

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

May 16, 2015
(656th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Saturday, May 16, 2015, at 12:00 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 (<i>Absent</i>)	Ms. Stocker
	Ms. Hargis	Mr. Winkelman (<i>Absent</i>)
	Mr. Scaggs	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.

APPROVAL OF WARRANTS

Motion was presented by Mr. Scaggs and seconded by Ms. Hargis to approve the warrants. Board President Meinberg abstained from Warrant #00505943 to the Jefferson County Sheriff's Department. With the abstention, a quorum was not present to approve Warrant #00505943; therefore, this item will have to be brought back to the Board of Trustees for consideration. 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. Scaggs. All members present voted to adopt the Consent Agenda.

Motion was presented by Ms. Hargis to approve the Consent Agenda and seconded by Mr. Scaggs. Mr. Scaggs abstained from Patricia McDaniel's "Additional Full-time Faculty Overload Assignments" (pages 37-39). With the abstention, a quorum was not present to approve Patricia McDaniel's additional overload assignment; therefore, this item will have to be brought back to the Board of Trustees for consideration. 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 April 16, 2015, Meeting
- ~ Financial Statements dated April 30, 2015
- ~ Additional Full-time Faculty Overload Assignments & Adjunct Faculty Teaching
- ~ Full-time Faculty Overload Assignments & Adjunct Faculty Teaching Assignments
- ~ Curriculum Proposals

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
Ms. Hargis	Yes
Mr. Scaggs	Yes
Ms. Stocker	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 Ms. Stocker to return to regular session at 1:15 p.m.

OLD BUSINESS

Approval of Budget Assumptions FY2016 (Second Reading)

Budget Assumptions were submitted in April 2015 for a first reading, and no changes were made in the Budget Assumptions since the first reading of this document. The following changes are noted on the Unrestricted Budget Summary:

- A recalculation of the 2% enrollment decline has resulted in a slightly higher tuition and fee revenue of \$11.56 million. Total revenues are projected at \$30.3 million.
- Upon detail input of budgeted line items, additional costs were noted that were higher than our original estimates, primarily in the areas of salary and benefits resulting in revised total expenditures of \$30.8 million, net of transfers.
- The current unrestricted fund reserves are still planned to be reduced by \$512,500, resulting in an ending reserve position of \$7.3 million, which is approximately 24% of the revised total revenue.

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.

Mr. Scaggs requested the Capital Projects spending for FY16 be amended to reflect a budget reduction of \$150,000 for the Campus Master Plan (the Budget Assumptions included a budget of \$300,000 for this line item) with the understanding the additional \$150,000 would be available in FY17 for the Campus Master Plan. It was stated that the Master Plan should focus on issues related to instruction first.

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 approve the Budget Assumptions for FY2016 as amended.

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

NEW BUSINESS

Acceptance of Auditor's Report ~ College

The firm of Daniel Jones and Associates has completed the annual audit of the College for the fiscal year ending June 30, 2014. The College received an unqualified opinion.

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 annual audit of the financial statements for the fiscal year ending June 30, 2014, prepared by Daniel Jones and Associates, and a copy of the report be submitted to the proper regulatory agencies.

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

Acceptance of Auditor's Report ~ Foundation

The firm of Daniel Jones and Associates has completed the annual audit of the Foundation for the fiscal year ending June 30, 2014. The Foundation received an unqualified opinion.

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 accept the annual audit of the financial statements for the fiscal year ending June 30, 2014, prepared by Daniel Jones and Associates, and a copy of the report be submitted to the Foundation's Board of Directors and any other agencies as requested.

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

Supplemental Contract ~ Director of Public Safety Programs

Mr. Daryl Gehbauer, Vice President of Finance & Administration, 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 2016. President Cummiskey concurred with the recommendation.

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 a supplemental contract for \$8,000 be extended to Ms. Diane Scanga for services provided from July 1, 2015, through June 30, 2016.

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

Appointment of Executive Director of Development

Board approval of the recommendation for the appointment of Ms. Patti Christen as the Executive Director of Development was requested. The effective date of her assignment will be June 1, 2015, and an annual salary of \$75,783 will be prorated for time served through June 30, 2015. Further, consistent with other certified professional staff, it is recommended that she receive a contract for the 2015-2016 year.

