

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
February 20, 2014  
(642<sup>nd</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, February 20, 2014, at 5:30 p.m. in the Admin Board Room on the Hillsboro campus. The meeting was called to order by Board President Steve Meinberg.

**Roll Call/Attendance**

Members present:

Mr. Davis  
Mr. Engelbach  
Mrs. Hargis  
Mr. Scaggs  
Mr. Winkelman  
Board President Meinberg

It was noted that all members were present.

Also present:

College President Ray Cumiskey  
Administrators  
Members of Faculty and Staff  
Daniel Jones representative

**Public Communication**

No one asked to speak to the Board.

**Auditor's Report**

A brief presentation was given by Daniel Jones & Associates regarding the College and the Foundation audits. Excellent audits were received for both.

**Jefferson College Foundation Report**

Tom Burke discussed the following:

1. The Foundation received several gifts from Holcim, including \$20,000 cash, a pledge for \$15,000 concrete for building, and LEED consultants for construction of the VET Tech building; Holcim also purchased a table for the Jazz & Jeans event in April.
2. St. Anthony's Hospital donated \$10,000 for Nursing and Health Technologies.
3. Jazz & Jeans has 3 - \$5000 sponsors and 6 - \$1500 sponsorships; beer has been donated for the event.
4. Visits were made to OTC & State Fair and Jefferson Memorial Community Foundation and to union business representatives.

**President's Report**

College President Cummiskey reported on the following:

*Kudos*

Congratulations were extended to Bridget Webb and the Physical Therapy Assistant Program which recently underwent its national program accreditation review. The visit went well and results should be available in late spring or early summer.

*HLC Kudos*

Special thanks were extended to Dr. Mindy Selsor and her staff for work done on the Focus Reports submitted to the Higher Learning Commission. The reports have been accepted and no further follow-up is required at this time.

*Negro Baseball League Museum Exhibit*

A travelling Negro Baseball League Museum exhibit is on display in the cafeteria. The exhibit has generated community interest, including a visit by Ozzie Smith and radio broadcast by KJFF.

*Health Clinic Update*

Faculty, staff and students are being surveyed regarding specific interests in a possible health clinic on campus. Results of the survey will help in determining the services an on-campus clinic would provide.

*National Legislative Summit*

The annual conference included information on Pell Grants, Perkins Funding and the Trade Adjustment Assistance Community College and Career Training Grant Program. Updates from the Obama administration were given regarding a proposed college ratings system and concerns about affordability.

*Spring Board Retreat*

A Spring Board Retreat will be held on Monday, March 24.

*Psychology Club*

Last semester, the Psychology Club participated in a Psychology Conference in Kansas City. Amy Kausler, Leslie Buck, and several students were in attendance to give a presentation on the conference.

*Reminder*

The Jazz & Jeans Foundation event will be held on April 26 at the College. The Foundation is seeking donations for the auction. Donations may include gift cards, vacation packages, property, etc.

**Approval of Warrants**

The warrants were approved on motion by Mr. Winkelman and a second by Mr. Scaggs. Mr. Scaggs abstained on check #00388284. Board President Meinberg, hearing approval from all members present, declared the motion carried and the warrants approved with the noted abstention.

**Adoption/Approval of Consent Agenda**

Motion to adopt the Consent Agenda was presented by Mr. Winkelman and seconded by Mrs. Hargis. The motion was approved by all members present.

The motion to approve the following consent agenda items was presented by Mr. Winkelman.

Minutes of January 16, 2014

Financial Statements Dated January 31, 2014

Additional Spring 2014 Credit Course Offerings and Teaching Assignments

Curriculum Items

The motion was seconded by Mr. Scaggs. Mrs. Hargis abstained on the minutes from January 16. Hearing approval from all members present, Board President Meinberg declared the consent agenda items approved with the noted abstention.

### **Executive Session**

Motion was presented by Mrs. Hargis to enter into executive session. The motion was seconded by Mr. Davis. Roll call vote as follows:

Mr. Engelbach	Yes
Mr. Davis	Yes
Mrs. Hargis	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Yes
President Meinberg	Yes

### **Return to Regular Session**

Motion was presented by Mr. Engelbach and seconded by Mrs. Hargis to return to regular session at 7:03 p.m.

### **New Business**

#### ***Acceptance of Annual Audit for the College***

The firm of Daniel Jones & Associates completed the annual audit of the College and copies were presented to the Board in January.

