

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
May 17, 2012  
(620<sup>th</sup> Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, May 17, 2012, at 6:30 p.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Board President Hargis.

**Roll Call/Attendance**

Members present:

Mr. Gary Davis  
Mr. Steve Meinberg  
Mr. Ron Scaggs  
Board President Krystal Hargis

Board President Hargis acknowledged that Mr. Engelbach and Mr. Winkelman were excused from tonight's meeting.

Also present:               College President Ray Cummiskey  
                                  Administrators  
                                  Members of the faculty and staff

**Public Communication**

Board President Hargis asked for public comment. No one requested to speak to the Board.

**Jefferson College Foundation Report**

Tom Burke reported that the Jazz & Jeans event was a success, netting approximately \$35,000 for the Foundation.

The College Golf Tournament will be held on June 13. Golfers and sponsors are needed.

The Foundation has raised in excess of \$300,000 this year.

**President's Report**

***Commencement***

We held very successful Graduation ceremonies last Saturday, and Nursing Pinning on Friday. Thanks to all the employees who work so hard to make the events memorable for our students and their families; also, thank you to our Graduation speakers, Mr. Bill Alexander and Mr. Gary Reim.

***Congratulations***

Dena McCaffrey received her doctorate degree today at St. Louis University.

***NATEF Certification***

Our Automotive Technology program has been accredited by the National Automotive Technicians Education Foundation (NATEF) in the areas of Brakes, Electrical/Electronic systems, Engine Performance, Engine Repair, Suspension and Steering. Congratulations to Gerard Uhls, Gary Boyer, Dean Check and other staff for their hard work!

***Math Contest***

On May 3, our Math faculty again hosted the Jefferson College Annual Math Contest, with 140 students

participating, representing 8 middle schools and 9 high schools. Award winners included students from Danby Rush, Festus, Fox and Windsor; the First Place Team was Fox.

### ***Baseball Championship***

Jefferson College Baseball team is the 2012 Region XVI Champion and is hosting the NJCAA South Central District Tournament May 18-20. This is a three team, double elimination featuring Jefferson College, Delgado Community College, New Orleans, LA and Eastern Oklahoma State College, Saturday. The South Central Champion will advance to the 2012 NJCAA JUCO World Series that is held in Grand Junction, CO May 26-June 2nd.

### ***Softball Honors***

Jefferson College freshman first baseman Chloe Wolf has been named 2012 MCCAC Softball Player of the Year. Her overall batting average of .529 combined with 66 RBI's, 44 runs scored, and 13 homeruns led the Vikings to a 36-17 overall regular season team record. Six other Viking team members have been selected to the all-conference team: Steph Price, Christina Young, Chelsea Smith, and Holly Marko were selected to the MCCAC first team; Jett Bouckaert and Sarah Krysl earned honorable status.

### ***Smoking Cessation Grant***

The College will participate in the County Health Department's multi-pronged tobacco prevention and cessation effort. The College will collaborate with grant staff to educate students about the dangers of tobacco use, promote cessation classes for staff and students, and participate in a peer-to-peer prevention campaign. A college staff person will also sit on the Grant Implementation Committee.

### ***State Budget***

The House and Senate met last week to finalize the FY 2013 budget. The good news is that the final budget includes no core cut to higher education institutions' operating budgets, rather than the 12.5% cut, later reduced to 8%, as proposed by Governor Nixon. All budget bills have been approved by the legislature, and will now be delivered to the Governor. The Governor can sign or veto the bills. He also has the authority to use the "line-item" veto, which allows him to reduce or eliminate individual appropriations. We will also watch for possible funding "withholds" throughout the next year.

### ***Project Lead the Way***

Brandon Russell gave a brief presentation on Project Lead the Way. This program is the leading provider of rigorous and innovative Science, Technology, Engineering, and Mathematics (STEM) education curricular programs used in schools across the U.S. The objective of this program is to make students as productive as possible in the workforce.

