

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

July 16, 2015
(659th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, July 16, 2015, at 8:00 a.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)	Ms. Stocker
	Ms. Hargis	Mr. Winkelman
	Mr. Scaggs	Board President Meinberg

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

PUBLIC COMMUNICATION

No one asked to speak to the Board.

JEFFERSON COLLEGE FOUNDATION REPORT

Patti Christen shared that she has been attending many meetings and getting acclimated to the College and her new position. She also reported the following:

- She has reviewed Thank You's received from student scholarship recipients, and she was touched that the Foundation is able to help so many students in need;
- Patti will be working on an annual report and will have final end-of-year numbers to present at a future Board of Trustees meeting; and,
- Planning for the annual Golf Tournament, scheduled for September 21, 2015, is underway. All were invited to participate and to help promote the event. A brochure was distributed for all to review.

PRESIDENT'S REPORT

Kudos (Faculty, Staff & Students)

- Patricia Aumann, Director of Planning and Outreach, recently received the Arnold Rotary Club's "Service Above Self" award.
- Adjunct music instructor Keith Boyer will perform music from the Stage and Screen with the St. Louis Philharmonic Orchestra on August 7 at Queeny Park.
- Job well done to our Student Financial Services! Once again this year the College received a \$25,000 loan default prevention grant from the Missouri Department of Higher Education (MDHE) for 2015-2016. The grant will be used to contract for Outreach to Delinquent Borrowers service through Inceptia, to reach out to former students who are delinquent in repayment. They have had tremendous success with our population over this past year, and over time, should positively impact our default rate.

- Former student and Vikings pitcher Kyle Bouman (2013), who went on to play at LSU for his junior and senior year, recently signed a professional contract with the River City Rascals of the Frontier League; Jefferson College had four players who were selected to play in the St. Louis Metro Collegiate League All-Star Game: Matt Scheibel, Keith Grieshaber, Nick Miller, and Matt Brown.

Welcome

Dr. Cummiskey officially welcomed Dr. Caron Daugherty to the College as the new Vice President of Instruction. Although Dr. Daugherty has attended several Board meetings and has been on campus several times over the past few months, she officially began her duties on July 1. Dr. John Westerman was also recognized as a new employee to the College as the Director of the Area Technical School.

Faculty Hire

Interviews are underway to replace the electronics faculty member (John McDaniel) who resigned last month. A recommendation should be included with the August Board agenda for consideration; however, faculty are required to return to campus the Monday prior to the scheduled Board meeting. After discussion, the Board agreed to accept the recommendation retroactively during the regular monthly meeting on August 13. As soon as a candidate is identified and a recommendation prepared, all application information will be sent electronically to Board members for review prior to the meeting.

Electronic Board Book

A couple of months ago, a subcommittee was appointed (including two Board of Trustees members) to work with the College's Information Technology (IT) staff in identifying a preferred method to convert the current Board Book to an e-book, or electronic format. Tracy James, the Senior Director of IT, made a presentation to the Board and showed a five-minute video providing a brief overview of some of the many highlights available with BoardDocs, the board documents management system selected by the subcommittee to demo at the July Board meeting. BoardDocs has no limitations regarding the number of users or the amount of data that can be stored (data is stored for 20 years). The agreement is renewed annually, support is available 24/7, the system can be accessed via multiple devices, and BoardDocs provides onsite training. The cost is \$12,000 annually, with a one-time fee of \$1,000 to cover initial implementation. No other community college in the State of Missouri is using this system, so Jefferson College would be a leader in implementing an e-book. Regarding funding, Dr. Cummiskey stated the cost would be covered with either the technology or contingency funds. Both Mr. Winkelman and Mr. Scaggs served on the subcommittee and are in favor of implementing the system, as were the other Board members. Dr. Cummiskey will bring a formal resolution to the August Board meeting to begin the implementation of BoardDocs.

