

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
October 11, 2012
(625th Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, October 11, 2012, at 6:50 p.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Board President Hargis.

Roll Call/Attendance

Members present:

Mr. George Engelbach
Mr. Steve Meinberg
Mr. Ron Scaggs
Board President Hargis

Board President Hargis noted that Mr. Davis and Mr. Winkelman were excused from the meeting.

Also present: College President Ray Cumiskey
 Administrators
 Members of the faculty and staff
 Rick Vest, College Insurance Broker

Public Communication

Board President Hargis asked for public comment. Mr. Dan McCarthy, a representative of the Hillsboro Library Committee spoke about the initiative to establish a library in Hillsboro. After discussion, motion was presented by Mr. Scaggs to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County to support the efforts of the Hillsboro Library Committee with its initiative to locate a Hillsboro District Branch of the Jefferson County Library in Hillsboro, Missouri.

The motion was seconded by Mr. Meinberg. All members present voted in favor and the resolution was approved.

Jefferson College Foundation Report

Tom Burke reported on the following:

- 1) Monticello Society Dinner will be held November 7. Six individuals/companies will be inducted.
- 2) The Viking Fund Campaign will start in October with the campus fund drive.
- 3) The College has received a bequest-gift of about one million dollars from David Ault, president and owner of Fox Run Golf Club. This includes a house at Fox Run and a bequest of \$500,000. This is the single largest donation in the history of the College.

President's Report

- 1) Thanks to David Ault for his generous gift to the College Foundation and to Tom Burke for his effort in making this gift a reality.

- 2) The Culinary Arts students were thanked for the great meal served prior to the meeting.
- 3) A faculty in-service day will be held on Tuesday, October 16 as well as the President's Picnic for the Classified Staff.
- 4) A Board retreat will be held on Thursday, November 15, at 3:00 p.m. prior to the Board meeting.
- 5) The Missouri Community College Association will hold its annual convention October 31-November 2 in Kansas City, Missouri.
- 6) The State Higher Education Executive Officers, a nonpartisan association whose membership includes Missouri Higher Education Commissioner David Russell, has written an open letter asking President Obama and his Republican rival, Mitt Romney, to strengthen federal support for public colleges.

The letter urges the candidates to sustain the amount of federal money for research as well as need-based student aid; to emphasize college completion as a national priority; support clear educational standards from elementary school through college; emphasize educational attainment beyond high school; and facilitate collaboration and build stronger relationships between K-12 and higher education.

Approval of Warrants

Motion was presented by Mr. Engelbach to approve the warrants. The motion was seconded by Mr. Meinberg. Board President Hargis, hearing affirmative votes from all members present, declared the motion carried and the warrants approved.

Adoption/Approval of Consent Agenda

Motion was presented by Mr. Meinberg to adopt the consent agenda. Mr. Scaggs seconded the motion. The motion was approved by all members present.

Motion was presented by Mr. Meinberg to approve the consent agenda items shown below. The motion was seconded by Mr. Engelbach. Mr. Scaggs abstained from voting on the minutes.

*Minutes of September 13, 2012

*Financial Statements Dated September 30, 2012

*Additional Credit Course Offerings & Teaching Assignments – Fall 2012

*Curriculum Proposals

Board President Hargis, hearing approval from all members present, and the noted abstention, declared the motion carried and the consent agenda items approved.

Old Business

Bi-Level Nursing Student Handbook 2012-2013 – (Second Reading)

The Student Handbook 2012-2013 for Bi-Level Nursing was presented for first reading in September. The Board has had time to review the information and Mr. Scaggs made a motion to approve the following resolution.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Bi-Level Nursing Student Handbook 2012-2013 be approved.

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

New Business

Grounds Care Services for Three Campus Locations

As part of the College's continuing effort to efficiently provide improved and updated services for the facilities and grounds on the College's campuses, bids were solicited for grounds care.

Detailed specifications and bid guidelines were prepared. This is a three year contract. Fourteen (14) contractors attended the mandatory pre-bid meeting. Eleven (11) contractors submitted bids with nine (9) meeting specifications. The complete bid tabulation is attached. Contractors could bid in whole or in part. The details of the lowest three bids meeting specifications are as follows:

<u>Contractor</u>	<u>Estimated Annual Amount</u>
St. Louis Select (Hillsboro & Viking Woods)	\$44,455
Cardinal Lawn (Arnold & Imperial)	<u>6,144</u>
	\$50,599
St. Louis Select (Hillsboro & Viking Woods)	\$44,455
Dependable (Arnold & Imperial)	<u>10,405</u>
	\$54,860
Caldwell Lawn Care	\$55,525

It is recommended that the bid be awarded to St. Louis Select of High Ridge, Missouri, and Cardinal Lawn of High Ridge, Missouri, the low bidders, in the total amount of \$50,599.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to award the bid for the Hillsboro campus and Vikings Woods grounds care to St. Louis Select of High Ridge, Missouri, and the bid for the Arnold campus and Imperial campus to Cardinal Lawn of High Ridge, Missouri, in the estimated annual amount of \$50,599. Further, that the Vice President of Business and Administration be authorized to execute all contracts necessary on behalf of the College.

