

OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
December 11

Adoption/Approval of Consent Agenda

Motion to adopt the Consent Agenda was presented by Mrs. Hargis and seconded by

Motion was presented by Mr. Winkelman

The motion was seconded by Mrs. Hargis. Hearing approval from all members present, Board President Meinberg declared the motion carried and the purchases approved.

POLICY #	<i>I-005</i>
TITLE	<i>Officers of the Board of Trustees</i>

POLICY #
TITLE

I-006
Duties of the Officers of the Board of Trustees

TYPE Board of Trustees

RATIONALE Specification of duties and responsibilities of the officers of the Board.

POLICY It shall be the policy of the Board of Trustees that the duties and responsibilities of officers shall be as hereinafter stated:

1. **President**

The duties of the President shall be, specifically:

- a. To preside at all meetings of the Board of Trustees
- b. To enforce rules
- c. To appoint, subject to approval of the Board, all committees which the Board may deem it necessary from time to time to constitute
- d. To call special meetings as required
- e. To perform such other duties as may be prescribed by law or by action of the Board of Trustees

2. **Vice President**

The duties of the Vice President shall be, specifically:

- a. To perform all of the duties of the President, in absence or other disability of the President or in case of resignation
- b. To perform such other and further duties as shall from time to time be assigned by the President or the Board of Trustees

3. **Secretary**

The duties of the Secretary shall be specifically:

- a. To be the official custodian of the records of the District and to perform all duties required by the Board of Trustees and all duties hereinbefore or hereinafter provided in these Rules
- b. To record or cause to be recorded in a book provided for that purpose the proceedings of the Board and to index the same
- c. To attest all public acts of the District, affix thereto, when necessary, the seal of the Community College District and prepare and serve or cause to be prepared and served on the members in due time notices of all regular and special meetings of the Board.
- d. To be the custodian of the official seal of the District and of the official bond of the Treasurer which shall be recorded in the records of the District.

POLICY #	<i>I-006 (continued - page 2)</i>
TITLE	<i>Duties of the Officers of the Board of Trustees</i>

4. Treasurer

The duties of the Treasurer shall be, specifically:

- a. To keep or cause to be kept complete records of the financial transactions of the District
- b. To sign all checks
- c. To report the financial status of the Community College District in such manner, time, and form as may be prescribed by the Board of Trustees
- d. To obtain and present to the Board a bond with surety or sureties to be approved by the Board in such amount as the Board may from time to time determine conditioned upon the faithful discharge of his/her duties in said office. The premium of said bond shall be an expense of the District.

BOARD MONITORING

Executive Session

Motion was presented by Mrs. Hargis and seconded by Mr. Winkelman to move into executive session. Roll call vote was as follows:

Mr. Davis	Absent
Mr. Engelbach	Absent
Mrs. Hargis	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

On motion by Mr. Scaggs and a second by Mr. Winkelman, the meeting returned to regular session.

Adjournment

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