

**St. Charles Community College  
Board of Trustees Meeting  
January 23, 2023  
5:30 p.m.**

**MINUTES**

**CALL TO ORDER**

The St. Charles Community College Board of Trustees met on January 23, 2023, in Conoyer Hall, 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, 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 Student Services Dave Leenhouts, Vice President for Workforce and Strategic Initiatives John Wiemann, Chief of Staff/Executive Director for Foundation Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Sherry Espinoza, Sergio Espinoza, Corey Porter, Monica Hall-Woods, Rachel McWhorter, Nicole Pinaire, David Cirillo, Kathleen Sanker, James Bratcher, Carson Howe, Piper Stutsman, Max Bender, Officer Jeff Drake, Peggy Schnardthorst, Officer Scott Binggeli, Steven Oberg, and Arnie C. AC Dienoff.

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

***ACCEPTANCE OF MINUTES: DECEMBER 05, 2022, BOARD OF TRUSTEES MEETING***

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the minutes of the December 05, 2022, Board of Trustees Meeting were accepted as presented.

## **TREASURER'S REPORT**

Trustee Lohmar read the Treasurer's Report. Cash in bank \$14,792,137; total investments \$65,340,322; tuition and fees received to date \$17,347,818; local taxes received to date \$19,496,730; state appropriations received to date \$6,586,307. On a motion by Mack, 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 Mack, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$4,013,885.

## **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:

- President Howe provided a recap of last month's events as well as current and upcoming events including:
  - Destress days in December that brought therapy dogs, masseuses, and adult coloring pages to campus.
  - The "Cougar Comeback!" had well over 300 students and their families attending. The event provided student resources, games, dance competitions, and prizes.
  - January's events included: Welcome Weeks, Hot Hands and Donuts, Crumble & Cocoa, Bingo, Marvel vs. DC Day, and Under the Sea!
  - February events will include: a Black History Month Mixer, SCC Days, Lets TACO 'Bout Classes, Ed Mabrey (Spoken Word), Soul Food Lunch featuring Queen Sheba (Spoken Word).

## **FACULTY REPORT**

Faculty Association President Corey Porter reported the following:

- Sylvia Bane Malta won the national AARP Award for her Disrupt Aging Classroom curriculum.

### **English Department**

- Christina Gant, Associate Professor of English, recently had an article published in the journal *Challenges*, "The Cooperative Spirit of Nature in the Kalevala Creation Myth: An Argument for Modern Animism."
- Bryonie Carter (Associate Professor of English) published a review of MLA's Approaches

to Teaching H.D.'s Poetry and Prose in the Fall 2022 edition of the journal *Teaching American Literature: A Journal of Theory and Practice*. Bryonie also serves as a peer reviewer for the journal.

- Bryonie Carter traveled to New York City to attend "Keats and Shelley on the Move," an interdisciplinary symposium sponsored by the Keats-Shelley Association of America and the Byron Society of America.
- Bryonie Carter and Mara Vorachek-Warren presented "Creating Change During COVID: St. Charles Community College's Civic Action Plan" at the MCCA convention in St. Louis on November 30.
- Assistant Professor of English Dr. Joe Baumann's novel *Lake, Drive*, will be published by Rebel Satori Press in Fall 2023. His short story "Hollowed Grounds" will appear in the next edition of the *Of Rust and Glass* anthology. His story "We Are Rendered Silent" will appear in the 2023 edition of *Reed Magazine*. On December 1, Joe traveled to Terre Haute, Indiana, to visit Indiana State University as part of their Theodore Dreiser Visiting Writer series. On December 9, his young adult novel, "I Know You're Out There Somewhere," was released by Deep Hearts YA; it can be purchased on Amazon.

### **Biology Department**

- Dr. Ranya Taqieddin (Biology Assistant Professor) attended the National Association of Biology Teachers (NABT) conference in 2022 Indianapolis, IN. She represented SCC as a panelist during a symposium session titled: Student Success in the Community College Ecosystem. Dr. Taqieddin also attended a professional development workshop titled: Teaching Vaccinations and Adaptive Immunity. HHMI BioInteractive offered this workshop.

