

**St. Charles Community College
Board of Trustees Meeting
October 25, 2021**

M I N U T E S

CALL TO ORDER

The St. Charles Community College Board of Trustees met on October 25, 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 Treasurer Mary Stodden, Board Secretary Pam Cilek, Trustee Jean Ehlmann, and Trustee Mike Lissner. Board Vice President Rose Mack was absent.

Also present were College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, Vice President for Workforce and Community Education Amy Koehler, Vice President for Student Services Dave Leenhouts, Interim Vice President of Human Resources Terri Edrich, Executive Director of DEI and IX Compliance Officer Martha Garcia Kampen, and Sr. Administrative Assistant Amy Snyder.

Audience members included faculty members Bryonie Carter, Jacqueline Gray, Joe Baumann, Marvin Tobias, and Corey Porter; and staff members Paul Buse, Gretchen Carranza, Tim Davison, Rich Wallgurski, and Sharon Schreiber; and community members Sherry and Sergio Espinoza.

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.

ACCEPTANCE OF MINUTES: SEPTEMBER 27, 2021, BOARD OF TRUSTEES MEETING

On a motion by Stodden, a second by Cilek, and a unanimous "AYE" vote to carry the motion, minutes of the September 27, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$6,773,582; total investments \$55,890,502; tuition and fees received to date \$10,558,192; local taxes received to date \$163,803; state appropriations received to date \$3,355,992. 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, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,785,401.

FACULTY REPORT

Faculty Association President Bryonie Carter reported on faculty accomplishments:

- Dr. Monic Hall-Woods applied and was selected to participate in a worship given by Cold Spring Harbor Laboratory in New York this summer to learn more about incorporating DNA barcoding into the classroom as a course-based undergraduate research.
- ESL World Languages: Ms. Brooke Kelly made a presentation entitled "Moving Beyond the Traditional Essa" at the University of Missouri Virtual Focus on Teaching and Technology Conference in September. Dr. Dawn Huffman made a presentation on "Virtual Study Abroad in the Age of Covid."
- The English Language and Culture Institute will host culture sharing and conversation chats with Non-native speakers in Fall Semester 2021. Part-time instructor, Dr. Amanda Moehlepah is organizing a monthly "Language Lounge."
- Dr. Joe Baumann, Assistant Professor of English participated in a Zoom reading sponsored by ImageOutWrite, an offshoot of the LGBTQ+ organization OutWrite based in New York. Dr. Baumann's story "A River in Your Chest" was included in their most recent issue. Dr. Baumann also had several other stories accepted for publication: "Sing With Me On the Edge of Paradise" in Subnivean, "Where Can I Take You When There's Nowhere to Go" in Rappahannock Review, "Mort" in Vast Chasm Magazine.
- The SCC Art Department hosted its first art exhibit for fall semester with the Contemporary Landscape Invitation. The exhibit was curated by Professor Brian D. Smith with presentations in a variety of media.
- SCC Music Program: Associate Professor Becky Thorn was a judge for the 2021 St. Louis Metro 8 All-District Audition for vocal students at De Smet High School. Ms. Thorn was also invited to perform as the high soprano voice for a female quartet performing at a celebration in Kansas City. Part-time Instructor, Sarah McGuirk presented "The Art of Practicing" this month to music majors during the Master Class in October. Another Master Class was presented to four sophomore students by part-time instructors Erin Haupt, Aaron Mahnken, Sarah McGuirk, Mary Sweetin, and Dr. Mihyun Lee.
- SCC was a Gold Level Sponsor at the FTTC Conference with 34 full and part-time staff in attendance.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- Winners of the President's Award are staff member Nick Wallace and faculty member Amy Viet.
- Lindy McGuire was selected to join the Leadership Academy for St. Charles Community College. Lindy is the dean of health sciences and campus operations and spent a week learning more about shared governance, the legislative process, and new communication methods.
- The college recently held an All-Staff Day, with a focus on HLC and Diversity. The break out sessions had different departments meeting to discuss the Five Pillars of Service Excellence, Students First Initiative, the upcoming Accreditation visit with Higher Learning Commission, and a session designed to reveal how bias works in group situations.
- The Flu Fighter Clinic held on October 8 in the College Center had an amazing turn out and received news coverage by KSDK, Fox 2, and KMOV.
- St. Charles Community College hosted a Latin Festival, coordinated Martha Kampen and the Multicultural Student Engagement Office, with hundreds of students participating.
- Dr. Kavalier, SCC Trustees, and the St. Charles County Executive attended the Association of Community College Trustees (ACCT) conference earlier this month. Dr. Kavalier, Shirley Lohamar, Pam Cilek, Rose Mack, and Steve Ehlmann presented a session titled "About Community: Reimagining the Value of Partnerships." The presentation highlighted the College's public and private partnerships including student housing, childcare services, healthcare partnerships with the College's Center for Healthy Living and innovations in culinary and agriculture.
- Dr. Kavalier presented a summary of ACCT sessions attended by trustees.

