

**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 included in the mailing for review.

A second reading will be held in January and Board approval of the following resolution is requested at that time.

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 Hargis, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

Field House Bleacher System Purchase

In an effort to upgrade and meet safety code guidelines on the current bleacher system in the Field House, bid specifications were prepared and distributed to six bleacher contractors. Four bleacher companies met specifications and submitted bids as follows:

<u>Company</u>	<u>Amount</u>
Heartland Seating	\$300,987
Carroll Seating	\$301,734
Sportscon	\$321,600
R L Jackson	\$322,609

It was recommended that the bid be awarded to the low bidder, Heartland Seating of Shawnee, Kansas, in the amount of \$300,987.

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 anatomical models in the amount of \$15,407 to JZ Imaging, of Willoughby, Ohio.

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.

Rad Tech Surgical C-Arm Purchase

In an effort to advance the development of the Radiological Technology Program, we are recommending the purchase of a Surgical C-Arm for student instruction.

Bid specifications were prepared and distributed to ten vendors. Five vendors submitted bids.

<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, declared the motion carried and the resolution duly adopted.

Rad Tech Wounded Willy Purchase

In an effort to advance the development of the Radiological Technology Program, we are recommending the purchase of a Wounded Willy anatomical model for student instruction.

Bid specifications were prepared and distributed to ten vendors. Four vendors submitted bids.

<u>Company</u>	<u>Amount</u>
Supertech	\$21,353
JZ Imaging	\$22,776
Z&Z Medical	\$24,500
Pacific Northwest	\$28,470

It was recommended that the bid for the Wounded Willy anatomical model be awarded to the low bidder, Supertech, of Elkhart, Indiana, in the amount of \$21,353.

Training for Tomorrow grant funds will be used for this purchase.

Motion was presented by John 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 Wounded Willy anatomical model in the amount of \$21,353 to Supertech of Elkhart, Indiana.

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.

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:

<u>Company</u>	<u>Amount</u>
Imperial Heating & Cooling	\$17,700
Crystal Heating & Cooling	\$18,118
Scott Lee	\$18,394
Sheet Metal Contractors, Inc.	\$21,448
Hoffman Brothers	\$31,777

It was recommended that the bid be awarded to the low bidder, Imperial Heating and Cooling, of Imperial, Missouri, in the amount of \$17,700.

Imperial Heating and Cooling has performed satisfactorily for the College in the past.

Requisite advertising was completed.

Unrestricted General funds will be used for this project.

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

BE IT RESOLVED by the Board of Trustees of the Community College of Jefferson County, Missouri, to award the bid for the geothermal system at 608 Ray Henry Way, Hillsboro, Missouri, to Imperial Heating and Cooling of Imperial, Missouri, in the amount of \$17,700.

The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from four members and a “no” vote from one member, declared the motion carried and the resolution duly adopted.

Resolution to Establish Variable Rate Money Market Account for Short Term Investing

In an effort to maximize investment income for the College, we have negotiated a variable rate money market account with Eagle Bank & Trust. Presently the current interest rate is .65% while other investment opportunities are yielding a rate of return in the range of .10% -.30%, depending on the term. This variable rate money market account allows for one monthly withdrawal in any amount without penalty but can receive deposits to it at any time.

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 Controller is authorized to establish a variable rate money market account with Eagle Bank & Trust for the purpose of maximizing investment income.

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.

Memorandum of Understanding/Rad Tech Program Partnership with St. Charles Community College

As part of the MoHealthWINS state-wide community college grant, a collaboration between Jefferson College and St. Charles Community College is being requested for the Radiologic Technology Program. The partnership between the two institutions will allow St. Charles Community College students the opportunity to earn a certificate in Radiologic Technology at Jefferson College; the certificate can then be transferred back to St. Charles Community College

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 Fabrication Lab in the Area Technical School.

