

**St. Charles Community College
Board of Trustees Public Meeting
September 28, 2020**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on September 28, 2020, in the Social Sciences Building, Room 2102 (Board Room) with the meeting livestreamed to the Student Center, Room 208/209 for public access/viewing due to COVID-19 and the college requirement for social distancing.

The meeting 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, Trustee Jean Ehlmann, and Trustee Mike Lissner. Also present were College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, and Executive Assistant Julie Parcel.

APPROVAL OF AGENDA

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

ACCEPTANCE OF MINUTES: AUGUST 31, 2020, BOARD OF TRUSTEES MEETING

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, minutes of the August 31, 2020, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer’s Report. Cash in bank \$7,495,850; total investments \$18,241,000; tuition and fees received to date \$9,756,609; local taxes received to date \$234,043; state appropriations received to date \$1,887,081. On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Ehlmann, 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 \$4,243,407.

FACULTY REPORT

Faculty Association President Dr. Nicole Pinaire presented highlights of faculty and student accomplishments, featuring reports from Agriculture Sciences, Art, Biology, Engineering, English/Literature, Graphic Design, Honors, Human Services, and Theatre and summaries of virtual campus events such as student orientation and Democracy Days.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided a summary of recent institutional achievements, including dedication of the new agriculture and food science collaborative space on the Dardenne Creek Campus; voter support of Proposition Community College; advances in diversity, equity, and inclusion efforts; and implementation of safe, in-person classes for the fall semester.

INVENTORY ADJUSTMENT FOR FY20

The inventory of SCC's fixed assets is updated monthly to remove assets that are damaged, obsolete, removed from service, donated, stolen, returned to the vendor, assigned a new asset ID number, provided a replacement tag, sold in surplus sales, or offered as trade-ins for other equipment. On a motion by Lissner, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved removal of the aforementioned inventoried items in the original acquisition amount of \$616,787.97 from the College's inventory records.

BOARD OF TRUSTEES POLICY MANUAL PROPOSED REVISIONS – ACTION

Article IV.14 Employee Leave and Other Benefits

On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved *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

On a motion by Cilek, a second by Lissner, and "AYE" votes from all but Stodden, who was temporarily absent from the meeting room, the motion carried and the Board approved *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.

BOARD OF TRUSTEES POLICY MANUAL PROPOSED REVISIONS – REVIEW

The following policy revision proposals were presented, and action will be requested at the next regular meeting.

Article II.06 Responsibilities of the Board of Trustees

P-107 Functions of the Board of Trustees and P-108 Hearing Before the Board were combined to create Article II.06 Responsibilities of the Board of Trustees.

Article II.07 Accreditation and Legal Authority

P-109 Legal Authority and P-401 Accreditation were combined to create Article II.07 Accreditation and Legal Authority. The list of applicable statutes which formerly made up P-109 Legal Authority was transferred to Administrative Procedures and updated to include additional applicable statutes for Missouri community colleges.

Article II.08 Organization of the College

P-112 Responsibilities of the College President, P-116 Program Advisory Committees, P-117 College Committees, P-120 Organization of the College, and P-121 Handbooks, Procedures, and Guidelines were combined to create Article I.08 Organization of the College.

BIDS AND CONTRACTS

Dell Laptops for Students

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Dell Marketing LP, Round Rock, TX, in the amount of \$51,298.00 for the purchase of 40 Dell laptops to be used in classrooms for Practical Nursing and Occupational Therapy programs. *Funding Sources: 2020-2021 Enhancement Grant \$38,473.50 (75%); 2020-2021 College Plan-Allied Health \$12,824.50 (25%)*

CLOSED SESSION

On a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lissner, 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. Following closed session, the public meeting reconvened at 7:48 p.m.

LEASE AGREEMENT

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board authorized the College President to enter into a lease agreement with Foundations of Success.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Mulford, Cynthia (DPS) Dispatcher

Full-time Changes

Ehlman, David (GRDS) Cook to Groundskeeper

Harris, Cheryl (HRS) Human Resources Assistant to Human Resources Specialist

Waligurski, Richard (FAC) Program Specialist to Construction Project Coordinator

Full-Time Separations

Copher, Renee (ACE) General Education Teacher

Richardson, John (MTN) Maintenance Technician

Part-Time New and Replacement Hires

Cheruiyot, Ruth (FAC) Student Assistant

Chowdhury, Sadifa (FAC) Student Assistant

Heisserer, Vicki (FS) Special Assignment

Kastner, Elliott (ENG) Adjunct Faculty

Lotz, Kaitlyn (FAC) Student Assistant

Marshall, Brandon (FAC) Student Assistant

Mathews, Christine (HRS) Special Assignment

Murray, Ryan (FAC) Student Assistant

Pace, Hali (ENG) Adjunct Faculty

Remington, Vicki (MSB) Special Assignment

Part-Time Separations

Crossen, Julie (ACE) Student Assistant

McCown, Donald (GRD) Groundskeeper

Sakhaee, Nader (CHM) Adjunct Faculty

Wood, Lisa (ACE) Office Assistant

ADJOURNMENT

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:50 p.m.