

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
January 17, 2013
(628th Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, January 17, 2013, 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. Steve Meinberg
 Mr. Ron Scaggs
 Mr. John Winkelman
 Board President Krystal Hargis

Board President Hargis noted that all members were in attendance.

Also present: College President Ray Cumiskey
 Administrators
 Members of the Faculty and Staff
 Zane Suedemeyer

Public Communication

Zane Suedemeyer completed the necessary paperwork and asked to speak to the Board. His discussion was for Jefferson College to offer the opportunity to faculty and other personnel to be given firearm training and allowed to carry weapons. He suggested that the College could set up classes and offer them to other schools. He thought it was best to have faculty as first responders in their classrooms.

Board President Hargis thanked Mr. Suedemeyer for his comments.

Jefferson College Foundation Report

Tom Burke reported on the following:

Jazz & Jeans card and sponsorship form for underwriters are being finalized for use.

The Viking Classis Golf Tournament will be held September 30.

An art event is being planned for the Ault House.

Tom Burke and President Cumiskey continue to meet with community businesses.

Dennis Kehm was presented with a scholarship for his outstanding work with the Foundation.

The Foundation received numerous scholarship donations during the past month.

President's Report

Welcome to New Vice President

College President Cummiskey welcomed Daryl Gehbauer to the College. He began his duties as Vice President of Finance and Administration on January 7. A small welcome reception was held before the Board meeting.

Enrollment

Spring enrollment continues to follow the trend we started last fall—about 7-8% down. As of today, 5,427 students have enrolled (-8.5%) in (51,886) credit hours. That represents roughly a 7% decrease. On-line enrollment is even with last year; Imperial is up 4%; Arnold and Hillsboro are down 8.3% and Northwest is down as well. The good news is that this range is exactly what we anticipated and budgeted for.

Audit

Board members were given a copy of our most recent audit to take home and review. This will be on the agenda for February's meeting and a representative from Daniel Jones will be present to answer any questions.

State of the State

Governor Nixon plans to give his annual State of the State address to the Missouri Legislature on Monday, January 28th. The Governor has travelled around the state promoting his support for performance funding and strengthening student grant program like A+. The legislative mood toward education is positive in Jefferson City.

Dual Credit Pilot Program

Jefferson College has been in discussions with Jefferson High School (R-7) regarding our offering a dual credit program to their juniors and seniors so that participants would graduate high school with credits earned toward an associate degree. Dr. Mindy Selsor reported on the program.

National Legislative Summit

The National Legislative Summit will be held in Washington, D.C. February 11-14.

Governance Leadership Institute

The Governance Leadership Institute will be held in San Antonio, Texas March 21-23.

Rally Day

February 20 is Rally Day in Jeff City.

Board Election

Mr. Avery Fortenberry has filed for the April election. He will be on the ballot with Krystal Hargis and Ron Scaggs.

Approval of Warrants

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

Adoption/Approval of Consent Agenda

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

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

*Minutes of December 13, 2012

*Financial Statements Dated December 31, 2012

*Final Winter 2012 Credit Course Offerings & Teaching Assignments

*Final Spring 2013 Credit Course Offerings & Teaching Assignments

*Curriculum Proposals

The motion was seconded by Mr. Winkelman. 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.

Old Business

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

The Physical Therapist Assistant 2013-2014 Student Handbook was included in the December mailing for review.

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 Physical Therapy Assistant 2013-2014 Student Handbook be approved.

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

New Business

Purchase of Instructional Furniture – Rad Tech Program

In an effort to advance the institutional strategic aims of the Radiologic Technology program, purchase of new instructional and training furniture was recommended.

The classroom will receive the following furniture: 30 student chairs, 13 work stations, 1 instructor stool, 1 instructor station, 5 storage cabinets, and 1 x-ray cabinet. The x-ray lab will receive 4 student chairs. The fluoroscopy lab will receive 4 student chairs and 1 work station table.

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

It was recommended that the purchase of the new instructional and training furniture be purchased through Krueger International of Green Bay, Wisconsin, in the amount of \$16,464.10.

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

CDBG Training for Tomorrow grant 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, to award the purchase of new instructional and training furniture for the Radiologic Technology program in the amount of \$16,464.10 to Krueger International of Green Bay, Wisconsin.

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

Appointment of Biomedical Electronics Faculty

Dr. Mindy Selsor, Vice President of Instruction, has recommended the appointment of Ms. Melissa Kanzelberger for a full-time biomedical electronics faculty position at a Level I annual salary of \$44,743 effective February 1, 2013.

A search was conducted, and she was chosen by a search committee comprised of Division Chair Mary Beth Ottinger, Director of Health Occupations Kenny Wilson, Associate Professor Skyler Ross, Instructor John McDaniel, and Instructor Chris DeGeare.

Motion was presented by to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Melissa Kanzelberger be appointed as Level I full-time biomedical electronics faculty at an annual salary of \$44,743 prorated for time served during the 2012-2013 academic year.

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

Articulation Agreement with Central Methodist University

Interim Dean of Career & Technical Education, Dena McCaffrey, has submitted documentation regarding a 2+2 Agreement with Central Methodist University (CMU) for the Nursing program. Entering into this Articulation Agreement with CMU will allow Jefferson College's nursing students (and alumni) to take advantage of a seamless transfer to a four-year university where they can pursue a BSN degree.

The agreement is subject to review every five years.

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 that Jefferson College enter into the Articulation Agreement with Central Methodist University.

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

Sale of ATS Building Trades House – 612 Ray Henry Way

Board approval is requested to sell the house at 612 Ray Henry Way, Hillsboro, Missouri, constructed by the ATS Building Trades Residential Carpentry Program. The property was listed with Realty Executives of St. Louis, Missouri. The purchase offer for the house is from Vera White of Hillsboro, Missouri.

The listing price was \$174,900. The agreed upon sale price is \$168,000. The appraised value of the property is \$168,000.

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

BE IT RESOLVED by the Board of Trustees of the Community College of Jefferson County, Missouri, that approval be granted to sell the house at 612 Ray Henry Way, Hillsboro, Missouri, to Vera White for a sum of \$168,000.

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

Change in College's Signature Cards

Due to the retirement of Rick Turley, all of the College's financial institution signature cards must be renewed.

It was requested that Krystal Hargis, Daryl Gehbauer, and Richard Hardin be authorized signers on all accounts.

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 Krystal Hargis, Daryl Gehbauer, and Richard Hardin be authorized signers on all financial institution accounts of the District.

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

Approval of Student Handbooks – Emergency Medical Services, Fire Fighter, and Law Enforcement (First Reading)

Included in the January Board mailing were the following program student handbooks for review:

Emergency Medical Services
Fire Fighter
Law Enforcement

This was the first reading on these handbooks and Board approval of the following resolution will be requested at the February meeting.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Emergency Medical Services, Fire Fighter and Law Enforcement program handbooks be approved.

Executive Session

Motion was made by Mr. Davis 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. Davis	Yes
Mr. Engelbach	Yes
Mr. Meinberg	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 7:05 p.m. The motion was seconded by Mr. Engelbach; all members voted to return to open session.

Adjournment

With nothing further to come before the meeting, the meeting adjourned at 7:30 p.m.

Dated :March 14, 2013



Kristal Hargis
President, Board of Trustees

Secretary, Board of Trustees