In 2010 a request for statement of qualifications was designed and distributed to five engineering firms to be interviewed by the search committee. At the completion of the process, the Board of Trustees selected Horner & Shifrin, Inc. of St. Louis, Missouri to perform the necessary services for the campus upgrade to the HVAC and electrical systems and to design an air cleaning system for the CTE Welding classroom that was renovated in 2011.

This process is in compliance with Missouri State Statutes for the procurement of engineering services. The approval of this resolution authorizes the negotiation of a contract in conformance with this statute.

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 the Vice President of Finance and Administration is authorized to enter into and execute the attached Task Order No. 5 with Horner & Shifrin, Inc. of St. Louis, MO.

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

Resignation – Director of Library Services

Ms. Lisa Wolfe, Director of Library Services, submitted her notice of resignation. A copy of her resignation letter was included in the Board mailing.

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 resignation of Lisa Wolfe be accepted effective December 31, 2012.

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 Board Treasurer

Every two years in April, after the trustee election, the Board reorganizes, selecting new officers. Dr. Turley is currently the Board Treasurer. As Dr. Turley is retiring in December of this year, the Board must appoint someone to fill that position until April.

It was recommended that Richard Hardin be appointed Treasurer at this time and hold that position until the new Vice President is on the job, or reorganization of the Board in April.

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 Richard Hardin be appointed Treasurer of the Board of Trustees for the period of December 13, 2012 until the new Vice President is appointed, or until April 11, 2013.

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 Rad Tech Faculty

Dr. Mindy Selsor, Vice President of Instruction, has recommended the appointment of Ms. Love Lah for a full-time radiologic technology faculty position at a Level I annual salary of \$46,743. Her start date will be negotiated and the annual salary will be prorated for time served. This position is grant-funded.

A search was conducted, and she was chosen by a search committee comprised of Director of Health Occupations Kenny Wilson, Radiologic Technology Program Director Stuart Frew, Radiologic Technology Clinical Coordinator Janet Akers, Assistant Professor Deborah Jokerst, and Professor Michael Booker.

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 Ms. Love Lah be appointed as Level I full-time radiologic technology faculty at an annual salary of \$46,743 prorated for time served during the 2012-2013 academic year.

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.

Appointment of Philosophy Faculty

As Dr. Michael Booker will serve as coordinator of the communication and fine arts division for the spring semester, it is necessary to fill his full-time philosophy faculty position. Dr. Mindy Selsor, Vice President of Instruction, has recommended Dr. Teresa Fiala for a one semester temporary appointment at a Level I salary of \$21,809 for the spring 2013 semester.

A search was conducted, and she was chosen by a search committee comprised of Professor Michael Booker, Dean of Arts & Science Education Shirley Davenport, and Associate Professor Nicole Bach.

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 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 Ottinger, Instructor Niki Vogelsang, Associate Professor Deborah Allen, PTA Program Director Bridget Webb, and Instructor Kerry Bruce.

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 Ms. Ashley Mangrich be appointed as Level I full-time health information technology faculty at an annual salary of \$44,618 prorated for time served during the 2012-2013 academic year.

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.

Executive Session

Motion was made by Mr. Engelbach to enter into executive session under RSMo 610.021.3. The motion was seconded by Mr. Winkelman.

A roll call vote was taken to enter into executive session, with the following results:

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

Board President Hargis declared the meeting to be in executive session.

Return to Regular Session

Motion was made by Mr. Winkelman to return to regular session at 7:51 p.m. The motion was seconded by Mr. Scaggs; all members present voted to return to open session.

Appointment of Vice President – Finance & Administration

Board approval of the recommendation for the appointment of Mr. Daryl Gehbauer as the Vice President of Finance and Administration is requested. The effective date of his assignment will be January 7, 2013 and an annual salary of \$124,000 will be prorated for time served through June 30, 2013. Further, consistent with other administrators, it is recommended that he receive a contract effective through June 30, 2014 at an annual salary of not less than \$124,000. Mr. Gehbauer's credentials are attached.

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.