

**St. Charles Community College
Board of Trustees Public Meeting
February 24, 2020**

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 in the Board Room, located in Room 2102 of the Daniel J. Conoyer Social Sciences Building. A quorum was present with the following members in attendance: Board President Pamela Cilek; Board Treasurer Rose Mack; Board Secretary Mary Stodden; Trustee Jean Ehlmann; and Trustee William Pundmann. Vice President Shirley Lohmar was not in attendance.

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

Audience members included faculty member Rex McKanry; staff members Frank Barrow, Boyd Copeland, Jeff Drake, Robert Jones, Susie Rubemeyer, Jay Scherder, Sharon Schreiber, and Nick Wallace; student Grey Rische; and community members Sergio Espinoza and Sherry Espinoza.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: JANUARY 27, 2020, MEETING

On a motion by Pundmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, minutes of the January 27, 2020, Board of Trustees regular meeting were accepted as presented.

ACCEPTANCE OF MINUTES: FEBRUARY 7, 2020, STUDY SESSION

On a motion by Mack, a second by Pundmann, an abstention from Ehlmann, and "AYE" votes from Cilek, Mack, Stodden, and Pundmann to carry the motion, minutes of the February 7, 2020, Board of Trustees study session were accepted as presented.

APPROVAL OF AGENDA

On a motion by Mack, a second by Pundmann, 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 \$6,104,210; total investments \$28,756,000; tuition and fees received to date \$16,771,633; local taxes received to date \$18,707,318; state appropriations received to date \$5,814,020. On a motion by Stodden, 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 Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$6,185,591.

PUBLIC COMMENTS CONCERNING AGENDA ITEMS

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

FACULTY REPORT

Faculty Association President Rex McKanry presented highlights of events and specialized coursework designed to engage students and enhance SCC’s connection with the surrounding community.

STUDENT GOVERNMENT ASSOCIATION REPORT

Student Government Association President Grey Rische provided information about new student clubs, enhancement of established student clubs, and campus events coordinated by students.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier presented the institution’s most recent accomplishments as documented in her monthly newsletter and recognized trustees Cilek, Ehlmann, and Mack for their years of service.

BOARD OF TRUSTEES POLICY MANUAL REVISION

Article V.12 Study Abroad Programs

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved a new policy which verifies support of international education for St. Charles Community College, provides for presentation of all new study abroad programs to the Board of Trustees, and authorizes the College President to approve study abroad programs and consortiums.

BOARD OF TRUSTEES POLICY MANUAL REVISION REVIEW

Article V.01 Tuition, Fees, and Refunds for Credit Classes - Proposed Fee Schedule

The Board reviewed proposed revision of the tuition and fees schedule which would implement tier-based tuition rates for programs in which the College incurs the highest cost, eliminates the per-semester fee for programs in Nursing & Allied Health and in Welding, and increases the art studio fee. Action will be requested at the next regular meeting.

DEVELOPMENTAL DISABILITIES RESOURCE BOARD GRANT RESOLUTION

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board adopted a resolution to submit an application for funds to the Developmental Disabilities Resource Board of St. Charles County, in an amount not to exceed \$10,000.00, to host and coordinate the annual Direct Support Professionals Conference on the St. Charles Community College main campus.

BIDS AND CONTRACTS

Contract for Colleague Services

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a one-year contract, with the option to renew annually thereafter by mutual agreement, to Campus Works, Inc., Bradenton, FL, in the estimated amount of \$125,000.00 to provide technology services for Ellucian Colleague, the College’s administrative information system. *Funding Source: FY20 and FY21 Administrative Computing Budget*

Contract for Information Technology Staff Augmentation Services

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a one-year contract, with the option to renew annually thereafter by mutual agreement, to three firms: Rose International, Chesterfield, MO; The New IT LLC, St. Charles, MO; and CCS Global Tech, Poway, CA, with no guaranteed amount to any one vendor, for an estimated combined annual contract amount of \$250,000.00 to provide Information Technology staff augmentation services as needed. *Funding Source: FY20 and FY21 Network Computing Budget*