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

Purchase of Instructional Equipment: Rad Tech

In an effort to advance the development of the Radiological Technology Program, we are recommending the purchase of equipment required to implement a non-energized x-ray room with used x-ray room equipment.

Bid specifications were prepared and distributed to five vendors. Three vendors submitted bids, with two bidders meeting requirements.

<u>Company</u>	<u>Amount</u>
Interstate Imaging	\$28,500
Electromek	\$51,448

It is recommended that the bid for the used non-energized x-ray room equipment be awarded to the low bidder, Interstate Imaging of Evansville, Indiana, in the amount of \$28,500.

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

BE IT RESOLVED, by the Board of Trustees of the Community College District of Jefferson County, Missouri, to award the bid to purchase used x-ray room equipment for the Radiological Technology Program in the amount of \$28,500 to Interstate Imaging of Evansville, Indiana.

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

Field House Lighting Upgrade

In an effort to upgrade the lighting in the Field House gymnasium, natatorium and lobby, bid specifications were prepared and distributed to six electrical contractors. Five contractors attended the mandatory pre-bid meeting, with four contractors meeting specifications and submitting bids as follows:

<u>Company</u>	<u>Amount</u>
Reinhold Electric	\$45,170
Bates Electric	\$49,809
BrdaElectric	\$56,750
Schaeffer	\$75,515

It is recommended that the bid be awarded to Reinhold Electric of St. Louis, Missouri, the low bidder, in the amount of \$45,170.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Field House lighting be upgraded and installed by Reinhold Electric of St. Louis, Missouri, in the amount of \$45,170.

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

Appointment of Nursing Faculty

Dr. Dena McCaffrey, Interim Dean of Career and Technical Education, has recommended filling a vacant nursing faculty position with Ms. Louise Jadwisiak on a term appointment at a Level II annual salary of \$62,573 prorated for time served from November 1, 2012 through the Summer 2013 term.

A search was conducted, and she was chosen by a search committee comprised of Linda Boevingloh, Connie Maack, Augusta Arato, Charlotte Dunn, Michael Booker, and Kimberly Flora.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Louise Jadwisiak be appointed as Level II full-time nursing faculty on an 11.25-month term appointment at an annual base salary of \$62,573 subject to any applicable Board-approved increase and prorated for time served.

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

Appointment of Interim Communications & Fine Arts Coordinator

As the division chair of communication and fine arts position is currently vacant, it is necessary to appoint someone to coordinate the division. Dr. Mindy Selsor, Vice President of Instruction, and Ms. Shirley Davenport, Dean of Arts & Science Education, have recommended that Michael Booker be appointed Interim Communication & Fine Arts Coordinator effective January 1, 2013 for the spring semester. Mr. Booker is currently a tenured philosophy professor.

A search will be conducted to fill Mr. Booker's faculty position on a one semester temporary appointment. We will also conduct a search in the spring to fill the Division Chair position effective July 1, 2013.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that approval be granted to appoint Michel Booker as Interim Communication & Fine Arts Coordinator effective January 1, 2013 at a salary of \$35,706 for the spring semester.

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

Recommendation of Employee Salary Increase

During the 2013 budget process, state funding revenue was uncertain. At one time the cut to higher education was recommended to be as high as 12.5%; however, the legislators passed the state budget bill with the higher education budget being held flat (2012 levels).

It was important, if financially prudent, to provide employees with a modest salary increase. A 2% raise was budgeted for full-time employees but the increase was delayed until state revenue and fall enrollment numbers were determined.

At the time the 2013 budget was developed, the following criteria was identified as necessary to offer a 2% raise: if State funding remained level and if the credit hour enrollment decline was not more than 8% of the 2011 fall census for credit hour enrollment, the raise would be implemented. These criteria were negotiated as part of the BAT/FAT Statement of Understanding.

