

**St. Charles Community College  
Board of Trustees Public Meeting  
Monday, February 25, 2019  
5:30 p.m.  
Daniel J. Conoyer Social Sciences Building  
Room 2102 (Board Room)**

**M I N U T E S**

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

The meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Cilek. A quorum was present with the following members in attendance: Pamela Cilek, President; Shirley Lohmar, Vice President; Rose Mack, Treasurer; Mary Stodden, Secretary; Jean Ehlmann, Trustee; and William Pundmann, 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; Heather McDorman, Vice President for Marketing and Student Life; Todd Galbierz, Vice President for Administrative Services; Chad Shepherd, Chief Information Officer; and Julie Parcel, Executive Assistant.

Audience members included faculty member Joe Baumann, staff members Jeff Drake, Amy Koehler, Bob Ronkoski, Susie Rubemeyer, Sharon Schreiber, and Eric Weidinger; and community members Arnie C. AC Dienoff, Sergio Espinoza, and Sherry Espinoza.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF MINUTES: JANUARY 28, 2019**

On a motion by Pundmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, minutes of the January 28, 2019, Board of Trustees meeting were accepted as presented.

**APPROVAL OF AGENDA**

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the agenda was amended to include a closed session to discuss items allowed under RSMo 610.021, Subsection 2: Leasing, purchase, or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration therefor.

**TREASURER'S REPORT**

Treasurer Mack presented the Treasurer's Report. Cash in bank \$4,935,874; total investments \$28,500,000; tuition and fees received to date \$16,147,209; local taxes received to date \$18,032,012; state appropriations received to date \$5,724,942. On a motion by Lohmar, a second by Pundmann, and a unanimous "AYE" vote to carry the motion, the Treasurer's Report was accepted.

### **APPROVAL FOR PAYMENT OF BILLS**

On a motion by Pundmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$4,902,939.

### **PUBLIC COMMENTS**

Board President Cilek called for public comments. Community member Arnie Dienoff expressed disapproval of the proposed contract for lawn care services and the location of a recent Board of Trustees study session. In addition, Dienoff recommended an end to hiring, creation of new positions, and travel; and urged trustees to cut staff and course offerings rather than approve a tuition increase.

### **STUDENT REPORT**

Student representative Drew Bowdish provided an overview of his recent trip with SCC administrators to meet with legislators in Jefferson City and gave a summary of activities and recruitment in SCC student clubs.

### **FACULTY REPORT**

Faculty representative Joe Baumann presented highlights of Nursing & Allied Health programs and distributed a report of faculty members' work outside the classroom in February.

### **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier presented highlights of the institution's most recent accomplishments included in the monthly newsletter.

### **ARTICLE VI.01 OPERATIONS: TUITION, FEES, AND REFUNDS - POLICY REVISION**

The Board reviewed proposed revisions of the policy related to tuition, fees, and refunds, formerly named *P-417 Tuition, Fees, and Refunds for Credit Classes*. The proposal includes a policy formatting and numbering change to *Article VI.01 Operations: Tuition, Fees, and Refunds* and changes in tuition, fees, and refunds as part of planning and budgeting for FY20. Action will be taken at the next regular meeting.

## **BIDS AND CONTRACTS**

### ***Comprehensive Multi-Functional Copier Program***

On a motion by Stodden, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to SumnerOne, St. Louis, MO, in an estimated annual amount of \$43,000.00 with an estimated total contract amount of \$215,000.00 for a period of five years, with the option to renew if mutually agreeable, for walkup copiers throughout the Main Campus, the Dardenne Creek Campus, and the Northeast Correction Center Education Facility. *Funding Source: Current Operating – Copy Center; Northeast Correctional Center; Marketing and Communications; Network Computing*

### ***Contract for Lawn Care Services***

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to The Greenwood Group, LLC, New Melle, MO, in an estimated annual amount of \$110,000.00 for a period of one year, with the option to renew for four additional one-year periods, for lawn care services to include routine mowing and edging of the Main Campus and the Dardenne Creek Campus and non-peak cutting, special cuttings, brush-hogging, and application of fertilizer as needed. *Funding Source: Current Operating – Grounds*

### ***Contract for Main Data Center Facilities Equipment at Dardenne Creek Campus***

On a motion by Pundmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Murphy Company, St. Louis, MO, in an estimated total contract amount of \$20,000.00 for a period of three years, for routine maintenance and inspections of data center facilities equipment, emergency service calls, and repairs that may be required during the contract period. *Funding Source: Current Operating – Network Computing*

## **CLOSED SESSION**

On a motion by Pundmann, a second by Lohmar, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden to carry the motion, the Board adjourned to closed session to discuss items allowed under RSMo 610.021, Subsection 2: Leasing, purchase, or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration therefor.

