

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
June 12, 2014  
(645<sup>th</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, June 12, 2014, at 8:00 a.m., in the Admin Board Room on the Hillsboro Campus. The meeting was called to order by Board Vice President Gary Davis.

**Roll Call/Attendance**

Members present:

Mr. Engelbach  
Mrs. Hargis  
Mr. Scaggs  
Mr. Winkelman  
Board Vice President Gary Davis

It was noted that Board President Meinberg was excused and not in attendance.

**Public Communication**

No one asked to speak ~~Public Comment~~

Tom Dixon	Vice President
Rick Francis	Vice President
Mike Walsh	Past President
Mike Kumpf	Treasurer
Jackie Moran	Secretary

The Foundation Board is gearing up for the 2014-2015 donor campaign.

**President's Report**

*Kudos*

Congratulations to our Physical Therapist Assistant Program and its director, Bridget Webb, who received full accreditation from the Commission on Accreditation in Physical Therapy Education (CAPTE).

*State Budget*

President Cummiskey spent much of the last week or so attending meetings and conferences that focus on the concerns regarding the 2015 State Budget. Generally, the news is not positive—state revenues are down this year, with the likelihood of overall state revenue being down 1% by

year's end. The bad news is that the projection for this year was a minimum of a 2.0% increase. This not only affects the close of the current budget but affects the carry-over effect for the next fiscal year.

The Governor vetoed numerous bills that he said added to the State's revenue loss, but he has not indicated what he might do with the State budget. Unfortunately, it appears he may choose to

### **Approval of Warrants**

Motion was presented by Mr. Winkelman and seconded by Mrs. Hargis to approve the warrants. Abstention was made by Mr. Scaggs on #393826. All warrant were approved with the noted abstention.

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

Motion to adopt the Consent Agenda was presented by Mr. Winkelman and seconded by Mr. Engelbach. All members present voted to adopt the consent agenda.

Motion was presented by Mrs. Hargis to approve the Consent Agenda. The motion was seconded by Mr. Winkelman. Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the Consent Agenda items approved.

### **Old Business**

#### ***Revision of Board Procedure VI-003 – A&S/CTE Curriculum Development (second reading)***

After discussion regarding some minor capitalization changes, motion was presented by Mrs. Hargis and seconded by Mr. Winkelman to approve the revisions. Hearing affirmative votes from all members present, Vice President Davis declared the motion carried and the revisions made to Board Procedure VI-003.

#### ***Revision of Board Policy IX-006 – Naming of Buildings (second reading)***

These proposed changes provide an opportunity for naming of buildings, under strict guidelines, with the final approval resting with the Board of Trustees. This will replace the original policy approved on October 14, 2005.

Motion as presented by Mrs. Hargis to approve the changes in the naming rights policy. The motion was seconded by Mr. Winkelman. Hearing affirmative votes from all members present, Vice President Davis declared the motion carried.

#### ***Approval of Budget Assumptions for FY 2015 (second reading)***

These were submitted in April for first reading indicating a negative unrestricted reserve impact of \$683,500. Changes (shown below) were made after the first reading which necessitate the transfer of an additional \$262,000 from the unrestricted reserve funds.

- x Our enrollment year-over-year decrease is now estimated at 8% (previously 3%), resulting in decreased revenues of \$189,000.
- x State funding assumptions have been revised from a 4% increase to a 2% increase, resulting in a decrease in revenues of \$120,000.
- x Bookstore revenues have been decreased \$25,000 due to revised enrollment projections.
- x New initiative expenditures have been decreased from \$100,000 to \$25,000.
- x Medical and Dental Insurance expenses have been increased \$100,000 due to an increase in medical claims incurred during FY 2014.
- x Miscellaneous personnel impacts have been reduced by \$97,000 due to organizational restructuring and revised hiring plans.

Motion as presented by Mr. Winkelman to approve the budget assumptions as revised. The motion was seconded by Mrs. Hargis

Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the nominees approved.

***Employee Life Insurance***

The College maintains \$20,000 of life insurance on each regular full-time employee. State law requires us to bid insurance every three years. Bids were requested for employee and retiree life insurance and employee accidental death and dismemberment (AD&D) policy.

