

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
March 22, 2012
(618th Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, March 22, 2012, at 5:30 p.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Vice President Steve Meinberg.

Roll Call/Attendance

Members present:

Mr. Gary Davis
Mr. George Engelbach
Vice President Steve Meinberg
Mr. Ron Scaggs
Mr. John Winkelman

Vice President Meinberg acknowledged that President Hargis was excused.

Also present: College President Ray Cummiskey
 Administrators
 Members of the faculty and staff

Public Communication

Vice President Meinberg asked for public comment. No one requested to speak to the Board.

Jefferson College Foundation Report

Tom Burke reported on the following:

A Foundation promo video was shown, highlighting students and faculty, displaying how the Foundation was able to help them by providing necessary lab equipment or tuition to attend classes.

Jazz & Jeans Event – April 21

Foundation by-laws will be presented at the April meeting.

President's Report

President Cummiskey reported on the following:

Basketball

The girls are in national playoffs. They lost their first game yesterday and have another game today.

Legislative Update

On the national scene, Secretary of Education Arne Duncan requested that the National Advisory Committee on Institutional Quality and Integrity (NACIQI) develop recommendations regarding the current system of recognition and accreditation. NACIQI's [draft final report](#), issued on February 8, 2012, outlined a range of recommendations in areas including the role of federal and state governments in quality assurance, the role and scope of accrediting organizations, data as an essential tool in quality assurance and public information and NACIQI's role as a federal advisory body.

The comments to NACIQI make the case that some of the recommendations in the draft final report may lead to a more active role by the U.S. Department of Education (USDE) in the practices of accreditation, as well as a federal standardization of expectations of academic quality.

Back in Missouri, although the state legislature was on Spring Break last week, they have come back with a flurry of activity. The House is still debating the budget, which has ranged from flat funding for Higher Education (which we do not expect the Gov. to approve) to an 8% cut Gov. Nixon proposed. The legislature has also been at work on other bills. Two identical bills HB 1502 and [SB 655](#), would create a fund for higher education capital projects, with the requirement that institutions provide a 50% match from private funds. Also, [HB 1918](#) was introduced by Rep. Todd Richardson. The intent of HB 1918 appears to be clarifying which institutions have primary responsibility for delivering associate degrees and certificates.

Board Retreat

Reminder: Board Retreat is scheduled for April 5, 4:00 p.m. in the Admin Board Room.

MCCA Activities

March 28 – Phi Theta Kappa & Excellence in Teaching Award Recognition Luncheon
May 23-25 – Annual Trustees & Administrative Professional Departments Spring Conference

Faculty Presentation

Mike McKinney spoke to the group about CTE programs and thanked administrators for their support in the CTE area.

Approval of Warrants

After review of the warrants, motion was presented by Mr. Davis and seconded by Mr. Winkelman to approve the warrants. Abstentions were made by Mr. Scaggs (00360597) and Mr. Meinberg (00360825). With all present members voting in favor of the motion, and the noted abstentions, Vice President Meinberg declared the motion carried.

Adoption /Approval of Consent Agenda

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

Motion was made by Mr. Engelbach to approve the consent agenda items. The motion was seconded by Mr. Scaggs. Vice President Meinberg, hearing approval from all members present, declared the motion carried and the consent items approved as presented.

Executive Session

Motion was made by Mr. Winkelman to enter into Executive Session under RSMO 610.021.3 and 610.021.9. The motion was seconded by Mr. Davis.

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 Scaggs</i>	<i>Yes</i>
<i>Mr Winkelman</i>	<i>Yes</i>
<i>Vice President Meinberg</i>	<i>Yes</i>

Return to Regular Session

Motion was made by Mr. Davis to return to regular session at 6:16 p.m. The motion was seconded by Mr. Winkelman; all present members voted to return to open session.

New Business

Extension of Administrators' Contracts

Recommendation was presented that the contracts for Vice President Banjac and Deans Check, Fraser, and Selsor be extended for one year, from July 1, 2013 to June 30, 2014. Further recommendation was made that their salaries be not less than those listed below which represent the current Board approved 2011-2012 salaries. Vice President Turley has announced his retirement from the College effective December 31, 2012 and is, therefore, not included in the recommendation.

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>SALARY</u>
Joyce Banjac	Vice President of Academic Affairs & Student Services	\$120,000
Elizabeth Check	Dean of Career & Technical Education	\$108,150
Julie Fraser	Dean of Student Services	\$97,850
Melinda Selsor	Dean of Arts & Science Education	\$114,564

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 contracts of the administrators listed above be extended as indicated, and that their salaries be approved for 2012-2013 for not less than those indicated above.

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

Reemployment of Certified Professional Staff 2012-2013

Recommendation was presented for the full-time certified professional staff members listed below to be reemployed in the positions indicated for 2012-2013 with contracts issued no later than May 15, 2012.

