

**St. Charles Community College  
Board of Trustees Public Meeting  
Monday, August 15, 2016**

**M I N U T E S**

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Ehlmann. The following members of the Board of Trustees were present: Jean Ehlmann, President; William Pundmann, Vice President; Shirley Lohmar, Treasurer, Pam Cilek, Secretary; and Mary Stodden, Trustee. Trustee Rose Mack was not in attendance.

Also present were Dr. Barbara Kavalier, College President; Todd Galbierz, Vice President for Administrative Services; Dr. John Bookstaver, Interim Vice President for Academic and Student Affairs; Donna Davis, Vice President for Human Resources; Heather McDorman, Vice President for Enrollment and Marketing Services; Kasey McKee, Vice President for College Advancement and Planning; and Julie Parcel, Executive Assistant to the President and Board of Trustees.

Audience members who introduced themselves were staff members Bob Ronkoski, Boyd Copeland, Kathy Brockgreitens, Betsy Schneider, Susie Rubemeyer, Pat Haynes, Michael Dunkus, and Chris Romer; Michelle Bock of Piper Jaffray & Co.; and county resident Arnie C. "AC" Dienoff.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF MINUTES: REGULAR MEETING OF JULY 18, 2016**

On a motion by Lohmar and a second by Cilek, minutes of the July 18, 2016, regular Board meeting were accepted as presented.

**APPROVAL OF AGENDA**

On a motion by Pundmann and a second by Cilek, the agenda was approved.

**TREASURER'S REPORT - APPROVAL TO PAY BILLS**

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$5,135,809; total investments \$21,000,000; tuition and fees received to date \$9,241,378; local taxes received to date \$55,858; state appropriations received to date \$1,526,290. On a motion by Cilek and a second by Stodden, the Treasurer's Report was accepted.

On a motion by Pundmann and a second by Stodden, the Board approved payment of bills from the Operating Fund in the amount of \$2,516,699.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier presented highlights of the President's Report, which can be found on the SCC website at [http://www.stchas.edu/about-scc/presidents\\_message/](http://www.stchas.edu/about-scc/presidents_message/).

## **PUBLIC COMMENTS**

Board President Ehlmann called for public comments. Community member Arnie "AC" Dienoff expressed concern that those covered under the Code of Ethics/Conflict of Interest policy are not limited to gifts of less than \$50 and frequency of no more than every six months. Dienoff commended the Board for bond refinancing but expressed concern over use of a non-local bank for financial services.

## **BIENNIAL APPROVAL OF CODE OF ETHICS POLICY - P-105**

On a motion by Lohmar and a second by Cilek, [P-105 Code of Ethics/Conflicts of Interest](#) was readopted in compliance with state statute which requires the action on a biennial basis. Per statute, the policy will be submitted to the Missouri Ethics Commission within 10 days.

## **DATE FOR PUBLIC HEARING ON TAX LEVY**

On a motion by Pundmann and a second by Cilek, 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 19, 2016, at 6:00 p.m. as part of the Board of Trustees meeting.

## **FY 2016 INVENTORY ADJUSTMENT**

The inventory of SCC's fixed assets is updated monthly to remove assets that are damaged, obsolete, removed from service to be used as parts, donated, stolen, returned to the vendor, retagged with a new asset ID number, sold in surplus sales, or offered as trade-ins for other equipment. On a motion by Cilek and a second by Stodden, the Board took action to remove the inventoried items in the original acquisition amount of \$197,258.10 from the College's inventory records.

## **RESOLUTION TO PROCEED WITH SALE OF REFUNDING BONDS**

On a motion by Pundmann and a second by Cilek, the Board approved a resolution to proceed with refunding the college's existing Series 2009 General Obligation Bonds with newly issued bonds at lower interest rates.

## **BOARD POLICIES AND PROCEDURES MANUAL REVISION**

The Board reviewed the following proposed new policy:

***P-494 Electronic Consent***

The new policy states that the institution’s primary and preferred means of transacting student business is electronic. Procedures within the policy provide instructions for consent to electronic transactions, information on how to withdraw consent, and the understanding that failure to consent may result in slower processing of documents.

Action will be requested at the next regular meeting.

**AWARD OF BIDS**

***Financial Services Agreement***

On a motion by Pundmann and a second by Stodden, the Board approved a Financial Services Agreement with Piper Jaffray & Co., Clayton, MO, in the amount of \$25,000 for independent financial advisor services to assist the college with the retirement of existing bonds and the issuance of new bonds. *Funding Source: Bond Proceeds – Cost of Issuance*

**CLOSED SESSION**

On a motion by Cilek and a second by Stodden, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021.3 for the purpose of discussing hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A roll call vote was taken and the following “AYE” votes were cast: Lohmar, Stodden, Pundmann, Ehlmann, and Cilek. The Board adjourned into Closed Session.

After discussions in these areas, on a motion by Lohmar and a second by Stodden, the Board voted to reconvene into Open Session. A roll call vote was taken and the following “AYE” votes were cast: Lohmar, Stodden, Pundmann, Ehlmann, and Cilek. The Board reconvened into Open Session.

