

**St. Charles Community College
Board of Trustees Meeting
December 05, 2022
5:30 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on December 05, 2022, in the Social Sciences Building, Room 2102 (Board Room).

The meeting was called to order at 5:30 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, 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 Human Resources Terri Edrich, Vice President for Academic Affairs Amy Koehler, Vice President for Student Services Dave Leenhouts, Chief of Staff/Executive Director for Foundation Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Tiffany Slagle, James Bratcher, Carson Howe, Piper Stutsman, Payden Pietrusinski, Greg Pietrusinski, Jen Pietrusinski, Cole Peirce, Tim Mosby, Jeff Bolen, Officer Jeff Drake, Preston Peirce, Peggy Schnardthorst, Officer Scott Binggeli, and Steven Oberg.

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: OCTOBER 24, 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 October 24, 2022, Board of Trustees Meeting were accepted as presented.

TREASURER'S REPORT

Treasurer Lissner presented the Treasurer's Report. Cash in bank \$6,403,360; total investments \$56,334,865; tuition and fees received to date \$14,436,578; local taxes received to date \$276,039; state appropriations received to date \$3,777,699. On a motion by Cilek, a second by Mack, 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 Mack, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$4,895,994.

STUDENT GOVERNMENT ASSOCIATION REPORT

SCC Student Government President, Carson Howe, thanked the Board for the opportunity to address them and provided a report recent SGA activities:

- Disabilities in the Workplace Panel discussion
- SGA partnered with community leaders and the DEA to sponsor Drug and Alcohol Awareness Week
 - Speaker Series: Substance Abuse Use
 - Film Screening: Dead on Arrival
 - Mocktails and More
 - Speaker Series: DEA Officer Dan Plumb
- SGA also supported Veterans Week
- Week of Service with 70 projects completed by students and faculty
- Fall Blood Drive had 32 participants
- President Howe was honored to be one of three student speakers at the MCCA Banquet

President Howe also mentioned upcoming events:

- Destress Days
 - Paws for a Moment
 - Aroma Therapy
 - Masseur
 - Tried and True Coloring Pages
 - Game Day

FACULTY REPORT

Faculty Association Vice President Steven Oberg reported the following:

Education Department

- AAT Education Summit was November 11, 2022. Dr. Nicole Nunn-Faron and Missouri State Teachers Attorney Scot Smith presented “Rights and Responsibilities of Teacher Candidates in K-12 Schools, highlighting both the legal and ethical aspects for our SCC education majors.

Theatre Department

- “Silent Sky” by Lauren Gunderson was presented Nov. 10 – 13, directed by Lynne Snyder, scene design by Josiah Hahn, lighting and projections by Glen Anderson, and costume design by Jane Bagnal. Center Stage also hosted an open house on November 11th with 60 prospective high school students in attendance. Overall, 575 people attended the production.

Art Department

- The SCC Art Department recently hosted the first invitational art exhibit of the 2022-23 school year in the Fine Arts Building. Abstract Heart featured the artwork of six professional regional artists. Paintings, Fiber pieces, and sculptures were all part of the mix.
 - Participating artists included...
 - Suzy Farren
 - Ben Lowder
 - John Marksbury
 - Danielle Nilsen
 - Mark Pack
 - Nick Schleicher

English Department

- Associate Professor of English Christina Gant led a poetry workshop for the Saturday Writers group on October 17
- Bryonie Carter, Chair of SCC’s Service-Learning & Civic Engagement program coordinated the fifth Week of Service, held November 6-12, working in concert with multiple campus and community partners. Over 70 projects were completed by 60 volunteers. Projects included
 - Greenwood Cemetery
 - Landscaping on the Greenway Trail
 - Volunteering at Crisis Nursery
 - Creating Cards for Hospitalized Kids
 - Coat Share / Sharing Shelf / Scooter Snacks
 - Career Services Closet
 - Virtual Volunteer Opportunities
 - Assisting the Culinary program with processing honey and honeycombs from

the bee fields at the Dardenne Creek Campus, among several other options

- SCC's Chapter of Phi Theta Kappa Honor Society held the Fall Induction Ceremony on November 13.
 - Advisor: Christina Gant
 - Co-Advisors: Cathy Daugherty and Darren Osburn
 - Opening Remarks: Dave Leenhouts
 - Guest Speaker: Carey Portell
 - Performance by SCC Chamber Choir, Directed by Becky Thorn

