

**St. Charles Community College
Board of Trustees Public Meeting
July 27, 2020
Virtual Meeting**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The meeting of the St. Charles Community College Board of Trustees, held in a virtual setting due to the COVID-19 pandemic, was called to order at 5:30 p.m. by Board President Lohmar. A quorum was present with the following members in attendance: Board President Shirley Lohmar, Board Vice President Rose Mack, Board Treasurer Mary Stodden, Board Secretary Pam Cilek, and Trustee Jean Ehlmann. College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, and Chief Diversity and Compliance Officer Martha Kampen also participated in the meeting.

ACCEPTANCE OF TRUSTEE WILLIAM R. PUNDMANN RESIGNATION

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board accepted the resignation of William R. Pundmann, effective June 29, 2020. A plaque was presented and will be delivered to Pundmann in appreciation for his 14 years of service to St. Charles Community College.

APPROVAL OF AGENDA

On a motion by Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the agenda was approved.

ACCEPTANCE OF MINUTES: JUNE 29, 2020, BOARD OF TRUSTEES MEETING

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, minutes of the June 29, 2020, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Treasurer Stodden presented the Treasurer’s Report. Cash in bank \$4,765,773; total investments \$21,506,000; tuition and fees received to date \$7,793,299; local taxes received to date \$92,105; state appropriations received to date \$629,027. On a motion by Cilek, 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 Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,665,114.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier reported that the President’s Council held a virtual retreat on July 17, 2020, with the first half of the day dedicated to budget principles and the second half dedicated to diversity initiatives. The report concluded with recognition of William R. Pundmann for his many years of service to the Board of Trustees and the College.

DIVERSITY AND INCLUSION REPORT UPDATE

Chief Diversity and Compliance Officer Martha Kampen provided a status report on goals within SCC’s Diversity, Equity, and Inclusion Plan and noted that social and racial justice have been added to the plan in order to address long-time issues which have been brought to the national forefront in recent months. The President’s Diversity Action plan was introduced, and Lohmar suggested a dedicated Board Retreat to discuss diversity.

BIENNIAL ADOPTION OF CONFLICTS OF INTEREST POLICY

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board adopted a resolution for the institution’s Conflicts of Interest policy. The biennial adoption is required by state law, and a certified copy of the resolution will be submitted to the Missouri Ethics Commission within ten days of adoption.

BOARD OF TRUSTEES POLICY MANUAL REVISION FOR ACTION

Article IV.04 Terms of Employment

On a motion by Stodden, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved *Article IV.04 Terms of Employment* as presented at the June 29, 2020, regular meeting.

Article IV.10 Group Insurance Benefits

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved *Article IV.10 Group Insurance Benefits* as presented at the June 29, 2020, regular meeting.

BOARD OF TRUSTEES POLICY MANUAL REVISION FOR REVIEW

The following policy revision proposals were presented with action to be requested at the next regular meeting:

Article I.07 Sexual Harassment

Article IV.02 Sexual Misconduct and *Article VI.02 Sexual Misconduct*, mirrored in the current policy manual, have been condensed to one policy and renamed *Article I.07 Sexual Harassment*. The revised policy affirms that the College prohibits sexual harassment and adheres to all applicable laws and regulations. Related definitions have been omitted from the policy and added to administrative procedures.

Article II.05 Officers of the Board of Trustees

Article II.05 Officers of the Board of Trustees has been revised to permit the appointment of Board officers to represent the Board of Trustees as Legislative Liaison and Foundation Liaison.

Article VI.30 International Student Services

P-422 International Student Admissions has been renamed *Article VI.30 International Student Services* and revised to specify that programs for international students are subject to approval by the United States Department of Homeland Security's Student and Exchange Visitor Program (SEVP) and compliance with College administrative procedures and SEVP regulations. Tuition-related procedural information has been omitted from the policy and added to administrative procedures.

RATIFICATION OF PREVIOUSLY APPROVED PURCHASES

On a motion by Stodden, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board ratified email action on July 15, 2020, which authorized the following time-sensitive and critical purchases:

- **Audio Visual Equipment for Dardenne Creek Campus**
 - SKC Communications Products, LLC, Kansas City, MO, in the estimated amount of \$26,387.24 for the purchase of audio visual equipment. *Funding Source: MOExcel Grant/Corporate & Community Development Budget*
- **Audio Visual Mobile Carts**
 - Component #1: SKC Communications Products, LLC, Kansas City, MO, in the estimated amount of \$241,268.29 for the purchase of 37 audio visual mobile carts. *Funding Source: 2020/2021 CARES Act*
 - Component #2: Dell Marketing L.P., Round Rock, TX, in the amount of \$40,032.15 for the purchase of 37 Dell microcomputers. *Funding Source: 2020/2021 CARES Act*
- **Dell Laptops for Students**
 - Dell Marketing L.P., Round Rock, TX, in the amount of \$128,545.00 for the purchase of 100 Dell laptops. *Funding Source: 2020/2021 CARES Act*

BIDS AND CONTRACTS

Contract for Trash Services

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Meridian Waste Acquisition, LLC, Foristell, MO, in an estimated amount of \$45,000.00 for a period of one year, with the option to renew for four additional years to provide routine disposal of campus trash to include pickup services along with providing and maintaining all containers, dumpsters, and compactors. *Funding Source: Current Operating-Facilities*

Information Technology Service Management Solution

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a 3-year contract, with the option to renew annually thereafter by mutual agreement, to Team Dynamix, Columbus, OH, in the amount of \$134,235.23 to be paid annually, in equal payments, over the initial 3-year contract period to provide an information technology service management solution to replace the current system utilized by IT and Facilities staff. *Funding Source: FY21 Technology Fee Fund*

MOBIUS Annual Membership

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of the institution’s annual membership with MOBIUS (Missouri Bibliographic Information User System) in the amount of \$38,693.16 for fiscal year 2020/21 to provide student access to shared library materials, information, and services. *Funding Source: Current Operating-Learning Resource Center*

CLOSED SESSION

On a motion by Mack, a second by Ehlmann, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, and Stodden to carry the motion, the Board adjourned to closed session at 6:28 p.m. as allowed by RSMo 610.021.1 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. Following discussion in this area, the closed session adjourned and the public meeting reconvened at 7:05 p.m.

