

**St. Charles Community College  
Board of Trustees Public Meeting  
Monday, October 7, 2019**

**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 in the Board Room 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; Mary Stodden, Secretary; Jean Ehlmann, Trustee; and William Pundmann, Trustee.

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

Audience members included faculty members Rex McKanry, Jayme Novara, and Nicole Pinaire; staff members Frank Barrow, Kathy Brockgreitens, Jeff Drake, Rob Jones, Amy Koehler, Susie Rubemeyer, Sharon Schreiber, and Nick Wallace; students Sophia Calignaoan, Katelyn Montanaro, Fernanda Pasillas, Grey Rische, and Rachel Verbeck; and Michele Graham, representative of Botz, Deal & Company.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF MINUTES: AUGUST 26, 2019, PUBLIC MEETING**

On a motion by Mack, a second by Stodden, and a unanimous "AYE" vote to carry the motion, minutes of the August 26, 2019, Board of Trustees regular meeting were accepted as presented.

**ACCEPTANCE OF MINUTES: SEPTEMBER 16, 2019, SPECIAL MEETING**

On a motion by Stodden, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, minutes of the September 16, 2019, Board of Trustees special meeting were accepted as presented.

## **APPROVAL OF AGENDA**

On a motion by Pundmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

## **TREASURER'S REPORT**

Treasurer Mack presented the Treasurer's Report. Cash in bank \$5,415,567; total investments \$19,450,000; tuition and fees received to date \$9,676,188; local taxes received to date \$184,814; state appropriations received to date \$2,164,415. On a motion by Lohmar, a second by Stodden, 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 Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$5,775,585.

## **PUBLIC COMMENTS**

Board President Cilek called for public comments. No comments were submitted.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier provided a review of the institution's most recent accomplishments as included in the monthly newsletter and expressed appreciation to officers of SCC's Student Government Association, who were all in attendance.

## **STUDENT GOVERNMENT ASSOCIATION REPORT**

Student Government Association President Grey Rische presented a summary of recent student government activities, student events, and plans for the upcoming academic year.

## **FACULTY ASSOCIATION REPORT**

Faculty Association President Rex McKanry presented highlights of work in SCC's computer science department and faculty member accomplishments in English, human services, biology, theatre, music, and online learning.

## **AY 18/19 FACULTY SABBATICAL REPORT**

Faculty member Jayme Novara, associate professor of English, provided details of her spring 2019 sabbatical leave, expressed appreciation to the Board for the opportunity, and shared ways in which the experience has enriched her courses.

## **AUDIT REPORT PRESENTATION**

Michelle Graham, representing Botz, Deal & Company, reported results of the annual audit of the College's financial records for the 2018/2019 fiscal year, commending the financial management and cooperation of the institution throughout the audit process. The Board will have a period for review of the audit and take action at the next regular meeting.

## **INVENTORY ADJUSTMENT JULY 2018 THROUGH JUNE 2019**

The inventory of SCC's fixed assets is updated monthly to remove assets that are damaged, obsolete, removed from service, donated, stolen, returned to the vendor, assigned a new asset ID number, provided a replacement tag, sold in surplus sales, or offered as trade-ins for other equipment. On a motion by Stodden, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved removal of the aforementioned inventoried items in the original acquisition amount of \$1,364,082.66 from the College's inventory records.

## **BACHELOR OF OCCUPATIONAL THERAPY ASSISTANT (BOTA) PROPOSAL**

Campus Dean/Dean of Nursing & Allied Health Amy Koehler presented details of the background, preparation, initial presentation, and next steps for the institution's proposal to the Coordinating Board for Higher Education to offer a program which will award the Bachelor of Applied Science - Occupational Therapy Assistant.

## **BOARD OF TRUSTEES POLICIES AND ADMINISTRATIVE PROCEDURES MANUAL REVISIONS**

### ***Article IV.11 (P-825) Social Media Use***

On a motion by Mack, a second by Pundmann, and a unanimous "AYE" vote to carry the motion, the Board approved revision of *Article IV.11: Social Media Use*. The revision acknowledges employees' right to discuss terms and conditions of employment on social media; distinguishes the policies, procedures, and agreements to be followed by employees who represent the College on social media; specifies the requirement for FERPA compliance in the use of names or photographs of students on social media; identifies ways in which employees' social media activity is considered to be conducted from the College; distinguishes types of social media posts which violate workplace laws and employment policies; and outlines steps which must be taken by employees who state opinions on social media about a position taken by the College.

