

**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.

- 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-

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.



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.

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