

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
August 15, 2013  
(634<sup>th</sup> 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.





## **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:**



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.