

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
September 13, 2012
(624th Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, September 13, 2012, at 5:30 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. George Engelbach
Mr. Steve Meinberg
Mr. John Winkelman
Board President Hargis

Board President Hargis noted that Mr. Scaggs was excused from the 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 on the following:

- 1) Faculty and staff representatives will attend Foundation meetings.
- 2) Board development is being reviewed and books regarding asking for gifts have been distributed to Foundation Board members.
- 3) The Monticello Society recognition event will be held in November.

President's Report

1. Faculty/Staff Reception: President Cummiskey thanked faculty, staff and Board members who were able to attend our Board of Trustees Meet and Greet prior to our meeting tonight.
2. Fall Enrollment: After our last drop for non-payment, enrollment numbers for the fall semester continue to hit about where we expected. As of this morning, we have 5,437 students taking 56,235 credit hours, averaging out to an 8% decrease in headcount from this time last year. We are still taking enrollment for second eight-week courses and expect continued modest enrollment increases up to and beyond our census reporting date.
3. Coordinating Board: At its meeting last week, the Missouri Coordinating Board for Higher Education passed a resolution in support of Proposition B, an initiative to raise taxes on cigarettes and other tobacco products; that issue will appear on the November ballot. The CBHE noted that this initiative will provide additional funding for higher education and will make high quality postsecondary education more affordable for Missouri students; it will improve economic development and will contribute to improved quality of life for many Missourians.

4. ACCT Policy Agenda: ACCT has announced a Policy Action Agenda for Student Success to raise awareness and spark action for community college governing boards to embrace student success and increase completion, while reaffirming student access and equity. In addition, they are encouraging colleges to share our work on student success and completion to create a repository of examples of programs, policies, presentations, and other relevant materials that can be easily disseminated to all community colleges.
5. Vice Presidential Search: We will wrap up the fourth and final candidate interview for Vice President of Finance and Administration tomorrow and hope to have a recommendation to you at the October Board meeting.
6. Board Retreat: Setting a date for the Board Retreat was discussed and it was agreed that one should be held in the afternoon, prior to the November 15 Board meeting. The time will be set and Terry will notify members with that information.
7. ATS Dinner: The Culinary Arts students will treat the Board to dinner prior to the October Board meeting.

Approval of Warrants

Motion was presented by Mr. Winkelman to approve the warrants. The motion was seconded by Mr. Davis. An abstention was made by Mr. Meinberg for warrant 00365481 to the Sheriff's Department. Board President Hargis, hearing affirmative votes from all members present, and the noted abstention, declared the motion carried and the warrants approved.

Adoption/Approval of Consent Agenda

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

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

*Minutes of August 16, 2012

*Financial Statements Dated August 31, 2012

*Final Credit Course Offerings & Teaching Assignments – Fall 2012

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

New Business

Bi-Level Nursing Student Handbook 2012-2013 – (First Reading)

This was presented for first reading and will be placed on the October agenda for approval.

Renewal of Sapaugh Contract

This is the renewal agreement with Sapaugh Motors, Inc. for the use of its facilities as an instructional site for automobile collision repair courses. The College has had this same agreement with Sapaugh Motors since 2007.

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 attached agreement with Sapaugh Motors, Inc. of Herculaneum, Missouri, for the use of its facilities as an instructional site for automobile collision repair courses.

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

EMT Program Equipment Purchase

In an effort to provide the institutional strategic aims for the Emergency Medical Technician program, the purchase of a Zoll Cardiac Monitor was requested.

Equipment list for this purchase is:

<u>Equipment</u>	<u>Qty</u>	<u>Cost</u>	<u>Total Cost</u>
Non-Clinical X Series Monitor	2	\$26,659.75	\$53,319.50
Rainbow Reusable Patient Cable	2	180.00	360.00
Rainbow DCI Adult Sensor Cable	2	332.00	664.00
YSI Adult Skin Temperature Probe	2	60.00	120.00
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			\$54,463.50

The purchase is directly from Zoll and will allow the students to be proficient in the most popular used cardiac monitors in the work force, which will better prepare our students to the job market.

It was recommended the Zoll cardiac monitor and associated equipment listed in the amount of \$54,463.50 be purchased from Zoll Medical Corporation of Chelmsford, Massachusetts.

Enhancement Grant and Plant Funds will be used for this purchase.

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 purchase a cardiac monitor and associated equipment in the amount of \$54,463.50 from Zoll Medical Corporation of Chelmsford, Massachusetts.

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

Nursing Program Equipment Purchase

In an effort to provide the institutional strategic aims for the Nursing Program, the purchase of a Metro-medDISPENSE series Education Unit, a simulated automated medication dispensing system, was requested.

This purchase of a simulated automated medication dispensing systems allows students to work with a real unit in a lab setting and experience the benefits of automated medication dispensing in terms of safety, accuracy, and workflow. The software replicates “real world” situations and challenges in the hospital environment. The interface replicates the process students might experience firsthand in the future.