### **Approval of Warrants**

After review of the warrants, motion was presented by Mr. Meinberg and seconded by Mr. Davis to approve the warrants. Mr. Scaggs abstained on warrant #00362810. This warrant will be brought before the Board for approval next month as there was not a majority vote to approve it. Board President Hargis, hearing approval from all members present, declared the motion carried and all warrants approved, with the exception of warrant #00362810.

### **Adoption/Approval of Consent Agenda**

Motion was presented by Mr. Meinberg to adopt the consent agenda. Mr. Davis seconded the motion. The motion was approved by all members present.

Motion was presented by Mr. Scaggs to approve the consent agenda items shown below. The motion was seconded by Mr. Davis.

\*Minutes of April 12, 2012

- \*Financial Statements Dated April 30, 2012
- \*Additional Spring 2012 Credit Course Offerings & Teaching Assignments
- \*Tentative Summer 2012 Credit Course Offerings & Teaching Assignments
- \*Curriculum Proposals
- \*Academic Calendar 2013-2014

Board President Hargis, hearing approval from all members present, declared the motion carried and the consent agenda items approved.

**Old Business**

***Approval of Budget Assumptions (second reading)***

Budget Assumptions were submitted last month for first reading.

Motion was presented by Mr. Meinberg to approve 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 FY13 as presented and shown below.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

Changes to last month's assumptions were due to state funding and decreased enrollment figures.

<b>2012-2013 Budget Assumptions - Current Unrestricted Fund</b>			
<b>Revenue</b>			
\$135,000		Assessed valuation will remain neutral. Our operating tax levy is projected to be 33.62 cents. The allocation for the operating tax levy will be .08 cents for the Plant Fund/Capital Projects Fund and 25.62 cents for the Current General Fund	Taxes
<b>\$0</b>		<b>State funding will be reduced by 0.0%</b>	<b>State Aid</b>
\$988,429		State funding transferred into core State Aid: RTEC, TANF, Instructional Support Center	State Aid
<b>-\$1,038,000</b>		<b>Enrollment will decrease by 8%</b>	<b>Tuition</b>
\$240,000		The \$2 tuition increase scheduled for this year	Tuition
\$310,000		Technology Fee of \$3 per credit hour (does not include online courses)	Fees
\$20,000		Area Technical School tuition will be the same as the previous FY. Budgeted at 405 students and tuition remains at \$1,900 per student.	Sales & Services
\$29,000		Lab Fees Increases (CPI)	Fees
\$50,000		New Health Program Revenues	Tuition
\$10,000		Bookstore revenue will increase	All Other Revenue
<b>-\$20,000</b>		<b>Investment income will decline due to projected interest rates at approximately .04%</b>	<b>Investment Income</b>
<b>\$750,000</b>		<b>Reserve funds</b>	

