

**St. Charles Community College
Board of Trustees Meeting
August 28, 2023
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on August 28, 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 Workforce & Strategic Initiatives John Wiemann, Interim Vice President for Student Services Bridgett Golman, Executive Director/Chief of Staff Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Officer Benjamin Rougely, Officer Scott Binggeli, Piper Stutsman, Chris Hazel, Amanda Rose, Jacqueline Gray, Karen Jones, Leon Jones, Deb Crank, Dawn Huffman, Marvin Tobias, Peggy Schnardthorst, and Keanna Claxton.

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

ACCEPTANCE OF MINUTES: JULY 24, 2023, BOARD OF TRUSTEES MEETING

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the minutes of the July 24, 2023, Board of Trustees Meeting were accepted.

TREASURER'S REPORT

Trustee Lissner read the Treasurer's Report. Cash in bank \$7,663,216; total investments \$62,794,368; tuition and fees received to date \$9,960,223; local taxes received to date \$161,866; state appropriations received to date \$2,140,456. On a motion by Ehlman, 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 Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,040,040.

ESTABLISH DATE FOR PUBLIC HEARING ON TAX LEVY

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the date of September 25, 2023 for the public hearing on the Tax Levy was accepted.

REPORT OF THE COLLEGE PRESIDENT

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

- Dr. Kavalier was pleased to introduce Dr. Bridgett Golman the new Interim Vice President for Student Services. Dr. Golman has been a leader in higher education for over 28 years.
- SCC held its Employee Service Recognition Ceremony with 96 distinguished employees celebrating significant milestones in their careers. Dr. Kavalier offered her appreciation to Trustees Stodden and Cilek for their participation.
- SCC also held a Family Funday with employees bringing family members and pets to campus featuring a cookout at the Campus Plaza.

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 AMENDMENT - Review

a. Article V.37 Metal Detector Policy

To enhance the security and safety of employees, students, and visitors of St. Charles Community College, as well as its facilities and assets, the College may use metal detectors at security check points for designated public events.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENT - Action

a. Article III.14 Online Education

Article III.14 Online Education was approved by the Board as presented.

b. Article IV.04 Employment Classifications

Article IV.04 Employment Classification amended policy was approved by the Board as presented.

On a motion by Ehlmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, the board approved the amendments to the policies as presented.

BIDS AND CONTRACTS

a. Document Management System Maintenance

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved the renewal of the software maintenance agreement through SoftDocs, Columbia, SC, for one (1) year in the amount of \$29,866.91. Funding Source: Enrollment Services Current Operating Fund

b. ExamSoft Renewal

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board awarded a two (2) year contract to ExamSoft Worldwide LLC, Los Angeles, CA, in the amount of \$30,365.80 to be paid annually for the renewal of ExamSoft software services. Funding Source: Nursing & Allied Health Current Operating Fund

c. Construction Management Services

On a motion by Lissner, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board awarded a contract for construction management with Navigate Building Solutions, LLC, Brentwood, MO in the amount \$147,000.00, with an option to renew. Funding Sources: State of Missouri Transformational Project Funds and Proposition Community College Bond Proceeds

d. Commissioning Services for New Building

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board awarded a contract to Introba, St. Louis, MO in the amount of \$52,242 for commissioning services for the new Regional Workforce Innovation Center with a 10% contingency for a total of \$57,466. Funding Source: Proposition Community College Bond Proceeds

e. Interior Building Signage

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board awarded a contract for the interior signage and wayfinding design work to Arcturis Design, St. Louis MO, in the amount of \$84,000 plus a 10% contingency for a total of \$92,400. Funding Source: Proposition Community College Bond Proceeds

f. Intercollegiate Athletics Insurance

On a motion by Mack, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board awarded contracts to Mutual of Omaha through Relation Insurance Services for a total annual amount of \$40,741.00. This premium represents the best rates available and continues existing levels of coverage. Funding Source: Athletics Current Operating Fund

g. Trane HVAC Maintenance Services

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved a total amount not to exceed \$95,000.00 for Fiscal Year 2024 with Trane US, Inc., Fenton, MO. to support all preventative maintenance, needed repairs and any other unforeseen issues for the HVAC system for this fiscal year. Funding Sources: Facilities Operating Budget and FY24 Maintenance & Repair Plan

h. Dell Computers

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board awarded a contract to Dell Marketing, Round Rock, TX, in the amount of \$749,014.10 for seventy-five (75) laptop computers, three hundred (300) desktops, and one (1) laptop cart. Funding Sources: 2023/2024 Enhancement Grant 52.5% (\$306,625.78); 2023/2024 Enhancement Grant College Match 47.5% (\$277,423.32); 2023/2024 50/50 Enhancement Grant 50% (\$1,595.00); 2023/2024 50/50 Enhancement Grant College Match 50% (\$1,595.00); 2023/2024 Technology Fee (\$161,775.00)

CLOSED SESSION

At 6:37 p.m., a motion by Cilek and a second by Ehlmann followed by 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 7:39 p.m.

