also provided a brief summary of some items donated to date for the auction, including a one week stay at a luxury home at the Kiawah Island Resort, a pig roast and fireworks event for 20 people, St. Louis Blues Corporate Suite tickets for 10, and all inclusive St. Louis Cardinals tickets for four. Mobile bidding will be utilized for the first time at this year's event and can be accessed at www.jeffco.edu. Last year's event grossed \$72,000, and this year's event has already exceeded that amount.

PRESIDENT'S REPORT

Condolences

Dr. Charles McClain, Jefferson College's first president, passed away Thursday, April 9. Dr. McClain served Jefferson College from 1963-1970 before leaving to accept the presidency of Northeast Missouri State University (Truman State University). Dr. McClain was instrumental in the formation of the College, overseeing the employment of its first faculty and staff, the development of the curriculum, and the construction of the Hillsboro campus's first buildings. He exercised his commitment to education in many venues, always focusing on exceptional

student learning and growth. He benefited thousands of students from all walks of life and removed obstacles for them.

ATS Dinner

Dr. Cummiskey thanked the culinary students and their instructor, Chef Garrett, for the great meal they prepared for the Board of Trustees and the Administrative Team prior to this month's meeting.

Congratulations

Congratulations were extended to Barbara Stocker on her election and to Steve Meinberg on his re-election to the College Board of Trustees. We look forward to the next six years!

Kudos

Faculty & Staff

- Congratulations to Blake Carroll, whose work is currently on view in two exhibitions: first is *Photography NOW* at the University Place Art Gallery in Cambridge, Massachusetts. Blake also has a photograph in the exhibit *From Light to Dark* at Art St. Louis.
- Nick Nihira was chosen to be a participating artist in the Community Supported Artists – St. Louis.
- Congratulations to Gary Boyher and his students for being featured in an article in *Parts and People* magazine on their visit to Tesla Motors.
- Professor Mary Baricevic was awarded the Governor's Award for Excellence in Teaching at the MCCA Phi Theta Kappa Luncheon.
- Congratulations to Suzie Welch, Sociology and Social Work instructor, who was awarded a \$1,000 scholarship from the Levine Institute for Holocaust Education at the United States Holocaust Memorial Museum to attend the Arthur and Rochelle Belfer Conference: Social Studies, at the USHMM from July 15-17, 2015.
- Matt Vaughan, English Instructor and PTK Advisor, received the PTK Horizon Award for advisor service at the MCCA Phi Theta Kappa Luncheon.

Students

- Billy Kaune (Grandview High School) received a gold medal in the Welding competition at the 2015 State SkillsUSA competition. Billy advances to the national competition in Louisville, Kentucky, this June.
- Paul Haegie (Jefferson College Culinary 102) received a gold medal in the culinary arts written competition at the 2015 State SkillsUSA competition.
- Liz Call (Fox High School) received a silver medal in the sheet metal written competition at the 2015 State SkillsUSA competition.
- Congratulations to Joe Candela and his students for receiving the following awards at the Annual American Welding Society Mini-Weld Show:
 - ~ Billy Kaune - Most Outstanding High School Welder
 - ~ Clayton Wilson - Most Outstanding College Welder
 - ~ Bill Bye - Received a \$750 AWS Scholarship

The students also presented the guest speaker AWS National President, Dave Landon, with a Jefferson College fire pit.

- *Photographer's Forum* selected photography student Christopher Anderson as a finalist in their 35th Annual College and High School Photography Contest. Christopher's photograph will be published in the Best of College & High School Photography 2015.
- Brody Aubry was honored MCCA Phi Theta Kappa Luncheon as a member of the All-Missouri First Academic Team as well as being named a Bronze Scholar on Coca Cola's 2015 Community College Academic Team.

Legislative Update

The Missouri Senate finalized their version of the state's FY2016 budget after a marathon of debate. The House and Senate Budget Conference Committee members have been appointed but have yet to meet. It appears unlikely that the legislature will meet its goal to pass the state budget early. The two important funding lines for community colleges are Equity Funding (the House position - \$12 million; the Senate position - \$27 million) and Performance Funding (the House position - \$5.54 million; the Senate position - \$6 million).

