

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
November 13, 2014
(650th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, November 13, 2014, at 5:30 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
Mrs. Hargis
Mr. Scaggs
Mr. Winkelman
Board President Meinberg

It was noted that Mr. Engelbach was not in attendance.

Public Communication

No one asked to speak to the Board.

Modification to Agenda

Mr. Winkelman made a motion to modify the agenda and move the Jefferson College Foundation Report and the President's Report to follow New Business. The motion was seconded by Ron Scaggs and all members voted to suspend the rules and allow the aforementioned reports to follow New Business.

Approval of Warrants

Motion was presented by Mr. Davis and seconded by Mr. Winkelman to approve the warrants. All members approved, with a noted abstention by Board President Meinberg on the warrant to the Windsor School District (#00400959).

Adoption/Approval of Consent Agenda

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

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

Minutes of October 16, 2014

Financial Statements dated October 31, 2014

Additional Full-Time Faculty Overload Assignments and Adjunct Faculty Assignments – Fall 2014
Curriculum Items

New Business

Revision of Board Policies VI-003 and VII-003 and Procedures VI-003 and VII-003 (first reading)

These policies/procedures were revised to address administrative withdrawals. The Board is asked to approve these changes upon second reading in December.

Revisions are made to Board Policies VI-003 and VII-003 and Procedures VI-003 and VII-003, Arts & Science Education and Career & Technical Education – Curriculum Development, Program Review, Student Grading and Records System, and Degree/Certificate Requirements and Student Advising and Registration, Attendance, Course Policies, Transcripts, Transfer of Credits, Credit for Prior Learning, Commencement, Employment Services, Student Academic Load, Testing Services, Recognition of Student Achievement, Academic Probation, and Academic Suspension. They have been revised to address administrative withdrawals.

Motion was presented by Mr. Winkelman to suspend the rules to allow approval of these policies and procedures on first reading. The second was made by Mrs. Hargis and all approved.

Motion was made by Mr. Winkelman for approval of the following resolution:

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 VI-003 and VII-003 and Procedures VI-003 and VII-003.

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

ATS Handbook (first reading)

The ATS 2014-15 Handbook was presented for Board review and approval upon second reading in December.

Motion was made by Mr. Winkelman to suspend the rules to allow approval of the ATS Handbook on first reading. The second was made by Mrs. Hargis and all approved.

Motion was made 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 2014-2015 ATS Student Handbooks be approved.

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

EMT/Paramedic Instructional Equipment Purchase (Monitor/Defibrillator)

In an effort to meet the institutional strategic aims for the EMT/Paramedic program, we are recommending the purchase of the Lifepak 15 Monitor/Defibrillator.

The EMT and Paramedic programs are required to teach cardiology, including 12 lead monitoring and invasive monitoring. The program's Advisory Committee has recommended the purchase of a Lifepak 15 Monitor/Defibrillator to be able to train students on the equipment used by the local

ambulance and fire districts. This will allow the College's students to be more competitive in the current job market.

Physio Control is the sole source for the Lifepak 15 Monitor/Defibrillator in our region.

It is recommended that the Lifepak 15 Monitor/Defibrillator be purchased in the amount of \$26,199.11 from Physio Control of Redmond, Washington.

Enhancement Grant funds will pay 75% and Plant funds will pay 25% 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 purchase the Lifepak 15 Monitor/Defibrillator from Physio Control of Redmond, Washington, in the amount of \$26,199.11.

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

IT Virtual Server Storage Expansion

This request is for funding to expand our virtual server network storage that supports Banner and other IT critical systems and applications. The College has maximized its current data storage.

Bid specifications were prepared and distributed to four vendors. Two vendors submitted bids and two responded with a "no bid" as they were not able to meet specifications:

<u>Company</u>	<u>Amount</u>
Enterprise Consulting Group, St. Louis, Missouri	\$36,424.97
Corporate Armor, Charlotte, North Carolina	\$53,284.22
SANDirect, Charlotte, North Carolina	No Bid
CDW-G, Chicago, Illinois	No Bid

It is recommended that the bid to purchase the hardware and support for virtual server storage expansion be awarded to the low bidder, Enterprise Consulting Group (ECG) of St. Louis, Missouri, in the amount of \$36,424.97.

ECG has provided servers, software, and services to the College since 2003 and has performed satisfactorily.

Plant funds will be used for this project.

Motion was presented by Mr. Scaggs for approval of 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 hardware, installation, and support for virtual

server storage expansion to the low bidder, Enterprise Consulting Group (ECG) of St. Louis, Missouri, in the amount of \$36,424.97.

