

**St. Charles Community College
Board of Trustees Meeting
August 30, 2021**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The meeting of the St. Charles Community College Board of Trustees was called to order at 5:30 p.m. by Board President Shirley Lohmar in the Field to Table Culinary and Agriculture Center, located at the Dardenne Creek Campus at 1 Academy Place, Dardenne Prairie, MO 63368. 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, Interim Vice President for Human Resources Terri Edrich, Chief Diversity & Compliance Officer Martha Garcia Kampen, Vice President for Workforce and Community Education Amy Koehler, Vice President for Student Services Dave Leenhouts, Vice President for Academic Affairs Holly Martin, Assistant Vice President for Administrative Services Susie Rubemeyer, Executive Director of Foundation/Special Assistant to the President Betsy Schneider, and Administrative Assistant Sharon Schreiber.

Audience members included faculty member Bryonie Carter; staff members Nick Wallace, Brandon Misher, Jeff Drake, Gregory Bosworth, Rich Waligurski, Don Popham, Brian Manhardt; and community member Maureen Gaylord.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the agenda was approved. On a motion by Mary Stodden, a second by Jean Ehlmann, and a unanimous “AYE” vote to carry the motion, the board took a 15-minute break to finish the meal provided by Chef Brian Manhardt, using produce gathered from SCC’s own agricultural fields and served by SCC’s Student Nurses Organization (SNO) students.

ACCEPTANCE OF MINUTES: : JULY 26, 2021, BOARD OF TRUSTEES MEETING

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, minutes of the July 26, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$8,184,212; total investments \$58,058,330; tuition and fees received to date \$9,603,270; local taxes received to date \$111,739; state appropriations received to date \$1,677,996. On a motion by Jean Ehlmann, a second by Pam 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 Jean Ehlmann, a second by Mike Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,299,920.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- The Fall 2021 semester began last week, with students returning to on-campus classes.
- On Wednesday, August 18, under the leadership of Vice President Dave Leenhouts, students were invited to the Cougar Comeback event on campus. The event was a chance for students to get to know the campus, learn about important services offered, and ask questions before they started classes.
- Enrollment for fall is down about 1%; we had budgeted for a decrease of 5%.
- Faculty In-Service was held the week of August 16 with a full week of activities. The All-Faculty Update was held on Thursday, August 19, and faculty commented favorably on the attendance and the thoughtful words of welcome by the trustees.
- For the second year in a row, SCC's Adult Education & Literacy (AEL) program has had the highest percentage of measurable skill gains for students in Missouri.
- Theater Professor Lynne Snyder was highlighted and recognized for her contributions to the performing arts classes and the students she teaches.
- Certified Nursing Assistant graduate Morgan Marshall was highlighted for her dedication and achievements.
- Three new senior level administrators were introduced:
 - Ms. Terri Edrich, Interim Vice President for Human Resources
 - Dr. Gregory Bosworth, Academic Dean for Humanities and Social Sciences
 - Chef Brian Manhardt, Director of the Field-to-Table Institute

ESTABLISH DATE FOR PUBLIC HEARING ON TAX LEVY

On a motion by Pam Cilek, a second by Mary Stodden, and a unanimous "AYE" vote to carry the motion, a Public Hearing on the College's property tax rates for operating and debt service purposes, as required by law, was set for Monday, September 27, 2021.

HIGHER LEARNING COMMISSION ASSURANCE REPORT UPDATE

Dr. Holly Martin provided an update on the Higher Learning Commission Accreditation process and the role of the Board of Trustees, as well as the work underway on the *Criterion 2: Integrity: Ethical and Responsible Conduct* section of the Higher Learning Commission Assurance Report. The report is to be submitted in early fall and followed by a site visit from accreditation reviewers in late November. Future updates will include other criterion included in the report.

Dr. Martin also conducted the board's Ethic's Training. The training focused on strengthening the board's role pertaining to effective board practices, governance, and ethics.

UPDATE ON FEDERAL FUNDING FOR COVID-19

Vice President for Administrative Services/COO Todd Galbierz presented a summary of funding provided in the form of federal grants to assist the institution in providing a safe environment for students with enhanced virtual and in-person learning opportunities.