As of the date of this writing, state funding was reduced by 1% (\$67,263). This was slightly more than the original budget assumption of level funding. The fall enrollment census report indicated that enrollment was down 8.09% at the census date of September 20. Subsequent to the census report, the additional enrollment for second 8 week courses, etc., has reduced the decline to 7.44% which is well within our budget parameter. The revised tuition and fee revenue projection for FY13 (attached) indicates that our original estimate will exceed our original projection by \$43,142.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County that employees be granted the 2% wage and salary increase contained in the FY13 Budget, retroactive to July 1, 2012.

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

Renewal of Employee Medical Insurance

We sought proposals two years ago for medical insurance and chose to renew our plan with Coventry. Last year we converted our fully-insured plan to a partially self-funded plan. The partially self-funded plan allows the college to take advantage of our excellent claims history by avoiding premium adjustments based on the national trend. The College collects premiums from employees and holds the funds in a separate restricted reserve account to pay claims. Employee premiums are based on our expected claims experience, plus an additional amount to fund claims administration and the costs of reinsurance. The College funds individual claims up to a stop loss of \$125,000 and up to an annual aggregate of expected claims of approximately \$2.2 million. Reinsurance covers individual claims over \$125,000 and total claims in excess of the maximum annual expected claims.

Coventry provided an initial quote of a 14% increase to our rates for the cost of reinsurance. This would have resulted in an approximate increase of \$37,000 per year to the college. The College can assume \$35,000 of additional liability on our individual claims to offset this increase in cost. We recommend taking this option to maintain our reinsurance cost at near the current level.

We will continue offering the same plans as we currently have with identical levels of coverage. Adjustments will be made to make them compliant with the Patient Protection and Affordability Core Act. The premiums for the HMO will increase by 1.25% as it is our most benefits-rich plan and incurs the highest claims. The POS and QHDHP premiums will remain the same.

For the upcoming plan year, the College will maintain its premium contribution per employee per month at \$510. Employees may buy-up to the HMO plan at a cost of \$150 per month, opt for the POS plan at no cost, or opt for the QHDHP plan and receive a premium reimbursement of \$195 per month.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County that approval be granted to contract with Coventry of Missouri for the College's employee/dependent medical insurance and the administrative services for the healthcare savings accounts and medical care flexible spending accounts for the period January 1, 2013 through December 31, 2013.

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

Appointment of Board Administrative Team Negotiators **HOLD OFF UNTIL NOVEMBER**

The College's agreement with the Faculty Association for Meet-and-Confer issues specifies that composition of the Board Administration Team (BAT) be appointed by the Board of Trustees and shall be comprised of four voting members, two of whom may be Trustees and one non-voting advisory of their choice. The Board shall also appoint the chair of its negotiations team.

The Board must appoint the BAT members by December 1 which is called for in the Statement of Understanding.

It was agreed to postpone electing the Board Team until the November meeting as two members were not in attendance.

The Administrative Representatives (Mindy Selsor and Julie Fraser, Team Chair) were affirmed on motion by Mr. Engelbach and seconded by Mr. Meinberg.

Filing Notice – Board of Trustees Election

Missouri Statutes require that the College give notice of anticipated vacancies and certain information related to filing (RSMo. 115.127). We have been notified by the County Election Authority that the dates of filing, which are established by Missouri Statute, are December 11, 2012 to January 15, 2013. The College is required to publish this information in a newspaper of general circulation in advance of the date on which candidates may file for office.

Motion was presented by Mr. Meinberg to authorize publication of the legal notice.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to authorize publication of the Notice of Vacancies for the 2013 Board of Trustees Election the week of November 19, 2012, in the *Jefferson County Leader*.

The motion was seconded by Mr. Meinberg and all members present voted to approve the resolution.

Executive Session

Motion was made by Mr. Engelbach to enter into Executive Session under 610.021.3. The motion was seconded by Mr. Meinberg.

A roll call vote was taken to enter into executive session, with the following results:

<i>Mr. Engelbach</i>	<i>Yes</i>
<i>Mr. Davis</i>	<i>Absent</i>
<i>Mr. Meinberg</i>	<i>Yes</i>
<i>Mr. Scaggs</i>	<i>Yes</i>
<i>Mr. Winkelman</i>	<i>Absent</i>
<i>President Hargis</i>	<i>Yes</i>

Board President declared the meeting to be in executive session.

Return to Regular Session

Motion was made by Mr. Scaggs to return to regular session at 8:33 p.m. The motion was seconded by Mr. Engelbach; all members present voted to return to open session.

Adjournment

The meeting adjourned at 8:34 p.m.