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

IT Annual Computing Purchase (Corrected Write-up & Resolution)

This is the annual purchase of computers, laptops, printers, and audio visual equipment for faculty, staff, computer lab, and classroom use. All equipment being replaced is either obsolete or no longer functioning properly.

This capital project was approved by the Strategic Planning Committee.

Detailed specifications were completed and bid packets were distributed to thirteen vendors. Nine vendors submitted bids with the winning low bid totals, as follows:*

***It was discovered by Mr. Winkelman that an error occurred when tabulating low bids and an amount was incorrectly assigned to CDW-G that should have been listed for GovConnection.**

<u>Company</u>	<u>Amount</u>	<u>Correction</u>
CDW-G, Chicago, Illinois	\$146,904.32	\$143,153.00
DHE, Centennial, Colorado	\$ 67,124.00	
KCAV , Kansas City, Missouri	\$ 43,288.00	
TigerDirect, Miami, Florida	\$ 17,465.00	
Schillers, St. Louis, Missouri	\$ 10,232.00	
GovConnection, Merrimack, New Hampshire	\$ 784.22	\$3,843.80

Spreadsheets are attached that indicate the total number of items purchased and where the items will be located.

It is recommended that the respective low bidders be awarded the purchase. All vendors have performed satisfactorily for the College in the past with the exception of a new vendor, DHE. One out-of-state school district reference and two Missouri school district references were checked for DHE and were found satisfactory.

Total purchases will be ~~\$285,797.54~~ \$285,105.80. Plant funds will be used for \$199,249.69, and Enhancement Grant funds will be used for \$85,856.11 of these purchases.

A motion was presented by Mr. Scaggs to accept the lowest bid on each item, as listed in the following *corrected* resolution:

BE IT RESOLVED by the Board of Trustees of the Community College of Jefferson County, Missouri, that the annual purchase of computing equipment be awarded to CDWG of Chicago, Illinois, in the amount of **\$143,153.00**; DHE of Centennial, Colorado, in the amount of \$67,124.00; KCAV of Kansas City, Missouri, in the amount of \$43,288.00; TigerDirect of

Miami, Florida, in the amount of \$17,465.00; Schillers of St. Louis, Missouri, in the amount of \$10,232.00; and GovConnection, Merrimack, New Hampshire, in the amount of **\$3,843.80**.

The motion was seconded by Mrs. Hargis. Hearing approval from all members present, Board President Meinberg declared the motion carried and the purchases approved.

IT Software License Agreement Purchase

This request is for funding the Microsoft Software Agreement. Microsoft Corporation provides the operating software for the computing equipment used at the College.

This agreement facilitates the use of the Microsoft Windows operating system and Microsoft Office productivity software on all PCs campus wide and includes Microsoft updates and upgrades when they are released at no additional cost.

Three vendors were contacted to provide the College with a quotation for the provision of a three year licensing agreement. The vendors responded as follows:

<u>Company</u>	<u>Amount</u>
GovConnection, Merrimack, New Hampshire	\$25,981.90
ScholarBuys, Carpentersville, Illinois	\$26,626.72
ITsavvy, Chicago, Illinois	\$31,250.25

It is recommended that the bid to purchase Microsoft Software Agreement be awarded to the low bidder, GovConnection of Merrimack, New Hampshire, in the amount of \$25,981.90 annually for a period of three years at a total cost of \$77,945.70.

Plant Funds will be used for the purchase.

Motion was presented by Mr. Winkelman 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 Microsoft Campus License Agreement is awarded to the low bidder, GovConnection of Merrimack, New Hampshire, in the amount of \$25,981.90 annually for a period of three years at a total cost of \$77,945.70.

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

IT College Telephone Maintenance Agreement

This request is to fund a maintenance agreement for the College telephone system.

The agreement will cover the costs for the maintenance and support of the College's telephone equipment and software.

Three vendors were contacted to provide the College with a quotation for the provision of a three year maintenance agreement. The vendors responded as follows:

<u>Company</u>	<u>Amount</u>
Dice Communications, Omaha, Nebraska	\$17,131.24
Twotrees, Wichita, Kansas	\$28,999.00
Alcatel-Lucent, Overland Park, Kansas	\$33,379.00

It is recommended that the bid to purchase a telephone maintenance agreement be awarded to the low bidder, Dice Communications of Omaha, Nebraska, in the amount of \$17,131.24 annually for a period of three years at a total cost of \$51,393.72.

