

# **MOBERLY AREA COMMUNITY COLLEGE**

## **BOARD OF TRUSTEES**

Gregory K. Walker, President

James M. Cooksey, Member

Rodney M. Loesch, Vice President

John Cochran, Member

Denise Caldarello, Secretary

Brad Goessling, Member

## **COLLEGE PRESIDENT**

Evelyn E. Jorgenson

## **SEPTEMBER AGENDA**

**September 24, 2012**

## **FILE**

## **MISSION**

Moberly Area Community College, a public institution of higher education, provides open admission to students and fosters excellence in learning through innovative educational programs and services that are geographically and financially accessible throughout our service region.

## **VII. REPORT OF THE PRESIDENT**

### **A. Personnel (Please See Appendix D.)**

#### **1. Appointments**

It is recommended to the Board of Trustees that the persons listed in the enclosed attachment be formally approved for appointment as presented.

**Notations:** \_\_\_\_\_

\_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

#### **2. Employment**

It is recommended to the Board of Trustees that the persons listed in the enclosed attachment be formally approved for employment as presented.

It is also recommended to the Board of Trustees that the adjunct faculty members be formally employed. Employment of part-time faculty members is contingent on class enrollment and all official records required being on file at Moberly Area Community College.

**Notations:** \_\_\_\_\_

\_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

#### **3. Salary Adjustment**

It is recommended to the Board of Trustees that the person listed in the enclosed attachment be formally approved for a salary adjustment as presented.

**Notations:** \_\_\_\_\_

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**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

4. Resignation

It is recommended to the Board of Trustees that the resignation of Ryan House, as listed in the enclosed attachment, be formally accepted as presented. It is further recommended that Ryan House be released from his 2012-13 contract.

**Notations:** \_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

5. Retirement Resignation

It is recommended to the Board of Trustees that the retirement resignation of Carla Hobbs, as listed in the enclosed attachment be formally accepted as presented. It is further recommended that she be granted all applicable retirement benefits of Moberly Area Community College effective with her retirement date, November 1, 2012.

**Notations:** \_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

B. Proposed Equipment Purchase

It is recommended to the Board of Trustees that approval be given for the purchase of the Mechanical Drive 1 Learning System Full Bench, Hand Tool Package, Mechanical Drive 2 Learning System and Visicimeter in the amount of \$37,550 from Aidex Corporation of Lexington, Ohio. This equipment will be purchased using Vocational Enhancement Grant money. Aidex Corporation is the sole-source provider of Amatrol equipment for Missouri. Amatrol trainers are already owned by MACC and the accessories that are part of this purchase will be compatible with our existing trainers.

**Notations:** \_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

**C. Memorandum of Agreement – Kirksville R-III School District (Please See Appendix E.)**

It is recommended to the Board of Trustees that a Memorandum of Agreement between Kirksville R-III School District and Moberly Area Community College (MACC) be approved. This agreement establishes a fee to the Kirksville R-III School District for online Anatomy and Physiology courses through MACC's online instructional program.

**Notations:** \_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

**D. Proposed Technology Budget 2012-13 (Please See Appendix F.)**

It is recommended to the Board of Trustees that the proposed Technology Budget for 2012-13 be approved. This budget has been developed by the Technology Committee with the assistance of Lloyd Marchant and Michele McCall. This budget will allow for technology upgrades in several areas as well as enhanced hardware for student labs, instruction, and various support staff offices at all MACC instructional sites.

**Notations:** \_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

#### E. Proposed Vehicle Purchase

It is recommended to the Board of Trustees that formal approval be given for the purchase of two vehicles in the amount of \$33,255 from Moberly Motor Company, Moberly. This purchase will include a 2013 Ford Escape (\$18,819) and a 2013 Ford Taurus (\$14,436), with the trade-ins of the 2007 Chevrolet Impala sedan and the 2006 Chevrolet Uplander minivan. Advertisements were placed in the Moberly and Columbia newspapers. Two other bids were received from West Brothers, Inc., Sullivan, Missouri, and Thomas Motors, Inc., Moberly.

**Notations:** \_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

#### F. General Information

##### 1. Presentation by Marketing and Alumni Departments

The MACC Marketing and Alumni Departments combined to create the Release Campaign. This marketing campaign is featuring successful MACC Alumni sharing their stories through video, print and web. It's an exciting campaign that launched its first phase at the fall workshops in August. Jaime Morgans, Chase Stamp, Marlena Pence and Scott McGarvey are here with us this evening to share the ins and outs and early triumphs of this new marketing effort.

