

**St. Charles Community College
Board of Trustees Public Meeting
August 31, 2020**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The meeting of the St. Charles Community College Board of Trustees, held in a virtual environment due to the COVID-19 pandemic, was called to order at 5:30 p.m. by Board President Lohmar. A quorum was present with the following members in attendance: Board President Shirley Lohmar, Board Vice President Rose Mack, Board Treasurer Mary Stodden, Board Secretary Pam Cilek, and Trustee Jean Ehlmann. Additional participants included College President Dr. Barbara Kavalier, Vice President for Human Resources Donna Davis, Vice President for Administrative Services/COO Todd Galbierz, Dardenne Creek Campus Provost Amy Koehler, and Trustee Nominee Mike Lissner.

APPROVAL OF AGENDA

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the agenda was approved.

ACCEPTANCE OF MINUTES: JULY 27, 2020, BOARD OF TRUSTEES MEETING

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, minutes of the July 27, 2020, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer’s Report. Cash in bank \$6,209,470; total investments \$20,241,000; tuition and fees received to date \$9,635,428; local taxes received to date \$170,849; state appropriations received to date \$629,027. On a motion by Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,586,730.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier gave a summary of the August 13th faculty welcome and extended her appreciation to Vice

President Leenhouts, Vice President Martin, and staff members in both areas for their work in providing support to SCC's students for the fall semester. In addition, highlights of the recent grand opening and ribbon cutting at the new culinary arts and agriculture center were presented. Honored guests at the event included Governor Mike Parson, Senator Bill Eigel, Representative John Wiemann, and members of the Board of Trustees.

DARDENNE CREEK CAMPUS AGRICULTURE AND FOOD SCIENCE BUILDING UPDATE

Presenter: Amy Koehler, Provost, Dardenne Creek Campus

Dardenne Creek Campus Provost Amy Koehler provided an update on the new agriculture and food science building which officially opened with a ribbon cutting ceremony on August 26, 2020. Utilizing grant funding, facilities have undergone major renovation allowing for program expansion and innovative, interdisciplinary collaboration with high schools, universities, and health care facilities.

ESTABLISH DATE FOR PUBLIC HEARING ON TAX LEVY

On a motion by Ehlmann, a second by Stodden, 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 28, 2020.

BOARD OF TRUSTEES POLICY MANUAL PROPOSED REVISIONS

Article I.07 Sexual Harassment

On a motion by Stodden, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved the condensing of *Article IV.02/Article VI.02: Sexual Misconduct*, formerly mirrored in the policy manual, to one policy named *Article I.07 Sexual Harassment*. The revised policy affirms that the College prohibits sexual harassment and adheres to all applicable laws and regulations.

Article II.05 Officers of the Board of Trustees

On a motion by Mack, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved revision of *Article II.05 Officers of the Board of Trustees* to permit the appointment of Board officers to represent the Board of Trustees as Legislative Liaison and Foundation Liaison.

Article VI.30 International Student Services

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the renaming of *P-422 International Student Admissions* to *Article VI.30 International Student Services* and revision of the policy to specify that programs for international students are subject to approval by the United States Department of Homeland Security's Student and Exchange Visitor Program (SEVP) and compliance with College administrative procedures and SEVP regulations.

NOMINATION AND ELECTION OF LEGISLATIVE LIAISON AND FOUNDATION LIAISON

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, Jean Ehlmann was nominated and elected to serve as Legislative Liaison for the Board of Trustees.

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, Mary Stodden was nominated and elected to serve as Foundation Liaison for the Board of Trustees.

BIDS AND CONTRACTS

Adobe Software Contract Increase

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved a \$28,400.00 increase in the existing contract for approximately \$35,600.00 with Insight Public Sector (formerly EnPointe Technologies), St. Louis, MO, to provide 200 additional Adobe Software student licenses over the next year for students in visual arts. The estimated total cost for the contract this fiscal year is \$64,000.00. *Funding Sources: Federal Pandemic Grant Funds (\$28,400.00); FY 2020/21 Current Operating Budget (approx. \$35,600.00)*

Maintenance Agreements for Patient Simulators, Software, and Related Learning Management Software

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved the purchase of service and maintenance agreements from CAE Healthcare, Sarasota, FL, in the amount of \$68,030.43 for a period of one year, effective October 20, 2020, through October 29, 2021, for human patient simulators, software, and the learning management system for instructional purposes in Nursing & Allied Health programs. *Funding Source: FY 2020/21 General Operating Budget-Nursing & Allied Health*

Online Proctoring Services Contract Increase

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board approved a \$50,000.00 increase in Year 3 of the existing contract for approximately \$24,000.00 with Examity, Inc., Natick, MA, to accommodate increased online proctoring services over the next year for a total estimated contract cost of \$74,000.00 for this fiscal year. *Funding Sources: Federal Pandemic Grant Funds (\$50,000.00) FY 2020/21 Current Operating Budget (approx. \$24,000.00)*

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

On a motion by Stodden, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved new and renewed employee group benefit contracts associated with the Arthur J. Gallagher & Co. Marketplace for \$4,218,185.00. *Funding Source: Current Operating-Employee Benefits*

BOARD OF TRUSTEES POLICY MANUAL PROPOSED REVISIONS

The Board reviewed the following proposed policy manual revisions:

Article IV.14 Employee Leave and Other Benefits

Policies for leave and other benefits offered to eligible staff and faculty members have been combined to create *Article IV.14 Employee Leave and Other Benefits*. The revised policy lists Board-authorized benefits in this category, adds Juneteenth as a paid College holiday, and transfers specific eligibility requirements and internal processes to Administrative Procedures.

