

**St. Charles Community College Board of Trustees
Monday, July 18, 2016**

**PUBLIC MEETING
MINUTES**

CALL TO ORDER AND INTRODUCTION OF GUESTS

The regular meeting of the Board of Trustees was called to order at 5:33 p.m. by Board President Ehlmann. The following members of the Board of Trustees were present: Jean Ehlmann, President; William Pundmann, Vice President; Shirley Lohmar, Treasurer, Pam Cilek, Secretary; and Mary Stodden, Trustee. Trustee Mack was not in attendance.

Also present were Todd Galbierz, Interim President and Vice President for Administrative Services; John Bookstaver, Interim Vice President for Academic and Student Affairs; Donna Davis, Vice President for Human Resources; Heather McDorman, Vice President for Enrollment and Marketing Services; Kasey McKee, Vice President for College Advancement and Planning; and Julie Parcel, Executive Assistant to the President and Board of Trustees.

Guests who introduced themselves were: staff members Chris Romer, Bob Ronkoski, Kathy Brockgreitens, Jennifer Lansdowne, and Susie Rubemeyer; and county resident Arnie "AC" Dienoff.

PLEDGE OF ALLEGIANCE

Board President Ehlmann led the Board, staff, and audience in the Pledge of Allegiance.

APPROVAL OF MINUTES: REGULAR MEETING OF JUNE 20, 2016

On a motion by Cilek and a second by Stodden, minutes of the June 20, 2016, regular Board meeting were accepted as presented.

APPROVAL OF AGENDA

On a motion by Pundmann and a second by Lohmar, the agenda was approved.

TREASURER'S REPORT - APPROVAL TO PAY BILLS

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$4,323,924; total investments \$20,445,000; tuition and fees received to date \$7,493,913; local taxes received to date \$21,906; state appropriations received to date \$763,145. On a motion by Cilek and a second by Stodden, the Treasurer's Report was accepted.

On a motion by Pundmann and a second by Stodden, the Board approved payment of bills from the Operating Fund in the amount of \$3,919,975.

COLLEGE PROGRAM REPORT - ENROLLMENT MANAGEMENT

Heather McDorman, Kathy Brockgreitens, and Jennifer Lansdowne presented enrollment data and gave an overview of the work of the Enrollment Management Team. The team was formalized in spring 2016 to include cross-departmental membership with defined goals and objectives including increasing campus-wide awareness of and engagement in enrollment and retention practices, increasing enrollment through the recruitment of students by employing deliberate strategies based on data trends, increasing enrollment through the retention of students by identifying and strengthening student success and completion based on data trends, maximizing the use of technology to streamline institutional enrollment and retention efforts, and ensuring that students are at the center of everything we do. The presentation was followed by a question and answer session.

REPORT OF THE COLLEGE PRESIDENT

Interim President Todd Galbierz presented highlights of the President's Report, which can be found on the SCC website at http://www.stchas.edu/about-scc/presidents_message/.

PUBLIC COMMENTS

Board President Ehlmann called for public comments. Community member Arnie "AC" Dienoff voiced concerns and suggestions, as follows:

- Make sure to include a process for nonprofit organization fee waivers is included in revision of *P-308 Use and Scheduling of Facilities – Non-College Groups*;
- Do not pass on the cost of medical insurance to employees who deserve a pay raise.
- Reach out to the community prior to dissolution of the Educational Facilities Authority, as he and other community members may want to serve on its board and keep it active;
- Evaluate the Employment Agreement for the incoming College President.

ST. CHARLES COMMUNITY COLLEGE EDUCATIONAL FACILITIES AUTHORITY (SCCEFA)

The St. Charles Community College Educational Facilities Authority (SCCEFA) is a nonprofit corporation duly authorized and existing under Missouri law for the purpose of constructing, furnishing, and equipping facilities for the college. The SCCEFA was formed in 2004 to provide the financing mechanism for the college to build the Café/Bookstore.

In February 2015, the bonds issued by the SCCEFA for the Café/Bookstore were retired. The SCCEFA's initial purpose has been satisfied and it will not be needed for future financing projects, including the Campus Master Plan Implementation Projects. Several steps (below) are required to shut down the SCCEFA.

SCCEFA Director Appointment

On a motion by Cilek and a second by Lohmar, Trustee Ehlmann was appointed as St. Charles Community College Educational Facilities Authority Director. The motion carried unanimously.

Approval of SCCEFA Officers

On a motion by Cilek and a second by Stodden, the Board approved St. Charles Community College Educational Facilities Authority officers, as follows: Jean Ehlmann, President; and Todd Galbierz, Secretary/Treasurer. The motion carried unanimously.

