

**MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI**

April 16, 2015
(655th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, April 16, 2015, at 6:30 p.m. in the Administration Building 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 (*Absent*)
 Ms. Hargis
 Mr. Scaggs
 Mr. Winkelman
 Board President Meinberg

It was noted that all members were in attendance except for Mr. Engelbach.

PUBLIC COMMUNICATION

No one asked to speak to the Board.

CERTIFICATION OF ELECTION RESULTS

The official results of the April 7, 2015, trustee election from the election authorities in

St. Francois, and Ste. Genevieve counties, having been presented for examination by the Trustees, be adopted as the official results of the Board of Trustees Election held on April 7, 2015.

BE IT FURTHER RESOLVED that the Secretary of the Board issues a Certificate of Election to the successful candidates; and that, after subscribing to the Oath of Office, they be seated as duly elected members of the Board.

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

OATH OF OFFICE

In accordance with Missouri Statutes, the following Oath of Office was administered by the Interim Secretary to the Board of Trustees and was taken by and subscribed to by Mr. Meinberg and Ms. Stocker.

I do solemnly swear that I will support the Constitution of the United States of America and the Constitution of the State of Missouri, and that I will faithfully and impartially discharge the duties of Trustee in and for the Community College District of Jefferson County, Missouri, to the best of my ability, according to law.

JEFFERSON COLLEGE FOUNDATION REPORT

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scheduled for next Saturday, April 25, and provided an update regarding Platinum, Gold, Silver and Bronze sponsorships. He also provided a brief summary of some items donated to date for the auction, including a one week stay at a luxury home at the Kiawah Island Resort, a pig roast and fireworks event for 20 people, St. Louis Blues Corporate Suite tickets for 10, and all inclusive St. Louis Cardinals tickets for four. Mobile bidding will be utilized for the first time at
and can be accessed at www.jeffco.edu.

student learning and growth. He benefited thousands of students from all walks of life and removed obstacles for them.

ATS Dinner

The students also presented the guest speaker AWS National President, Dave Landon, with a Jefferson College fire pit.

Photographer's Forum selected photography student Christopher Anderson as a finalist in their 35th Annual College and High School Photography Contest.

photograph will be published in the Best of College & High School Photography 2015.

Brody Aubry was honored MCCA Phi Theta Kappa Luncheon as a member of the All-Missouri First Academic Team as well as being named a Bronze S 2015 Community College Academic Team.

Legislative Update

debate.

FY2016 budget after a marathon of

A second reading of the Budget Assumptions will be presented and request final budget approval from the Board in May. This will include finalization of Restricted Fund Budgets and the Plant Fund and any updated information regarding pay, benefits, and enrollment adjustments.

Purchase of Instructional Furniture

In an effort to advance the institutional strategic aims of the College, a recommendation was made to purchase replacement furniture for student study area seating, student hall seating, and other student seating. This purchase is part of the annual replacement of instructional furniture budget as approved by the Strategic Planning Committee for FY2014. A committee was formed and recommendations were made to replace these areas. The existing furniture has become stained, torn in many areas, and worn.

Student study area seating, student hall seating, and other student seating will be replaced in the following buildings: Arts and Sciences I and II, Fine Arts, Technology Center, Career & Technical Education, and Field House. This furniture will be a cohesive extension of existing KI seating used in the updated student study seating in the Career & Technical Education building.

The furniture is being purchased through an existing cooperative contract with KI International that allows the College to receive discounted pricing. It was recommended that the purchase of the furniture be approved and be awarded to Krueger International of Green Bay, Wisconsin, in the amount of \$71,111.24. Krueger International has performed satisfactorily for the College in the past. Plant funds will be used for this purchase.

Motion was presented by Ms. Hargis 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 purchase of student study area seating, hall seating, and other student seating in the amount of \$71,111.24 to Krueger International of Green Bay, Wisconsin.

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

Purchase of Non-Instructional Furniture

In an effort to replace broken and impractical office furniture, a recommendation was made to purchase functioning office desks, chairs, and tables. This is part of the annual replacement of non-instructional furniture budget as approved by the Strategic Planning Committee for FY2014. A committee was formed and recommendations were made to replace the following: 11 complete work stations, 14 guest chairs, 7 office chairs, 1 conference table, and 1 small table.

Bid specifications were prepared and sent to five office furniture supply companies. Bids were received from three office furniture supply companies as follows:

<u>Vendor</u>	<u>Amount</u>
<i>Office Essentials ~ St. Louis, Missouri</i>	\$26,415.34
Staples ~ St. Louis, Missouri	\$26,549.40
Office Max ~ Chicago, Illinois	\$27,558.52

It was recommended that the purchase of office furniture be approved and awarded to Office Essentials, the low bidder, in the amount of \$26,415.34. Office Essentials has performed satisfactorily for the College in the past. Plant funds will be used for this purchase.

Motion was presented by Mr. Davis 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 purchase of office furniture in the amount of \$26,415.34 to Office Essentials of St. Louis, Missouri.

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

Granting of Tenure 2015

Five members of the faculty have completed the requisite years of service to the institution to be eligible for tenure. Applicants must submit a letter requesting a review and consideration for tenure no later than September 1 of the fifth year of employment as a full-time faculty member and are required to complete a minimum of five years of service. The five faculty members received the endorsement of their supervisors; therefore, it was recommended, beginning with the 2015-2016 academic year, that tenure status be granted.

Motion was presented by Ms. 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 following faculty members be issued tenure beginning with the 2015-2016 academic year: Mr. Joseph Candela, Mr. Scott Cazadd, Mr. William Kaune, Mr. Earl Neal, and Dr. Joel Vanderheyden.

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

Promotions in Accordance with Faculty Promotions in Academic Ranking System

Twelve (12) faculty members submitted applications for promotion through the Promotion in Academic Rank System (PARS). These applicants have fulfilled the requirements under the guidelines in Board Policies and Procedures and have received the recommendations of the Vice President of Instruction and their respective Dean.

Motion was presented by Ms. 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 following faculty members be approved for promotion as indicated effective with the 2015-2016 academic year.

Ms. Vivian AuBuchon, Level I to Level II, Assistant Professor

Ms. Nicole Bach, Level III to Level IV, Professor

Ms. Leslie Buck, Level III to Level IV, Professor

Ms. Amy Call, Level I to Level II, Assistant Professor