Higher Learning Commission Annual Conference

Several faculty and staff members attended the recent Higher Learning Commission Annual Conference in Chicago; some breakout session topics included the Open Pathways Accreditation process, the proposed federal ranking systems, and concerns over escalating federal regulations. Dr. Mindy Selsor, Dr. Kim Harvey, Mr. Paul Ferber, and Ms. Lisa Pavia-Higel shared with the group their thoughts and review of the Conference along with highlighting key issues learned at the Conference.

MCCA Annual Trustee-Administrative/Professional Conference

The MCCA Annual Trustee and Administrative/Professional Conference will be held May 21-23 at the Lake of the Ozarks. Dr. Cumiskey informed the Board members that there is still time to register if interested.

APPROVAL OF WARRANTS

Motion was presented by Mr. Winkelman and seconded by Mr. Davis to approve the warrants. Board President Meinberg abstained from Warrant #00505281 to Windsor C-1 School District. Hearing approval from all remaining members present, President Meinberg declared the motion carried and warrants approved, with the abstention noted.

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. Davis to approve the Consent Agenda and seconded by Ms. Hargis. Mr. Scaggs abstained from the Student Credit Hours Generated for Extra Pay / 2014-2015. Board President Meinberg, hearing affirmative votes from all remaining voting members present, declared the motion carried and the following Consent Agenda items approved as presented, with the abstention noted.

- ~ Minutes of March 12, 2015, Meeting
- ~ Financial Statements dated March 31, 2015
- ~ Continuing Education Course Offerings ~ Summer 2015
- ~ Curriculum Proposals
- ~ Student Credit Hours Generated Extra Pay / 2014-2015

OLD BUSINESS

The Health Information Technology 2015 Student Handbook was presented for first reading in March for the Board of Trustees' review. The Handbook was developed by Niki Vogelsang, Program Director for Health Information Technology, and program faculty; reviews were conducted by the following: Kenny Wilson, Division Chair of Health Occupations Programs; Dena McCaffrey, Dean of Career & Technical Education; and, Mindy Selsor, Vice President of Instruction.

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 Health Information Technology 2015 Student Handbook be approved.

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

NEW BUSINESS

Organization of the Board

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, were included with the Board of Trustees April Agenda for the Board members. The Board received nominations and votes for a slate of officers. It was recommended that Lisa Vinyard assume the role of Secretary to the Board of Trustees and Daryl Gehbauer continue as Treasurer.

Mr. Scaggs made a motion to nominate and to elect Mr. Meinberg as Board President; Ms. Hargis seconded the motion. Hearing approval from all members present, Mr. Meinberg was named Board of Trustees President. Mr. Scaggs made a second motion to nominate and to elect

Mr. Davis as Board Vice President; Ms. Hargis seconded the motion. Hearing approval from all members present, Mr. Davis was named Board of Trustees Vice President.

2015 – 2017 Board of Trustees Officers	President:	Steve Meinberg
	Vice President:	Gary Davis
	Secretary:	Lisa Vinyard
	Treasurer:	Daryl Gehbauer

Establish Time and Place of Regular Board Meetings

In compliance with the Revised Statutes of Missouri regarding open meetings (RSMo. 610.011, better known as the Sunshine Law), the Board has adopted a policy establishing the time and place of regular meetings and outlining the method for giving notice of such meetings. A copy of Board of Trustees Policy I-007, Meetings of the Board of Trustees, was included with the Board of Trustees April Agenda for the Board members. The method for giving notice is also established by Missouri Statutes, specifically, RSMo. 610.020.

Motion was presented by Mr. Winkelman for approval of the following resolution (a re-affirmation of the current policy):

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Board re-adopt its present policy as stated in Board of Trustees Policy I-007, Meetings of the Board of Trustees, which establishes the time and place of regular meetings and the method of giving notice of meetings.

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 Budget Assumptions FY2016 (First Reading)

The FY2016 Budget Assumptions were presented for a first reading. No action was taken at this time. It is anticipated the Budget Assumptions will be presented for a second reading at the May 2015 meeting.

