

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
October 16, 2014
(649th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, October 16, 2014, at 6:30 p.m. in the Admin Board Room on the Hillsboro Campus. The meeting was called to order by Board President Meinberg.

Roll Call/Attendance

Members present:

Mr. Davis
Mr. Engelbach
Mrs. Hargis
Mr. Scaggs
Mr. Winkelman
Board President Meinberg

Public Communication

No one asked to speak to the Board.

Jefferson College Foundation Report

Tom Burke reported on the following:

1. The Annual Golf Tournament was held September 22 at Fox Run. Sponsorships tripled over last year and there was a 30% increase in income.
2. The Monticello Society will meet on October 22 at the Alt House.
3. The Case Statement was discussed.
4. There will be a dinner for winning recipes in *The Leader* contest in the campus café on November 7.
5. Tom discussed his resignation in June and assured members that a smooth transition would take place.

President's Report

ATS Dinner

President Cummiskey thanked the Culinary Arts students and the ATS staff helping to prepare the meal for Board members and administrators prior to the meeting.

Kudos

President Cummiskey thanked Tracy James and the IT staff for their recognition from Fischer International Identity, the company that deployed our on-campus identity management suite in just five weeks, proving that comprehensive identity management can be deployed quickly and within budget.

Congratulations to Tom Burke, Marie Jennewein, and members of the Foundation Board for their work on the golf tournament and the Motorama.

Kudos to Comtreia for being selected as a recipient of the MCCA MoWins Grant Partnership Award for working with our Health Technologies programs. Thanks to Kenny Wilson and his staff for their help with this endeavor.

Kudos to Amanda McCarty, Lora Warner and their team on a very successful Career Expo. There were approximately 1,032 students attending the event.

Kudos to staff involved in the National ACT Certified WorkReady Community Conference. Bryan Herrick accepted the recognition award for Jefferson County being one of the first Certified WorkReady counties in the nation. Bryan's work was recognized several times throughout the event and Lauren Murphy won second place for her promotional poster for the event.

Faculty In-Service Day

Monday, October 13, was the annual Faculty In-Service and Professional Day at the College. A President's Picnic was also held for Classified Staff during the afternoon.

Board Retreat

The fall retreat will be held on October 29 at the Arnold campus. Dr. Gary Davis will again work with the Board during the session.

MCCA Conference

The Missouri Community College Association will hold its annual convention November 5-7 in Branson. Board members are encouraged to attend.

ACCT NLS

The 2014 ACCT/AACC National Legislative Summit is scheduled for February 10-13 in Washington, DC. The February Board meeting will likely be delayed a week as Dr. Cumiskey will be attending the event.

Vice President Search Committee

It is the practice of the College that a Board member serve on the screening committee for administrative positions. We are advertising to fill the Vice President of Instruction position and request that member of the Board volunteer for this. Mr. Scaggs was willing to serve in this position.

Approval of Warrants

Motion was presented by Mr. Winkelman and seconded by Mrs. Hargis to approve the warrants. All members approved, with a noted abstention by Mr. Meinberg on the warrant to the Jefferson County Sheriff's Department (398934).

Adoption/Approval of Consent Agenda

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

Motion was presented by Mr. Winkelman to approve the Consent Agenda with a name change to a motion in the minutes. The motion was seconded by Mr. Engelbach. Board President Meinberg, hearing affirmative votes from all members, declared the motion carried and the following Consent Agenda items approved with the noted change to the minutes.

Minutes of September 11, 2014

Financial statements dated September 30, 2014

Additional Credit Course Offerings & Teaching Assignments – Fall 2014

Old Business

Revision of Board Policies II-001 and VII-012 and Procedures II-001.2, II-001.5 and VII-012 (second reading)

These policies/procedures have been revised to reflect changes that were agreed upon during the 2013-2014 BAT-FAT negotiations

Revisions are made to Board Policies II-001 and VII-012 and Procedures II-001.2, II-001.5 and VII-012, Non-Discrimination and Standards for Lawful Employment, Non-Discrimination, Employee Conduct, and Illegal Discrimination and Harassment Complaints (Including Sexual Harassment). They have been revised to reflect changes that were agreed upon during the 2013-2014 BAT-FAT negotiations.

