

**St. Charles Community College
Board of Trustees Meeting
April 26, 2021**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on April 26, 2021, 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 of Human Resources Donna Davis; Vice President of Administrative Services/COO Todd Galbierz; Chief Diversity Officer Martha Kampen; Vice President of Workforce and Community Education Amy Koehler; Vice President of Student Services Dave Leenhouts; Vice President of Academic Affairs Holly Martin; Vice President of Marketing, Development, and Community Relations Heather McDorman; Executive Assistant Julie Parcel; Executive Director of Foundation/Special Assistant to the President Betsy Schnieder; and AV Systems Engineer Nick Wallace.

PLEDGE OF ALLEGIANCE

Board President Lohmar led trustees and attendees in the Pledge of Allegiance.

APPROVAL OF AGENDA

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

ACCEPTANCE OF MINUTES: MARCH 29, 2021, 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 March 29, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$3,468,357; total investments

\$61,513,216; tuition and fees received to date \$17,221,346; local taxes received to date \$19,710,148; state appropriations received to date \$7,193,938. On a motion by Mack, a second by Lissner, 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 Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,550,633.

FACULTY REPORT

Faculty Association President Dr. Nicole Pinaire reported the following:

- Psychology Department Chair, Professor, and HLC Consultant Dr. Vi Rajagopalan was appointed, for the fourth time, to serve a 4-year term on the HLC Institutional Actions Council. She will also be a presenter at the Assessment Matters Virtual Conference on April 29, 2021, on the topic of student assessment.
- Associate Professor of Physical Science Stacy Thater was awarded the Thanks Badge from the Girl Scouts of Eastern Missouri, the highest volunteer award one can receive from the organization. The Thanks Badge honors an individual whose ongoing commitment, leadership, and service had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the Council or the entire Girl Scout organization.
- Assistant Professor of English Dr. Joe Baumann placed the following stories in literary journals: “Churchgoing” in *Adirondack Review*, “Three Strike” in *Oyster River Pages*, “Head Count” in *Bloom*, “There Won’t Be Questions” in *Fantasy & Science Fiction Magazine*, and “Weeds” in *Brilliant Flash Fiction*. Additionally, Dr. Baumann’s story “There Is Love Under This Mountain” was chosen as the winner of the Andrew College Illumination Prose Prize and will appear in the next issue of the university’s journal, *Spire Light*.
- Professor of Art Brian Smith shared that art students Claudia Svoboda and Lauren White were selected to represent SCC in the Art St. Louis 25th Annual Invitational Varsity Art Exhibition, featuring works by 44 undergraduate and graduate level student artists, representing 22 regional colleges and universities from Missouri and Illinois.
- Professor of Art Kathleen Sanker shared that on April 30, 2021, the SCC Graphic Design Program Advisory Event will open for student portfolio review. Portfolios can be viewed at <http://www.sccportfolioreview.com> beginning on April 30.
- Professor of Biology Dr. Monica Hall-Woods shared that students in the AGS/BIO 180-01, a service-learning animal biology course, have been participating in volunteer activities at the St. Charles County Pet Adoption Center and the TreeHouse of Greater St. Louis.
- Professor of Theatre Lynn Snyder shared that Center Stage Theatre will present *Rabbit Hole*, directed by Andrew Kuhlman, with set design by Jason Stahr and costume design by Jane Bagnall, on May 1 & 2, 2021. The show will stream on ShowTix4u.
- On April 21, 2021, panel members Amy Koehler (Nursing & Allied Health), Nicole Pinaire (Biology), Lisa Randoll (Political Science), and Steve Randoll (History) discussed COVID-19 vaccinations. The panel discussion was moderated by Professor of Political Science Paul Roesler and included guest speaker Sara Evers from the St. Charles County Health Department.

- Assistant Professor of English/Literature Christina Gant shared that SCC's Phi Theta Kappa Honor Society chapter recently earned 5-Star Status, received Reach Rewards for increasing membership, and received the Regional Hallmark Award for their Honors in Action project. In addition, advisor Christina Gant received the Regional Horizon Award.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- SCC has earned top ranking for Best Online Associates in Psychology Degree Programs by Intelligent.com. The comprehensive research guide is based on an assessment of 1,280 accredited colleges and universities.
- Professor of Math Joe Howe, highlighted in the report, is a shining example of what an educator should be, having taught thousands of community members over his years at SCC with high rates of student success. Along with his dedication to his own students, Howe has helped host a high school math tournament for more than 20 years in partnership with MathLeague.org. The tournament is extremely well-organized and involves coordinating a hundred or more students and 20-25 faculty volunteers.
- Spring sports are back in action at SCC after being canceled due to the pandemic last year. The men's and women's Track and Field team are ranked #5 in the nation by the U.S. Track & Field and Cross Country Coaches Association with two athletes, Ryan Pendergast and Elisabeth Dunn, named national athletes of the week by the organization. The SCC baseball team currently sits in second place in the region, and the SCC softball team is holding steady at fourth place in the region. For the first time, the men's soccer team was ranked at #14 in the preseason by NJCAA, and the women's soccer team sits at 0-3 with many games left to play.
- The SCC Foundation "Be Transformed" Gala & Auction was held on April 10 and raised over \$47,000 for student scholarships and academic enhancements. More than 100 viewers watched the event via YouTube and Facebook, and nearly 100 participants bid on silent auction items.

