

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

August 15, 2013

(634th Meeting)

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, August 15, 2013, at 8:00 a.m. in the Admin Board Room on the Hillsboro campus. The meeting was called to order by Board President Steve Meinberg.

Roll Call/Attendance

Members present:

Mr. Davis	Yes
Mr. Englebach	Yes
Mrs. Hargis	Absent
Mr. Scaggs	Yes
Mr. Winkelman	Yes
President Meinberg	Yes

Also present:

College President Ray Cummiskey

Administrators

Members of Faculty and Staff

Public Communication

No one asked to speak to the Board.

Amendment of Agenda

Motion was presented by Mr. Scaggs, and seconded by Mr. Davis, to amend the agenda by removing the GED Funding item as state funding has become available. All voted in favor of the motion.

Jefferson College Foundation Report

Tom Burke reported on the Taste of the Arts event and the Viking Classic Golf Tournament to be held at Fox Run on September 30.

President's Report

College President Cummiskey reported on the following:

- Kudos to Scott Holzer, Nick Nihira, Betty Dye and Nicole Reese for receiving the Jefferson College Foundation's Outstanding Achievement Awards.
- Classes begin next week and opening sessions for faculty and staff have included professional development and informational sessions. One of the highlights was keynote speaker, Dr. Janet Zadina, who gave an energetic presentation on using brain research to energize and enhance learning.

- The College continues to experience the leveling of enrollment this year. Numbers show a 2% decrease in headcount and a 4% decrease in credit hours. Enrollment continues and numbers are expected to increase. These numbers are on target with estimates used while building the budget assumptions.
- One area of enrollment growth we are experiencing is in cooperative programs with area school districts. Cooperative agreements have been established recently with Jefferson R-7, Grandview, and Herculanum.
- The GED funding item was removed from the agenda tonight because we received notice from the Department of Secondary Education that our GED program has been approved for \$185,000 for the next three years. This is almost a \$20,000 reduction from last year, however we are pleased to continue this important service to the citizens of Jefferson County.

Approval of Warrants

The warrants were approved on motion by Mr. Winkelman, and a second by Mr. Scaggs. Board President Meinberg, 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 Mr. Engelbach. The motion was approved by all members.

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

- Minutes of July 11, 2013
- Financial Statements Dated July 31, 2013
- Tentative Fall 2013 Credit Course Offerings and Teaching Assignments

The motion was seconded by Mr. Davis. Mr. Scaggs abstained on Fallert and McDaniel teaching assignments; Board President Meinberg abstained on the July minutes. Hearing approval from all members present, Board President Meinberg declared the consent agenda items approved with the noted abstentions.

Executive Session

Mr. Davis made a motion to enter into executive session. The motion was seconded by Mr. Winkelman. Roll call vote as follows:

Mr. Davis	Yes
Mr. Engelbach	Yes
Mr. Scaggs	Yes
Mr. Winkelman	Yes
Board President Meinberg	Yes

Board President Meinberg declared the meeting to be in executive session.

Return to Regular Session

Motion was made by Mr. Winkelman, and seconded by Mr. Davis, to return to regular session at 8:57 a.m.

New Business

Supplemental Contract – Director of Public Safety Programs

Mr. Daryl Gehbauer, Vice President of Finance and Administration, has recommended that a supplemental contract be issued to Ms. Diane Scanga, Director of Public Safety Programs, to incorporate her duties as Chief of the Jefferson College Campus Police Department.

Mr. Scaggs presented 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 a supplemental contract for \$8,000 be extended to Ms. Diane Scanga for services provided from August 1, 2013 through June 30, 2014.

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

Student Center Renovation

In an effort to advance the key performance indicators pertaining to student support and create a more favorable first impression for prospective and current students as a “one stop shop” for enrollment, financial aid, advisement, and payment, it is recommended that the lobby and office areas in the Student Center be renovated to achieve this goal and comply with the College privacy laws.

Mr. Winkelman presented 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 Student Center renovation project be awarded to low bidder, Brockmiller Construction of Farmington, Missouri, in the amount of \$294,800.

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

Athletic Transportation Award

Bid specifications were prepared for the athletic transportation award. Four charter bus companies submitted bids. Huskey Trailways submitted the lowest bid and has performed satisfactorily for the College in the past.

Mr. Engelbach presented a motion 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 athletic transportation for the 2013-2014 school year to Huskey Trailways of Festus, Missouri.

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

Purchase of Instructional Equipment: Microbiology Microscopes

In an effort to meet the institutional strategic aims for the Microbiology program, it was recommended to purchase 22 Leica DM750 microscopes and associated accessories for optimal utilization. Because of the optics, features and quality, the Leica DM750 has been determined to be the most beneficial for the microbiology laboratory.

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

BE IT RESOLVED by the Board of Trusts of the Community College District of Jefferson County, Missouri, to award the purchase of 22 Leica DM750 microscopes and associated accessories in the amount of \$38,500 to North Central Instruments of Maryland Heights, Missouri.