				\$1,474,429
		<b>General</b>		
-\$75,000		There will be a board election in FY13	All Other Expenses	
-\$10,000		The budget for liability insurance and athletic injury insurance will be increased	All Other Expenses	
-\$20,000		The Budget for office supplies/copying/misc. will be increased by \$20,000	All Other Expenses	
-\$50,000		Consultant Services IT	All Other Expenses	
-\$10,000		JCI/JCA/JCNW Operating Costs	All Other Expenses	
-\$100,000		<i>New Initiatives (Preliminary Estimate)</i>	<i>All Other Expenses</i>	
-\$25,000		Allied Health Programs	All Other Expenses	
<b>\$75,000</b>		<b>Finance and Administration Reductions (IT Maintenance contracts, Misc.)</b>	All Other Expenses	
<b>-\$35,000</b>		<b>Restore Athletic Housing Scholarships</b>	All Other Expenses	
<b>\$68,311</b>		<b>General Institutional Expenses</b>	All Other Expenses	
				-\$181,689
		<b>Personal Services</b>		
\$0		The required contribution rate to the retirement systems is increasing and will result in the following additional costs to the College: PEERS = \$0 PSRS = \$0	Staff Benefits	
-\$50,000		Medical and Dental Insurance increase	Staff Benefits	
-\$170,000		Transfer of Salaries & Staff Benefits From Instructional Support Center	Full Time Salaries	
-\$900,000		Transfer of Salaries & Staff Benefits From RTEC	Part Time Salaries	
-\$280,000		<i>a. 2% cost of living for all regular employees</i>	<i>Full Time Salaries</i>	
-\$20,000		<i>b. The rate of pay for adjunct faculty will increase from \$640 to \$645 per credit hour</i>	<i>Part Time Salaries</i>	
		Other planned personnel actions are as follows:		
-\$35,000		<i>a. Faculty promotions</i>	<i>Full Time Salaries</i>	
-\$20,000		<i>b. Staff promotions</i>	<i>Full Time Salaries</i>	
-\$169,540		<i>c. New positions/vacant/restructured positions</i>	<i>Full Time Salaries</i>	
<b>\$10,800</b>		<b>d. Evening Division</b>	<b>Part Time Salaries</b>	
<b>\$20,000</b>		<b>e. Temp and Student Worker Budgets</b>	<b>Part Time Salaries</b>	

\$140,000		<b>g. ERIP Savings</b>	<b>Full Time Salaries</b>	
\$100,000		<b>h. Adjunct Savings</b>	<b>Part Time Salaries</b>	
\$81,571		<b>f. Transfer Savings</b>	<b>All Other Expenses</b>	
				-\$1,292,169
\$571		<b>Net Budget Impact</b>		<b>571</b>

***Revisions to Policies/Procedures (second reading)***

These are the last of the policy and procedure revisions that that the subcommittee has recommended. This information was presented for first reading at the April meeting. The changes were submitted to constituent groups for final approval and the sub-committee met again last week. These revisions include:

- |                     |                                                                                              |
|---------------------|----------------------------------------------------------------------------------------------|
| Policy I-018        | Policy Development                                                                           |
| Policy IV-005       | Conditions of Employment - Termination for Cause                                             |
| Policy IV-005.5     | Conditions of Employment – Performance Deficiencies                                          |
| Procedure II-001.1  | Criminal Background Checks                                                                   |
| Procedure III-003.8 | Termination of Administrator and/or Certified Professional Staff Member During Contract Term |
| Procedure IV-005    | Termination for Cause                                                                        |

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that the above revisions to policies and procedures be approved as presented. The motion was seconded by Mr. Meinberg. Discussion ensued and two changes were agreed upon: 1) add the word “working” to the first sentence in the paragraph on Appeal (page 76); and 2) remove “or failure” under paragraph c on page 75.

Mr. Davis restated his motion to include these changes and Mr. Meinberg seconded the motion.

Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

**New Business**

***Renewal of Missouri Baptist Agreement***

The College has an ongoing agreement with Missouri Baptist University to provide 2 + 2 programming, two years for the Associate of Arts degree at Jefferson College and two years at Missouri Baptist University for the Bachelor’s degree. Missouri Baptist University also provides graduate level courses on campus where space permits and allocates space for Missouri Baptist University staff in the Jefferson College-Arnold facility. This arrangement continues to be satisfactory for all parties, especially the citizens of Jefferson County, because they have access to university studies without commuting out of the county.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to approve the contract between Jefferson College and Missouri Baptist University as presented.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Purchase of Dormitory Furniture – Viking Woods***

In an effort to maintain the Viking Woods dormitory furnishings, we are recommending the purchase of 83 single dorm beds. These dorm beds will be replacing beds which are 7-10 years old and have become unusable. Forty beds were replaced last year. Beds will be replaced in the future on an as needed basis. The Viking Woods complex has a total of 210 beds on the property.