### ***Article V.01 Tuition, Fees, and Refunds for Credit Classes***

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved revision of the tuition and fees schedule contained in *Article V.01: Tuition, Fees, and Refunds for Credit Classes* which lowers the tuition rate for dual credit/dual enrollment courses from \$67 per credit hour to \$50 per credit hour, effective with the Spring 2020 semester.

## **BOARD OF TRUSTEES POLICIES AND ADMINISTRATIVE PROCEDURES MANUAL REVISIONS**

### ***Article IV.01/VI.01 Non-Discrimination and Equal Opportunity***

The Board reviewed a proposed revision of *Article IV.01/VI.01: Non-Discrimination and Equal Opportunity*. Broad language has been added to the policy to account for individual differences in state and local legislation related to non-discrimination and equal opportunity. The change was necessary to accommodate employment of part-time faculty members who teach from states other than Missouri. Action will be requested at the next regular meeting.

## **BIDS AND CONTRACTS**

### ***Contracts for Legal Services***

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved legal services from Tueth, Keeney, Cooper, Mohan & Jackstadt, PC for a period of two years, in an amount not to exceed \$50,000 annually and with the option to renew upon mutual agreement for an additional two-year period; and legal services from Lewis Rice, LLC for a period of two years, in an amount not to exceed \$75,000 annually and with the option to renew upon mutual agreement for an additional two-year period. *Funding Source: Current Operating Budget*

### ***Countertop Appliances and Supplies***

On a motion by Ehlmann, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, a contract was awarded to Starbucks Corporation, Seattle, WA in the amount of \$29,081.02 for the purchase of countertop appliances and supplies as required for the Starbucks branded Student Center coffee shop and self-serve coffee station in the student housing cyber café. *Funding Source: Auxiliary Services*

### ***Document Management System Maintenance***

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of the current software maintenance agreement with SoftDocs, Columbia, SC, for a period of one year in the amount of \$26,536.00 for electronic storage and indexing of student documents and records. *Funding Source: Enrollment Management Current Operating*

### ***Maintenance Agreements for Patient Simulators and Related Learning Management Software***

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, a contract was awarded to CAE Healthcare, Sarasota, FL, in the amount of \$71,330.44 for maintenance, services, and software for human patient simulators and related learning management software for instructional purposes in Nursing & Allied Health programs. *Funding Sources: Enhancement Grant (\$35,665.22) and Technology Fund (\$35,665.22)*

**Student Center HVAC Repairs**

On a motion by Pundmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion, a contract was awarded to Hauser Mechanical, Inc., St. Peters, MO, in the amount of \$39,700.00, plus a 10% contingency, for a total amount of \$43,670.00 for replacement of HVAC equipment, to include variable air volume boxes, controls, and interior lined ductwork located in the kitchen area of the Student Center building. *Funding Source: State Bond Proceeds*

**CLOSED SESSION**

On a motion by Mack, 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 610.021.3 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.

After discussion in these areas, on a motion by Ehlmann, 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 reconvened to open session.

**PERSONNEL RECOMMENDATIONS**

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

**Full-time New and Replacement Hires**

- Jones, Charlene (MSB) ..... Division Office Coordinator
- Kartel, Nyssa (CDC) ..... Assistant Teacher
- Simon, Zaneta (EVS) ..... Environmental Services Associate
- Stratman, Barbara (ADR) ..... Admissions Recruiter
- Threewitt, Douglas (TEC) ..... Tier 2 Technical Support Specialist

**Full-time Changes**

- Bierman, Anastasia (ENG) ..... Part-time Faculty to  
1-Year Fixed-Term Appointment, Instructor
- Davis, Donna (HRS) ..... Vice President for Human Resources to  
Vice President for Human Resources/Chief Human Resources Officer
- Miller, Jeffrey (ENG) ..... Part-time Faculty to  
1-Year Fixed-Term Appointment, Instructor
- Weber, Kathryn (HIS) ..... Part-time Faculty to  
1-Semester Fixed-Term Appointment, Assistant Professor

