

**St. Charles Community College  
Board of Trustees Public Meeting  
Monday, February 20, 2017**

**M I N U T E S**

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ehlmann. The following members of the Board of Trustees were present: Jean Ehlmann, President; William Pundmann, Vice President; Pamela Cilek, Secretary; Shirley Lohmar, Treasurer; and Rose Mack, Trustee. Trustee Stodden was not in attendance. Also present were Dr. Barbara Kavalier, College President; 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; Todd Galbierz, Vice President for Administrative Services; and Julie Parcel, Executive Assistant to the College President and Board of Trustees.

Members of the audience included staff members Mandy Rose, Ingrid Cosillo, Boyd Copeland, Susie Rebemeyer, Betsy Schneider, Peggy Schnardthorst, and Pat Haynes; faculty members Aaron Proctor and Debra Crank-Lewis; student Olivia Dinwiddie; district resident Arnie C. "AC" Dienoff; Gilmore & Bell representative Mark Grimm; and Piper Jaffray representative Michelle Boch.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF MINUTES: REGULAR MEETING OF JANUARY 23, 2017**

On a motion by Mack and a second by Cilek, minutes of the January 23, 2017, regular Board meeting were accepted as presented. The motion carried unanimously.

**APPROVAL OF AGENDA**

On a motion by Cilek and a second by Lohmar, the agenda was approved. The motion carried unanimously.

**TREASURER'S REPORT - APPROVAL TO PAY BILLS**

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$16,725,474; total investments \$17,435,000; tuition and fees received to date \$15,968,243; local taxes received to date \$16,974,413; state appropriations received to date \$6,004,254. On a motion by Cilek and a second by Mack, the Treasurer's Report was accepted. The motion carried unanimously.

On a motion by Pundmann and a second by Cilek, the Board approved payment of bills from the Operating Fund in the amount of \$6,821,099. The motion carried unanimously.

## **STUDENT GOVERNMENT ASSOCIATION REPORT**

Student Government Association President Olivia Dinwiddie presented the following:

- The 2<sup>nd</sup> Annual SCC Bowling Night was held on Thursday, February 16, 2017, at Brunswick Zone XL, with 164 students in attendance.
- SCC's Black Student Leadership Alliance is co-hosting several Black History Month events, including special lectures and forums, film screenings, musicians, and a soul food luncheon.
- The Student Success Society is launching an outreach program in which members visit area high schools and invite students for a campus tour and a chance to experience life at SCC from a student perspective.
- The Student Missouri State Teacher Association is holding a book drive to collect books for students in K-8<sup>th</sup> grade.
- The Student Veterans Organization will be carrying flags in the Cottleville St. Patrick's Day Parade. Plans are also underway for honoring and remembering fallen members of the military through a Memorial Day event.
- The Gay-Straight Alliance is currently working on setup for a drag show, and plans are underway for hosting Ally Day and Awareness Week.
- The Student Government Association recognizes that textbooks are a costly and sometimes unnecessary requirement for students, and possible alternatives are being explored, including encouraging professors to write their own textbooks, provide web links to pertinent information, and offer textbook copies for check-out. The next step in the process is to gauge student opinion about the options.
- Dr. Kavalier will be the special guest at the March 7, 2017, Student Government Association meeting.

## **FACULTY ASSOCIATION REPORT**

Faculty Association President Aaron Proctor presented the following:

- For the 15<sup>th</sup> year, Michael Kuelker (English) is serving on the Yom HaShoah planning committee at the St. Louis Holocaust Museum & Learning Center. Yom HaShoah is Holocaust Commemoration Day, which is observed worldwide. The St. Louis commemoration is open to the public and will be held at B'nai Amoona synagogue in Creve Coeur on Sunday, April 23. Kuelker's contributions to Yom HaShoah include written material in the printed program and a reading during the commemoration itself. He teaches LIT 275: Holocaust Literature each Spring at SCC, and his students earn extra credit for attending.
- Joseph Hartnett (Business) and a student in his Principles of Marketing class attended the American Marketing Association St. Louis Conference at the Danforth Plant Science Center.
- SCC and OPO (Old Post Office) Startup joined forces in a dedication ceremony on January 25, 2017. The partnership will allow students and alumni to work at the OPO on their own startup companies for free. In attendance at the dedication were Dr. Kavalier, Dr. Bookstaver, Randy Shilling (OPO Owner), Megan McKissen (EDC), Sally Faith (St. Charles City Mayor), SCC faculty and staff members, SCC students, and SCC alumni.
- So far, 13 high schools and a total of 2,730 students are participating in SCC's high school outreach for math. SCC faculty involved in the program include Steve Haupt, Adjunct/

Presenter; Joyce Lindstrom, Developmental Math/ Director; Debbie Bruns, Adjunct/ Presenter; and Jackie Radle, Developmental Math/ Presenter.

