

**St. Charles Community College
Board of Trustees Meeting
September 26, 2022**

5:30 p.m.

St. Charles Community College Field to Table Institute, Dardenne Creek Campus

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on September 26, 2022, in the Field to Table Institute at the Dardenne Creek Campus. The meeting was called to order at 5:31 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, VP for Human Resources Terri Edrich, VP for Academic Affairs Amy Koehler, VP for Student Services Dave Leenhouts, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Shannon Eaton, Amanda Sizemore, Corey Porter, Devin Miles, Steve Oberg, Rex McKanry, Susie Rubemeyer, Lindy McGuire, Tammy Alsop, Scott Binggeli, Carson Howe, Ibrahim Zakaria, Piper Stutsman, James Bratcher, and Richard Meyer.

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 Lohmar, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

ACCEPTANCE OF MINUTES: AUGUST 12, BOARD OF TRUSTEES STUDY SESSION

On a motion by Lissner, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the minutes of August 12, 2022, Board of Trustees Study Session were accepted as presented.

ACCEPTANCE OF MINUTES: AUGUST 12, BOARD OF TRUSTEES MEETING

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the minutes of August 12, 2022, Board of Trustees Meeting were accepted as presented.

TREASURER'S REPORT

Treasurer Lissner presented the Treasurer’s Report. Cash in bank \$6,573,875; total investments \$58,871,795; tuition and fees received to date \$9,674,442; local taxes received to date \$191,817; state appropriations received to date \$2,808,60. On a motion by Cilek, a second by Lohmar, 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 Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$6,076,946.

STUDENT GOVERNMENT ASSOCIATION REPORT

SCC Student Government President, Carson Howe, expressed his excitement to serve the SCC student body as President. He commented that his platform included a strong moral compass that guides how SCC SGA will serve, learn, and act. He called for comprehensive reform to ensure that all voices in the student body are heard. SGA President Howe introduced his Cabinet:

- Vice President Richard Meyer
- Parliamentarian Ibrahim Zakaria
- Treasurer Piper Stutsman

President Howe also provided highlights of recent campus activities that included:

- Scooters Startup,
- Involvement Fair
- International Fiesta

FACULTY REPORT

Faculty Association President Corey Porter reported the following:

Biology Department

- Nicole Pinaire’s participated in the RE-CAPER NSF Grant as one of 12 community college Anatomy and Physiology educators sponsored through the University of Minnesota. In addition, she completed a Biological Educational Research graduate level class and has

written a research proposal and will be performing research in Fall 2022 semester for Anatomy and Physiology I courses.

Anthropology Department

- William Griffin wrote an Open Education Resource (OER) textbook for is ANT 151 course. Professor Griffin applied and took advantage of the OER incentive program while transitioning to OER for his World Archaeology course. A copy of the new textbook was passed around for the board members to view.

English/Literature Department

- Michael Kuelker served on the Yom HaShoah (Holocaust Commemoration Day) planning committee at the St. Louis Holocaust Museum for the 20th consecutive year.
- Bryonie Carter was elected to the Board of Directors for the Keats-Shelly Association of America, located in the New Yor Public Library. Her role in the organization primarily emphasizes community college and high school outreach and civic engagement initiatives.
- Assistant Professor of English Dr. Joe Baumann's list of publications continue to grow with the following: "Fermata" in *New Mexico Review*, "Your Hands Are the Ones that Move Me" in *Slippery Elm*, "Holey Moley" in *Evening Street Press*, "Break Me Open" in *Hobart*, "Knockout Stage" in *Punt Volat*, "Brick Layer" in *The Quarterly's "Let's Get Weird"* anthology, and "A Tough Man to Love" in *Westerly*.

REPORT OF THE COLLEGE PRESIDENT

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

- Enrollment is up 2.5 percent compared to last fall.
- Faculty and Staff volunteered to help student find classes and Scooter's Star-up offered a chance for students to get their IDs, find their classrooms and learn about resources.
- SCC helped welcome American Foods Group, LLC to the area. It was noted that the college looks forward to working collaboratively with the company to assist with workforce readiness.
- The new MegaTech program recently hosted its first open house at SCC's Technical Campus in Wentzville. The program targets high school juniors and seniors to explore mechanics, electronics, robotics, and computing used in automation and manufacturing.
- The Field to Table Institute hosted a national competition recently. The St. Lous Chefs de Cuisine event was hosted by the local chapter of the American Culinary Federation and is a sanctioned competition.

WORKFORCE, HEALTHCARE, AND TECHNICAL SCIENCES UPDATE

VP Amy Koehler along with Dean Lindy McGuire, Dean Rex McKanry, and Assistant VP Amanda Sizemore reported on how healthcare programs are expanding, agriculture and culinary programs strategically align, Technical Science programs have been redesigned, partnerships continue to be a priority, and how funding and opportunities are available.