It is recommended that purchase of the classroom furniture for Viking Woods be purchased from Missouri Vocational Enterprises, Jefferson City, Missouri, in the total amount of \$15,687.00

Motion was presented by Mr. Meinberg to approve 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 83 single dorm beds in the amount of \$15,687.00 to Missouri Vocational Enterprises, Jefferson City, Missouri.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Purchase of Furniture – Fine Arts Building***

In an effort to maintain the institutional strategic aims of student learning, Dr. Rebecca Ellison chaired a committee that was responsible for developing a viable plan to identify furniture needs for the Fine Arts building.

Six instructional classrooms and one community space were identified as requiring new furniture.

ASII412 will be furnished as a computer classroom. This classroom will receive the following furniture: 36 - student chairs, 18 – work station tables, 1 – instructor stool, and 1 – storage cabinet. The total cost is \$22,798.56

FA3C will be re-furnished utilizing furniture from ASII412. The total cost is \$0.00.

FA102D will be furnished as a classroom. Current furniture has become broken and unusable. This classroom will receive the following furniture: 35 – student chairs, 14 – work station tables, 1 – instructor stool, and 1 – instructor desk. The total cost is \$15,863.82.

FA112C, the Piano Room, will be furnished as a classroom. Current furniture has become broken and unusable. The classroom will receive the following furniture: 16 – tablet arm desks. The total cost is \$4,658.28.

FA100, the Choral Room, will be furnished with new chairs. Current chairs have become unstable. The room will receive the following furniture: 60 – chairs. The total cost is \$3,863.40.

FA200, the Art Studio, will be furnished with new stools. Current stools have become broken and unstable. The studio will receive the following furniture: 20 – stools. The total cost is \$2,494.27.

FA107, the Green Room, a community space, will be furnished. Current lot of furniture has become broken. Upholstery is torn and soiled. The room will receive the following furniture: 2 – seating areas, 5 – chairs, 3 - tables, and 4 – stools. The total cost is \$13,553.59.

The furniture is being purchased through an existing cooperative contract with Krueger International that allows the College to receive discounted pricing.

It is recommended that the purchase of furniture be purchased from Krueger International of Green Bay, Wisconsin, in the total amount of \$63,231.92.

Motion was presented by Mr. Scaggs to approve 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 furniture in the amount of \$63,231.92 to Krueger International of Green, Bay Wisconsin.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Purchase of Instructional Furniture – CTE 149 Fire Science Room***

In an effort to advance the institutional strategic aims of the Career Technical Educational facilities, we are recommending the purchase of new instructional computer classroom furniture for Room CTE149.

Room CTE149 will be redesigned from a welding lab into a computer classroom for the Fire Science Program, fall, 2012.

The classroom will receive the following furniture: 31 – Task Chairs, 1 – Instructor Chair, 15 – Work Station Tables, and 1 – Storage Cabinet. The total cost is \$18,152.48

The furniture is being purchased through an existing cooperative contract with KI International that allows the College to receive discounted pricing.

It is recommended that the purchase of the classroom furniture for Room CTE149 be purchased through Krueger International of Green Bay, Wisconsin, in the amount of \$18,152.48.

Motion was presented by Mr. Davis to approve 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 furniture for CTE149 Fire Science Room in the amount of \$18,152.48 to Krueger International of Green Bay Wisconsin.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Continuing Resolution for Annual Software Maintenance***

This is the continuing resolution for renewal of funding of the annual software maintenance agreement for the Banner Student Information System and Luminis Portal (STARS). This includes the College's network computing system. The maintenance agreement entitles the College to continue to receive software updates and problem resolution support from Ellucian Company, formerly Sungard Higher Education. The agreement contains several subsystem maintenance agreements and is being bundled into one annual payment.

The purchase is directly from Ellucian Company and is a sole source vendor. This is the third year of a three-year contract that locked in the annual maintenance fee.

It is recommended the continuing resolution for renewal of funding for the annual software maintenance agreement for the Banner Student Information System and Luminus Portal (STARS) be purchased from Ellucian Company, Fairfax, Virginia, in the amount of \$88,297.

