

**St. Charles Community College  
Board of Trustees Meeting  
May 23, 2022  
5:30 p.m.**

**M I N U T E S**

**CALL TO ORDER AND ROLL CALL**

The St. Charles Community College Board of Trustees met on May 23, 2022, in the Social Sciences Building, Room 2102 (Board Room).

The meeting was called to order at 5:30 p.m. by Board President Shirley Lohmar. A quorum was present with the following members in attendance: Board Vice President Rose Mack, Board Treasurer Mary Stodden, Board Secretary Pam Cilek, Trustee Jean Ehlmann, and Trustee Mike Lissner.

Also present were College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, Executive Director of Foundation/Special Assistant to the President Betsy Schneider, VP for Academic Affairs Dr. Holly Martin, VP for WorkForce & Cmty Edu/Provost Amy Koehler, VP for Student Services Dave Leenhouts, VP for Human Resources Terri Edrich, Executive Director of DEI Martha Kampen, Sr. Administrative Assistant Amy Snyder, and AV Systems Engineer Nick Wallace.

Guests present were Sharon Schreiber, Steve Eberly, Arnie Dienoff, Jeff Drake, and Shannon Eaton.

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

**PLEDGE OF ALLEGIANCE**

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

**ADMINISTRATION OF THE OATH OF OFFICE**

Board Secretary Cilek administered the following Oath of Office to Trustee Mike Lissner: "I solemnly swear that I will support and defend the Constitutions of the United States and the State of Missouri, and that I will faithfully serve the office of trustee of St. Charles Community College."

**APPROVAL OF AGENDA**

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

## **ACCEPTANCE OF MINUTES: APRIL 25, 2022, BOARD OF TRUSTEES MEETING – Action**

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the minutes of April 25, 2022, Board of Trustees meeting were accepted as presented.

## **TREASURER'S REPORT**

Treasurer Stodden presented the Treasurer’s Report. Cash in bank \$10,711,506; total investments \$60,418,729; tuition and fees received to date \$16,628,445; local taxes received to date \$20,310,243; state appropriations received to date \$8,529,173. On a motion by Ehlmann, a second by Lissner, 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 Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,865,872.

## **NOMINATION AND ELECTION OF OFFICERS: PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER**

Mack made a motion to nominate Mary Stodden for Board President, Cilek seconded, and a unanimous “AYE” vote to carry the motion, Mary Stodden was elected as Board President.

President Stodden called for a nomination for Board Vice President, Lissner made the motion to nominate Pam Cilek, Lohmar seconded, and a unanimous “AYE” vote to carry the motion, Pam Cilek was elected as Board Vice President.

President Stodden called for a nomination for Board Secretary, Cilek made the motion to nominate Jean Ehlmann, Mack seconded, and a unanimous “AYE” vote to carry the motion, Jean Ehlmann was elected as Board Secretary.

President Stodden called for a nomination for Board Treasurer, Lohmar made the motion to nominate Mike Lissner, Mack seconded, and a unanimous “AYE” vote to carry the motion, Mike Lissner was elected as Board Treasurer.

## **NOMINATION AND ELECTION LEGISLATIVE LIAISON AND FOUNDATION LIAISON**

President Stodden called for a nomination for Legislative Liaison, Ehlmann made the motion to nominate Rose Mack, Cilek seconded, and a unanimous “AYE” vote to carry the motion, Rose Mack was elected as Legislative Liaison.

President Stodden called for a nomination for Foundation Liaison, Ehlmann made the motion to

nominate Shirley Lohmar, Cilek seconded, and a unanimous “AYE” vote to carry the motion, Shirley Lohmar was elected as Foundation Liaison.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier congratulated the newly elected Board Officers. She also reported on the following activities at the college:

- SCC’s 34<sup>th</sup> annual commencement exercises were held May 14<sup>th</sup> at Family Arena. Dr. Kavalier noted how nice the venue was for the college and for graduates to be able to invite as many guests as they liked. She stated that Dr. Francis Levine delivered a poignant and memorable keynote speech.
- SCC Track and Field Teams received First All-American Honors from the 2022 National Junior College Athletic Association Division III Championship.
- All College Day and presentation of Longevity Awards were held on April 29.
- The Faculty of the Year Award winners for 2022 were as follows:
  - Fixed Term: Michelle Trantham, English
  - Part time Faculty of the Year: Liam Cassidy, English
  - Part-time faculty of the year: Theresa McKell, Math
  - Full-time faculty of the year: Bryonie Carter, English
- 2022 Student Awards Banquet was held in May. The following students received leadership awards:
  - President’s Rising Star Award and Scholarship: Max Greenwood
  - Maria Espinoza Presidential Leadership Award and Scholarship: Aniya Sy
- The Nurse and OTA Pinning ceremonies were held on May 17.
- The Men of Color program was featured on KSDK.