Revenue assumptions for FY2016 will result in total budgeted revenues of \$29,915,000 with relatively little year-over-year change from projected FY2015 revenues. Expenditure assumptions for FY2016 will result in total budgeted expenditures of \$30,575,500, a year-over-year increase of \$803,000.

Budgeted revenues less expenses total a loss of \$660,500. However, the College is anticipating additional transfers to the general fund of \$148,000, a substantial improvement over projected FY2015 transfers out of the general fund of \$452,000. The difference is due to the \$600,000 of transfers to the insurance reserve which will occur at the end of FY2015 to cover major medical claims during the year.

The Budget Assumptions were developed through a collaborative effort between the Board Budget subcommittee and the Office of the President, the Business Office, the Administrative Team, various Committee Chairpersons, and other personnel as appropriate.

A second reading of the Budget Assumptions will be presented and request final budget approval from the Board in May. This will include finalization of Restricted Fund Budgets and the Plant Fund and any updated information regarding pay, benefits, and enrollment adjustments.

Purchase of Instructional Furniture

In an effort to advance the institutional strategic aims of the College, a recommendation was made to purchase replacement furniture for student study area seating, student hall seating, and other student seating. This purchase is part of the annual replacement of instructional furniture budget as approved by the Strategic Planning Committee for FY2014. A committee was formed and recommendations were made to replace these areas. The existing furniture has become stained, torn in many areas, and worn.

Student study area seating, student hall seating, and other student seating will be replaced in the following buildings: Arts and Sciences I and II, Fine Arts, Technology Center, Career & Technical Education, and Field House. This furniture will be a cohesive extension of existing KI seating used in the updated student study seating in the Career & Technical Education building.

The furniture is being purchased through an existing cooperative contract with KI International that allows the College to receive discounted pricing. It was recommended that the purchase of the furniture be approved and be awarded to Krueger International of Green Bay, Wisconsin, in the amount of \$71,111.24. Krueger International has performed satisfactorily for the College in the past. Plant funds will be used for this purchase.

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 purchase of student study area seating, hall seating, and other student seating in the amount of \$71,111.24 to Krueger International of Green Bay, Wisconsin.

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

Purchase of Non-Instructional Furniture

In an effort to replace broken and impractical office furniture, a recommendation was made to purchase functioning office desks, chairs, and tables. This is part of the annual replacement of non-instructional furniture budget as approved by the Strategic Planning Committee for FY2014. A committee was formed and recommendations were made to replace the following: 11 complete work stations, 14 guest chairs, 7 office chairs, 1 conference table, and 1 small table.

Bid specifications were prepared and sent to five office furniture supply companies. Bids were received from three office furniture supply companies as follows:

<u>Vendor</u>	<u>Amount</u>
Office Essentials ~ St. Louis, Missouri	\$26,415.34
Staples ~ St. Louis, Missouri	\$26,549.40
Office Max ~ Chicago, Illinois	\$27,558.52

It was recommended that the purchase of office furniture be approved and awarded to Office Essentials, the low bidder, in the amount of \$26,415.34. Office Essentials has performed satisfactorily for the College in the past. Plant funds will be used for this purchase.

Motion was presented by Mr. Davis 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 office furniture in the amount of \$26,415.34 to Office Essentials of St. Louis, Missouri.

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

Granting of Tenure 2015

Five members of the faculty have completed the requisite years of service to the institution to be eligible for tenure. Applicants must submit a letter requesting a review and consideration for tenure no later than September 1 of the fifth year of employment as a full-time faculty member and are required to complete a minimum of five years of service. The five faculty members received the endorsement of their supervisors; therefore, it was recommended, beginning with the 2015-2016 academic year, that tenure status be granted.

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 following faculty members be issued tenure beginning with the 2015-2016 academic year: Mr. Joseph Candela, Mr. Scott Cazadd, Mr. William Kaune, Mr. Earl Neal, and Dr. Joel Vanderheyden.

