

**St. Charles Community College
Board of Trustees Public Meeting
Monday, June 26, 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; Pamela Cilek, secretary; Shirley Lohmar, treasurer; and Rose Mack, trustee. Trustees Pundmann and Stodden were 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; Todd Galbierz, vice president for administrative services; and Julie Parcel, executive assistant.

The audience included staff members Sara Brodribb, Jeff Drake, Michael Dunkus, Rob Jones, Katherine Keating, Chris Romer, Susie Rubemeyer, and Sharon Schreiber; and county residents Arnie C. "AC" Dienoff, Sergio Espinoza, and Sherry Espinoza.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: REGULAR MEETING OF MAY 15, 2017

On a motion by Mack and a second by Cilek, minutes of the May 15, 2017, regular Board meeting were accepted as presented. The motion carried unanimously.

APPROVAL OF AGENDA

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

TREASURER'S REPORT AND APPROVAL TO PAY BILLS

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$3,561,403; total investments \$18,275,000; tuition and fees received to date \$15,947,419; local taxes received to date \$17,564,599; state appropriations received to date \$8,567,158. On a motion by Cilek and a second by Mack, the Treasurer's Report was accepted. The motion carried unanimously.

On a motion by Cilek and a second by Mack, the Board approved payment of bills from the Operating Fund in the amount of \$3,997,900. The motion carried unanimously.

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.

PUBLIC COMMENTS

President Ehlmann called for public comments. Arnie C. "AC" Dienoff, county resident, expressed disapproval of the proposed FY18 budget and advised administrators to make staffing cuts to match the projected enrollment decline, to eliminate unnecessary spending, and to cancel low enrollment courses. Additional suggestions for the FY18 budget included granting a pay increase of 2.5 to 3 percent for employees along with no increase in employee contributions for medical insurance. Final recommendations included use of local vendors for the software purchases on the meeting agenda.

FY17 BUDGET AMENDMENT

On a motion by Lohmar and a second by Mack, the Board approved amendment of the 2017 General Fund from the original amount of \$38,790,000 to the amount of \$48,240,000 to include financial activity related to acquisition of One Academy Place, Dardenne Prairie, MO. The motion carried unanimously.

FY18 BUDGET AND COLLEGE PLAN

On a motion by Mack and a second by Lohmar, the Board approved the College Plan for Fiscal Year 2018 as presented. The motion carried unanimously.

On a motion by Cilek and a second by Lohmar, the Board approved the institutional budget for Fiscal Year 2018 as presented. The motion carried unanimously.

BOARD POLICIES AND PROCEDURES MANUAL REVISION

The Board reviewed a proposed revision to the Board Policies and Procedures Manual, and action will be requested at the next regular meeting. Highlights of the proposed revision are as follows:

P-417.3.3 Military Veterans and Eligible Dependents Using VA Benefits

The policy, a subsection of P-417 Tuition, Fees, and Refunds for Credit Classes, has been

expanded to comply with requirements of Public Law 114-315, known as the Jeff Miller and Richard Blumenthal Veterans Health Care and Benefits Improvement Act of 2016, Section 417, to charge in-state tuition rates for military veterans who meet certain criteria.

AWARD OF BIDS

Cisco SMARTnet for Network Computing

On a motion by Lohmar and a second by Cilek, the Board approved an award to World Wide Technology, St. Louis, MO, in the amount of \$121,365.19 for the annual Cisco SMARTnet and Software Support Services required for the College's Administrative Network and IP Telephony System. The motion carried unanimously. *Funding Source: FY 17/18 Technology Fund*

Ellucian Colleague Annual Software Support Agreement and License

On a motion by Mack and a second by Cilek, the Board approved renewal of annual license and software support agreements through Ellucian, Fairfax, VA, in the amount of \$293,482.00 for the software and support necessary to operate the College's main computer system for academic and administrative functions through fiscal year 2017/2018. The motion carried unanimously. *Funding Source: FY 17/18 Operating – Administrative Computing*

CLOSED SESSION

On a motion by Cilek and a second by Lohmar, 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, and Mack. The Board adjourned into Closed Session.

