

Roll Call/Attendance

Members present:

Mr. Gary Davis
Mr. George Engelbach
Mr. Steve Meinberg
Mr. Ron Scaggs
Board President Hargis

Board President Hargis noted that Mr. Winkelman was previously 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:

Faculty Association, Friends of Jefferson College, Equi-Cultural Office, Faculty Wellness Board Professor; Diane Scanga, Certified Staff - Director of Public Safety Programs; and Marie Self, Classified Staff - Friday Orientation Day. On behalf of the Foundation, plaques were given to Foundation Board members worked at the JCNEA luncheon by distributing ice cream to employees.

President's Report

Trustee Council: There is a strong desire among the Missouri Community College Trustees ["MCCT"] to form a Trustee Council. The "Trustee Council" or

Motion was presented by Mr. Meinberg to approve the consent agenda items shown below. The motion was seconded by Mr. Engelbach. Mr. Scaggs abstained on two teaching assignments (Fallert & McDaniel) and Mr. Scaggs and Board President Hargis abstained on the minutes from July 12 as they did not attend that meeting.

*Minutes of July 12, 2012

*Financial Statements Dated July 31, 2012

*Additional Credit Course Offerings & Teaching Assignments – Spring 2012

*Tentative Fall 2012 Credit Course Offerings & Teaching Assignments

*Appointment of Advisory Committees

*Readoption of Conflicts Resolution

*Publication of Annual Financial Statement

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

Old Business

Revision of Board Policy & Procedure III-003 – Administrative Offices (second reading)

This information was presented for first reading in July. They have been revised to reflect the changes in administrator job descriptions that became effective June, 2012.

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 approve the proposed revisions to Board Policy and Procedure III-003.

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

New Business

Appointment of Database Administrator

Dr. Rick Turleytor

A search was conducted, and she was chosen by a search committee comprised of Tracy James, Mark Smreker, and Mary Wisser.

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 C.J. Rodgers be appointed as Applications Developer at an annual salary of \$58,309 prorated for time served through June 30, 2013.

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

Appointment of Senior Applications Developer

Dr. Rick Turley, Vice President of Finance and Administration, has recommended the appointment of Mr. Patrick Shoff as Senior Applications Developer effective August 20, 2012 at an annual salary of \$61,339 prorated for time served through June 30, 2013.

A search was conducted, and he was chosen by a search committee comprised of Tracy James, Mark Smreker, C.J. Rodgers, and Mary Wisser.

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

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Appointment of Clinical Coordinator – Rad Tech

Dr. Dena McCaffrey, Interim Dean of Career & Technical Education, has recommended the appointment of Ms. Janet Akers for a full-time Clinical Coordinator of the Radiologic Technology program at an annual salary of \$55,762. Her

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson

Total 34.83¢

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 law.

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.

Assistant Coach Recommendations

Ms. Julie Fraser, Associate Vice President of Student Services, has recommended the appointment of the following Assistant Coaches for 2012-2013:

Men's Baseball: Pat Evers, \$5,295
Women's Basketball: Doug Stotler, \$5,295
Women's Softball: Jeff Melton, \$5,295
Women's Volleyball: Tara DeMage, \$5,295

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 each individual listed above be appointed Assistant Coach for the sport listed at the stated annual compensation prorated for time served August 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.

GED/AEL: Purchase of Workkeys and National Career Readiness Certificates

The following purchase is for WorkKeys assessments (Applied Mathematics, Locating Information, Reading Information) and National Career Readiness Certificates (NCRC) to be used in Adult Education & Literacy/GED. The product is used to provide students with the NCRC as they transition to work or Jefferson College. The purchase is for the each of the seven AEL/GED classrooms: Hillsboro (day), Hillsboro (evening), Cedar Hill (day), Cedar Hill (evening), Imperial, the Arnold Career Center, and GED on-line.

ACT is the sole source creator and provider of WorkKeys assessments and the NCRC. The funds utilized have been approved by DESE as part of our annual AEL grant allocation and as part of a supplemental grant awarded to colleges for pilot initiatives. The funds made available for the purchase of these assessments had to be obligated prior to June 30, 2012.

The exact amount of funds available could only be determined until the last payroll was processed for June, thus the reason for the request made in the last month of the fiscal year. The purchase was made at the end of June to expend the final grant funding and now requunegEiatoomsED (g)10(r)3

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 from ACT of Iowa City, Iowa - assessments, student score reports, and NCRCs at a cost of \$17,000.

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.

Technology Purchase

In an effort to maintain the institutional strategic aims of student learning, ASII 412 was recently furnished with computer classroom furniture. This request is to purchase 36 laptop computers and 1 printer for this classroom.

Detailed specifications were prepared and sent to four vendors. Two vendors submitted bids; with only one vendor, World Wide Technology, meeting the specifications required in the bid for the laptop computers. World Wide Technology was the low bid on the printer.

| | <u>Quantity</u> | <u>CDW</u> | <u>WWT</u> |
|-----------------|-----------------|--------------|-------------|
| Laptop Computer | 36 | \$34,336.08* | \$34,407.36 |
| Printer | 1 | \$ 937.50 | 916.01 |

*CDW did not meet the specifications for the laptop computers.

It is recommended that the bid be awarded to World Wide Technology, Maryland Heights, Missouri, for 36 laptop computers at \$34,407.36 and 1 printer at \$916.01 in the total amount of \$35,323.37.

World Wide Technology has provided services to the College in the past and has performed satisfactorily.

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, that the 36 laptop computers and 1 printer for ASII 412 computer classroom be awarded to World Wide Technology, Maryland, Heights, Missouri, in the total amount of \$35,323.37.

The motion was seconded by Mr. Scaggs. Board President Hargis, hearing approval from all

The listing price was \$179,000. The agreed upon sale price is \$176,500. The College has agreed to pay \$4,500 toward closing costs and purchase a one year HSA home warranty insurance policy in the amount of \$420.

Motion was presented by Mr. Davisto approve 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. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

MCCA Resolution

In support of MCCA, Colleges were asked to approve the following resolution of support.

RESOLUTION OF SUPPORT

WHEREAS, the Missouri Community College Association (MCCA) is the organization through which

The motion was seconded by Mr. Meinberg. One member opposed the approval of the resolution. Board President Hargis, hearing approval from four members, declared the motion carried and the resolution duly adopted.

Executive Session

Motion was made by Mr. Davis to enter into Executive Session under RSMO 610.021.1 and 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:

| | |
|-------------------------|-------------------|
| Mr. Engelbach | Yes |
| Mr. Davis | Yes |
| Mr. Meinberg | Yes |
| Mr Scaggs | Yes |
| Mr Winkelman | Absent |
| President Hargis | Yes |

Board President declared the meeting to be in executive session.

Return to Regular Session

Motion was made by Mr. Scaggs to return to regular session at 7:42 p.m. The motion was seconded by Mr. Davis; all members present voted to return to open session.

Adjournment

Motion was presented by Mr. Engelbach and seconded by Mr. Scaggs to adjourn the meeting. The meeting adjourned at 7:45 p.m.