After discussions in these areas, on a motion by Lohmar, a second by Ehlmann, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden to carry the motion, the Board reconvened to open session.

## **PERSONNEL RECOMMENDATIONS**

On a motion by Ehlmann, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board approved the following personnel recommendations:

**Full-time New and Replacement Hires**

Moehlenpah, Daniel (GRDS) ..... Groundskeeper

**Full-time Changes**

Banowetz, Julie (CCD) ..... Project-based Project Support Specialist to  
Registration Assistant

Byrd, Shelia (CDC) ..... Assistant Teacher to  
Lead Teacher

Fiorini-Willis, Kimberly (DWP)..... Office Assistant to  
Project Support Specialist

Jones, Robert (STU)..... General Education Teacher/Retention Coordinator to  
Interim Student Life Manager

Musak, Joanna (MTN) ..... Maintenance/Grounds/Housekeeping Assistant to  
Maintenance Technician

Ragsdale, Rachael (STA) ..... Admissions Counselor to  
Student Activities Coordinator

**Full-Time Separations**

Harrop, Emily (CDC) ..... Child Development Associate

Price, Julia (ADR) ..... Admissions Counselor

Richards, Jacqueline (EVS) ..... Environmental Services Lead

Wilga, Brett (TEC)..... Tier 2 Technical Support Analyst

**Part-Time New and Replacement Hires**

Abernathy, Brandon (ACT) ..... Work Study

Alway-Baker, Joe (CED) ..... Project-based Continuing Education Instructor II

Calignaoan, Sophia (STA) ..... Work Study

Choi, Ha Young (ESL) ..... Part-time Faculty

Corbett, Abigail (ATH) ..... Interim Head Coach - Softball

Dickens, Jean (WFD).....Project-based Project Support Specialist

Fischer, Nathaniel (ACE)..... Student Assistant

Gabelmann, Alexis (ADR) ..... Work Study

Grimm, Mary Jo (WFD) .....Project-based Project Support Specialist

Henderson, Timothy (THE)..... Student Assistant

Matteoni, Devin (CAR) ..... Work Study

Melka, Mary (ADR)..... Project-based Admissions Counselor

Mosby, Timothy (ATH) ..... Head Coach – Men’s Soccer

Murray, Ryan (ART)..... Work Study

Pasley, Rebecca (YPT)..... Project-based Project Support Assistant

Patrick, Melinda (NECC) ..... Administrative Secretary

Robertson, Kaitlyn (STU)..... Work Study

Scholin, William (WFD) .....Project-based Contract Trainer II

Starke, Ryan (CPT)..... Student Assistant

Staebel, Kristen (TEC)..... Student Assistant

Stevenson, Devin (DPS)..... Police Officer

Warren, Eric (MUS) .....Part-time Faculty

***Part-Time Changes***

Camden, Michelle (AEL) ..... Project-based AEL Instructor to  
Project-based AEL Substitute Instructor

Ebert, Judy (GRDS) ..... Full-time Groundskeeper to  
Project-based Groundskeeper

Lancaster, William (ATH)..... Head Coach – Soccer to  
Assistant Coach – Soccer

Walsh, Angela (DPS) ..... Full-time Police Dispatcher to  
Part-time Police Dispatcher

***Part-Time Separations***

Allen, Julie (LRC) ..... Library Assistant

Lancey, Kermit (DPS)..... Police Officer

Schelhorn, Teresa (ACE) ..... Learning Specialist

Todd, Lauren (ATH) ..... Assistant Coach – Softball

**OTHER**

No additional topics were discussed.

**ADJOURNMENT**

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 6:48 p.m.