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

Appointment of Full-time Nursing Faculty

Dr. Dena McCaffrey, Dean of Career and Technical Education, has recommended filling a vacant nursing faculty position with Ms. Kathleen Harris on a 9.5-month temporary appointment at a Level II annual salary of \$48,530 for the 2013-2014 academic 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 Ms. Kathleen Harris be appointed as Level II full-time nursing faculty on a 9.5-month temporary appointment at an annual base salary of \$48,530 for the 2013-2014 academic year.

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

BAT/FAT Meet and Confer Agreement

The meet and confer process this year consisted of ten issues submitted by the Faculty Association Team and five issues submitted by the Board Administration Team. The process resulted in a compromise agreement signed by both teams. Approval of the following agreement completes the process for this year.

BAT-FAT Agreement 2012-2013

BAT Issues

Item 1:

Develop a formal policy regarding the maximum number of credit hours per year that full-time faculty may teach.

Current practice is 52 credit hours. This is already in faculty contracts.

- Agreed upon by both teams.

Item 2:

Clarify the process of assigning overload credit hours as well as expectations of instructional quality and institutional commitment responsibilities for faculty with overload assignments.

- Both teams have agreed upon the following in regard to faculty overload assignments and associated expectations of instructional quality and institutional commitment responsibilities:

Assignments of overload assignments are not to exceed 24 load hours. In the case of an emergency, the President may approve exceptions. Overload assignments will be made collaboratively, involving the faculty member, Division Chair and appropriate Dean. Final approval for such assignments will be made by the appropriate Dean according to the following: Faculty assigned overload must be meeting their contractual obligations per Board Policy and Procedure IV 001.02 Duties and Responsibilities of Full Time Faculty and must be making satisfactory progress toward Promotion in Rank per Board Policy and Procedure IV 006.02 Promotion in Rank; Level 4 faculty must be meeting Level 4 expectations per the same policy and procedure (IV 006.02).

The following statement regarding faculty expectations is already in the PARS section in procedures:

"Level 4 professorial faculty are expected to provide active participation and leadership in shared governance, mentoring of newer faculty, professional organizations, departmental work, community and civic work, etc. Evidence of such work should appear on his/her formative and summative evaluations."

Item 3:

Designate a mandatory spring faculty in-service day beginning spring 2014.

- Both teams have agreed to change the mandatory faculty in-service day from fall to spring beginning academic year 2014-2015. The fall in-service day will become a faculty work day with optional in-service topics.

Item 4:

Develop formal mentoring expectations for full-time faculty in relation to adjunct faculty.

- This item was removed.

Item 5:

Standardize the expectation of office hour time increments for faculty to be no less than 30 minutes.

- This item will be resolved by faculty supervisors using discretion when reviewing and approving faculty office hours.

FAT Issues

Item 1:

Bereavement leave moved from 3 to 5 days.

- Both teams agree to this item. Bereavement leave of 5 days will be allowed for the employee's immediate family for whom the employee is responsible for or any person for whom the employee is the legal guardian.

Item 2:

M.O.A.C.T.E. conference counted as contract days.

- Contingent upon Perkins funding availability and last dates of attendance of ATS students each year, ATS faculty who attend the M.O.A.C.T.E. conference may use the number of days of conference participation and deduct those days from their end of term spring contract days that occur after high school students have completed their semester. M.O.A.C.T.E. attendance days will be forfeited in the event that high school student attendance extends into the specified spring contract days or Perkins funding is unavailable to financially support the conference. These days are not eligible for a "pay out" in any manner (i.e. an employee attends the conference and then leaves College employment prior to the end of the school year). Further review of this item will be facilitated two years following its implementation.

Item 3:

Morale issue.

- This item was removed.

Item 4:

Assessment of administrators.

- Both teams have agreed to the following:

The Modern Think survey results will be provided to the FAT team once they are forwarded to the institution. FAT will review the results and make recommendations to BAT by December 15, 2013 of additional questions to be added to the next distribution of the Modern Think survey, or another methodology to acquire administrator feedback. The BAT and FAT teams agree that any assessment questions or instruments would need to be mutually agreed upon by both teams prior to campus distribution.

Item 5:

Mileage reimbursement issue.

- This item was removed.

Item 6:

21 hour load issue.

- This item was resolved in BAT Item #2.

Item 7:

Personal day increase from 3 days to 4 days.

- This item has been resolved through encouraging faculty supervisors to use discretion with faculty requesting small increments of leave time.

Item 8:

Pay raise.

- The raise proposed in the 2013-2014 budget assumptions is 2% beginning July 1.

Item 9:

A.T.S. to be included in all faculty functions.

- This has been resolved and continues to be monitored.

Item 10:

Hours of load adjusted to reflect lab compensation increases.

- This item has been removed and will be further considered in future negotiations as the lab compensation effort progresses.

Mr. Engelbach presented 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 agreement of the BAT and FAT teams resulting from this year's meet and confer process, and as ratified by the faculty, be approved as presented.

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

Adjournment

There being nothing further, the meeting adjourned at 9:05 a.m.