

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI  
June 14, 2012  
(621<sup>st</sup> Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, June 14, 2012, at 5:30 p.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Board President Hargis.

**Roll Call/Attendance**

Members present:

Mr. Gary Davis  
Mr. George Engelbach  
Mr. Steve Meinberg  
Mr. Ron Scaggs  
Mr. John Winkelman  
Board President Krystal Hargis

Board President Hargis announced that all members were present.

Also present:           College President Ray Cummiskey  
                                  Administrators  
                                  Members of the faculty and staff  
                                  Rick Vest, College Insurance Broker

**Motion to Amend Agenda**

A motion was presented by Mr. Davis to amend the agenda by moving the Executive Session prior to New Business. The motion was seconded by Mr. Winkelman and all members voted in favor of the motion.

**Public Communication**

Board President Hargis asked for public comment. No one requested to speak to the Board.

**Moment of Silence**

A moment of silence was held for former Board member and founding Foundation Board member, Eva Kirkpatrick, who passed away this week. Eva served as a member of the College's Board of Trustees from 1995-2001.

**Jefferson College Foundation Report**

- 1) The College Golf Tournament was held on Wednesday. There were 31 teams and the weather was beautiful for the event.
- 2) Dave Munganast, Jr. has committed to a Foundation scholarship for financial assistance.
- 3) Officers have been elected for the Foundation as follows: Mike Walsh-President, Tom Dixon-First Vice President, Rick Vest-Second Vice President, Jackie Moran-Secretary, and Rick Francis-Treasurer.

**President's Report**

***Baseball Team***

Congratulations to our men's baseball team, earning a 5<sup>th</sup> place finish at the NJCAA World Series after winning the Region 16 tournament. Players Fred Ford and Bret Wiley were named to the 2012 World Series All-Tournament Team.

### ***Governor Signs Bill***

President Cummiskey attended the Board Forum, sponsored by the Missouri Coordinating Board for Higher Education. At the conference, Governor Nixon signed the Higher Education Bill that gives the Coordinating Board more authority; creates the library of 25 common courses for all public institutions; and promotes reverse transfer opportunities for students. We are waiting for the Governor to sign the budget bill.

### ***Summer Enrollment***

Following the trend throughout the state, our summer enrollment is 2,138 students, taking 10,868 credit hours – a 9% decrease from last year. We are serving over 700 more students than six years ago.

### ***Board Forum***

The CBHE forum was informative and many private colleges and universities were represented. Major topics discussed included:

1. Sustaining effective governance and the Board's responsibility for the oversight of educational quality;
2. The current Missouri financial outlook and budget projection for 2013;
3. Maintaining academic quality at the local, state and national levels;
4. Degree attainment and the Complete College America project, which stresses that "time is the enemy" when it comes to students completing their degrees;
5. Performance based funding and how it will support educational quality;
6. How partnerships can support outcomes for business, education and economic development.

### **Approval of Warrants**

After review of the warrants, motion was presented by Mr. Meinberg and seconded by Mr. Davis to approve the warrants, including #00362810 from the May meeting. Mr. Scaggs abstained on #00362810.

Board President Hargis, hearing affirmative votes from all members present, and the abstention from Mr. Scaggs, declared the motion carried and the warrants approved.

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

Motion was presented by Mr. Davis to adopt the consent agenda. Mr. Meinberg seconded the motion. The motion was approved by all members.

Motion was presented by Mr. Winkelman to approve the consent agenda items shown below. The motion was seconded by Mr. Meinberg.

\*Minutes of May 17, 2012

\*Financial Statements Dated May 31, 2012

\*Final Summer 2012 Credit Course Offerings & Teaching Assignments

\*Curriculum Proposals

Board President Hargis, hearing approval from all members present, declared the motion carried and the consent agenda items approved.

**Old Business**

***Revision of Board Policy II-014 – Retirement, Savings & Tax Shelters (second reading)***

Board Policy and Procedure II-014 were presented last month for first reading. Revisions were made as a result of the change in paying faculty contracts August through July instead of September through August.

Motion was presented by Mr. Engelbach 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 and Procedure II-014.

The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

**Executive Session**

Mr. Engelbach made a motion to move into executive session. The motion was seconded by Mr. Winkelman. A roll call vote was taken as follows:

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

President Hargis declared the meeting to be in executive session at 5:45 p.m.

