

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
December 13, 2012
(627th Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, December 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. Ron Scaggs
 Mr. John Winkelman
 Board President Krystal Hargis

Board President Hargis noted that Mr. Meinberg was not in attendance.

Also present: College President Ray Cummiskey
 Administrators
 Members of the Faculty and Staff
 Foundation Members – Jackie Moran and Mike Walsh
 Representative Ron Casey

Public Communication

No one asked to speak before the Board.

Jefferson College Foundation Report

Tom Burke reported on the following:

The Jazz & Jeans Committee met last week to begin preparations for next year's event. The annual golf tournament will be held at Fox Run in the fall. In November, the Foundation sent out its annual report to 9,000 people via email. A donation of \$2,400 was received from Dow Chemical. The Foundation continues to conduct campus tours and meetings with area business people.

President's Report

Presentation to Foundation Board

On behalf of the Board of Trustees, College President Ray Cummiskey presented a proclamation to Tom Burke, Jackie Moran, and Mike Walsh for outstanding service and dedication to Jefferson College.

Presentation to Rick Turley

Representative Ron Casey presented a proclamation to Rick Turley as this was his last Board meeting before retirement. College President Ray Cummiskey and Board President Krystal Hargis thanked Rick Turley for his service and financial insight throughout the years.

Kudos

The night Law Enforcement class graduated on Monday with a 100% pass on the POST license test, with 80% or higher on test scores.

Soccer players Daniel Arrazola and Josh Ward have been named to the 2012 NJCAA All American Soccer Team. Both hope to continue their soccer careers at four-year schools.

Richard Hardin addressed the fiscal cliff impact on Jefferson College.

Missouri Legislature

Pre-filing of bills has begun in Jefferson City. One bill of particular interest to community colleges is the bonding bill, which could provide funds for capital projects. It may be too early to spend that money, but this would represent the first capital money the state has provided to colleges and universities in many years.

February Board Meeting – Date Change

College President Ray Cummiskey advised the Board that he would be attending the ACCT Legislative Summit in Washington, D.C. February 11-14. The February Board meeting is scheduled for February 14. After discussion, it was agreed that the meeting date would be changed to February 21.

Approval of Warrants

Motion was presented by Mr. Davis to approve the warrants. The motion was seconded by Mr. Engelbach. Board President Hargis, hearing approval from all members present, declared the motion carried and the warrants approved.

Adoption/Approval of Consent Agenda

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

Motion was presented by Mr. Winkelman to approve the consent agenda items shown below.

*Minutes of November 15, 2012

*Financial Statements Dated November 30, 2012

*Additional Fall 2012 Credit Course Offerings & Teaching Assignments

*Tentative Winter 2012 Credit Course Offerings & Teaching Assignments

*Tentative Spring 2013 Credit Course Offerings & Teaching Assignments

*Tentative Continuing Ed Course Offerings & Teaching Assignments

*Curriculum Proposals

The motion was seconded by Mr. Scaggs. Mr. Scaggs abstained from voting on the McDaniel and Fallert teaching assignments.

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

New Business

Approval of Physical Therapist Assistant Student Handbook 2013-2014 - (First Reading)

The Physical Therapist Assistant 2013-2014 Student Handbook was [(A)-3(pp(s)-10 od002.58 0 To-2(n)-10(g)

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Physical Therapy Assistant 2013-2014 Student Handbook be approved.

Welding Technology Equipment Purchase

In an effort to stay current with the welding industry's technology, it is necessary to purchase an automated plasma cutting system for the Welding Technology training program.

The purchase of an automated plasma cutting system allows students to accurately draw shapes, import them into machine language, and then cut the parts on the machine table. A software package is included. The machine also comes with a waterbed that virtually eliminates all fumes and gases created from the cutting process.

Bid requests were sent to five vendors. Four vendors responded with three submitting bids.

<u>Company</u>	<u>Amount</u>
Delta Gases, Inc.	\$19,940.08
Airgas	\$20,040.28
Torchmate	\$24,895.40
Cee Kay	No Bid

It is recommended that the bid be awarded to the low bidder, Delta Gases, Inc., of Maryland Heights, Missouri, in the amount of \$19,940.08.

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 award the bid to purchase a plasma cutting system in the amount of \$19,940.08 to Delta Gases, Inc. of Maryland Heights, Missouri.

The motion was seconded by Mr. Engelbach. Board President (Name) (Title) (City) (State) (Zip) (Date) (Time) (Location) (Page)

References have been checked for Heartland Seating and were found satisfactory.

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

Plant funds will be used for this project.

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 Field House bleacher system be upgraded and installed by Heartland Seating of Shawnee, Kansas, in the amount of \$300,987.

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.