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

BE IT RESLOVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the following full-time certified professional staff members be reemployed in the positions indicated for 2012-2013.

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

Barrentine	Roger	Director of Marketing & Public Relations
Basler	Sandra	Director of Child Development Center
Bolle	Brian	Systems Administrator

Cooper	Norma	Program Director/Faculty – Respiratory Therapy
Dahlberg	Rhonda	Director of Nursing
Davenport	Shirley	Division Chair of Communication & Fine Arts
Duy	Robert	Nursing Clinical Coordinator
Dye	Betty	Cyber Advisor
Fabatz-Emerick	Anna	Director of Residential & Student Life
Frew	Stuart	Radiologic Technology Program Director
Frey	Sandy	Division Chair – Social Sciences
Hardin	Richard	Controller
Harvey	Kimberly	Director of Admissions & Student Records
Herrick	Bryan	Director of Business & Community Development
Higginbotham	Deb	Director of Payroll Services
James	Tracy	Director of Information Technology
Johnston	Kathy	Director of Advising & Retention Services
Kuhlmann	Kathy	Director of Financial Records/Internal Auditor
Lile	Chris	Off-Campus Academic Advisor
Lincoln	Holly	Asst Director of Admissions & Student Records
Linneman	Betty	Director of Learning Services
McCaffrey	Dena	Director Outreach & Education Sites
Nevois	Dana	Director of Veterinary Technology
Ottinger	Mary Beth	Division Chair of Business & Technical Education
Russell	Brandon	Director of Area Technical School
Scanga	Diane	Director of Public Safety Programs
Smreker	Mark	Manager of Web Development
Stotler	Doug	Director of Athletics
Struckhoff	Tom	Station Manager
Tomaszkiewicz	Edward	Director of Buildings & Grounds
*Vogelsang	Niki	Health Information Technology Program Director
Wamsley	Allan	Director of Online Learning & Instruct Technology
*Webb	Bridget	Program Director – PT Assistant Program
Welsh	Tasha	Director of Human Resources
Wolfe	Lisa	Director of Library Services

*Extend certified professional staff contract through August 10, 2012. Employee will transfer to faculty contract on August 13, 2012.

Reappointment of Division Chair

Dr. Ryan Groeneman, Division Chair of Math, Science, and Business, has requested to return to his previous position of tenured Professor of Chemistry. Dr. Groeneman will fulfill his current contract as Division Chair, through June 30, 2012.

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 that Division Chair Ryan Groeneman be reappointed to his previous position of Professor of Chemistry, effective August 13, 2012, at a salary of \$60,968.

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

Reemployment of Faculty 2012-2013

It is recommended that the full-time faculty members listed below be reemployed in the positions indicated for 2012-2013 with contracts issued no later than May 15, 2012.

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

BE IT RESLOVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the following full-time faculty members be reemployed in the positions indicated for 2012-2013.

The motion was seconded by Mr. Winkelman. Abstention was made by Mr. Scaggs on the Patty McDaniel rehire. Vice President Meinberg, hearing approval from all members present and the noted abstention, declared the motion carried and the resolution duly adopted.

FACULTY REHIRE LIST 2012-2013

NAME		POSITION
Allen	Deborah	Associate Professor – Biology
Amsden	Karen	CNA Program Coordinator/Professor
Angliongto	Maryanne	Physical Science Lab Instructor
Aubuchon	Vivian	Instructor – Biology
Bach	Nicole	Associate Professor – Spanish
Baricevic	Mary	Professor – Business
Berkel	Steven	Associate Professor – Culinary Arts – ATS
Birke	Sean	Professor – Chemistry
Blum	Janie	Professor – Business Information Technology
Boehme	Tim	Associate Professor – English
Boning	Kenneth	Associate Professor – Teacher Education
Booker	Michael	Professor – Philosophy
Boyher	Gary	Professor – Automotive Technology
Brown	Victoria	Professor – Level I Evening/Weekend Nursing/ LPN Coordinator
Buck	Leslie	Associate Professor – Psychology
Byington	Mark	Associate Professor – Criminal Justice
Call	Amy	Instructor – English
Candela	Joseph	Assistant Professor – Welding
Carel	Sam	Associate Professor – Physical Education/ Head Baseball Coach

