

**St. Charles Community College
Board of Trustees Meeting
March 25, 2024
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on March 25, 2024, 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 Treasurer Mike Lissner, Board Secretary Jean Ehlmann, and Trustee Shirley Lohmar.

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

Guests present were Officer Scott Binggeli, Officer Ben Rougely, Officer Brandon Misher, Jeff Bolen, Taylor Bolen, Marvin Tobias, Kris Drummond, Gabe Harper, and Chris Hazel.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

BOARD POLICY STATEMENT

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

ACCEPTANCE OF MINUTES: FEBRUARY 16, 2024, BOARD OF TRUSTEES STUDY SESSION

On a motion by Cilek a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the minutes of the February 16, 2024, Board of Trustees Study Session were accepted.

ACCEPTANCE OF MINUTES: FEBRUARY 26, 2024, BOARD OF TRUSTEES MEETING

On a motion by Lohmar a second by Lissner, and a unanimous "AYE" vote to carry the motion, the minutes of the February 16, 2024, Board of Trustees Meeting were accepted.

TREASURER'S REPORT

Trustee Lissner read the Treasurer's Report. Cash in bank \$13,495,926; total investments \$61,986,264; tuition and fees received to date \$17,557,835; local taxes received to date \$21,849,129; state appropriations received to date \$9,632,390. On a motion by Ehlmann, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Treasurer's Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Cilek, 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 \$5,103,743.

FACULTY ASSOCIATION REPORT

Marvin Tobias provided a report on SCC Faculty activities supporting student success with the following highlights included:

- March 9th St. Charles Community College Hosted the Missouri Tri county regional science and engineering fair. The students were also able to tour the life sciences building the day before the competition.
- Students in BIO 151 visited the Endangered Wolf Center in Eureka, MO. Students are currently performing research on domestic dogs in this course to test a correlation between specific genes on chromosome 6 and hypersocial behavior.

REPORT OF THE COLLEGE PRESIDENT

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

- Nearly 20 area high schools are visiting SCC as part of the 'Be Ready' Program. Students in their senior year are able to get help with admissions, financial aid and the registration process.
- New employees were invited to lunch in the Private Dining Room on Wednesday, March 13, with members of the President's Cabinet. Employees were able to learn about the college and its leadership.
- The SCC Chamber Choir, along with the Lindenwood University Concert Choir, performed with the St. Louis Philharmonic Orchestra this month, at Chaminade's Skip Viragh Center for the Arts.
- Kim Mercurio, Assistant Dean, and Steve Oberg, Associate Professor of Business, were selected by McGraw Hill to be among 20 faculty in the country to participate in research events. Kim went to Tucson for the Computer Information Technology research event, to give feedback on their platforms and how to use new technology in their materials. Steve attended the symposium for Business & Marketing in New Orleans.

PROJECTED TAX LIABILITY – INFORMATIONAL

Todd Galbierz presented projected tax liability for St. Charles Community College. The preliminary assessed values for 2024 reflect an increase of 2.3% compared to the prior year. The

operating tax levy projected for 2024 is unchanged from the prior year. The debt service levy for 2024 is expected to be unchanged from 2023.

BIDS AND CONTRACTS

a. Welding Trailer

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Craftsmen Industries, Inc., St. Charles, MO, for \$701,100.42 plus a 10% contingency for a total of \$771,210.46 for the mobile welding trailer. The contingency is requested to cover any additional expenses due to volatile raw materials, any structural modifications that may need to be made to the trailer, and availability of the welding equipment. Funding Source: MOExcels II Grant Funds

b. Internet Services for Regional Workforce Innovation Center

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved recommending an award to Missouri Network Alliance LLC, dba Bluebird Network, LLC, Columbia, MO for a 5-year contract, in the total amount of \$303,000.00, which includes a \$5,000 monthly cost plus \$3,000 for installation fees for primary internet services at the Regional Workforce Innovation Center. Funding Sources: ARPA Transformational Project (\$3,000) and Monthly Operating Budget (\$5,000/month)

c. Ellucian Colleague Software License & Support Agreement

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Ellucian, Inc., Fairfax, VA, for a 1-year contract in the amount of \$454,774.00 for Ellucian Colleague Software licenses and support. Funding Source: Administrative Computing Operating Budget

d. Ellucian Colleague CRM Recruit Module Renewal

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Ellucian, Inc., Fairfax, VA for a 1-year contract in the amount of \$65,961.00 for the Ellucian Colleague CRM Recruit software module. Funding Source: Technology Fee Fund

CLOSED SESSION

At 6:27 p.m., on a motion by Lissner and a second by Cilek followed by a roll-call vote of Cilek, Ehlmann, Lohmar, Lissner, and Stodden, the Board entered in to closed session as allowed by RSMO 610.021.2 to discuss leasing, purchase or sale of real estate by a public governmental body; and RSMO 610.021.1 Legal actions, causes of action or litigation involving a public governmental body. Following the closed session, the regular meeting reconvened at 7:26 p.m.