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

PERSONNEL RECOMMENDATIONS - Action

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 New and Replacement Hires

Chavez, Erika (EV)..... Environmental Services Associate
Lager, Patricia (BIO)Assistant Professor

Lieberman, Danielle (ENS) Assessment Technician
 Miller, Allison (CD) Assistant Teacher
 Roessler, Laura (CD) Assistant Teacher
 Roth, Todd (DPS) Police Officer

Full-time Changes

Brodribb, Sara (ENS) Enrollment Services Assistant to
 Financial Aid Specialist
 Heisse, William (ECO) Fixed-Term Appointment, Assistant Professor, Economics
 extended for one year
 Humbert, Sarah (LPN) Fixed-Term Appointment, Instructor, Nursing
 extended for one year
 Hunn, Michelle (ENS) Part-time Enrollment Services Assistant to
 Full-time Enrollment Services Assistant
 Martin, James (MUS) Fixed-Term Appointment, Associate Professor, Music to
 Associate Professor, Music
 Spathe, Sarah (OTA) Fixed-Term Appointment, Assistant Professor, OTA
 extended for one year
 Veit, Amy (HIT) Fixed-Term Appointment, Instructor, Health Information Technology
 extended for one year
 Willbrand, Kimberly (ACT) Assistant Professor to
 Adjunct Faculty

Full-Time Separations

Alich, Brian (ART) Art Studio Technician
 Bappert, Jerry (DPS) Police Officer
 Breitmeyer, Alane (TOL) Instructional Designer (retiring)
 Fitzsimmons, Timothy (GRDS) Groundskeeper
 Meirink, Cynthia (LPN) Assistant Professor
 Murray, Robin (RNP) Assistant Professor

Part-Time New and Replacement Hires

Abdelbaset, Ferrahs (BIO) Adjunct Faculty
 Angleton, Sarah (ENG) Adjunct Faculty
 Banowetz, Julie (CED) Project-based Project Support Assistant
 Blundon, Katherine (AEL) Project-based AEL Substitute Instructor
 Bruns, Julie (CED) Project-based Summer Camp Assistant
 Carron, Troy (ENG) Adjunct Faculty
 Chapell, Angella (AEL) Project-based AEL Instructor
 Cruz-Casillo, Estefania (CED) Project-based Summer Camp Assistant
 Feltt, William (CED) Project-based Continuing Education Instructor II
 Fix, Linda (BKS) Bookstore Assistant
 Fletcher, Calli (CED) Project-based Continuing Education Instructor II
 Flood, Kristen (CD) Child Development Associate
 Fluchel, Emily (THE) Project-based Theatre Production Assistant
 Foster, Allison (CD) Child Development Associate

Gottreau, Jessica (CED) Project-based Continuing Education Instructor II
Hinnah, Katelyn (CED) Project-based Summer Camp Assistant I
Hockman, Adam (MAT) Adjunct Faculty
Hubbard, Benjamin (ENS) Work Study
Hussain, Mohammad (CPT) Student Assistant
Mahaffy, Kelly (CED) Project-based Continuing Education Instructor II
Reed-Bippen, Carlin (CED) Project-based Summer Camp Assistant
Scott, Emily (CED) Project-based Continuing Education Instructor II
Sheck, Elizabeth (ART) Student Assistant
Varwig, Julie (CD) Child Development Associate
Villegas, Patricia (CED) Project-based Summer Camp Assistant I
Waligurski, Grace (CED) Project-based Summer Camp Assistant

Part-Time Changes

Alderman, Andrew (MTN) Full-time Maintenance Assistant to
Project-based Maintenance Assistant
Jones, Robert (ENG) Full-time Fixed-Term Appointment, English to
Adjunct Faculty
Miller, Jeffrey (ENG) FT Fixed-Term Appointment, English to
Adjunct Faculty
Niermann, David (CAD) Adjunct Faculty to
Emeritus Faculty
Weber, Kathryn (HIS) FT Fixed-Term Appointment, Instructor to
Adjunct Faculty

Part-Time Separations

Bailey, Gary (CPT) Adjunct Faculty
Burcham, Allen (ACE) Educational Aide
Clausner, Casten (EVS) Project-based Environmental Services Associate
Coria, Rocio (FL) Adjunct Faculty
Cornett, Josiah (ACE) Educational Aide
Daugherty, Seth (MAT) Adjunct Faculty
Fisher, Joseph (ACE) Student Assistant
Herath, Dushanthi (MAT) Adjunct Faculty
Horn, Andrea (MAT) Adjunct Faculty
Key, Ashley (AEL) Project-based AEL Instructor
Loucks, Timothy (CD) Child Development Associate
Nevenner, Sarah (CD) Child Development Associate
Niederschulte, Debra (ART) Student Assistant
Pepmiller, Marie (THE) Project-based Theatre Production Assistant
Prize, Michael (ACE) Work Study
Speas, Deborah (AEL) Project-based AEL Substitute Instructor
Theunis, Marushka (TEC) Student Assistant
Viriyasiri, Nicholas (ACE) Educational Aide
Walker, Matthew (ACE) Student Assistant

OTHER

Trustee Mack noted the importance of campus-wide active shooter training for employees and students.

NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled on Monday, July 17, 2017, at 5:30 p.m. in the Board Room (Daniel J. Conoyer Social Sciences Building, Room 2102).

ADJOURNMENT

On a motion by Lohmar and a second by Mack, the meeting adjourned at 8:08 p.m. The motion carried unanimously.