

**St. Charles Community College  
Board of Trustees Meeting  
June 26, 2023  
6:00 p.m.**

**MINUTES**

**CALL TO ORDER**

The St. Charles Community College Board of Trustees met on June 26, 2023, in Conoyer Hall, Room 2102 (Board Room).

The meeting was called to order at 6:00 p.m. by Board President Mary Stodden. A quorum was present with the following members also in attendance: Board Vice President Pam Cilek, Board Secretary Jean Ehlmann, Board Treasurer Mike Lissner, Trustee Rose Mack, and Trustee Shirley Lohmar.

Also present were College President Dr. Barbara Kavalier, Sr. Vice President for Administrative Services/COO Todd Galbierz, Vice President for Academic Affairs Amy Koehler, Vice President for Human Resources Terri Edrich, Vice President for Workforce & Strategic Initiatives John Wiemann, Executive Director/Chief of Staff Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Peggy Schnardthorst, Carson Howe, Piper Stutsman, Chris Hazel, Officer Jeff Drake, Officer Scott Binggeli, and Arnie Dienoff.

Board President Stodden reminded the audience of board policy regarding audience protocol designed to promote decorum at the meetings.

**PLEDGE OF ALLEGIANCE**

Board President Stodden led trustees and attendees in the Pledge of Allegiance.

**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: MAY 22, 2023, BOARD OF TRUSTEES MEETING**

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the minutes of the May 22, 2023, Board of Trustees Meeting were accepted.

## **TREASURER'S REPORT**

Trustee Lissner read the Treasurer's Report. Cash in bank \$11,478,473; total investments \$60,501,429; tuition and fees received to date \$17,363,279; local taxes received to date \$21,322,339; state appropriations received to date \$10,373,784. On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Treasurer's Report was accepted.

## **APPROVAL FOR PAYMENT OF BILLS**

On a motion by Lohmar, 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 \$4,492,479.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Barbara Kavalier reported on the following activities at the college:

- Dr. Kavalier mentioned that summer semester and college for All Kids began on June 12 bringing students of all ages to campus. SCC Performing Arts' Jazz Camp was held June 11-16, with middle school, high school and college students attending along with some of the top jazz educators and performers in the country. She mentioned enrollment for summer is up both in headcount and credit hours.
- The president also noted that SCC received a \$20,000 Community Impact Grant from GM Wentzville Assembly. The grant program helps nonprofits address key issues in the community related to STEM education, vehicle and road safety, and community development. SCC will use the funds to support its Commercial Driving School.
- The college recently hosted the Regional St. Charles Chamber of Commerce meeting at the Field to Table Institute. Dr. Kavalier served as the keynote speaker.
- Dr. Kavalier recognized Dean Mandy Rose and her staff for a successful Adult Education and Literacy Celebration held on June 7.

## **PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE**

Senior Vice President Todd Galbierz presented on update on the bond-supported projects at SCC.

## **BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS – Review**

The following policy amendment proposal was presented for review.

**a. Article III.14 Online Education**

Article III.14 was presented for review. The policy outlines standards associated with online courses.

Dr. Kavalier notified the board there is one more change needed for Article IV.32. The policy will be brought back to a later meeting.

**BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS – Action**

On a motion by Ehlmann, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the board accepted the policy manual amendment as presented.

**a. Article V.13 Naming Buildings, Spaces and College Property**

P-122 Naming Buildings was renamed *Article V.13 Naming Buildings, Spaces and College Property* with no substantive change in policy or procedures.

**FY24 BUDGET**

Sr. Vice President Todd Galbierz presented the FY24 budget. He mentioned that the board will be asked to vote on budget approval later in the meeting.

