

**St. Charles Community College
Board of Trustees Meeting
December 06, 2021**

M I N U T E S

CALL TO ORDER

The St. Charles Community College Board of Trustees met on December 06, 2021, 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 President Shirley Lohmar, 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; Vice President for Academic Affairs, Dr. Holly Martin; Vice President for Workforce and Community Education, Amy Koehler; Vice President for Student Services, Dave Leenhouts; Chief of Staff/Executive Director Foundation, Betsy Schneider; Executive Director of DEI and IX Compliance Officer Martha Garcia Kampen; Sr. Administrative Assistant, Amy Snyder (recording secretary); Realtime Captioner, Kimberly Pflieger Schacht.

Audience members included faculty members Bryonie Carter and Corey Porter; SCC SGA President, Ryan Pendergast; Staff members Peggy Schnardthorst, Nick Wallace, Oscar Lopez, James Bratcher, James Seigel; Students; Emily Jesse, and Devon Fanning.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

On a motion by Cilek, a second by Mack with unanimous "AYE" votes to carry the motion, the agenda was approved.

ACCEPTANCE OF MINUTES: OCTOBER 25, 2021, BOARD OF TRUSTEES MEETING

On a motion by Stodden, a second by Lissner, with unanimous "AYE" votes to carry the motion, minutes of the October 25, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$6,944,502; total investments \$52,368,728; tuition and fees received to date \$14,179,864; local taxes received to date \$213,150; state appropriations received to date \$3,433,421. 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 Cilek, a second by Ehlmann, with unanimous "AYE" votes to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$6,790,887.

STUDENT GOVERNMENT ASSOCIATION REPORT

Presented by Ryan Pendergast

Student Government President, Ryan Pendergast listed the new SCCSGA elected officers for 2021-2022:

- Vice-President, Emily Jesse
- Treasurer, Richard Meyer
- Parliamentarian, Ibrahim Zakaria
- Secretary, Nickolas Hesel

President Pendergast introduced some initial goals for their administration including:

- Expand Student Life
- Sponsor events and encourage new organizations
- Volunteering and having an impact on community
- Connect students with Faculty and staff
- Actively participate in the January 19th Cougar Compact for Spring 2022
- Improve student communication about events on campus
- Provide opportunities for team building and leadership training

In addition, President Pendergast highlighted some events that have already taken place such as the SCCSGA elections, International Festival, participation in the HLC visit and a de-stress event.

FACULTY REPORT

Dr. Barbara Kavalier introduced Bryonie Carter, Faculty Association President, who reported on faculty accomplishments:

- Week of Service Nov. 1-6 was held both remote and in person
 - Faculty donated through Amazon wish lists for many useful products, including baby care items
 - Handmade Cards were created and given to Hospitalized children
 - Craft kits were also created and given to children served by Great Circle, St. Louis
 - Handwritten thank you notes were sent to health care personnel and first responders during pandemic
- Department Updates
 - ART Department
 - The "Unreal" exhibit in FAB Gallery, curated by SCC Professor Brian D. Smith showcased St. Louis regional artists
 - Science Department
 - Transfer to a University in Science Panel with students (68 SCC attended)
 - Dr. Rayna Taqieddin (Biology Assistant Professor) represented SSC during the 2021 LSMRCE Annual Conference – with her presentation "Leveling the Playing

Field: Utilizing Innovative Technology to Support Learners in Online Science Labs”

- Theater Department
 - Center Stage Production: “The thanksgiving play”
 - Adjunct theatre instructor Laura Enstall represented SCC at the Texas Thespian Conference Nov. 17-20 where she offered workshops in audition techniques and college prep.
- Business Dept.
 - Joseph Hartnett, Professor Emeritus of Business, Steven Oberg, Assistant Professor of Business, and Mara Vorachek-Warren, Dean of Business, Science, Arts, and Math attended the annual “Friendsgiving” conference hosted by the UMSL College of Business for area Community College Business faculty to share ideas and develop collaboration.
- English Department
 - Assistant Professor of English Dr. Joe Baumann had stories published in the following journals: “Water Colors” in *Garfield Lake Review*, “Honeycomb” in *Santa Clara Review*, “Hot Lips” in *Arkana Magazine*
 - On November 3-4, the SCC English Department, with support from the SCC Foundation and Macmillan Books, hosted its first ever SCC Student Creative Writing Symposium.
 - Mid Rivers Review, a SCC publication featuring mostly student poetry and art is now on sale in bookstore

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- Ribbon Cutting at the new DPS building was well attended. The building was possible thanks to the support of voters for Proposition Community College in August 2020, and in partnership with the campus housing developer.
- SCC purchased land at 70 Schaper Road in Foristell on November 22. The land will be used for future expansion of workforce and technical education programs.
- HLC Team visit Nov 29 and 30 – Very positives and glowing remark with Student Government, SCC Board of Trustees, and faculty. Dr. Kavalier extended her thanks to Dr. Holly Martin for her good work regarding the HLC visit. Trustee Lohmar also thanked everyone who made this successful by getting all the materials together for the visit.
- SCC hosted a Men of Color luncheon with Orv Kimbro who donated \$10,000 for a scholarship for MOC. The program helps students navigate through the college experience.

