

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
October 17, 2013  
(637<sup>th</sup> Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, October 17, 2013, at 6:30 p.m. in the Admin Board Room on the Hillsboro campus. The meeting was called to order by Board Vice President Gary Davis.

**Roll Call/Attendance**

Members present:

Mr. Engelbach	Yes
Mrs. Hargis	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Yes
Vice President Davis	Yes

It was noted that Board President Meinberg was excused from the meeting.

Also present:

College President Ray Cummiskey  
Administrators  
Members of Faculty and Staff  
Mr. Rick Vest, College Insurance Broker

**Public Communication**

No one asked to speak to the Board.

**Amendment to Agenda**

It was noted that an executive session was shown on the agenda and there were no items to discuss in executive session. Therefore, on motion by Mr. Winkelman, and a second by Mrs. Hargis, the agenda was amended to remove the executive session. All members present voted in favor of the motion.

**Jefferson College Foundation Report**

Tom Burke reported as follows:

- The golf tournament was a huge success, with 146 golfers.
- The Jefferson County Bar Association has established a Jefferson College scholarship.
- The Foundation has partnered with *The Leader* to hold a dinner in conjunction with the recipe contest on November 8.
- This year's Monticello induction ceremony is scheduled for November 13.

## **President's Report**

College President Cummiskey reported on the following:

- ATS Dinner: A thank you was extended to the faculty and students of the Culinary Arts Class for the wonderful meal provided to the Board prior to the meeting.
- A special thanks was given to Tom Burke and the Foundation members who helped with the golf tournament and the Motorama event.
- A Memorandum of Understanding with the University of Missouri, allowing on-line MU students to use our facilities to get access to their courses was signed last week. This agreement is similar to one we have in place with our sister community colleges. What is most important is that we continue to work with our four year partners to create opportunities for students to complete their BA degree
- This past Tuesday, (Oct. 15<sup>th</sup>) was our annual Faculty In-Service and Professional Development Day at the college. We also hosted the President's Picnic, a late afternoon professional development activity for Classified Staff.
- Board members were reminded that a Board Retreat will be held at 3:00 p.m. prior to the November Board meeting.
- The MCCA Fall Convention will be held October 30 – November 1.
- The 2014 AACT/AACC National Legislative Summit is scheduled for February 10-13 in Washington DC. Interested members should contact Dr. Cummiskey. It may be necessary to delay the February Board Meeting a week as Dr. Cummiskey will be attending this event and it is difficult for him to return from DC in time for a Board meeting that night.

## **Approval of Warrants**

The warrants were approved on motion by Mrs. Hargis and a second by Mr. Winkelman. Board Vice President Davis, hearing approval from all members present, declared the motion carried and the warrants approved.

## **Adoption/Approval of Consent Agenda**

Motion to adopt the Consent Agenda was presented by Mr. Winkelman and seconded by Mrs. Hargis. The motion was approved by all members present.

The motion to approve the following Consent Agenda items was presented by Mr. Winkelman.

Minutes of September 12, 2013

Financial Statements Dated September 30, 2013

Additional Fall 2013 Credit Course Offerings and Teaching Assignments

Curriculum Items

The motion was seconded by Mrs. Hargis. Hearing approval from all members present, Board Vice President Davis declared the consent agenda items approved.

**Old Business**

***Revision of Board Policy II-01 – Pay Period, Salary Payments, and Deductions, and Procedure V-002 – Salaries and Remuneration (Second Reading)***

Revisions to Board Policy II-013, Pay Period, Salary Payments, and Deductions and Procedure V-002, Salaries and Remuneration were presented for second reading. They have been revised to change the pay date from the last business day of the month to the last banking day of the month. The pay period for non-exempt employees ends on the 16<sup>th</sup> of the month. The last College business day in December sometimes falls a few days after the end of the pay period. This change is necessary to allow ample time to process payroll in December. The proposed change has been reviewed with employee constituent groups.

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 approve the proposed revisions to Board Policy II-013 and Board Procedure V-002.

