

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

September 17, 2015  
(661<sup>st</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, September 17, 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	Ms. Stocker
	Ms. Hargis ( <i>Absent</i> )	Mr. Winkelman
	Mr. Scaggs	Board President Meinberg

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

Mr. Winkelman made a motion to amend the agenda by removing the resignation of Ms. Louise Jadwisiak, Assistant Professor of Nursing/Clinical Simulation Lab Coordinator, as her resignation had been rescinded prior to the meeting; the motion was seconded by Mr. Scaggs. Hearing approval from all members present, Board President Meinberg declared the motion carried and the resolution approved.

**PUBLIC COMMUNICATION**

No one asked to speak to the Board.

**PUBLIC HEARING ON TAX RATE**

The annual tax hearing was held for the public. Board President Meinberg waited five minutes to allow public discussion and/or opposition. With no discussion or opposition received, the hearing was closed and the regular monthly meeting of the Board of Trustees resumed.

**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. Twenty-nine teams are playing in the tournament. Patti thanked the two Board members who will be participating in the event.
- A 5K run/1 mile walk (the Shocktober Monster Dash) is scheduled for Saturday, October 24. Patti acknowledged Marie Self and the Athletic Department for their efforts in coordinating the event.
- A grant application in the amount of \$275,375 was submitted in Round II of the Jefferson Memorial Community Foundation grant process. If Jefferson College's grant application is funded, proceeds will provide the following: 15 Health Occupations scholarships (each \$2,000); expansion of the Wellness Program; and, equipment for nursing simulation equipment.

- As of September 1, the Foundation has provided bookstore assistance scholarship funding to 19 students.

## **PRESIDENT'S REPORT**

### ***Faculty/Staff Reception***

Dr. Cummiskey thanked those faculty and staff who were able to attend the Board of Trustees Meet and Greet prior to the meeting; he also thanked the Board members who were able to attend, reminding them that it means a lot to College faculty and staff to have the opportunity to visit with the Board members.

### ***Kudos***

Dr. Cummiskey also thanked everyone who assisted with the fire in the Welding Lab ventilation system in August, including all the area firefighters for their quick response; it was truly a collaborative effort. He also thanked Mr. Jacob Hughes, the instructor who was teaching in the welding lab that night. Mr. Hughes' actions that night, not only in helping to get people out of the building, but in having the presence of mind to shut down the ventilation unit, prevented additional smoke from entering the building, and probably saved lives as well as prevented more serious damage to the building. Finally, thanks were extended to Marty Brand and the College's maintenance staff for getting the restoration team to campus very quickly. Again, this shows great cooperation and teamwork.

Lora Warner, Jefferson College's Employment Specialist, recently had the Top Central College Network Tweet of the Day on September 3! Her tweet, advertising a Legal Assistant opportunity, ranked the highest and reached the most people of all of the tweets generated via the Career Services Central System. The Network boasts that tweeting one job a day or at least one or two per week drives user engagement, Career Center awareness and results for employers who post jobs. Job Well done, Lora!

### ***Veto Session***

The Veto Session for the Missouri Legislature was held on Wednesday, September 16. As expected, the Legislature considered overriding most of the Governor's veto's from the end of session last May; the most notable, Right to Work, was not overridden. In the bill that most directly affects community college students, the Legislature overrode Governor Nixon's veto on SB 224, which requires a student to be a United States citizen or permanent resident in order to be eligible to receive reimbursements from the A+ Program.

### ***A+ Recommendation***

At its meeting earlier this month, the Coordinating Board for Higher Education adopted the new recommended standards for the A+ Scholarship: requiring completion of 12 credit hours and implementing a 2.0 initial term GPA. The Department of Higher Education believes that these changes will keep the A+ program financially fluid for the coming year.