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 August 28, 2023**

Full-time New and Replacement Hire

Corder, Barbara (NAH)Assistant Professor
Schilling, Miranda (AEM).....College Recruiter - Navigator
Szeibert, Christina (MAT)Fixed Term Instructor

Full-time Changes

Blackwell, Amy (ENS) Full time to Part time Financial Aid Officer
Burgess, Ashley (MKT) Marketing Specialist to Marketing Coordinator
David, Jeffrey (THE)..... Adjunct Faculty to Interim Theatre Manager
Dismuke, Alyssa (IRE) Administrative Assistant to Research Specialist
Galati, Joshua (WFD)..... PB Contract Trainer III to Academic Program Coordinator
Heitman, Kimberly (MAT) Instructor to Assistant Professor
Jenner, Lilah (BK)..... Campus Store Clerk to Campus Store Assistant
Johnson, Sarah (ADV)..... P/T Academic Advisor to Interim F/T Academic Advisor
Lane, Audrey (AHS) Academic Advisor to Interim Instructional Coordinator
Marks, Terry (ENS) Enrollment Services Assistant to Admissions/Financial Aid Specialist
Niehaus, Kathleen (CPT)..... Adjunct Faculty to Fixed Term Assistant Professor
Rouggly, Benjamin (DPS)..... Police Officer to Interim Public Safety Supervisor
Ruckman, Nicholas (ADC)..... Asst. Director to Director of Administrative Computing
Threwitt, Douglas (NET) Desktop/Applications Admin. to Systems Admin.-Network Comp.
Trimborn, Jessica (HRS)..... Director of Human Resources to Manager of Total Rewards

Full-Time Separations

Dressler, Raymond (DPS) Police Officer
Ouellette, Janet (ADS)..... Payroll Manager

Part-Time New and Replacement Hires

Al Rubaye, Hawraa (CPT) Student Assistant
Belt, Andrew (BIO) Adjunct Faculty
Bertrand, Benjamin (ACE) Learning Specialist – ESL
Baydoun, Sam (BIO) Adjunct Faculty
Block, Vanessa (BK) Student Assistant
Brownlee, Tammy (NAH) Adjunct Faculty
Carper, Michael (ENG) Adjunct Faculty
Chang, Mila (FS) Student Assistant
Drone, Shalise (CAD) Adjunct Faculty
Ferrell, Wade (CAD) Adjunct Faculty
Fisher, Shawntelle (CRJ) Adjunct Faculty
Frale, Sheila (EDU)..... Adjunct Faculty
Glynn, Judy (BIO)..... Adjunct Faculty
Hammond, William (MUS) Adjunct Faculty
Herron, Sandra (FL) Adjunct Faculty
Holmes, Sonya (SOC)..... Adjunct Faculty
Houston, Christine (NAH)..... Adjunct Faculty
Kim, Hye Soo (MUS) Adjunct Faculty
Knier, Alaina (BIO) Adjunct Faculty
Lasley, Annetta (ENG) Adjunct Faculty
Lay, Timothy (DPS) Police Officer

Leberg, Catherine (ART) Adjunct Faculty
 Lemmon, Eric (MUS) Adjunct Faculty
 Mahon, Michael (PSY) Adjunct Faculty
 Miller, Dream (ADR) Student Assistant
 Moore, Adrienne (CRJ) Adjunct Faculty
 Moyer, Keith (MUS) Adjunct Faculty
 Narang, Jennifer (AEL) PB AEL Instructor
 Pastor, Joseph (MUS) Adjunct Faculty
 Pinto, Joel (CPT) Student Assistant
 Polimeropoulos, Dino (ATH) Assistant Soccer Coach
 Politte, Samantha (BK) Student Assistant
 Rich, Carter (CPT) Student Assistant
 Salant, Sherry (ENG) Adjunct Faculty
 Sandy, Heather (ART) Adjunct Faculty
 Tessmer, Jennifer (NAH) Adjunct Faculty
 Thomas, Rita (ENG) Adjunct Faculty
 Toliver-King, Janice (SOC) Adjunct Faculty
 Torve, Logan (POL) Adjunct Faculty
 Tychonievich, Melissa (ART) Adjunct Faculty
 Weisler, Bailey (ENG) Adjunct Faculty
 Whittenburg, Marsha (ALH) PB Health Occupations Instructor
 Wildschuetz, Bridget (PHE) Adjunct Faculty
 Wilkinson, Alexis (PSY) Adjunct Faculty
 Wine, Dan (ART) Adjunct Faculty
 Woods, Victoria (BIO) Adjunct Faculty
 Worley, Debi (ART) Adjunct Faculty
 Zuber, Karen (AEL) PB AEL Instructor

Part-Time Changes

Calignaoan, Elijah (BK) Student Assistant to Work Study
 Casillo, Ingrid (AEL) Lead AEL Instructor to ESL Coordinator
 Cody, Faolan (BK) Student Assistant to Campus Store Clerk
 Snyder, Lynne (THE) Professor to Adjunct Faculty
 Ouellette-Kirby, Alison (ART) Professor to Adjunct Faculty
 Weber, Kathryn (HIS) Fixed Term Assistant Professor to Adjunct Faculty

Part-Time Separations

Burrows, Gina (DPS) Police Dispatcher
 Craven, Kelsey (ALH) PB Health Occupations Instructor
 Harris, Jimmy (AEL) PB AEL Instructor
 Madzuwo, Edwin (HSK) Housekeeper
 Maendele, Amanda (ENS) Financial Aid Specialist

ADJOURNMENT

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the public meeting adjourned at 7:39 p.m.