

**St. Charles Community College
Board of Trustees Public Meeting
August 26, 2019
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.

Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic Affairs; Donna Davis, Vice President for Human Resources; Dave Leenhouts, Vice President for Student Services; Heather McDorman, Vice President for Marketing and Student Life; Todd Galbierz, Vice President for Administrative Services and Chief Operating Officer; Chad Shepherd, Chief Information Officer; Betsy Schneider, Executive Director and Special Assistant; and Julie Parcel, Executive Assistant.

Audience members included staff members Frank Barrow, Boyd Copeland, Jeff Drake, Al Koehler, Bob Ronkoski, Susie Rubemeyer, Sharon Schreiber, and Nick Wallace; and community member Arnie C. Dienoff.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: JUNE 24, 2019, PUBLIC MEETING

On a motion by Pundmann, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, minutes of the June 24, 2019, Board of Trustees regular meeting were accepted as presented.

ACCEPTANCE OF MINUTES: AUGUST 16, 2019, STUDY SESSION

On a motion by Lohmar, a second by Stodden, and a unanimous "AYE" vote to carry the motion, minutes of the August 16, 2019, Board of Trustees Study Session were accepted as presented.

APPROVAL OF AGENDA

On a motion by Pundmann, a second by Mack, 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 \$5,593,454; total investments \$21,450,000; tuition and fees received to date \$9,727,300; local taxes received to date \$119,676; state appropriations received to date \$1,442,944. 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 Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,106,552.

PUBLIC COMMENTS

Board President Cilek called for public comments. No comments were submitted.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier presented highlights of the institution's most recent accomplishments as included in the monthly newsletter, read a letter of congratulations from Congresswoman Ann Wagner for being chosen for a \$1.58 million MoExcels Grant to fund a Center of Excellence for Healthy Living , and expressed appreciation to Vice President Dave Leenhouts and his team for their work to ensure that an increased number of students were admitted for the fall semester.

ESTABLISH DATE FOR PUBLIC HEARING ON TAX LEVY

On a motion by Stodden, a second by Mack, and a unanimous "AYE" vote to carry the motion, 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 16, 2019, at 12:00 p.m. in the Daniel J. Conoyer Social Sciences Building, Room 2102 (Board Room).

BOARD OF TRUSTEES EMAIL ACTIONS RATIFICATION

The Board ratified the following email actions:

Board of Trustees Policies and Administrative Procedures Manual Revisions

On a motion by Mack, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board ratified email action taken on July 31, 2019, to approve revision of Article V.03 Procurement of Goods and Services; Article V.04 Procurement of Construction Services and Materials; and Article V.05 Auxiliary Enterprises.

Bids and Contracts

On a motion by Lohmar, a second by Stodden, a recusal by Pundmann, and “AYE” votes from Cilek, Ehlmann, Lohmar, Mack, and Stodden to carry the motion, the Board ratified email action taken on July 31, 2019, to renew contracts with Mutual of Omaha through Relation Insurance Services for a total annual amount of \$28,019.00, effective August 1, 2019, for intercollegiate athletics injury insurance for the women’s softball team, men’s baseball team, and men’s and women’s soccer teams; and to award a contract to Joe Machens Ford-Lincoln, Columbia, MO, in the amount of \$41,785.00 for a 2019 Ford F150 Crew Cab 4X4 with 8 Ft. Knapheide/Western snowplow attachment to be used by the grounds and maintenance departments to transport dirt, mulch, equipment, and other items and for snow removal on campus during the winter season.

Personnel Recommendations

On a motion by Pundmann, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board ratified email action taken on July 31, 2019, to approve the following personnel recommendations for the period of June 20, 2019, through July 29, 2019:

Full-time New and Replacement Hires

Birsinger, Christina (NECC).....	AEL Instructor
Braun, Kathryn (ADS)	Payroll Manager
Huffstickler, Samantha (ATH).....	Head Softball Coach/Academic Counselor
Hyndman, Dianna (CDC)	Assistant Teacher
Lyon, Jacob (CHM)	Annual Appointment, Instructor
McVey, Mary (NECC).....	AEL Instructor
Mercurio, Lindsey (CDC)	Assistant Teacher
Prewitt, Dana (SOC)	Annual Appointment, Assistant Professor
Scheers, Amy (THE).....	Director of Performing Arts
Wallace, Nicholas (TEC).....	AV Systems Engineer
Williams, LaDella (CDC).....	Cook
Yang, Qing (ADC).....	Programmer Analyst