### ***MCCA Trustees Meeting***

MCCA hosted a meeting for Trustees on Friday, September 11, to review state and a federal legislative issues. The actual legislative agenda will be published in the upcoming months, but suffice it to say that a great deal of discussion focused on funding, A+, capital projects and other state scholarships. Approximately 15 trustees, including Jefferson College's Trustee Barbara Stocker, were in attendance. Ms. Stocker shared that the meeting was very informative. Most of the discussion items were related to tactics; several trustees volunteered to testify at committee hearings if the opportunity arises. MCCA's ongoing communications overhaul was discussed, including more frequent legislative updates during the session, improve messaging around our legislative priorities, and talking points for specific items. Dr. Cummiskey thanked Ms. Stocker for attending this meeting and representing Jefferson College.

### ***ATS Dinner***

A dinner will be held at the Area Technical School prior to the October Board meeting. This meal has historically been prepared by the culinary students; however, this year the students have been delayed in getting the “hands-on” part of instruction because of the kitchen renovation. Mike Kumpf and his Food Service Consultants staff have agreed to lend a hand with the meal, the culinary students will serve, and the Board members will tour the newly-renovated kitchen prior to the meeting.

### ***Completion Academy Report***

Dr. Caron Daugherty, Ms. Janie Blum, and Dr. Sandy Frey made a presentation sharing information with the Board regarding Missouri’s Completion Academy and progress made by Jefferson College. Click [here](#) to access the slide presentation.

## **APPROVAL OF WARRANTS**

Motion was presented by Mr. Winkelman and seconded by Ms. Stocker to approve the warrants. Mr. Winkelman abstained from Warrant #508115 payable to Mercy Clinic Springfield. Hearing approval from all 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 Mr. Winkelman and seconded by Mr. Davis. All members present voted to adopt the Consent Agenda.

Motion was presented by Mr. Winkelman to approve the Consent Agenda and seconded by Ms. Stocker. 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 August 13, 2015
- ~ Financial Statements dated August 31, 2015
- ~ Full-time Faculty Overload Assignments & Adjunct Faculty Teaching Assignments (Final) ~ Fall 2015

## **OLD BUSINESS**

### ***Approval of the Adjunct Faculty Handbook (Second Reading)***

The Adjunct Faculty Handbook was presented for a first reading at the August 13, 2015, Board of Trustees meeting for Board review. It was reported that changes had been made to the Drug-Free Workplace Guidelines included in 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 Adjunct Faculty 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.

***Online Application Fee Waiver Extension***

In May 2015, the Board approved waiving the \$25 application fee as a temporary offer for online applications submitted between June 1, 2015, and August 31, 2015. This waiver was implemented to promote awareness of the online application, and, hopefully, to generate additional applications and registrations in total.

It was reported that the comparative data for the same period last year was incomplete because the online application system was down at this time last year. What was known was there were 879 applications generated during this period, of which 849 were online and only 30 were paper; this was an increase of 236 applications (during this period last year, 643 applications were generated, all paper). This represents a 37% increase in total applications generated during the waiver period, with roughly 97% of those applications being online. Given the current conversion rate with roughly 54% of applicants enrolling in an average of 12 credit hours, the incremental tuition generated during this period is approximately \$148,000. The lost application fees during this period is roughly \$21,000. It would appear, therefore, that the fee waiver is a successful trade-off. We would, however, like to extend the waiver period through the end of the FY16 school year to validate the results.

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 extend the waiver of online application fees through the completion of the FY16 academic year.

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

**NEW BUSINESS**

***Setting of the Tax Levy for Tax Year 2015***

Pursuant to RSMo 67.110, a public hearing was held on the College’s 2015 tax rate at 5:30 p.m. CDT at the September 17, 2015, Board of Trustees meeting. Following the public hearing, the Board must officially establish the annual tax rate for calendar year 2015. The recommended tax rate for 2015 is a decrease from 2014.