Ellucian Company, formerly Sungard Higher Education, has performed satisfactorily for the College in the past.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to approve the continuing resolution of payment for the annual software maintenance fee in the amount of \$88,297 to Ellucian Company, Fairfax, Virginia.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

#### ***Purchase of Oracle Campus Software Licensing***

This request is for funding to acquire Oracle campus software licensing for Oracle Enterprise Database and Oracle Application Server products as well as a maintenance agreement for these products.

This licensing agreement would allow the use of an unlimited number of Oracle licenses to upgrade and support the College's computing infrastructure. These additional licenses will be used to increase the availability and reduce the impact of planned and unplanned outages of the STARS portal, the Banner Student Information System, and other critical systems of the College's computing infrastructure.

The maintenance agreement will provide technical support and ongoing maintenance for the Oracle Enterprise Database and Oracle Application Server products.

The purchase of the software licensing and maintenance agreements is directly from Oracle Corporation and is a sole source vendor. The initial cost of the licensing agreement is \$187,246 which will be paid in two equal payments of \$93,623 over the next two fiscal years. The cost of the maintenance agreement is \$16,667.79 quarterly.

It is recommended that the purchase of the Oracle Licensing Agreement in the amount of \$187,246 and the ongoing maintenance in the amount of \$16,667.79 quarterly be purchased from Oracle Corporation of Redwood City, California.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to execute an agreement with Oracle Corporation of Redwood City, California, to provide campus software licensing at a cost of \$187,246 and ongoing maintenance at a cost of \$16,667.79 quarterly.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

#### ***Renewal of Oracle Hardware Maintenance Contract***

This request is for the renewal of the annual Oracle Hardware Maintenance Contract to provide technical support and maintenance for the College's server hardware and operating system. The Banner Student



Information system and the College's document imaging system run on the equipment outlined in the contract.

The purchase is directly from Oracle America and is a sole source vendor.

It is recommended that the purchase of the Oracle Hardware Maintenance Contract be renewed from Oracle America of San Francisco, California, in the amount of \$21,430.11.

Motion was presented by Mr. Meinberg to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to execute a contract with Oracle America of San Francisco, California, to provide technical support and maintenance for the College's server hardware and operating system at the annual cost of \$21,430.11.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Video Surveillance – Phase II***

In an ongoing commitment to campus security, we are recommending the installation of Phase II of the Campus Video Surveillance System project. Plans and specifications were developed by our technical staff and reviewed by a committee of administrators, faculty, and other staff to determine the location and priority of the placement of video surveillance equipment on all campuses. Because of the cost, this project was divided into two phases. Phase I of this project was completed in 2009.

Phase II of the Campus Video Surveillance system project includes the purchase and installation of 28 cameras on the Hillsboro Campus that were identified in the original system design. A complete listing for Phase II camera installation is attached to this memo.

Bids were received from three contractors meeting bid specifications as follows:

**Bid Tabulation Summary**

<b>ADT</b>	<b>\$56,531</b>
Dynamic Controls, Inc.	\$77,285
Tech Electronics	\$69,995

This is a prevailing wage project and all requisite advertising was completed.

It is recommended ADT of St. Louis, Missouri, the low bidder, be awarded the bid for purchase and installation of 28 video surveillance cameras in the amount of \$56,531. References have been checked and found to be satisfactory.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to award the bid for purchase and installation of 28 video surveillance cameras in the amount of \$56,531 to ADT of St. Louis, Missouri.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Intercollegiate Excess & Catastrophic Athletic Insurance***

The contract for excess intercollegiate and catastrophic athletic insurance expires at 12:01 a.m. July 1, 2012. The excess insurance covers medical expenses for athletic accidents and injuries occurring while participating in intercollegiate athletic sports.

Bid specifications went to five agencies. Proposals meeting the specification were received from three agencies, of which, one did not meet specifications; and two agencies chose not to submit a proposal.

