

**St. Charles Community College
Board of Trustees Public Meeting
Monday, May 16, 2016**

M I N U T E S

CALL TO ORDER AND INTRODUCTION OF GUESTS

The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ehlmann. The following members of the Board of Trustees were present: Jean Ehlmann, President; William Pundmann, Vice President; Pam Cilek, Secretary; Shirley Lohmar, Treasurer; Rose Mack, Trustee, and Mary Stodden, Trustee. Also present were Todd Galbierz, Interim College President and Vice President for Administrative Services; Chris Breitmeyer, Vice President for Academic and Student Affairs; Donna Davis, Vice President for Human Resources; Heather McDorman, Vice President for Enrollment and Marketing Services; Kasey McKee, Vice President for College Advancement and Planning; Bill Strecker, Associate Vice President for Technology and Online Learning Support; and Julie Parcel, Executive Assistant to the President and Board of Trustees.

Audience members who introduced themselves were staff members Pat Haynes, Nick Ruckman, Al Koehler, Amanda Sizemore, Boyd Copeland, Michael Dunkus, Chris Romer, Sylvia Edgar, Amy Koehler, Bob Ronkoski, and Susie Rubemeyer; faculty members Aaron Proctor and Monica Hall-Woods; students Olivia Dinwiddie, David Simon, Samuel Dressman, Olivia Fecenko, Gene Penaflor, Kellie Freise, Angela Nagel, and Sarah Davis; community member Arnie Dienoff; and Jason Terry of Gilmore & Bell, P.C.

GIFT OF APPRECIATION PRESENTATION

Board President Ehlmann presented a plaque to former Board President Mack for her work and dedication to the Board during her time as president from 2014 – 2016.

PLEDGE OF ALLEGIANCE

Ehlmann led the Board, staff, and audience in the Pledge of Allegiance.

ACCEPTANCE OF MINUTES: REGULAR MEETING OF APRIL 18, 2016 - Action

On a motion by Pundmann and a second by Lohmar, minutes of the regular meeting of April 18, 2016, were accepted with a revision to strike the end of the first sentence under “*Approval of Agenda*” related to legal advice from the St. Charles County Election Authority. Mack voted “nay” and Cilek abstained from the vote as she was not in attendance at the previous meeting. The motion carried.

APPROVAL OF AGENDA

On a motion by Cilek and a second by Mack, the agenda was approved. The motion carried unanimously.

TREASURER'S REPORT - APPROVAL TO PAY BILLS - *Action*

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$4,056,831; total investments \$24,845,000; tuition and fees received to date \$16,304,086; local taxes received to date \$16,114,345; state appropriations received to date \$8,057,062. On a motion by Cilek and a second by Mack, the Treasurer's Report was accepted. The motion carried unanimously.

On a motion by Pundmann and a second by Cilek, the Board approved payment of bills from the Operating Fund in the amount of \$2,161,728. The motion carried unanimously.

STUDENT SENATE REPORT

Incoming Student Senate President Olivia Dinwiddie introduced herself. Olivia is studying social work at SCC and plans to transfer to the University of Missouri – Columbia after graduation from SCC. She is a member of Phi Theta Kappa (PTK), participates in the SCC Honors Program, and fulfills work-study duties in the SCC Student Activities department. Recent Student Senate activities are as follows:

- Spring Fling was held on April 27 and 28 with live music, free food, and promotional tables set up by campus clubs.
- Student Senate and PTK recently partnered to create a successful “Hogwarts Day and Trivia” event on campus, raising \$3,947.24.

FACULTY ASSOCIATION REPORT

Outgoing Faculty Association President Monica Hall-Woods expressed her appreciation to the Board for allowing a monthly presentation to highlight SCC faculty. Aaron Proctor, incoming Faculty Association President, was introduced and reported the following:

- Stephanie Whitlock, recent SCC Human Services AAS graduate, has been awarded a scholarship from Tau Upsilon Alpha (TUA) to attend the Council for Standards in Human Service Education (CSHSE) National Conference from October 19 - 22, 2016, in Tampa Bay, FL.
- Andrea Compton, Rex McKanry, and Jennifer McKanry took 11 Phi Beta Lambda members to the 57th Annual state leadership conference on April 22 – 23, 2016, in Springfield, MO. SCC competitors took home one 1st Place, one 2nd Place, one 3rd Place, three 4th Place, and two 5th Place awards.