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 in accordance with Section 67.110 RSMo, an annual tax levy for the operation of the College be established for the 2015 calendar year on each \$100 of assessed valuation of property within the District that will not exceed the following rates:

General & Plant	29.02¢
Capital Projects	<u>5.00¢</u>
<b>Total</b>	<b><u>34.02¢</u></b>

BE IT FURTHER RESOLVED that the Controller be authorized to certify the rate of taxation to the county clerks of Jefferson, St. Francois and Ste. Genevieve counties as required by RSMo 67.110.

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

***Disposal of Surplus Property***

The College requested Board approval for the sale of surplus property for 2015; property accumulated includes old furniture and broken equipment which are no longer needed. The sale will be held October 13, 2015.

Board policy requires Board approval in advance for the sale of any item or group of similar items from which proceeds are expected to be greater than \$1,000. The College projects that the total proceeds from this surplus sale will exceed \$1,000.

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 the sale of surplus property.

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

***Approval of Purchase ~ Bandwidth Management Appliance***

In an effort to maintain a secure and optimized computing environment, College staff recommended the replacement of the end-of-service-life bandwidth management appliance with a solution that provides the College the necessary visibility and application control. The bandwidth management appliance allows the College to optimize internal and external network traffic, allowing critical applications to have the necessary bandwidth to function properly. This is part of the layered network security approach to protect the College’s network from unwanted applications that threaten the service of operation.

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

<u>Vendor</u>	<u>Bid</u>
<i>Network Technology Partners (NTP) ~ Ellisville, Missouri</i>	\$29,774.12
Karpel Solutions ~ St. Louis, Missouri	\$33,470.63
MicroShare ~ San Antonio, Texas	\$39,315.00

It was recommended that the bandwidth management appliance be purchased from the low bidder, Network Technology Partners (NTP), of Ellisville, Missouri, in the amount of \$29,774.12.

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 purchase of the bandwidth management appliance to Network Technology Partners (NTP) of Ellisville, Missouri, in the amount of \$29,774.12.

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 Farm Road Repairs***

Due to the recent flooding in Jefferson County this past July, repair of the Farm Road and culverts are necessary. It was reported that the Farm Road was no longer accessible for emergency vehicles, and the culverts suffered significant erosion along Jefferson College Drive.

Approval to waive the formal bidding process for emergency re-constructions was approved at the Board of Trustees meeting in August 2015.

Bid specifications were prepared by Govero Land Services and distributed to six contractors. One contractor and one subcontractor attended the pre-bid meeting. K.A. Pazdera of Festus, Missouri, provided the following bids:

	<b><u>Description</u></b>	<b><u>Bid</u></b>
Base Bid	New culvert, road, and guard rail on Farm Road	\$ 137,750.00
Alternate 1 Bid	Wash-out area at entrance	\$ 12,060.00
Alternate 1a Bid	Detention repair between entrance and Mel Carnahan Drive	\$ 2,785.00
Alternate 2 Bid	Widen entrance to maintenance shed	\$ 1,420.00
Alternate 3 Bid	Gravel turn-around for emergency vehicles	\$ 985.00

Total for Base Bid and all Alternates is \$155,000. Projected estimated cost for this project was \$200,000. Base Bid and Alternates 1 and 1a are anticipated to be FEMA eligible.

References were checked for K.A. Pazdera of Festus, Missouri, and found satisfactory.

This is a prevailing wage project. Missouri State lists no substantiated prevailing wage violations for K.A. Pazdera. K.A. Pazdera is a member of Teamsters Local 600.

It was recommended that the contract be awarded to K.A. Pazdera of Festus, Missouri, in the amount of \$155,000.

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, that the Farm Road repair, culvert replacement, and other associated work be awarded to K.A. Pazdera of Festus, Missouri, in the amount of \$155,000.

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 Retirement Incentive Proposal***

It has been five years since the College offered a retirement incentive program to faculty and staff. The last retirement incentive was well-received and mutually beneficial to the College and employees. The following retirement incentive program was proposed to be offered this year:

#### **Objectives**

1. To afford those faculty and staff who desire to retire an opportunity to do so with some financial assistance.
2. To encourage some measure of staffing flexibility and to facilitate strategic change.