Rad Tech Anatomical Models Purchase

In an effort to advance the development of the Radiological Technology Program, we are recommending the purchase of the following opaque anatomical models for student instruction: Opaque Throat, Opaque Pelvis, Opaque Hand and Wrist, and Opaque Leg/Hip.

Bid specifications were prepared and distributed to ten vendors. Four vendors responded.

<u>Company</u>	<u>Amount</u>
JZ Imaging	\$15,407
SuperTech	\$15,885
Z&Z Medical	\$16,585
Pacific Northwest	\$19,259

It was recommended that the bid for the Radiological Technology opaque anatomical models be awarded to the low bidder, JZ Imaging, of Willoughby, Ohio, in the amount of \$15,407.

Training for Tomorrow grant 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 award the bid to purchase the opaque an

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<u>Company</u>	<u>Amount</u>
JZ Imaging	\$26,850.00
Supertech	\$28,755.00
Z&Z Medical	\$32,305.00
Pilgrim	\$32,989.00
Pacific Northwest	\$33,133.33

It was recommended that the bid for the Surgical C-Arm be awarded to the low bidder, JZ Imaging, of Willoughby, Ohio, in the amount of \$26,850.00.

Training for Tomorrow grant 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 award the bid to purchase the Surgical C-Arm in the amount of \$26,850.00 to JZ Imaging of Willoughby, Ohio.

The motion was seconded by Mr. Engelbach. Board President Hargis, hearing approval from all members present

Rad Tech Construction – CTE Phase III

With Board approval, plans and specifications were prepared by KRJ Architects for the construction of the Radiological Technology student classroom and instructional areas in the CTE building at the Hillsboro, Missouri, campus.

Eleven general contractors requested bid documents. Eight bids were received as follows:

<u>Company</u>	<u>Amount</u>
Brockmiller Construction	\$293,840*
Raineri Construction	\$297,886
Gundaker Commercial Construction	\$300,319
Hankins Construction	\$320,200
John Kalicak Construction	\$324,092
C. Rallo Contracting	\$354,900
HOF Construction	\$388,900
Morrissey Construction	\$393,479

*Brockmiller Construction submitted a base bid of \$290,900, but two voluntary alternates were accepted. The first voluntary alternate is for painting of exterior door frames to match the new exterior Fiberglass Reinforced Polyester (FRP) doors. This will add \$1,390. The second voluntary alternate is to add a data box for all data communication lines. This will add \$1,550. The base bid plus the two aforementioned alternates will bring Brockmiller Construction’s total bid to \$293,840.

It was recommended that the bid be awarded to the low bidder, Brockmiller Construction, of Farmington, Missouri, in the amount of \$293,840.

Brockmiller Construction has performed satisfactorily for the College in the past.

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

Plant funds will be used for this purchase.

Motion was presented by Mr. Engelbach 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 construction of the Radiological Technology area to Brockmiller Construction of Farmington, Missouri, in the amount of \$293,840.

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.

ATS Geothermal System Purchase

The ATS Building Trades program is constructing a house as part of the Residential Carpentry Program. The current house being constructed is located at 608 Ray Henry Way, Hillsboro, Missouri. The house requires subcontracting for the geothermal system.

Bid specifications were prepared and distributed to five geothermal system contractors. Five contractors submitted bids as follows:

Company

where the student will have the opportunity to obtain his/her Associate of Applied Science degree. This partnership between the two institutions is an opportunity to better serve our constituents. Communication between Jefferson College and St. Charles Community College has resulted in the guidelines set forth in the Memorandum of Understanding.

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 approve the Memorandum of Understanding between Jefferson College and St. Charles Community College as presented.

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.

Approval of Contracting Engineering Services

The college is requesting board approval to contract services with the mechanical and electrical engineering firm of Horner & Shifrin, Inc. of St. Louis, MO. The firm is needed complete plans and specifications for the installation of air cleaning system in the Metal

Appointment of Board Treasurer

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Dr. Teresa Fiala be appointed as Level I full-time philosophy faculty on a temporary appointment for the spring 2013 semester at a base salary of \$21,809.

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 HIT Faculty

Dr. Mindy Selsor, Vice President of Instruction, has recommended the appointment of Ms. Ashley Mangrich for a full-time health information technology faculty position at a Level I annual salary of \$44,618 effective January 14, 2013.

A search was conducted, and she was chosen by a search committee comprised of Division Chair Mary Beth Otfemech

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. Daryl Gehbauer be appointed as Vice President of Finance and Administration at an annual base salary of \$124,000 prorated for time served through June 30, 2013, and that he receive a contract through June 30, 2014 at an annual salary of not less than \$124,000.

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.

Adjournment

With nothing further to come before the meeting, the meeting adjourned at 7:53 p.m.