BOND ISSUE PROJECTS UPDATE

Todd Galbierz presented a walk-through of the website created to provide real-time updates on projects funded through the bond issue approved by voters in August 2020. The site can be accessed through this link: https://www.stchas.edu/lp/prop_cc/.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS FOR ACTION

On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved the following policy manual amendments as reviewed at the March 29, 2021, public meeting:

Article II.08 Organization of the College

Article II.08 Organization of the College revised to authorize College administration to appoint committees as necessary for operation of the College.

Article III.03 Satisfactory Academic Progress

P-429 Satisfactory Academic Progress (Warning, Probation, Suspension, Dismissal, Reinstatement) renamed *Article III.03 Satisfactory Academic Progress* with no substantive changes to policy.

Article III.04 Learning Resources

P-421 Learning Resources renamed *Article III.04 Learning Resources* with no substantive changes to policy.

Article IV.31 Staff-Specific Conduct

P-700 Introductory Period, P-701 Staff Performance Evaluations, P-702 Outside Employment, P-714 Meals and Breaks, P-732 Time Sheets, P-780 Uniforms, P-790.2 Problem Solving and Appeals, and P-793 Disciplinary Actions merged and relocated to the procedures section of *Article IV.31 Staff-Specific Conduct*. Policy language revised to provide a general statement regarding expectations for employee conduct and authorize disciplinary action for violations.

Article VI.02 Tuition, Fees, and Refunds for Credit Classes

Article V.01 Tuition, Fees, and Refunds for Credit Classes relocated from *Article V: Operations* to *Article VI: Student Services* with no change to original language.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS FOR REVIEW

The Board reviewed the following policy manual amendment proposals with action to be requested at the next regular meeting:

Article IV.01 Personnel Records and Administration

P-506 Personnel Records and Administration and *P-502.3 Verification of Employment* to be merged and renamed *Article IV.01 Personnel Records and Administration*. No substantive change to *P-506 Personnel Records and Administration*, and policy statement from *P-502.3 Verification of Employment* to be transferred to procedures.

Article V.07 Accounting of Funds

Policies and procedures within *P-201 Accounting System, P-202 Annual Reports, P-203 Auditing Policies, P-207 Financial Exigency, P-209 Depository of Funds, P-210 Federal Tax Exemption, P-214 Payment of Bills, P-219 Reserve Funds, P-220 Returned Checks, and P-221 Interdepartmental Charges* to be merged and renamed *Article V.07 Accounting of Funds*. No substantive change to policy except to revise the check amount for College President or Board of Trustees authorization from \$15,000 to \$25,000 to agree with the approval amount for purchases under *Article V.03 Procurement of Goods and Services*.

Article V.08 Fixed Assets and Inventories

P-211 Fixed Assets and *P-213 Inventories* to be merged and renamed *Article V.08 Fixed Assets and Inventories* with no substantive change to policy or procedures.

TEMPORARY GRADING EASEMENT FOR DARDENNE CREEK CAMPUS

On a motion by Mack, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board granted a temporary grading easement to Reisch Sansone Communities Barathaven, LLC for a period of 12 months to move excess soil from the adjoining property to the Dardenne Creek Campus and to remove a portion of the Academy Place roadway to prohibit construction vehicle access to the SCC property.

BIDS AND CONTRACTS

Dell Laptops

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Dell Marketing LLC, Round Rock, TX, in the amount of \$64,122.50 for purchase of 50 laptops to replace laptops from the testing center at the Dardenne Creek campus which are on loan to faculty and staff members for remote work. *Funding Source: 2020/2021 Federal Pandemic Grant*

New Air Handler Installation

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board awarded the installation project for replacement of the large air handling unit in the Administration Building to Vogel sheet Metal & Heating, Fenton, MO, in the amount of \$308,970.00 plus a 10% contingency for a total of \$339,867.00. *Funding Sources: Federal Coronavirus Relief Grant Funds; Proposition Community College Bond Proceeds*

Control System for New Air Handler

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Trane US, Inc., Fenton, MO, in the amount of \$44,739.00 plus a 10% contingency, for a total of \$49,213.00 for the new air handler control system related to air handler replacement in the Administration Building. *Funding Sources: Federal Coronavirus Relief Grant Funds; Proposition Community College Bond Proceeds*

CLOSED SESSION

On a motion by Ehlmann, a second by Stodden, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lissner, Lohmar, Mack, and Stodden to carry the motion, the Board conducted a 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; 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.

Following the closed session, the public meeting reconvened at 9:08 p.m.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Stewart, Alyxandria (DWP) Career Consultant

Full-Time Separations

Jones Robert (STU)..... Student Life Manager

Koch, Mary (ADR)..... Admission and Recruitment Specialist

Rinkle, Crystal (AA)..... Administrative Assistant/Scheduling Coordinator

Washington, Jamar (ADR)..... Admissions Recruiter

Part-Time New and Replacement Hires

Cullen, Kyle (CPT) Student Assistant

Fantini, David (CED) Project-Based Continuing Education Instructor II

Herrick, Bryan (CED).....Project-Based Performance Consultant

McGreal, John (CED) Project-Based Continuing Education Instructor II

McNeely, Eeon (CPT)..... Student Assistant

Part-Time Changes

Powell III, Richard (TEC)Student Assistant to
Project-Based Project Support Specialist

Part-Time Separations

Carter, Cassandra (HIS) Adjunct Faculty

Maune, James (MTN).....Maintenance/Environmental Services/Grounds Assistant

ADJOURNMENT

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 9:10 p.m.