

**St. Charles Community College
Board of Trustees Meeting
May 24, 2021**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on May 24, 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 Treasurer Mary Stodden, Board Secretary Pam Cilek, Trustee Jean Ehlmann, and Trustee Mike Lissner. Board Vice President Rose Mack was absent.

Also present were College President Dr. Barbara Kavalier; Vice President of Human Resources Donna Davis; Vice President of Administrative Services Todd Galbierz; 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 Ehlmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

ACCEPTANCE OF MINUTES: APRIL 26, 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 April 26, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$2,770,552; total investments \$59,763,216; tuition and fees received to date \$17,220,029; local taxes received to date \$19,832,043; state appropriations received to date \$7,998,509. On a motion by Ehlmann, 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 Cilek, 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 \$3,514,929.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- Graduates, families, friends, faculty, and staff gathered online to celebrate SCC’s 2021 Commencement Exercises on May 15, 2021, with graduate photos and quotes as well as speeches by Jennylee Cracchiola, student speaker; Dr. Nicole Pinaire, faculty association president; and Shirley Lohmar, SCC Board of Trustees president, who presented the 2021 Distinguished Alumni Award to Seth Peimann, National HealthCare Corporation administrator.
- More than 50 students were honored at a virtual event which replaced the annual Student Awards Banquet. The event honors students who are nominated by faculty and staff as being outstanding in the classroom and in leadership roles on campus.
- SCC’s Associate Degree Nursing Program has been granted continuing accreditation from the Accreditation Commission for Education in Nursing (ACEN). The program was commended for the flexibility, courage, and resiliency demonstrated by the program’s faculty and leaders, as well as SCC’s institutional colleagues during the global pandemic.
- Professor of Art Brian Smith was featured in the report. Smith began his career at SCC as a part-time instructor when the doors to the main campus first opened in 1992 and started teaching full time in 1998. Along with his dedication to the cultivation of student artists, he oversees the SCC Art Gallery and is a working artist with a studio in the St. Louis historic neighborhood of Soulard.
- Moscow Mills native Maggie Dooley was also featured in the report. SCC Softball Coach Sam Huffstickler reports that Maggie, a 2021 graduate, has not only been a stellar softball player with a .396 batting average and 24 stolen bases this season, she has been just as dedicated to her studies in Computer Aided Drafting (CAD). She plans to continue her studies and softball career at Hannibal LaGrange University.

BOND ISSUE PROJECTS UPDATE

Todd Galbierz presented information from the SCC 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/.

RESOLUTION: BOND PROJECT ACCOUNT

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board passed a resolution to establish a new bank account for the purpose of accounting for receipts

and expenditures of the Series 2021 general obligation bonds.

PRELIMINARY BUDGET FOR FISCAL YEAR 2022

The preliminary budget for Fiscal Year 2022 was introduced with action to be requested at the next regular meeting.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS FOR ACTION

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the following policy manual amendments as reviewed at the April 26, 2021, public meeting:

Article IV.01 Personnel Records and Administration

P-506 Personnel Records and Administration and *P-502.3 Verification of Employment* merged and renamed *Article IV.01 Personnel Records and Administration* with no substantive change to *P-506 Personnel Records and Administration* and policy statement from *P-502.3 Verification of Employment* 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* 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* merged and renamed *Article V.08 Fixed Assets and Inventories* with no substantive change to policy or procedures.

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 III.06 Institutionally Sanctioned Field Trips

P-418 Field Trips to be renamed *Article III.06 Institutionally Sanctioned Field Trips*. The words *Institutionally Sanctioned* to be added to policy title with no change in policy content.

Article V.09 Bonding of Employees and Insurance Coverage

P-205 Bonding Employees and *P-212 Insurance Property Casualty* to be merged and renamed *Article*

V.09 Bonding of Employees and Insurance Coverage with no substantive change to policy.

BIDS AND CONTRACTS

Cameras and Motion Sensors for IT Wire Closets

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board granted an award to CDW-G, Vernon Hills, IL, in the amount of \$36,432.72 for purchase of 27 Meraki indoor cameras with sensors, including software subscription and enterprise support licenses, for a period of three years to provide security and environmental monitoring for wire closets which store network equipment. *Funding Source: Current Operating FY 2020/2021 Network Computing*

CRM Recruit Software Renewal

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Ellucian, Inc., Fairfax, VA, in the amount of \$53,842.00 for a one-year agreement for the Ellucian Colleague CRM Recruit software module, with the option to renew annually thereafter at a 7% escalation rate while the College explores the possibility of purchasing a new Enterprise Resource Planning (ERP) solution. *Funding Source: 2020/2021 Technology Fee Fund*