A search was conducted, and she was forwarded as a finalist by a screening committee comprised of Daryl Gehbauer, Mike Kumpf, Amy Kausler, Cindy Rossi, Sarah Bright, Marie Self, Tracy James, and Lisa Pritchard. She was then interviewed and recommended by a search committee comprised of Dr. Cummiskey, Daryl Gehbauer, Julie Fraser, Mindy Selsor, Dena McCaffrey, Shirley Davenport, Tasha Welsh, Roger Barrentine, Joel Vanderheyden, and Kenny Wilson.

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 Ms. Patti Christen be appointed as Executive Director of Development effective June 1, 2015, at an annual salary of \$75,783 prorated for time served through June 30, 2015, and that she receive a contract at the same salary for the 2015-2016 fiscal year subject to any applicable Board-approved increase.

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

Appointment of Director of Area Technical School

Dr. Dena McCaffrey, Dean of Career & Technical Education, recommended the appointment of Dr. John Westerman for the full-time certified professional staff Director of Area Technical School position effective July 1, 2015. Dr. Cummiskey and Dr. Selsor both concurred with the recommendation.

A search was conducted, and he was chosen by a search committee comprised of Dena McCaffrey, Christy Cornelius, Sheba Nitsch, Chris DeGeare, Sheree Bell, Bill Kaune, and Stan Stratton (Dunklin Superintendent).

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 Dr. John Westerman be appointed Director of the Area Technical School effective July 1, 2015, at an annual base salary of \$89,794 subject to applicable Board-approved increases.

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

Replacement of IT Cooling Unit

A request was received for funding the furnishing and installation of a data center cooling unit system. It was reported that the current system was approximately 20 years old and had recent failures in properly cooling the IT Center. The new system will have a notification alert feature. The new system will also reduce the annual kilowatt hours used by 80,980; this reduction in electricity cost will result in a calculated savings of \$5,660.02 annually.

Bid specifications were prepared and distributed to five contractors. Three contractors attended the mandatory pre-bid conference. Two contractors responded:

<u>Vendor</u>	<u>Bid</u>
Sheet Metal Contractors ~ DeSoto, Missouri	\$76,369
AirMasters ~ Fenton, Missouri	\$78,143

It was recommended that the contract be awarded to the low bidder, Sheet Metal Contractors of DeSoto, Missouri, in the amount of \$76,369. Sheet Metal Contractors has performed satisfactorily for the College

in the past. This is a prevailing wage project, and all requisite advertising was completed. Plant 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 contract for the furnishing and installation of a data center cooling system in the amount of \$76,369 to Sheet Metal Contractors of DeSoto, Missouri.

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

Assessment of IT Network Security

In an effort to maintain a secure computing environment, it was recommended that a security assessment be performed against the College's campus network and server environment. This service will test controls for all of our critical systems and provide recommendations to mitigate security risks and required measures needed to secure confidential data.

Requests for proposals were sent to six vendors. Five responses were received. Network Technology Partners submitted the low bid meeting all specifications.

<u>Vendor</u>	<u>Bid</u>
OnlyLink	\$ 8,900 (did not meet bid specifications)
<i>Network Technology Partners (NTP)</i>	\$ 18,500
EnPointe	\$ 30,000
Yellow Dog Networks	\$ 35,575
Karpel Solutions	\$152,200

It was recommended that the proposal from Network Technology Partners of St. Louis, Missouri, be approved to perform the network security assessment in the amount \$18,500. References for Network Technology Partners were checked and found to be satisfactory.

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 enter into an agreement with Network Technology Partners of St. Louis, Missouri, to perform the network security assessment in the amount \$18,500.

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

Upgrade to Technology Center Electric

Request was submitted for consideration of funding the upgrade of the electrical system in the Technology Center building. The current electrical system prevents any further computer or technology classroom equipment. The Strategic Planning Committee approved this project as a capital expense for fiscal year 2016.

