

**St. Charles Community College
Board of Trustees Public Meeting
Monday, August 21, 2017**

**M I N U T E S
D R A F T**

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; Rose Mack, Trustee; and Mary Stodden, Trustee. Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic Affairs and Enrollment Management; Donna Davis, Vice President for Human Resources; Kasey McKee, Vice President for College Advancement and Planning; Todd Galbierz, Vice President for Administrative Services; and Julie Parcel, Executive Assistant.

Members of the audience included staff members Michael Dunkus, Amy Koehler, Marilee Lukefahr, Lindy McGuire, Ben Munson, Chris Romer, Bob Ronkoski, Susie Rubemeyer, and Amanda Sizemore; faculty members Courtney Barrett, Cheryl Eichenseer, Dawn Huffman, Beth Nichols, Abby Schmutz, Debby Schultze, and Sarah Spaethe; SCC student Shawn Malott; and community member Arnie Dienoff.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: REGULAR MEETING OF JULY 17, 2017

On a motion by Mack and a second by Cilek, minutes of the July 17, 2017, regular Board meeting were accepted as presented. The motion carried unanimously.

APPROVAL OF AGENDA

On a motion by Pundmann and a second by Lohmar, 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 \$6,088,696; total investments \$16,930,000; tuition and fees received to date \$9,382,159; local taxes received to date \$249,194; state appropriations received to date \$1,403,489. 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 \$5,913,867. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT

SCC's Student Government Association (SGA) president Shawn Malott introduced himself as a second year student who plans to transfer to St. Louis University after graduation. The SGA has not yet met this semester; their first meeting is planned for the week following Fall Fun Blitz in early September.

FACULTY ASSOCIATION REPORT

Faculty Association president Cheryl Eichenseer reported the following:

- SCC Phi Beta Lambda (PBL) members Tori Ash and Bethany Graham competed in Business Ethics at the PBL National Leadership Conference June 24 – 27, 2017, in Anaheim, California. They placed first at the Missouri State PBL National Leadership Conference in the spring, qualifying them for the national conference where they placed eighth in the nation. This is the third consecutive year that SCC's chapter has been in the top ten business ethics teams at the national conference.
- Andrea Compton and Nancy Graviett, SCC PBL advisors, hosted a regional leadership conference at SCC on July 18, 2017, for Future Business Leaders of America (FBLA) members and officers. The Creating Leaders and Unleashing Excellence (CLUE) was the first travelling conference offered by State FBLA and PBL officers. The conference was very successful, and coordinators are hoping to host again next year.
- Joyce Lindstrom attended the Oxbridge Conference, sponsored by the C.S. Lewis Foundation, with five days in Oxford and five days in Cambridge, England, investigating the theme *Irrigating Deserts, Cultivating Gardens; Pursuing Calling with Purpose and Hope*.
- New Health Information Management (HIM) certificate programs:
 - Medical Billing and Coding Certificate
 - This is the start of a journey to earn highly valued stackable credentials. Students can earn the Certified Coding Associate (CCA) credential and will have the opportunity to move on to the Health Information Management Associate of Science (HIM-AS) degree program. Upon completion of the degree program, students can sit for the Registered Health Information Technician (RHIT) credential. SCC's affiliation agreements will also allow HIM-AS degreed students to transfer to a 4-year institution for their BS degree and the Registered Health Information Administrator (RHIA) credential.
 - Medical Assistant Certificate – Front and Back Office Skills
 - This is another available pathway to earn highly valued stackable credentials. The new certificate program will prepare students to work in both front and back office settings, performing patient assessments as well as scheduling appointments and performing reimbursement functions. Once accredited, SCC graduates can earn the Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) credential. Health care settings in SCC's area are in great need of these professionals. Graduates can continue in their preferred area of specialty with SCC's LPN/RN programs or in the HIM-AS degree program.

