

**St. Charles Community College  
Board of Trustees Public Meeting  
Monday, September 18, 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; Rose Mack, Trustee; and Mary Stodden, Trustee. Pundmann left the meeting at 6:50 p.m. to attend to another obligation.

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; Todd Galbierz, Vice President for Administrative Services; Heather McDorman, Vice President for Marketing and Student Life; Chad Shepherd, Chief Information Officer; and Julie Parcel, Executive Assistant.

Members of the audience included staff members Fay Aubuchon, Jeff Brouk, Boyd Copeland, Brynne Cramer, Jeff Drake, Sylvia Edgar, Pat Haynes, Scott Kearns, Ben Munson, Kelley Pfeiffer, Chris Romer, Susie Rubemeyer, Amanda Sizemore, Meredith Struebing, and Eric Weidinger; faculty members Cheryl Eichenseer, Dawn Huffman, and Robert Jones; county residents Arnie C. "AC" Dienoff and Peggy Sherwin; student Shawn Malott, and Botz, Deal & Company representative Michele Graham.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF MINUTES**

On a motion by Pundmann and a second by Lohmar, minutes of the August 21, 2017, regular Board meeting were accepted as presented. The motion carried unanimously.

On a motion by Mack and a second by Cilek, minutes of the August 26, 2017, Board retreat were accepted as presented. The motion carried unanimously.

**APPROVAL OF AGENDA**

On a motion by Cilek and a second by Stodden, 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 \$4,568,589; total investments \$16,930,000; tuition and fees received to date \$9,475,745; local taxes received to date \$257,126; state appropriations received to date \$2,105,233. 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 \$3,193,870. The motion carried unanimously.

## STUDENT GOVERNMENT ASSOCIATION REPORT

Shawn Malott, Student Government Association (SGA) President, presented the following:

- Trunktoberfest, SCC's first ever Trunk-or-Treat event, is scheduled from 4:00 – 8:00 p.m. on Saturday, October 7 in the red parking lot. The event is open to the public, and student clubs have been invited to sponsor "trunks" by dressing up, decorating their vehicles, and handing out candy.
- SGA is partnering with Pride St. Charles, multicultural programming, and Student Activities to organize SCC's first drag show, scheduled on Wednesday, October 11 with doors open at 6:30 p.m. and the show starting at 7:00 p.m. The event is free and open to the public with least six performers expected.
- The 5<sup>th</sup> Annual Bonfire is scheduled on Friday, October 27 from 7:30 – 10:00 p.m. SGA will be providing games, prizes, music, and food.
- SGA's first meeting is Tuesday, September 19, and club meetings are scheduled to begin on Tuesday, October 3.

## FACULTY ASSOCIATION REPORT

Cheryl Eichenseer, Faculty Association President, presented the following:

- As part of her sabbatical, Vicky Herbel, Professor of Sociology, attended the Instructure Con 2017 Canvas Conference in July and will present at next year's conference.
- Dr. Rachel J. McWhorter, Instructor of English, presented her paper "The Boundaries of (an)Other: Fledgling, Race, and Power in the Monstrous" at the 2017 American Comparative Literature Association (ACLA) conference in July.
- Jayme Novara and Mara Vorachek-Warren presented at *The Teaching Professor* Conference in St. Louis on the topic "By the Faculty, For the Faculty: Faculty-led Professional Development."
- Occupational Therapy Assistant (OTA) Program Community Partnerships
  - Easter Seals
    - The OTA Program and Easter Seals are collaborating on [Project Search](#), an evidence-based nationwide program that creates curriculum, internships/job coaching, and work readiness training with the goal of obtaining integrated competitive employment for young adults with a variety of developmental disabilities. The collaboration will include local businesses to support Project Search interns. OTA students will support job coaches and project managers as a

component of their coursework and fieldwork, focusing on task analysis, work readiness, and work capacity assessments.

