

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI
July 12, 2012
(622nd Meeting)**

The Board of Trustees of the Community College District of Jefferson County, Missouri, met in regular session on Thursday, July 12, 2012, at 5:30 p.m. in the Administration Board Room on the Hillsboro campus. The meeting was called to order by Board Vice President Meinberg.

Roll Call/Attendance

Members present:

Mr. Gary Davis
Mr. George Engelbach
Vice President Steve Meinberg
Mr. John Winkelman

Board Vice President Meinberg announced that Mr. Scaggs and Board President Hargis were not in attendance.

Also present: College President Ray Cummiskey
 Administrators
 Members of the faculty and staff

Public Communication

Board Vice President Meinberg

projects at public colleges and universities. Schools would be required to raise their share

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

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

Ratification of Interim Nursing Director Contract

Last month we recommended, and the Board approved, the hiring of 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, 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 terminateh9,ssd Nof-12(oruel)-6nTT0 1 Tf ercont-2(he)4(S)-4(t)o beach(a)4(nd)-10.4(O)d [55EMC /P <</MCID 6 >>BDC -8.101 -1.15 Td [55ET

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that Patrick Canale be appointed assistant soccer coach for 2012-2013 at an annual compensation of \$5,295.

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

Renewal of Employee Assistance Program (EAP)

The College offers its employees an Employee Assistance Program (EAP) which provides employees and dependent family members with professional assistance to help resolve a wide range of personal and work-related concerns on a confidential, pre-paid basis. These concerns include, among others, emotional issues, relationship challenges, legal and financial issues, child care and elder care concerns, alcohol/drugs issues, job stress and career challenges. We have been using Personal Assistance Services, Inc., (PAS) for our EAP for 21 years.

PAS telephone lines are answered directly by a trained consultant 24 hours per day, 7 days per week. In-person assessments are provided 6 days per week. Each PAS in-person consultant is a fully licensed Masters or Ph.D. level clinician supervised by a Board certified psychiatrist and monitored under an intensive quality improvement program. PAS also provides a variety of on-site services to increase employee utilization including lunch and learn sessions, critical incident management, employee orientations to EAP services, and wellness fair booths. We have been very pleased with their service.

Our current rate with PAS is \$1.54 per employee per month. We have not had an increase since 2003. The renewal rate with PAS effective August 1, 2012 is reflects a 5% increase at \$1.62 per employee per month guaranteed for the next three years. This service will cost the College approximately \$5,175 per year.

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 approval is given to renew the contract with Personal Assistance Services, Inc., (PAS) for the period August 1, 2012 through July 31, 2015 at the rate of \$1.62 per employee per month to provide services as the College's Employee Assistance Program.

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

Revision of Board Policy & Procedure III-003 – Administrative Offices (first reading)

Revisions to Board Policy and Procedure III-003, Administrative Offices were sent to members in the Board mailing. They have been revised to reflect the changes in administrator job descriptions that became effective June, 2012 and approval will be requested at the August meeting.

Adjournment

Motion was presented by Mr. Engelbach and seconded by Mr. Winkelman to adjourn the meeting. The meeting adjourned at 5:50 p.m.