Flooding

The College recently experienced flood damage on campus as a result of the heavy rains over the July 4th weekend. Ed Tomaszewicz provided a brief description of the damage experienced on the Hillsboro campus including the following: (1) the creek bed is being inspected by the Missouri Department of Transportation; (2) Govero Land Services has provided an estimate for the damaged road that leads back to the farm (some of the repair costs may be reimbursed by FEMA); and, (3) the service road has been fixed temporarily; however, it needs to be repaired permanently. Mr. Tomaszewicz stated the College's insurance policy will not cover the damage to the roads.

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 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 Mr. Winkelman. Board President Meinberg, hearing affirmative votes from all voting members present, declared the motion carried and the following Consent Agenda items approved as presented.

- ~ Minutes of June 11, 2015
- ~ Financial Statements dated June 30, 2015
- ~ Additional Full-time Faculty Overload Assignments & Adjunct Faculty Teaching Assignments ~ Summer 2015
- ~ Proposed Continuing Education Course Offerings and Teaching Assignments ~ Fall 2015
- ~ Approval of Advisory Committees Members ~ 2015-2016
- ~ Authorization for Tax Hearing
- ~ Publication of Financial Statements

NEW BUSINESS

Extension of Contract for Touchnet Information Systems

The College entered into an agreement in June 2009 with Touchnet Information Systems, Inc. to provide software for student credit card payment of tuition and fees. These payments are specifically from those students who have not enrolled in the College Payment Plan, currently administered by Nelnet. The 2009 agreement was previously extended in 2012 for three years and expired June 2015. This is an externally-hosted system that creates an ACH file which the College then transfers to its bank for payment. The cost of the one-year extension is \$29,164.20.

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 approve a one-year extension of the College's ASP agreement with Touchnet Information Systems, Inc. through June 30, 2016, at a cost of \$29,164.20.

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 Actuarial Services

The College is required for audit purposes to engage an actuarial firm every other year to determine liabilities in conjunction with GASB 45.

The College directly solicited two actuarial firms that have experience in determining GASB 45 liabilities. The College also advertised two consecutive weeks for proposals to perform GASB 45 actuarial services for the fiscal year ending 6/30/15. The following two proposals were received:

<u>Vendor</u>	<u>Bid</u>
Milliman ~ Seattle, Washington	\$ 5,500.00
Hay Group ~ Minneapolis, Minnesota	\$12,500.00

Milliman has provided services for the College in the past and has performed satisfactorily; therefore, it was recommended that the Board of Trustees approve a one-year agreement with Milliman to provide actuarial services for the College's independent audit for fiscal year ending 6/30/15.

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 Milliman of Seattle, Washington, be retained as the College's actuary for GASB 45 purposes for the fiscal year ending 6/30/15 at a total cost of \$5,500.

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 Audit Services

The College's and Foundation's independent audit services agreement with Daniel Jones & Associates expired after the fiscal year ending 2014.

The College directly solicited six audit firms that have experience auditing Missouri community colleges and not-for-profit organizations. The College also advertised two consecutive weeks for proposals to perform audit services for the fiscal years ending 6/30/15 – 6/30/19. The following two proposals for the five-year period were received:

<u>Vendor</u>	<u>Bid</u>
<i>Daniel Jones & Associates ~ Arnold, Missouri</i>	<i>\$165,500.00</i>
<i>KPM CPA's & Advisors ~ Springfield, Missouri</i>	<i>\$226,540.00</i>

Daniel Jones & Associates has provided services for the College since 2006 and has performed satisfactorily; therefore, it was recommended that the Board of Trustees approve a five-year agreement with Daniel Jones & Associates of Arnold, Missouri, in the amount of \$165,500, to provide independent audit services for the College's and Foundation's financial statements for fiscal years 6/30/15 – 6/30/19.

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 Daniel Jones & Associates of Arnold, Missouri, be retained as the College's and Foundation's independent auditors for the fiscal years ending 6/30/15 – 6/30/19 at a total cost of \$165,500.