- Dr. Kavalier introduced the Interim Director of Advising Oscar Lopez.
- VP Martin introduced James Siegal, Dean of Student Success.

AUDIT REPORT PRESENTATION

VP Todd Galbierz , discussed three audit reports and along with findings and notes that the accounting firm of Sikich LLC issued an unmodified opinion on the College’s financial statements. This means the financial statements are a proper representation of the financial activity of the College and they comply with applicable accounting principles. VP Galbierz also noted there was a compliance issue of reporting graduation status, and the college is working with a consultant to shore up any deficiencies. VP Galbierz asks the Board of Trustees to consider a motion to accept the audit report for Fiscal Year 2021 as presented.

Trustee Lohmar calls for questions, with none, a motion to accept the audit from Ehlmann and a second from Lissner, with unanimous “AYE” votes the motion carried.

UTILITY EASEMENTS

VP Galbierz explained that the Board of Trustees were being asked to authorize Dr. Kavalier and himself to execute all paperwork with regards to the following easement agreements:

Main Campus Spire Easement

On a motion by Rose Mach, a second by Mary Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved an easement for Spire from the college’s south entrance to Lohmar Lane. The easement is 10 feet wide and 1,965 feet in length.

Dardenne Creek Campus Easement

On a motion by Pam Cilek, a second by Jean Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved an easement for Spire next to the Dardenne Creek Campus. The easement is 10 feet wide and 90 feet in length.

Telecommunications easement

On a motion by Mike Lissner, a second by Mary Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved an easement for CEPC to allow for the transmission of telecom signals via third parties, such as highspeed internet providers.

BOARD OF TRUSTEE POLICY MANUAL AMENDMENTS FOR ACTION

On a motion by Rose Mack, a second by Jean Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved the revision of Article V.60 Technology and Computer Usage.

Bids and Contracts - Action

a. Truck Driver Training Simulator

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the awarded the purchase and installation of two (2) Truck Driving Simulator Systems and a 32’ Simulator Trailer with a five (5) year full-service maintenance and software upgrades warranty agreement to Advanced Training Systems, LLC, St. Petersburg, FL in the amount of \$225,800.
Funding Source: Workforce Development-GEER 100%

b. Air Handler Control System for Learning Resource Center

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board awarded the purchase and installation of the Trane Control System for the large air handling unit project be awarded to Trane US, Inc., St. Louis, MO in the amount of \$35,841.00 plus a 10%

contingency for a total of \$39,425.10. *Funding Source: 2021/2022 Maintenance and Repair - \$1.5 mil Special Allocation*

c. Air Handler for Learning Resource Center

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote, the Board awarded the purchase of two (2) Daikin Air Handling Units, model #AHU-L1&2, from Dakin Applied Americas, Inc., Minneapolis, MN for a total cost of \$130,720.00 to replace the current HVAC units on the LRC building. *Funding Source: 2021/2022 Maintenance and Repair - \$1.5 mil Special Allocation*

d. MUSIC Renewal

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board awarded the continuance of insurance coverage to Missouri United School Insurance Council (MUSIC) program for 2022, including umbrella coverage, for a total estimated cost of \$603,821. *Funding Source: FY22 Operating Budget*

e. Data Center Refresh

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board awarded the purchase and installation of new data center hardware at the main campus to CDW-G, Vernon Hills, IL in the amount of \$590,681.22. *Funding Source: 2021/2022 Federal Pandemic Grant Funds*

f. TSI Data Expenditures

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded the completed projects and future expenses for network cabling services with TSI Global Companies, LLC, St. Charles, MO in the amount not to exceed \$116,337.25 for FY 2021/2022. *Funding Sources: FY22 Operating Budget and Proposition Community College Bond Proceeds*

g. Ratification for the Purchase of Personal Protective Equipment

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board ratified previous purchases of face masks from Safeware, Inc., Lanham, MD in the amount of \$30,000.00 plus additional purchases of \$50,000.00 for personal protective equipment under this contract for the estimated total amount of \$80,000.00 for the fiscal year. *Funding Source: 2021/2022 Federal Pandemic Grant Funds*

h. Maintenance Agreements for Patient Simulators

On a motion by Mack, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved to establish a contract for a maintenance and repair service agreement for 15 human patient simulators with Echo Healthcare, Inc, Sarasota, FL, in the amount of \$52,330.00 for a period of one (1) year with the option to renew for a 2nd and 3rd year, effective December 7, 2021. *Funding Source: Nursing & Allied Health Enhancement Grant-LPN.05 50/50*