### **REPORT OF THE COLLEGE PRESIDENT**

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

- Dr. Kavalier introduced Vice President for Academic Affairs Amy Koehler to report on the recent Faculty in-service event, "Imaginarium." VP Koehler described all the interactive activities available to Faculty during the event providing the opportunity for sharing the newest ideas and approaches to teaching in a more strategic, innovative, and collaborative way. Koehler also reported that the feedback on the Imaginarium was very positive.
- Dr. Kavalier took a moment to publicly acknowledge the good work and extend her thanks to VP Koehler and the deans for making the event successful.

### **SABBATICAL LEAVE REQUEST PRESENTATIONS**

Faculty members Nicole Pinaire, professor of biology; Kate Sanker, professor of art; Monica Hall-Woods, professor of biology; and Rachel McWhorter, assistant professor of English presented summaries of planned personal development, professional development, and benefits to the College which would result from their requested sabbatical leave. Board action was taken following the closed session.

## **SABBATICAL PRESENTATION**

David Cirillo, Professor of English, presented a report on his recent sabbatical: Writing in Place. In his report, he discussed writing a mystery novel and English 101 and Creative writing applications of "Writing in Place." His sabbatical took him to many of the places in the novel, and he explored how to bring the experience of writing "in a place" to the classroom. Mr. Cirillo also researched the use of "gamification" and whether that might provide additional engagement to his students. His analysis shows that extra credit (goal of mastery without badges) is likely the best practice rather than gamification and badging.

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

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

## **DESIGNATION OF STRATEGIC INVESTMENTS RESERVE**

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved the designation of \$2,859,806 from the General Fund reserve to the strategic investments reserve.

## **BIDS AND CONTRACTS**

### **a. Canvas Learning Management System Renewal**

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved the contract renewal with Instructure, Inc., Salt Lake City, UT for a period of three (3) years for a total contract amount of \$515,421.27. This represents approximately a 7.5% increase in cost over the previous three (3) year contract. Funding Source: Technology Fee

### **b. Grounds All-Weather Utility Vehicle**

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Art's Lawn Mower Shop, Florissant, MO in the amount of \$38,539.39. Delivery of the vehicle is expected in February 2023 with implements to follow. Funding Sources: Special Allocation from State Maintenance and Repair (\$36,000.00) and Grounds Department Operating Fund (\$2,539.39)

### **c. Voss Lighting**

On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board authorized the purchase or LED lighting and installation from Voss Lighting, Maryland Heights, MO, for a total amount of \$164,000.00 for Fiscal Year 2023, with the option to purchase up to this amount for three additional fiscal years. FY23 Funding Sources: State Maintenance & Repair - \$73,000; Proposition Community College Bonds - \$37,000; Operating Budget - \$54,000

**d. Engineering for Utilities at New Campus**

The item received a motion by Lohmar, a second by Cilek, and an "Aye" vote by Cilek and Lohmar, and a "Nay" vote by Mack. The Board decided to revisit the agenda item since several trustees were absent.

**e. Touch Screen Monitors for Technology Building**

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board ratified the prior approval to purchase twelve (12) touch screen monitors and mounts from Dell Marketing L.P., Round Rock, TX in the amount of \$69,072 and twelve (12) cabling and installation kits from CDW Government, LLC, Vernon Hills, IL in the amount of \$1,878.60. The total amount of this purchase is \$70,950.60. Funding Sources: DESE 50/50 Grant (\$35,475.30) and College Matching Funds (\$35,475.30)

**f. Exterior Building Signage**

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved an award for the Phase 1 base bid and Alternates 1 and 2 for the new exterior campus signage project to PiroSigns, Barnhart, MO, in the amount of \$458,097.00 plus a 10% contingency for a total of \$503,907.00. Funding Source: Proposition Community College Bond Proceeds

**g. Audio-Visual Equipment**

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved awards to three (3) vendors for the Audio-Visual Equipment: B&H Photo Video, New York, NY for \$94,437.71, Meek Solutions, Mentor, OH for \$4,870.00 and Midwest Photo, Columbus, OH for \$41,065.11. The total cost of the audio-visual equipment for the project is \$140,372.82. Funding Sources: DESE Grant Funds (\$65,014.96) and College Matching Funds (\$75,357.86)

**h. Contract for Media Buying Services**

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved a one (1) year contract, with the option to renew up to four (4) additional one-year terms, be awarded to CLARUS Corporation, Alliance, NE, in the estimated amount of \$225,000 per year to include all media buying, management, and related fees. Funding Source: Marketing and Communications Operating Funds

**CLOSED SESSION**

At 7:16 p.m., a motion by Cilek, a second by Mack, followed by a roll-call vote of Mack, Stodden, Cilek, and Lohmar to carry the motion, the Board entered into 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, and 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.