**BIDS AND CONTRACTS**

**a. Gale/Cengage Subscription Service**

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board awarded the contract to Gale/Cengage Learning, Farmington Hills, MI for a period of three (3) years for the Gale Access Program Bundle Subscription Service for a total amount of \$90,526.31. Funding Source: Current Operating-Learning Resource Center

**b. Advanced Pediatric Patient Simulator**

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Gaumard Scientific Co., Inc., Miami, FL, for the estimated amount of \$61,712.44 for the purchase of one (1) Advanced Pediatric HAL S2225 Simulator to include related components and service plan. Funding Source: Nursing Education Incentive Program Grant (100%)

**c. Science Lab Floors**

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award for the base bid for the epoxy floor re-finishing of the SCM Science Labs to Stonehard, Division of Stoncor Group, Inc. of Cherry Hill, NJ in the amount of \$69,480.00 plus a 10% contingency for a total of \$76,428.00. Funding Source: Proposition Community College Bond Proceeds

**d. Carpet Replacement – Technology Building**

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award for the Base Bid and all alternates for the carpet replacement in the Technology Building to Flooring Systems, Inc., St. Louis, MO, in the total amount of \$94,865.00 plus a 10% contingency for a total of \$104,351.50. Funding Source: Capital Projects Fund

**e. Cisco IT Telephone System**

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an award to SHI, Somerset, NJ, in the amount of \$685,743.62 to be paid over five (5) years in increments of \$137,148.72 annually for the purchase of Cisco DNA licenses, Smartnet hardware and technical support services, and DNA appliance. Funding Source: Technology Fund

**f. American Boiler Expenses**

On a motion by Lissner, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved a revised total amount for repairs on boilers not to exceed \$43,000 for Fiscal Year 2023 with American Boiler and Mechanical of St. Louis, MO. Funding Source: Facilities Operating Budget

**g. Interim Staffing Agreement**

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an agreement with Collegiate Enterprise Solutions, LLC, doing business as the Registry for College and University Presidents, Peabody, MA, to provide a pool of qualified candidates for the interim leadership of the Student Services operation for an estimated amount of \$50,000 plus actual travel and living expenses for a period of one (1) year.

**CLOSED SESSION**

At 6:52 p.m., a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar, Mack, and Stodden, the Board entered in to closed session as allowed by RSMo 610.021.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Following the closed session, the regular meeting reconvened at 8:36 p.m.

**PERSONNEL RECOMMENDATIONS**

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

**PERSONNEL RECOMMENDATIONS  
Submitted to SCC Board of Trustees  
As of June 26, 2023**

**Full-time New and Replacement Hires**

Blackburn, John (AGR) ..... Coordinator, Academic Programs  
Conway, Stephanie (NAH).....Assistant Professor  
Hang-Robertson, Nao (ADV) .....Academic Advisor  
Leah, Christen (ASM) ..... Assessment Technician  
Meyer, Molly (MDA) .....Assistant Professor  
Peterson, Ella (ADS) ..... Financial Analyst  
Weber, Edward (CPT)..... Fixed Term Associate Professor

**Full-time Changes**

Braun, Kathryn (ADS) .....Interim to Full-time Coordinator of Financial Services  
Lopez, Oscar (ST)..... Special Assignment to Interim Assistant Vice President for Student Services  
Mack, Cory (CPT)..... Adjunct Faculty to Instructor  
Smothers, Caitlin (STU) ..... Student Activities Coordinator to Interim Student Life Manager

**Full-Time Separations**

Daniels, Callie (MAT, retirement) ..... Professor  
Eise, Katherine (MDA)..... Instructor  
Eller, Mark (PHE, retirement) .....Associate Professor  
Ouellette-Kirby, Alison (ART, retirement)..... Professor  
Schultz, Deborah (HIT, retirement).....Associate Professor  
Smith, Tyler (MTN).....Maintenance Assistant  
Snyder, Lynne (THE, retirement) ..... Professor  
Veal, Connie (HSK, retirement)..... Housekeeper  
Vogeler, Meridith (LPN) ..... Instructor