McClure Engineering of St. Louis, Missouri, is the project manager for this work and prepared the bid specifications. Five electrical contractors attended the mandatory pre-bid conference. Four contractors responded:

<u>Vendor</u>	<u>Bid</u>
<i>Schaeffer Electric ~ St. Louis, Missouri</i>	\$28,715
Streib Electric ~ St. Louis, Missouri	\$32,449
DeSoto Ozark ~ DeSoto, Missouri	\$37,200
TGB ~ St. Louis, Missouri	\$76,020

It was recommended that the contract be awarded to the low bidder, Schaeffer Electric, St. Louis, Missouri, in the amount of \$28,715. References were checked for Schaeffer Electric and found to be satisfactory. This is a prevailing wage project, and all requisite advertising was completed. Plant funds will be used for this project.

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 award the upgrade of the electrical system in the Technology Center building in the amount of \$28,715 to Schaeffer Electric of St. Louis, Missouri.

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

Installation of Fire Alarm Equipment

In conjunction with the purchase of the SimplexGrinnel fire alarm equipment, bids were solicited for the installation of the equipment in the following buildings: Administration/Library, Child Development Center, Fine Arts, and Field House. A Truesite Workstation and Network Display Unit will also be installed on the Hillsboro campus.

Bid specifications were prepared and distributed to 15 electrical contractors. Six contractors attended the mandatory pre-bid conference. Five contractors responded:

<u>Vendor</u>	<u>Bid</u>
<i>Streib Electric ~ St. Louis, Missouri</i>	\$133,862
Reinhold Electric ~ St. Louis, Missouri	\$179,500
Aschinger Electric ~ Fenton, Missouri	\$185,628
DeSoto-Ozark ~ DeSoto, Missouri	\$197,500
Schaeffer Electric ~ St. Louis, Missouri	\$236,220

It was recommended that the contract be awarded to the low bidder, Streib Electric, St. Louis, Missouri, in the amount of \$133,862. Streib Electric has performed satisfactorily for the College in the past. In 2014, Streib Electric was the low bidder on the fire alarm installation. This is a prevailing wage project, and all requisite advertising was completed. Plant funds will be used for this project.

Motion was presented by Ms. Hargis to table this item. A Special Meeting was scheduled for Tuesday, May 19, at 3:00 p.m. to re-consider this agenda item. Mr. Scaggs seconded the motion tabling the item. Hearing approval from all members present, Board President Meinberg declared the motion carried.

Annual Carpeting Replacement

In an effort to maintain and upgrade classrooms, offices, and student housing areas, installation of new carpet was requested to replace torn, stained, and worn carpeting.

Bid specifications were prepared and distributed to nine vendors. Seven vendors attended the mandatory pre-bid conference. Seven vendors responded:

<u>Vendor</u>	<u>Bid</u>
Haus of Flooring ~ Crystal City, Missouri	\$ 68,296.00*
CI Select ~ St. Louis, Missouri	\$ 74,605.00
Commercial Flooring ~ St. Louis, Missouri	\$ 81,592.00
Hopkins ~ Festus, Missouri	\$ 84,774.39
Stephens Flooring ~ St. Louis, Missouri	\$ 85,885.00
Flooring Systems ~ St. Louis, Missouri	\$ 90,006.00
King O'Tile ~ St. Louis, Missouri	\$104,188.45

*Haus of Flooring, Crystal City, Missouri, withdrew bid due to calculation error. Bid Bond was called in the amount of \$3,414.80 payable to Jefferson College.

It was recommended that the bid to replace carpet on the Hillsboro campus be awarded to the default low bidder, CI Select of St. Louis, Missouri, in the amount of \$74,605. CI Select has performed satisfactorily for the College in the past. This is a prevailing wage project, and all requisite advertising was completed. Plant 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 contract for carpet replacement in the amount of \$74,605 to CI Select of St. Louis, Missouri.

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

Creation of Accessible Student Housing Apartment

In an effort to meet current ADA requirements on campus, it was recommended the College renovate an apartment in Viking Woods to meet accessible student housing guidelines. This project is part of the addition of the Mercy Clinic apartment renovations.

Bid specifications were prepared and distributed to six general contractors. Four general contractors attended the mandatory pre-bid conference. Two contractors responded:

<u>Vendor</u>	<u>Bid</u>
P.R. Drury & Associates ~ Festus, Missouri	\$75,464
Brockmiller ~ Farmington, Missouri	\$86,500

It was recommended that the contract be awarded to the low bidder, P.R. Drury & Associates, Festus, Missouri, in the amount of \$75,464. References were checked for P.R. Drury & Associates and found to be satisfactory. This is a prevailing wage project, and all requisite advertising was completed. Plant 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 accessible student housing alterations in the amount of \$75,464 to P.R. Drury & Associates of Festus, Missouri.