Dice Communications has generously offered Jefferson College Level 2 maintenance for three years at the cost of Level 1. In addition, Dice Communications agrees to an annual donation in kind of \$3,668.48 through the Foundation, so that the total cost for Dice Level 2 software and hardware maintenance is \$17,131.24 vs. the quoted \$20,799.72 annually.

Dice Communications has performed satisfactorily for the College in the past.

Plant funds will be used for the purchase.

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, the telephone maintenance agreement is awarded to the low bidder, Dice Communications of Omaha, Nebraska, in the amount of \$17,131.24 annually for a period of three years at a total cost of \$51,393.72.

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

Employee Health and Dental Insurance Renewal

As you know, we sought proposals last year for medical insurance and chose to renew our plan with Coventry. Dental insurance was bid in 2012. Coventry provided a quote of an 11.6% increase to our rates to administer our medical plan and no increase to administer our dental plan. This results in an increase of approximately \$47,500 per year in fixed costs to the college.

As we have a partially self-funded plan, the college collects premiums from employees and holds the funds in a separate restricted reserve account to pay claims. Employee premiums are based on our expected claims experience, plus an additional amount to fund claims administration and the costs of reinsurance. The College funds individual claims up to a stop loss of \$125,000 and up to an annual aggregate of maximum expected claims of approximately \$3 million. Reinsurance covers individual claims over \$125,000 after meeting an aggregating specific of \$35,000 and total claims in excess of the maximum annual expected claims.

The College has offered the same three plans with minimal changes in coverage for over nine years. Additionally, we have not increased premiums for the POS or QHDHP in six years. The cost of health insurance is on the rise and our claims continue to trend up drastically. As a result, our revenue (premiums collected) is no longer covering our expenses. Coventry projected that a

42% increase in our overall premiums for all plan participants would be necessary to account for the increase in expected costs and the shortfall in revenues. Alternatively, we can revise our benefit levels to incur an estimated 10% savings in claims. Even with revising our benefit levels, the premiums must be adjusted significantly. Our QHDHP has experienced tremendous utilization and requires the most significant increases. To minimize the impact on our employees who are covering dependents, we are recommending passing the increase to QHDHP dependent rates along over a period of two years. We recommend premiums as indicated in Attachment "A" and revising our benefit levels as indicated in Attachment "B". Further, we will no longer offer the HMO.

For the upcoming plan year, the College will increase its premium contribution per employee per month from \$510 to \$600. This results in an increase of approximately \$300,000 per year for the College. In addition, if we continue to experience claims at the current monthly average, it will be necessary to transfer \$150,000 - \$250,000 from the general fund to the restricted reserve to cover claims this fiscal year. And, there could be as much as an additional \$200,000 transfer in FY16.

Employees may opt for the POS plan at no cost or opt for the QHDHP plan and receive a premium reimbursement of \$150 per month. We will not change benefit levels for dental insurance, but will increase premiums by 8% to cover claims. Our recommendation was presented to an Ad Hoc Health Insurance Review Committee at a meeting during which they had an opportunity to ask questions and provide feedback. We have also had discussion at the President's Leadership Council meetings.

Motion was made by Mr. Winkelman to approve the following resolutions:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County that approval be granted to contract with Coventry of Missouri for the College's employee/dependent/retiree medical and dental insurance and the administrative services for the healthcare savings accounts and medical care flexible spending accounts for the period January 1, 2015 through December 31, 2015.

BE IT FURTHER RESOLVED by the Board of Trustees of the Community College District of Jefferson County that approval be granted to continue to offer Jefferson College eligible retirees a Medicare Replacement Policy with United HealthCare of Missouri for the period January 1, 2015 through December 31, 2015.

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

Trustee Election Filing Notice

Missouri Statutes require that the College give notice of anticipated vacancies and certain information related to filing (RSMo. 115.127). We have been notified by the County Election Authority that the dates of filing, which are established by Missouri Statute, are December 16, 2014 to January 20, 2015. The College is required to publish this information in a newspaper of general circulation in advance of the date on which candidates may file for office.

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, to authorize publication of the Notice of Vacancies for the 2015 Board of Trustees Election the week of November 20, 2014, in the *Jefferson County Leader*.

The motion was seconded by Mr. Winkelman and all members present voted to approve the resolution.

Resignation of Full-Time Faculty

Mr. Mike McKinney, Assistant Professor of Computer Integrated Manufacturing, submitted his notice of resignation. His resignation letter is attached.