Full-time Changes

Boyd, Kara (CMM).....	Part-time Faculty to Annual Appointment, Assistant Professor
McClearn, Kristin (CDC).....	Child Development Associate to Assistant Teacher
Smith, Katherine (CDC)	Child Development Associate to Assistant Teacher
Vinyard, Jennifer (CDC).....	Office Assistant to Operations Assistant

Full-Time Separations

Akins, Cassie (AEM)..... Site Coordinator
 Brodribb, Sara (ENS)..... Financial Aid Specialist
 Cramer, Brynne (MKT) Interim Director of Marketing and Communications
 Kersting, Stephen (MTN)..... Maintenance Assistant
 Humbert, Sarah (LPN) Instructor
 Lambert, Ginger (NAH) General Education Teacher
 Merrifield, Kelly (ENS)..... External Scholarship Advisor
 Roessler, Laura (CDC)..... Assistant Teacher
 Starks, Brittany (ADR) Admissions Recruiter
 Williams, LaDella (CDC)..... Cook

Part-Time New and Replacement Hires

Buehrle, David (CRJ)..... Part-time Faculty
 Hagen, Patrice (DSS) Disability Support Services Assistant
 Heisserer, Vicki (CDC)..... Child Development Associate
 Kale, Scott (TEC) Student Assistant
 Lewis, Zachary (NET) Network Administrator
 McLaughlin, Charlotte (ADS)..... Accounting Assistant/Students Accounts & Billing
 Rieder, Barbara (AEL) PB AEL Instructor
 Stamps, David (MAT) Part-time Faculty
 Weckherlin, Nicole (OTA)..... Part-time Faculty
 Willett, Deanna (AEL) PB AEL Instructor

Part-Time Changes

Hagan, Cassandra (ENS) Director of Financial Aid to
 Part-time Faculty
 Heisserer, Vicki (CDC)..... Child Development Associate to
 Cook
 Koch, Kelly (CDC)..... Student Assistant to
 Child Development Associate

Part-Time Separations

Abernathy, Brandon (ACT) Work Study
 Ahmadzada, Malik (MTN) Maintenance/Environmental Services/Grounds Assistant
 Alvarez-Marin, Abel (TEC) Work Study
 Bagwell, Jacob (ACE) Student Assistant
 Barton, Daniel (ECO) Student Assistant
 Catarnichi, Matthew (ENS)..... Work Study
 Clancy, Jennifer (ACT) Work Study
 Corbett, Abigail (ATH) Head Coach - Softball
 Choi, Ha Young (ESL) Part-time Faculty
 Cornwell, Keenan (ART) Student Assistant
 Davis, Luke (MUS) Student Assistant
 Dickerman, Alyson (ENG) Part-time Faculty
 Dippel, Kristy (STAV) Work Study
 Ellison, Nathan (CPT)..... Student Assistant

Fischer, Nathaniel (ACE).....	Student Assistant
Gertsch, Cora (ACE).....	Student Assistant
Ginn, Thomas (EVS).....	PB Environmental Services Associate
Holland, Courtney (OTA).....	Part-time Faculty
Howard, Emma (CPT).....	Student Assistant
Hussain, Mohammad (CPT).....	Student Assistant
Jones, Danesha (ENS).....	Work Study
Kiu, Alphonsus (MUS).....	Accompanist
Klotz, Trey (CPT).....	Student Assistant
Marx, Michael (EDU).....	Part-time Faculty
Mayo, Aimee (SCI).....	Student Assistant
McGinness, John (CPT).....	Student Assistant
Metcalf, William (CPT).....	Student Assistant
Middendorf, Jacob (STAV).....	Educational Aide
Padilla, Philip (ART).....	Student Assistant
Peplaw, William (CPT).....	Student Assistant
Pudiwitr, Walter (ACE).....	Student Assistant
Schneider, Shelby (ART).....	Student Assistant
Schonhoff, Philip (CPT).....	Student Assistant
Schrader, Rheannon (ACT).....	Student Assistant
Gajdos, Kevin (ENS).....	Educational Aide
Gates, Katrice (ENS).....	Work Study
Manning, Emily (ENS).....	Student Assistant
Matteoni, Devin (CAR).....	Work Study
Shelley, Rocket (CPT).....	Student Assistant
Stroot, Alex (CPT).....	Student Assistant
Thompson, Ariel (ACE).....	Student Assistant
Tompkins, Cassandra (STAV).....	Work Study
Wheeler, Kelsey (ESL).....	Part-time Faculty