Board Secretary Cilek reported that on a motion by Stodden, a second by Ehlmann, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, and Stodden, minutes from the June 29, 2020, closed session were accepted with a correction from *Board President Cilek* to *Board President Lohmar* as the officer who called the meeting to order.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, 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

- Lawrence, Melissa (ENS) Enrollment Services Assistant
- Rhodes, Teresa (LPN) Faculty One Year Fixed-Term Appointment, Assistant Professor

Full-time Faculty Annual Appointments for Academic Year 2020/21

Wang, Dayu (CPT) Instructor

Full-time Changes

Breitman, Maria (BIO) Part-time Faculty to
One Year Fixed Term Appointment, Instructor

Daman-Scheel, Kim (MDA) Part-time Faculty to
One Year Fixed Term Appointment, Assistant Professor

Mitchell, Laura (NAH) Part-time Faculty to
One Year Fixed Term Appointment, Instructor

Quiggins, Elizabeth (ENS) Assistant Director/Lead Teacher to
Academic Advisor

Weckherlin, Nicole (OTA) Part-time Faculty to
One Year Fixed Term Appointment, Assistant Professor

Full-Time Separations

Bookstaver, John (AA) Vice President for Academic Affairs (Retirement)

Egberts, Bradley (TEC) Tier 2 Technical Support Analyst

Haridas, Seema (BIO) Assistant Professor

Kearns, Brenda (HRS) HR Administrative Specialist

Part-Time New and Replacement Hires

Alford, Rae Jean (ENG) Adjunct Faculty

Clay, Mary (OTA) Adjunct Faculty

Foley, Sarah (SOC) Adjunct Faculty

Johnson, Marcus (THE) Adjunct Faculty

Kalz, Kristen (SOC) Adjunct Faculty

Kerns, Matthew (THE) Adjunct Faculty

Loimier, Geoff (ATH) Adjunct Faculty

Morrison, Calynn (CHM) Adjunct Faculty

Stahr, Jason (THE) Adjunct Faculty

Thomason, Andrew (ENG) Adjunct Faculty

Vance, Jennifer (CHM) Adjunct Faculty

Part-Time Separations

Ash, Justin (NEC) AEL Instructor

Baskin, Cynthia (BK) Bookstore Clerk

Cheruiyot, Ruth (HSK) Project-Based Housekeeper

Comfort, Timothy (MTM) Project-Based Maintenance Technician

Crouch, Pamela (BK) Bookstore Clerk

Curran, Rebekah (SCI) Science Lab Technician

DeBoard, Nathan (TEC) Tier I Technical Support Analyst

Fix, Linda (BK) Bookstore Assistant

Forest, David (POL) Adjunct Faculty

Herget, Bonnie (BK) Bookstore Clerk

Imbierowicz, Diann (BK) Bookstore Clerk

Katke, Joyce (BK) Bookstore Assistant
 Kidd, Hannelore (HSK).....Project-Based Housekeeper
 Kwarta, Mary (BK) Bookstore Clerk
 Laramie, Linda (FS) Cook
 Limpert, Carol (FAC) Facilities Office Assistant
 Maddock, James (HSK).....Project-Based Housekeeper
 McDonald, Carolyn (HSK).....Project-Based Housekeeper
 Middleton-Birsinger, Christina (NEC).....AEL Instructor
 Montgomery, Denise (ENG) Adjunct Faculty
 Naibi, Nuerxiati (HSK).....Project-Based Housekeeper
 Njenga, Esther (HSK)Project-Based Housekeeper
 Ochs, Richard (NEC)AEL Instructor
 Odiwuor, Clementina (HSK) Housekeeping
 Oppong, Cecilia (HSK)Project-Based Housekeeper
 Otieno, Kelvin..... Housekeeper
 Patrick, Melinda (NEC) Administrative Secretary
 Pulliam, Kathryn (NEC).....Assessment Coordinator
 Ray, Daryl (NEC)AEL Instructor
 Roettger, Donald (NEC).....AEL Instructor
 Schliemann, Marie (BK)..... Bookstore Clerk
 Shelton, Steven (HSK)Project-Based Housekeeper
 Smith, Stacie (NEC)..... Education Supervisor
 Steed, Darrell (HSK).....Project-Based Housekeeper
 Tannehill, Louise (HSK)..... Project-Based Lead Housekeeper
 Veal, Donald (HSK)Project-Based Housekeeper
 Von Becker, Emma (BK) Bookstore Clerk
 Waddell, Anne (WFD)Project-Based Contract Trainer II
 Way, Deborah (HSK).....Project-Based Housekeeper
 Wiss, Jeannie (BK) Bookstore Clerk

ADJOURNMENT

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:07 p.m.