- SCC Child Development Center (CDC): “Sense-ational”
  - OTA students have been studying Project Construct (CDC curriculum) and the occupational therapy practice using Framework (OT practice guidelines) and working with CDC teachers and students to incorporate a variety of their curriculum components with OT interventions. OTA students created activities focusing on play; playfulness; sleep readiness; and sensory, motor, and cognitive development, using Evidence Based Research to establish rationale for their choice of activities for each focus area. OTA students will be using the Evidence Based Research articles and data they collected on preparing the sensory system for relaxation to create a proposal for designing the student “quiet” or “sensory” room at the NAH campus.
- On September 13, SCC’s Computer Science department, Lindenwood University, the OPO Startup, and Microsoft held a “Professional Branding Workshop.” Over 100 attendees listened to guest speakers talk about their online presence and what to look for when creating a LinkedIn account.
- Recruitment efforts are underway for SCC Honors Program Spring 2018 classes. Offerings include:
  - *The Future is Now: Historical Approaches to Science Fiction*, taught by Grace Moser (History) and Cory Porter (English)
  - *Food for Thought*, taught by Christy Gant (English) and Dan Rezny (History)
  - *To Infinity and Beyond*, taught by Charles Debord (Philosophy) and Cheryl Eichenseer (Math)
  - *The Psychology and Politics of Hate*, taught by Gabe Harper (Political Science) and Mitch Harden (Psychology)
- Debra Crank-Lewis presented information about Lewis & Clark to two Road Scholar groups on September 11 near Travelers’ Rest in Montana, a spot where Lewis & Clark stopped on September 11, 1805.
- SCC Theatre and Music Departments sponsored a field trip to see the Stages St Louis production of *South Pacific* on September 14, and 52 lucky students were able to see the professional show for free!!!!
- Steven Randall’s book, *America: Two Directions, Part One, Beginnings to 1877*, has been published by Kendall-Hunt.
- Vi Rajagopalen, Ph.D. (Psychology) presented *Autism Spectrum Disorders: Diagnosis and Moving Forward* for the St. Charles County Library District. Highlights included defining the disorder, the significance of early diagnosis and intervention, research in prenatal brain development, and options to consider after diagnosis.
- Kevin Patton, Ph.D., Professor Emeritus of SCC’s Life Science Department, contributed a chapter for a recently published eBook from the Textbook & Academic Authors Association (TAA) entitled, *Social Media 101 – Tips for Academic Writers*.
- Students in Garrett Foster’s Engineering Design (EGR-104) classes were challenged to build the tallest tower they could, using only marshmallows and uncooked spaghetti. This activity allowed students to practice their teamwork skills and to gain experience using an engineering design process. The winning tower was over three feet tall.

## 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. Concerns voiced by Arnie C. "AC" Dienoff include:

- The August 29, 2017, Board retreat should have been announced at the last public meeting.
- The Board's policy for candidate filing for election should include a lottery system for the order of names on the election ballot.
- The building under consideration for lease by the institution is also for sale. Dienoff has spoken with the owner and confirmed that he would be willing to sell it to the institution. Before entering into a lease, trustees and administrators should ensure that there is adequate parking and that all regulatory guidelines are met.

## **6:00 P.M.: PUBLIC HEARING ON TAX LEVY**

At 6:00 p.m., Board President Ehlmann called for the announced Public Hearing as mandated by state law to set the tax rates for the 2017 tax year. The Public Hearing included the following comments:

Arnie C. "AC" Dienoff noted that this year, according to the county assessor, the county has a record increase in assessed values. He has filed a complaint with the state auditor, as he feels the district raised rates in error last year. The complaint has not been addressed by the state auditor; however, Dienoff recommends a lower rate this year to rectify the past error.

On a motion by Pundmann and a second by Mack, the Public Hearing was closed, the Operating Levy was set at \$0.1666 per \$100 of assessed value, and the Debt Service Levy was set at \$0.0450 per \$100 of assessed value. The motion carried unanimously.

## **COLLEGE PROGRAM REPORTS**

### **English Language Institute**

Dawn Huffman, English Language Institute Chair, presented the following:

- SCC has offered Academic English as a Second Language (ESL) for at least 18 years. Since inception, the program has experienced steady growth and has recently been renamed the English Language Institute. The four areas of the English Language Institute are:
  - Intensive English: Basic ESL classes
  - Core Academic English as a Second Language: Culminates in ESL Certificate; provides pathway to general education or specialized degree
  - ESL for Specific Purposes: Targeted study for specific fields; can be used as a pathway to general education or specialized degree
  - ESL Community as Classroom Initiative (CCI) Lab: Field trips to locations/events in which students use English language skills in the community
- The vision of the English Language Institute is to inspire and educate non-native speakers from varied backgrounds, enabling them to communicate successfully in English, contribute to the global community, and progress toward their academic, personal, and career goals. The mission is to empower students to learn English for a variety of purposes, from career and

educational preparation to life-long learning and community stewardship. The Academic ESL and Intensive Language Programs value diversity and emphasize student success.

- Priorities for the next two years are:
  - Establish English Language Institute as a “Best Choice School.”
  - Offer professional, academic (non-credit and credit) courses to targeted cohorts of international students.
  - Expand the ESL 115 course to include more outside activities and an evening program.
  - Publicize the CCI to increase enthusiasm among community members as well as community college students, staff, and faculty.