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

Promotions in Accordance with Faculty Promotions in Academic Ranking System

Twelve (12) faculty members submitted applications for promotion through the Promotion in Academic Rank System (PARS). These applicants have fulfilled the requirements under the guidelines in Board Policies and Procedures and have received the recommendations of the Vice President of Instruction and their respective Dean.

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 following faculty members be approved for promotion as indicated effective with the 2015-2016 academic year.

Ms. Vivian AuBuchon, Level I to Level II, Assistant Professor

Ms. Nicole Bach, Level III to Level IV, Professor

Ms. Leslie Buck, Level III to Level IV, Professor

Ms. Amy Call, Level I to Level II, Assistant Professor

Mr. Anthony Cook, Level II to Level III, Associate Professor
Ms. Elizabeth Ebert, Level I to Level II, Assistant Professor
Ms. Dianne Marquart, Level II to Level III, Associate Professor
Mr. John McDaniel, Level I to Level II, Assistant Professor
Mr. Nicholas Nihira, Level II to Level III, Associate Professor
Ms. Marialana Speidel, Level II to Level III, Associate Professor
Mr. Gerard Uhls, Level III to Level IV, Professor
Ms. Susan Welch, Level I to Level II, Assistant Professor

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

Additional Re-employment of Faculty ~ 2015-2016

Re-employment of faculty for 2015-2016 was presented for approval at the April Board of Trustees meeting. Patricia McDaniel's re-employment was tabled until the May meeting as a quorum was not present following an abstention by Mr. Scaggs. Patricia McDaniel was again recommended to be re-employed as Professor of Biology for 2015-2016.

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, that Patricia McDaniel be re-employed as Professor of Biology for 2015-2016.

The motion was seconded by Ms. Hargis. Mr. Scaggs again abstained from the vote. Hearing approval from all remaining members present, Board President Meinberg declared the motion carried and the resolution approved, with the abstention noted.

Appointment of ATS Project Lead the Way (PLTW) Biomedical Sciences Faculty

Dr. Dena McCaffrey, Dean of Career and Technical Education, recommended the appointment of Mr. Matthew Bunch to fill an Area Technical School Biomedical Sciences faculty position on a term appointment at a Level II annual salary of \$53,301 for the 2015-2016 academic year. The annual base salary is \$49,401, and compensation for ATS extra days is \$3,900. Dr. Mindy Selsor, Vice President of Instruction, and Dr. Cummiskey concurred with this recommendation.

A search was conducted, and Mr. Bunch was chosen by a search committee comprised of Amanda Macke, Marna Seep, Kenny Wilson, Mike Brown, and Alisha Conley.

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 Mr. Matthew Bunch be appointed as Level II full-time faculty on a term appointment for the 2015-2016 academic year at an annual salary of \$53,301 subject to applicable Board-approved increases.

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 Physics/Physical Science Faculty

Ms. Shirley Davenport, Dean of Arts and Science Education, recommended the appointment of Ms. Maryanne Anglionto to fill a full-time physics/physical science faculty position at a Level I annual salary of \$47,254 for the 2015-2016 academic year. Dr. Mindy Selsor, Vice President of Instruction, and Dr. Cummiskey concurred with the recommendation.

A search was conducted, and Ms. Anglionto was chosen by a search committee comprised of Division Chair of Math, Science, & Business Linda Abernathy, Bob Brazzle, Kimberly Flora, Imran Shah, Marialana Speidel, Allan Wamsley, and Wesley Whitfield.

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 Ms. Maryanne Anglionto be appointed as Level I full-time physics/physical science faculty on a term appointment for the 2015-2016 academic year at an annual salary of \$47,254 subject to applicable Board-approved increases.

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

EXECUTIVE SESSION

Motion was presented by Mr. Winkelman and seconded by Ms. Hargis to move into Executive Session. Roll call vote was as follows:

Mr. Davis	Yes
Ms. Hargis	Yes
Mr. Scaggs	Yes
Ms. Stocker	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 8:05 p.m.

ADJOURNMENT

With no further business to be considered by the Board, President Meinberg declared the meeting adjourned at 8:06 p.m.