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

**New Business**

***Renewal of Employee Life Insurance***

The College maintains \$20,000 of life insurance on each regular full-time employee.\* As required by State law, we bid the insurance every three years. This was done in 2011, and Guardian won the competitive bid with a two-year rate guarantee on monthly premiums per \$1,000 of insurance as follows:

	<u>Guardian</u>
Employee Life	\$0.17
Retiree Life	\$1.41
AD&D	\$0.02

Guardian submitted a renewal with no increase. We recommend that we renew our contract with Guardian for one year. The cost to the College for the \$20,000 of life insurance and AD&D coverage maintained on each employee is projected to be approximately \$13,000 per year.

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 is given to renew the contract for employee life insurance and

AD&D coverage and the retiree life insurance for one year, effective July 1, 2013, with Guardian at the rates indicated above.

\*The \$20,000 is reduced for employees over 70 years of age.

The motion was seconded by Mrs. Hargis. Board Vice President Davis, hearing approval from all members present, declared the motion carried and the resolution approved.

### ***Renewal of Employee Medical and Dental Insurance***

We are required by law to seek proposals for our insurance coverage every three years. This year was a bid year for our medical insurance. Dental insurance was bid in 2012. Specifications for the medical insurance were prepared and mailed to eight vendors. We received proposals from Coventry, Med-Pay, Anthem, Right Choice, Healthscope, TPSI, and CIGNA. After a thorough analysis of the proposals, it appears that the best one is from our current carrier, Coventry. Coventry proposed the lowest fixed costs and deeper discounts on in-network claims. Their bid was firm based on claims incurred through June 30 whereas most of the other carriers require updated claims data past June and disclosures. Coventry's coverage also includes benefits such as disease management, case management and a wellness advisor; other carriers charge additional fees for these services. Coventry provided a quote of a 1.3% increase to our rates to administer our medical and dental plans. This results in an increase of approximately \$5,000 per year in fixed costs to the college. Coventry is also estimating an increase of approximately \$115,000 in claims liability resulting in a 4.5% increase in total fixed costs and maximum claims.

As we have a partially self-funded plan, 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 \$2.3 million. Reinsurance covers individual claims over \$125,000 after meeting an aggregating specific of \$35,000 and total claims in excess of the maximum annual expected claims.

The College has offered the same three plans with minimal changes in coverage for over eight years. Additionally, we have not increased premiums for the POS or QHDHP in five years. The cost of health insurance is on the rise and our claims are trending up. As a result, our revenue (premiums collected) is no longer covering our expenses. Coventry projected that a 10.5% increase in our premiums for all plan participants would be necessary to account for the 4.5% increase in expected costs and the shortfall in revenues. Alternatively, we can revise our benefit levels so that the rising costs are incurred by those utilizing the plan. We recommend no increase to our premiums as indicated in Attachment "A" and revising our benefit levels as indicated in Attachment "B". Further, this is the last year we will offer the HMO. Our recommendation was presented to an Ad Hoc Health Insurance Review Committee at a meeting during which they had an opportunity to ask questions and provide feedback.

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. We will not change benefit levels or premiums for dental insurance.

It was noted that, since the printing of the Board book, the insurance company has offered dependent care flexible spending accounts to be included. Therefore, new resolutions were given to members. These revised resolutions are reflected below.

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

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/retiree medical and dental insurance and the administrative services for the healthcare savings accounts and medical care and dependent care flexible spending accounts for the period January 1, 2014 through December 31, 2014.

BE IT FURTHER RESOLVED by the Board of Trustees of the Community College District of Jefferson County that approval be granted to continue to offer Jefferson College eligible retirees a Medicare Replacement Policy with United HealthCare of Missouri for the period January 1, 2014 through December 31, 2014.

The motion was seconded by Mr. Winkelman. Board Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the resolutions approved.

***Approval of Dual Credit Partnership with Grandview School District***

Board approval was requested for a dual credit partnership between Jefferson College and Grandview R-II School District. Vice President of Instruction, Dr. Mindy Selsor, and Dean of Arts & Science Education, Ms. Shirley Davenport, have worked with representatives of Grandview High School to develop a 24-credit hour program to be offered to qualifying Grandview High School students during their junior and senior years. This dual credit partnership combines face-to-face courses with online coursework. Documentation outlining the specifics of the partnership was presented to Board members in the mailing.