##### 2. Drama and Music Departments

It's the 1984 Los Angeles Summer Olympics and the Pembertons are renting their house to a visitor from Dostonia, a small Eastern European nation newly recognized by the United States. But before the beet farmer can arrive, a Dostonian fencer tries to defect by sneaking into the car. Now the state department is involved, relations with Dostonia are strained, and black Boris, the ultimate Dostonian spy is loose in L.A. Add to this a crazy psychiatrist, a husband on the verge of a breakdown, and a Madonna-like performer who wants Mr. Pemberton to redo her big variety show, and you have a complicated case of mistaken identities in this comedy by David Nichols and Don Ponturo. *Town Full of Heroes* will be presented at 7:00 p.m. on November 7, 8, and 9, 2012, in the MACC Auditorium. Admission will be \$5 for adults and \$3 for children. MACC students, faculty, and staff may attend free.

The MACC Singers will present their Holiday Concert on Friday, November 30, 2012, at 7:00 p.m. in the MACC Auditorium. Tickets for the event will be \$5 for adults and \$3 for children. MACC students, faculty, and staff may attend free.

Several MACC singers will be attending the University of Missouri Voice Symposium and Vocal Arts Festival presented by MU's Voice, Swallow, and Airway Center and MU's Departments of Otolaryngology, Voice, Theatre, and Communication Science Disorders on Saturday, September 29, 2012. The students will gain knowledge on vocal health and singing techniques.

**Notations:** \_\_\_\_\_

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### 3. Off-Campus Fall Picnics

The fall picnics at the off-campus sites have been and will be held on the following dates. Lunch or dinner will be served to students and faculty/staff. Online campus will have activities and prizes.

Kirksville	–	September 11, 11:00 a.m. to 1:00 p.m.
Mexico	–	September 19, 11:00 a.m. to 1:00 p.m.
Hannibal	–	September 19, 11:30 a.m. to 1:00 p.m.
Macon	–	September 19, 5:00 p.m. to 6:00 p.m.
Columbia	–	September 26, 11:00 a.m. to 1:00 p.m.
Online	–	September 24-28

**Notations:** \_\_\_\_\_

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### 4. Student Government Association

The Student Government Association (SGA) election was held during the annual SGA spring 2012 picnic. The following officers were elected for 2012-13:

<u>Name</u>	<u>Hometown</u>	<u>Major</u>	<u>Office</u>
Chris Debrodie	Fulton	Computer Tech Programming	President
Marshaye Devereaux	Columbia	Education	Vice-President
Katherine Thompson	Moberly	Liberal/General Studies	Treasurer/Secretary

Student Government Association representatives elected during the fall 2012 picnic are Michelle Cullifer of Moberly, and Ashley Donald of Cairo. Elections will be held during the fall picnics at each respective campus/site throughout the month of September. We will identify two representatives from the Columbia site, one representative from the Hannibal site, one representative from the Mexico site, and one representative from the Kirksville site.

**Notations:** \_\_\_\_\_

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**VIII. OTHER BUSINESS**

**A. Other**

**Notations:** \_\_\_\_\_  
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**B. Forum – Open Discussion**

**Notations:** \_\_\_\_\_  
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**IX. ADJOURN**

**Notations:** \_\_\_\_\_  
\_\_\_\_\_

**Motion to:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Action:** \_\_\_\_\_

**MOBERLY AREA COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 24, 2012**

**VII. Report of the President**

**A. Personnel**

**1. Appointments**

**a. Financial Aid Coordinator – Katherine Peavler**

Katherine Peavler will be employed as Financial Aid Coordinator at the MACC-Columbia Higher Education Center, effective October 1, 2012. This title reflects increased responsibilities and recognition of her role as the primary Financial Aid officer at the Columbia site. She has been employed as Financial Aid Specialist at the MACC-Columbia campus since January, 2008. She resides in Columbia.

**b. Instructional Technology Programmer/Instructional Designer, Advanced Technology Center, Mexico – Coltier Blakely**

Coltier Blakely will fill the position of Instructional Technology Programmer/Instructional Designer at the Advanced Technology Center, Mexico. She earned her bachelor of science in computer information science from William Woods University, Fulton. She has been employed as an Instructional Technology Programmer at the Moberly campus since February, 2012. She resides in Mexico.

