





- ~ Additional Full-time Faculty Overload Assignments and Adjunct Faculty Teaching Assignments – Spring 2015
- ~ Curriculum Items

**EXECUTIVE SESSION**

Motion was presented by Ms. Hargis and seconded by Mr. Scaggs to move into executive session. Roll call vote was as follows:

Mr. Davis	Absent
Mr. Engelbach	Yes
Ms. Hargis	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Absent
Board President Meinberg	Yes

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

**RETURN TO REGULAR SESSION**

Motion was presented by Ms. Hargis and seconded by Mr. Davis to return to regular session at 5:40 p.m.

**NEW BUSINESS**

***Acceptance of State Audit for the College***

The Missouri State Auditor’s Office has completed an operational audit of Jefferson College under the provisions of Chapter 29 RSMo. This audit was part of a series of community college audits that the Auditor’s Office has been conducting around the State. While some minor control and procedural improvements were noted, the audit concluded with an overall performance rating o sg\_

and an annual salary of \$118,000 will be prorated for time served through June 30, 2015. Further, consistent with other administrators, it is recommended that she receive a contract effective through June 30, 2017, at an annual salary of not less than \$118,000.

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, that Dr. Caron Daugherty be appointed as Vice President of Instruction at an annual base salary of \$118,000, prorated for time served through June 30, 2015, and that she receive a contract through June 30, 2017, at an annual salary of not less than \$118,000.

The motion was seconded by Ms. Hargis. An abstention was made by Mr. Engelbach. Hearing approval from the remaining members present, Board President Meinberg declared the motion carried and the resolution approved.

***Extension o***

Dr. Cummiskey informed the Board members that he has evaluated each administrator's performance and recommended the contracts for Vice President Gehbauer, Associate Vice President Fraser, and Deans Davenport and McCaffrey be extended for one year, from July 1, 2016, to June 30, 2017. Further, he recommended their salaries be not less than those listed below which represent the current Board approved 2014-2015 salaries.

<b><u>EMPLOYEE</u></b>	<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
Daryl Gehbauer	Vice President of Finance and Administration	\$129,010
Julie Fraser	Associate Vice President of Student Services	\$110,069
Shirley Davenport	Dean of Arts & Science Education	\$100,815
Dena McCaffrey	Dean of Career & Technical Education	\$100,815

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, that the contracts of the administrators listed above be extended as indicated, and that their salaries be approved for 2015-2016 for not less than those indicated above.

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

***Approval of Jefferson College/DeSoto 73 School District Dual Credit Partnership***

Board approval was requested for a dual credit partnership between Jefferson College and DeSoto 73 School District. Vice President of Instruction, Dr. Mindy Selsor, and Dean of Arts & Science Education, Ms. Shirley Davenport, have worked with representatives of DeSoto High School to develop a 25 credit hour program to be offered to qualifying DeSoto High School students during their jETBT1 0 0 1 7 High TBT1 0 0 1 3repr 1 on was

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to establish a dual credit partnership with DeSoto 73 School District beginning with the 2015-2016 academic year.

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

***Waiver on College Cafeteria Commission***

Food Service Consultants (FSC), per their contract, is allowed to charge the College a Management Fee of 7.5%, i.e., they would earn a profit of 7.5% on the College account. As part of their expenses, FSC pays Jefferson College a commission equal to 3.5% of gross sales, less charged sales and child care sales. In FY13 and FY14, FSC earned only 3.7% and 2.4% of sales as their profit on the account after payment of the College commission. Profits for the first six months of FY15 are currently at 2.4% of sales, and the College has received a total of \$4,904 in commissions through December.

FSC proposed a temporary waiver of payment of College commission through the end of the current fiscal year, effective January 1, 2015. FSC has made a good faith effort to hold costs and, at the College's request, held pricing on its most popular food items as a service to students. Sales have declined over the last several years as a result of the College's decreased enrollment. We believe FSC's request to suspend the College commission for the remainder of the year is a fair and reasonable request. The College will lose between \$6,000 and \$7,000 in Miscellaneous Revenues with this action. College officials will meet with FSC at the end

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It was recommended that the purchase of the fire alarm system equipment in the amount of \$175,045.22 be approved and awarded to SimplexGrinnell LP of Earth City, Missouri.

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 award the purchase of fire alarm equipment in the amount of \$175,045.22 to SimplexGrinnell LP of Earth City, Missouri.

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

***Student Learning Analytics Processing System***

In an effort to advance student success, the College requested the purchase of a Student Learning Analytics Processing System program. This technology will permit the MOSTEMWINs navigators to identify at-risk students at an early stage to offer and implement interventions in a pro-active manner. At present, the College does not possess a system to predict and identify those students that are “at high risk for non-persistence.”

Proposals were received from three vendors:

<u>VENDOR</u>	<u>COST</u>
Marist College, Poughkeepsie, NY	\$22,500
Civitas Learning, Austin, TX	\$57,500
Starfish, Arlington, VA	\$59,200

It was recommended that the contract be awarded to the low bidder, Marist College of Poughkeepsie, New York, in the amount of \$22,500. References have been checked and found satisfactory. The MOSTEMWINs grant is fully funding this purchase.

Motion was presented 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, that the Student Learning Analytics Processing System program be awarded to the low bidder, Marist College, of Poughkeepsie, New York, in the amount of \$22,500.

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

***Architectural Services: Field House Wellness Center***

In compliance with RSMo. 8.285-8.291, a qualifications-based solicitation selection process was implemented to hire an architectural firm for services related to the design and construction overview of a Wellness Center addition to the Field House on the Hillsboro campus. The College will submit the design fees and expenses to the Jefferson Memorial Community Foundation for approval of the first phase of the construction project. This project is an extension of the Holistic Wellness Program, for which we received funding of \$153,500 from Jefferson Memorial Community Foundation in December 2014.

Thirteen Statements of Qualifications were received and evaluated by the committee of Daryl Gehbauer, Ed Tomaszewicz, Patricia Aumann and Sheree Bell. TRi scored the highest in the evaluation process and agreeable fees were negotiated. References were checked and found satisfactory.

Subsequent to qualification, TRi submitted a proposal for this project based on 6.67% of our estimated construction budget of \$750,000. It is recommended that the services of TRi of St. Louis, Missouri, be engaged to design and oversee construction for the Wellness Center addition to the Field House on the Hillsboro campus contingent upon grant approval from the Jefferson Memorial Community Foundation. There will be minimal financial exposure to the College for this work prior to grant approval.

Jefferson Memorial Community Foundation grant funds will be used for this project if approved.

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, that the Vice President of Finance and Administration be hereby authorized to enter into and execute a contract with TRi of St. Louis, Missouri, on a fee basis with a not-to-exceed amount of \$50,000 plus reimbursable expenses. Including an appropriate contingency for design changes, we estimate a total of \$60,000 for the design and construction overview of a Wellness Center addition to the Field House on the Hillsboro 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.

### **ADJOURNMENT**

Motion to adjourn was made by Mr. Davis and seconded by Mr. Engelbach. Hearing approval from all members present, President Meinberg declared the motion carried and the meeting adjourned at 6:01 p.m.