CLOSED SESSION

On a motion by Ehlmann, a second by Stodden, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lissner, Lohmar, Mack, and Stodden to carry the motion, the Board conducted a closed session as allowed by RSMo 610.21.1 Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys; and 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.

Following the closed session, the public meeting reconvened at 7:24 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Mack, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved the following personnel recommendations:

Full-time New and Replacement Hires

Dewes, Eric (CUL) Culinary Coordinator Programs
Ehlen, Keith (MTN) Maintenance Technician
Feldman, Patrick (PUR) College Asset Coordinator
Fiebelman, Harold (CUL) Adjunct/ Faculty
Kammerer, Nancy (HRS)..... Interim, Director of Professional Development & Training
Smith, Yemeseralch (TEC) Tier 2 Technical Support Analyst
Wengert, Dustin (ATH) Head Softball Coach/Academic Counselor

Full-time Changes

Schnardthorst, Peggy (MKT) From Advancement Officer to Interim, Director of Marketing

Full-Time Separations

Gates, Andrew (ENS) Financial Aid Officer/Veteran services
McGinnis, Samantha (MKT) Marketing Specialist
Morrow, Roman (HSK) Floor Care Specialist
Scherder, Jay (MKT) Director of Marketing and Communications
Talbot, Tina (DPS)..... Police Officer

Part-Time New and Replacement Hires

Coogan, James (MUS) Student Assistant
Howe, Shina (BK) Campus Store Clerk
McGilberry, Lyric (MKT) Scooter
Nelson, Marissa (VAB)..... Student Assistant
Opfer, David (MNT)..... Maintenance Technician
Passarelli, Nicole (ART) Student Assistant
Patel, Jasmeen (ANT) Student Assistant
Rich, Dillon (CPT) Student Assistant
Rodrigues, Scarlet (SCI) Student Assistant
Savel, Anne-Marie (SCI) Student Assistant
Stephens, Austin (MUS) Student Assistant
Munger, Lowell (TEC) Technical Trainer II
Watkins, Bryan (CPT)..... Student Assistant

Part-Time Changes

Part-Time Separations

Adrian, Ashley (HIT) Adjunct Faculty
Abel, Ian (HIS)..... Adjunct Faculty
Arnett, Megan (SOC)..... Adjunct Faculty
Arrowsmith, Robert (CED). PB Continuing Education Instructor II

Baker, Kelly (ENG)	Adjunct Faculty
Beilsmith, Patrick (WFD)	Accounting Specialist
Belakhoua, Katie (CED)	PB Continuing Education Instructor II
Beppler, Lois (CED)	PB Continuing Education Instructor II
Boehmer, Kelly (EDU)	Contract Trainer III
Bognar, George (CED)	PB Continuing Education Instructor II
Bolden, Shanese (ALH)	PB Health Occupations Instructor
Borgstede, Justin (TEC)	PB Educational Assistant Instructor II
Bosh, Jennifer (CED)	PB Continuing Education Instructor II
Brennan, Wendy (CED)	PB Continuing Education Instructor III
Broeker, Roxann (CED)	PB Continuing Education Instructor III
Bunton, Molly (CED)	PB Continuing Education Instructor II
Busby, Lynn (CED)	PB Continuing Education Instructor II
Carpenter, Cindy (CED)	PB Continuing Education Instructor II
Carter, Miranda (ENG)	Adjunct Faculty
Chaffee, Tina (CED)	PB Continuing Education Instructor II
Clodfelter, Mary (CED)	PB Continuing Education Instructor II
Corn, Eve Marie (HIT)	Adjunct Faculty
Crisler, Rachel (RNP)	Adjunct Faculty
DeCarli, Lisa (SOC)	Adjunct Faculty
Doyel, Shaughnessy (HIS)	Adjunct Faculty
Desens, Christopher (WFD)	Performance Consultant
Dufrain, Walter (EFD)	Contract Trainer II
Dunn, Shawn (CED)	PB Continuing Education Instructor II
Ezell, Teresa (ENG)	Adjunct Faculty
Fanning, Samantha (RNP)	Adjunct Faculty
Farran, Tania (EDU)	Adjunct Faculty
Feltt, William (CED)	PB Continuing Education Instructor II
Fleming, JeLena (CED)	PB Continuing Education Instructor II
Freund, Lisa (CED)	PB Continuing Education Instructor II
Gerke, Alec (CED)	PB Continuing Education Instructor II
Giddens, Alexandra (RNP)	Adjunct Faculty
Hackney, Janice (MKT)	PB Project Support
Harland, Laura Marie (RNP)	Adjunct Faculty
Hatfield, Rachel (CED)	PB Continuing Education Instructor II
Hatton, Rebecca (HIT)	Adjunct Faculty
Hermeyer, Sarah (FS)	Cashier
Hubbard, Yvette (ANT)	Adjunct Faculty
Jackson, Christian (CED)	PB Continuing Education Instructor II
Kremer, Samantha Jo (RNP)	Adjunct Faculty
Kutz, Jodi (RNP)	Adjunct Faculty
Laleman, Kelly (ENG)	Adjunct Faculty
Landwehr, Linda (CED)	PB Continuing Education Instructor II
Laska, Ann (CED)	PB Continuing Education Instructor II
Liming, Gary (CED)	PB Continuing Education Instructor II
Lin, Aijung (CED)	PB Continuing Education Instructor III
Lin, Jie (CED)	PB Continuing Education Instructor II
Lozano, Javier (CED)	PB Contract Trainer I
Mahaffy Kelly (CED)	PB Continuing Education Instructor II
Mallin, Gregory (RNP)	Adjunct Faculty
Matoba, Jun (CED)	PB Continuing Education Instructor II