Motion was presented by Mrs. Hargis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to accept the annual audit of the financial statements for the fiscal year ending June 30, 2013 prepared by Daniel Jones and Associates, and a copy of the report be submitted to the proper regulatory agencies.

The motion was seconded by Mr. Davis. Board President Meinberg, hearing affirmative votes by all members, declared the motion carried.

#### ***Acceptance of Annual Audit for the Foundation***

The firm of Daniel Jones & Associates completed the annual audit of the Foundation and copies were presented to the Board in January.

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 accept the annual audit of the financial statements for the fiscal year ending June 30, 2013 prepared by Daniel Jones and Associates, and a copy of the report be submitted to the proper regulatory agencies.

The motion was seconded by Mrs. Hargis. Board President Meinberg, hearing affirmative votes by all members, declared the motion carried.

***Approval of Board Policy & Procedure VI-013 – Institutional Review Board (First Reading)***

This is a new policy and procedure establishing rules and procedures that the College will use to approve proposals for research conducted on human subjects at the College. After discussion, a change of wording under the “Authority” section was recommended.

The Board will be asked to approve the new policy and procedure in March.

***Approval of Revisions to Board Procedure IV-002.09 – Guidelines for Determination of Faculty Work Loads and Board Procedure IV-006.01 – Salary Administration Plan (First Reading)***

Changes are requested to reflect the terms negotiated in the last BAT-FAT process. The Board will be asked to approve the changes at the March Board meeting.

***Purchase of Fiber Optics Technology Course Equipment***

In an effort to comply with the institutional strategic aims for the recently added Fiber Optics Technology course in the CIS Department, equipment is needed to meet the learning objectives of the Fiber Optics Association’s Certified Fiber Optics Technician exams.

Fiber Optic equipment is needed at the Arnold campus to outfit the lab. Part of this equipment purchase is from Fiber Instrument Sales of Oriskany, New York. This equipment includes: ESD General Mat Roll, Instrument Shelf Static Control Work Surface-Power Rail, FIS 200X Desktop Video Microscope with LCD 100 V, Basic Fiber Optic Tool Kit, FIS Firecat OTDR-Single Wavelength, and Fusion Splicer with Cleaver FSM-185.

Bids were solicited for these items and Fiber Instrument Sales was the low bidder on these items in the total amount of \$15,042.80.

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 purchase the fiber optic equipment from Fiber Instrument Sales of Oriskany, New York, in the total amount of \$15,042.80.

The motion was seconded by Mrs. Hargis. Board President Meinberg, hearing affirmative votes from all members, declared the motion carried and the equipment purchase approved.

***Extension of Administrators' Contracts***

The performance of administrators has been evaluated it is recommend that the contracts for Vice President Gehbauer, Associate Vice President Fraser, and Deans Davenport and McCaffrey be extended for one year, from July 1, 2015 to June 30, 2016. Further, it was recommended that their salaries be not less than those listed below which represent the current Board approved 2013-2014 salaries. Vice President Selsor has announced her retirement from the College effective June 30, 2015.

<b><u>EMPLOYEE</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Daryl Gehbauer	Vice President of Finance and Administration	\$126,480
Julie Fraser	Associate Vice President of Student Services	\$107,911
Shirley Davenport	Dean of Arts & Science Education	\$98,838
Dena McCaffrey	Dean of Career & Technical Education	\$98,838

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 contracts of the administrators listed above be extended as indicated, and that their salaries be approved for 2014-2015 for not less than those indicated above.

The motion was seconded by Mr. Winkelman. Board President Meinberg, hearing affirmative votes from all members, declared the motion carried and the administrators' contracts extended as indicated above.

***Appointment of Budget Review Sub-committee***

In the past, the Board has appointed a Budget Review Sub-committee for the purpose of representing the Board of Trustees and provide guidance and direction during the preparation of the College's annual budget, culminating in the adoption of the budget by the Board.

After discussion, motion was presented by Mr. Davis to appoint the members shown below to the sub-committee:

BE IT RESOLVED by the Community College District of Jefferson County, Missouri that the Budget Review Sub-committee shall consist of the following members:

Mr. Meinberg and Mr. Winkelman

The motion was seconded by Mrs. Hargis. Board President Meinberg, hearing affirmative votes from all members, declared the motion carried.

**Adjournment**

There being nothing further, the meeting adjourned.