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

Approval of Culinary Kitchen Renovation

Request was submitted for the renovation of the ATS Culinary Kitchen. The proposed renovation will increase the size of the kitchen and allow approximately six more students to be added to each class and supply additional gas volume requirements. This project includes the installation of salamander ovens, griddle, hood, and a new dishwasher; the new equipment is being purchased through Enhancement Grant funds.

Bid specifications were prepared and distributed by McClure Engineering of St. Louis, Missouri, for this project. Two vendors responded:

<u>Vendor</u>	<u>Bid</u>
<i>Brockmiller ~ Farmington, Missouri</i>	\$122,700.00
Thill Contracting ~ St. Louis, Missouri	\$147,955.00

The Strategic Planning Committee approved this renovation as a capital expense for fiscal year 2016.

It was recommended that the contract to renovate the ATS Culinary Kitchen be awarded to Brockmiller of Farmington, Missouri, in the amount of \$122,700. Brockmiller 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 to renovate the ATS Culinary Kitchen to Brockmiller of Farmington, Missouri, in the amount of \$122,700.

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

Approval of Partial Roof Replacement ~ Career & Technical Education Building

Due to the age and deterioration of the rubber roof over two sections of the Career & Technical Education building (CTE), a new roof is needed in this area. The roof over the Radiologic department has been leaking for some time, and attempts have been made to patch the area. Water drips in both the classroom and one x-ray room. This roof will be removed to the deck and new insulation will be installed below the new rubber roof.

The second section is over the HVAC shop area. The rubber roof has shrunk over the years and needs to be replaced. This section will only get a new rubber roof.

Both roofs have outlived the 20-year warranty. The new roofs will also have a 20-year warranty.

Bid specifications were prepared and distributed by McClure Engineering of St. Louis, Missouri, for this project. Eleven contractors attended the pre-bid meeting, six contractors submitted bids for the project:

<u>Vendor</u>	<u>Bid</u>
<i>Geissler Roofing ~ Belleville, Illinois</i>	\$152,900.00
Bartch Roofing ~ St. Louis, Missouri	\$162,971.00
St. Louis Roofing ~ St. Louis, Missouri	\$166,162.00
Lakeside Roofing ~ Collinsville, Illinois	\$185,276.00
Frederic Roofing ~ St. Louis, Missouri	\$203,600.00
Bade Roofing ~ St. Louis, Missouri	\$204,091.00

It was recommended that the contract for a partial roof replacement on the Career & Technical Education building be awarded to the low bidder, Geissler Roofing, of Belleville, Illinois, in the amount of \$152,900. Geissler Roofing 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, that the CTE roof replacement project be awarded to the low bidder, Geissler Roofing, of Belleville, Illinois, in the amount of \$152,900.

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 Athletic Transportation Charter Services

This request is for approval of athletic transportation to Huskey Trailways of Festus, Missouri.

Bid specifications were prepared and sent to four charter bus companies as well as local newspaper advertisement for bid. Two charter bus companies submitted bids:

	HUSKEY	CAVALLO	MID-AMERICA	VANDALIA
4-hour Min trip (including deadhead)	\$500.00	\$550.00	No Bid	No Bid
Trip over 4 hours				
Rate per day	\$815.00	\$825.00		
Rate per mile	\$3.00	\$3.05		
Multiple days or O/N trips				
Rate per day	\$815.00	\$825.00		
Rate per mile	\$3.00	\$3.05		
Driver Exchanges				
250 miles or less each way	\$400.00	\$450.00		
Over 250 miles each way	\$200.00	\$700.00		
Cancellation Fees				
Before departure w/2-hour notification	\$0.00	\$0.00		
In-route less than 3 hour to departure	\$200.00	\$250.00		
Once charter is underway	Prorated based on miles or time	Based on time/mileage		
SAMPLE TRIPS				
Council Bluffs, IA (3 days)	\$2,688.00	\$5,900.00		
Cottleville, MO (1 day)	\$815.00	\$800.00		
Hanceville, AL (3 days)	\$2,550.00	\$3,100.00		
West Plains, MO MSU (8 days)	\$6,520.00	\$6,600.00		
Fuel Surcharge		Plus 1% per every .10 change		
		Base \$3.75		