AUDIT REPORT PRESENTATION

VP Galbierz recommended this item be tabled, noting that the audit of Federal Grants is not 100% complete and can be presented for approval at a future meeting.

Cilek motioned to table, a second by Stodden, and a unanimous "AYE" vote carried the motion.

CONTRACT RENEWALS FOR EMPLOYEE BENEFITS - ACTION

Dr. Kavalier introduced VP Galbierz and Interim VP Edrich to discuss the renewals for employee benefits.

On a motion by Cilek, a second by Stodden, and a unanimous "AYE" vote to carried the motion, the Board approved new and renewed group benefit contracts associated with the Arthur J. Gallagher & Co. Marketplace for \$3,492,349. *Funding Source: Current Operating-Employee Benefits*

FACULTY SABBATICAL RETURN REPORTS

Dr. Kavalier noted how the college benefits from the sabbatical system.

- Dr. Joe Baumann, Professor Jacqueline Gray, and Professor Marvin Tobias provided details of

their recent sabbatical experiences, expressed appreciation to the Board of Trustees for the opportunity, and shared ways in which the sabbaticals have enriched their courses.

RESOLUTION FOR APRIL 5, 2022 ELECTION OF TRUSTEES

VP Galbierz noted that filing dates were December 7 through December 28, 2021.

RESOLUTION

RESOLUTION CALLING AND PROVIDING FOR AN ELECTION TO BE HELD IN THE DISTRICT COMPRISING ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, ON TUESDAY, THE 5TH OF APRIL, 2022.

The Board of Trustees took up for consideration and determination, the matter to be submitted to the qualified electors of the college district at the Election to be held on Tuesday, the 5th day of April, 2022. Following a discussion of these matters, Trustee Cilek offered and moved the adopting of the following resolution.

A RESOLUTION CALLING AND PROVIDING FOR THE HOLDING OF AN ELECTION IN THE DISTRICT COMPRISING ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, TO ELECT TWO MEMBERS OF THE BOARD OF TRUSTEES TO SERVE FOR A TERM OF SIX (6) YEARS AND ONE MEMBER TO SERVE THE FOUR (4) REMAINING YEARS OF A SIX (6) YEAR TERM.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

That at the Election to be held within the District comprising St. Charles Community College, St. Charles County, Missouri, as provided by law on Tuesday, the 5^h day of April, 2022, there shall be submitted to the qualified electors of said College District the following question:

ELECTION OF TRUSTEES

To elect two (2) members of the Board of Trustees to serve for a term of six (6) years and one (1) member of the Board of Trustees to serve the four (4) remaining years of a six (6) year term.

Trustee Lissner seconded the motion to adopt the foregoing resolution and said resolution, having received the affirmative vote of all members of the Board present, the president of the Board declared the motion carried and the resolution adopted this 25th day of October, 2021.

IT UPDATE

Don Popham, Executive Director of IT provided an update of the department.