- The SCC Honors Program is looking forward to the fall semester with the following Honors courses:
 - *The Hero We Need: Superheroes in US Society: taught by Rachael McWhorter and Vicki Herbel*
 - *Your Brain on Drugs: The Biology and Psychopharmacology of Heroin: taught by Mara Vorachek-Warren and Mitch Harden*
 - *Middle Earth and Morality: taught by Christy Gant and Charles DeBord*
- Ellen Wilson, professor of geography/GIS, spent June 2 – 8, 2017, as an Advanced Placement (AP) reader for Human Geography in Cincinnati, Ohio. Wilson was one of 862 readers who reviewed 201,000 exams.
- Kyle Linden, assistant professor of mathematics, drove a mobile medical unit across the country while volunteering for the nonprofit, pro-life organization, *Save the Storks*.
- SCC Center Stage Theatre presented *You're a Good Man, Charlie Brown* from July 26 – 30, 2017. The production was directed by Lynne Snyder with musical direction by Gene Ditch, set and lighting design by Jeff Roop, and costume design by Deborah Phillips. As a show with multi-generational appeal, over 1,200 were in the audience including many children, some of whom were in a dance company and wore their Charlie Brown costumes to the performance.
- Additional performances for this year's season include:
 - *Night of the Living Dead: September 27 – 30; October 1, 2017*
 - *You Can't Take it With You: February 28; March 1 – 4, 2018*
 - *Almost Maine: April 18 – 22, 2018*
 - *It Shoulda Been You: July 24 – 29, 2018*
- In June, English faculty members Jayme Novara, Corey Porter, Jeff Miller, and Joe Baumann attended the 2017 Conference on Acceleration in Developmental Education, the premiere conference on co-requisite models in teaching, in Denver, Colorado, where they gave their well-received presentation, "From Tonto to Tammet and *Maus* to Men: Topics in Co-Requisite Education as a Means to Student Buy-In." In addition to providing an overview of the successful structure of co-requisite modeling in ENG-101 and ENG-096 at SCC, they discussed various topical approaches they take in teaching their composition courses. Subjects discussed included Disability Studies, Comics as Literature, Identity and Personal History, and Gender in the World.
- Over the course of the summer, Joe Baumann, instructor of English, had a number of short stories accepted for and published in the following journals, one of which is based in Australia:
 - *Preachers: in Stoneboat Journal*
 - *Mourners: in Syntex & Salt*
 - *Clinging: in Fixional*
 - *Biters: in Antithesis*
 - *I Forgot to Tell You About the Bears: in Headland*
 - *Bury Your Children, Bury Your Bones: in Forge*
 - *Find Me: in Brewed Awakenings*
 - *Tasters: in Bitter Oleander*
 - *Walkers: finalist for the 2017 Queer Sci-Fi Flash Fiction Prize (winner TBA)*
- Lindsay Brand designed bookmarks which were handed out by the English department to commemorate the total solar eclipse. The bookmarks highlight quotes from William Shakespeare and Virginia Woolf.
- Christina Gant and Anastasia Biermann (English) participated in AP scoring in Tampa, Florida, from June 11 – 18, 2017, reading approximately 1,600 essays.
- Christina Gant and Cathy Daugherty (PTK advisors) accompanied chapter officers to an Honors in Action seminar at East Central College in Union, Missouri, on July 15, 2017.

- Christina Gant judged two poetry contests for a local writing society over the summer.
- The work of Alison Oulette-Kirby and Noah Kirby remains the feature of a solo exhibition until October 6, 2017, at the William and Florence Schmidt Art Center at Southwestern Illinois College. The opening reception was held on August 24, 2017. Oulette-Kirby's work was also featured at the Rosen Outdoor Sculpture Competition & Exhibition at the Blowing Rock Art & History Museum (BRAHM) in Blowing Rock, North Carolina.

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

There were no public comments.

DEVELOPMENT PLAN FOR HEALTHY AND SUSTAINABLE LIVING CAMPUS

Dr. John Bookstaver, Vice President for Academic Affairs and Enrollment Management; Amy Kohler, Campus Dean/Dean of Nursing and Allied Health; and Amanda Sizemore, Dean of Corporate and Community Development presented plans for development of a Center for Healthy and Sustainable Living at One Academy Place.

ESTABLISH DATE FOR PUBLIC HEARING ON TAX LEVY

On a motion by Cilek and a second by Lohmar, a Public Hearing on the College's property tax rates for operating and debt service purposes, as required by law, was set for Monday, September 18, 2017, at 6:00 p.m. as part of the Board of Trustees meeting.

