

**St. Charles Community College
Board of Trustees Public Meeting
March 19, 2018**

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. 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; and Julie Parcel, Executive Assistant.

Audience members included staff members Jeff Drake, Rob Jones, Tommy Mai, Chris Romer, Bob Ronkoski, Susie Rubemeyer, Sharon Schreiber, and Eric Weidinger; faculty member Cheryl Eichenseer, students Kaleigh Oliver and Drew Bowdish; and community members Arnie C. "AC" Dienoff and Peggy Sherwin.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES

On a motion by Pundmann and a second by Mack, minutes of the February 19, 2018, regular Board meeting were accepted as presented. The motion carried unanimously.

On a motion by Cilek and a second by Lohmar, minutes of the February 23, 2018, Board Study Session were accepted as presented. The motion carried unanimously.

APPROVAL OF AGENDA

On a motion by Mack 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 \$6,113,002; total investments \$23,692,000; tuition and fees received to date \$16,589,918; local taxes received to date \$17,768,138; state appropriations received to date \$6,357,653. On a motion by Cilek and a second by Stodden, the Treasurer's Report was accepted. The motion carried unanimously.

On a motion by Cilek and a second by Stodden, the Board approved payment of bills from the Operating Fund in the amount of \$4,837,450. The motion carried unanimously.

PUBLIC COMMENTS

Board President Ehlmann called for public comments. Community member Arnie C. "AC" Dienoff expressed opposition to a tuition increase and suggested alternatives such as spending down reserves,

cutting staff by 4%, and cutting expenses by 10%. Dienoff also recommended pay increases for employees to offset the cost of health insurance.

REPORT OF THE COLLEGE PRESIDENT

Dr. Barbara Kavalier presented highlights of her monthly report, as follows:

- In their most recent evaluation of the college's practical nursing program, reviewers from Missouri State Board of Nursing reported that they will recommend continued accreditation to their full board.
- The College will launch a new agriculture program, as part of the new Center for Healthy Living, beginning in the fall 2018 semester. Micah Humphreys, Ph.D., has been hired to launch the program and plans to begin work this summer to build community connections, promote the program, and continue developing the curriculum.
- Global Days, held on campus from February 26 through March 1, provided an opportunity to host a series of events to celebrate different cultures on the SCC campus. Events included "The Cultures of Our Students" poster collection display, "Cultures Around the World food sampling, "D-Day Study Tour: Following in the Footsteps of U.S. Soldiers" public lecture, and a screening of the film "Lion."
- The SCC Employee Sponsored Program hosted its annual Trivia Night on March 9, 2018, and raised \$5,000 for scholarships, campus enhancements, and employee support initiatives.
- The college hosted the 20th Annual General Motors Robotics Challenge on campus in early March, with nearly 350 student participants from 48 teams.
- At the request of a Warren County task force, SCC officials took part in a presentation which highlighted options for serving the county's higher education and workforce development needs.
- A group of faculty and staff members participated in "Tea with the President" on February 21. Participants included Sylvia Malta, Anna Boulware, Denise Lammers, Lindsay Brand, John Bookstaver, Beth Nichols, Katie Mawer, Jackie Radle, and Jeff Drake.
- The 21st Annual High School Math Tournament, held on campus on March 3, 2018, was a very successful event with 57 students from 13 area high schools competing. Special thanks to Joe Howe, Cheryl Eichenseer, Kim Heitmann, Vicky Woodrum, and Chris Cronin for organizing and facilitating the event.
- SCC's Alumni & Friends kicked off the new SCC Alumni Association with a St. Patrick's Day breakfast on March 17, 2018. Along with all-you-can-eat pancakes and sausage, members had reserved parking in the Green Lot, where they could take advantage of free shuttles for the Cottleville St. Patrick's Day Parade.

STUDENT GOVERNMENT ASSOCIATION (SGA) REPORT

Kaleigh Oliver, SGA president, presented an update from student government and clubs, as follows:

- Club leaders are discussing dates and times for participation in "Tea with the President" before the end of the spring semester.
- Students who visited the state capitol with college administrators shared their experiences and led discussion about the experience.
- The March 6, 2018, SGA meeting included updates from student club leaders, as follows:
 - The Cougar Activities Crew and the Student Success Society plan to work together in the coming weeks to create and distribute "Finals Survival" bags to students.