- Spring 2017 Honors courses include: *Children's Literature in Western Civilization* (Grace Moser and Corey Porter); *The Psychology and Politics of Hate* (Mitch Harden and Gabe Harber); *Vampires and Witches in Western History and Culture* (Christy Gant and Kate Weber). Recruitment efforts are underway for Fall 2017, with the following Honors courses planned: *The Hero We Need: Superheroes in US Society* (Rachael McWhorter and Vicki Herbel); *Your Brain on Drugs: The Biology and Psychopharmacology of Heroin* (Mara Vorachek-Warren and Mitch Harden); *Middle Earth and Morality* (Christy Gant and Charles DeBord).

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier presented highlights of the President's Report, which can be found on the SCC website at [http://www.stchas.edu/about-scc/presidents\\_message](http://www.stchas.edu/about-scc/presidents_message).

## **PUBLIC COMMENTS**

Board President Ehlmann called for public comments.

Arnie "AC" Dienoff spoke on the following:

- SCC trustees and administrators should find ways to avoid the proposed increase in tuition and fees. Suggestions include using an anticipated 3% - 5% increase in assessed values, calling on the SCC Foundation, and fundraising to offset the proposed increases.
- Details related to the contract for Information Technology Staff Augmentation Services look as if the award is going to the highest bidder.
- Competitive bids were not sought for legal services. With many law firms in St. Charles County, the contract should be awarded through a competitive bidding process.

## **STUDY ABROAD REPORT - SEMESTER IN CANTERBURY**

Debra Crank-Lewis, Professor of History, presented an overview of the fall 2016 Semester in Canterbury, in which she was honored to travel as a mentor. Appreciation was extended to the Board for approving the trip and giving SCC students the opportunity to study abroad.

## **ADULT EDUCATION AND LITERACY PROGRAM REPORT**

Amanda Rose, AEL Associate Dean, and Ingrid Casillo, AEL Lead Teacher, presented information on the St. Charles Community College Adult Education and Literacy Program, which serves more than 800 students per year, including English as a Second Language students, High School Equivalency students, and remediating SCC credit-seeking students in St. Charles, Lincoln, Warren, and Pike counties.

## **FOUNDATION UPDATE**

Kasey McKee, Vice President for College Advancement and Planning, gave an update from the SCC Foundation, as follows:

- Since inception, the Foundation has awarded \$1.2 million in student scholarships and \$1.25 million in SCC academic program enhancements.
- Future goals include continuation of meaningful connections with members of the community, including the SCC Board of Trustees, the Foundation Board, area foundations and corporations, SCC employees, named scholarship donors, and those whose contributions have placed them into the President's Leadership Circle and the SCC Legacy Society.
- Plans are underway for the SCC Alumni Association with launch expected in January 2018.

## **BOARD POLICIES AND PROCEDURES MANUAL UPDATE**

### ***P-417 Tuition, Fees, and Refunds for Credit Classes***

The Board reviewed the following proposed update to the Board Policies and Procedures Manual:

#### General Tuition

Increase from \$98 to \$104 per credit hour (in-district)

Increase from \$149 to \$156 per credit hour (out-of-district)

Increase from \$215 to \$216 per credit hour (out of state)

#### Differential Tuition for Online Courses

\$119 per credit hour (in-district)

\$171 per credit hour (out-of-district)

\$231 per credit hour (out-of-state)

#### Nursing and Allied Health Fee

Increase from \$750 per semester to \$825 per semester

#### Welding Program Fee

New fee of \$825 per semester

Action will be requested at the next regular meeting.