Resolution for Dissolution of SCCEFA - Action

On a motion by Cilek and a second by Stodden, the Board approved a resolution for dissolution of the St. Charles Community College Educational Facilities Authority. The motion carried unanimously.

BOARD POLICIES AND PROCEDURES MANUAL UPDATE

P-308 Use and Scheduling of Facilities – Non-College Groups

On a motion by Pundmann and a second by Cilek, the Board approved revised campus space scheduling procedures and pricing structure for the use of facilities by non-college groups as reviewed at the June 20, 2016, meeting. The motion carried unanimously.

AWARD OF BIDS

Dell PowerEdge Server Storage with Server Nodes

On a motion by Lohmar and a second by Stodden, the Board granted an award to Infinitech Consulting, LLC, Columbia, MO, in the amount of \$111,714.00 for the purchase of two Dell PowerEdge rack-mount chassis with six server nodes for replacement of 20 Data Center file servers used to run administrative and educational functions of the College. The motion carried unanimously. *Funding Source: 2016/2017 Technology Fee Fund*

Group Medical, Dental, Vision, Life-AD&D/Voluntary Life, LTD, STD, FSA, HAS, and Ancillary Insurance Plans for Eligible College Employees and their Eligible Dependents

Medical Insurance Plan

On a motion by Cilek and a second by Lohmar, the Board awarded a medical insurance plan contract, pending receipt of 2017 rates, not to exceed 5% above 2016 rates, to Anthem Health Marketplace, Inc. for a period of one year in an estimated annual amount not to exceed \$4,303,508. The motion carried unanimously.

Dental Insurance Plan

On a motion by Lohmar and a second by Stodden, the Board awarded a dental insurance plan contract to MetLife for a period of one year in an estimated annual amount of \$174,938. The motion carried with a majority. Trustee Cilek abstained from the vote.

Vision Insurance Plan

On a motion by Pundmann and a second by Lohmar, the Board awarded a vision insurance plan contract to EyeMed Vision Care for a period of one year, with option to renew, in an estimated annual amount of \$32,738 with a two-year rate guarantee. The motion carried with a majority. Trustee Cilek abstained from the vote.

Group Term Life, AD&D, and Optional Voluntary Life Insurance Plan

On a motion by Stodden and a second by Cilek, the Board awarded a group term life, AD&D, and

optional voluntary life insurance plan contract to The Prudential Insurance Company of America for a period of one year, with option to renew, in an estimated annual amount of \$83,730 with a two-year rate guarantee. The motion carried unanimously.

Long Term Disability Insurance Plan

On a motion by Pundmann and a second by Cilek, the Board awarded a long term disability insurance plan contract to The Prudential Insurance Company of America for a period of one year, with option to renew, in an estimated annual amount of \$69,929 with a two-year rate guarantee. The motion carried unanimously.

Short Term Disability Insurance Plan

On a motion by Cilek and a second by Stodden, the Board awarded a short term disability insurance plan contract to The Prudential Insurance Company of America for a period of one year, with option to renew, in an estimated annual amount of \$69,929 with a two-year rate guarantee. The motion carried unanimously.

Flexible Spending Plan

On a motion by Pundmann and a second by Cilek, the Board awarded a flexible spending plan contract to Discovery Benefits for a period of one year, with option to renew, in an estimated annual amount of \$9,487 with a five-year rate guarantee. The motion carried unanimously.

Health Savings Account Plan

On a motion by Lohmar and a second by Stodden, the Board awarded a health savings account plan contract to Discovery Benefits for a period of one year, with option to renew, in an estimated annual amount of \$600 with a five-year rate guarantee. The motion carried unanimously.

Accident, Critical Illness, and Hospital Indemnity Plan

On a motion by Cilek and a second by Lohmar, the Board awarded Accident, Critical Illness, and Hospital Indemnity plan contracts to Voya Financial for a period of one year, with option to renew, in an estimated annual amount of \$6,782. Benefit plan availability subject to minimum participation requirement with a three-year rate guarantee. The motion carried unanimously.

Legal Plan

On a motion by Lohmar and a second by Stodden, the Board awarded a Legal Plan contract to Hyatt Legal Plans for a period of one year in an estimated amount of \$3,552. The motion carried unanimously.

Identity Theft and Fraud Protection Plan

On a motion by Cilek and a second by Stodden, the Board awarded an Identity Theft & Fraud Protection plan contract to ID Watchdog for a period of one year, with option to renew, in an estimated annual amount of \$3,108 with a two-year rate guarantee. The motion carried unanimously.

