

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

August 13, 2015  
(660<sup>th</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, August 13, 2015, at 5:30 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 (Absent)	Ms. Stocker
	Ms. Hargis (Arrived at 6:00 p.m.)	Mr. Winkelman
	Mr. Scaggs	Board President Meinberg

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

**PUBLIC COMMUNICATION**

No one asked to speak to the Board.

**JEFFERSON COLLEGE FOUNDATION REPORT**

Patti Christen reported the following on behalf of the Foundation:

- The 28<sup>th</sup> Annual Viking Classic Golf Tournament will be held on Monday, September 21, at Fox Run Golf Club in Eureka. Thanks have been extended to sponsors Dobbs, Home Service Oil, Vest Benefit Solutions, and Food Service Consultants.
- The Athletic Department and Marie Self are coordinating a 5K to be held on October 24.
- The deadline for the Jefferson Memorial Community Foundation Grant is September 1. Items included in Jefferson College's grant proposal include: Health Occupations programs scholarships; continuing the Wellness Program; and, equipment for the Nursing program.
- Due to successful fundraising under Tom Burke's leadership, the Foundation has been able to offer bookstore assistance to several students this Fall 2015 semester.
- Patti thanked the Board members for meeting with her and Dr. Cummiskey throughout this summer.

**PRESIDENT'S REPORT**

***Kudos***

- Congratulations were extended to Dr. Cindy Rossi, Ms. Marialana Speidel, Ms. Deb Shores, and Mr. Mark Smreker for receiving the Jefferson College Foundation's Outstanding Achievement Awards for their contributions to the College and its students. Also, congratulations to Mr. Allan Wamsley who was recognized as the B. Ray Henry Service/Innovation Award winner. These five faculty and staff members were honored at the College's Opening Meeting on Monday, August 10.

- Congratulations were also extended to Lisa Pavia-Higel whose one-act play, *Tales from the Mommy Wars*, has been selected as a finalist for the Arnold Community Theater One-Act Festival. She is also directing another one-act called *Leftovers*. Auditions for the festival were scheduled for August 22, 2015, and the festival will be in October (date to be announced).
  - Congratulations to Diane Scanga and the current LEA class graduates who, once again, achieved 100% passing rate on their POST exams.
  - Stacey Wilson recently was the recipient of an unsolicited testimonial from an incoming student named Rajan Taylor. Rajan, an adult student who is taking classes to transfer to Washington University, said in part, "I know what it's like to have good and great employees. From what I've seen in two days, I can tell Stacey is a great employee. I'd also like to state that I may not have considered Jefferson College if it weren't for Stacey. Her counterpart during the event seemed like a wonderful employee as well, but Stacey just spoke with vigor and transparency that I could feel. I'm so excited to potentially represent Jefferson College and Wash U." Congratulations, Stacey, and thank you for all you do for Jefferson College.
  - The following Jefferson College staff will present at this year's MCCA's Convention:
    - ~ Kim Harvey will present a breakout session entitled "Meeting Federal Financial Aid Regulations: Attendance and Participation Tracking."
    - ~ Allan Wamsley will present a session entitled "Developing Required Training for New Adjunct Instructors."
    - ~ Linda Boevingloh will present a session entitled "Under Construction: Rebuilding the Road to Success."
- Congratulations and thank you to all for representing Jefferson College in such a great fashion!

#### ***Author to Speak to Automotive Class***

Jim Halderman is the author of many automotive textbooks, including the textbook currently used at Jefferson College (published by Pearson Education Publishing Company). Mr. Halderman will be on campus to speak to the automotive classes on Friday, September 18, at 9:00 a.m., regarding the new technologies being utilized in the automotive industry. He is an ASE Certified Master Automotive Technician and Advanced Engine Performance (L1) ASE certified. Kudos to Gary Boyher for arranging this visit. All Board members were invited to attend the presentation on September 18.

#### ***Opening Week***

Jefferson College's Opening Week was held August 10-14. A variety of department and division meetings and activities were held in preparation for the start of classes on Monday, August 17. Additionally, Rob Dixon, MCCA's Executive Director, presented to all faculty and staff at Monday's Opening Meeting regarding MCCA.