REPORT OF THE COLLEGE PRESIDENT

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

- SCC is building a Regional Workforce Innovation Center in Wentzville with anticipated completion in 2025. The programs provided through the new center will meet the needs of business and industry and prepare students for high demand careers in the region.
- Dr. Kavalier introduced SCC's newest Vice President, John Wiemann. Wiemann is VP for Workforce and Strategic Initiatives.
- Field to Table Institute was recognized for leadership in Planning and Design Innovation by the East-West Gateway Council of Governments in November.
- Field to Table Institute receives a \$25,000.00 donation from the Ann B. Zekauskas Family Foundation for the Culinary Program.
- SCC's Christine Mathews received the MCCA's Outstanding Adjunct Faculty Award. SCC also had a finalist for Excellence in Teaching Award – Nicole Pinaire, Professor of Biology. Don Popham, Executive Director of Information Technology was a finalist for the Administrative Professional Leadership Award. Peggy Schnardthorst, Director of Marketing was selected to represent SCC at the MCCA's Leadership Academy.

ATHLETICS REPORT

Dave Leenhouts reported on SCC Athletic Departments recent activities and achievements:

- Men's Soccer finished the regular season as NJCAA Region 16 Champions.
- Women's Soccer finished with an overall record of 14-3 (best record in program history); NJCAA DII Region 16 Regular Season Champions; NJCAA DII Region 16 Tournament Champion; 5 All – Region (three 1st Team, two 2nd Team); Player of the year – Maria Fernandes
- Men's Cross Country finished number 8 overall, and three top 50 finishers.
- Women's Cross Country had two top 50 finishers.
- Payden Pietrusinski earned 1st place Region 16 Meet, 2nd Place National Meet, 1st Team All American and Division III Athlete of the year.

PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE

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

BIDS AND CONTRACTS

a. Locks on IT Equipment Closets

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an award to H&G / Schultz Door, St. Louis, MO in the amount of \$62,040.00 plus a 10% contingency for a total of \$68,244 for the purchase and installation of twenty-four (24) proximity card readers. Funding Source: Capital Project Funds.

b. Maintenance Agreement for Patient Simulator

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 contract for a total amount of \$34,575.00 which represents an increase of \$475.00 to include all fifteen (15) patient simulator manikins with Echo Healthcare, Inc, Sarasota, FL. The contract includes an option to renew for a third year with a maximum 10% increase. Funding Source: Practical Nursing Enhancement Grant (\$17,287.50 State) (\$17,287.50 SCC).

c. Property, Liability and Workers Compensation Insurance

On a motion by Mack, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved continuing insurance coverage with the Missouri United School Insurance Council (MUSIC) program for 2023, including umbrella coverage, for a total estimated cost of \$558,521. Funding Source: FY23 Operating Budget.

d. Purchase of Apple Mac Studio Computers

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Apple, Inc. Austin, TX, in the amount of \$53,498.00 for purchasing twenty-three (23) Apple Mac Studio consisting of an Apple

M1 Max computer with AppleCare+ Protection, magic mouse, and magic keyboard. This pricing represents the lowest available pricing for Apple systems. Funding Sources: 2022/2023 Enhancement Grant Funds \$26,749.00 and 2022/2023 Program Operating Funds \$26,749.00 Budget.

CLOSED SESSION

At 6:23 p.m., a motion by Lissner, followed by a roll-call vote of Mack, Stodden, Cilek, Lissner, and Lohmar to carry the motion, the Board entered into closed session as allowed RSMo 610.021.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment; RSMo 610.021.17 Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter.

Following the closed session, the regular meeting reconvened at 7:29 p.m.

APPROVAL OF PART TIME FACULTY MOU

On a motion by Lohmar, a second by Mack, and a unanimous “AYE” vote to carry the motion the Part Time Faculty MOU was approved.