**2. Employment**

**a. Grill Cook – Paula Shoemaker**

Paula Shoemaker will be employed as a grill cook. Ms. Shoemaker has many years experience working in food service. She most recently was employed as the head cook/kitchen manager at Moberly Middle School. She resides in Moberly.

**b. Financial Aid Specialist, MACC-Columbia Higher Education Center – Heather Stribrny**

Heather Stribrny has accepted the position of Financial Aid Specialist at the MACC-Columbia Higher Education Center. Ms. Stribrny earned her bachelor of science in media, journalism and film from Missouri State University, Springfield, Missouri. She most recently worked as a Weight Watchers consultant in Central Region, Illinois. Ms. Stribrny resides in Clark.



c. Financial Aid Specialist – Jill Gosseen

Jill Gosseen has accepted the position of Financial Aid Specialist. Ms. Gosseen earned her bachelor of arts degree in English from Simpson College, Indianola, Iowa. She most recently worked as a small claims processor for Shelter Insurance Companies in Columbia, Missouri. Ms. Gosseen resides in Moberly.

d. Financial Aid Specialist – Dannette Clover

Dannette Clover has accepted the position of Financial Aid Specialist. Ms. Clover earned her master of arts in education administration from Lindenwood University, St. Charles, Missouri, her bachelor of science in history and her Middle School/High School social studies education certification from Missouri Valley College, Marshall, Missouri. She most recently worked as a student employment coordinator at Missouri Valley College. Ms. Clover resides in Clifton Hill, Missouri.

e. Secretary/Receptionist, MACC-Columbia Higher Education Center – Rachel Lenz

Rachel Lenz has accepted the position of secretary/receptionist at the MACC-Columbia Higher Education Center. Ms. Lenz has experience working as a secretary/receptionist. She most recently worked for Lighthouse Group Home as a bookkeeper assistant and direct care staff. Ms. Lenz resides in Columbia.

f. Part-time Evening Security – Bryan Helton

Bryan Helton will be employed as a part-time evening security officer on the main campus. Mr. Helton attended MACC and is self-employed. He resides in Moberly.

g. Part-Time Clinical Instructor, Accelerated Associate Degree Nursing – Barbara Lohe

Barbara Lohe will be employed as a part-time clinical nursing instructor in the accelerated associate degree nursing program. Ms. Lohe earned her bachelor of science in human physiology/biological sciences with education emphasis from the University of Missouri-Columbia. She most recently was employed as a clinical nurse specialist cardiology at Santiago/Research Cardiology in Lee's Summit. She resides in Columbia.

h. Adjunct Faculty

**Robert Burns** will teach Intermediate Algebra at the MACC-Columbia Higher Education Center. He earned his master of education and bachelor of science in math education from the University of Missouri-Columbia. He has over 30 years teaching experience and lives in Columbia.

**Kimberly Chitwood** will teach biological science classes at the MACC-Columbia Higher Education Center. She earned her doctor of chiropractic and bachelor of science in human biology from Logan College of Chiropractic, Chesterfield, Missouri, and her bachelor of science in corporate recreation/health promotion from Northwest Missouri State University, Maryville, Missouri. She has teaching experience and lives in Holts Summit.

**Kyle Dill** will teach dual credit Psychology at Bevier C-4 High School. He earned his master of arts in counseling and bachelor of science in education from Truman State University, Kirksville, Missouri. He is currently employed as the school counselor at Bevier C-4 and lives in Excello.

**Valerie Miller** will teach Medical Terminology online. She earned her master of science in education and post secondary adult education from Capella University-Minneapolis, Minneapolis, Minnesota, her bachelor of arts in business management and human resources, and certificates in respiratory therapy from Biosystems, Tempe, Arizona and Ivy Tech, Fort Wayne, Indiana. She is currently pursuing her master of business administration from Capella University. She has teaching experience and she lives in Fort Wayne.

**Stephanie Phillips** will teach Computer Essentials online. She earned his master of science in instructional design from Western Illinois University, Macomb, Illinois, and her bachelor of science in business and economics from Culver-Stockton College, Canton, Missouri. She has teaching experience and lives in Canton.