Carroll	Blake	Professor – Art
Castle	Clifton	Professor – Physics (Phased Retirement – ½ time faculty)
Cazadd	Scott	Instructor – Business
Coats	Glenn	Professor – Residential Carpentry – ATS
Cook	Anthony	Asst Professor – Building Repair – ATS/Head Softball Coach
Cornelius	Christy	Professor – Early Childhood Education
Curfman-Falvey	Melissa	Biology Lab Instructor
DeGears	Christopher	Instructor – Computer Information Systems
Dunn	Charlotte	Professor – Level II Nursing
Duntze	Robin	Professor – Veterinary Technology
Eberhart	Jacalyn	Professor – Health Services – ATS
Ebert	Elizabeth	Instructor – Reading
Ellison	Rebecca	Associate Professor – Speech & Drama
Everett	Gabrielle	Professor – History
Foster	Kimberleigh	Biology/Chemistry Lab Instructor
Glass	LeAnn	Instructor – Level II Nursing
Groeneman	Ryan	Professor – Chemistry
Hollander	Elizabeth	Professor – History
Holzer	Scott	Professor – History
Hoppe	Linda	Professor – Mathematics
Hovis	Ronald	Professor – Applied Communications – ATS
Johny	John	Associate Professor – Mathematics
Jokerst	Deborah	Academic Fieldwork Coordinator/Asst Professor – Occupational Therapy Assistant Program
Kaune	William	Instructor – HVAC
Kausler	Amy	Professor – Psychology
Kite	Terry	Assistant Professor – Teacher Education
Kuchar	Constance	Associate Professor – Mathematics
Latham	Shanie	Instructor – English
Lee	Dedric	Associate Professor – Political Science
Loida	Janet	Academic Coord of Clinical Education/Asst Professor – PT Assistant Program
Marquart	Dianne	Assistant Professor – Mathematics
Martin	Lisa	Occupational Therapy Assistant Program Director/Faculty
Marty	Richard	Instructor – Law Enforcement Academy
McCready	Matthew	Professor – Music
McDaniel	John	Instructor – Auto & Electrical Control Systems
McDaniel	Patty	Associate Professor – Biology
McKinney	Michael	Instructor – Computer Integrated Manufacturing
McNair	David	Asst Professor – Computer Information Systems
Meyers	Beverly	Professor – Mathematics
Miley	Leah	Professor – Level I Nursing
Mitchell	Dora	Professor – Biology
Neal	Earl	Instructor – EMT/Paramedic
Nihira	Nick	Associate Professor – Art
Nitsch	Charles	Assistant Professor – Building Trades – ATS
Nitsch	Sheba	Associate Professor – Applied Comm – ATS
Palmer	Natalie	Instructor – Level II Nursing/RN Coord/ SIM Lab Coordinator
Pleimann	John	Professor – English
Reaves	Tamela	Assistant Professor – Teacher Education
Roberts	Charleen	Vet Tech Lab Assistant
Rodden	Robert	Assistant Professor – Metal Fabrications – ATS

Ross	Skyler	Associate Professor – Mathematics
Rossi	Cindy	Professor - Business Management
Schuessler	Tom	Professor – Physical Science
Shah	Imran	Instructor – Mathematics
Shrader	Maryann	Assoc Professor – Level I Eve/Wknd Nursing
Simos	Gregory	Instructor – CIS – ATS
Speidel	Marialana	Assistant Professor – Biology
St. John	Andrea	Professor – English
Steiger	Aida	Instructor – Health & PE/Head Vball Coach
Tackette	Roger	Assistant Professor – Speech & Drama
Todd	Susan	Professor – English
Uhls	Gerard	Associate Professor – Automotive Technology
Vanderheyden	Joel	Assistant Professor – Music
Vogelsang	Niki	Health Information Tech Program Director/Faculty
Wagner	Laniece	Assoc Professor – Early Childhood Education
Watson	Jeffery	Director of Clinical Ed/Assistant Professor – Respiratory Therapy Program
Webb	Bridgett	Program Director – PT Asst Program/Faculty
Welch	Susan	Instructor – Sociology
Whitfield	Wesley	Instructor – Chemistry

CTE Renovation Bids: Phase II

This project reflects the next phase of preparing the CTE Building for the new Allied Health Programs and the final upgrade of existing space. The Radiology program will be housed in the old AEL/GED space, the GED program will be relocated to the old Fire Science space, and the Fire Science program will be relocated to the old Welding Lab space.

Plans and specifications were prepared by Kromm, Rikimaru and Johansen and made available to contractors for bids. There was a base bid with four alternative bids requested. Bids were received from seven contractors.

It is recommended by the architect and staff that the project be awarded to Brockmiller Construction, Inc, the low bidder for the base bid and all alternatives in the total amount of \$353,150. Brockmiller Construction, Inc. has performed satisfactorily for the College in the past.

This is a prevailing wage project and all requisite advertising was completed in accordance with State regulations. All work must be completed by August 3, 2012.

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 Phase II, CTE Renovations, to Brockmiller Construction, Inc. in the amount of \$353,150 and that the Vice President of Finance and Administration is authorized to enter into and execute a contract and all necessary documents for this project.