Article IV.15 Staff-Specific Leave

Policies for leave benefits provided to eligible staff members have been combined to create *Article IV.15 Staff-Specific Leave*. The revised policy lists Board-authorized, staff-specific leave benefits and transfers specific eligibility requirements and internal processes to Administrative Procedures.

Action will be requested at the next meeting for the preceding policy revision proposals.

CLOSED SESSION

On a motion by Stodden, a second by Ehlmann, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, and Stodden, the Board moved to closed session as allowed by 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. Following closed session, the public meeting reconvened at 7:02 p.m.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Gilford, Jamie (TEC).....Systems Architect
Tipton, Kennedy (ADV).....Academic Advisor
Wright, Jennifer (ENS)..... Enrollment Services Assistant

Full-time Changes

Lansdowne, Jennifer (NAH) Director of Off Campus Advising to
Student Outreach and Engagement Coordinator

Full-Time Separations

Johnston, Jane (CSH).....Accounting Assistant/Student Accounts and Billing
Lawrence, Melissa (ENR)..... Enrollment Services Assistant
Modica, Melissa (CSH)Accounting Assistant/Student Accounts and Billing
Pender, Phillip (ADC)..... Database Administrator
Shepherd, Fred (TOL)Chief Information Officer

Part-Time New and Replacement Hires

Barry, Bert (ENG).....	Adjunct Faculty
Collier, Darren (GDS).....	Adjunct Faculty
Faller, Gina (TEC).....	Student Assistant
Herr, Michael (ENG).....	Adjunct Faculty
Kale, Scott (TEC).....	Student Assistant
Kathman, Rachel (ENG).....	Adjunct Faculty
Mitchell, Christina (NUR).....	Adjunct Faculty
Muir, Sarah (ENG).....	Adjunct Faculty
Oliver, Cody (TEC).....	Educational Aid
Redmond, Treasure (ENG).....	Adjunct Faculty
Roe, James (PHY).....	Adjunct Faculty
Thomas, Nancy (FL).....	Adjunct Faculty

Part-Time Changes

Stabel, Kristen (TEC).....	Student Assistant to Educational Aid
----------------------------	---

Part-Time Separations

Adams, Katie (CED).....	Project-Based Continuing Education Instructor I
Always-Baker (CED).....	Project-Based Continuing Education Instructor II
Anthony, Matthew (CED).....	Project-Based Continuing Education Instructor II
Arrowsmith-Elliott, Elizabeth (CED).....	Project-Based Continuing Education Instructor II
Babb- Anita (CED).....	Project-Based Continuing Education Instructor II
Barnes, Sydney (CED).....	Project-Based Continuing Education Instructor II
Belew, Angela (CED).....	Project-Based Continuing Education Instructor II
Balczak, Madeline (CED).....	Project-Based Continuing Education Instructor II
Biggs, Julie (CED).....	Project-Based Continuing Education Instructor II
Bosslet, Lisa (CED).....	Project-Based Continuing Education Instructor II
Breen, Coleen (CED).....	Project-Based Continuing Education Instructor II
Burton, Karen (CED).....	Project-Based Continuing Education Instructor II
Camden, Michelle (AEL).....	Project-Based AEL Substitute Instructor
Chandler, Brandey (CED).....	Project-Based Continuing Education Instructor II
Chatfield, Michael (CED).....	Project-Based Continuing Education Instructor II
Coleman, Barbara (WFD).....	Project-Based Contract Trainer II
Cruz-Casillo Estefania (CED).....	Project-Based Summer Camp Assistant II
Davenport, Maria (WFD).....	Project-Based Performance Consultant
De Los Santos, Jeremy (WFD).....	Project-Based Contract Trainer I
Dewan, Florence (CED).....	Project-Based Continuing Education Instructor II
Dickens, Jean (WFD).....	Project-Based Project Support Specialist
Drake, Julia (CED).....	Project-Based Continuing Education Instructor II
Draper, Briana (CED).....	Project-Based Continuing Education Instructor II
Dravina, Rekha (CED).....	Project-Based Continuing Education Instructor III
Eberhardt, Patricia (CED).....	Project-Based Continuing Education Instructor II
Elkins, Olivia (CED).....	Project-Based Summer Camp Assistant
English, Stephanie.....	Project-Based Housekeeper
Ervin, Aaron (WDF).....	Project-Based Contract Trainer III
Finely, Madison (CED).....	Project-Based Continuing Education Instructor II