BOARD POLICIES AND PROCEDURES MANUAL REVISION

The Board reviewed proposed revisions to the Board Policies and Procedures Manual. Action will be requested at the September 18, 2017, regular meeting. Revision highlights are as follows:

P-226 Auxiliary Enterprises

P-226.2 updates the fee schedule for the Child Development Center with a general increase of 1.5% and no change to the student, staff, and faculty overall discount of 18%.

P-303 Grounds Restrictions

P-303.4 prohibits the use of Unmanned Aircraft Systems (UAS), drones, and other model aircraft on property owned or controlled by St. Charles Community College, with the exception of official college

purposes or in the College Meadows area, where use is regulated by St. Charles County park regulations.

P-303.5 requires advance approval from College administration for overnight parking or other use of campus parking lots, athletic fields, and other College property by outside groups or individuals.

AWARD OF BIDS

Change in Authorized Service Provider for Xerox Maintenance Agreement

On a motion by Mack and a second by Cilek, the Board approved a change in award from Progressive Business, St. Louis, MO, (approved in February 2015) to Document Management Consultants, St. Louis, MO, for an estimated amount of \$60,000.00 per year for the maintenance agreement, including supplies, on Xerox copiers located in the Copy Center. The motion carried unanimously. *Funding Source: FY18 Operating Budget – Copy Center*

Intercollegiate Athletics Insurance Renewal

On a motion by Pundmann and a second by Cilek, the Board approved renewal of contracts with Mutual of Omaha through Ascension Benefits & Insurance Solutions for a total annual amount of \$25,711.00, effective August 1, 2017, for athletics injury insurance for the women’s softball, men’s baseball, and men’s and women’s soccer teams. The motion carried unanimously. *Funding Source: FY18 Operating Budget – Athletics Department*

MOBIUS Annual Membership

On a motion by Lohmar and a second by Cilek, the Board approved renewal of the College’s annual membership with Missouri Bibliographic Information User System (MOBIUS) in the amount of \$37,275.81 for consortium membership fees, projected assessment fees, software maintenance, support, and faculty/student access to multiple databases in the MOBIUS consortium for fiscal year 2017/18. The motion carried unanimously. *Funding Source: FY18 Operating Budget – Learning Resource Center*

PERSONNEL RECOMMENDATIONS

On a motion by Pundmann and a second by Cilek, the Board approved personnel recommendations. The motion carried unanimously.

Trustee Ehlmann noted that, while included on the approved list, the final workday for the Vice President of College Advancement and Planning will be on August 25, 2017.

Approved personnel changes are as follows:

Full-time New and Replacement Hires

Turner, Amanda (LPN) Instructor

Full-time Changes

Arcelona, Kim (HIT) General Education Teacher to
 Assistant Professor, Medical Assistant Credit Program
 Beardsell, Kathleen (ENG) Adjunct Faculty to
 One-semester Fixed-term Appointment, Instructor, English
 Carter, Miranda (ENG) Adjunct Faculty to
 One-semester Fixed-term Appointment, Instructor, English
 Cramer, Brynne (MKT) Public Relations Coordinator to
 Communications Manager
 Dickens, Lauren (MSB) Interim Dean of Business, Science Education, Math & Comp Science to
 Dean of Business, Science, Education, Math & Comp Science
 Gibson, Hunter (GRDS) PT Groundskeeper to
 FT Groundskeeper
 Humbert, Sarah (LPN) Fixed-term Appointment, Instructor, Nursing to
 Instructor, Nursing
 Meyers, Janelle (CD) Associate Director to
 Lead Teacher
 Miller, Jeffrey (ENG) Adjunct Faculty to
 One-year Fixed-term Appointment, Instructor, English
 Nichols, Beth (OTA) Adjunct Faculty to
 One-Year, Fixed Term Appointment, Assistant Professor
 Schaffner, Joseph (ENG) Adjunct Faculty to
 One-semester Fixed-term Appointment, Instructor, English
 Schoenberger, Amy (LPN) Adjunct Faculty to
 Instructor, Nursing
 Staiger, Shauntae (CHM) Adjunct Instructor to
 One-Semester Fixed Term Appointment, Instructor
 Swartzenberg, Victoria (DWP) Career Consultant to
 WIOA Programs Manager
 Veit, Amy (HIT) Fixed-term Appointment, Instructor, HIT to
 Instructor, HIT
 Vorachek-Warren, Mara (AHS) Associate Professor, Chemistry to
 Interim Dean of Arts, Humanities & Social Sciences
 Ward, Jenny (RNP) Adjunct Faculty to
 Instructor, Nursing