REPORT OF THE COLLEGE PRESIDENT

Interim President Todd Galbierz presented highlights of the SCC President's Report, which can be viewed here: <https://www.stchas.edu/about-scc/administration/meet-the-president>.

PUBLIC COMMENTS

Board President Ehlmann called for public comments. A summary of the comments is as follows:

- SCC students Sarah R. Davis, Sam Simon, and Angela Nagel each spoke separately with high praise for the teaching methods and subject matter passion of Dr. Barak Cook, professor of history.
 - On behalf of the *Save Cook* movement, speakers presented the Board of Trustees with a binder containing approximately 300 signatures, online student evaluations of Dr. Cook from *Rate My Professor*, letters sent to administrators on behalf of Dr. Cook, and copies of each speaker's comments.
 - Trustee Cilek commended the students for the well-organized movement, well-delivered speeches, and dedication to Dr. Cook.
- Arnie Dienoff, community member, expressed his concern related to Board certification of the April 5, 2016, election results at the April 18, 2016, regular meeting and asked that the results be recertified. In addition, Dienoff expressed concern about an increase in any category of tuition or fees during a state-mandated in-district tuition freeze.

GENERAL MOTORS NEW JOBS TRAINING PROGRAM RESOLUTION - *Action*

On a motion by Lohmar and a second by Mack, the Board approved a resolution to authorize execution of a Program Agreement between the College and General Motors to provide training for 585 new jobs at the General Motors plant in Wentzville and to authorize execution of a Fiscal Agent Agreement between the College and The Bank of New York Mellon Trust Company, whereby the new jobs credit will be applied to the payment of training costs. The motion carried unanimously.

REIMBURSEMENT RESOLUTION - *Action*

On a motion by Pundmann and a second by Lohmar, the Board approved a resolution allowing the College to reimburse itself for costs incurred prior to issuing bonds to fund renovation projects to consolidate food service operations, create a one-stop student intake experience, return the Nursing and Allied Health programs back to the main campus, and provide additional science laboratory space. The motion carried unanimously.

BOARD POLICIES AND PROCEDURES MANUAL UPDATE - *Review*

The Board reviewed updates to the following policies, and action will be requested at the next regular meeting. Highlights of the proposed updates are as follows:

P-226 – Auxiliary Enterprises

This policy revision updates the fee schedule for the Child Development Center (CDC), effective July 1, 2016, for a rate increase of 2% with no change to the student, staff, and faculty discount of 18%. Fees were last increased two years ago, and the increase is supported by market analysis of SCC's CDC rates as compared to other local child care providers. The action is the second CDC fee increase since the Missouri State Auditor's office recommended increasing the cost effectiveness of the program and reviewing the adequacy of the fees charged.

P-417 Tuition, Fees, and Refunds for Credit Classes

At the April Board of Trustees meeting, a revision to the above policy was conditionally approved

pending notification of a possible tuition freeze required by the State of Missouri. The Board's conditional approval directed college administration to take whatever steps were necessary to comply with the terms of the tuition freeze. Subsequent to the April Board meeting, the college received notice that a tuition freeze had been placed on the in-district tuition rate. Following the standard process for policy revisions, the rollback of \$1 per credit hour for the in-district tuition rate was presented for review at the regular meeting in May and will be presented for action at the regular meeting in June.

BOARD POLICIES AND PROCEDURES MANUAL UPDATE - Action

P-402 Admissions

On a motion by Stodden and a second by Lohmar, the Board approved an update that provides detailed admission requirements for high school students under the age of 16 and authorizes denial of admission to students under the age of 14. The motion carried unanimously.

PRELIMINARY BUDGET FOR FISCAL YEAR 2017 - Review

The preliminary budget for Fiscal Year 2017 was introduced, and action will be requested at the June 20, 2016, regular meeting.