- The *Gay Straight Alliance* has recently changed its name to *Genders and Sexualities Alliance* in an effort to be more inclusive of the campus community. The club plans to have a table at next week's mental health expo. In addition, Trans 101 workshop, in partnership with Metro Trans Umbrella Group (MTUG), is planned on Friday, April 6.
- PTK is very busy with fundraising in preparation for regional and national conferences, Spring Induction on April 8, and "Hogwarts Day" on April 14.
- Student Ambassadors are currently working with Crisis Nursery as part of their service hours for the semester. The group also plans to hold a canned food drive on campus in the coming weeks.
- The Global Student Network reported that their *Cultures Around the World* event, held during SCC Global Days, was a great success. Plans are now underway for a spring picnic on April 27.
- Students for Life made a trip to Jefferson City over spring break to lobby for their cause.
- The Student Success Society is planning to offer study hall hours on March 26 and 28, April 1 and 25, and May 2 in the Café/Bookstore at 2:30 p.m. each day. The study hall is free and open to any students who are interested.
- Women's History Month kicked off today with a variety of events planned in the next few weeks.
- The next SGA meeting is scheduled on Tuesday, March 20th at 3:00 p.m. in the SC Private Dining Room.

FACULTY ASSOCIATION REPORT

Cheryl Eichenseer, Faculty Association president, presented highlights of recent faculty activities, as follows:

- Christina Gant hosted the SCC "Coffeehouse" open mic night on February 15, 2018.
- Honors Program courses for the spring semester include *HON-101: Food for Thought*, taught by Christy Gant and Dan Rezny; and *HON 102: The Psychology and Politics of Hate*, taught by Mitch Harden and Gabe Harper.
- Students are being recruited for the following honors courses for fall 2018: *HON 103: Media and Politics – Popular Myths and Political Campaigns*, taught by Darren Osburn and Paul Roesler; and *HON 104: The Archaeology of World Mythology*, taught by Will Griffin and Bryonie Carter.
- On February 22, 2018, SCC's Computer Science department, Business Technology department, Multimedia and Web Design department, and Computer Networking department held their third annual Technology Job Fair. Nine employers, including NISC, Spectrum, TurnKey Technology, and the United States Geospatial Intelligence Foundation were on hand to meet and talk with approximately 30 SCC students and alumni about positions in the field of technology.
- The 21st Annual High School Math Tournament, hosted by SCC in cooperation with mathleague.org, brought 57 students from 13 area schools to campus. Participation is growing, with a 20% increase this year as compared to 2017. Special thanks to Rich Christianson, Chris Cronin, Lauren Dickens, Cheryl Eichenseer, Felicia Emery, Michael Gosche, Mary Jo Grimm, Kim Heitmann, Joe Howe, Sophia Koziatek, Kyle Linden, Beth Michael-Smith, Josh Niemczyk, Nicole Nunn-Faron, Chuck Owens, Tim Scott, Heather Stueben, Behrooz Vakil, Jacquelyn White, and Vicki Woodrum.

- Over 1,600 people attended the Center Stage production of *You Can't Take it With You* from February 28 – March 4, 2018, with a sold-out house on March 4. The production was directed by Lynne Snyder with costume design by Debbie Phillips and set design by Lonna Wilke. SCC staff member Margaret O'Dea played the character of Gay Wellington and stole the show!
- A Theatre Open House was held on March 1, 2018, with 130 potential students in attendance. Among the attendees were students of Melanie Wills (SCC alumnus) from Liberty High School. Attendees were treated to a performance, campus tours, lunch, and a talk-back session after the play.
- Occupational Therapy Assistant (OTA) Program
 - Community Mental Health: Faculty members worked with Crider Health Center to establish a fieldwork site for both Level I and Level II OTA students to work in the St. Charles Clubhouse to provide life skills training and job readiness for members.
 - Early Childhood Community: Faculty members worked with the SCC Child Development Center (CDC) to establish Level II fieldwork rotation and to enhance Level I fieldwork to incorporate aspects of OTA intervention into the CDC curriculum.
 - Aging in Place: Faculty members have enhanced both levels of fieldwork at Seniors and Company to focus on aspects of health and wellness for seniors with dementia.
 - School-Aged Intervention: Faculty members created fieldwork opportunities which incorporate school-based OT interventions with new community partner Messiah Lutheran School.
 - A Request for Substantive Change has been submitted to the Accrediting Council for Occupational Therapy Education (ACOTE), with a response expected in early May. The program plans to:
 - Increase annual enrollment by 40% to address the need for OTA practitioners in Missouri and the surrounding area.
 - Increase the cohort number to two per year (one in fall and one in spring) to facilitate professional development of faculty along with retention and success of students.
 - Fully implement competency-based curriculum changes.
 - Allied Health students and faculty members plan to go to Jefferson City on April 11, 2018, to speak to legislators about bills and policies that are of interest to health care providers and their educators. Students have prepared speeches, learned about bills and policies on both the state and federal level, and discussed the impact of legislation on Allied Health students, faculty, and the communities they serve.
- Dan Rezny judged the work of middle school contestants at the February 24, 2018, National History Day competition on the UMSL campus.
- Dr. Kevin Patton, Faculty Emeritus, recently published an article in *The Academic Author*. Patton has also produced a popular podcast for A&P professors.
- To date, SCC's *Achieving Success in College Math* program, coordinated by math faculty members Jackie Radle, Joyce Lindstrom, and Debbie Bruns, has provided support and information to 3,852 students in 15 schools.
- Becky Thorn, SCC assistant professor of music, was invited as the guest clinician for the Fort Zumwalt South High School Women's Choir on February 22, 2018. Following her workshop with the students, they received an "1" rating (Outstanding) at Contest.

