

**St. Charles Community College
Board of Trustees Public Meeting
Monday, September 19, 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; Rose Mack, Trustee; and Mary Stodden, Trustee. 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 Kathy Brockgreitens, Ryan Buenemann, Boyd Copeland, Michael Dunkus, Pat Haynes, Al Koehler, Amy Koehler, Bob Ronkoski, Susie Rubemeyer, and Sharon Schreiber; faculty members Virginia Guneyli and Aaron Proctor (Faculty Association president); Gilmore & Bell representative Mark Grim; Piper Jaffray representative Michelle Bock; and county resident/public advocate 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 AUGUST 15, 2016 - *Action*

On a motion by Cilek and a second by Stodden, minutes of the August 15, 2016, regular Board meeting were accepted as presented. The motion carried unanimously.

APPROVAL OF AGENDA - *Action*

On a motion by Pundmann and a second by Lohmar, the agenda was approved. The motion carried unanimously.

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

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$4,019,063; total investments \$21,000,000; tuition and fees received to date \$9,158,844; local taxes received to date \$163,492; state appropriations received to date \$2,289,435. On a motion by Cilek and a second by Mack, the Treasurer's Report was accepted. The motion carried unanimously.

On a motion by Pundmann and a second by Stodden, the Board approved payment of bills from the Operating Fund in the amount of \$3,381,660. The motion carried unanimously.

STUDENT SENATE REPORT

Student Senate President Olivia Dinwiddie reported the following:

- Student Senate has changed its name to Student Government Association (SGA), which is a more commonly used title in both two- and four-year institutions throughout the nation. No change will be made to procedures or duties.
- Responsibilities of the SGA include enhancing student life; hosting programs; sponsoring community service events on campus; making recommendations and contributing opinions and information regarding student concerns to the college faculty and staff, administrators, and the Board of Trustees; and providing support to student clubs and organizations on campus.
- The SGA office is located in ADM 1204, Office 1. Office hours for the fall semester are Mondays from 11:00 a.m. – 1:00 p.m.; Tuesdays/Thursdays from 2:30 – 4:30 p.m.; Wednesdays from 10:00 a.m. to 12:00 p.m.; or by appointment. The SGA office number is 636-922-8540.
- Student clubs were invited to set up tables in the campus plaza on August 10, 2016, to share information and fun with incoming freshmen during the COL-101 scavenger hunt.
- Fall Fun Blitz was held on September 7 and 8, 2016, with live music by The Scallywags, free food, fun activities, over 30 organization tables, and pizza for evening students.
- The 4th Annual SCC Bonfire was scheduled on September 9, 2016, but had to be canceled due to inclement weather. SGA delegates are discussing reschedule dates and times.
- The Missouri Community College Association is offering a free one-day SGA officer training on Friday, September 30, 2016, with workshops on leadership, development, and strength.
- The first SGA meeting of the academic year will be held on September 20, 2016, at 3:00 p.m. in CC 106 and will include nominations for treasurer and secretary, along with discussion of event/program ideas for the upcoming year. The first meeting with club delegates is set for October 4, 2016.

FACULTY ASSOCIATION REPORT

Faculty Association President Aaron Proctor reported the following:

- SCC's Center Stage Theatre presented *The Addams Family Musical* from July 26 – 31, 2016, to sold-out audiences. The production was directed and choreographed by Lynne Snyder with musical direction by Catherine Murray, set and lighting design by Jeff Roop, and costume design by Jessy Boyd. Total attendance for the production was 2,215, and Social Sciences division office coordinator Margaret O'Dea played the role of Granny!
- Adjunct faculty member Andrew Kuhlman took his newly-formed Intro to Theatre Management class to see *Sister Act* at Stages St. Louis, where Jack Lane discussed his role as producer for not only Stages, but for Tony Award-winning Broadway shows *Fun Home* and *The Humans*. The class got to see and hold real Tony Awards, and a fun and educational night was had by all.
- For the Marshall Cavendish Summer Institute, Joyce Lindstrom presented on bar modeling, Singapore Math's pictorial approach to word problems.
- Michael Kuelker, Professor of English, has once again organized Democracy Days 2016. Democracy Days involves contributions from several sectors of the SCC campus, including students, faculty, and staff from Scheduling, Instructional Media, Marketing & Communications, Copy Center, and other areas.