<u>Agency</u>	<u>Underwriter (Excess/Catastrophic)</u>	<u>Total Annual Cost</u>
First Agency, Inc.	Guarantee Trust Life/Mutual of Omaha	\$30,995
Baker Agency, Inc.	United States Fire Ins. Co./Mutual of Omaha	\$32,486

After a thorough review of the proposals received, the recommendation is to award the contract to First Agency, Inc.

Motion was presented by Mr. Meinberg to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that approval is granted to contract with First Agency, Inc. of Kalamazoo, Michigan, the low bidder, to provide excess intercollegiate and catastrophic athletic insurance services from July 1, 2012 through June 30, 2013 for \$30,995.

The motion was seconded by Mr. Scaggs. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Resignation of Head Basketball Coach***

Ms. Tonika Bruce, Head Coach of Women’s Basketball, submitted her notice of resignation.

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that the resignation of Tonika Bruce be accepted effective April 30, 2012 as the basketball season is over and no further business was conducted by Tonika Bruce after this date.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Resignation of Assistant Basketball Coach***

Mr. Franklin Scott, Assistant Coach of Women’s Basketball, submitted his notice of resignation.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that the resignation of Franklin Scott be accepted effective April 30, 2012, as the basketball season is over and no further business was conducted by Franklin Scott after this date.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Reappointment of Head Coaches***

Julie Fraser, Dean of Student Services, has recommended the reappointment of Tony Cook as Women’s part-time Head Softball Coach at an annual salary of \$20,455 and Ricardo Garza as part-time Head Soccer Coach at an annual salary of \$18,000.

The assignments as Head coach for men's baseball to Sam Carel and Head Coach for women's volleyball to Aida Antanaviciute were approved with their full-time contracts.

Motion was presented by Mr. Meinberg to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that Tony Cook and Ricardo Garza, be appointed coaches for softball and soccer respectively at the annual compensations listed above effective July 1, 2012 through June 30, 2013.

The motion was seconded by Mr. Scaggs. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of Full-time Chemistry Faculty***

Due to the resignation of Dr. Ryan Groeneman, Dr. Mindy Selsor, Dean of Arts and Science Education, has recommended filling a full-time chemistry faculty position. Dean Selsor has recommended Dr. Rama Nemani for a temporary appointment at a Level I annual salary of \$48,824 for the 2012-2013 academic year.

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Dr. Rama Nemani be appointed as Level I full-time chemistry faculty on a temporary appointment for the 2012-2013 academic year at an annual base salary of \$48,824.

The motion was seconded by Mr. Scaggs. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of Full-time CIS Faculty***

Ms. Elizabeth Check, Dean of Career and Technical Education, recommended filling a full-time grant-funded Computer Information Systems (CIS) faculty position. The position has been vacant since a retirement in 2009. Dr. Mary Beth Ottinger, Division Chair of Business and Technical Education, has recommended Mr. Kerry Bruce for a term appointment at a Level I annual base salary of \$44,699 for the 2012-2013 academic year.

A search was conducted, and he was chosen by a search committee comprised of Mary Beth Ottinger, David McNair, Dan Smith, Chris DeGeare, and Janie Blum.

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Mr. Kerry Bruce be appointed as Level I full-time grant-funded faculty on a term appointment for the 2012-2013 academic year at an annual base salary of \$44,699.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of Full-time ATS Biomedical Sciences Faculty***

Due to the retirement of Ms. Darla Boyer last year, Ms. Elizabeth Check, Dean of Career and Technical Education, recommended filling a full-time Area Technical School (ATS) faculty position. Mr. Brandon Russell, ATS Director, has recommended Ms. Amy Scroggins for a Project Lead The Way - Biomedical Sciences faculty position on a term appointment at a Level I annual salary of \$46,340 for the 2012-2013 academic year. The annual base salary is \$42,949 and ATS extra days compensation is \$3,391.