BOND UPDATE

Todd Galbierz provided a status update on projects funded by the August 2020 Bond Issue.

BIDS AND CONTRACTS

Forklift Purchase

On a motion by Pam Cilek, a second by Mike Lissner, and a unanimous "AYE" vote to carry the motion, the Board granted an award to Forklift America LLC, Bridgeton, MO, in the amount of \$27,500.00 for the purchase of a new forklift. Forklift America, LLC offered the best overall pricing and met all specifications. *Funding Sources: Workforce Development – Enhancement Grant-WLD.03 75/25*

Document Management System Maintenance

On a motion by Jean Ehlmann, a second by Rose Mack, and a unanimous "AYE" vote to carry the motion, the Board approved the renewal of the software maintenance agreement through SoftDocs, Columbia, SC, for a period of one (1) year in the amount of \$28,152.00. *Funding Source: Current Operating – Enrollment Services*

Marketing Services

On a motion by Pam Cilek, a second by Mike Lissner, and a unanimous "AYE" vote to carry the motion, the Board awarded the contracts to Kor Group, LTD, Newton, MA, and Timmermann Group, LLC, St. Louis, MO, with no guaranteed amount to any one vendor for an estimated total annual amount of \$400,000.00 for a period of one (1) year with the option to renew for four additional one-year periods, upon mutual agreement between the parties and satisfactory performance by the Firm. *Funding Sources: Current Operating Budget – Marketing and Communications.*

Adobe Software

On a motion by Jean Ehlmann, a second by Mary Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved the increase of \$37,800.00 to the Adobe Contract (14-168) to

accommodate the additional student licenses needed over the next year. Insight Public Sector, St. Louis, MO, will serve as the College’s local Adobe platinum partner. The estimated total cost for Adobe licenses under this contract for this fiscal year is \$59,596.20. *Funding Source: Federal Pandemic Grant Funds (\$37,800.00) and FY 2021/22 Current Operating Budget (\$21,796.20)*

Colleague Unlimited License

On a motion by Mary Stodden, a second by Mike Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved increasing the remaining two (2) years of the current agreement through Ellucian Company, LP, Fairfax, VA from a 270-user software license to an unlimited user software license and support agreement for an additional \$53,528.00. *Funding Source: Current Operating – Administrative Computing*

Construction Management Services

On a motion by Mary Stodden, a second by Mike Lissner, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract for Construction Management Services to Navigate Building Solutions, LLC, Crestwood, MO, in an amount not to exceed \$330,000.00. *Funding Source: Proposition Community College Bond Proceeds*

Freight Farm

On a motion by Rose Mack, a second by Pam Cilek, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Freight Farms Inc., Boston, MA, in the amount of \$166,870.00 for the purchase and set up of a freight farm to support the culinary, agriculture and technology programs. *Funding Source: SCC Strategic Investments Reserve*

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Buse, Paul (IT) Tier 2 Tech Support Analyst
Haran, James (NUR)..... Instructor
Horn, Kevin (BIO) Instructor
Manhardt, Brian (CUL)..... Director, Field to Table Institute
Moore, Demetrius (MTH) Instructor

Full-time Changes

Bauer Beth (NUR) From fixed term Instructor to Full-Time Assistant Professor
Daman-Scheel, Kim (MDA)From fixed term Assistant Professor to Full-Time Assistant Professor
Haghighi, Shawn (CPT)..... Adjunct Faculty to Fixed Term Instructor
House, Ryan (CHL) From fixed term Assistant Professor to Full-Time Assistant Professor
McKarry, Rex (CPT) Associate Dean to Interim Dean of Technical Sciences
Sullivan, Timothy (ENG)..... Adjunct Faculty to Fixed Term Instructor

Full-Time Separations

Parcel, Julie (PRS)..... Executive Assistant
Wenzara, Merissa (CUL) Program Director of Culinary Arts