InterMetro Industries Corporation is a sole supplier providing the only automated medication dispensing machine manufactured exclusively for healthcare simulation and training purposes with custom education simulation software.

It was recommended that the Metro-*med*DISPENSE series Education Unit be purchased in the amount of \$16,970.00 be purchased from InterMetro Industries Corporation of Alpharetta, Georgia.

Enhancement Grant and Plant Funds will be used for this purchase.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to purchase the Metro-*med*DISPENSE series Education Unit be purchased in the amount of \$16,970.00.

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

CIM Program Equipment Purchase

In an effort to provide the institutional strategic aims for the Computer Integrated Manufacturing program, we are requesting the purchase of a Haas ST10 Lathe with live tooling.

This purchase will bring the CNC lab up to a higher level of technology and will give students a wider base of knowledge to the actual capabilities in the machine tool industry.

Bid specifications were prepared and distributed to five vendors for the purchase of a Haas ST10 Lathe with live tooling or equal. Five vendors submitted bids.

<u>Company</u>	<u>Total Bid</u>
Haas Outlet – St. Louis	\$75,000.00
Haas Outlet – New York	\$87,397.00
Haas Outlet – Lee’s Summit	\$87,397.00
TIMCO	\$87,597.00
Hartwig	\$91,200.00

It is recommended that the bid to supply a Haas S10 Lathe with live tooling be awarded to the low bidder, Haas Outlet of St. Louis, Missouri, in the amount of \$75,000.00.

Enhancement Grant and Plant Funds will be used for this purchase.

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 purchase a Haas S10 Lathe with live tooling in the amount of \$75,000.00 from Haas Outlet of St. Louis, Missouri.

The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from four members, and a negative vote from one member, declared the motion carried and the resolution duly adopted.

Nursing Program Testing Services Ratification of Contract

In an effort to provide the institutional strategic aims for the Nursing Program, ratification was requested of contracts for the day and evening nursing programs at \$15,570.00 each for a total of \$31,140.00 to Elsevier for HESI testing of nursing students in preparation for the NCLEX, the required Missouri State Board of Nursing Examination.

This HESI testing will better prepare the Nursing Program students and can be used as a predictor to success rate for the NCLEX.

Elsevier is sole supplier for HESI testing.

It was recommended that a resolution to authorize the two contracts in the total amount of \$31,140.00 from Elsevier of Houston, Texas, be approved.

General Unrestricted Funds will be used for this contract purchase.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to ratify the two contracts in the total amount of \$31,140.00 from Elsevier of Houston, Texas.

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.

BAT-FAT Agreement

The meet-and-confer process for this year dealt with sixteen issues, submitted by the Faculty Association Team (FAT) and the Board Administration Team (BAT). The process resulted in a compromise agreement to be signed by the Board Administration Team (BAT) and FAT team. A copy of this agreement was previously submitted to the Board. Board approval of the resolution below places this agreement into action and completes the BAT/FAT process for this year.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the agreement of the BAT and FAT teams resulting from this year's meet-and-confer process, and as ratified by the faculty on September 5, 2012, be approved 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.

Discussion item:

Employee Raises: Richard Hardin distributed tuition analysis that showed the College finances to be over what we anticipated. Financially we are in a good place. There is still some question about what governor might do in January. President Cummiskey recommended that employee raises (2%) be brought to the Board in October.

MCCA Resolution

The Board passed the MCCA Resolution last month. Question was raised by Board members as to whether public funds were being used to pay a lobbyist. Some did not believe this was appropriate use of taxpayer monies. Zora Mulligan, MCCA Director, provided information to President Cummiskey regarding a breakdown of where public money is spent. No action was taken regarding the previously approved resolution.

Executive Session

Motion was made by Mr. Winkelman to enter into Executive Session under 610.021.3 The motion was seconded by Mr. Meinberg.

A roll call vote was taken to enter into executive session, with the following results:

<i>Mr. Engelbach</i>	<i>Yes</i>
<i>Mr. Davis</i>	<i>Yes</i>
<i>Mr. Meinberg</i>	<i>Yes</i>
<i>Mr Seaggs</i>	<i>Absent</i>
<i>Mr Winkelman</i>	<i>Yes</i>
<i>President Hargis</i>	<i>Yes</i>

Board President declared the meeting to be in executive session.

Return to Regular Session

Motion was made by Mr. Davis to return to regular session at 6:45 p.m. The motion was seconded by Mr. Winkelman; all members present voted to return to open session.

Discussion

Mr. Winkelman advised that he was not able to serve as the Board representative for the MCCA Trustee Committee.

Adjournment

Motion was presented by Mr. Engelbach and seconded by Mr. Winkelman to adjourn the meeting. The meeting adjourned at 6:48 p.m.