- Lindy McGuire provide Health Science Program Updates including:
 - LPN-to-RN Bridge, Associate of Science Degree.
 - Sterile Processing Certificate of Achievement.
 - Surgical Technician Associate of Applied Science Degree.
 - SCC has been approached to partner with BJC HealthCare, Mercy and SSMHealth to provide opportunities for Earn and Learn Programs, use of Facilities for training and other student resources.
- Upcoming Health Science Events include:
 - Immunization Cert for Pharm Tech (MO Pharm Assoc).
 - Orchard Farm.
 - SLSSD – South Tech.
 - Nursing & Allied Health Open House.
 - Operation Healthcare Huddle.
- Rex McKanry reported on Technical Science Division and provided highlights of proposed departments and what SCC is building through transforming programs:
 - Multimedia & Interactive Business Technology, Computer Science & Web Design, Engineering, Industrial & Automation Technology, and Information Technology.
 - eSports, AR\VR, Video Studio, Cyber\GIS\DA are some new areas being developed.
 - Mega Tech Pilot partnership with Wentzville School District.
 - New programs in TS: Mechatronics, Engineering Technician, GIS, and Data Analytics.
- Grants and Funding provided information on how SCC gains funding for programs:
 - SCC applies for an average 30-50 applications per year.
 - Leverage SCC investments and manage funding of over \$40 million.
 - Consortiums & Partnerships, building awareness and collaboration.

INVENTORY ADJUSTMENT

The inventory of SCC's fixed assets is updated monthly to remove assets that are damaged, obsolete, removed from service, donated, stolen, returned to vendor, assigned a new asset ID number, provided a replacement tag, sold in surplus sales, or offered as trade-ins. On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board of Trustees approved removing inventoried items with an original acquisition amount totaling \$844,721.49 from the College inventory records. This amount represents both capitalized and non-capitalized items that were tracked in the College's inventory system.

PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE

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

AUDIT PRESENTATION

Tammy Alsop from the accounting firm of Sikich LLP presented the draft of the final results of their Fiscal Year 2022 audit. Following a review period, action will be taken to accept the audit report at the October 24, 2022, Board of Trustees meeting.

BIDS AND CONTRACTS

a. Microscopes

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved an award to Sheerin Scientific Company, Inc., Lenexa, KS for the purchase of Motic microscopes and camera equipment in the amount of \$48,147.60. Funding Source: 2022/2023 Science Lab Fees.

b. Contract for Moving Services

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved a contract award to Dodge Moving and Storage, Earth City, MO for moving and related services as needed, in an estimated annual amount of \$25,000.00. This contract is for a period of one (1) year with an option to renew for three (3) additional one (1) year periods. Funding Source: 2022/23 Current Operating Budget.

c. On-Site Athletic Trainer Services

On a motion by Lohmar, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved a contract award to Athleticare Sports Health Foundation, Inc., St. Louis, MO for on-site athletic trainer services in an estimated annual amount of \$35,000.00. This contract would be for a period of one (1) year with an option to renew for three (3) additional one (1) year periods. Funding Source: 2022/2023 Current Operating-Intercollegiate Athletics.

d. Adobe Annual Renewal

On a motion by Lissner, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved a contract for Adobe software through Insight Public Sector, St. Louis, MO, in the amount of \$78,360.60, with the option to renew the contract annually thereafter for four (4) additional one-year terms. The cost for additional terms may be higher due to increases in price and quantities. Funding Sources: 50/50 Enhancement Grant (\$19,831.50 Grant and \$19,831.50 SCC), 2022/23 Computer Science (\$5,000), 2022/23 Art Lab Fees (\$28,534.60), 2022/23 Various Departments (\$5,163).

e. Mobius Annual Renewal

On a motion by Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved the renewal of the College’s annual membership with MOBIUS in the amount of \$38,928.92 for fiscal year 2022/23, with the option to renew annually thereafter for four (4) additional one-year terms. The 2022/23 renewal represents a 0.003% increase from last year’s fees. Funding Source: 2022/23 Current Operating-Learning Resource Center.

f. EBSCO

On a motion by Lohmar, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved a contract award to EBSCO, Birmingham, AL for Library Periodical Subscription Services in an estimated annual amount of \$45,000.00 for a period of one (1) year with the option to renew for four (4) additional one-year terms. Funding Source: 2022/2023 Current Operating- Library Acquisitions.

g. Secondary Internet Connection at Dardenne Creek Campus

On a motion by Lissner, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved an award to Charter Communications Holding, LLC, Riverview, FL for a 3-year agreement in the amount of \$35,244.00 to provide primary internet services and Missouri Network Alliance LLC, dba Bluebird Network LLC, Columbia, MO for a 5-year agreement in the amount of \$102,900.00 to provide secondary internet services. Funding Source: 2022/2023 Current Operating – Network Computing.