### **SCC Brand Refresh and Mobile App**

Heather McDorman, Vice President for Marketing and Student Life; Ben Munson, Director of Marketing; and Brynne Cramer, Communications Manager presented the following information:

- SCC’s last formal rebranding took place in 2007, and the marketing team has spent much of 2017 working on a “brand refresh.”
- A full-day workshop held in April with 26 participants (faculty, both emeritus and adjunct; staff; administrators; students, both alumni and current; high school counselors; and community members) resulted in the creation of keywords, brand words, and associated brand colors.
- Using information from the workshop, several options for a new logo image were created. Opinion surveys have been conducted, and design choices have been narrowed down to six.
- Next steps include finalizing logo selection; creating a brand positioning statement, tagline, and marketing message; and implementing a low-cost transition.

Kelley Pfeiffer, Director of Student Life, demonstrated SCC’s new mobile app which provides easy mobile access to web resources including course schedules, the Canvas learning management system, the campus directory, event calendars (with check-in options), to name a few.

## **AUDIT REPORT PRESENTATION**

Michelle Graham, Botz, Deal & Company, presented results of the annual audit of the College’s financial records for the 2016/2017 fiscal year, stating that the institution received an unmodified audit and commending the financial management of the institution. The Board has a thirty day review period prior to approving the Audit at the October 16, 2017, Board meeting.

## **WELDING PROGRAM**

### **Welding Program Update**

Amanda Sizemore, Dean of Corporate and Community Development, presented information about the SCC welding program which, under her leadership, has evolved from a non-credit to a credit program in which students have options for a Certificate of Specialization, Certificate of Achievement, Associate of Applied Science General Technology – Welding, and/or industry credentials from the American Welding Society (AWS). The program is currently housed in a location which is shared with the leaseholder, whose growing business will occupy the current space at the end of the lease term. Many options have been researched, and administrators recommend lease of a nearby industrial building to provide space for continuation and growth of

the program.

#### **Property Lease for Welding Program**

On a motion by Lohmar and a second by Cilek, the Board approved entering into a lease agreement for property located at 808 Corporate Center Drive, O'Fallon, MO, in the amount of \$2,250.83 per month, plus a flat fee for utilities and custodial services, for the period December 15, 2017, to December 14, 2018. The motion carried unanimously.

#### **Welding Equipment**

The Board was informed that specifications have been written and bids are being solicited to purchase various pieces of welding equipment to be used for instructional purposes by Workforce Development in the Welding Certificate Program. The total estimated purchase should not exceed \$27,000.00. The bid is being publicly advertised, and administrators anticipate bringing bid summaries and award information to the October meeting. The funding source will be the MoSTEM Grant.

### **BOARD POLICIES AND PROCEDURES MANUAL REVISION**

#### **P-226 Auxiliary Enterprises**

On a motion by Cilek and a second by Stodden, the Board approved revision of the fee schedule for the Child Development Center, effective October 2017, with a general increase of 1.5% and the student, staff, and faculty overall discount maintained at 18%. The motion carried unanimously.

#### **P-303 Grounds Restrictions**

On a motion by Mack and a second by Cilek, the Board approved a new policy in subsection **P-303.4** which 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; and a new policy in subsection **P-303.5** to require prior approval from College administration for overnight parking or other use of campus parking lots, athletic fields, or other College property by outside groups or individuals. The motion carried unanimously.

### **AWARD OF BIDS**

#### **Gale Access Program Bundle Subscription Service**

On a motion by Stodden and a second by Lohmar, the Board awarded a three-year contract in the total amount of \$68,872.00 to Gale/Cengage Learning, Farmington Hills, MI, for Gale Access Program Bundle Subscription Service to provide patron access to electronic databases through the College's Learning Resource Center. The motion passed unanimously. *Funding Source: Current Operating – Learning Resource Center*

#### **Theater Lighting Equipment**

On a motion by Lohmar and a second by Cilek, the Board awarded a contract to Cine Services, Inc., St. Louis, MO, in the amount of \$30,515.00 for the purchase of theater lighting equipment to be used in the Fine Arts Building Theater. The motion passed unanimously. *Funding Source:*

*Box Office Receipts Fund*

**PERSONNEL RECOMMENDATIONS**

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

Approved personnel changes are as follows:

**Full-time New and Replacement Hires**

Albury, Benjamin (ADV) ..... Academic Counselor  
Bredlau, Ryan (ART) ..... Art Studio Technician  
Metz, Chris (EVS)..... Environmental Services Associate  
Trotter, Alexandra (FAC) .....Maintenance Assistant