**Amy Schwindt** will teach biological science classes at the MACC-Columbia Higher Education Center. She earned her master of science in physiology from University of Missouri-Columbia, and her bachelor of arts in biology and psychology from William Jewell College, Liberty, Missouri. She has teaching experience and lives in Columbia.

**Joshua Smart** will teach philosophy courses online. He earned her master of arts in philosophy and bachelor of science in chemistry, biological science and philosophy from University of Missouri-Columbia, where he is currently pursuing his Ph.D. He has teaching experience and lives in Columbia.

**Tasia Taxis** will teach Biology at the MACC-Columbia Higher Education Center. She earned her master of science in animal science from the University of Missouri-Columbia, and her bachelor of science in animal science from Purdue University, West Lafayette, Indiana. She is a graduate research assistant at the University of Missouri-Columbia and lives in Columbia.

**Person previously employed at MACC:**

**MACC-Columbia Higher Education Center**

Green, Joesph

Composition I, Composition II

### 3. Salary Adjustment

- a. Associate Professor, Coordinator, Practical Nursing Program-Mexico—Ryan House

It is recommended that a \$1,000 annual increase be implemented for Ryan House, effective August 6, 2012. This adjustment reflects the completion of his master's degree this past summer.

### 4. Resignation

- a. Associate Professor, Coordinator, Practical Nursing Program-Mexico—Ryan House

We have received a resignation letter and request for release from contract from Ryan House, effective October 19, 2012.

### 5. Retirement Resignation

- a. Administrative Assistant, Advanced Technology Center-Mexico—Carla Hobbs

Carlo Hobbs, Administrative Assistant at the Advanced Technology Center in Mexico, has submitted her retirement resignation letter effective November 1, 2012. Ms. Hobbs has been employed with Moberly Area Community College since February of 1998.

MEMORANDUM OF AGREEMENT BETWEEN  
KIRKSVILLE R-III SCHOOL DISTRICT AND MOBERLY AREA COMMUNITY COLLEGE  
AUGUST 1, 2012 THROUGH MAY 31, 2013

Kirksville R-III School District agrees to:

1. Provide furnished classroom/lab space and lab materials for Moberly Area Community College (MACC) for the period August 1, 2012 through May 31, 2013 for the purpose of offering Anatomy and Physiology courses.
2. Allow MACC students, faculty, and staff to utilize existing parking facilities. An MACC parking tag must be visible in each vehicle.
3. Pay MACC \$7,000 per course in lieu of fees/tuition charges.

Moberly Area Community College agrees to:

1. Provide appropriate instructional staff.
2. Allow students to participate in an online environment.

This agreement commences August 1, 2012 and ends May 31, 2013. Termination for cause may occur if either party fails to meet the minimum requirements of this agreement.

For Kirksville R-III School District

For Moberly Area Community College

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MOBERLY AREA COMMUNITY COLLEGE  
TECHNOLOGY PLAN - FY 2012-13**

**FUNDING SOURCES**

Funding sources include general budget, State RTEC, State Lewis and Clark Initiative, Board Designated, Training for Tomorrow Grant, and Broadband Technology Opportunities Program (BTOP).

**MOBERLY CAMPUS - GENERAL REVENUE**

General Institutional

1	JX Utilities/Front Runner, cost/implementation	169,107
2	Document imaging software	100,000
3	Backup system, marketing	16,000
4	Video surveillance server	12,000
5	Wireless upgrade	10,000
6	Network expansion/upgrades	10,000
7	Storage device - centralized data	10,000
8	eDiscovery equipment/software	10,000
9	Firewall, software/maintenance	2,000
10	Fortigate (includes all sites)	6,500
11	Miscellaneous cabling	4,000
12	Software system upgrade	3,500
13	Software/licenses, miscellaneous	5,000
14	Symantec licensing, additional	1,000
15	UPS battery backup replacements	1,000
16	Virtual software upgrade	2,500
17	Miscellaneous equipment/supplies/software	5,000

Instructional - Academic

18	Computers, replace - multi-media center (32)	22,500
19	Computers, additional - lab (25)	18,000
20	Computers, replace - learning center (10)	7,000
21	Computers/tables/chairs, additional - library (10)	19,000
22	Computers, replace - smartrooms (6)	4,200
23	Computers, replace, faculty (6)	4,200
24	Computer-laptop replace - faculty (2)	3,100
25	Smart Board, Promethian (education program)	7,500
26	Jenzabar - academic planning module	5,500
27	iPads (20)	15,000
28	Video On Demand	10,000
29	eReaders - library (5)	500
30	Monitors, replace - faculty (3)	1,000
31	Printer, additional - library	550
32	Projectors, replace - classrooms (7)	3,200
33	Miscellaneous software	750