APPROVAL OF REAL ESTATE CONTRACTS – ACTION

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion the approved two resolutions providing Dr. Kavalier and Todd Galbierz authority to enter into real estate contracts for the college.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, a second by Lissner, 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 March 25, 2024**

Full-time New and Replacement Hire

Crawford, Arje (NAH) Academic Program Coordinator
Dressler, Raymond (DPS) Police Officer
Luna-Guardado, Andrea (DPS) Police Dispatcher
Machens, Shelley (NAH)..... Executive Director/Chief Officer of External Campuses
Phillips, Edward (IRE) Research Specialist
Whitaker, Steve (FS)..... Assistant, Auxiliary Services

Full-Time Separations

Busch, Lucia (FS)..... Assistant, Auxiliary Services
Carter, Lauren (HSK)..... Housekeeper
Daigre, Alyssa (IRE)..... Research Specialist
Hagen, Stacey (RNP) Instructor
Hoeckelman, Alan (MUS) Music Technician
Jenner, Lily (BK)..... Campus Store Assistant
Marchand, Phyllis (MAS)..... Administrative Assistant
Miles, Devin (AA)..... Director of Academic Operation
Miller, Anne (CED)..... Program Specialist
Porter, Carmela (HSK) Housekeeper
Ranney, Brenda (DWP) WIOA Programs Manager
Ross, Mary (ADS)..... Accounting Specialist
Weckherlin, Nicole (OTA)..... Assistant Professor

Part-Time New and Replacement Hires

Agee-Hanslick, Tawna (AEL)..... Substitute PB AEL Instructor
Atchisson, Robert (CED) PB Continuing Education Instructor
Buechter, Greg (GRDS)..... Groundskeeper
Corrales-Ewans, Zulema (CED)..... Summer Camp Assistant
Gipson, Emelya (CED)..... Summer Camp Assistant/Instructor
Holt, Taylor (ART) Student Assistant
Hoormann, Matthew (CED) PB Continuing Education Instructor
Kertz, Brandon (ATH) Student Assistant
Lim, Wanjae (FS) Student Assistant

McDermott, Fynn (CED) Summer Camp Assistant
 Neuman, Joseph (IND) Contract Trainer III
 Thessen, William (ATH) Student Assistant
 Waechter, Jacqueline (CED) PB Project Support Specialist
 Zimmerman, Mary (CSH) Cashier

Part-Time Separations

Aaron, Jessie (LRC) Work Study
 Burgette, Dominique (OTA) Work Study
 Burris, Emily (LRC) Work Study
 Clemons, Kristin (EDU) Adjunct Faculty
 Dong, Amy (OTA) Work Study
 Floyd, Jacqueline (EDU) Adjunct Faculty
 Gibson, Sydney (NAH) Work Study
 Harris, Sarah (CUL) Work Study
 Monroe, Steven (THE) Theatre Production Assistant
 Papageorge, Diane (EDU) Adjunct Faculty
 Rufkahr, Marilyn (EDU) Adjunct Faculty
 Saunders, Trinity (ADS) Work Study
 Slagle, Tiffany (STU) Work Study
 Thompson, Kerry (ALH) PB Special Assignment

Promotions

Wang, Dayu (CPT) Instructor to Assistant Professor
 Lyon, Jacob (CHM) Instructor to Assistant Professor
 Boyd, Kara (CMM) Assistant Professor to Associate Professor
 Daugherty, Cathy (RDG) Assistant Professor to Associate Professor
 Foster, Garrett (EGR) Assistant Professor to Associate Professor
 Schmutz, Abby (OTA) Assistant Professor to Associate Professor
 Baumann, Joe (ENG) Assistant Professor to Associate Professor
 DeBord, Charles (PHL) Associate Professor to Professor
 Jagmohan, Deepika (CPT) Associate Professor to Professor

ADJOURNMENT

On a motion by Cilek, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 7:27 p.m.