**Return to Open Session**

During the executive session, motion was presented by Mr. Winkelman and seconded by Mr. Davis to return to open session. All members present voted in favor of the motion and Board President Hargis declared the meeting to be in open session at 6:50 p.m.

**New Business**

***Approval of Foundation Board Members***

The Foundation Board submitted the following list of names for consideration for 2012-2013.

Individuals concluding a one-year term selected for approval by the Board of Trustees for a full three-year term include: Tom Dixon, Wes Griffith, Pat Higgins, Michelle Kennen, Glenda Potts, Scott Seek, Mike Walsh and David Braun.

Ron Holland was selected to serve a one-year unexpired term created by the resignation of Janis Donnell from the Board.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that Board approval be granted for the Foundation Board to extend the term of Tom Dixon, Wes Griffith, Pat Higgins, Michelle Kennen, Glenda Potts, Scott Seek, Mike Walsh

and David Braun for three years and allow Ron Holland to serve a one year term to replace Janis Donnell.

The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Approval of Budget***

In May, the Board approved Budget Assumptions. The actual detailed budget document was included in the June mailing. The only significant change to the final document from the original budget assumptions is that we are recommending that the decision to provide a 2 % COLA for all employees be delayed until the fall enrollment census is received in September. There are some other initiatives that will be deferred or delayed pending the final enrollment census.

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, that the annual budget for FY 2012-2013 be approved as presented.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Carpet Replacement – Hillsboro Campus***

A request was made to upgrade the classrooms and offices at the Hillsboro campus by replacing torn, stained, and worn carpeting. Carpeting will be installed in the CTE and the Arts & Sciences II buildings. Additionally, as an alternate bid, two rooms in the Fine Arts Building have been included in this request for bid.

Bid specifications were prepared and distributed to six vendors. Five vendors submitted bids with all five vendors meeting specifications as follows:

<b>Company</b>	<b>Amount</b>
ICS St. Louis, MO	\$38,160.00-Base, \$8,130.00-Alt. = \$46,290.00
Commercial Flooring St. Louis, MO	\$37,208.00-Base, \$8,563.00-Alt. = \$45,771.00
Haus of Flooring Crystal City, MO	\$37,288.00-Base, \$7,340.00-Alt. = \$44,628.00
Hopkins Carpet Festus, MO	\$39,578.00-Base, \$6,733.00-Alt. = \$46,311.00
<b>Stephens Floor Co. St. Louis, MO</b>	<b>\$37,150.00-Base, \$6,530.00-Alt. = \$43,680.00</b>

It is recommended that the bid to replace carpet on the Hillsboro campus, which includes base bid plus one alternate bid, be awarded to the low bidder, Stephens Floor Company of St. Louis, Missouri, in the amount of \$43,680.00.

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, that the carpet be replaced and installed by Stephens Floor Company of St. Louis, Missouri, in the amount of \$43,680.00.

The motion was seconded by Mr. Scaggs. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Field House Roof Replacement and Repair***

The Field House roof over the Natatorium has had several leaks as well several small leaks over the gymnasium floor. This purchase is to replace the roof over the Natatorium area and repair the roof drains and areas around the four air conditioning units over the gymnasium floor. Additionally, as an alternate bid, the small roof area over the Natatorium grandstand will be replaced.

Bid specifications were prepared and distributed to ten vendors. Five vendors submitted bids with all five vendors meeting specifications as follows:

<b>Company</b>	<b>Amount</b>
Geissler Roofing Belleville, IL	\$104,440.00-Base, \$32,250.00-Alt = \$136,690.00
Lorenz & Associates St. Louis, MO	\$102,307.00-Base, \$28,776.00-Alt = \$131,083.00
Frederic Roofing St. Louis, MO	\$ 93,475.00-Base, \$31,850.00-Alt = \$125,325.00
Bade Roofing St. Louis, MO	\$ 88,016.00-Base, \$30,476.00-Alt = \$118,492.00
<b>Huffman Roofing Farmington, MO</b>	<b>\$ 84,780.00-Base, \$24,540.00-Alt = \$109,320.00</b>

It is recommended that the bid to replace and repair the Field House roofs on the Hillsboro campus, which includes base bid plus one alternate, be awarded to the low bidder, Huffman Roofing of Farmington, Missouri, in the amount of \$109,320.00.

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, Missouri, that the Field House roof be replaced and repaired by Huffman Roofing of Farmington, Missouri, in the amount of \$109,320.00.