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

Todd Galbierz presented an update on the bond supported projects at SCC.

## **FY23 BUDGET**

Todd Galbierz presented the draft FY23 budget for the college. The final budget will be presented for approval at the June meeting.

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

The following Board of Trustees policy manual amendments were presented for review:

- a. **Article III.08 Workforce and Community Education**  
P-403 Corporate and Community Development to be renamed *Article III.08 Workforce and Community Education* with no substantive changes to policy other than an update of the division name and omission of course pay rate authorization by the Board of

Trustees.

**b. Article III.11 Course Management and Grading**

*Procedures 620 and 640* have been combined into *Article III.11 Course Management and Grading*. The proposed policy connects the administrative procedures.

**c. Article V.09 Bonding of Employees and Insurance Coverage**

*Article V.09 Bonding of Employees and Insurance Coverage* is presented with minor changes to indicate that college administration maintains property and casualty insurance and complies with Worker's Compensation Law.

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

On a motion by Cilek, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the following amendments to the policy manual were approved:

**a. Article III.05 Program Discontinuance**

P-411 Program Discontinuance Due to Low Enrollment was renamed *Article III.05 Program Discontinuance*. The specific nature of program discontinuance, "Due to Low Enrollment," was omitted.

**b. Article VI.04 Financial Aid and Scholarships**

P-433 Scholarships to be renamed *Article VI.04 Financial Aid and Scholarships* with procedural language transferred to procedures and a general policy statement created to assert that St. Charles Community College offers a comprehensive program of financial aid, including scholarships, to eligible students and that internal scholarships are governed by Administrative Procedures. Trustee and Senior Citizen Scholarship criteria, formerly included in the policy, to be transferred to procedures.

**c. Article V.04 Procurement of Construction Services and Materials**

Article V.04 Procurement of Construction Services and Materials has been revised to move procedural information to the procedures section and to ensure the college is awarding to the lowest responsible bidder.

## **BIDS AND CONTRACTS**

**a. ERP Software and Implementation Services**

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved a 5-year contract for ERP Software and Implementation Services be awarded to Anthology, Inc., Boca Raton, FL in an estimated amount of \$6,601,072.00 to be paid over the course of the 5-year contract. Funding Sources: Annual Costs: Operating Budget (\$645,610/year x 5 years = \$3,228,050); Implementation Costs (estimated at \$3,373,022): Strategic Investments Reserve (\$2,564,689) and One-Time

FY23 State Funding (808,333).

**b. H&G automated doors**

On a motion by Cilek, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved awarding of the completed projects and future expenses for door services with H&G/Schultz Door, St. Louis, MO in the amount not to exceed \$63,791.28 for FY 2021/2022. Funding Sources: FY22 Operating Budget and ARPA funding.

**c. Intercollegiate Athletics Insurance**

On a motion by Lohmar, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved the Intercollegiate Athletics Insurance contracts be awarded to Mutual of Omaha through Relation Insurance Services for a total annual amount of \$38,212.00, effective August 1, 2022. This premium represents the best rates available and continues existing levels of coverage. Funding Source: 2022/2023 Athletics Operating Budget.

**d. Truck Purchase Ratification**

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board ratified the purchase of a new ¾ ton pickup truck was purchased for \$76,899.50, with licensing and registration fees to follow. This pickup truck meets the specifications required to tow the trailer that houses the truck driver training simulation systems and under the current supply chain and inventory shortages, was purchased at the best available price. Funding Source: Workforce Development-GEER EXCELS Grant 100%

**CLOSED SESSION**

At 6:27 on a motion by Ehlmann, a second by Mack, and a roll-call vote in which “AYE” votes were cast by Stodden, Ehlmann, Mack, Cilek, Lissner, and Lohmar to carry the motion, the Board entered closed session as allowed RSMo 610.021.9 to discuss preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups; RSMo 610.021.2 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; AND RSMo 610.21.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Following closed session, the regular meeting reconvened at 7:22 p.m.

**FULL-TIME FACULTY UNION CONTRACT**

Results of negotiations were presented to the Board of Trustees for review in closed session. On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved the addendum to the full-time faculty union contract.

**LAND PURCHASE RESOLUTION**

On a motion by Lohmar, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved the resolution for the purchase of property for the new Workforce and Technical Training Campus.

**COMPENSATION ADJUSTMENT**

A proposal was presented to board requesting the establishment of a minimum hourly pay rate for staff positions. On a motion by Lohmar, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved the pay rate retroactive to the first pay period in May 2022.

