

**MINUTES OF THE BOARD OF TRUSTEES**

Former student and Vikings pitcher Kyle Bouman (2013), who went on to play at LSU for his junior and senior year, recently signed a professional contract with the River City Rascals of the Frontier League; Jefferson College had four players who were selected to play in the St. Louis Metro Collegiate League All-Star Game: Matt Scheibel, Keith Grieshaber, Nick Miller, and Matt Brown.

### ***Welcome***

Dr. Cummiskey officially welcomed Dr. Caron Daugherty to the College as the new Vice President of Instruction. Although Dr. Daugherty has attended several Board meetings and has been on campus several times over the past few months, she officially began her duties on July 1. Dr. John Westerman was also recognized as a new employee to the College as the Director of the Area Technical School.

### ***Faculty Hire***

Interviews are underway to replace the electronics faculty member (John McDaniel) who resigned last month. A recommendation should be included with the August Board agenda for consideration; however, faculty are required to return to campus the Monday prior to the scheduled Board meeting. After discussion, the Board agreed to accept the recommendation retroactively during the regular monthly meeting on August 13. As soon as a candidate is identified and a recommendation prepared, all application information will be sent electronically to Board members for review prior to the meeting.

### ***Electronic Board Book***

A couple of months ago, a subcommittee was appointed (including two Board of Trustees members) to work with the College's Information Technology (IT) staff in identifying a preferred method to convert the current Board Book to an e-book, or electronic format. Tracy James, the Senior Director of IT, made a presentation to the Board and showed a five-minute video providing a brief overview of some of the many highlights available with BoardDocs, the board documents management system selected by the subcommittee to demo at the July Board meeting. BoardDocs has no limitations regarding the number of users or the amount of data that can be stored (data is stored for 20 years). The agreement is renewed annually, support is available 24/7, the system can be accessed via multiple devices, and BoardDocs provides onsite training. The cost is \$12,000 annually, with a one-time fee of \$1,000 to cover initial implementation. No other community college in the State of Missouri is using this system, so Jefferson College would be a leader in implementing an e-book. Regarding funding, Dr. Cummiskey stated the cost would be covered with either the technology or contingency funds. Both Mr. Winkelman and Mr. Scaggs served on the subcommittee and are in favor of implementing the system, as were the other Board members. Dr. Cummiskey will bring a formal resolution to the August Board meeting to begin the implementation of BoardDocs.

### ***Flooding***

The College recently experienced flood damage on campus as a result of the heavy rains over the July 4<sup>th</sup> weekend. Ed Tomaszewicz provided a brief description of the damage experienced on the Hillsboro campus including the following: (1) the creek bed is being inspected by the Missouri Department of Transportation; (2) Govero Land Services has provided an estimate for the damaged road that leads back to the farm (some of the repair costs may be reimbursed by FEMA); and, (3) the service road has been fixed temporarily; however, it needs to be repaired permanently. Mr. Tomaszewicz stated the College's insurance policy will not cover the damage to the roads.

## **APPROVAL OF WARRANTS**

Motion was presented by Mr. Winkelman and seconded by Mr. Scaggs to approve the warrants. Hearing approval from all members present, President Meinberg declared the motion carried and warrants approved.





<b><u>Vendor</u></b>	<b><u>Bid</u></b>
<i>Brockmiller ~ Farmington, Missouri</i>	<i>\$122,700.00</i>
Thill Contracting ~ St. Louis, Missouri	\$147,955.00

The Strategic Planning Committee approved this renovation as a capital expense for fiscal year 2016.

It was recommended that the contract to renovate the ATS Culinary Kitchen be awarded to Brockmiller of Farmington, Missouri, in the amount of \$122,700.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the CTE roof replacement project be awarded to the low bidder, Geissler Roofing, of Belleville, Illinois, in the amount of \$152,900.

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 of Athletic Transportation Charter Services***

This request is for approval of athletic transportation to Huskey Trailways of Festus, Missouri.

Bid specifications were prepared and sent to four charter bus companies as well as local newspaper advertisement for bid. Two charter bus companies submitted bids:

	<b>HUSKEY</b>	<b>CAVALLO</b>	<b>MID-AMERICA</b>	<b>VANDALIA</b>
4-hour Min trip (including deadhead)	\$500.00	\$550.00	No Bid	No Bid
Trip over 4 hours				
Rate per day	\$815.00			

It was recommended that the bid to provide athletic transportation for the 2015-2016 school year be awarded to Huskey Trailways of Festus, Missouri, as the lowest and best bidder. Huskey Trailways has performed satisfactorily for the College in the past.

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

### ***Renewal of Employee Assistance Program***

The College offers its employees an Employee Assistance Program (EAP) which provides employees and dependent family members with professional assistance to help resolve a wide range of personal and work-related concerns on a confidential, pre-paid basis. These concerns include, among others, emotional issues, relationship challenges, legal and financial issues, child care and elder care concerns, alcohol/drugs issues, job stress and career challenges. The College has used Personal Assistance Services, Inc., (PAS) for EAP services for 24 years.

PAS telephone lines are answered directly by a trained consultant 24 hours per day, 7 days per week. In-person assessments are provided six days per week. Each PAS in-person consultant is a fully-licensed, Master- or Ph.D.-level clinician supervised by a Board certified psychiatrist and monitored under an intensive quality improvement program. PAS also provides a variety of on-site services to increase employee utilization including lunch and learn sessions, critical incident management, employee orientations to EAP services, and wellness fair booths. We have been very pleased with their service.

Our current rate with PAS is \$1.62 per employee per month. The renewal rate with PAS effective August 1, 2015, reflects no increase for the next year. This service will cost the College approximately \$5,500 per year.

It was noted that PAS has been a long-time provider for the College's Employee Assistance Program; a suggestion was made that the College determine if this service should be put out to bid for next year.

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 approval be given to renew the contract with Personal Assistance Services, Inc. (PAS) for the period August 1, 2015, through July 31, 2016, at the rate of \$1.62 per employee per month to provide services as the College's Employee Assistance Program.

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 of Police Vehicles Lease***

The College currently owns four police vehicles which range in age from 2000-2008 model years. Annual maintenance costs on these four vehicles was in excess of \$10,000 over the course of the last 12 months, and this expense is expected to increase as time goes on. A total of \$48,000 was included in the capital plan (Plant Fund) to replace these vehicles with four-wheel drive SUVs. The SUVs will provide greater visibility to the officers as they will be situated higher than in the current police sedans and will allow the officers to better patrol back areas of the campus due to their four-wheel drive capabilities.

Pricing was initially obtained from Lou Fusz Ford of Chesterfield, Missouri, based on State of Missouri Consortium pricing; Lou Fusz provided a price of \$26,755. Reuther Ford of Herculaneum, Missouri, submitted a quote of \$26,205, a total savings of \$2,200 on the base price of the four vehicles.

To allow the College to update the entire police vehicle fleet in this fiscal year, it is proposed that the College lease four vehicles from Reuther Ford for four annual lease payments of \$28,473.63. In addition, there will be a one-time of charge of \$6,966 from Ed Roehr Safet





**EXECUTIVE SESSION**

Motion was presented by Mr. Winkelman and seconded by Ms. Hargis to move into Executive Session under RSMo 610.021.3. Roll call vote was as follows:

Mr. Davis	Absent
Ms. Hargis	Yes
Mr. Scaggs	Yes
Ms. Stocker	Yes
Mr. Winkelman	Yes
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. Scaggs to return to regular session at 10:10 a.m.

**ADNR**