#### **Eligibility Criteria**

Full-time employees with a minimum of ten consecutive years of full-time service as of June 30, 2016, at Jefferson College are eligible for a retirement incentive.

#### **Guidelines**

The program is entirely voluntary. Participants will retire from full-time employment with the College and are expected to satisfactorily complete all conditions of employment during the year(s) preceding retirement.

### **Retirement Incentive Options**

1. Participants who elect to retire during fiscal year (FY) 2016 will receive a cash incentive equal to one percent (1%) of the full-time annual base salary they received immediately prior to retirement per consecutive year of full-time service at Jefferson College up to a maximum of twenty-five percent (25%). The incentive will be paid the month of the effective date of retirement.

Contractual employees may elect to retire at the completion of their contract during FY 2016; non-contractual employees may retire June 30, 2016.

2. Participants who elect to retire during FY 2017 will not receive a cash incentive.

Participants retiring during FY 2017 will indicate a specific retirement date in the application that must be agreed upon by the eligible participant and the appropriate supervisor.

### **Benefits**

The College will provide a qualified high deductible health plan (QHDHP) and dental insurance coverage to participants for two years following the effective date of retirement, subject to Medicare rules and regulations, at a cost no greater than the amount paid by full-time employees. (Example: the QHDHP is provided to full-time employees at no cost, the QHDHP will be provided to the retiree at no cost.) Participants who elect not to continue on the College's health and dental plans will receive a cash incentive of \$7,200 that will be paid the month of the effective date of retirement.

### **Application**

The employee will complete an application for the retirement incentive program options for retiring during FY 2016 or FY 2017 and submit it to the Office of Human Resources no later January 4, 2016. Applications will be presented to the Board of Trustees for approval at the January meeting. Once the application is approved by the Board, the declaration on the application is irrevocable.

### **Exceptional Circumstances/Special Conditions**

The President of the College, in consultation with the Director of Human Resources and Vice President of Finance and Administration, shall be authorized to make decisions on individual issues which may arise that are not specifically addressed or outlined in this program or for which clarification is required.

If approved, College administration will not recommend any retirement incentive programs for at least five years (FY 2021).

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 the offering of the proposed voluntary retirement incentive program to eligible employees as detailed above.

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

### ***Resignations of Certified Professional Staff: Senior Network Analyst; Nursing Clinical Coordinator; Division Chair of Math, Science & Business***

The following Certified Professional Staff members submitted their notices of resignation informing the College that they were unable to fulfill their contracts for the 2015-2016 academic year. Resignation letters from all three Certified Professional Staff members were provided for review.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Mr. Jason Stokes	Senior Network Analyst	September 4, 2015
Ms. Kathleen Martin	Nursing Clinical Coordinator	September 18, 2015
Ms. Linda Abernathy	Division Chair of Math, Science and Business	January 8, 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 the resignations of Mr. Jason Stokes, Ms. Kathleen Martin, and Ms. Linda Abernathy be accepted.

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

### ***Resignation of Full-time Faculty***

Ms. Sherry Callahan, Assistant Professor of Nursing, submitted her notice of resignation informing the College that she is unable to fulfill her teaching contract for the 2015-2016 academic year, effective September 4, 2015. Her resignation letter was provided for review.

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, that the resignation of Ms. Sherry Callahan be accepted effective September 4, 2015.

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 the Student-Athlete Handbook (First Reading)***

The 2015-2016 Student-Athlete Handbook was presented for a first reading; a second reading will be presented in October, 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 2015-2016 Student-Athlete Handbook be approved.

## **EXECUTIVE SESSION**

Motion was presented by Mr. Scaggs and seconded by Mr. Davis to move into Executive Session under RSMo 610.021.1 and 610.021.3. Roll call vote was as follows:

Mr. Davis	Yes
Ms. Hargis	Absent
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. Winkelman and seconded by Mr. Scaggs 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 8:07 p.m.