#### ***E-book***

As the College transitions to an e-book format (as presented on the recognition resolution for consideration), the College must also plan for training. Details are still being confirmed. Dr. Cummiskey stated his intent to have BoardDocs trainers on campus in late September. Lisa Vinyard will work with the Board of Trustees members to arrange their training session(s).

#### ***Flood Damage***

The College received word last week that the federal government has declared Jefferson County a disaster area after the July 1, 2015, flooding; therefore, the College will qualify for disaster funding. Dr. Cummiskey stated college officials have not yet been informed regarding the exact level of funding.

### ***Board Meet and Greet***

Dr. Cummiskey reminded the Board of the annual Board/Faculty & Staff Meet and Greet, scheduled to be held prior to the September meeting.

### **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. Winkelman and seconded by Ms. Stocker. All members present voted to adopt the Consent Agenda.

Motion was presented by Mr. Winkelman to approve the Consent Agenda and seconded by Board President Meinberg. Mr. Scaggs abstained from Patricia McDaniel's "Additional Full-time Faculty Overload Assignments." Board President Meinberg, hearing affirmative votes from all voting members present, declared the motion carried and the following Consent Agenda items approved as presented, with the abstention noted.

- ~ Minutes of July 16, 2015
- ~ Financial Statements dated July 31, 2015
- ~ Full-time Faculty Overload Assignments & Adjunct Faculty Teaching Assignments (Tentative) ~ Fall 2015

### **OLD BUSINESS**

#### ***Approval of Dual Credit Handbook (Second Reading)***

The Dual Credit Handbook was presented for a first reading at the July 16, 2015, Board of Trustees meeting for Board review. It was reported that no changes had been made to the Handbook since the first reading.

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 the Dual Credit Handbook be approved.

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 Peer Tutoring Handbook (Second Reading)***

The Peer Tutoring Handbook was presented for a first reading at the July 16, 2015, Board of Trustees meeting for Board review. It was reported that no changes had been made to the Handbook since the first reading.

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 Peer Tutoring Handbook be approved.

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

## **NEW BUSINESS**

### ***Recognition of Electronic Delivery for Board Documents***

In Spring 2015 the Board of Trustees expressed interest in reducing its paper consumption and minimizing costs in the production of monthly Board meeting materials. A subcommittee was appointed to research alternative methods for delivery. The subcommittee consisted of the following Board of Trustees and staff members: Ron Scaggs, John Winkelman, Daryl Gehbauer, Tracy James, John Linhorst, Mark Smreker, and Lisa Vinyard.

Tracy James, Director of Information Technology, conducted the initial research and identified products for the subcommittee to consider. After a demonstration, the subcommittee recommended that the Board move to an electronic delivery method; the Board of Trustees agreed with the recommendation. The suggested product for this process initially is BoardDocs. Future use of any specific product will be based on performance and satisfaction. The goal is to begin utilizing BoardDocs (in addition to the current method of distributing a hard copy “Board Book”) with the October Board of Trustees meeting, then transitioning solely to BoardDocs for the November meeting.

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 electronic delivery of official Board of Trustees documents, such as the monthly Board of Trustees meeting agendas, is hereby recognized as an appropriate method of delivery.

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 Purchase ~ Domestic Hot Water Tanks Equipment and Installation***

The domestic hot water project will replace old, rusted, and worn-out water heaters in various buildings on campus. Some locations are being converted to tankless water heating systems, while other locations require replacement of the existing water heaters due to failure and breakdowns. The locations receiving replacement water heaters are the Administration and CTE buildings.

Additionally, water softeners are being installed to reduce the mineral buildup that is damaging equipment and piping. The locations receiving water softeners include the following: Arts & Science I, Fine Arts, Viking Woods, Administration, CTE, ATS, and the Technology Center.

Bid specifications were prepared and distributed by McClure Engineering of St. Louis, Missouri, for this project. This was a prevailing wage project, and all requisite advertising was completed. Four contractors attended the pre-bid meeting. Two contractors submitted bids for this project:

<b><u>Vendor</u></b>	<b><u>Bid</u></b>
<i>Mahn Plumbing ~ DeSoto, Missouri</i>	<i>\$124,050.00</i>
<i>American Boiler GMP ~ St. Louis, Missouri</i>	<i>\$157,316.00</i>

Budget for this project is \$125,000, and plant funds will be used. This project was approved by the Strategic Planning Committee for fiscal year 2016.