The Board was asked to approve the following resolution and did so by approving each individual policy and procedure as shown.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to approve the proposed revisions to Board Policies II-001 and VII-012 and Procedures II-001.2, II-001.5 and VII-012.

Board Policy II-001 – Standards for Lawful Employment

Motion to approve by Mr. Scaggs; second by Mr. Winkelman; all approved.

Board Policy VII-012 – Non-Discrimination

Motion to approve by Mrs. Hargis; second by Mr. Winkelman; all approved

Board Procedure II-001.2 – Employee Conduct

Motion to approve by Mr. Winkelman; second by Mr. Davis; all approved

Board Procedure II-001.5 – Illegal Discrimination and Harassment Complaints

Motion to approve by Mr. Winkelman; second by Mrs. Hargis; all approved.

Board Procedure VII-012 – Non-Discrimination and Complaint Procedure

Motion to approve by Mr. Scaggs; second by Mrs. Hargis; all approved.

New Business

Reclassification of Director – Learning Services

Dr. Mindy Selsor, Vice President of Instruction, is assigning the responsibility of the Adult Education and Literacy (AEL) program, (formerly AEL/GED), to Betty Linneman, Director of Learning Services. As a result, Dr. Selsor recommends upgrading the position effective October 17, 2014, to a grade 14 at an annual salary of \$68,882 prorated for time served through June 30, 2015. The salary is determined according to existing Board policy and procedure that addresses promotions.

Motion was made by Mrs. Hargis for approval of the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that the position of Director of Learning Services be upgraded to a grade 14 and that Ms. Betty Linneman be issued a contract for an annual base salary of \$68,882 effective October 17, 2014, prorated for time served through June 30, 2015.

The motion was seconded by Mr. Winkelman. Hearing approval from all members, Board President Meinberg declared the motion carried and the resolution approved.

Appointment of BAT Team

The College's agreement with the Faculty Association for Meet-and-Confer issues specifies that composition of the Board Administration Team (BAT) be appointed by the Board of Trustees and shall be comprised of four voting members, two of whom may be Trustees and one non-voting advisory of their choice. The Board shall also appoint the chair of its negotiations team.

The Board must appoint the BAT members by December 1 which is called for in the Statement of Understanding.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the following persons be appointed representatives of the Board Administration Team for the Meet-and-Confer process with the Faculty Association and that Daryl Gehbauer be appointed the team chair for 2014-2015.

Board Representatives

Krystal Hargis

John Winkelman

Administrative Representatives

Daryl Gehbauer, Team Chair

Shirley Davenport

Tasha Welsh, ex-officio member

Approval of Foundation Board Member

The Board of Trustees, at its June 2014 meeting, approved Mr. Keith Krugh as a member of the Foundation Board of Directors. Since that time, Mr. Krugh has been transferred out of state. Mr. John Goetz has taken over the position of Plant Manager at Holcim, the position previously held by Mr. Krugh. The Foundation requests that Mr. Goetz be allowed to fill the director position for which Mr. Krugh was elected.

Motion was presented by Mr. Scaggs and seconded 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 Board approval be granted for Mr. John Goetz to fill the position vacated by Mr. Keith Krugh to the Jefferson College Foundation Board of Directors.

Hearing approval from all members, Board President Meinberg declared the motion carried and the resolution passed.

Informational Item

A letter of resignation was received from Thomas J. Burke, Executive Director of Development for the Jefferson College Foundation. This was presented as an informational item only, as Mr. Burke intends to complete his current contract which ends June 30, 2015.

Adjournment

There being nothing further, the meeting adjourned.