- The SCC Chamber Choir performed the Ralph Vaughan Williams *Dona Nobis Pacem* along with the St. Louis Philharmonic Orchestra, Lindenwood University Choirs, and Meramec Community College Choirs at a sold-out event at the Scheidegger Center of the Arts on March 9, 2018.
- On February 21, 2018, the music department hosted guest lecturer Dr. Elizabeth Hogan-McFarland, from Southeast Missouri State University, who spoke to 30 music students about the exploration and benefits of community partnerships and engagements in music education.
- Arts for Life, a non-profit organization which recognizes quality work in community arts, nominated the following SCC music faculty members for outstanding service: Becky Thorn, nominated for Best Achievement in Musical Direction for *Into the Woods* with Alpha Players of Florissant; and Jon Garret, nominated for Best Achievement in Youth Musical Direction for *Pippin* with St. John UCC Performing Arts Camp.
- Jacqueline Gray is serving the final year of her three-year term on the Executive Committee of the Affiliated Departments of English, which met March 1 - 2, 2018, in New York City to discuss current trends in higher education and to plan for its summer program in English department chair training. The committee, organized under the auspices of the Modern Language Association (MLA), comprises three elected representatives from four categories: Ph.D. granting institutions, M.A. granting private colleges and universities, M.A. granting public institutions, and two-year colleges.
- Virginia Guneyli, SCC professor of English, and Frank Grady, department chair and professor of English at UMSL, matched classes for freshman and sophomores so that SCC students who complete coursework and transfer to UMSL as English majors can begin taking junior-level classes. The agreement is being finalized. Virginia was once a student in Grady's class, as were Bryonie Carter and Heather Rodgers.
- Michael Kuelker has begun planning Democracy Days and, as the new editor of Mid Rivers Review, has prepared a promotional video.
- Virginia Guneyli, professor of English and program manager for global education in SCC's International Student Support Services, along with Dr. Joel Glassman, associate provost for academic affairs and director of international studies and programs for UMSL, created and established a conditional guaranteed admission agreement between SCC and UMSL so that international students following pathways to UMSL will be given conditional guaranteed admission, dependent upon grades and English proficiency. Dr. Mike Dompierre was instrumental in realizing the completion of the agreement, which will be attractive to international students who wish to follow a clear pathway for an existing articulation.
- English faculty members Miranda Carter and Joseph Schaffner presented at a co-requisite workshop hosted by the Missouri Coordinating Board for Higher Education (CBHE). The workshop, designed to help Missouri higher education faculty transitioning to the co-requisite model, was presented in cooperation with Complete College America (CCA). In a project piloted by Carter and Schaffner, *Community News* (a local publication) regularly features work by SCC students, offering them a unique opportunity for publication while enrolled in co-requisite instruction.
- English faculty member Lindsay Brand met with the executive council of the Missouri Developmental Education Committee (Mo-DEC) on February 23, 2018. Mo-DEC provides a statewide forum for the study and discussion of issues in developmental education and serves as a liaison between Missouri two-year colleges and the Missouri Department of Higher Education in issues related to developmental education. Additionally, Mo-DEC collaborates

with other professional organizations to further improve practices and policies in developmental education.

SABBATICAL REPORTS

Faculty members Dr. Monica Hall-Woods, Paul Roesler, and Kathleen Sanker presented summaries of their semester-long sabbatical leaves during the 2016/2017 academic year. Presentations highlighted plans for applying their sabbatical experiences to the classroom.

