

**St. Charles Community College
Board of Trustees Public Meeting
Monday, April 29, 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 St. Charles Community College 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. Trustee Mack left the meeting at 6:15 p.m.

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 staff members Jeffrey Brouk, Jeff Drake, Bob Ronkoski, Susie Rubemeyer, Sharon Schreiber, and Eric Weidinger; faculty member Rex McKanry; student Drew Bowdish; and community members 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: MARCH 25, 2019, PUBLIC MEETING

On a motion by Pundmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, minutes of the March 25, 2019, Board of Trustees regular meeting were accepted as presented.

APPROVAL OF AGENDA

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

TREASURER'S REPORT

Treasurer Mack presented the Treasurer's Report. Cash in bank \$4,636,794; total investments \$24,660,000; tuition and fees received to date \$16,135,924; local taxes received to date \$18,390,455; state appropriations received to date \$7,294,739. On a motion by Stodden, a second by Lohmar, 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 Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,224,399.

PUBLIC COMMENTS

No public comments were submitted.

STUDENT REPORT

Student representative Drew Bowdish provided a summary of student government and student club activities.

FACULTY REPORT

Faculty representative Rex McKanry presented information on St. Charles Community College's Behavioral Science programs and distributed a report of faculty members' work outside the classroom in April.

REPORT OF THE COLLEGE PRESIDENT

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

BIDS AND CONTRACTS

Air Conditioning for IT Equipment Closets

On a motion by Pundmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, a contract was awarded to Integra, Inc., St. Charles, MO, in the amount of \$209,900.00 plus a 10% contingency, for a total amount of \$230,890.00, for the installation of air conditioning in IT equipment closets to maintain manufacturer-specified operating temperatures for network equipment. *Funding Source: Technology Fee Fund*

Concrete Repairs

On a motion by Mack, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, a contract was awarded to Kuesel Excavating, O’Fallon, MO, in the amount of \$43,000.00 plus a 10% contingency, for a total amount of \$47,300.00, for repair of concrete sidewalks, roads, and curbs which have deteriorated to the point of being a nuisance or a hazard. *Funding Source: 2018/2019 Maintenance and Repair Plan (50% State Reimbursed)*

Contract for Rental of Uniforms, Mops, Towels, and Entrance Mats

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, a contract was awarded to Cintas Corporation, Cincinnati, OH, in the amount of \$45,000.00 for a period of four years, with the option to renew for two additional two-year periods, using Omnia Partners Public Sector Cooperative Contract, for rental of uniforms, mops, towels, and entrance floor mats for use by the grounds, maintenance, housekeeping, and food service departments. *Funding Source: Current Operating – Grounds, Maintenance, and Housekeeping*

Micro Minivan

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, a contract was awarded to Vantage Vehicle International, Inc., Corona, CA, in the amount of \$15,819.00 for the purchase of a micro minivan to be used by the facilities department for transport of equipment and supplies throughout the main campus. The new vehicle will replace a vehicle which is more than eighteen years old and will be driven primarily on sidewalks and pedestrian walk areas where an automobile is not appropriate. *Funding Source: College Plan FY18/19 – Facilities*

Sea Wall Replacement

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, a contract was awarded to Ideal Landscape Construction, Inc., St. Louis, MO, in the amount of \$157,907.00 plus a 10% contingency, for a total amount of \$173,697.70, for replacement of the upper pond sea wall which provides erosion control and shoreline protection. The original sea wall has been pulling away from the bank and sinking into the water for the past year. *Funding Source: 2019/2019 & 2019/2020 Maintenance and Repair Plan (50% State Reimbursed)*

BOARD OF TRUSTEES POLICY MANUAL REVISIONS

The Board reviewed the following policy revision proposals and will take action at the next regular meeting.

Article II.01 Board of Trustees Meetings

A section has been added to the policy to provide details for audience protocol at meetings of the Board of Trustees, specifically addressing behaviors which are prohibited and actions which may be taken by the presiding officer for disruptive behavior.