A search was conducted, and she was chosen by a search committee comprised of Brandon Russell, Jacalyn Eberhart, Bridget Webb and Tony Cook.

Motion was presented by Mr. Meinberg to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Amy Scroggins be appointed as Level I full-time faculty on a term appointment for the 2012-2013 academic year at an annual salary of \$46,340.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of Full-time ATS Math Faculty***

A full-time Area Technical School (ATS) Applied Math faculty position will become vacant due to the retirement of Mr. Vincent Range. Ms. Dena McCaffrey, Interim Dean of Career and Technical Education, has recommended filling the position with Ms. Alisha Burgert on a term appointment at a Level I annual salary of \$43,912 for the 2012-2013 academic year. This position is grant-funded; the annual base salary is \$40,699 and ATS extra days compensation is \$3,213.

A search was conducted, and she was chosen by a search committee comprised of Brandon Russell, Sheba Nitsch, Rob Rodden, and Katherine Mays.

Motion was presented by Mr. Meinberg to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Alisha Burgert be appointed as Level I full-time faculty on a term appointment for the 2012-2013 academic year at an annual salary of \$43,912.

The motion was seconded by Mr. Scaggs. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of Full-time Business Management Faculty***

A full-time business management faculty position will become vacant due to the retirement of Mr. Don Boyer. Ms. Dena McCaffrey, Interim Dean of Career and Technical Education, has recommended filling the position with Ms. Katherine Johnson on a term appointment at a Level I annual salary of \$44,149 for the 2012-2013 academic year.

A search was conducted, and she was chosen by a search committee comprised of Mary Beth Ottinger, Cindy Rossi, Janie Blum, Niki Vogelsang, and Stacey Wilson.

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Katherine Johnson be appointed as Level I full-time Business Management faculty on a term appointment for the 2012-2013 academic year at an annual base salary of \$44,149.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of English Faculty #1***

Last year, due to the retirement of Ms. Trish Loomis, we filled a full-time English faculty position on a one-year temporary appointment with Mr. Bryan McBride. Dr. Mindy Selsor, Dean of Arts and Science

Education, has recommended Mr. McBride to fill the position for a term appointment at a Level I annual salary of \$40,449 for the 2012-2013 academic year.

A search was conducted, and he was chosen by a search committee comprised of Shirley Davenport, Tim Boehme, Amy Call, Shanie Latham, and Susan Todd.

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Mr. Bryan McBride be appointed as Level I full-time English faculty on a term appointment for the 2012-2013 academic year at an annual base salary of \$40,449.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of English Faculty #2***

Due to the resignation of Mr. Bryan Peters, Dr. Mindy Selsor, Dean of Arts and Science Education, has recommended filling a full-time English faculty position. Dean Selsor has recommended Mr. Chris Otto for a term appointment at a Level II annual salary of \$46,839 for the 2012-2013 academic year.

A search was conducted, and he was chosen by a search committee comprised of Shirley Davenport, Tim Boehme, Amy Call, Shanie Latham, and Susan Todd.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Mr. Chris Otto be appointed as Level II full-time English faculty on a term appointment for the 2012-2013 academic year at an annual base salary of \$46,839.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of Director of Student Financial Services***

Ms. Julie Fraser, Dean of Student Services, has recommended the appointment of Ms. Sarah Bright as Director of Student Financial Services. Ms. Bright has served as interim director since September, 2011.

A search was conducted and she was chosen by a search committee comprised of Barb Flesh, Sandy Basler, Norma Cooper, Kim Flora, Holly Lincoln, and Patti Peery.

Board approval of the following resolution is requested:

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Sarah Bright be appointed Director of Student Financial Services at an annual base salary of \$59,016 for the period July 1, 2012 through June 30, 2013.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Appointment of Director of Student Support Services***

Due to the retirement of Ms. Barb Flesh, Ms. Julie Fraser, Dean of Student Services, has recommended filling the Director of Student Support Services position. This is a full-time grant-funded certified professional staff position. Dean Fraser has recommended the appointment of Ms. Diane Arzen.