May, Ryan (CED).....	PB Continuing Education Instructor II
Mayer, Megan Elizabeth (CED)	PB Continuing Education Instructor II
Mayer, Stanley (CED)	PB Continuing Education Instructor II
McDorman, Heather (HRS)	Special Assignment
McKiddy, Gary (HIS)	Adjunct Faculty
Meyer-Stahl, Tamra (CED)	PB Continuing Education Instructor II
Miles, Lauren (CED).....	PB Continuing Education Instructor II
Moore, Aimee (ACE)	Student Assistant
Mouyaga, Serena (FL)	Adjunct Faculty
Muehlbauer, Kirsten (CED)	PB Project Support Assistant
Nicholson, Margaret (CED)	PB Continuing Education Instructor II
Niewald, Diana (CED)	PB Continuing Education Instructor II
O’Hearne, Bridget (RNP)	Adjunct Faculty
Ortega, Allyse (RNP).....	Adjunct Faculty
Oliver, Cody (TEC)	Educational Aide
Owen, Anne (CED).....	PB AEL Instructor
Parmer, Theodore (TEC).....	Educational Assistant
Pitzer, Carol J (CED).....	PB Continuing Education Instructor II
Preiss, Brittany (CED)	PB Continuing Education Instructor II
Prince, JoAnn (CED).....	PB Continuing Education Instructor II
Ramirez, Jameson (SOC)	Adjunct Faculty
Reed-Bippen, Melissa (CED).....	PB Continuing Education Instructor II
Ritter, Patrick (CED)	PB Continuing Education Instructor II
Rose, Garry (CED).....	PB Continuing Education Instructor II
Sage, Clarice (EDU).....	Adjunct Faculty
Santos, Rene (CED).....	PB Continuing Education Instructor II
Seiter, Lorraine (RNP)	Adjunct Faculty
Sellmeyer, Marcia (EDU)	Adjunct Faculty
Sexauer, Kathleen (CED)	PB Continuing Education Instructor II
Simmons, Elizabeth (RDG)	Adjunct Faculty
Simmons, Heather (WFD)	PB Contract Trainer II
Sivkov, Roman (ECO).....	Adjunct Faculty
Slauson, Cody (ENG).....	Adjunct Faculty
Smith, Kelly CED	PB Continuing Education Instructor II
Stenger, Lisa (CED)	PB Continuing Education Instructor II
Sullivan, James (CED)	PB Continuing Education Instructor II
Sweemer, Anna (ENG).....	Adjunct Faculty
Tamaroff, Emmanuelle (FL).....	Adjunct Faculty
Taylor, Cindy (CED).....	PB Continuing Education Instructor III
Turner, Ronald (CED)	PB Continuing Education Instructor II
Ulfe Kokenge, Maria Pura (FL).	Adjunct Faculty
Ward, Jenny (RNP)	Adjunct Faculty
Woodruff, Barbara (CED)	PB Continuing Education Instructor II
Wright-Robinson, Erica (RNP).....	Adjunct Faculty

ADJOURNMENT

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the meeting was adjourned at 7:30 p.m.