## **AWARD OF BIDS**

### ***Annual Subscription for Content Management System***

On a motion by Pundmann and a second by Mack, the Board approved an award to DotCMS Services, LLC., Miami, FL, in the amount of \$28,500.00 for the annual subscription of DotCMS Enterprise Cloud. DotCMS Services is the sole owner and distributor of the software and subscription service used in the operation and maintenance of the St. Charles Community College website. The motion carried unanimously. *Funding Source: Current Operating – Marketing and Communications*

### ***Contract for Information Technology Staff Augmentation Services***

On a motion by Lohmar and a second by Cilek, the Board awarded contracts to two vendors with no guaranteed amount to any one vendor: Execu-Sys, Ltd., New York, NY; and Modis, Inc., St. Louis, MO, for Information Technology staff augmentation services, as needed, in the total estimated annual amount

of \$70,000.00 for a period of three years, with the option to renew annually thereafter by mutual agreement. The motion carried unanimously. *Funding Sources: Current Operating Budget – Administrative Computing and Network Computing*

***Contract for Legal Services***

On a motion by Cilek and a second by Lohmar, the Board awarded a two-year contract, with the option to renew upon mutual agreement, to Tueth, Keeney, Cooper, Mohan & Jackstadt, PC, for legal services. The motion carried unanimously. *Funding Source: Current Operating Budget – President’s Office and Board of Trustees*

**RESOLUTION RELATED TO THE SALE OF CERTIFICATES OF PARTICIPATION - Action**

On a motion by Pundmann and a second by Mack, the Board approved a resolution authorizing the execution of documents to proceed with the sale of Certificates of Participation (COPs) for financing a portion of the purchase amount for the One Academy Place property. The motion carried unanimously.

**CLOSED SESSION**

On a motion by Mack and a second by Cilek, the Board voted to adjourn into Closed Session pursuant to 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: Cilek, Ehlmann, Lohmar, Mack, and Pundmann. The Board adjourned into Closed Session.

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

**PERSONNEL RECOMMENDATIONS**

On a motion by Mack and a second by Cilek, the Board approved personnel recommendations. The motion carried unanimously. Approved personnel changes are as follows:

***Full-time Separations***

Fix, Linda (BK)..... Retail Supervisor (retiring)  
Greenwalt, Lori (ENS)..... Assessment Technician  
Perschbacher, Kirsten (ENS) .....Sr. Financial Aid Officer / A+ (retiring)  
Southerland, Lucas (GRDS) ..... Groundskeeper

***Part-time New and Replacement Hires***

Barton, Daniel (ACE) .....Student Assistant  
Brueckmann, Athena (ENS) ..... Work Study  
Burke, Jerome (DPS) ..... Police Officer  
Cornell, Keenan (ART).....Student Assistant

DeBoard, Nathan (TSP) .....	Student Assistant
Escalera, Jacob (TSP) .....	Student Assistant
Fischer, Joseph (ACE) .....	Student Assistant
Flannery, Jason (THE) .....	Adjunct Faculty
Giddens, Alexandra (RNP) .....	Adjunct Faculty
Koch, Mary (ENS) .....	Student Assistant
Koets, Greg (CAD) .....	Adjunct Faculty
Lammers, Deborah (DPS).....	Police Dispatcher
Manning, Emily (ENS) .....	Work Study

***Part-time Changes***

Harms, Lindsey (DPS) .....	FT Police Dispatcher to PT Police Dispatcher
Lancaster, William (ATH) .....	Assistant Coach, Men’s Soccer to Head Coach, Men’s Soccer
Wyland, Jason (ATH) .....	Assistant Coach, Women’s Soccer to Head Coach, Women’s Soccer

***Part-time Separations***

Akihiro, Pamela (RNP) .....	Nursing Lab Assistant
Coaker, Melissa (RNP) .....	Adjunct Faculty
Cole, Alec (ECO).....	Student Assistant
Crump, Alex (STAV).....	Work Study
Koviak, Virginia (RNP) .....	Adjunct Faculty
Long, Karen (AHS).....	Office Assistant
Ritchie, Penelope (HIT) .....	Adjunct Faculty
Rozier, Brittany (ATH) .....	Assistant Coach – Softball
Schulte, Benjamin (MAT) .....	Adjunct Faculty
Seidenstricker, Rachel (LPN) .....	Adjunct Faculty
Thomas, Elaine (ALH).....	PB Health Occupations Instructor
Thompson, Marcia (MAT).....	Adjunct Faculty
Tyler, Kanita (RNP).....	Adjunct Faculty
Wellman, Toni (CD).....	Child Development Associate
White, Jermaine (SDV).....	Work Study

**OTHER**

No additional topics were discussed.

**NEXT REGULAR MEETING**

The next regular meeting of the Board of Trustees is scheduled on Monday, March 20, 2017, at 5:30 p.m. in the Board Room (Daniel J. Conoyer Social Sciences Building Room 2102).

**ADJOURNMENT**

On a motion by Mack and a second by Lohmar, the meeting adjourned at 6:55 p.m. The motion carried unanimously.