A search was conducted, and she was chosen by a search committee comprised of Kathy Johnston, Tammy Patterson, Sarah Bright, Kim Harvey, and Terry Kite.

Motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Diane Arnzen be appointed Director of Student Support Services at an annual base salary of \$53,651 for the period July 1, 2012 through June 30, 2013.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Revision of Board Policy II-014 – Retirement, Savings & Tax Shelters (first reading)***

The attached pages include Board Policy and Procedure II-014. They have been revised as a result of the change in paying faculty contracts August through July instead of September through August. The current language is shown with a ~~strike through~~ and the proposed changes are shown in ***boldface italics***.

On second reading, we will ask for Board 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 proposed revisions to Board Policy and Procedure II-014.

***Appointment of Division Chair – Math, Science & Business***

Dr. Mindy Selsor, Dean of Arts and Science Education, has recommended the appointment of Ms. Linda Abernathy to fill the vacant Math, Science, and Business Division Chair position effective July 1, 2012 at an annual salary of \$78,546. I concur with this recommendation.

A search was conducted, and she was chosen by a search committee comprised of Mindy Selsor, Mary Baricevic, Sandy Frey, John Johnny, Kathy Johnston, Dora Mitchell, and Allan Wamsley. Dr. Selsor's recommendation and Ms. Abernathy's full credentials are attached.

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Linda Abernathy be appointed Math, Science, and Business Division Chair at an annual salary of \$78,546 for the period July 1, 2012 through June 30, 2013.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

***Administrative Restructuring***

Three items were presented for approval concerning administrative restructuring:

- 1) Appointment of Vice President of Instruction – this is a recommendation for the appointment of Dr. Mindy Selsor as the Vice President of Instruction beginning June 1, 2012.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Dr. Mindy Selsor be appointed as Vice President of Instruction at an annual base salary of \$121,438 prorated for time served through June 30, 2012, and that she receive a two-year contract effective July 1, 2012 through June 30, 2014 at an annual salary of not less than \$121,438.

- 2) Appointment of Associate Vice President of Student Services – This is a recommendation for the appointment of Julie Fraser as the Associate Vice President of Student Services beginning June 1, 2012. It is recommended that she receive a two-year contract effective July 1, 2012 through June 30, 2014 at an annual salary of \$103,721.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Julie Fraser be appointed as Associate Vice President of Student Services at an annual base salary of \$103,721 prorated for time served through June 30, 2012, and that she receive a two-year contract effective July 1, 2012 through June 30, 2014 at an annual salary of not less than \$103,721.

- 3) Revisions to Board Policies III-001, III-003, and III-004 and Procedure III-001 – These changes are necessary in combination with the above appointments and restructuring plan and accommodate the new positions shown above.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to approve the proposed revisions to Board Policies III-001, III-003, and III-004 and Procedure III-001.

Motion was presented by Mr. Scaggs and seconded by Mr. Davis to approve these items as presented. Board President Hargis, hearing affirmative votes from all members present, declared the above items approved and their resolutions adopted.

#### **Executive Session**

Mr. Davis made a motion to move into executive session. The motion was seconded by Mr. Meinberg. A roll call vote was taken as follows:

Mr. Davis	Yes
Mr. Meinberg	Yes
Mr. Scaggs	Yes
Board President Hargis	Yes

President Hargis declared the meeting to be in executive session.

#### **Return to Open Session**

During the executive session, motion was presented by Mr. Scaggs and seconded by Mr. Davis to return to open session. All members present voted in favor of the motion and Board President Hargis declared the meeting to be in open session at 7:45 p.m.

#### **Adjournment**

Motion was presented by Mr. Davis and seconded by Mr. Meinberg to adjourn the meeting. Hearing affirmative votes from all members present, the meeting was declared adjourned at 7:48 p.m.