Motion was made by Mr. Winkelman 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 resignation of Mr. Mike McKinney be accepted effective with the completion of his Fall 2014 assignment.

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

Jefferson College Foundation Report

Tom Burke reported on the following:

- The Monticello Society met on October 22 at the Alt House. There were about 40 in attendance to honor Rick Vest and Holcim, Inc. for their recent gifts to the Foundation.
- There were about 160 in attendance for the dinner for winning recipes in *The Leader* contest, which was held in the campus café on November 7.
- About 3,000 Viking Fund drive mailers will go out before Thanksgiving.
- Also before Thanksgiving, the Annual Report will be sent out electronically.
- The Foundation recently hosted campus tours for AT&T and Mungenast Auto; a tour is planned for BMO Harris Bank Arnold next week.
- The Foundation received a Holistic Wellness Center Grant award of \$153,500 from the Jefferson Memorial Community Foundation.
- The Foundation received a gift of Native American artifacts (\$10,000 value) from Greg Bonfield for the Science Department.
- Holcim, Inc. gave a \$25,000 check to the Foundation and 10-15 of their employees provided a total of 400 hours of community service work on our campus.

President's Report

Kudos

On display tonight you will see numerous proclamations—one from Governor Nixon regarding Jefferson County achieving Certified Work Ready Community status; and proclamations and letters celebrating our Library's 30th Anniversary as a Federal Documents depository from:

President Obama, Sen. Claire McCaskill, Sen. Roy Blunt, Rep. Blaine Luetkemeyer, Rep. Jason Smith, Missouri Rep. TJ McKenna and the US Government Printing Office. Congrats to all.

Kudos (student music group)

Four Jefferson College Music students have been named to the Missouri All-Collegiate Choir (a college level "all-star" group performing this year for the MMEA conference at Tan-Tar-A in January): Jenna Null (soprano), Samantha Ryan (alto), Billy Astroth (tenor), and Hayden McAnally (bass).

Mercy Clinic

Thanks to all who were able to attend the Mercy Clinic Ribbon cutting yesterday held by the Hillsboro Chamber of Commerce. After a few quick, cold remarks, guests were given a quick tour of the facility.

Foundation

I want to add my congratulations to Rick Vest and Holcim for their induction into the Foundation's Monticello Society, in recognition of their generous gifts over the past few years. That was a great night of celebration, and the college thanks all our donors for their continued support. I also want to thank the Jefferson Memorial Hospital Foundation for funding our \$153,500 Wellness grant and recognize the work of everyone involved in preparing the grant—Tom Burke, Marie Jennewein, and Kenny Wilson.

JRCERT Visit

Last week, Jefferson College's Radiologic Technology program hosted accreditors from the Joint Review Committee on Education in Radiologic Technology (JRCERT). The site Team praised our clinical relationships and they noted that the MoHealthWINS grant has elevated our Program's ability to provide state of the art labs and student resources. The team reviewed the Program's self-study and reported findings on 53 required objective including: integrity, resources, curriculum and academic practices, health and safety, assessment and institutional and programmatic data. Of those 53 objectives, the program had one objective that was partially not meet. The program has already addressed the issue and ensures compliance and will follow-up with the JRCERT with corrective action.

The official report of findings will be sent to the Program by the JRCERT in 2-3 months and will then give the Program's Accreditation status, although we suspect we will be accredited for the maximum of 3 years based on the site visitor's initial finding.

MCCA Conference

The MCCA Annual Convention was held in Branson Nov. 5-7. It was a busy and informative convention that included officers meetings, professional development seminars, and "how to" seminars hosted by faculty and staff from community colleges around the state. A number of college staff were able to attend, and I have asked them to give some brief highlights to you:

Kenny Wilson
Deborah Allen
Daryl Gehbauer

Congratulations to Tom Schuessler for receiving a Senior Service award, and to Erica Burney, who was awarded a Student Leadership award.

We nominated and MCCA honored Comtrea with a Partnership award for the great work they are doing with our MoHealthWINS grant; Sandy Davis accepted the award on behalf of Comtrea.

Executive Session

Since President Meinberg needed to be excused, it was decided to move the Executive Session to December.

Adjournment

Motion to adjourn was made by Mrs. Hargis and seconded by Mr. Scaggs. Hearing approval from all members present, Board Vice President Davis declared the motion carried and the meeting adjourned.

Dated: January 15, 2014

President, Board of Trustees

Secretary, Board of Trustees