**Full-time Changes**

Bauer, Beth (RNP) ..... Adjunct Faculty to One-year Fixed-term Appointment, Instructor, Nursing  
Jones, Robert (ENS)..... Learning Specialist to Student Retention Coordinator  
Peebles, Marcus (DPS) ..... Public Safety Officer/Police Dispatcher to Police Officer  
Pulley, Steven (EVS) ..... PT to FT Environmental Services Associate  
Quiggins, Elizabeth (CDC).....Lead Teacher to Assistant Director/Lead Teacher  
Schneider, Elizabeth (COA) ..... Director of Development to Executive Director of Foundation

**Full-Time Separations**

Chavez, Erika (EVS)..... Environmental Services Associate  
Hampel, Angie (TOL) ..... Learning System Support Specialist  
Herrera Bravo, Alberto (EVS) ..... Environmental Services Associate  
Schremp, Diane (BK) ..... Assistant Director of Bookstore

**Part-Time New and Replacement Hires**

Adams, Charles (ENG) ..... Adjunct Faculty  
Babb, Anita (CCD)..... PB Continuing Education Instructor II  
Bailey, Michelle (ESL) ..... Adjunct Faculty  
Bartoe, Lindsay (RNP) ..... Adjunct Faculty  
Becker, Brent (ART)..... Adjunct Faculty  
Devin, Zachary (MUS) ..... Adjunct Faculty  
Ezell, Teresa (ENG) ..... Adjunct Faculty  
Fanning, Samantha (RNP) ..... Adjunct Faculty  
Flanagan, Mackenzie (CDC)..... Child Development Associate  
Harcar, Nancy (ESL)..... Adjunct Faculty  
Henson, Alyssa (STU) ..... Work Study  
Hoffman, Julie (WFD) ..... PB Contract Trainer I  
Hunk, Lexie (ATH)..... Assistant Women’s Soccer Coach  
Jackson, Justin (TSP)..... Student Assistant  
Jaecques, Brittany (CRJ) ..... Adjunct Faculty

Koepe, Carol (MUS).....	Accompanist
Laleman, Kelly (ENG).....	Adjunct Faculty
Lozano, Andrew (ACE).....	Student Assistant
Luberda, Brittany (ART).....	Adjunct Faculty
McCabe, Hilary-Lynn (ESL) .....	Adjunct Faculty
McCartney, Adam (ACE).....	Student Assistant
Mulford, Cynthia (DPS) .....	Police Dispatcher
O’Hearne, Bridget (RNP) .....	Adjunct Faculty
Parker, Ryan (DPS) .....	Police Officer
Radazo, Victoria (STU).....	Work Study
Ramirez, Jameson (SOC) .....	Adjunct Faculty
Rhodes, Kristen (CCD) .....	PB Continuing Education Instructor II
Rosener, Russ (ART) .....	Adjunct Faculty
Schuster, Keegan (STU) .....	Work Study
Shadrach, Steven (EVS) .....	PB Environmental Services Associate
Spudich, Christine (CMM) .....	Adjunct Faculty
Spudich, Dimana (CMM) .....	Adjunct Faculty
Stanford, Sherril (CDC) .....	Child Development Associate
Swarnkar, Rishika (TSP).....	Student Assistant
Weiss, Laura (ENS) .....	Work Study
West, Chloe (ART) .....	Adjunct Faculty

**Part-Time Changes**

Buse, Paul (TSP).....	Student Assistant to Educational Assistant
Fitzgerald, Zoe (BIO).....	Professor to Emeritus Faculty
Palank, Alexis (ENS).....	Work Study
Prasobchoke, Thanaporn (TEC).....	Student Assistant to Educational Aide

**Part-Time Separations**

Dear, George (WFD).....	PB Technical Writer
Freedline, Nadine (BAS) .....	Adjunct Faculty
Kopfinger, Samuel (ACE) .....	Student Assistant
Mattheiss, Lisa (ALH).....	PB Health Occupations Instructor
Moore, Teresa (ART) .....	Adjunct Faculty
Rosse, Rachel (ACE).....	Student Assistant
Snarzyk, Matthew (ACE) .....	Student Assistant
Snyder, Everett (ACE) .....	Student Assistant
Solomon, Emmeline (ART) .....	Adjunct Faculty

**OTHER**

**2018 Meeting Schedule**

On a motion by Cilek and a second by Stodden, the Board approved the 2018 meeting schedule. The motion carried unanimously.

## **NEXT REGULAR MEETING**

The next regular meeting of the Board of Trustees is scheduled on Monday, October 16, 2017, at 5:30 p.m. in the Board Room (SSB 2102).

## **ADJOURNMENT**

On a motion by Lohmar and a second by Mack, the meeting adjourned at 7:13 p.m. The motion carried unanimously.