Part-Time New and Replacement Hires

Adamski, Max (TEC)	Student Assistant
Anderson, Rachel (ENG)	Adjunct Faculty
Andrade, Debora (BK)	Student Assistant
Bates, Joseph (CRJ)	Adjunct Faculty
Beeler, Megan (ECO)	Adjunct Faculty
Blackmon, Janiya (BK)	Campus Store Clerk
Boerner, Matthew (ENG)	Adjunct Faculty
Brewer -Michael Pamela (BIO)	Adjunct Faculty
Buhts, Sebastian (MUS)	Adjunct Faculty
Cannon, Victoria (HIS)	Adjunct Faculty
Cantrell, Megan (CED)	PB Continuing Education Instructor II
Carter, Joshua (PHE)	Adjunct Faculty
Childs, Lea (AEL)	PB AEL Instructor
Church, Marie Donna (ENG)	Adjunct Faculty
Combs, Shelly (ENG)	Adjunct Faculty
Crouch, Pamela (BK)	Student Assistant Campus Store Clerk
Dickens, Lauren (ECO)	Adjunct Faculty
Dunkmann, Zachary (WFD)	PB Project Support Specialist
Garza, Alec (ACE)	Tutor
Gentilini, Reece (BK)	Student Assistant
Gobby, Stephanie (GDS)	Adjunct Faculty
Griese, Amanda (NAH)	Adjunct Faculty
Harris, Emily (NAH)	Adjunct Faculty
Henley, Lena (CED)	PB Continuing Education Instructor II
Hulbert, Emma (BK)	Student Assistant
Hull, Jennifer (EDU)	Adjunct Faculty
Jenner, Lilah (BK)	Campus Store Clerk
Jones, Cassie (GDS)	Adjunct Faculty
Koons, Melissa (PHE)	Adjunct Faculty
Kurth, Leah (GDS)	Adjunct Faculty
Ladevito, Leslie (GDS)	Adjunct Faculty
LeBarge, Hunter (TEC)	Student Assistant
Lebo, Rachel (ART)	Adjunct Faculty
Legene, Isaac (ACE)	Student Assistant
Liu, Geng (BIO)	Adjunct Faculty
Loeffler, Dustin (CPT)	Adjunct Faculty
Madden, Shane (NAH)	Adjunct Faculty
Mangum, Nicholas (MTH)	Adjunct Faculty
McCrackin, Dorene (PUR)	College Asset Coordinator
Meyer, Richard (ACE)	Student Assistant
Moehlenpah, Amanda (FL)	Adjunct Faculty
Mouyaga, Serena (FL)	Adjunct Faculty
Ortiz, Aylin (AEL)	PB AEL Instructor
Ocampo, Willie (PHE)	Adjunct Faculty
Reed, Tracy (ALH)	Adjunct Faculty
Reid, David (HIS)	Adjunct Faculty
Salyer, Michaela (ESL)	Learning Specialist – ESL

Schmermund, Richard (ATH) Assistant Coach Men’s Soccer
 Seebuger, Jamie (PHE)..... Adjunct Faculty
 Sorrell, Matthew (CED).....PB Continuing Education Instructor II
 Smith, CathyAccompanist
 Ulfe-Kokenge, Maria (GDS) Adjunct Faculty
 Venegoni, James (ACE) Student Assistant
 Ward, Alyssa (CED)PB Continuing Education Instructor II
 Wilhelm, Robert (MAT) Adjunct Faculty
 Wilkinson, Shaunna (ENG)..... Adjunct Faculty
 Williams, Lauren (ACE) Student Assistant
 Zientara, David (MTN) Maintenance/Environmental Service/Grounds Assistant

Part-Time Changes

Cullen, Kyle Student Assistant to Part-time to Educational Aid
 Langston, Lisa (HKS)..... From Part-time Housekeeping to Full time Housekeeping

Part-Time Separations

Maltzman, Kerry (EDU)..... Adjunct Faculty
 Perry, Tara (MUS)Accompanist

SCHEDULE FOR 2022 BOARD MEETINGS

On a motion by Mary Stodden, a second by Pam Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved the 2022 Board of Trustees Meeting schedule.

ADJOURNMENT

On a motion by Rose Mack, a second by Mike Lissner, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 6:50 p.m.