Five bids matching current coverage were received, including one from our current carrier, Guardian.

Cigna submitted the lowest bids for employee and retiree life, which were lower than our current rates. The bid for AD&D reflected no increases over our current rates. Cigna will provide a three-year rate guarantee.

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 that approval is given to contract for employee life insurance and AD&D coverage and the retiree life insurance for three years, effective July 1, 2014, with Cigna at the rates presented.

The motion was seconded by Mr. Winkelman. Vice President Davis, hearing affirmative votes from all members present, declared the motion carried.

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Request was made to extend the current contract with HTH Worldwide of Radnor, Pennsylvania, at no increased cost for services from July 1, 2014 through June 30, 2015.

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

***Purchase of Non-Instructional Furniture***

In an effort to replace broken and impractical office furniture, it was recommended the purchase of functioning office desks and chairs.o

It was recommended that the contract be awarded to Brockmiller Construction of Farmington, Missouri, in the amount of \$181,450.

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, that the Student Center Phase II Renovation project be awarded to Brockmiller Construction of Farmington, Missouri, in the amount of \$181,450.

The motion was seconded by Mr. Winkelman. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Vet Tech Kennel Renovation***

In a continued effort to comply with the American Veterinary Medical Association, a major recommendation was made to improve existing facilities for the Veterinary Technology program. The kennel has become a safety and health concern. The renovated kennel will consist of a new kennel system, improved hot water heater and cooling systems, bathing facilities for the animals, and exercise area.

The Strategic Planning Committee approved this project as a capital expense for fiscal year 2015.

Bid specifications were prepared and distributed by Kromm, Rikimaru and Johanssen, Inc., the architectural firm for the College.

Brockmiller Construction of Farmington, Missouri, submitted the only bid for the project.

This is a prevailing wage



***Agreement with Sapaugh Motors, Inc.***

The renewal agreement with Sapaugh Motors, Inc. was presented for approval. The agreement is the same that the College has had with Sapaugh since 2007 and allows use of its facilities as an instructional site for automobile collision repair courses.

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

BE IT RESOLVED by the Board of Trustees of the Community College of Jefferson County, Missouri, to approve the 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. Scaggs. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***BAT-FAT Meet-and-Confer Agreement***

The meet-and-confer process this year consisted of ten issues submitted by the Faculty Association Team (FAT) and five issues submitted by the Board Administration Team (BAT). The process resulted in a compromise agreement approved by the both teams. A copy of this agreement appears on the following pages. The Board of Trustees approval of this resolution places this agreement into action, and completes the BAT-FAT process for this year.

Pursuant to Board Procedure: “The President of the College shall, as chief executive officer, review the draft of the Statement of Understandings during the same time frame as the constituent groups and make advisory recommendations on its provision to the Board of Trustees no later than the first reading of the draft Statement of Understandings during a meeting of the Board of Trustees.”

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 agreement of the BAT and FAT teams resulting from this year’s meet-and-confer process, and as ratified by the faculty, be approved as presented

The motion was seconded by Mrs. Hargis. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Reappointment of Head Coaches 2014-2015***

It was recommended that Patrick Evers continue to serve in a full-time capacity as an advisor for Enrollment Services and as Men's Head Baseball Coach.

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 Tony Cook, Ricardo Garza, and Steve Jarvis be appointed head coaches for Basketball, Softball, and Soccer respectively, at the annual compensations listed above effective July 1, 2014 through June 30, 2015.

The motion was seconded by Mr. Engelbach. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Reappointment of Assistant Coaches 2014-2015***

Julie Fraser, Associate Vice President of Student Services, has recommended the reappointments of Bob Bartolone as part-time Men's Assistant Soccer Coach, Travis Cearly as part-time Women's Basketball Coach, and Trisha Thompson as part-time Women's Assistant Softball Coach, each at an annual salary of \$5,295.

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 Bob Bartolone, Travis Cearly, and Trisha Thompson be appointed assistant coaches for Soccer, Basketball, and Softball, respectively, at the annual compensations listed above effective July 1, 2014 through June 30, 2015.