Funding Source: Current Operating-Employee Benefits

Intercollegiate Athletics Insurance

On a motion by Pundmann and a second by Lohmar, the Board awarded contracts to Mutual of Omaha through Ascension Benefits & Insurance Solutions for a total annual amount of \$26,711 for athletic accident medical insurance and catastrophic athletic injury insurance, effective August 1,

2016, for women’s softball, men’s baseball, and men’s and women’s soccer teams. The motion carried unanimously. *Funding Source: FY17 Operating Budget – Athletics Department*

CLOSED SESSION

On a motion by Stodden and a second by Lohmar, the Board voted to adjourn into Closed Session pursuant 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 610.021.3 for the purpose of discussing hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A roll call vote was taken and the following “AYE” votes were cast: Lohmar, Stodden Pundmann, Ehlmann, and Cilek. The Board adjourned into Closed Session.

After discussions in these areas, on a motion by Pundmann and a second by Stodden, the Board voted to reconvene into Open Session. A roll call vote was taken and the following “AYE” votes were cast: Lohmar, Stodden, Pundmann, Ehlmann, and Cilek. The Board reconvened into Open Session.

PERSONNEL RECOMMENDATIONS

On a motion by Cilek and a second by Stodden, the Board approved the following personnel list:

Full-time New and Replacement Hires

Keele, Caitlin (COA)Foundation Specialist

Full-time Changes

Alford, Karen (ENS).....PT International Student Support Specialist to
FT International Student Support Specialist

Bozard, Samantha (CD)PT Childcare Worker to
FT Childcare Worker

Byrd, Sheila (CD)PT Childcare Worker to
FT Childcare Worker

Dickens, Lauren (MSB)Assistant Professor to
Interim Dean of Business, Science, Education, Math and Computer Science

McGraw, Kelleagh (TEC).....PT Help Desk Analyst to
FT Help Desk Analyst

O’Day, Brendan (DPS)PT Police Officer to
FT Police Officer

Ross, Laura (CD)Lead Teacher to
Assistant Teacher

Full-time Separations

Long, Wanda (MAT)Professor (retiring)

Montgomery, Kylene (ENS)..... Veteran Services Coordinator

Palmer, Gayle (TEC) Help Desk Manager

Sagaser, Aimee (MKT)..... Graphic Designer

Strecker, William (TOL).....Associate Vice President for Technology & Online Learning Support

Part-time New and Replacement Hires

Eudy, Julia (CPT).....Adjunct Faculty
Pendell, Ruby (EVS).....PB Environmental Services Associate
Powell, Richard (WFD) PB Contract Trainer III
Thomas, Rebecca (MKT).....Office Assistant
Thornton, Dayton (WFD) PB Contract Trainer II
Walseth, Sarah (MUS)Adjunct Faculty

Part-time Changes

Anderson, Hannah (ART).....Student Assistant to
Educational Aide
Edson, Brian (ACE) Work Study to
Student Assistant
Parker, Alexandria (CD) FT Assistant Teacher to
PT Childcare Worker
Uebinger, Given (ART)Student Assistant to
Educational Aide
Viriyasiri, Nick (ACE)..... Work Study to
Student Assistant

Part-time Separations

Frye, Paige (ACE).....Student Assistant
Gregory, Tyler (ACE).....Student Assistant
Long, Katherine (ACE).....Student Assistant
McMasters, Andrea (AEL) PB AEL Instructor
Rethmeier, Collin (ACE)Student Assistant
Rickles, Elaine (GDS).....Adjunct Faculty
Smith, Glen (MUS).....Adjunct Faculty
Wallace, Patricia (AEL)..... PB AEL Instructor

PROJECT AGREEMENT WITH THE CITY OF ST. PETERS

On a motion by Pundmann and a second by Stodden, the Board authorized execution of a Project Agreement and the necessary documents to convey property and grant easements to the City of St. Peters for donation of 1,600 square feet of College property for Right-of-Way and easements for drainage, traffic signals, and construction to improve the intersection of Ohmes Road and Mid Rivers Mall Drive. The motion carried unanimously.

OTHER

No additional business was discussed.

ADJOURNMENT

On a motion by Lohmar and a second by Cilek, the meeting adjourned at 7:18 p.m. The motion carried unanimously.

NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled on Monday, August 15, 2015, at 5:30 p.m. in the Board Room (Social Sciences Building Room 2104).