It was recommended the contract be awarded to the low bidder, Mahn Plumbing, of DeSoto, Missouri, in the amount of \$124,050. Mahn Plumbing 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, that the domestic hot water project be awarded to the low bidder, Mahn Plumbing, of DeSoto, Missouri, in the amount of \$124,050.

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 Purchase ~ Law Enforcement Firearms Training Simulator***

In an effort to advance the institutional strategic aims of student learning, the purchase of a VirTra Firearms Testing Simulator was recommended. It was reported that the current system purchased in 1998 has been experiencing increased malfunctions. The technology is becoming antiquated and repairs are becoming increasingly difficult.

The Firearms Testing Simulator training is a valuable resource for the students to evaluate their decision-making ability when faced with lethal and non-lethal situations. The training allows the Law Enforcement Academy to better train prospective peace officers and allows students to realistically judge their own level of suitability for this career. The training is interactive and can immediately be programmed to allow the student to see real-time consequences for good and bad decisions.

In addition to the academy students, the academy is also responsible for the continuing education hours required by the Missouri Department of Public Safety, POST. The VirTra Firearms System will also benefit current law enforcement officers to train and retain their ability to make sound decisions when faced with a variety of Calls for Service, Traffic Stops, and Use of Force situations. Scenarios also include responding to active shooter and other topical and current event scenarios.

The VirTra simulator is sole source with patented technology, and the only 180 degree, 3-screen Use of Force simulator currently manufactured utilizing streaming video scenario content across multiple screens.

The cost of the system is \$189,595. Enhancement Grant funds will pay \$142,196.25, leaving a balance of \$47,398.75. The budget for this project is \$47,500. This project was approved by the Strategic Planning Committee for fiscal year 2016.

It was recommended the College purchase the VirTra Firearms Testing Simulator from VirTra of Tempe, Arizona, at a cost of \$189,595 with \$142,196.25 being paid with Enhancement Grant funds and \$47,398.75 being paid with College plant funds.

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 VirTra Firearms Testing Simulator be purchased from VirTra of Tempe, Arizona, in the amount of \$189,595.

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 Purchase ~ Solar Panel System for ATS Building Trades House located at 604 Ray Henry Way***

The ATS Building Trades program is constructing a house as part of the Residential Carpentry Program. The current house being constructed, located at 604 Ray Henry Way, Hillsboro, Missouri, requires subcontracting for the solar panel roof array system.

Bid specifications were prepared and distributed to six contractors. Three contractors submitted bids as follows:

<b><u>Vendor</u></b>	<b><u>Bid</u></b>
<i>Trademark Building ~ Cedar Hill, Missouri*</i>	<i>\$14,980.00</i>
Microgrid Solar Energy ~ Earth City, Missouri	\$17,210.00
Straight UP Solar ~ St. Louis, Missouri	\$19,500.00
Microgrid Solar Energy ~ Earth City, Missouri**	\$19,760.00
Aschinger Electric ~ Fenton, Missouri	\$22,950.00

\* Trademark Building's bid is for equipment only. Dan Kneller, a former student at the College, is donating his labor to the College at a donated cost of \$3,120. This donation will be handled through the Foundation.

\*\* Microgrid Solar Energy submitted bids on brand specified and equal brand as allowed by bid specifications.

It was recommended the contract be awarded to Trademark Building of Cedar Hill, Missouri, in the amount of \$14,980.

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 contract for the solar panel roof array system at 604 Ray Henry Way, Hillsboro, Missouri, to Trademark Building of Fenton, Missouri, in the amount of \$14,980.

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 Purchase ~ Campus Network Firewall***

In an effort to maintain the most secure computing network, it was recommended to upgrade the College's aging firewall with a solution that provides the College with the necessary security, visibility, performance and redundancy required to protect the computing environment from evolving threats. The firewall protects all critical network functions and systems for the entire campus.

Bid specifications were prepared and distributed. Five bids were received as follows:

<u>Vendor</u>	<u>Amount</u>
<i>Network Technology Partners (NTP) ~ Ellisville, Missouri</i>	\$22,832.85
MGB Systems ~ St. Louis, Missouri	\$28,999.00
Kyvon ~ Fenton, Missouri	\$29,914.28
Venmar Systems, Inc. ~ St. Louis, Missouri	\$28,216.04
Inflexion ~ St. Louis, Missouri	\$28,761.37

It was recommended the campus firewall be purchased from the low bidder, Network Technology Partners (NTP), of Ellisville, Missouri, in the amount of \$22,832.85.