It was recommended that the bid to provide athletic transportation for the 2015-2016 school year be awarded to Huskey Trailways of Festus, Missouri, as the lowest and best bidder. Huskey Trailways has performed satisfactorily for the College in the past.

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 Huskey Trailways of Festus, Missouri, the bid for athletic transportation for the 2015-2016 school year.

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 Purchase and Installation of New Baseball Backstop

This request is for the materials and installation of a new backstop and protective netting. The current baseball backstop was built in the 1970s and has become obsolete. It is a safety concern for not only campus competitions, but also the numerous external organizations that utilize our field as the current backstop has locations that baseballs can fit through. Additionally, there are places in which the fencing is falling apart; this low fencing provides little protection for spectators, the press box, and vehicles in the vicinity. Baseballs can leave the field of play in excess of 100 mph, and this poses a serious risk to fans and property.

The current backstop is a height of 16 feet behind home plate and 10 feet along the first and third base lines. The current backstop provides 1,440 square feet of protection. The new backstop would provide protection up to 2,900 square feet spanning the length of the home plate area (from first base dugout to third base dugout), meaning all spectator seating would be protected.

The protective fencing and padding on the dugout railings are in need of replacement also as there are areas where the fencing is broken and falling apart. The current padding is over ten years old and is rotting away from years of exposure. There are places where the current padding is being held together with zip ties. The new padding and netting will be able to withstand the weather and provide a safer environment.

Bid specifications were prepared and two vendors submitted bids:

<u>Vendor</u>	<u>Bid</u>
<i>Aalco Manufacturing ~ St. Louis, Missouri</i>	<i>\$41,073.00</i>
<i>Bulte Manufacturing ~ St. Louis, Missouri</i>	<i>\$55,945.00</i>

The Strategic Planning Committee approved this replacement as a capital expense for fiscal year 2016.

It was recommended that the bid for the baseball backstop project be awarded to Aalco Manufacturing of St. Louis, Missouri, in the amount of \$41,073. Aalco Manufacturing 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 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 baseball field backstop project to Aalco Manufacturing of St. Louis, Missouri, in the amount of \$41,073.

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

Renewal of Employee Assistance Program

The College offers its employees an Employee Assistance Program (EAP) which provides employees and dependent family members with professional assistance to help resolve a wide range of personal and work-related concerns on a confidential, pre-paid basis. These concerns include, among others, emotional issues, relationship challenges, legal and financial issues, child care and elder care concerns, alcohol/drugs issues, job stress and career challenges. The College has used Personal Assistance Services, Inc., (PAS) for EAP services for 24 years.

PAS telephone lines are answered directly by a trained consultant 24 hours per day, 7 days per week. In-person assessments are provided six days per week. Each PAS in-person consultant is a fully-licensed, Master- or Ph.D.-level clinician supervised by a Board certified psychiatrist and monitored under an intensive quality improvement program. PAS also provides a variety of on-site services to increase employee utilization including lunch and learn sessions, critical incident management, employee orientations to EAP services, and wellness fair booths. We have been very pleased with their service.

Our current rate with PAS is \$1.62 per employee per month. The renewal rate with PAS effective August 1, 2015, reflects no increase for the next year. This service will cost the College approximately \$5,500 per year.

It was noted that PAS has been a long-time provider for the College's Employee Assistance Program; a suggestion was made that the College determine if this service should be put out to bid for next year.

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 approval be given to renew the contract with Personal Assistance Services, Inc. (PAS) for the period August 1, 2015, through July 31, 2016, at the rate of \$1.62 per employee per month to provide services as the College's Employee Assistance Program.