Dell Desktop Computers and Laptops

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 LLC, Round Rock, TX, in the amount of \$289,232.58 for 62 Dell desktop computers with monitors and 150 laptops, with desktop computers to be used as part of the replacement plan for academic computers in classrooms and labs, 100 laptops to be used by students in the English as a Second Language program, and 50 laptops to be available for checkout by students, faculty, and staff. *Funding Sources: 2020/2021 Technology Fee (\$96,865.08)*
2020/2021 Federal Pandemic Grant Funds (\$192,367.50)

Email Security Solution

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a five year contract to CDW Government LLC, Vernon, Hills, IL, in the amount of \$165,148.00, to be paid annually in equal payments of \$33,029.60 over the contract period, to provide an email security solution to protect the College from spam, viruses, malware, and denial of service attacks. *Funding Source: Federal Pandemic Grant Funds*

Enterprise Video Platform and Content Management Solution

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Yuja Inc., San Jose, CA, for a total of \$48,000.00, over a three-year period to be paid \$16,000.00 annually with the option to renew for a fourth and fifth year, for purchase of an enterprise video platform and content management solution to be used by faculty, staff, and students for upload, conversion, storage, archival, sharing, and playing of video. *Funding Source: 2020/2021 Distance Learning – Current Operating*

Independent Audit Services

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board granted a contract to Sikich LLP, St. Louis, MO, for \$102,300.00 over a three year period, with

the option to renew for a fourth and fifth year at \$74,122.41, for a total cost of \$176,422.41 to provide independent audit services to include auditing accounts, transactions, and control procedures of the College and the Foundation in accordance with generally accepted auditing standards. *Funding Source: Current Operating Budget - Board of Trustees*

Network Security Terminal Access Point

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award to CDW-G, Vernon Hills, IL, in the amount of \$33,116.78 for purchase of the Gigamon Network Terminal Access Point (TAP) to secure, monitor and manage network traffic to reduce the potential for network outages. *Funding Source: Current Operating FY 2020/2021 Network Computing*

Renewal of Cisco SMARTnet Administrative Telephony Services

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award to CDW-G LLC, Vernon Hills, IL, in the amount of \$30,432.00 annually for the first year and the option of two additional years, for renewal of Cisco Administrative Telephony Services. *Funding Source: Current Operating FY 2020/2021 Network Computing*

Science Models

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award to VWR International LLC, Rochester NY, in the amount of \$90,325.41 and an award to Anatomical Worldwide LLC, dba Anatomy Warehouse in the amount of \$2,961.00 for the purchase of human anatomical models to be used by students in anatomy, physiology and human biology classes. *Funding Source: Federal Pandemic Grant Funds*

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, Lissner, Lohmar, 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; 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 the closed session, the public meeting reconvened at 7:31 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Cilek, 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

Bosworth, Gregory (AHS) Dean of Arts, Humanities and Social Sciences

Cross, Christopher Manager, Office of Multicultural Student Engagement

Full-time Faculty Annual Appointments for Academic Year 2021/22

Baca-Mejia, William (ECO) Instructor
Boyd, Kara (COM).....Assistant Professor
Day, Dusty (COM).....Assistant Professor
Foster, Katherine (MAT)..... Instructor
Hagen, Stacey (NUR) Instructor
Harper, Gabriel (HIS)..... Instructor
Hemmann, Sara (NUR) Instructor
Lyon, Jacob (CHM) Instructor
Mercurio, Kimberly (CPT)..... Instructor
Nichols, Beth (OTA)Assistant Professor
Oberg, Steven (BUS).....Assistant Professor
Prewitt, Dana (SOC)Assistant Professor
Schmutz, Abby (OTA)Assistant Professor
Spaethe, Sarah (OTA)Assistant Professor
Wang, Dayu (CPT) Instructor

Full-Time Separations

Hart, Amber (ENS)..... Assessment Services Supervisor
Mercurio, Victor (TEC)..... Tier 2 Technical Support Analyst
Reed, Marlita (HSK)..... Housekeeper

Part-Time Separations

Mante, Maabena (HRS)..... Office Assistant
Maune, James (MTN).....Maintenance/Environmental Services/Grounds Assistant
Munson, Ben (GDS)..... Adjunct Faculty

APPROVAL OF LAND PURCHASE CONTRACT

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved a land purchase contract for construction of a facility for expansion of workforce and technical programs.

ADJOURNMENT

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:34 p.m.