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 September 20, 2022**

Full-time New and Replacement Hires

Berg, Sarah (ENS) Financial Aid Specialist
Binggeli, Kenneth (DPS) Assistant Chief of Police/Captain
Webb, Lisa (ENS) Financial Aid Assistant

Full-time Changes

Cato, Mike (MKT) Graphic Designer to Managing Director, Operational Services
Eaton, Larry (DPS) Interim Asst Chief of Police/Captain to FT Public Safety Supervisor/Police Sergeant

Herbel, Vicky (SOC) Dean of Student Success to Professor
 Koehler, Amy (AA). Vice President for WCE/Provost – DCC to Vice President for Academic Affairs
 Martin, Holly (AA) Vice President for Academic Affairs to Vice President for Academic Support
 Misher, Brandon (DPS)..... Interim to FT Public Safety Supervisor/Police Sergeant
 Wiltowski, Brian (IGE) Int’l Student Support Specialist to Interim Manager of Int’l Student
 Services

Full-Time Separations

Austin, Laura (ENS)..... Transfer Credit Coordinator
 Brockgreitens, Kathy (AA) .. Assistant Vice President for College Transitions and Support Systems
 Camden, Stephanie (COA) Assistant Director
 Dornes, Delfina (ARR) Director of Admissions, Registration, and Records
 Kammerer, Nancy (HRS)..... Director of Professional Development & Training
 Tiller, Ginny (AA) Administrative Assistant
 Tucakovic, Jusuf (MTN) Maintenance Assistant
 Wright, Jennifer (ENS)..... Enrollment Services Assistant

Part-Time New and Replacement Hires

Blangger, Holly (LPN) Adjunct Faculty
 Blank, Anne-Sophie (FL) Adjunct Faculty
 Buckels, Staci (BUS)..... Adjunct Faculty
 Chang, Mila (ADR) Work Study
 Edler, Marta (MUS) Accompanist
 Galbadrakh, Amartuvshin (FS) Student Assistant
 Geisler, Nathan (ART)..... Student Assistant
 Halpegamage, Sandamali (PHY)..... Adjunct Faculty
 Hatchett, Katlyn (CAR) Work Study
 Henderson-Pennington, Haley (ESL) Adjunct Faculty
 Hinrichs, Tracey (ENG) Adjunct Faculty
 Inman, Kyle (GDS) Student Assistant
 Jacoby, Faith (ACE)..... Student Assistant
 Kampay, Ange (STU)..... Student Assistant
 Lemcovitz, Zoe (ESL)..... Adjunct Faculty
 Loeffler, Christian (ENG) Adjunct Faculty
 Loeffler, Jacob (ENS) Work Study
 Malaj, Klevis (ACE) Student Assistant
 Maloney, Sydney (LPN) Adjunct Faculty
 Manning, William (BK) Student Assistant
 McDonald, Faith (ART) Student Assistant
 Meyer, Jacklyn (GDS) Adjunct Faculty
 Polster, Stephanie (ESL) Adjunct Faculty
 Riddle, Madigan (ART) Work Study
 Ross, Madison (ACE) Work Study
 Sellars, Karston (ACE)..... Student Assistant

Selleck, Lea (ACT)	Adjunct Faculty
Snedden, Anna (CED)	PB Continuing Education Instructor II
Vercher, Jonah (ACE).....	Learning Specialist
Vogler, Abigail (ENG).....	Adjunct Faculty
Vollmar, Sophia (ACE)	Student Assistant
Wiegand, Kevin (ACE).....	Student Assistant
Williams, Sydney (ART)	Student Assistant
Willott, Steven (MAT)	Adjunct Faculty

Part-Time Changes

Calignaoan, Elijah (PUR).....	Student Assistant to Work Study
Coogan, James (DPA)	Theatre Technical Assistant to Theatre Production Assistant

Part-Time Separations

Booker, Jerral (ART)	Student Assistant
Borchardt, Brooke (ART)	Student Assistant
Clogston, Steven (ACT).....	Work Study
Dong, Zhengmei (FS)	Student Assistant
Frohling, Krista (ART)	Adjunct Faculty
Heusmann, Darla (AEL)	PB AEL Instructor
Jacobsen, Katelyn (ART)	Student Assistant
Johnson, Analise (ART)	Student Assistant
Martinez Vallejos, Lidia (FS)	Student Assistant
Nelson, Marissa (ART).....	Student Assistant
Njeru, Rose (FS)	Student Assistant
Ormson, Destiney (ART)	Student Assistant
Perach, Amber (ART).....	Student Assistant
Roussin, Pamela (MUS).....	Accompanist
Schmermund, Richard (ATH).....	Assistant Coach – Men’s Soccer
Willis Falkiner, Louis (FS)	Student Assistant

SCHEDULE OF BOARD OF TRUSTEE MEETING DATES FOR 2023

A list of proposed dates was presented for board review. The board will vote on accepting the schedule at the next meeting in October.

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

Monday, January 23, 2023.....	Board of Trustees Meeting
Friday, February 17, 2023	Board 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 25, 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 Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 7:59 p.m.