The motion was seconded by Winkelman. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Ratification of Contract for Accreditation Consulting Services – PTA Program***

This contract provides consulting services for the Physical Therapist Assistant Program in an effort to receive accreditation from the Commission on Accreditation in Physical Therapy Education.

Quotes were solicited and received from three consultants in this area of expertise:

<b>Consultant</b>	<b>Cost</b>
Debra Gray, PT, DPT, Med	\$60/hour with no set minimum or maximum
Reach Consulting	\$3,000.00
<b>Randall C Edwards, PT MEd</b>	<b>\$2,800.00</b>

The contract for consultant services was required prior to the Board meeting to meet the accreditation timeline; therefore, it is recommended that a ratifying resolution to authorize the contract with Randall C. Edwards, PT Med, be approved.

Training for Tomorrow grant funds will be used for this purchase.

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 ratify the contract with Randall C. Edwards, PT MED, in the amount of \$2800.00 for consulting services in the accreditation of the College's Physical Therapy Assistant's Program.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Virtual Server Project***

This request is for funding to purchase and implement a virtual server network that will replace end-of-life hardware and software that supports the Banner and STARS applications. This virtual server network will increase the availability and reduce the impact of planned and unplanned outages of the STARS portal, the Banner Student Information System, and other critical systems.

Bid specifications were prepared and distributed to six vendors. Four vendors submitted bids with only two vendors meeting specifications.

<b>Company</b>	<b>Amount</b>
CDW-G	Incomplete Bid
JMA	Incomplete Bid
VES	\$248,052.36
<b>ECG</b>	<b>\$153,253.51</b>

It is recommended that the bid to acquire and implement a virtual server network be awarded to the low bidder, Enterprise Consulting Group (ECG) of St. Louis, Missouri, in the amount of \$153,253.51.

ECG has provided servers, software, and services to the College since the installation of STARS in 2003 and has performed satisfactorily.

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, Missouri, to award the bid to purchase and implement a virtual server network in the amount of \$153,253.51 to Enterprise Consulting Group (ECG) of St. Louis, Missouri.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Radio System Narrow Banding Equipment***

In response to the FCC Narrow Banding Mandate to be in place no later than January 1, 2013, the purchase of a digital two-way radio system is requested to replace technically outdated equipment and provide efficient communication to meet the mandate.

Bid specifications were prepared and distributed to five vendors. Four vendors submitted bids. Two vendors did not meet bid specifications.

<b>Company</b>	<b>Amount</b>
Warner Communications	Incomplete Bid
Fuller Sales	Incomplete Bid
Midwest Radio System - Vertex	\$37,840.00

Midwest Radio System – Hytera	\$35,934.70
<b>Wireless USA – Motorola</b>	<b>\$35,807.86</b>

It is recommended that the bid to replace the two-way radio system, which included a \$4,000 radio trade-in allowance, be awarded to the low bidder, Wireless USA of St. Louis, Missouri, in the amount of \$35,807.86.

References have been checked for Wireless USA and were found satisfactory.

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, Missouri, to award the bid to purchase a digital two-way radio system in the amount of \$35,807.86 to Wireless USA of St. Louis, Missouri.

The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Services Contract: Strata Information Group***

The college Information Technology department is requesting approval of a contract for professional services with Strata Information Group (SIG) to support our IT function by bringing in skills and technical abilities that are not available in-house. With the current contract for services being exhausted by July 2012, we are recommending entering into a contract with Strata Information Group to perform remote database administration and specific project support. This contract is for an estimated 937 hours of work or until the end of the fiscal year (June 30, 2013). We anticipate filling two vacant in-house positions (DBA and Senior Application Developer) and adding one developer position with the adoption of the FY 13 budget on or about July 1.

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 the Vice President is hereby authorized and empowered to enter into and execute the attached contract with Strata Information Group of San Diego, California in the estimated amount of \$150,000 to be billed hourly in accordance with the contract.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Purchase of Instructional Equipment – Rad Tech X-Ray Room***

In an effort to advance the development of the Radiological Technology Program, we are recommending the purchase of equipment required to implement a fully functioning x-ray room.

Bid specifications were prepared and distributed to six vendors. Four vendors submitted bids, with three bidders meeting requirements.

<b>Company</b>	<b>Amount</b>
Phillips	\$640,424.50
Siemens	\$563,867.00
<b>GE Healthcare</b>	<b>\$404,207.15</b>

It is recommended that the bid for the fully functioning x-ray room equipment be awarded to the low bidder, GE Healthcare of Waukesha, Wisconsin, in the amount of \$404,207.15.