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 Police Vehicles Lease

The College currently owns four police vehicles which range in age from 2000-2008 model years. Annual maintenance costs on these four vehicles was in excess of \$10,000 over the course of the last 12 months, and this expense is expected to increase as time goes on. A total of \$48,000 was included in the capital plan (Plant Fund) to replace these vehicles with four-wheel drive SUVs. The SUVs will provide greater visibility to the officers as they will be situated higher than in the current police sedans and will allow the officers to better patrol back areas of the campus due to their four-wheel drive capabilities.

Pricing was initially obtained from Lou Fusz Ford of Chesterfield, Missouri, based on State of Missouri Consortium pricing; Lou Fusz provided a price of \$26,755. Reuther Ford of Herculaneum, Missouri, submitted a quote of \$26,205, a total savings of \$2,200 on the base price of the four vehicles.

To allow the College to update the entire police vehicle fleet in this fiscal year, it is proposed that the College lease four vehicles from Reuther Ford for four annual lease payments of \$28,473.63. In addition, there will be a one-time of charge of \$6,966 from Ed Roehr Safety Products and \$2,600 from Wireless USA to purchase and install safety and communication equipment, lights, sirens, etc. The total cash outlay in FY2016 will be \$38,039.63 versus the budgeted amount of \$48,000. The three subsequent year

payments will be for the lease payment of \$28,473.63 per year plus normal maintenance and operating costs. At the end of the lease, the College can purchase the vehicles outright for \$1 per vehicle. Given the low mileage driven, it is anticipated that these vehicles should last at least between eight and ten years before requiring replacement, and at substantially reduced maintenance and operating costs.

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 a lease/purchase of four vehicles for the Campus Police Department from Reuther Ford of Herculaneum, Missouri, at an annual cost of \$28,473.63 for each of the next four years, plus a one-time charge of \$6,966 from Ed Roehr Safety Products and \$2,600 from Wireless USA for purchase and installation of safety and communication equipment.

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

Approval of Dual Credit Handbook (First Reading)

The Dual Credit Handbook was presented for a first reading; a second reading will be presented in August, and Board approval of the following resolution will be requested at that time.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Dual Credit Handbook be approved.

Approval of Peer Tutoring Handbook (First Reading)

The Peer Tutoring Handbook was presented for a first reading; a second reading will be presented in August, and Board approval of the following resolution will be requested at that time.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Peer Tutoring Handbook be approved.

Appointment of Physical Science Lab Instructor

Ms. Shirley Davenport, Dean of Arts and Science Education, has recommended filling a vacant physical science lab instructor position with Ms. Amanda Truong on a 9.5-month non-tenure track term appointment at an annual salary of \$41,629 for the 2015-2016 academic year. The search occurred prior to Dr. Mindy Selsor's retirement as Vice President of Instruction. Dr. Selsor and I concur with this recommendation.

A search was conducted, and Ms. Truong was chosen by a search committee comprised of Division Chair of Math, Science, & Business Linda Abernathy, Maryanne Angliongto, Bob Brazzle, Lori Kovarik, and Marialana Speidel. Dr. Selsor's and Ms. Davenport's recommendations and Ms. Truong's full credentials are attached.

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. Amanda Truong be appointed as Level I full-time physical science lab instructor on a non-tenure track term appointment for the 2015-2016 academic year at an annual salary of \$41,629, 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.

EXECUTIVE SESSION

Motion was presented by Mr. Winkelman and seconded by Ms. Hargis to move into Executive Session under RSMo 610.021.3. Roll call vote was as follows:

Mr. Davis	Absent
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 Ms. Hargis and seconded by Mr. Scaggs to return to regular session at 10:10 a.m.

ADJOURNMENT

With no further business to be considered by the Board, President Meinberg declared the meeting adjourned at 10:11 a.m.