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, to establish a dual credit partnership with Grandview High School beginning with the 2014-2015 academic year.

The motion was seconded by Mrs. Hargis. Board Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the resolution approved.

***Appointment of Head Basketball Coach***

Julie Fraser, Associate Vice President of Student Services, has recommended the appointment of Steve Jarvis as part-time Head Women's Basketball Coach, at an annual salary of \$20,455. Associate Vice President Fraser's recommendation is attached.

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 Steve Jarvis be appointed Head Coach for Women's Basketball, at the annual compensations listed above effective October 17, 2013 through June 30, 2014.

The motion was seconded by Mr. Engelbach. Board Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the resolution approved.

***Purchase of Instructional Equipment: Fire Truck***

In an effort to meet the institutional strategic aims of the Fire Science program, we are recommending the purchase of a 1997 Ferrara Pumper Freightliner fire truck.

Current fire truck is 26 years old and consistently fails to start and pump water. In order for students to receive proper training for certification in a high hazard skill instruction environment, proper working equipment is required. The fire truck is utilized for a majority of these skills mandated by the National Fire Protection Association for fire fighter certification.

This purchase is from Sentinel Emergency of Arnold, Missouri, the broker for the Maryland Heights Fire District.

Bids for like fire truck were obtained as follows:

<u>Vendor</u>	<u>Cost</u>
<b>1997 Ferrara Pumper Freightliner Sentinel Emergency, Arnold, MO</b>	<b>\$70,000</b>
<b>1997 Freightliner E-One 1500 Fenton Fire Equipment, Philadelphia, PA</b>	<b>\$79,000</b>
<b>1997 Freightliner Pumper Fire Line Equipment, East Earl, PA</b>	<b>\$89,000</b>
<b>1997 Ferrara Freightliner Brindlee Mountain, Union Grove, AL</b>	<b>\$90,000</b>

It is recommended that the purchase of the 1997 Ferrara Pumper Freightliner fire truck in the amount of \$70,000 be approved and awarded to Sentinel Emergency of Arnold, Missouri.

Enhancement Grant funds will pay 75% and Plant funds will pay 25% for this purchase.

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, to award the purchase of the 1997 Ferrara Pumper Freightliner fire truck in the amount of \$70,000 to Sentinel Emergency of Arnold, Missouri.

The motion was seconded by Mrs. Hargis. Board Vice President Davis, hearing affirmative votes by all members present, declared the motion carried and the resolution approved.

***Appointment of BAT Team***

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.

After nominations, Mr. Engelbach and Mr. Scaggs agreed to serve as the Board Administration Team for the 2013-2014 term. 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 the following persons be appointed representatives of the Board Administration Team for the Meet-and-Confer process with the Faculty Association and that ***Julie Fraser*** be appointed the team chair for 2013-2014.

***Board Representatives***

Mr. George Engelbach

Mr. Ron Scaggs

***Administrative Representatives***

Daryl Gehbauer

Julie Fraser, Team Chair

Tasha Welsh, ex-officio member

The motion was seconded by Mrs. Hargis. Board Vice President Davis, hearing affirmative votes from all members present, declared the motion carried and the resolution approved

***Disability Support Services Policies and Procedures (First Reading)***

The policies and procedures for Disability Support Services were sent to the Board with the October mailing. The Board will be asked to approve the policies and procedures at the November Board meeting.

***Resignation of Law Enforcement Academy Instructor***

The Vice President of Instruction, Dr. Mindy Selsor, has been informed that Mr. Richard Marty is requesting to be released from his contract effective the end of the Fall 2013 semester. Both

the Director of Public Safety, Ms. Diane Scanga, and the Dean of Career and Technical Education, Dr. Dena McCaffrey, have been notified by Mr. Marty.

Motion was presented by Mrs. Hargis to approve the following resolution:

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the resignation of Mr. Richard Marty be accepted.

The motion was seconded by Mr. Winkelman. Board Vice President Davis, hearing affirmative votes from all members present, declared the resolution approved and the resignation of Mr. Marty accepted.

**Adjournment**

There being nothing further, the meeting adjourned