Culinary Arts Kitchen Equipment and Installation

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Boelter, LLC, Waukesha, WI, in the amount of \$482,855.04 for purchase and installation of commercial kitchen equipment as part of gymnasium space renovation at the

Dardenne Creek Campus which, when complete, will be used by credit and non-credit students in the areas of food preparation, nutrition, and sanitation. *Funding Source: MoExcels Grant*

EXTENDED SERVICE AREA

Dr. Kavalier provided information on Missouri’s community college extended service areas, noting that Warren County, by action of the county’s school boards in 2018, was added to St. Charles Community College’s extended service area and removed from East Central College’s extended service area. At that time, administrators of both colleges informally agreed that if East Central College was interested, Callaway County, which is now in the St. Charles Community College extended service area, could be added to the extended service area of East Central College. The Board will be asked to take action at the next regular meeting to authorize this agreement for submission and review by the Missouri Community College Association.

AUGUST 4, 2020, MUNICIPAL ELECTION BOND ISSUE RESOLUTION

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board passed the following resolution:

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ST. CHARLES COMMUNITY COLLEGE, AS FOLLOWS:

PROPOSITION COMMUNITY COLLEGE

Shall the Board of Trustees of St. Charles Community College, St. Charles County, Missouri, be authorized to issue general obligation bonds in the amount not to exceed \$30,000,000 for the purpose of modernizing and expanding facilities for workforce training, academic programs and support services and to enhance campus security? If this proposition is approved, the adjusted debt service levy of the College is estimated to remain unchanged from the current debt service levy of \$0.0440 per one hundred dollars assessed valuation of real and personal property.

The authorization of the Bonds will authorize the levy and collection of an annual tax in addition to the other taxes provided for by law on all taxable tangible property in the College sufficient to pay the interest and principal of the Bonds as they fall due and to retire the same within twenty years from the date thereof.

CLOSED SESSION

On a motion by Pundmann, a second by Mack, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, 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; and RSMo 610.021.19 to discuss existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, the public disclosure of which would threaten public safety and impair the public governmental body's ability to protect the security or safety of persons or real property and in which the public interest in nondisclosure outweighs the public interest in disclosure of the records.

After discussion in these areas, on a motion by Ehlmann, a second by Mack, and a roll-call vote in which "AYE" votes were cast by Cilek, Ehlmann, Mack, Pundmann, and Stodden, the closed session was adjourned and the public meeting reconvened.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Carter, Courtney (CDC) Lead Teacher
Evans, Jason (IRE) Research & Data Analyst

Full-time Changes

Buda, Lisa (ENS) Academic Advisor to
Financial Aid Specialist

Full-Time Separations

Braun, Kathy (ADS) Payroll Manager
Mai, Toan (HRS) HR Generalist
Rasche, Tiffany (CD) Assistant Teacher

Part-Time New and Replacement Hires

Bazarova, Kadriya (FS) Student Assistant
Broeker, Roxann (CED) Project-Based Continuing Education Instructor III
Bricmont, Diane (CCD) Project-Based Instructor II
Chowdbury, Sadifa (HRS) Work Study
Daniels, Brandon (GDS) Part-time Faculty
De Medeiros Costa, Pablo Giorgio (FS) Student Assistant
Fitzgerald, John (CCD) Project-Based Contract Trainer II
Jameson, Erin (ART) Part-time Faculty
Keller, Victoria (ART) Part-time Faculty
Lane, Zach (HRS) Work Study
Lawrence, Nicholas (DPS) Project-Based Police Officer
Marcotte, Ryley (BK) Student Assistant
Naibi, Nuerxiati (HSK) Project-Based Housekeeper
Oberkramer, Amanda (NUR) Part-time Faculty
Shelton, Steven (HSK) Project-Based Housekeeper
Smith, Kelly (CED) Project-Based Continuing Education Instructor II
Young, Kathryn (ENG) Part-time Faculty

Part-Time Separations

Paladin, Kelly (MKT)PB Graphic Designer
Robertson, Kaitlyn (STU)Work Study
Schwendemann, Gary (DPS) Project-Based Police Officer

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 7:15 p.m.