BOARD OF TRUSTEES POLICIES AND ADMINISTRATIVE PROCEDURES MANUAL REVISIONS

The Board reviewed a proposed revision to *Article IV.11 (P-825) Social Media Use*; action will be requested at the next regular meeting. The revision acknowledges employees’ right to discuss terms and conditions of employment on social media; distinguishes the policies, procedures, and agreements to be followed by employees who represent the College on social media; specifies the requirement for FERPA compliance in the use of names or photographs of students on social media; identifies ways in which employees’ social media activity is considered to be conducted from the College; distinguishes types of social media posts which violate workplace laws and employment policies; and outlines steps which must be taken by employees who state opinions on social media about a position taken by the College.

BIDS AND CONTRACTS

Architectural, Engineering, and Technical Consulting Services

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract, for a price not to exceed \$50,000.00, to Weis Group, Cottleville, MO, for design of a new Police Station. *Funding Source: Student Housing Agreement Proceeds*

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract, for a price not to exceed \$193,000.00, to Ittner Architects, St. Louis, MO, for design of the welding program location(s). *Funding Sources: Corporate and Community Development Funds and Land Sale Proceeds*

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract, for a price not to exceed \$159,300.00, to Lawrence Group, St. Louis, MO, for design of Culinary Arts space located at the Dardenne Creek Campus. *Funding Sources: MOExcels Grant, Corporate and Community Development Funds, and College Reserves*

MOBIUS Annual Membership

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of the College’s annual membership with MOBIUS (Missouri Bibliographic Information User System) in the amount of \$38,714.29 for consortium membership, projected assessment fees, software maintenance, support, and access to a multitude of databases; expanded access for SCC students and faculty to more than 60 million items from academic, special, and public libraries in multiple states, and library-to-library materials courier service. *Funding Source: Current Operating Learning Resource Center*

Student Center Kitchen Equipment

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Boelter, LLC, Waukesha, WI, in the amount of \$145,683.00 for the purchase and installation of commercial grade kitchen equipment for the new Student Center kitchen and new branded coffee shop renovation project. *Funding Source: State Bond Proceeds*

Group Employee Benefits for Eligible College Employees and Retirees, and their Eligible Dependents, Benefits Marketplace, SGIA Medicare Consultant

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved all presented renewal contracts associated with the Arthur J. Gallagher & Co. Marketplace and the addition of a new benefit from SGIA Medicare Consultants. *Funding Source: Current Operating – Employee Benefits*

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, Mack, Pundmann, and Stodden to carry the motion, the Board adjourned to closed session as allowed under RSMo 610.021.2 to discuss 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 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.

After discussion in these areas, on a motion by Ehlmann, a second by Mack, 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 Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved the following personnel recommendations:

Full-time New and Replacement Hires

Carranza, Gretchen (TEC)..... Tier 2 Technical Support Analyst
Day, Dusty (CMM).....Annual Appointment, Assistant Professor
Finoch, Todd (TOL).....Security Systems Architect
Fulcher, James (ENG)One-Semester Fixed-Term Appointment, Instructor
Hayes-Wilson, Michelle (ADS)..... Student Accounts/Billing Manager
House, Ryan (LPN)..... One-Year Fixed-Term Appointment, Associate Professor
Trantham, Michelle (ENG)One-Year Fixed-Term Appointment, Instructor
Wagener, Susan (AHS)Division Office Coordinator
Washington, Jamar (ADR)..... Admissions Recruiter

Full-time Changes

Aguilar, Destiny (CDC).....Part-time Cook to
Full-time Cook
Bauer, Beth (RNP) Fixed-Term Appointment, Instructor
Extended for another year
Dickens, Lauren (CCD)..... Associate Professor to
Associate Dean – Corporate & Community Development
Galbierz, Todd (ADS) Vice President for Administrative Services to
Vice President for Administrative Services/Chief Operating Officer
Lewis, Zachary (NET) Part-time Network Administrator to
Full-time Network Administrator
Mitchell, Metra (ART) Part-time Faculty to
One-Semester Fixed-Term Appointment, Instructor
Sutton, Nicole (CDC).....Assistant Teacher to
Interim Lead Teacher
Wilson, Kevin (ART)..... Part-time Faculty to
One-Semester Fixed-Term Appointment, Instructor