AWARD OF BIDS - Action

R25Live Scheduling Software

On a motion by Cilek and a second by Stodden, a contract was awarded to CollegeNET, Inc., Portland, OR, in the amount of \$33,730.00 for the licensing, service, and training for 25Live campus space scheduling software. The contract will be for a period of one year, with options to renew annually. The motion carried unanimously. *Funding Source: Current Operating – Administrative Computing*

Architectural and Engineering Services

On a motion by Pundmann and a second by Lohmar, a contract was awarded to Hastings+Chivetta Architects, Inc., St. Louis, MO, in an estimated amount of \$1,264,091.40 for architectural and engineering services for the phases of renovation/construction on the College's main campus. The motion carried unanimously. *Funding Source: Capital Projects Fund – Land Sale Proceeds and College Reserves (may be reimbursed by future financing)*

Contract for Internet Services

On a motion by Mack and a second by Cilek, a contract was awarded to AT&T, St. Louis, MO, for an estimated amount of \$120,831.60, plus mandatory surcharges, taxes, and fees for 1Gbps Internet service for the College for a period of three years with two optional one-year renewals. The motion was carried unanimously. *Funding Source: Current Operating – Network Services and Administrative Computing*

PRESIDENTIAL SEARCH UPDATE

Presidential Search Committee Chair Pam Cilek reported that the search is moving along well. A search committee meeting is scheduled on Tuesday, May 17, 2016, to select approximately ten applicants for discussion by the Board of Trustees at a Special Meeting on Saturday, May 21, 2016.

CLOSED SESSION

On a motion by Stodden and a second by Pundmann, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021.2 to discuss leasing, purchase, or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor; and RSMo 610.021.3 for the purpose of discussing hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded A roll call vote was taken and the following “AYE” votes were cast: Lohmar, Stodden, Pundmann, Ehlmann, Cilek, and Mack. The Board adjourned into Closed Session.

After discussions in these areas, on a motion by Cilek and a second by Lohmar, the Board voted to reconvene into Open Session. A roll call vote was taken and the following “AYE” votes were cast: Lohmar, Stodden, Pundmann, Ehlmann, Cilek, and Mack. The Board reconvened into Open Session.

PERSONNEL RECOMMENDATIONS - Action

On a motion by Cilek and a second by Stodden, the Board approved personnel recommendations. The motion was carried unanimously.

Personnel recommendations were as follows:

FULL-TIME NEW AND REPLACEMENT HIRES

Boschert, Josh (EVS).....Environmental Services Associate
Wanyoike, Francis (EVS).....Environmental Services Associate

FULL-TIME CHANGES

Drake, Jeffrey (DPS)..... Police Officer to Cleary Compliance Officer/Sr. Criminal Investigator
Harms, Lindsey (DPS).....PT Office Assistant/DPS Dispatcher to FT Office Assistant/DPS Dispatcher
McClanahan, Michael (DPS).....PT Police Officer to FT Police Officer
McDermott, Sophia (ENS)..... Transfer Credit Coordinator to Admissions Counselor
Mugler, Sonja (AEL)Administrative Secretary to Project Coordinator
Weber, Kathryn (HIS)..... Adjunct Faculty to Fixed Term Appointment, Instructor

FULL-TIME SEPARATIONS

Brown, Douglass (ACE) (retirement) Learning Specialist
Cochran, Tara (COA).....Foundation Specialist
Helldoerfer, Richard (GMW)..... Technical Writer (retiring)
Jackson, Jaycee (GRDS)..... Groundskeeper
Kroll, Matthew (HRS) Director of Employment & Training
Long, Justin (DPS)..... Police Officer
Schreiber, David (DPS) Clery Act Compliance Officer/Sr. Criminal Investigator
Tyler, Nikita (CD)..... Assistant Teacher

PART-TIME NEW AND REPLACEMENT HIRES

Anthony, Matthew (CED)..... PB Continuing Education Instructor II
Carranza, Eric (AHS).....Student Assistant

Long, Karen (AHS).....Office Assistant
 McClanahan, Michael (DPS)..... Police Officer
 Prinsen, Michael (GDS)..... Groundskeeper
 Stanton, Tracey (CC)Adjunct Faculty
 Waligurski, Richard (WFD)..... PB Contract Trainer II

PART-TIME CHANGES

Koch, Mary (ENS) Work Study to Student Assistant
 Lippmann, Brent (MTN)..... Maintenance Assistant to PB Maintenance Assistant
 Pippens, Rasheda (RNP)..... Fixed Term Appointment, Instructor to Adjunct Faculty
 Reed, Ana (CD) Childcare Worker to Substitute Childcare Worker
 Spiess, Jody (RNP) Instructor to Adjunct Faculty
 Tyler, Kanita (RNP)..... Fixed Term Appointment, Instructor to Adjunct Faculty