- Rex McKanry, Assistant Professor in Computer Science, is volunteering to run introductory workshops at Missouri Job Center of St. Charles County for people interested in computer programming. The sessions take from one to two hours, depending on questions and the size of the class. Classes will continue once a month through the fall semester.
- The Ambassadors of Lake Saint Louis invited Rex McKanry to give a talk highlighting SCC's programs in Computer Science. The group expressed their gratitude for the information and called it both interesting and impressive.
- Lindsay Brand, Rachel McWhorter, Jacqueline Gray, Jayme Novara, and Jeff Miller visited the home of Edgar Allen Poe in Baltimore, where they attended the Conference on Acceleration in Developmental Education along with Joe Baumann, Cathy Dougherty, Deb Houser, and Karen Jones.
- New courses added to the Fall 2016 Honors program include *HON 104: The Archaeology of Mythology*, taught by Bryonie Carter and Will Griffin; and *HON 103: Politics and the Media – Mayhem, Media, and Money in the 2016 Election*, taught by Paul Roesler and Darren Osburn.
- Bryonie Carter and Will Griffin hosted a special lecture presented by Michael B. Cosmopoulos, Ph.D., entitled *Myths and Monuments; Excavating a Palace from the Period of the Trojan War* for the HON 104 course noted above.
- As part of *The Media and Campaigns* honors course taught by Paul Roesler and Darren Osburn, Missouri Republican Party chair John Hancock spoke to the class on September 14, and students moderated the September 19 Democracy Days session entitled *Why I Don't Want to Vote: SCC Speaks Freely*.
- The SCC Honors Program is recruiting students for Spring 2017 semester. SCC faculty are teaching the following interdisciplinary Honors courses in the spring:
 - *Why Harry Potter? Children's Literature in Western Civilization*
 - *Vampires and Witches in Western Civilization*
 - *To Infinity and Beyond*
 - *The Psychology and Politics of Hate*

IRELAND STUDY ABROAD PRESENTATION

Virginia Guneyli, Professor of English/Literature presented highlights of the study abroad semester in Dublin, Ireland for Spring 2017.

Students:

- must have at least 12 college credit hours completed with a 3.0 or higher GPA to be eligible
- will have the option of living with an Irish family or in an apartment
- will earn 12 hours of college credit from SCC
- may opt for college credit from Institute of Technology Tallaght (ITT) Dublin
- will study with Irish instructors at ITT for a 12-week semester
- will explore Ireland on a variety of included excursions (optional excursions are available at an extra cost)
- will earn credit toward the SCC Diversity Certificate

Program cost is between \$7,500 and \$9,500 plus airfare and varies with choice of accommodations.

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/.

6:00 P.M. - PUBLIC HEARING AND ACTION ON PROPERTY TAX LEVY – Action

At 6:00 p.m., Board President Ehlmann called for the announced Public Hearing as mandated by state law to set the tax rates for the 2016 tax year.

County citizen and public advocate Arnie "AC" Dienoff commented that the tax rate should not be raised, as growth in the county will equate to additional revenue for the College and funds should be transferred from the general operating fund to the debt service fund.

At the request of the Board of Trustees, Todd Galbierz reported that tax rate for debt service purposes is increased by 1 cent from the prior year, as expected and shared with the Board in March 2016 when the Projected Tax Liability Notice was reviewed. In order for the College to refund the Series 2009 bonds and to issue new debt for the purpose of financing the Campus Master Plan Implementation Projects, the debt service levy must be increased to a level sufficient to repay existing debt. For many years, the College has supplemented debt service shortfalls from land sale proceeds and other available resources in order to avoid an increase, but it is the College's responsibility to set the levy at a rate that is necessary to pay the bonds.

A motion was made by Mack and seconded by Cilek to close the Public Hearing. The motion carried unanimously.

On a motion by Cilek and a second by Stodden, the Board set the Operating Levy at \$0.1740 per \$100 of assessed valuation and set the Debt Service Levy at \$0.0500 per \$100 of assessed value. The motion carried unanimously.

Board President Ehlmann declared the SCC Property Tax Levy set at \$0.2240 per \$100 of assessed value.

PUBLIC COMMENTS

Board President Ehlmann called for public comments. County resident Arnie "AC" Dienoff expressed concern about the sale of Series 2009 bonds with no mention of savings for the College. Dienoff also commented that the College should ensure that the 5% contingency included in the recommended bid for Engineering Services should be retained if there are no overruns on the project.

