

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

September 17, 2015  
(661<sup>st</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, September 17, 2015, at 5:30 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	Ms. Stocker
	Ms. Hargis ( <i>Absent</i> )	Mr. Winkelman
	Mr. Scaggs	Board President Meinberg

It was noted that all members were in attendance except for Ms. Hargis.

Mr. Winkelman made a motion to amend the agenda by removing the resignation of Ms. Louise Jadwisiak, Assistant Professor of Nursing/Clinical Simulation Lab Coordinator, as her resignation had been rescinded prior to the meeting; the motion was seconded by Mr. Scaggs. Hearing approval from all members present, Board President Meinberg declared the motion carried and the resolution approved.

**PUBLIC COMMUNICATION**

No one asked to speak to the Board.

**PUBLIC HEARING ON TAX RATE**

The annual tax hearing was held for the public. Board President Meinberg waited five minutes to allow public discussion and/or opposition. With no discussion or opposition received, the hearing was closed and the regular monthly meeting of the Board of Trustees resumed.

**JEFFERSON COLLEGE FOUNDATION REPORT**

Patti Christen reported the following on behalf of the Foundation:

The 28<sup>th</sup> Annual Viking Classic Golf Tournament will be held on Monday, September 21, at Fox Run Golf Club in Eureka. Twenty-nine teams are playing in the tournament. Patti thanked the two Board members who will be participating in the event.

A 5K run/1 mile walk (the Shocktober Monster Dash) is scheduled for Saturday, October 24. Patti acknowledged Marie Self and the Athletic Department for their efforts in coordinating the event.

A grant application in the amount of \$275,375 was submitted in Round II of the Jefferson Memorial Community Foundation

As of September 1, the Foundation has provided bookstore assistance scholarship funding to 19 students.

## **PRESIDENT'S REPORT**

### ***Faculty/Staff Reception***

Dr. Cummiskey thanked those faculty and staff who were able to attend the Board of Trustees Meet and Greet prior to the meeting; he also thanked the Board members who were able to attend, reminding them that it

***ATS Dinner***

A dinner will be held at the Area Technical School prior to the October Board meeting. This meal has historically been prepared by the culinary students; however, this year the students have been delayed in igvvpkpi"vjg"õjcpfu-qpö"rctv"qh"kpvtwevkqp"dgecuse of the kitchen renovation. Mike Kumpf and his Food Service Consultants staff have agreed to lend a hand with the meal, the culinary students will serve, and the Board members will tour the newly-renovated kitchen prior to the meeting.

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**Online Application Fee Waiver Extension**

In May 2015, the Board approved waiving the \$25 application fee as a temporary offer for online applications submitted between June 1, 2015, and August 31, 2015. This waiver was implemented to promote awareness of the online application, and, hopefully, to generate additional applications and registrations in total.

It was reported that the comparative data for the same period last year was incomplete because the online application system was down at this time last year. What was known was there were 879 applications generated during this period, of which 849 were online and only 30 were paper; this was an increase of 236 applications (during this period last year, 643 applications were generated, all paper). This represents a 37% increase in total applications generated during the waiver period, with roughly 97% of those applications being online. Given the current conversion rate with roughly 54% of applicants enrolling in an average of 12 credit hours, the incremental tuition generated during this period is approximately \$148,000. The lost application fees during this period is roughly \$21,000. It would appear, therefore, that the fee waiver is a successful trade-off. We would, however, like to extend the waiver period through the end of the FY16 school year to validate the results.

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 extend the waiver of online application fees through the completion of the FY16 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.

**NEW BUSINESS**

**Setting of the Tax Levy for Tax Year 2015**

Pursuant to RSMo 67.110, a public hearing was held on September 17, 2015, at 5:30 p.m. CDT at the Board of Trustees meeting. Following the public hearing, the Board must officially establish the annual tax rate for calendar year 2015. The recommended tax rate for 2015 is a decrease from 2014.

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 in accordance with Section 67.110 RSMo, an annual tax levy for the operation of the College be established for the 2015 calendar year on each \$100 of assessed valuation of property within the District that will not exceed the following rates:

General & Plant	29.02¢
Capital Projects	<u>5.00¢</u>
<b>Total</b>	<b><u>34.02¢</u></b>

BE IT FURTHER RESOLVED that the Controller be authorized to certify the rate of taxation to the county clerks of Jefferson, St. Francois and Ste. Genevieve counties as required by RSMo 67.110.

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

***Disposal of Surplus Property***

The College requested Board approval for the sale of surplus property for 2015; property accumulated includes old furniture and broken equipment which are no longer needed. The sale will be held October 13, 2015.

Board policy requires Board approval in advance for the sale of any item or group of similar items from which proceeds are expected to be greater than \$1,000. The College projects that the total proceeds from this surplus sale will exceed \$1,000.

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, to approve the sale of surplus property.

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 of Purchase ~ Bandwidth Management Appliance***

In an effort to maintain a secure and optimized computing environment, College staff recommended the replacement of the end-of-service-life bandwidth management appliance with a solution that provides the College the necessary visibility and application control. The bandwidth management appliance allows the College to optimize internal and external network traffic, allowing critical applications to have the necessary bandwidth to function properly. This is part of the layered network security approach to protect v j g "Eqnng i g0u"pgv y qtm"htq o "wp y cpvgf"cr rnkcevkqpu"vj cv"vhreaten the service of operation.

Bid specifications were prepared and distributed. Three bids were received as follows:

<u>Vendor</u>	<u>Bid</u>
Network Technology Partners (NTP) ~ Ellisville, Missouri	\$29,774.12
Karpel Solutions ~ St. Louis, Missouri	\$33,470.63
MicroShare ~ San Antonio, Texas	\$39,315.00

It was recommended that the bandwidth management appliance be purchased from the low bidder, Network Technology Partners (NTP), of Ellisville, Missouri, in the amount of \$29,774.12.

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, to award the purchase of the bandwidth management appliance to Network Technology Partners (NTP) of Ellisville, Missouri, in the amount of \$29,774.12.

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

***Approval of Farm Road Repairs***

Due to the recent flooding in Jefferson County this past July, repair of the Farm Road and culverts are necessary. It was reported that the Farm Road was no longer accessible for emergency vehicles, and the culverts suffered significant erosion along Jefferson College Drive.

Approval to waive the formal bidding process for emergency re-constructions was approved at the Board of Trustees meeting in August 2015.



**Retirement Incentive Options**

1. Participants who elect to retire during fiscal year (FY) 2016 will receive a cash incentive equal to one percent (1%) of the full-time annual base salary they received immediately prior to retirement per consecutive year of full-time service at Jefferson College up to a maximum of twenty-five

**Name**

Mr. Jason Stokes  
Ms. Kathleen Martin  
Ms. Linda Abernathy

**Title**

Senior Network Analyst  
Nursing Clinical Coordinator  
Division Chair of Math, Science and Business

**Effective Date**

September 4, 2015  
September 18, 2015