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

Purchase of Instructional Furniture: ASII 414 TC 313

In an effort to advance the institutional strategic aims of student learning, facilities the purchase of new instructional furniture for ASII 414 and TC 313 is recommended.

ASII Room 414 will also be redesigned into a computer classroom for two educational reasons. The refurbishing of the classroom will be used to support the Arts and Sciences English classes. Secondly, the classroom will support additional Arts and Sciences classes that use instructional computer software.

The classroom will receive the following furniture: 27 – task chairs, 1 – instructor chair, 1 – printer cabinet, 13 - work station tables, 1 – printer table, 1 – instructor station. The total cost is \$17,932.56.

TC Room 313 is being repurposed to support the Writing Lab and will include 12 - task chairs, 1 - instructor chair, 1 – file cabinet, 1 – printer cabinet, 1 – storage cabinet, 5 - work station tables, 1 - instructor station, 2 – chairs, and 1 – small table. The total cost is \$11,842.90.

The furniture is being purchased through an existing cooperative contract with KI International that allows the College to receive discounted pricing.

It is recommended that the purchase of the classroom furniture for A&SI Room 414 and TC Room 313 be purchased from Krueger International of Green Bay, Wisconsin, in the total amount of \$29,775.46.

Krueger International has performed satisfactorily for the College in the past.

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 purchase to furnish ASII 414 as a general classroom in the amount of \$17,932.56 and furnish TC 313 as the new Writing Lab classroom in the amount of \$11,842.90 to Krueger International of Green Bay, Wisconsin.

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

Recommendation Regarding Tuition

The administration has spent considerable time and effort over the past several months reviewing our expenses and goals and developing a budget plan for next year. In addition, the Board Budget subcommittee has met and reviewed anticipated budget revenue, expenses, assumptions and strategic planning activities.

Based on those considerations, and in anticipation of our needs for the 2012-2014, we are requesting a multi-year tuition increase. **The decision to ask Board approval of this increase is not taken lightly and is only made in consideration of what is needed in order to maintain the level of service that we provide.**

The State of Missouri has reduced our appropriation the past two fiscal years and is indicating another 8% reduction for FY 13. Additional revenues, in the form of a tuition increase, are required to offset a portion of these revenue reductions and to provide minimum of funding for other needs.

As best we can determine, almost every community college in the State has or is planning an increase in their tuition. While this is not justification for us to increase our tuition, it does illustrate the need all of us have to review operating revenue, especially in light of the cumulative effect of past cuts in state aid (which will reach almost 20% over the past 3 years by 2013). Any further increase by other community colleges widens the gap between their costs and ours since Jefferson College currently has the third lowest tuition and fees in the state.

In 2008, the Board of Trustees adopted a two year tuition plan to raise tuition by \$16. This plan was only partially implemented in conjunction the Governor’s request to freeze tuition for two years. As a result, only \$14 of the proposed \$16 increase was implemented. We are suggesting the remaining \$2 be implemented for 2012-13, and a \$5 increase be adopted for 2013-14. A two-year tuition increase allows for greater flexibility in longer-term planning. It allows the Board and the Administration to address critical needs by stabilizing the anticipated revenue stream.

We also anticipate initiating a \$3 per credit hour technology fee to offset some of the costs associated with providing students with the technology services expected today. We believe taking these steps will allow us to maintain our middle position of tuition and fee charges.

We believe the taxpayers said that they are willing to pay their fair local share with the passage of the operating tax levy increase a few years ago. We believe it is important to continue to balance the cost of a college education with state aid, local taxpayer support, and student fees. Our position in the past has been that it is reasonable for Jefferson College to maintain a position of tuition charges that is between nearby rural community colleges such as East Central and Mineral Area and the metropolitan community colleges of St. Charles and St. Louis. If we want to continue to remain competitive in the quality of instruction, we need to moderate our tuition in future years to this position. A report showing the total revenue coming from tuition and fees is attached to show the relationship of each Missouri community college in the tuition and fee charges per credit hour.

For the reasons stated above, we are proposing a modest tuition increase effective with the fall 2012 semester as follows:

	Current Per Credit Hour Charge	Proposed 2012-13 Per Credit Hour Charge	Proposed 2013-14 Per Credit Hour Charge
In District	\$90	\$92	\$97
Out of District	\$135	\$137	\$142
Out of State	\$180	\$182	\$187

Again, we believe these increases in In-District tuition per credit hour will still place us near the bottom of tuition and fee charges for all of Missouri community colleges. Comparative data for FY 13 has been collected and appears on the following page.

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 proposed increases in tuition and fees be approved as presented above, beginning for the Fall FY12 semester.

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

Adjournment

There being no further business to discuss, on motion by Mr. Davis and a second by Mr. Winkelman, the meeting adjourned.