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, Missouri, to award the bid to purchase x-ray room equipment for the Radiological Technology Program in the amount of \$404,207.15 to GE Healthcare of Waukesha, Wisconsin. The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Purchase of Instructional Equipment – Rad Tech CR Plate Reader***

In an effort to advance the development of the Radiological Technology Program, we are recommending the purchase of a CR Plate Reader.

Bid specifications were prepared and distributed to seven vendors. Three vendors submitted bids.

<b>Company</b>	<b>Amount</b>
Phillips	\$77,222.70
<b>Interstate Imaging</b>	<b>\$44,904.00</b>
Brown Medical	\$28,165.67

It is recommended that the bid for the CR Plate Reader be awarded to the lowest and best bidder, as provided by CDBG grant regulations, to Interstate Imaging of Evansville, Indiana, in the amount of \$44,904.00.

The model proposed by Interstate Imaging, the Carestream Quantum Crescendo Single CR Plate Reader, meets the program's goals to train students on equipment in use by local hospitals and regional radiology centers. This will further enhance the outlook of students to obtain jobs in this area.

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 bid to purchase a CR Plate Reader for the Radiological Technology Program in the amount of \$44,904.00 to Interstate Imaging, Evansville, Indiana.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Blackboard Learning System Software Renewal***

This request is for the annual renewal of the Blackboard Learning System course delivery software and hosting agreement.

Blackboard Inc. is the on-line course delivery platform for the Community College of Jefferson County. It is used for both on-line courses and for on-campus course augmentation. The annual fee for the Blackboard Learning System software renewal is \$118,864.95.

This agreement will cover the term 7/01/12 – 6/30/2013.

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 approve the annual renewal agreement for the Blackboard Learning System course delivery software and hosting in the amount of \$118,864.95 to Blackboard Inc. of Washington, DC.

The motion was seconded by Mr. Engelbach. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Adobe Creative Suite Software Licensing***

This request is for funding to acquire Adobe Creative Suite software licensing as well as the install media package for the Fine Arts Mac Lab.

This software would keep the Fine Arts Mac Lab relevant with industry trends and standards increasing students' opportunities for upcoming job opportunities. Current software being used has become outdated.

Bid requests for twenty-four licenses and the install media package were prepared and distributed. Three vendors submitted bids.

<b>Company</b>	<b>Amount</b>
World Wide Technology	\$17,027.04
CDW-G	\$17,012.00
<b>Logisoft</b>	<b>\$16,681.00</b>

It is recommended that the purchase of the Adobe Creative Suite software licenses and the install media package in the amount of \$16,681.00 be purchased from Logisoft of Fairport, New York.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, to purchase twenty four Adobe Creative Suite software licenses and the install media for this package in the amount of \$16,681.00 from Logisoft of Fairport, New York.

The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Extension of Contract for On-line Payment Processing Services***

This request is for the extension of our existing agreement with TouchNet who manages all aspects of our on-line payments from students.

It is recommended that we extend the existing agreement with TouchNet for three years for a first year total of \$20,544 with no greater than a 10% increase for the following two years. This represents approximately a 4.9% increase from the current year

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the College contract with TouchNet for a three year period for a total not to exceed \$68,000.64 to perform on-line payment processing services.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Appointment of Full-time Nursing Faculty***

A full-time nursing faculty position will become vacant due to the retirement of Ms. Michele Soest. Dr. Dena McCaffrey, Interim Dean of Career and Technical Education, has recommended filling the position with Ms. Augusta Arato on a term appointment at a Level II annual salary of \$65,388 on a 11.25-month contract for the 2012-2013 academic year.

A search was conducted, and she was chosen by a search committee comprised of Rhonda Dahlberg, Vicky Brown, Natalie Palmer, and Holly Lincoln. Dr. McCaffrey's recommendation and Ms. Arato's full credentials are attached.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri that Ms. Augusta Arato be appointed as Level II full-time nursing faculty on a 11.25-month term appointment for the 2012-2013 academic year at an annual base salary of \$65,388.

The motion was seconded by Mr. Engelbach. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Supplemental Contract – Director of ATS***

Dr. Dena McCaffrey, Interim Dean of Career and Technical Education, has recommended that a supplemental contract be issued to Mr. Brandon Russell, Director of the Area Technical School, assistance with Perkins requirements. Dr. McCaffrey and Dr. Selsor's recommendations are attached.