- The new organizational chart of the department was shared.
- New IT Governance strategies are aligning IT goals and organization with the college. We have gather great talent to serve on the IT governance committee. Two primary areas of focus are the five year IT strategic plan and overseeing IT project intake and overall management.
- A list of current IT projects was shared and included: ERP & Business Process Analysis, Zogo Tech (Data Warehouse Solution) kick-off, SAS (Reporting & Analytics Tool), ITSM (IT Service Management), Hyperconverged & Virtual Desktop (VDI) Virtual Student Onboarding, Student Application Refresh, and IT Security Posture Improvement.
- Don detailed the ERP and Business Process Analysis noting that a presentation and shared that a recommendation will be made to the Board of Trustees in February 2022.

HIGHER LEARNING COMMISSION (HLC) UPDATE

A video presentation of VP Dr. Holly Martin provided a quick review of the Higher Learning Commission (HLC) criterion including potential questions the HLC might ask of the Board of Trustees.

BOND PROJECT UPDATE

VP Galbierz presented a walk-through of the website created to provide real-time updates on projects funded through the bond issue approved by voters in 2020 The site can be accessed through this link: https://www.stchas.edu/lp/prop_cc/.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS -

- a. Article III.10 Classroom Conduct and Academic Integrity
- b. Article III.11 Course Management and Grading
- c. Article III.12 Faculty Resources for Academic Support
- d. Article IV.32 Adjunct Faculty Employment

Board President Lohmar called for a motion to approve all four articles, motion made by Ehlmann, a second by Lissner, and a unanimous “AYE” vote carried the motion.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS - REVIEW

- a. Article V.60 Technology and Computer Usage - Dr. Kavalier detailed the new wording consolidating 17 previous policies for board review.

BIDS AND CONTRACTS

Construction Contract for Science Labs

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board granted a contract to Wright Construction Services Inc., St. Peters, MO, in the amount of

\$2,711,380 plus a 15% contingency for a total of \$3,118,087 for the construction of the science labs.
Funding Source: Proposition Community College Bond Proceeds

Construction Contract for Student Services

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board granted a contract to Aspire Construction Services, LLC., St. Charles, MO, in the amount of \$2,568,460 plus a 15% contingency for a total of \$2,953,729 for the construction of the Student Services Area. *Funding Source: Proposition Community College Bond Proceeds*

Audio Visual Mobile Cart

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board granted an award in the amount of \$35,309.30 to CDW Government, LLC, Vernon Hills, IL for the purchase of two (2) mobile display carts and audio-visual equipment; and an award of \$3,444.33 to Dell Marketing L.P., Round Rock, TX for the purchase of three Dell Microcomputers and adapters.

CLOSED SESSION

On a motion by Lissner, a second by Ehlmann followed by an unanimous “AYE” to carry the motion by Lohmar, Ehlmann, Stodden, Lissner and Cilek, the Board conducted a closed session as allowed by RSMo 610.021.21 records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body; 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; 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 public meeting reconvened at 8:05 p.m.

PROPERTY PURCHASE RESOLUTION

A Resolution to purchase land for St. Charles Community College. On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote, the Board adopted a resolution to purchase property and authorized the Vice President for Administrative Services to take the necessary steps to complete the purchase.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote carried the motion, the Board approved the following personnel:

Full-time New and Replacement Hires

Adams, Joshua (TEC) Technical Support Analyst
Davis, Myra (ASM) Assessment Center Supervisor

Kang, Angela (STU)Director of Student Life
 Robinson, Robyn (HSK) Housekeeping
 Siegal, James (ACE) Dean of Student Success
 Snyder, Amy (PRS) Sr. Administrative Assistant/Office Coordinator

Full-time Changes

Full-Time Separations

Bergen, Julie (ADV).....Academic Advisor
 Guilford, Jamie (NET)Systems Architect
 Sivia, Crystal (ADV).....Academic Advisor
 Stewart, Alyxandria (DWP) Career Consultant