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 purchase of the campus firewall in the amount of \$22,832.85 to Network Technology Partners (NTP) of Ellisville, 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.

***Approval to Waive Formal Bidding Process for Emergency Road Re-Construction***

As previously noted at the July Board of Trustees meeting, severe thunderstorms and subsequent flooding caused significant damage to Farm Road on the Hillsboro campus. Because a large portion of the road was washed out by the flooding, the road is no longer accessible by emergency vehicles.

As stated in the *Jefferson College Procurement Policy and Guidelines*, Section V. K., Emergency Purchases:

Although an emergency purchase requires immediate action, emergency purchasing must be made with as much competition as is practicable under the circumstances.

An emergency condition is defined as a situation in which there exists a threat to life, property, public health, or public safety or when immediate expenditure is necessary for repairs in order to protect against further loss of or further damage to College property to prevent or minimize serious disruption to College services or to ensure the integrity of College records.

Therefore, it was requested that the formal bidding process be waived for the road repairs and award of a negotiated contract. Informal bids will be made to contractors who are qualified to perform the type of work required for this project. Waiving the formal bidding process should allow the work to be completed four to six weeks earlier, creating a safer environment and reducing the College's liability for potential property damage. For expediency purposes, the work to repair the creek walls along Jefferson College Drive, which was also damaged by the flooding, will be included in this contract.

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 waive the formal bidding process and approve a contract negotiation for reconstruction of Farm Road and repair of the creek walls at Jefferson College Hillsboro based on an informal bidding process.

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

***Appointment of Post-Secondary Culinary Arts Faculty***

The recently-vacated Electronics Technician faculty position is a TAACCCT grant-funded position; filling the opening is critical to the success of the grant. The Biomedical Electronics and Electronics Technician programs share the same first-year curriculum; therefore, Mr. Chris DeGeare, Division Chair, asked faculty member Mr. Bill Sansagraw to fulfill this grant-funded position. Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended reallocating the Perkins funding, previously funding Mr. Sansagraw, to the College's Culinary Arts program for this academic year. Perkins funding cannot be used to supplant College funds; however, it can be utilized to supplement College resources. Dr. McCaffrey has recommended filling the grant-funded Culinary Arts faculty position with Mr. Garrett Miller, a current Culinary Arts adjunct faculty member, on a one-year temporary appointment at a Level I annual salary of \$44,004 for the 2015-2016 academic year. This action will save the College approximately \$18,000 from the general fund in adjunct salaries. No institutional funds will be used for the one-year full-time temporary faculty appointment. These changes will be evaluated in the spring of 2016 to determine plans for future academic years.

Dr. Daugherty's and Dr. McCaffrey's recommendations and Mr. Miller's full credentials were provided to the Board. Dr. Cummiskey concurred with the recommendation.

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 Mr. Garrett Miller be appointed as Level I full-time culinary arts faculty on a one-year temporary appointment for the 2015-2016 academic year at an annual salary of \$44,004 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.

***Approval of the Adjunct Handbook (First Reading)***

The Adjunct Faculty Handbook was presented for a first reading; a second reading will be presented in September, and Board approval of the following resolution will be requested at that time. It was noted that the smoking policy needed to be updated to accurately reflect the current campus policy.

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

***Resignation of Area Technical School Business Management Faculty (half-time)***

Ms. Kim Ervin, half-time ATS Business Management Instructor, submitted her notice of resignation notifying the College that she is unable to fulfill her teaching contract for the 2015-2016 academic year. Her resignation letter was provided for review.

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 resignation of Ms. Kim Ervin be accepted effective with the completion of her 2014-2015 contract.

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 Ms. Hargis and seconded by Mr. Winkelman to move into Executive Session under RSMo 610.021.2 and 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 Mr. Scaggs and seconded by Ms. Hargis to return to regular session at 7:12 p.m.

**ADJOURNMENT**

With no further business to be considered by the Board, President Meinberg declared the meeting adjourned at 7:14 p.m.