The motion was seconded by Mrs. Hargis. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Appointment of Director of Residential & Student Life***

Due to the resignation of Anna Fabatz, it is necessary to fill the full-time certified professional staff Director of Residential and Student Life position. Ms. Julie Fraser, Associate Vice President of Student Services, has recommended the appointment of Kristen Yelton.

A search was conducted, and she was chosen by a search committee comprised of Diane Arnzen, Beau Besancenez, Marty Brand, Betty Dye, Patrick Evers, Carrie Flesh, Kathy Kuhlmann, and Wesley Whitfield.

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 that Kristen Yelton be appointed Director of Residential and Student Life at an annual base salary of \$50,740 subject to applicable Board-approved increases for the 2014-2015 year.

The motion was seconded by Mr. Scaggs. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Appointment of Nursing Clinical Coordinator***

Dr. Dena McCaffrey, Dean of Career & Technical Education, has recommended the appointment of Kathy Roseland for a vacant certified professional staff Nursing Clinical Coordinator position.

A search was conducted and she was chosen by a search committee comprised of Director of Nursing Linda Boevingloh, Louise Jadwisiak, April Norton-Gunther, Kenny Wilson, and Michael Booker.

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 that Kathy Roseland be appointed Nursing Clinical Coordinator at annual base salary of \$52,000 subject to applicable Board-approved increases for the 2014-2015 year.

The motion was seconded by Mr. Winkelman. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Appointment of Full-time Nursing Faculty (Boettcher)***

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a vacant nursing faculty position with Ms. Holly Boettcher on a 9.5-month term appointment at a Level II annual salary of \$48,780 for the 2014-2015 academic year.

A search was conducted, and she was chosen by a search committee comprised of Director of Nursing Linda Boevingloh, Louise Jadwisiak, April Norton-Gunther, Kenny Wilson, and Michael Booker.

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 that Ms. Holly Boettcher be appointed as Level II full-time nursing faculty on a 9.5-month term appointment at an annual base salary of \$48,780 subject to applicable Board-approved increases for the 2014-2015 academic year.

The motion was seconded by Mr. Scaggs. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Appointment of full-time Nursing Faculty (O'Donnell)***

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a vacant nursing faculty position with Ms. Jennifer O'Donnell on an 11.25-month term appointment at a Level I annual salary of \$50,688 for the 2014-2015 academic year.

A search was conducted, and she was chosen by a search committee comprised of Director of Nursing Linda Boevingloh, Louise Jadwisiak, April Norton-Gunther, Kenny Wilson, and Michael Booker.

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 Ms. Jennifer O'Donnell be appointed as Level I full-time nursing faculty on an

June 16, 2014 at an annual salary of \$37,779 prorated for time served and subject to applicable Board-approved increases for the 2014-2015 academic year.

The motion was seconded by Mr. Engelbach. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Appointment of Full-time Librarian Faculty (Reecht)***

Dr. Mindy Selsor, Vice President of Instruction, has recommended the appointment of Ms. Elizabeth Reecht to fill the Access Services Librarian non-tenure track faculty position on a term appointment effective June 16, 2014 at an annual salary of \$37,779. The salary will be prorated for time served during the summer then she will receive a 10-month contract for the 2014-2015 academic year.

A search was conducted, and she was chosen by a search committee comprised of Lisa Pritchard, Barb Liebman, Carrie Flesh, Lori Kovarik, Nicole Bach, and Vivian Aubuchon.

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

BE IT RESOLVED by the Board of Trustee of the Community College District of Jefferson County, Missouri that Mr. Joe Kohlburn be appointed as full-time Librarian faculty effective June 16, 2014 at an annual salary of \$37,779 prorated for time served and subject to applicable Board-approved increases for the 2014-2015 academic year.

The motion was seconded by Mr. Davis. Vice President Davis, hearing affirmative votes from all members present, declared the motion approved.

***Informational Item***

Board members were given a copy of a letter of resignation from Doug Stotler, Director of Athletics. His resignation is effective June 30, 2014.

**Adjournment**

There being nothing further, on motion by Mrs. Hargis and a second by Mr. Winkelman, the meeting adjourned at 9:27 a.m.