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

Purchase of JCA Computer Classroom Furniture

In an effort to advance the institutional strategic aims of student learning, a recommendation was submitted for consideration to purchase computer classroom furniture for Room 313 at Jefferson College Arnold. The classroom will receive the following furniture: 36 task chairs, 1 instructor chair, 18 work station tables, 1 ADA station table, and 1 storage cabinet. The furniture will be purchased through an existing cooperative contract with Krueger International that allows the College to receive discounted pricing. The total cost is \$26,413.82. The Strategic Planning committee approved this project as a capital expense for fiscal year 2016.

It was recommended that the purchase of the computer classroom furniture for Room 313 at Jefferson College Arnold be purchased from Krueger International of Green Bay, Wisconsin, in the amount of \$26,413.82. Krueger International has performed satisfactorily for the College in the past. Plant 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 purchase of computer classroom furnishings in Room 313 at Jefferson College Arnold to Krueger International of Green Bay, Wisconsin, in the amount of \$26,413.82.

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

Purchase of Engineering Classroom (ASI 216) Furniture

In an effort to advance the institutional strategic aims of student learning, a recommendation was submitted for consideration to purchase instructional classroom furniture for the Engineering program in the Arts & Sciences I building, Room 216. The classroom will receive the following furniture: 20 task chairs, 1 instructor chair, 1 printer cabinet, 10 work station tables, 1 ADA station table, 20 lab stools, and 1 printer cabinet. The furniture is being purchased through an existing cooperative contract with KI International that allows the College to receive discounted pricing. The total cost is \$17,421.50. The Strategic Planning committee approved this project as a capital expense for fiscal year 2016.

It was recommended that the purchase of the classroom furniture for Arts & Science I building, Room 216 be purchased from Krueger International of Green Bay, Wisconsin, in the amount of \$17,421.50. Krueger International has performed satisfactorily for the College in the past. Plant 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 purchase of Engineering program classroom furnishings (Arts & Science I building, Room 216) to Krueger International of Green Bay, Wisconsin, in the amount of \$17,421.50.

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

Purchase of Academic Success Center Science Classroom (TC 109) Furniture

In an effort to advance the institutional strategic aims of student learning, a recommendation was submitted for consideration to purchase instructional classroom furniture to add a Science Lab to the Academic Success Center in the Technology Center building, Room 109. The classroom will receive the following furniture: 19 task chairs, 1 instructor chair, 1 printer cabinet, 9 work station tables, 2 ADA station tables, 1 instructor station, storage cabinet, and 1 soft seating chair. The furniture is being

purchased through an existing cooperative contract with Krueger International that allows the College to receive discounted pricing. The total cost is \$16,932.59. The Strategic Planning committee approved this project as a capital expense for fiscal year 2016.

It was recommended that the purchase of the classroom furniture for Technology Center building, Room 109 be purchased from Krueger International of Green Bay, Wisconsin, in the amount of \$16,932.59. Krueger International has performed satisfactorily for the College in the past. Plant 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 purchase of Science Lab classroom TC109 furnishings in the amount of \$16,932.59 to Krueger International of Green Bay, Wisconsin.

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

Online Application Fee Promotion

The College developed a process for students to submit college applications online. Jefferson is working with the Automated Payment providers to develop a method automating the \$25 fee, which is currently a manual process. The College would like to institute the online application process but waive the \$25 fee as a temporary offer for online applications submitted between June 1, 2015, and August 31, 2015, as a way to promote awareness of the online application and hopefully to generate additional applications in total, and ultimately, additional registrations. The cost in lost application fees during this period would be approximately \$6,000, which the College would hope to offset with additional tuition. The success of the promotion will be evaluated in September and further recommendations will be made to the Board at that 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 approve an Online Application Fee Promotion effective from June 1, 2015, through August 31, 2015, at a cost of approximately \$6,000.

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

ADJOURNMENT

With no further business to be considered by the Board, President Meinberg declared the meeting adjourned at 1:26 p.m.