**PERSONNEL RECOMMENDATIONS**

On a motion by Lohmar and a second by Cilek, the Board approved the following personnel list:

***Full-time New and Replacement Hires***

- Herschbach, Christopher (ACE) .....Learning Specialist
- Larkin, Kayse (MKT) .....Graphics Designer
- Lundin, Justine (HRS) ..... Manager, HR Services
- Mai, Toan (IRE)..... Institutional Research Specialist
- O’Leary, Patricia (ADS) ..... Payroll Specialist

***Full-time Changes***

- Dunkus, Michael (TSP) ..... Instructional Media Specialist to Computer Specialist
- Galbierz, Todd (ADS)..... Interim President to Vice President for Administrative Services
- Kirkendoll, Amber (TSP)..... Computer Specialist to Computer/Network Analyst

Moore, Willie (EVS).....PB Environmental Services Lead to Environmental Services Lead  
 Sherman, Elizabeth (HIS) ..... Adjunct Faculty to One-Semester, Fixed-Term Appointment Instructor  
 Smith, Elizabeth (CD)..... Assistant Teacher to Lead Teacher

***Full-time Separations***

McDermott, Sophia (ENS)..... Admissions Counselor  
 McPeak, Daniel (DPS)..... Police Officer  
 Mueller, Danielle (ACE).....Learning Specialist

***Part-time New and Replacement Hires***

Barks, Jennifer (BIO).....Adjunct Faculty  
 Boudouris, Leslie (ENG) .....Adjunct Faculty  
 Brakensiek, Kelsey (ACE).....Student Assistant  
 Conrad, John Jr. (CPT) ..... Adjunct Faculty  
 Davenport, Sara (AEL) ..... PB AEL Instructor  
 Davis, Diana (ENG).....Adjunct Faculty  
 Dewan, Florence (CCD) ..... PB Continuing Education Instructor II  
 Dowell, Mark (FL).....Adjunct Faculty  
 Grissom, Tricia (ENG).....Adjunct Faculty  
 Guilliams, Brenda (CD) .....Childcare Worker  
 Herath, Dushanthi (MAT).....Adjunct Faculty  
 Jones, Danesha (SDV) ..... Work Study  
 Jones, Robert (ENG).....Adjunct Faculty  
 Justus, Doyle (WFD) ..... PB Contract Trainer II  
 Kinsler, Lisa (CRJ) .....Adjunct Faculty  
 Martinez, Holly (BAS).....Adjunct Faculty  
 Metcalf, Carroll (CCD)..... PB Continuing Education Instructor II  
 Nordstrom, Benjamin (CCD).....PB Continuing Education Instructor III  
 Pace, Katherine (ENG) .....Adjunct Faculty  
 Rensing, Kim (CRJ).....Adjunct Faculty  
 Rosse, Rachel (ACE) .....Student Assistant  
 Sidwell, Anna (ENG).....Adjunct Faculty  
 Stratton, Pam (MAT) .....Adjunct Faculty  
 Wiest, Julie (EVS) .....PB Environmental Services Associate

***Part-time Changes***

Koch, Mary (ENS) ..... Student Assistant to Work Study  
 Njenga, Esther (EVS)..... FT to PB Environmental Services Associate  
 Stroh, Andrea (ENS)..... Student Assistant to Work Study  
 Woods, Ben (NET) ..... FT to PT Systems Architect

***Part-time Separations***

Bergman, Laurie (MKT)..... PB Public Relations Coordinator  
 Ellison, Mary Jo (LPN).....Nursing Lab Assistant  
 Fagan, Judith (RNP).....Nursing Lab Assistant  
 Hulme, Margaret (STAV)..... Work Study  
 Mian, Mahvish (ENS)..... Work Study  
 Pendell, Ruby (EVS).....PB Environmental Services Associate  
 Schaefer, Taylor (ENS)..... Work Study

Strautz, Kathy (MAT).....Adjunct Faculty

**2017 BOARD OF TRUSTEES MEETING SCHEDULE**

The 2017 schedule for meetings of the Board of Trustees was approved. Meetings are held on the third Monday of each month at 5:30 p.m. in the Board Room (Social Sciences Building Room 2102). Exceptions to the schedule for 2017 include Monday, January 23, 2017 (fourth Monday); and Monday, December 4, 2017 (First Monday; combined November/December meeting). The meeting schedule may be adjusted at any time with approval of the Board of Trustees.

**OTHER**

Trustee Cilek reported on her attendance at the August 4, 2016, Governing Board Forum in Columbia, MO. The Board discussed the benefits of membership in the Association of Governing Boards of Universities and Colleges and agreed that the institution should consider joining the organization.

Trustee Cilek recommended that the Board consider scheduling a Board retreat in the future.

**NEXT REGULAR MEETING**

The next regular meeting of the Board of Trustees is scheduled on Monday, September 19, 2016, at 5:30 p.m. in the Board Room (Social Sciences Building Room 2102).

**ADJOURNMENT**

On a motion by Stodden and a second by Lohmar, the meeting adjourned at 6:10 p.m.