Fischer, Thomas (CED)Project-Based Summer Camp Assistant III
 Fitzwilliam, Robert (CED) Project-Based Continuing Education Instructor II
 Fletcher, Calli (CED)..... Project-Based Continuing Education Instructor II
 Celine, FuchsProject-Based Summer Camp Assistant III
 Fuchs, Paul Project-Based Summer Camp Assistant IV
 Gagliano, Brandy..... Project-Based Continuing Education Instructor II
 Gilk, Hannah Project-Based Continuing Education Instructor II
 Gottreu, Jessica Project-Based Continuing Education Instructor II
 Grzina, Sara Project-Based Continuing Education Instructor II
 Hantack, Gary (PUR)..... Receiving Warehouse Assistant
 Heurmann, MadisonProject-Based Summer Camp Assistant
 Hinnah, Katelyn.....Project-Based Summer Camp Assistant
 Hoffman, JulieProject-Based Contract Trainer I
 Hohl, DennisProject-Based Contract Trainer II
 Johnson, Richard Contract Trainer II
 Justus, DoyleProject-Based Contract Trainer II
 Kamp, MichaelProject-Based Contract Trainer II
 Kaysinger, Gabrielle Project-Based Continuing Education Instructor II
 Kelsay, Sarah Project-Based Project Support Assistant
 Kemper, Joseph.....Project-Based Contract Trainer II
 Koch, CarolProject-Based Contract Trainer I
 LaBeau, LisaProject-Based Housekeeper
 Lightner, Janet..... Project-Based Continuing Education Instructor II
 Lipperman, Brent Project-Based Maintenance Assistant
 Love, Victoria Project-Based Continuing Education Instructor II
 Mason, Annie Project-Based Summer Camp Assistant IV
 Matlock, Sharla Project-Based Continuing Education Instructor II
 Maurer, Krystal Project-Based Continuing Education Instructor II
 Miles, Adam Project-Based Summer Camp Assistant IV
 Miller, Will..... Project-Based Summer Camp Assistant IV
 Mitchell, Gregory Project-Based Continuing Education Instructor II
 Morgan, Cynthia Project-Based AEL Instructor
 Moretto, Marilyn Project-Based Lead Housekeeper
 Mullins, Brian Project-Based Continuing Education Instructor II
 Neumeier, Dorinda Project-Based Continuing Education Instructor I
 Nordstrom, Benjamin Project-Based Continuing Education Instructor III
 Null, Frances..... Project-Based Continuing Education Instructor II
 Peterson, BarbaraProject-Based AEL Substitute Instructor
 Pivin, Marcy..... Project-Based Continuing Education Instructor II
 Powell, RichardProject-Based Contract Trainer III
 Reese, Katelan..... Project-Based Continuing Education Instructor II
 Robinson, Julie Project-Based Continuing Education Instructor II
 Rodell, Nicholas..... Project-Based Continuing Education Instructor II
 Rose, Sydney Project-Based Summer Camp Assistant IV
 Ross, John..... Project-Based Continuing Education Instructor II
 Ryan, Catherine.....Project-Based Summer Camp Assistant

Schack, Earl	Project-Based Summer Contract Trainer III
Schrum,Rhonda.....	Project-Based Continuing Education Instructor II
Scott, Emily.....	Project-Based Continuing Education Instructor II
Shadrach, Steven	Project-Based Housekeeper
Sieker, Tina.....	Project-Based Assistant Trainer/Instructor
Sobotaka, Kim	Project-Based Contract Trainer I
Sparacino, Donna	Project-Based AEL Substitution Instructor
Spilker, Richard	Project-Based Continuing Education Instructor II
Spurlock, Kermit.....	Project-Based Contract Trainer II
Stevenson, Derick.....	Project-Based Housekeeper
Stiehr, Nikole.....	Project-Based Continuing Education Instructor II
Swain, Nina	Project-Based Continuing Education Instructor II
Thomlison, Janet	Project-Based Continuing Education Instructor I
Thornton, Dayton.....	Project-Based Contract Trainer II
Villegas, Patricia	Project-Based Summer Camp Assistant
Waligurski, Grace	Project-Based Summer Camp Assistant
Williams, James.....	Project-Based Contract Trainer II
Wilmes, Linda.....	Project-Based Continuing Education Instructor II
Wineteer, Stephen.....	Project-Based Continuing Education Instructor II

ADMINISTRATION OF OATH OF OFFICE TO NEWLY APPOINTED TRUSTEE

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, Mike Lissner was appointed to fill the seat vacated by William Pundmann on June 29, 2020. Board President Lohmar administered the following Oath of Office: “I solemnly swear that I will support and defend the Constitutions of the United States and the State of Missouri and that I will faithfully serve the Office of Trustee of St. Charles Community College.” Trustee Lissner will hold the seat until the 2022 municipal election, when the unexpired two-year term will be on the ballot.

2020 REVISED BOARD OF TRUSTEES MEETING SCHEDULE

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved a revised meeting schedule for the remainder of 2020. Remaining meetings for 2020 are scheduled at 5:30 p.m. on September 28th, October 26th, and December 7th.

ADJOURNMENT

On a motion by Stodden, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:10 p.m.