**MOBERLY AREA COMMUNITY COLLEGE  
TECHNOLOGY PLAN - FY 2012-13**

Instructional - Career/Technical

34	Computers/laptops, replace (1)	61,200
35	Computers, replace - Graphic Arts (25)	32,000
36	Computer lab, new (25)	24,500
37	Computer labs, replace (26)	21,000
38	Computers/laptops, new (6)	8,000
39	Computers, replace, faculty (6)	4,200
40	Ken-a-vision, replace (2)	800
41	Printer, replace (1)	2,100
42	Wireless upgrades	4,250
43	Miscellaneous equipment/supplies	3,165

Support Services

44	Computers, replace, various offices (8)	13,950
45	Computer/laptop, replace (2)	2,200
46	Computers, new staff (3)	3,000
47	Polycom, replacement - Blue Room	10,000
48	Ticketing System (job order) various depts.	10,000
49	iPADs (11)	8,800
50	Monitors, replace (12)	1,525
51	Printers, new (6)	2,100
52	Printers, replace (3)	2,450
53	Projectors, video, replacement (2)	1,000
54	Scanner, high volume	1,000
55	Tablet, Nexus (5)	1,250
56	TV - flat screen, instructional technology	1,750
57	Miscellaneous equipment/supplies	1,900

Auxiliary

58	Computers, replace - dorm (5)	3,500
59	Wireless upgrade - dorm	1,500

60 Contingency	15,000
Total for Moberly Campus	731,747

**OFF CAMPUS - GENERAL REVENUE**

Columbia

Support Staff/Student Services

61	Fortigate, replace	9,000
62	Computers, new (5)	5,500
63	Computers, replace (9)	6,300
64	Monitors, replace (6)	700
65	Printers, replace (3)	1,050
66	Miscellaneous equipment/supplies	4,540

**MOBERLY AREA COMMUNITY COLLEGE  
TECHNOLOGY PLAN - FY 2012-13**

Instructional		
67	Computers, replace - faculty (18)	12,600
68	Printer, new	1,050
69	Ken-a-vision (5)	2,000
70	Projectors, replace (2)	1,000
71	eReaders - resource center (5)	500
Hannibal		
General		
72	Computer, replace (2)	1,425
73	Printer, replace (1)	1,050
74	Wireless upgrade	1,500
75	Miscellaneous equipment/supplies	770
Support Staff		
76	Printer, replace (2)	700
Instructional		
77	Computer, replace (3)	2,125
78	eReaders - resource center (2)	200
79	Ken-a-vision	400
80	Polycom, replace	10,000
81	Printer, replace (2)	1,400
82	Speaker/receiver, replace (1)	400
83	Television, replace (1)	600
Kirksville		
General		
84	Computer/monitor, new staff	1,000
85	Computer, replace	500
86	Printer, replace (2)	800
87	Wireless, upgrade	750
88	Miscellaneous equipment/supplies	1,320
Instructional		
89	Computers, replace (7)	5,500
90	eReaders - resource center (2)	200
91	Ken-a-vision	400
92	Polycom, replace	10,000
93	Printer, replace (3)	2,300
Mexico		
General		
94	Wireless upgrades	750
95	Miscellaneous equipment/supplies	3,145

**MOBERLY AREA COMMUNITY COLLEGE  
TECHNOLOGY PLAN - FY 2012-13**

	Support Staff	
96	Computer, replacements (5)	3,600
97	Laptop (1)	1,200
98	Printer (2)	700
	Instructional	
99	Computer/monitor, replace - lab (23)	18,600
100	Computers, replace, faculty (9)	6,300
101	Computers, replace (8)	5,700
102	Computer, laptop (1)	1,900
103	eReaders - resource center (2)	200
104	Ken-a-vision	400
105	Polycom, replacement	10,000
106	Printer, replace (3)	950
107	Projector (1)	500
	Contingency	<u>15,000</u>
108	Total for Off Campus	<u>156,525</u>