

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
January 15, 2015  
(652<sup>nd</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday,

### *Spring Enrollment*

Our Spring semester enrollment numbers are encouraging. As of yesterday, we had over 4,500 students taking 46,000 credit hours, which is about even with this time last year. We expect that the final tally will be a slight decrease, which is well above budgeted enrollment.

### *State of the State*

Governor Nixon plans to give his annual State of the State address to the Missouri Legislature on Wednesday, January 21. Since community colleges are interested in an equity appropriation, we are anxious to hear his thoughts on this year's higher education funding. We will be "covering" Jefferson City that week (January 20-23).

### *Legislative Issues*

Again this year, our legislative focus will include full funding of the A+ program, Equity funding, Performance funding, overall funding for community colleges, and the already approved capital improvement legislation.

### *National Legislative Summit*

With President Obama's announcement that he would like to see community college education provided to eligible students at no cost to them, you can see that the annual National Legislative Summit in Washington, D.C. (February 10-13) will be exciting; it's not too late, if you would like to attend!

### *February Meeting*

Just a reminder that the February Board Meeting has been rescheduled to the 19<sup>th</sup> to accommodate the National Legislative Summit. The meeting will begin at 5:00 p.m.

### *Spring Retreat*

I would like to ask for a recommendation on a date for a spring Board retreat. Usually our spring retreat is longer (last year we went most of the day). If you can give me a couple of target dates, we will follow up with making the arrangements and providing calendar confirmations.

### *Advisory Committees Presentation*

Chris DeGeare and Suzie Welch made a presentation on Advisory Committees' purposes and benefits for the College and College programs.

### **Approval of Warrants**

Motion was presented by Mr. Winkelman and seconded by Mr. Davis to approve the warrants. Hearing approval from those present President Meinberg declared the motion carried and warrants approved.

Motion was presented by Mr. Winkelman to approve the Consent Agenda and seconded by Mr. Davis. Due to the lack of a quorum, Mr. Winkelman withdrew his motion, and this item was tabled until a quorum was present. After Ms. Hargis entered the meeting and a quorum present, motion was again presented by Mr. Winkelman to approve the Consent Agenda and seconded by Ms. Hargis. Board President Meinberg, hearing affirmative votes from all voting members present, declared the motion carried and the following Consent Agenda items approved.

- Minutes of December 11, 2014, as corrected
- Financial Statements dated December 31, 2014
- Final Winter 2014-2015 Credit Course Offerings & Teaching Assignments
- Final Spring 2015 Credit Course Offerings & Teaching Assignments
- Curriculum Items

**New Business**

***Purchase of Student Retention Integrated Planning and Advising System Program Software***

In an effort to advance student retention and success, we are requesting the purchase of a Student Success Plan program. This technology will provide an integrated planning and advising tool to the College as well as fulfill the technology requirements of the MOSTEMWINS grant. This technology will enhance the current advising platform by integrating information we presently collect and information we do not consistently gather into one interface that navigators, faculty, student services, and students can access at one site.

Proposals were received from three vendors:

<u>Vendor</u>	<u>Cost</u>
Unicon, Gilbert, Arizona	\$64,850
Longsight, Danville, Ohio	\$70,000
Clear Course, Weston, Florida	\$76,000

It is recommended that the contract be awarded to the low bidder, Unicon of Gilbert, Arizona, in the amount of \$64,850. References have been checked and found satisfactory. The MOSTEMWINS grant is fully funding this purchase.

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

BE IT RESOLVED by the Board of Trustees of the Community College of Jefferson County, Missouri, that the Student Success Plan program be awarded to the low bidder, Unicon, of Gilbert, Arizona, in the amount of \$64,850.

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

***Approval to List Cedar Hill Facility for Sub-Lease***

In July 2014, the College sent a letter to the Northwest School District terminating the lease of the JC Northwest property at Cedar Hill. In accordance with our lease agreement, a two-year termination period commenced upon notice of termination. In meetings with the Northwest

School District, they have given us permission to sub-lease the facility in an effort to recoup all or part of our rent payments during the termination period. As such, the College plans to enter into an agreement with a local real estate agent to list the property for sub-lease.

Motion was made by Mr. Winkelman to revise the resolution as indicated below. Mr. Scaggs seconded the motion. Hearing approval from all members present, Board President Meinberg declared the motion carried and the amended resolution 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, to allow the Vice President Finance & Administration to enter into an agreement with a local real estate agency to *list for* sub-lease the JC Northwest Property at Cedar Hill.

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

***Approval of Dual Credit Partnership Agreement with Crystal City***

Board approval is being requested for a dual credit partnership between Jefferson College and Crystal City 47 School District. Vice President of Instruction, Dr. Mindy Selsor, and Dean of Arts & Science Education, Ms. Shirley Davenport, have worked with representatives of Crystal City High School to develop a 38-41 credit hour program to be offered to qualifying Crystal City High School students during their junior and senior years. This dual credit partnership combines face-to-face courses with online coursework. Documentation outlining the specifics of the partnership is attached for review.

Motion was made by Ms. Hargis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri to establish a dual credit partnership with Crystal City 47 School District beginning with the 2015-2016 academic year.