Following the closed session, the regular meeting reconvened at 8:39 p.m.

**FACULTY SABBATICALS**

On a motion by Cilek, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, Nicole Pinaire and Monica Hall-Woods were approved for sabbatical leave.

**PERSONNEL RECOMMENDATIONS**

On a motion by Lohmar, a second by Mack, 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 January 18, 2023**

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

Alu, Vito (HRS).....Human Resources Generalist  
Braun, Kathryn (ADS) ..... Coordinator of Financial Services  
Drummond, Kristen (ATH) ..... Director of Athletics  
Padova, Theodore (ALH) .....Academic Advisor  
Reed, Elizabeth (ENS)..... Assessment Technician  
Smalley, Jenna (CAR)..... Career Counselor  
Vitatoe, Kirstie (NAH).....Academic Advisor

***Full-time Changes***

De Los Santos, Tammie (AA) ..... Associate Dean Workforce & Educational Partnerships to  
Executive Director, Outreach and School Relations  
Fuentes, Jennie (ALH) ..... Health Occupations Coordinator to Coordinator, Academic Programs  
Lewis, Allison (BK) ..... Campus Store Assistant to Assistant Manager, Auxiliary Services  
Valenti, Charlene (DPS)..... Part-time Police Dispatcher to Full-time Police Dispatcher

***Full-Time Separations***

Beahan, Shannon (HSS).....Division Office Coordinator  
Kampen, Martha (HRS) ..... Executive Director, Diversity and Employee Engagement  
Mayer, Nicole (IRE) .....Analyst II  
Stratman, Barbara (ADR) ..... College Recruitment Manager  
Vera, Fonda (IRE)..... Assistant VP for Research, Planning, and Assessment

**Part-Time New and Replacement Hires**

Albano, Morgan (BK)	Student Assistant
Bickel, Daniel (LPN)	Adjunct Faculty
Dalton, Rachel (ALH)	PB Health Occupations Instructor
Domalewski, Ryan (CHM)	Adjunct Faculty
Dressler, Raymond (DPS)	Police Officer
Duffin, Alyce (ACE)	Tutor III – Academic Operations, Writing Specialist
Gaines, Tiffany (RNP)	Adjunct Faculty
Girse, Laura (RNP)	Adjunct Faculty
Harris, Sarah (NAH)	Work Study
Hobbs, April (ALH)	PB Health Occupations Instructor
Ilunge-M’Pande, Kasongo (BIO)	Adjunct Faculty
Lambert, Jonathan (GDS)	Adjunct Faculty
Lloyd, Elijah (WLD)	Adjunct Faculty
Martinez, Paige (BIO)	Adjunct Faculty
Meeks, Jeramel (SCI)	Work Study
Moughamian, Zachary (MAT)	Student Assistant
Patel, Tarak (BIO)	Adjunct Faculty
Porter, Mary (ACE)	Tutor III – Academic Operations, Writing Specialist
Reggi, Edward (THE)	Adjunct Faculty
Scribner, Shauna (CAD)	Adjunct Faculty
Smith, Jonathan (GDS)	Adjunct Faculty
Valentine, Madeline (GDS)	Adjunct Faculty
Watanabe, Mari (BIO)	Adjunct Faculty
White, Taylor (WLD)	Adjunct Faculty
Wissmann, Emily (RNP)	Adjunct Faculty

**Part-Time Changes**

Calignoan, Elijah (PUR)	Work Study to Student Assistant
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**Part-Time Separations**

Buettner, Thomas (BIO)	Adjunct Faculty
Dcruz, Yolane (MSB)	Student Assistant
Hatchett, Katlyn (CAR)	Work Study

**ADJOURNMENT**

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 8:41 p.m.