

**St. Charles Community College
Board of Trustees Public Meeting
May 20, 2019
Daniel J. Conoyer Social Sciences Building
Room 2102 (Board Room)**

M I N U T E S

CALL TO ORDER AND INTRODUCTION OF GUESTS

The meeting of the St. Charles Community College Board of Trustees was called to order at 5:30 p.m. by Board President Cilek. A quorum was present with the following members in attendance: Pamela Cilek, President; Shirley Lohmar, Vice President; Rose Mack, Treasurer; Jean Ehlmann, Trustee; and William Pundmann, Trustee. Board Secretary Mary Stodden arrived at the meeting at 5:45 p.m., and Trustee Pundmann left the meeting at 8:00 p.m.

Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic Affairs and Enrollment Management; Donna Davis, Vice President for Human Resources; Heather McDorman, Vice President for Marketing and Student Life; Todd Galbierz, Vice President for Administrative Services; Chad Shepherd, Chief Information Officer; and Julie Parcel, Executive Assistant.

Audience members included staff members Kathy Brockgreitens, Jeff Brouk, Jeff Drake, Robert Jones, Susie Rubemeyer, and Sharon Schreiber; faculty member Joe Baumann; community members Arnie Dienoff and Sherry Espinoza; and students Lauren Alexander, Arianna Amann, Drew Bowdish, Guadalupe Lopez, Nicki Passarelli, Fernanda Pasillas, Grey Rische, and Rachel Verbeck.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: APRIL 29, 2019, PUBLIC MEETING

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, minutes of the April 29, 2019, Board of Trustees regular meeting were accepted as presented.

APPROVAL OF AGENDA

Trustee Mack motioned to amend the agenda with the addition of "OTHER" before adjournment. The motion was seconded by Ehlmann. With a unanimous "AYE" vote to carry the motion, the amended agenda was approved.

TREASURER'S REPORT

Treasurer Mack presented the Treasurer's Report. Cash in bank \$5,460,588; total investments \$24,160,000; tuition and fees received to date \$16,138,001; local taxes received to date \$18,481,468; state appropriations received to date \$7,915,880. On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Treasurer's Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Pundmann, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$1,793,421.

PUBLIC COMMENTS

Board President Cilek called for public comments. Community member Arnie Dienoff expressed disapproval of the handling of pre-meeting documents, protested the Board's consideration of an expanded policy on audience protocol, and urged the Board to lay off employees rather than offer an early separation incentive.

STUDENT GOVERNMENT ASSOCIATION REPORT

Student government representative Drew Bowdish presented highlights of events held to honor students at the end of the academic year. Appreciation was expressed for students who served as student government officers in the 18/19 academic year and to trustees, administrators, faculty, and staff. The following Student Government Association officers for academic year 19/20 were announced: Grey Rische, president; Fernanda Pasillas, vice president; Sophia Calignaoan, secretary; Katelyn Montanaro, treasurer; and Rachel Verbeck, parliamentarian.

FACULTY ASSOCIATION REPORT

Faculty representative Dr. Joe Baumann presented highlights of degree offerings and faculty accomplishments in the Math, Science, Computer Science, Business, and Education division, highlighting specific programs in math, accounting, business technology, and computer science. A printed report of accomplishments in other academic areas and end-of-year highlights was distributed to trustees.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier presented highlights of the institution's most recent accomplishments, included in the monthly newsletter distributed to guests. Additionally, Dr. Kavalier read a letter from a student

thanking Paige George for the excellent service she provided.

REPORT ON DUAL CREDIT/DUAL ENROLLMENT

Kathy Brockgreitens, Assistant Vice President for College Transitions, provided an update on SCC's Early College Academy which launched in fall 2018 and is growing rapidly. The program provides students with the opportunity to earn both high school and college credit in their last two years of high school.

PRELIMINARY BUDGET FOR FISCAL YEAR 2020

Vice President Galbierz presented the preliminary budget for Fiscal Year 2020. The final budget will be presented with action requested at the regular meeting in June.

BOARD OF TRUSTEES POLICY REVISIONS

Article II.01 Board of Trustees Meetings

On a motion by Ehlmann, a second by Mack, and a unanimous "AYE" vote to pass the motion, the Board approved the addition of a section to the policy to provide details for audience protocol at meetings of the Board of Trustees, specifically addressing behaviors which are prohibited and actions which may be taken by the presiding officer for disruptive behavior.

Article IV.07 (P-570) College Holidays

On a motion by Pundmann, a second by Stodden, and a unanimous "AYE" vote to pass the motion, the Board approved the addition of a paid holiday for staff on the Friday of the academic spring break each semester, beginning in 2020; and revision of the policy number from *P-570 College Holidays* to *Article IV.07 College Holidays* as part of an ongoing project for renumbering, reformatting, and separating policies from procedures in the manual.

CLOSED SESSION

On a motion by Stodden, a second by Lohmar, and a roll-call vote in which "AYE" votes were cast by Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden to carry the motion, the Board adjourned to closed session as allowed under 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; RSMo 610.021.3 to discuss hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded; and RSMo 610.021.9 to discuss preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

After discussion in these areas, on a motion by Stodden, a second by Mack, and a roll-call vote in which "AYE" votes were cast by Cilek, Ehlmann, Lohmar, Mack, and Stodden to carry the motion, the Board reconvened to open session.

PERSONNEL RECOMMENDATIONS

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved the following personnel recommendations:

Full-time New and Replacement Hires

Lile, Kelli (ADR) Admissions and Recruitment Manager

Full-time Changes

Koch, Mary (ADR) Enrollment Services Assistant to Admissions and Recruitment Specialist

Full-Time Separations

Campos, Leah (CDC) Assistant Teacher

Munson, Benjamin (MKT) Director of Marketing

Orf, Patricia (ADS) Payroll Manager

Part-Time New and Replacement Hires

Beppler, Lois (CED) PB Instructor II

Bolden, Shanese (ALH) PB Health Occupations Instructor

Enoch, Justin (TOL) PB Videographer

Farren, Christopher (WFD) PB Contract Trainer II

Flowers, Carmen (DPS) Police Dispatcher

Schlueter, Abigail (NAH) Work Study

Schroeder, Lisa (DPS) Police Dispatcher

Sundman, Josiah (MUS) Student Assistant

Part-Time Changes

Otieno, Kelvin (EVS) PB Environmental Services Associate to Environment Services Associate

Salmo, Anna (CED) PB Summer Camp Assistant to PB Summer Camp Assistant II

Part-Time Separations

Kemp, Oscar (DPS) Police Officer

OTHER

The Board discussed a possible date change for the July 29, 2019, Board of Trustees meeting due to scheduling conflicts for two trustees. Further review resulted in no change to the schedule at this time.

ADJOURNMENT

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the meeting adjourned at 8:25 p.m.