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 that a supplemental contract for \$6,000 be extended to Mr. Brandon Russell for services provided through June 30, 2013.

The motion was seconded by Mr. Engelbach. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Employee Dental Insurance***

The College maintains dental insurance on regular full-time employees and permits employees to opt for dependent coverage and retirees to opt for coverage at their own expense. The current policy expires June 30, 2012. We are required by state law to bid the insurance every three years. This was done for the 2010-2011 year, and Guardian won on a competitive bid basis.

For 2012-2013, Guardian's renewal quote reflects a 15% increase. As a result of the significant increase, we sought proposals for a fully insured plan and received bids from eight vendors. The lowest bid was from Metlife at an overall 11% decrease in premiums. We also sought proposals for Administrative Services Only (ASO) for a fully self-funded plan. Coventry, our current health insurance provider, won that bid with a proposal of a three-year rate guarantee on a fee of \$4.38 per employee per month and a reduction of our medical ASO fee from \$30.31 to \$30.03 per employee per month guaranteed through December 31, 2013.

We are recommending a move to a self-funded plan with Coventry. Coventry's benefits match our current plan design. The self-funded plan allows the college to take advantage of claims history by avoiding premium adjustments based on the national trend. The College will collect premiums from employees and hold the funds in a separate restricted reserve account to pay all claims. Employee premiums will be set at the rates quoted by Metlife. All savings generated by the self-funding model can be returned to General Unrestricted Funds at the end of each fiscal year.

A monthly premium comparison summary follows:

	<u>Guardian (current)</u>	<u>Guardian (renewal)</u>	<u>Self-Funded</u>
Employee	32.65	37.55	29.05
Spouse	31.64	36.38	27.97
Child(ren)	48.98	56.32	43.62
Family	80.66	92.76	71.83

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County that approval be granted to contract with Coventry for the College's employee/dependent dental insurance for the period July 1, 2012 through December 31, 2013.

FURTHER BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County that the Controller of the College is authorized to open and establish any necessary bank accounts to establish this fund and accounts as required by law.

The motion was seconded by Mr. Winkelman. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

***Renewal of Long-term Disability Insurance Policy***

The College maintains long-term disability (LTD) insurance coverage for its employees. We are required by state law to bid this insurance every three years. This was done for the year beginning July 1, 2012 by our insurance broker, Mr. Rick Vest.

Currently we are with CIGNA at a premium rate of 23.6 cents per \$100 of salary dollars. In addition to CIGNA, bid requests were sent to seven carriers. They all declined to bid as they were unable to match coverage and provide a competitive bid. CIGNA bid a 3-year rate guarantee at our current rate of 23.6 cents per \$100 of salary dollars per year. The cost to the College for LTD insurance for 2012-2013 is projected to be approximately \$32,000.

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 contract with CIGNA for employee long-term disability insurance coverage for three years effective July 1, 2012, at a premium rate of 23.6 cents per \$100 salary dollars.

The motion was seconded by Mr. Meinberg. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

### ***Consulting Services - Interim Director of Nursing***

In order to provide support for the Jefferson College Nursing Program, it is recommend that the College hire an outside consultant to provide interim services until such time as a full-time Director of Nursing is recruited and hired. Wrenae Shabel, PhD, RN, an executive healthcare consultant who has faculty experience, has agreed to serve as interim director of nursing to provide leadership and oversight for the nursing program and to prepare the report and presentation for the State Board of Nursing visit scheduled for August 15, 2012.

The proposed contract for services is to begin at the date of execution of the contract and will expire December 31, 2012 unless extended by the College. It can be terminated by either party with 30 days' notice. The fee for service is \$65.00 per hour with no benefits. The consultant is an independent contractor and not an employee of the college. The complete contract and scope of services will be presented for ratification.

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

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the President of Jefferson College is hereby authorized to enter into and execute a contract with Wrenae Shabel, Ph.D., RN. of Rolla, MO.

The motion was seconded by Mr. Davis. Board President Hargis, hearing approval from all members, declared the motion carried and the resolution duly adopted.

### ***Approval of OTA Handbooks (first reading)***

Included in the Board mailing were the OTA Student Handbook and the OTA Fieldwork Handbook for review.

We will have second reading in July and Board approval of the following resolution is requested at that time.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the OTA handbooks be approved.

### **Adjournment**

Motion was presented by Mr. Davis and seconded by Mr. Meinberg to adjourn the meeting. Hearing affirmative votes from all members present, the meeting was declared adjourned at 7:03 p.m.