Article IV.07 (P-570) College Holidays

Administration recommended the addition of a paid holiday for staff on the Friday of the academic spring break each semester, beginning in 2020. Additionally, the policy number has been revised from P-570 *College Holidays* to Article IV.07 *College Holidays* as the policy manual is renumbered and reformatted to separate administrative procedures from Board policies.

OVERVIEW OF FACILITIES

Vice President Todd Galbierz provided an update of campus facilities initiatives, including student housing/police station, landscape bed improvements, sea wall replacement, Student Center renovation, relocation of the Welding & Technical Training Center, discussion with interested parties about athletic field improvements at the Dardenne Creek campus, and the possibility of a Warren County Technical Training Center. Vice President John Bookstaver presented information on science lab capacity and provided details on the complexities of expansion.

OVERVIEW OF EARLY RETIREMENT INCENTIVE

Vice President Donna Davis provided information on the voluntary early separation incentive which has been approved for eligible employees in FY19. To be eligible, employees must meet all of the following criteria: full-time employment as of April 8, 2019; employed through June 30, 2019 (or end of contract for faculty); completed ten or more years of full-time continuous service; and eligible for PSRS/PEERS normal or early retirement as of June 30, 2019. Applicants who meet all criteria and submit proper documentation will receive, upon Board approval, a total gross incentive of \$26,000, subject to required withholdings, payable on July 31, 2019.

CLOSED SESSION

On a motion by Stodden, a second by Lohmar, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Pundmann, and Stodden to carry the motion, the Board adjourned to closed session as allowed under RSMo 610.021.3 to discuss hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded; and RSMo 610.021.9 to discuss preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

After discussion in these areas, on a motion by Ehlmann, a second by Lohmar, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, 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

Leenhouts, David (STSVCS) Vice President for Student Services
Michael, Eric (DWP) Career Consultant

Rasche, Tiffany (CDC) Assistant Teacher
Starks, Brittany (ADR) Admissions Recruiter

Full-time Changes

Barrow, Frank (DPS) Part-time Police Offer to Public Safety Supervisor/Police Sergeant
Cooke, Jennifer (CDC) PT Child Development Associate to FT Child Development Associate
Lopez Romero, Maria (CDC)..... Child Development Associate to Assistant Teacher

Full-Time Separations

Babazadeh, Hamoon (NET) Desktop/Applications Administrator
Buenemann, Ryan (NET) Desktop/Applications Administrator
Winterowd, Jason (NET) Network Administrator

Part-Time New and Replacement Hires

Bagnall, Jane (THE)PB Costumer
Bosire, Gloria (ESL) Student Assistant
Chaffee, Tina (CED) PB Instructor II
Ginn, Thomas (EVS)..... PB Environmental Services Associate
Harris, Kathleen (CED)..... PB Instructor II
Horn, Kari (PHE)Part-time Faculty
Hornaday, Vega (ESL)Work Study
Humes, Denise (DPS)..... Police Dispatcher
Jackson, Christin (CED)..... PB Instructor II
Kelley, Destiny (CED)..... PB Instructor II
McClearen, Kristin (CDC)..... Child Development Associate
Tomlison, Elisa (CED)..... PB Instructor II

Part-Time Changes

Hebert, Jenna (CDC) Assistant Teacher to Child Development Associate
Laleman, Kelly (ACE) Part-time Faculty to Learning Specialist
Lancaster, William (ATH)..... Assistant Coach – Soccer to Assistant Coach – Men’s Soccer
Murray, Ryan (ART)..... Work Study to Student Assistant

Part-Time Separations

Demerchant, Blanchard (PHL).....Emeritus Faculty
Galli, Phillip (CRJ).....Part-time Faculty
Haferkamp, Deberah (MUS)Part-time Faculty
Matthews, Grace (CSH).....Cashier
Oates, Linda (ALH).....PB Health Occupations Instructor
Passarelli, Nicole (ACE)..... Peer Success Coach
Samuels, Ashleigh (DPS)..... Police Dispatcher
Schneider, Matthew (DPS)..... Police Officer

ADJOURNMENT

On a motion by Stodden, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the meeting adjourned at 7:35 p.m.