Part-Time New and Replacement Hires

Booker, Jerral (ART). Student Assistant
 Borchardt, Brooke (ART) Student Assistant
 Clogston, Steven (ACT)..... Federal Work Study
 Edler, Thomas (ECH)..... Adjunct Faculty
 Gober, Wyatt (AGR) Agriculture
 Haan, Josiah (YATP)..... Continuing Ed Instructor
 Howard, Linda (HRS) HR Specialist
 Johnson, Analise (ART) Student Assistant
 Johnston, Megan (VAB) Front/Back Prod Asst
 Johnston, Robert (CCD)Continued Ed Instructor
 Moncheski, Daniel (AGR) Adjunct Instructor
 Peltes, Delphinie (CCD). Continuing Ed Instructor
 Perach, Amber (ART)..... Student Assistant
 Walsh, Kelly (CCD) Continuing Ed Instructor

Part-Time Changes

Part-Time Separations

Anderson, Joseph (CPT) Adjunct Faculty
 Bagnall, James (THE) Adjunct Faculty
 Belgeri, Lawrence (AEL) PB AEL Substitute Instructor
 Bias, Jimmy (BTC) Adjunct Faculty
 Blundon, Katherine (AEL) PB AEL Substitute Instructor
 Boria, Jeanette (AEL)..... PB AEL Instructor
 Bulan, James (CPT) Adjunct Faculty
 Cannon, Victoria (HIS) Adjunct Faculty
 Drews, Kathy J (CC) Adjunct Faculty
 Farren, Christopher (WFD)..... PB Contract Trainer II

Fast, Diana (CPT)	Adjunct Faculty
Felty, Ella (BTC)	Adjunct Faculty
Grover, Stacy (AEL).....	PB AEL Instructor
Hagy, Ashley (AEL).....	PB AEL Instructor
Halfacre, Jack (CPT).....	Adjunct Faculty
Heckel, Sharon (CPT).....	Adjunct Faculty
Heidt, Kelly (AEL).....	PB AEL Instructor
Herbel, Corey (CPT).....	Adjunct Faculty
Hunter, Patrick (CPT).....	Adjunct Faculty
Jackson, Barcus (CPT).....	Adjunct Faculty
Koets, Greg (CAD).....	Adjunct Faculty
McCluskey, Jonathan (CPT).....	Adjunct Faculty
McElwee, Christie (AEL)	PB AEL Instructor
McGuire Kathryn (CC)	Adjunct Faculty
McNeely, Eacon (CPT).....	Adjunct Faculty
Merritt, Monique (AEL).....	PB AEL Instructor
Miller, Benjamin (CPT)	Adjunct Faculty
Schwartz, Frances (AEL)	PB AEL Instructor
Skinner, Cynthia (ADR)	Admissions Assistant
Sparacino, Donna (AEL).....	PB AEL Substitute Instructor
Stanton, Tracey (CC)	Adjunct Faculty
Strauss, Gregory (CPT)	Adjunct Faculty
Wild, Suzan (CPT)	Adjunct Faculty
Vermillion, Terry (CED)	PB Continuing Education Instructor II

ADJOURNMENT

A motion to adjourn by Stodden, as second by Ehlmann and a unanimous “Aye” the motion was carried. The meeting was adjourned at 8:10 p.m.

**AMENDED RESOLUTION FOR APRIL 5, 2022
ELECTION OF TRUSTEES**

In order to meet the deadline for filing information with the St. Charles County Election Authority, a resolution will require Board approval at this meeting. The six-year terms of Rose Mack and Mary Stodden will expire in April 2022. The two-year term of Mike Lissner will also expire. A copy of the resolution is included in the meeting packet.

Wording of the motion is as follows: “Motion to adopt a resolution calling and providing for the holding of an election in the district comprising St. Charles Community College, St. Charles County, Missouri, to elect two members to the Board of Trustees to serve for a term of six years and one member to serve the two remaining years of a six-year term.”

RESOLUTION

RESOLUTION CALLING AND PROVIDING FOR AN ELECTION TO BE HELD IN THE DISTRICT COMPRISING ST.

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Trustee Ehlmann seconded the motion to adopt the foregoing resolution and said resolution, having received the affirmative vote of all members of the Board present, the president of the Board declared the motion carried and the resolution adopted this December 23, 2021.

APPROVED by the Board of Trustees of St. Charles Community College this 23rd day of December, 2021.