Full-Time Separations

Maschmidt, Sara (EVS) Environmental Services Associate
 McKee, Kasey (COA) Vice President for College Advancement & Planning
 Whitlock, Jennie (RNP) Instructor

Part-Time New and Replacement Hires

Adrian, Ashley (HIM) Adjunct Faculty
 Allen, Kelli (ENG) Adjunct Faculty
 Baker, Kelly (ENG) Adjunct Faculty
 Coleman, Barbara (WFD) PB Contract Trainer II
 Dunn, Shawn (CED) PB Continuing Education Instructor III

English, Stephanie (EVS)	PB Environmental Services Associate
Freeman, Brittany (RNP)	Adjunct Faculty
Frkovic, Brooke (CD).....	Child Development Associate
Gallaher, Sarah (MUS).....	Adjunct Faculty
Harper, Kay (BUS).....	Adjunct Faculty
Hayworth, Kimberley (CCD)	PB AEL Instructor
Hecht, Kevin (ECO)	Adjunct Faculty
Hecke, Megan (ART).....	Adjunct Faculty
Holland, Courtney (OTA).....	Adjunct Faculty
Houghton, Allison (ACE)	Student Assistant
Hunk, Lexie (ATH).....	Assistant Women’s Soccer Coach
Joyce, Jeffrey (ACT)	Adjunct Faculty
Kaysinger, Gabrielle (CED)	PB Continuing Education Instructor II
Liebman, Nicole (RDG)	Adjunct Faculty
Link, Cindy (CCD).....	PB AEL Instructor
McCorkell, Cassidy (GRDS)	Work Study
McKell, Theresa (MAT).....	Adjunct Faculty
Merritt, Monique (AEL).....	PB AEL Instructor
Richee, Clarissa (ENG)	Adjunct Faculty
Southmayd, Melissa (YPT).....	PB Continuing Education Instructor II
Zhu, Runzi (ACE)	Student Assistant

Part-Time Separations

Blood, Adelina (AEL).....	PB AEL Instructor
Brittingham, Tara (CD)	Child Development Associate
Doerr, LeAnn (CED)	PB Continuing Education Instructor II
Gatune, Victor (CPT)	Adjunct Faculty
Georgie, Amelia (ENS).....	Work Study
Guilliams, Brenda (CD)	Child Development Associate
Huss, Pamela (TEC).....	Educational Assistant
Ingmire, Richard (CED).....	PB Continuing Education Instructor II
Jurotich, Lauren (CD).....	Child Development Associate
Lessnau, Kevin (TEC)	Student Assistant
Loucks, Mary (CD)	Child Development Associate
Mason, Cherice (EVS).....	PB Environmental Services Associate
Reed, Ana (CD)	Child Development Associate
Rocha, Aniceto (EVS).....	Environmental Services Associate
Rocha, Guadalupe (EVS).....	PB Environmental Services Associate
Rosenmiller, Paige (CD).....	Child Development Associate
Schaefer, Jennifer (BK).....	Bookstore Clerk

OTHER

2018 Meeting Schedule

The Board reviewed the proposed meeting schedule for 2018. Action will be requested at the September 18, 2017, regular meeting.

Farewell to Kasey McKee

Trustees relayed best wishes and appreciation for the work of Kasey McKee, Vice President for College Advancement and Planning, who has accepted a position at another organization.

NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled on Monday, September 18, 2017, at 5:30 p.m. in the Board Room (Daniel J. Conoyer Social Sciences Building, Room 2102) on the St. Charles Community College main campus.

ADJOURNMENT

On a motion by Mack and a second by Cilek, the meeting adjourned at 6:48 p.m. The motion carried unanimously.