

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
July 12, 2012
(622nd Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, July 12, 2012, at 5:30 p.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Board Vice President Meinberg.

Roll Call/Attendance

Members present:

Mr. Gary Davis
Mr. George Engelbach
Vice President Steve Meinberg
Mr. John Winkelman

Board Vice President Meinberg announced that Mr. Scaggs and Board President Hargis were not in attendance.

Also present: College President Ray Cummiskey
 Administrators
 Members of the faculty and staff

Public Communication

Board Vice President Meinberg asked for public comment. No one requested to speak to the Board.

Jefferson College Foundation Report

Tom Burke updated the group on donations for this year.

A benefit concert will be held on Sunday, August 19, in the Fine Arts Theater. The concert will feature Dr. Mark Spurrier, Matthew Stansfield, and Karl Koesterer.

President's Report

College President Cummiskey mentioned the changes to the walls in the Admin Building corridor, explaining that Commerce Bank was underwriting the cost to redecorate the front entrance of the building and that the pictures of the presidents would be relocated. Student artwork will be featured in the entryway.

He also reported on the following:

1. **Budget Reduction:** Governor Nixon signed the state budget bill, but first he cut the Higher Education line by 1%; we anticipate this will result in a \$70,000 reduction in funding to Jefferson College. Of continued concern is the warning put out by the Governor's office that the 2013 budget is built on optimistic assumptions and further withholds may be necessary.
2. **Other Bills:** The Governor also signed higher education legislation that creates a new state fund to help finance construction at public colleges and universities. The Higher Education Capital Fund would provide state matching funds for capital improvement

projects at public colleges and universities. Schools would be required to raise their share of the money through private donations or grants.

3. **Dept. Of Justice Thank You:** We received a letter from Special Agent Dean Bryant on behalf of the St. Louis Division of the FBI, thanking us for the support provided by our staff during the Seminar they held at the Arnold campus back in May. Special thanks went to Rich Marty, Christina Boyer and Glen Hausler.
4. **Skills USA Contest winner:** Congratulations to Jacob Hughes, Welding student, who won the Missouri 2012 Division III Post-Secondary State Skills USA contest put on by the James F. Lincoln Arc Welding Foundation. Jacob's instructor is Joe Candela.
5. **NJCAA Academic All Americans:** Congratulations to six Viking Athletes who were named NJCAA Academic All Americans: Rinata Aisena-Volleyball, Joshua Herrick-Baseball, Megan Mueller-Volleyball, Brendon Neel-Baseball, Taylor Russell-Volleyball, and Alexis Simpson-Volleyball.

Approval of Warrants

Motion was presented by Mr. Winkelman to approve the warrants. The motion was seconded by Mr. Davis. Vice President Meinberg abstained on warrant #00364585 to Jefferson County Sheriff's Department, leaving only three votes to approve that warrant which is not a majority. This warrant will be included in the August warrants for approval.

Board Vice President Meinberg, hearing affirmative votes from all members present, and the abstention, declared the motion carried and the warrants approved with the exception of #00364585 to the Jefferson County Sheriff's Department.

Adoption/Approval of Consent Agenda

Motion was presented by Mr. Winkelman to adopt the consent agenda. Mr. Davis seconded the motion. The motion was approved by all members.

Motion was presented by Mr. Winkelman to approve the consent agenda items shown below. The motion was seconded by Mr. Davis.

*Minutes of June 14, 2012

*Financial Statements Dated June 30, 2012

*Proposed 2012 Continuing Ed Course Offerings & Teaching Assignments

*Authorization for Tax Hearing

*Publication of Financial Statement

Board Vice President Meinberg, hearing approval from all members present, declared the motion carried and the consent agenda items approved.

Old Business

Approval of OTA Handbooks (second reading)

Included in the June Board mailing were the OTA Student Handbook and the OTA Fieldwork Handbook for review. The Board has had sufficient time to look over this material.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the OTA handbooks be approved.

The motion was seconded by Mr. Davis. Board Vice President Meinberg, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

Ratification of Interim Nursing Director Contract

Last month we recommended, and the Board approved, the hiring of an outside consultant to provide interim services until such time as a full-time Director of Nursing is recruited and hired. Wrenae Shabel, PhD, RN, an executive healthcare consultant who has faculty experience, agreed to serve as interim director of nursing to provide leadership and oversight for the nursing program and to prepare the report and presentation for the State Board of Nursing visit scheduled for August 15, 2012.

The proposed contract for services is to begin at the date of execution of the contract and will expire December 31, 2012 unless extended by the College. It can be terminated by either party with 30 days' notice. The fee for service is \$65.00 per hour with no benefits. The consultant is an independent contractor and not an employee of the college. The complete contract and scope of services are attached and presented for ratification.

Unrestricted Funds will be used for this contract.

A motion was presented by Mr. Davis to ratify this contract. Mr. Winkelman seconded the motion and the following resolution was approved by all members present.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the President of Jefferson College is hereby authorized to enter into and execute the contract with Wrenae Shabel, Ph.D., RN. of Rolla, MO as presented.

New Business

Appointment of Women's Basketball Coach

Ms. Julie Fraser, Associate Vice President of Student Services, has forwarded a recommendation from Doug Stotler, Director of Athletics, to appoint Steven Cochran as Head Women's Basketball Coach for 2012-2013 at an annual salary of \$20,455. Ms. Fraser and Mr. Stotler's recommendations as well as Mr. Cochran's credentials are attached.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that Steven Cochran be appointed head women's basketball coach for 2012-2013 at an annual compensation of \$20,455.

The motion was seconded by Mr. Davis. Board Vice President Meinberg, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

Appointment of Assistant Soccer Coach

Ms. Julie Fraser, Associate Vice President of Student Services, has forwarded a recommendation from Doug Stotler, Director of Athletics, to appoint Patrick Canale as Assistant Soccer Coach for 2012-2013 at an annual salary of \$5,295.

Motion was presented by Mr. Davis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that Patrick Canale be appointed assistant soccer coach for 2012-2013 at an annual compensation of \$5,295.

The motion was seconded by Mr. Winkelman. Board Vice President Meinberg, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

Renewal of Employee Assistance Program (EAP)

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. We have been using Personal Assistance Services, Inc., (PAS) for our EAP for 21 years.

PAS telephone lines are answered directly by a trained consultant 24 hours per day, 7 days per week. In-person assessments are provided 6 days per week. Each PAS in-person consultant is a fully licensed Masters 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 \$1.54 per employee per month. We have not had an increase since 2003. The renewal rate with PAS effective August 1, 2012 is reflects a 5% increase at \$1.62 per employee per month guaranteed for the next three years. This service will cost the College approximately \$5,175 per year.

Motion was presented by Mr. Winkelman to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that approval is given to renew the contract with Personal Assistance Services, Inc., (PAS) for the period August 1, 2012 through July 31, 2015 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. Engelbach. Board Vice President Meinberg, hearing approval from all members present, declared the motion carried and the resolution duly adopted.

Revision of Board Policy & Procedure III-003 – Administrative Offices (first reading)

Revisions to Board Policy and Procedure III-003, Administrative Offices were sent to members in the Board mailing. They have been revised to reflect the changes in administrator job descriptions that became effective June, 2012 and approval will be requested at the August meeting.

Adjournment

Motion was presented by Mr. Engelbach and seconded by Mr. Winkelman to adjourn the meeting. The meeting adjourned at 5:50 p.m.