**Part-Time New and Replacement Hires**

Albers, Karen (CED) ..... PB Summer Camp Assistant  
Albers, Lucille (CED) ..... PB Summer Camp Assistant  
Anderson, Glen (THE)..... Adjunct Faculty  
Birk, Trevor (CED)..... PB Summer Camp Assistant  
Bonstead, David (CED) ..... PB Summer Camp Assistant  
Buckley, Landis (CED)..... PB Summer Camp Assistant  
Burgette, Dominique (OTA) .....Work Study  
Burton, Connor (CED)..... PB Summer Camp Assistant  
Chakavarika, Tatenda (AGR) ..... PB Project Support Specialist  
Dowling, Kailey (CED)..... PB Summer Camp Assistant  
Elkins, Erynn (CED) ..... PB Summer Camp Assistant  
Ferris, Nina (CED) ..... PB Summer Camp Assistant  
Hado, Maryana (GDS) ..... Student Assistant  
Hemmer, Elizabeth (CED)..... PB Summer Camp Assistant

Jacobs, Jessica (CED) .....PB Continuing Education Instructor II  
 Juhlin, Matthew (CED) ..... PB Summer Camp Assistant  
 Kean, Hannah (CED) ..... PB Summer Camp Assistant  
 Klouse, Allison (EDU)..... Adjunct Faculty  
 Londono Silva, Isabela (MSB)..... Student Assistant  
 Mannion, Lily (CED)..... PB Summer Camp Assistant  
 Marsh, Jacob (BIO) ..... Adjunct Faculty  
 Martin, Lucille (BK)..... Student Assistant  
 Miles, Benjamin (CED)..... PB Summer Camp Assistant  
 Nelson, Jocelyn (ACE)..... Student Assistant  
 Parker, Sydney (ACE)..... Student Assistant  
 Powers-Truetken, Karisa (AEL)..... PB AEL Instructor  
 Robinet, Lauryn (CED) ..... PB Summer Camp Assistant  
 Rogers, Elaine (CED)..... PB Summer Camp Assistant  
 Schultz, LeAnndra (CED).....PB Continuing Education Instructor II  
 Smith, Hailey (DPA) ..... Theatre Production Assistant  
 Sugathan, Lily (ACT) ..... Adjunct Faculty

***Part-Time Changes***

Budd, Amber (ACE) .....Student Assistant to Educational Aide  
 Haghighi, Shawn (CPT) ..... Fixed Term Instructor to Adjunct Faculty  
 Johnson, Margaret (AGR)..... Fixed Term Instructor to Adjunct Faculty  
 Larabee, Luke (CED) ..... PB Continuing Education Instructor II to PB Summer Camp Assistant  
 Meier, Zoe (CED) ..... PB Continuing Education Instructor II to PB Summer Camp Assistant  
 Meyer, Richard (ACE) ..... Work Study to Student Assistant  
 Pilarski Schultz, Geralyn (BUS) ..... Fixed Term Associate Professor to Adjunct Faculty  
 Pratt, JJ (ACE) .....Student Assistant to Educational Aide  
 Reimers, David (DPS) ..... FT Police Sergeant to PT Police Officer  
 Vercher, Jonah (ACE).....FT General Education Teacher to PT Learning Specialist  
 Womack, Rosalia (BTC) ..... Fixed Term Instructor to Adjunct Faculty  
 Zamacona, Yarely (BK) ..... Work Study to Student Assistant

***Part-Time Separations***

Alford, Karen (ENS) ..... Assessment Technician  
 Burton, Tana (ENS)..... Proctor  
 Green, Carol (CHM)..... Adjunct Faculty  
 Kumer, Mary Jo (ENS) ..... Proctor  
 Rodrigues, Scarlet (BIO) ..... Student Assistant  
 Spoede, Sharon (MAT) ..... Adjunct Faculty  
 Smith, Michelle (DPS)..... Police Dispatcher  
 Strodman, Cindy (MAT) ..... Adjunct Faculty

### **APPROVAL FY24 BUDGET**

On a motion by Ehlmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, the FY24 Budget was approved as presented including a 3% raise for staff, a 4% raise for faculty and a one-time bonus of \$1000.00 for all full-time employees.

### **ADJOURNMENT**

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the public meeting adjourned at 8:37 p.m.