ACCT LEGISLATIVE SUMMIT 2018 REPORT

Trustees Pundmann and Stodden provided a summary of the 2018 ACCT Legislative Summit in Washington, D.C., which they both attended from February 11 – 14, 2018. The report included review of sessions, highlights of Trustee Stodden's first meeting as a member of the ACCT Diversity Committee, and community college legislative priorities at the national level.

PROJECTED TAX LIABILITY NOTICE

The Board reviewed the projected tax liability notice for 2018, to be submitted to the county registrar in preparation for notification to St. Charles County property owners of projected property tax rates as calculated by taxing authorities. The document was for information purposes, did not require Board action, and does not commit the College to the rates presented. Tax rates for 2018 are projected to remain the same, at an estimated rate of 0.1666 cents for operating and 0.0450 cents for debt service, for a total of 0.2116 cents per hundred dollars of assessed value.

BOARD POLICIES AND PROCEDURES MANUAL REVISION

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

On a motion by Pundmann and a second by Lohmar, the Board approved \$67 per credit hour for dual credit courses (new); ESL Lab Fee of \$10 per semester for ESL 115 (new); and withdrawal of the February proposal for tuition rate changes to general and online differential tuition for in-district, out-of-district, and out-of-state/international students.

The motion carried unanimously.

AWARD OF BIDS

Ellucian Colleague CRM Recruit Software

On a motion by Stodden and a second by Cilek, the Board awarded a contract to Ellucian, Inc., Fairfax, VA, in the amount of \$215,960.00 for a 3-year agreement, paid annually, for the Ellucian Colleague CRM Recruit software module (and a one-time implementation fee) for integrated recruitment, admissions, and enrollment services. The motion carried unanimously. *Funding Source: Technology Fee Fund*

Infield Groomer Bunker Rake and Stand-on Aerator

On a motion by Lohmar and a second by Pundmann, the Board awarded a contract to MTI Distributing, Inc., Berkley, MO, in the amount of \$39,389.04 for purchase of one infield-groomer bunker rake and one stand-on aerator, to be used for maintenance of athletic fields. The motion carried unanimously. *Funding Source: Athletic Fields Development Fund*

Microscopes

On a motion by Cilek and a second by Stodden, the Board awarded a contract to Sheerin Scientific Company, Inc., Lenexa, KS, in the amount of \$19,310.46 for the purchase of 24 binocular microscopes and one trinocular microscope for instructional use in science labs. The motion carried unanimously. *Funding Source: Science Lab Fees*

CLOSED SESSION

On a motion by Pundmann and a second by Stodden, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021 Section 2 for discussion of 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 Section 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, Pundmann, and Stodden. 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: Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden. The Board reconvened into Open Session.

FACULTY PROMOTIONS

On a motion by Cilek and a second by Mack, the Board approved promotion of the following faculty members, effective with the 2018-2019 academic year.

From Assistant Professor to Associate Professor

Bryonie Carter
Rex McKanry

From Associate Professor to Professor

Cheryl Eichenseer
Heather Stueben, Ph.D.
Nicole Nunn-Faron, Ph.D.

The motion carried unanimously.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Main, Amanda (ENS) Enrollment Services Assistant

Full-time Changes

DeCarli, Lisa (ADV) PT Academic Counselor to FT Academic Counselor for Allied Health
Keating, Katherine (ENS) Academic Counselor to Financial Aid Officer/A+

Full-Time Separations

Dickens, Jean (ENS) Enrollment Services Assistant (retiring)
Sieker, Tina (CCD) Associate Dean of Continuing Education (retiring)
White, William (AEM) Transfer Services Manager

Part-Time New and Replacement Hires

Bialczak, Madeline (CCD) PB Continuing Education Instructor II
Bunton, Molly (CCD) PB Continuing Education Instructor II
Driscoll, Matthew (TSP) Student Assistant
Fleming, JeLena (CCD) PB Continuing Education Instructor II
Ford, Shannon (ART) Student Assistant
Johnson, Bruce (BUS) Part-time Faculty
Mitchell, Gregory (CCD) PB Continuing Education Instructor II

Part-Time Changes

Paladin, Kelly (MAC) Graphic Designer to PB Graphic Designer

Part-Time Separations

Lecrone, Jacob (EVS) Environmental Services Associate
Sidiki, Sara (HRS) Student Assistant

OTHER

No additional topics were discussed.

ADJOURNMENT

On a motion by Mack and a second by Cilek, the meeting adjourned at 8:50 p.m. The motion carried unanimously.