**PERSONNEL RECOMMENDATIONS**

On a motion by Ehlmann, a second by Cilek, 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 May 18, 2022**

***Full-time New and Replacement Hires***

Camden, Stephanie (COA) ..... Assistant Director, Foundation  
Degnan, Dana (ADR) ..... Admissions Recruiter  
Mueller, Angela (ADV) .....Academic Advisor

***Full-time Faculty Annual Appointments for Academic Year 2022/23***

Bauer, Beth (ADN).....Assistant Professor  
Bierman, Anastasia (ENG)..... Instructor  
Boyd, Kara (COM).....Assistant Professor  
Hagen, Stacey (NUR)..... Instructor  
Haran, James (ADN) ..... Instructor  
Horn, Kevin (BIO) ..... Instructor  
Lyon, Jacob (CHM) ..... Instructor  
Miller, Jeffrey (ENG).....Assistant Professor  
Moore, Demitrius (MAT)..... Instructor  
Prewitt, Dana (SOC) .....Assistant Professor  
Schmutz, Abby (OTA) .....Assistant Professor  
Spaethe, Sarah (OTA).....Assistant Professor

***Full-time Changes***

Eaton, Larry (DPS) ..... Public Safety Supervisor/Police Sgt to Interim Assistant Chief of Police/Captain  
Fiebelman, Harold (CUL) .... Adjunct Faculty to General Education Instructor, Academic Programs

Vera, Fonda (IRE)..... PB Special assignment to Interim Asst VP for Research, Planning, and Assessment  
 Harris, Cheryl (HRS)..... Full-time HR Specialist to part-time HR Specialist  
 Macey, Deborah (CED)..... PB Continuing Education Instructor II to Program Specialist  
 Misher, Brandon (DPS).... Lead Police Officer/Corporal to Interim Public Safety Supervisor/Police Sgt  
 Scheel, Kim (MDA) ..... Assistant Professor to Adjunct Faculty  
 Trimborn, Jessica (HRS)..... HR Coordinator to Interim Director, HR  
 Wilson, Lisa (HRS)..... Full-time HR Generalist to part-time HR Generalist

**Full-Time Separations**

Baker, Lisa (ADV).....Academic Advisor  
 Elorreaga, Jennifer ..... Career Counselor  
 Tipton, Kennedy (ADV) .....Academic Advisor  
 Wilson-Hayes, Michelle (CSH)..... Student Accounts/Billing Manager

**Part-Time New and Replacement Hires**

Bruce, Andrea (CHL).....PB Health Occupations Instructor  
 Douglas, Tiffanie (HRS)..... Special Assignment  
 Lawson, George (HRS)..... Special Assignment  
 Minch, Kendra (ACE) ..... Student Assistant  
 Porter, Jordan (FS) ..... Student Assistant  
 Rogers, Robert (DPS)..... Police Officer  
 Ronkoski, Pamela (WCE) ..... PB Continuing Education Instructor II  
 Ulmer, Jin (BIO) ..... Adjunct

**Part-Time Changes**

Coogan, James (DPA) ..... Student Assistant to Theatre Production Assistant – Front of House  
 Hill, Chris (CED) ..... PB Summer Camp Assistant to PB Summer Camp Assistant II  
 Kean, Hannah (CED) ..... PB Summer Camp Assistant to PB Summer Camp Assistant II  
 Lamb, Savannah (CED) ..... PB Summer Camp Assistant to PB Summer Camp Assistant II  
 Larabee, Luke (CED) ..... PB Summer Camp Assistant to PB Continuing Education Instructor II  
 Powell, Madeline (CED)..... PB Summer Camp Assistant to PB Continuing Education Instructor II  
 Salmo, Andrew (CED) ..... PB Summer Camp Assistant to PB Summer Camp Assistant IV  
 Signorelli, Amelia (CED) ..... PB Summer Camp Assistant to PB Project Support Specialist  
 Wayland, Olivia (CED) ..... PB Summer Camp Assistant to PB Summer Camp Assistant II  
 Wunnenberg, Evan (CED)..... PB Summer Camp Assistant to PB Summer Camp Assistant II

**Part-Time Separations**

Bridegan, Jonathan (WFD) ..... PB Contract Trainer II  
 Dawkins, Douglass (WFD) ..... PB Contract Trainer II  
 McLaughlin, Charlotte (CSH).....Accounting Assistant/Student Accounts and Billing  
 Stafford, Susan (LRC)..... Administrative Secretary

## **ADJOURNMENT**

On a motion Ehlmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, the public meeting adjourned at 7:37 p.m.