Full-Time Separations

Hyndman, Dianna (CDC) Assistant Teacher
Larkin, Kayse (MKT).....Graphic Design Manager
Strain, Steven (FAC) Associate Director of Facilities & Construction (retirement)

Part-Time New and Replacement Hires

Bagnall, James (THE)	Part-time Faculty
Barron, Ainura (ART)	Part-time Faculty
Beattie, David (GEO)	Part-time Faculty
Breitman, Maria (BIO)	Part-time Faculty
Brown, Kathleen (ESL)	Part-time Faculty
Cantillo, Heather (ENG)	Part-time Faculty
Cassidy, Liam (ENG)	Part-time Faculty
Corns, Eve (HIM)	Part-time Faculty
Crossen, Julia (ACE)	Student Assistant
Define, Susan (CDC)	Child Development Associate
Eaves, Harley (ART)	Part-time Faculty
Edwards, Jane (BIO)	Part-time Faculty
Feise, Bernadette (CDC)	Cook
Felty, Ella (BAS)	Part-time Faculty
Fiala, Susan (CED)	PB Continuing Education Instructor III
Garbs, Kimberly (BIO)	Part-time Faculty
George, Deborah (ENG)	Part-time Faculty
Grabowski, Pamela (BAS)	Part-time Faculty
Gross, Perry (ESL)	Part-time Faculty
Grover, Stacy (AEL)	PB AEL Instructor
Herria, Luke (ACE)	Student Assistant
Hogrebe, Ashley (RNP)	Part-time Faculty
Johnston, Jane (ADS)	Accounting Assistant/Student Services & Billing
Jones, Rosemarie (SOC)	Part-time Faculty
Kremer, Samantha (RNP)	Part-time Faculty
Kormann, Katelyn (CMM)	Part-time Faculty
King, Erin (ART)	Part-time Faculty
Kozlowski, Adriann (BIO)	Part-time Faculty
Lee, Mihyun (MUS)	Accompanist
Lozano, Andrew (BIO)	Part-time Faculty
Mack, Cory (CPM)	Part-time Faculty
Mayer, Megan (CED)	PB Instructor II
McLaughlin-Heil, Angelina (MUS)	Part-time Faculty
Medley, Raelyn (RNP)	Part-time Faculty
Montgomery, Denise (ENG)	Part-time Faculty
Morris, Scot (ENG)	Part-time Faculty
Petot, Zackary (ART)	Part-time Faculty
Reed, Marlita (EVS)	PB Environmental Services Associate
Redlinski, Rafal (ENG)	Part-time Faculty
Remington, Vicki (MSB)	Division Office Coordinator
Schaefer, Sandra (ENG)	Part-time Faculty
Shanks, Nicole (ART)	Part-time Faculty
Shore, Linda (ENG)	Part-time Faculty
Sieger, Lesley (ENG)	Part-time Faculty

Taylor, Cindy (CED).....	PB Continuing Education Instructor III
Vander Vorste, Susanna (ENG)	Part-time Faculty
Vavere, Atis (CHM).....	Part-time Faculty
Vercher, Jonah (ACE).....	Student Assistant
Vogt, Briana (HRS).....	Work Study
Vorst, Eric (POL)	Part-time Faculty
Weisheyer, Gregory (TSP).....	Student Assistant

Part-Time Changes

Bagnall, Jane (THE).....	PB Costumer to Part-time Faculty
Pollien, Mei (CDC)	Full-time Assistant Teacher to Part-time Assistant Teacher

Part-Time Separations

Backer, Jennifer (BIO)	Part-time Faculty
Browning, Connor (IRE).....	Work Study
Carroll, Jennifer (MKT)	Marketing Assistant
Chorlins, Suzanne (ESL).....	Part-time Faculty
Fitzgerald, Ryan (CPT)	Part-time Faculty
Hagan, Cassandra (C10)	Part-time Faculty
Johnson, Laura (ESL)	Part-time Faculty
Johnston, Theresa (SCI).....	Science Lab Technician
Milligan, Carl (CPT).....	Part-time Faculty
Prinsen, Michael (GRDS)	Groundskeeper

OTHER

On a motion by Lohmar, and second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved a revised meeting schedule for the remainder of 2019. Remaining regular meetings for 2019 are scheduled at 5:30 p.m. in the Daniel J. Conoyer Social Sciences Building Room 2102 (Board Room) on Monday, October 7, 2019; Monday, November 4, 2019; and Monday, December 9, 2019.

ADJOURNMENT

On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:15 p.m.