**Full-Time Separations**

- Dantzler, Sherese (ENS) ..... Assessment Specialist

O'Neil, Edmond (ENS) ..... Enrollment Services Assistant  
 Ragsdale, Rachael (STAV) ..... Student Activities Coordinator  
 Simon, Zaneta (EVS) ..... Environmental Services Associate  
 Zang, Tracey (ADC) ..... Programmer Analyst

**Part-Time New and Replacement Hires**

Allison, Dion (CED) ..... Project-Based Continuing Education Instructor II  
 Aubuchon, Fay (WFD) .....Project-Based Contract Trainer II  
 Borger, Terri (MKT) .....Project-Based Project Support Specialist  
 Brown, Emilee (ACE) ..... Student Assistant  
 Bruenger, James (GDS) .....Part-time Faculty  
 Callewaert, Madeline (LRC).....Work Study  
 Dawkins, Linda (CHM) .....Part-time Faculty  
 Deckert, Melissa (CED)..... Project-Based Continuing Education Instructor II  
 Define, Susan (CDC) ..... Child Development Associate  
 Dufrain, Joy (WFD) .....Project-Based Contract Trainer I  
 Ennis, Kelli (CPT)..... Student Assistant  
 Gallardo, Edenia (CAD).....Part-time Faculty  
 Howard, Emma (CPT) ..... Student Assistant  
 Hill, Glenn (DPS) ..... Project-Based Police Officer  
 Hutchison, Ella (BK) ..... Student Assistant  
 Jacobs, Christopher (ACE) ..... Student Assistant  
 Kunkle, Matthew (ACE) ..... Student Assistant  
 Kutz, Jodi (RNP) .....Part-time Faculty  
 Landon, Jeanette (CED)..... Project-Based Continuing Education Instructor II  
 Lewis, Sean (CPT) ..... Student Assistant  
 Limpert, Carol (FAC) ..... Facilities Office Assistant  
 Lin, Jie (CED) ..... Project-Based Continuing Education Instructor II  
 Matteoni, Devin (CAR) .....Work Study  
 Mayo, Aimee (SCI)..... Student Assistant  
 McGinnis, Samantha (MKT) ..... Marketing Assistant  
 McKissic, Blayke (ATH) .....Assistant Coach - Softball  
 Murray, Holly (CED) ..... Project-Based Continuing Education Instructor II  
 Niewald, Diana (CED) ..... Project-Based Continuing Education Instructor II  
 Royal, Eileen (NUR) .....Part-time Faculty  
 Ruth, Cheruiyot (EVS)..... Project-Based Environmental Services Associate  
 Seidler, Lisa (NET)..... Telecommunications Coordinator  
 Sharp, Faith (ADR).....Work Study  
 Silver, Mackenzie (STU).....Work Study  
 Williams, Aubree (THE) ..... Project-Based Theatre Production Assistant  
 Woodward, Peggy (THE) ..... Project-Based Theatre Production Assistant  
 Woodward, Lewis (THE)..... Project-Based Theatre Production Assistant  
 Zeiser, Alexis (ACE)..... Student Assistant

**Part-Time Changes**

Chandler, Calvin (FL) ..... Professor to

	Emeritus Faculty
Hartmann, Wayne (NET) .....	Full-time Systems Architect to Part-time Systems Architect
Hartnett, Joseph (BUS) .....	Professor to Emeritus Faculty
Johnson, Sarah (ENS) .....	Academic Counselor to Project-Based Project Support Specialist
Koch, Carol (WFD) .....	Bookstore Clerk to Project-Based Contract Trainer I
Kuelker, Michael (ENG) .....	Professor to Emeritus Faculty
Wilson, Ellen (GEO) .....	Professor to Emeritus Faculty

***Part-Time Separations***

Borger, Terri (MKT) .....	Project-Based Project Support Specialist
Halbert, Susan (BK) .....	Bookstore Clerk
Hockman, Adam (MAT) .....	Part-time Faculty
Logan, Mary (BK) .....	Bookstore Clerk
Lovelace, Madison (BK) .....	Bookstore Clerk
Melka, Mary (ADR) .....	Project-Based Admissions Recruiter
Nolan, Daniel (MKT) .....	Scooter
Paglusch, Diane (BK) .....	Bookstore Clerk
Voropaieva, Anastasia (BK) .....	Bookstore Clerk

**OTHER**

No additional topics were discussed.

**ADJOURNMENT**

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:55 p.m.