PART-TIME SEPARATIONS

Becker, Roger (GEO).....Adjunct Faculty
 Curtright, Kaitlyn (DPS)..... Office Assistant/DPS Dispatcher
 Goeller, Donald (WFD) PB Contract Trainer II
 Hanner, Jason (DPS)..... Police Officer
 Harris, Darrell (CD).....Childcare Worker
 Henderson, Claire (CD)Childcare Worker
 Huck, Richard (GEO)Adjunct Faculty
 Lammers, Richard (WFD) PB Contract Trainer III (deceased)
 Marnett, Olivia (ACE)Student Assistant
 Meyer, Matthew (CPT).....Adjunct Faculty
 Niswonger, Jacob (DPS)..... Police Officer
 Stratton, Pamela (MAT).....Adjunct Faculty
 Urbeck, Teresa (CD).....Childcare Worker
 White, Lawrence (CRJ)Adjunct Faculty

FACULTY ANNUAL APPOINTMENTS FOR ACADEMIC YEAR 2016/2017

Baumann, Joe (ENG)..... Arts, Humanities & Social Sciences
 Brand, Lindsay (ENG)..... Arts, Humanities & Social Sciences
 Carter, Bryonie (ENG)..... Arts, Humanities & Social Sciences
 Daugherty, Kathy (RDG)..... Arts, Humanities & Social Sciences
 DeBord, Charles (PHL) Arts, Humanities & Social Sciences
 Harden, Mitch (PSY) Arts, Humanities & Social Sciences
 Malta, Sylvia (HMS)..... Arts, Humanities & Social Sciences
 McWhorter, Rachel (ENG)..... Arts, Humanities & Social Sciences
 Cronin, Chris (BIO) Math, Sci, Bus, Comp Sci & Phy Edu
 Dickens, Lauren (ECO) Math, Sci, Bus, Comp Sci & Phy Edu
 Foster, Garrett (EGR)..... Math, Sci, Bus, Comp Sci & Phy Edu
 Jagmohan, Swarup (Deepeka) (CPT) Math, Sci, Bus, Comp Sci & Phy Edu
 Nunn-Faron, Nicole (EDU) Math, Sci, Bus, Comp Sci & Phy Edu
 Radle, Jackie (MAT)..... Math, Sci, Bus, Comp Sci & Phy Edu
 Stueben, Heather (CHM) Math, Sci, Bus, Comp Sci & Phy Edu
 Willbrand, Kim (ACT)..... Math, Sci, Bus, Comp Sci & Phy Edu
 Barrett, Courtney (OTA)..... Nursing & Allied Health
 Bussen, Jennifer (NUR) Nursing & Allied Health

D'Arcy, Debra (NUR)	Nursing & Allied Health
Knuckles, Diana (NPN)	Nursing & Allied Health
Krieger, Christine (NUR).....	Nursing & Allied Health
Meirink, Cindy (NPN)	Nursing & Allied Health
Morris, Katy (NUR).....	Nursing & Allied Health
Murray, Robin (NUR).....	Nursing & Allied Health
Schultze, Debbie (HIM).....	Nursing & Allied Health
Whitlock, Jennie (NPN).....	Nursing & Allied Health

OTHER

Health Insurance Marketplace Briefing

- Donna Davis gave an overview of actions since 2012 for strategic management of employee benefit plans. At the June meeting, the Board will review and approve plans for an electronic employee benefits marketplace.

Title IX Discussion

- Sylvia Edgar, SCC’s Title IX Coordinator, briefed the Board on new regulations related to transgender students in Title IX of the Education Amendments of 1972. Title IX protects people from discrimination in education programs or activities that receive federal financial assistance.

Community Survey Update

- Heather McDorman gave an update on the community survey, scheduled to be underway soon via online and phone interviews with community members. The survey, administered for the first time in the College’s 30 year history, is intended to give insight on strengths, challenges, and next steps for the institution.

Special Meeting

- A Special Meeting was authorized for Saturday, May 21, 2016, at 1:00 p.m. in the Board Room.

NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled on Monday, June 20, 2016, at 5:30 p.m. in the Board Room.

ADJOURNMENT

On a motion by Mack and a second by Pundmann, the meeting adjourned at 7:15 p.m. The motion carried unanimously.