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

***Approval to Terminate Maintenance Contract at JCI***

In July, 2013 the College entered into a contract with City Wide Maintenance for janitorial services at the Imperial Campus. There have been numerous issues with the contractor's performance of services and there have been several meetings and communications with the contractor to discuss these issues without resolution. Therefore, in accordance with Paragraph 14 of the above-referenced contract we intend to exercise our right to terminate the contract with 30 days written notice.

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, to terminate the contract with City Wide Maintenance for janitorial services at the Imperial Campus.

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

***Appointment of Interim Board Secretary***

According to Board policy, officers of the Board shall be elected in April of each odd-numbered year. The President, Vice President, and Secretary shall assume office immediately. The Treasurer shall assume office at the beginning of the fiscal year (July 1). A copy of Board of Trustees Policy I-005 - Officers of the Board of Trustees and I-006 - Duties of Officers of the Board of Trustees may be found on the following pages.

Due to the resignation of the current interim Board Secretary, Dorothy Maupin, effective January 16, 2015, I recommend that Lisa Vinyard be approved as interim Board Secretary.

A motion was presented by Mr. Scaggs to accept the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that effective February 2015, Lisa Vinyard shall assume the office of interim Board Secretary as voted upon by the Board.

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

<b>POLICY #</b>	<b><i>I-005</i></b>
<b>TITLE</b>	<b><i>Officers of the Board of Trustees</i></b>

TYPE Board of Trustees  
RATIONALE

Officers of the Board shall be elected at the first regular meeting of the Board in April of each odd-numbered year. In case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

**3. Term of Office**

Each officer of the Board shall be elected for a term of two years. The president, vice president, and secretary shall assume office immediately upon election and shall hold office until their successors shall be elected and qualified. The treasurer shall assume office at the beginning of the fiscal year (July 1) next following her/his election.

BOARD MONITORING Secretary of the Board of Trustees shall advise the Board on the election of officers, the time of election, and shall record election results in the official minutes of the Board.

*Approved by the Board of Trustees this 11th day of April, in the year 2013.*

*Community College District of  
Jefferson County, Missouri*

By: \_\_\_\_\_

*Chairperson, Board of Trustees*

*Attest:*

\_\_\_\_\_  
*Secretary, Board of Trustees*

<b>POLICY #</b>	<b><i>I-006</i></b>
<b>TITLE</b>	<b><i>Duties of the Officers of the Board of Trustees</i></b>

TYPE Board of Trustees  
RATIONALE Specification of duties and responsibilities of the officers of the Board.

POLICY It shall be the policy of the Board of Trustees that the duties and responsibilities of officers shall be as hereinafter stated:

**1. President**

The duties of the President shall be, specifically:

- a. To preside at all meetings of the Board of Trustees
- b. To enforce rules

- c. To appoint, subject to approval of the Board, all committees which the Board may deem it necessary from time to time to constitute
- d. To call special meetings as required
- e. To perform such other duties as may be prescribed by law or by action of the Board of Trustees

**2. Vice President**

The duties of the Vice President shall be, specifically:

- a. To perform all of the duties of the President, in absence or other disability of the President or in case of resignation
- b. To perform such other and further duties as shall from time to time be assigned by the President or the Board of Trustees

**3. Secretary**

The duties of the Secretary shall be specifically:

- a. To be the official custodian of the records of the District and to perform all duties required by the Board of Trustees and all duties hereinbefore or hereinafter provided in these Rules
- b. To record or cause to be recorded in a book provided for that purpose the proceedings of the Board and to index the same
- c. To attest all public acts of the District, affix thereto, when necessary, the seal of the Community College District and prepare and serve or cause to be prepared and served on the members in due time notices of all regular and special meetings of the Board.
- d. To be the custodian of the official seal of the District and of the official bond of the Treasurer which shall be recorded in the records of the District.

**4. Treasurer**

The duties of the Treasurer shall be, specifically:

- a. To keep or cause to be kept complete records of the financial transactions of the District
- b. To sign all checks

- c. To report the financial status of the Community College District in such manner, time, and form as may be prescribed by the Board of Trustees
- d. To obtain and present to the Board a bond with surety or sureties to be approved by the Board in such amount as the Board may from time to time determine conditioned upon the faithful discharge of his/her duties in said office. The premium of said bond shall be an expense of the District.

**BOARD MONITORING**

Secretary of the Board of Trustees shall distribute this policy to each officer and the remaining members of the trustees at each election, and it shall be recorded in the official minutes of the Board that such distribution occurred.

*Approved by the Board of Trustees this 11<sup>th</sup> day of April, in the year 2013.*

*Community College District of  
Jefferson County, Missouri*

By: \_\_\_\_\_  
*Chairperson, Board of Trustees*

*Attest:*

\_\_\_\_\_  
*Secretary, Board of Trustees*

**Executive Session**

Motion was presented by Mr. Davis and seconded by Mr. Winkelman to move into executive session. Roll call vote was as follows:

Mr. Davis	Yes
Mr. Engelbach	Absent
Ms. Hargis	



**Adjournment**

There being nothing further to discuss the meeting adjourned.

Dated: February 19, 2015

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President, Board of Trustees

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Secretary, Board of Trustees