PERSONNEL RECOMMENDATIONS

On a motion by Cilek, 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 December 5, 2022**

Full-time New and Replacement Hires

Burgess, Sarah (MKT)Marketing Specialist
Burnett, Jared (HRS).....Director of Human Resources
Wiemann, John Vice President of Workforce and Strategic Initiatives

Full-time Changes

Cox, Christina (IRE).....Director of Institutional Research to Dean, Institutional Research
Hunn, Michelle (ENS)Admissions/Financial Aid Specialist to
Manager II, Student Services – Admissions, Registration, and Records
Riordan, Tracey (COA).....Foundation Coordinator to Assistant Director, Foundation
Shaw, Diana (ADV) AEL Student Support Coordinator to Academic Advisor

Full-Time Separations

Manfucci, Sarah (AA)	Dual Credit Coordinator
Mueller, Angela (ADV)	Academic Advisor
Poage, Bridgette (DPS)	Police Dispatcher
Smithson, Mary (HSK)	Housekeeper
Whipple, Allyson (CED)	Program Specialist

Part-Time New and Replacement Hires

Burke, Jennifer (AEL)	PB AEL Instructor
Cook, Robert (THE)	Adjunct Faculty
Dent, Alexander (DPA)	Work Study
Dong, Amy (OTA)	Work Study
Fisher, Grace (MUS)	Adjunct Faculty
Francis, Thomas (GDS)	Student Assistant
Graham, Colin (THE)	Student Assistant
Jessie, Aaron (LRC)	Work Study
Neuman, Joseph (WFD)	PB Contract Trainer III
Rolwing, Thomas (CRJ)	Adjunct Faculty
Schaffner, Michael (DPA)	Theatre Production Assistant – Front of House
Taylor, Daniel (MUS)	Student Assistant
Venker, Max (TEC)	Student Assistant

Part-Time Separations

Abshier, Christopher (MUS)	Accompanist
Bivins, Raylon (YPT)	PB Continuing Education Instructor III
Blake, Diane (PHE)	Adjunct Faculty
Booker, Jerral (ART)	Student Assistant
Boyle, Aaron (THE)	PB Theatre Production Assistant
Clogston, Steven (ACT)	Work Study
Cruse, Joshua (ACE)	Student Assistant
Enoch, Justin (OEL)	Video Designer
Enyart, James (BIO)	Adjunct Faculty
Fluchel, Emily (THE)	PB Theatre Production Assistant
Grun, Adam (YPT)	PB YPT Director
Harris, Sarah (IRE)	Student Assistant
Jenkins, Lydia (ACE)	Student Assistant
Lafferty, Jenna (YPT)	PB YPT Assistant
Legene, Isaac (ACE)	Student Assistant
Long, Olivia (YPT)	PB YPT Technician
Madison, Jack (ACE)	Student Assistant
Minch, Kendra (ACE)	Student Assistant
Monroe, Steven (THE)	PB Theatre Production Assistant
Nelson, Marissa (ART)	Student Assistant
Ortiz, Aylin (AEL)	PB AEL Instructor
Pendel, Darrell (YPT)	PB YPT Technician

Perach, Amber (ART)..... Student Assistant
 Speth, Christopher PB YPT Technician
 Steed, Selena (YPT) PB YPT Assistant
 Stone, Danielle (ALH)PB Health Occupations Instructor
 Stuckel, Matthew (YPT)..... PB YPT Technician
 Thomas, Christal (IGE).....Academic Advisor
 Venegoni, James (ACE)..... Student Assistant
 Williams, Aubree (THE) PB Theatre Production Assistant

SCHEDULE OF BOARD OF TRUSTEE MEETING DATES FOR 2023

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Schedule of Board of Trustee Meeting Dates for 2023 was approved.

**St. Charles Community College
 Board of Trustees Meetings
 2023 Schedule**

Monday, January 23, 2023..... Board of Trustees Meeting
 Friday, February 17, 2023Board of Trustees Study Session
 Monday, February 27, 2023..... Board of Trustees Meeting
 Monday, March 27, 2023..... Board of Trustees Meeting
 Monday, April 24, 2023..... Board of Trustees Meeting
 Monday, May 22, 2023 Board of Trustees Meeting
 Monday, June 26, 2023..... Board of Trustees Meeting
 Monday, July 24, 2023 Board of Trustees Meeting
 Friday, August 11, 2023 Board of Trustees Study Session
 Monday, September 18, 2023 Board of Trustees Meeting
 Monday, October 23, 2023 Board of Trustees Meeting
 Monday, December 4, 2023 Board of Trustees Meeting

ADJOURNMENT

On a motion by Lohmar, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 7:35 p.m.