AUDIT REPORT PRESENTATION

Michelle Graham, Botz, Deal & Company, presented results of the annual audit of the College's financial records for the 2015/2016 fiscal year, stating that the institution has received an unmodified audit and commending the financial management of the institution. The Board now has a thirty-day review period, and the Audit Report will be on the October 17, 2016, Board meeting agenda for action.

UPDATE ON CAMPUS MASTER PLAN IMPLEMENTATION PROJECTS

The Board received an update on the progress of the Campus Master Plan Implementation Projects, including a review of the floorplans, timeframes, moving plan, budget, and financing plan.

HIGHER LEARNING COMMISSION (HLC) REPORT

Kasey McKee, Vice President for College Advancement and Planning, gave an overview of the Higher Learning Commission Mid-Cycle Review, including points of pride, suggestions and observations, and interim reports required.

RESOLUTION FOR GENERAL OBLIGATION REFUNDING BONDS – *Action*

On a motion by Mack and a second by Pundmann, the Board approved a resolution to authorize and direct the issuance, sale, and delivery of not to exceed \$19,410,000 principal amount of general obligation refunding bonds, Series 2016, of St. Charles Community College; providing for the levy and collection of an annual tax for the purpose of paying the principal of and interest on the bonds as they become due; and authorizing certain other documents and actions in connection therewith. The motion carried unanimously.

BOARD POLICIES AND PROCEDURES MANUAL REVISION - *Action*

On a motion by Stodden and a second by Pundmann, the Board approved revision of the Board Policies and Procedures Manual, as follows:

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.

The motion carried unanimously.

AWARD OF BIDS - *Action*

Annual Subscription for Lumens Software

On a motion by Lohmar and a second by Cilek, the Board approved an award to Augusoft, Inc., Minneapolis, MN, in the amount of \$16,640.00 for the annual subscription fee for Lumens EXEC software service to host web-based course management systems used in the Corporate and Community Development Division for fiscal year 2016/2017. The motion carried unanimously. *Funding Source: Current Operating Budget – Corporate and Community Development*

Cloud-Based Training Platform for SCC Employees

On a motion by Cilek and a second by Stodden, the Board approved an award to LinkedIn, Mountain View, CA, in the amount of \$18,000.00 for a lyndaCampus higher education community college partial

license to provide SCC employees unlimited access to an online training library for a period of one year. The motion carried unanimously. *Funding Source: Current Operating – Human Resources*

Contract for Library Periodical Subscription Services

On a motion by Lohmar and a second by Stodden, the Board approved a contract award to W.T. Cox Information Services, Shallotte, NC, for Library Periodical Subscription Services in an estimated amount of \$53,000.00 for a period of one year with the option to renew for four additional one-year terms. The motion carried unanimously. *Funding Source: Current Operating – Library Acquisitions*

Ellucian Colleague Self-Service Financial Aid Module and Related Services

On a motion by Mack and a second by Lohmar, the Board approved an award to Ellucian, Inc., Fairfax, VA, in the amount of \$36,381.25 plus travel expenses for the Colleague Self-Service Financial Aid perpetual software license agreement, annual maintenance, and related professional services for student access to advanced online self-service for financial aid and related services. The motion carried unanimously. *Funding Sources: Enrollment Services Unrestricted Funds \$25,381.25; Administrative Computing Current Operating \$11,000.00*

Engineering Services

On a motion by Pundmann and a second by Stodden, the Board approved award of a contract to Pickett, Ray & Silver Inc., St. Peters, MO, in the amount of \$81,900.00 plus a 5% contingency for a total of \$85,995.00 for engineering services needed to repair the Blue parking lot and the loop road. The motion carried unanimously. *Funding Source: Parking Lot Fund*

OTHER

SCC Foundation Report - Pam Cilek

Trustee Cilek gave a report on the SCC Foundation Board, on which she serves as SCC Board of Trustees liaison. Details are as follows:

- In FY 2016, total funds raised by the SCC Foundation was \$924,729.
- Award projections for FY 2017 include \$75,000 in scholarships and \$70,000 in academic enhancements.
- The Employee Sponsored Program (ESP) raised more than \$35,000 from 245 members in 2015/16.
- The Foundation's 20th Annual President's Classic Golf Scramble will be held on Monday, September 26 at Old Hickory Golf Club. To date, the scramble has raised nearly \$38,000 in sponsorships and participation fees.
- The Office of Student Success has a fund set up to help students in emergency situations. Donations from the Police/Fire Softball Game have helped to fund the account, along with the ESP. The fund is administered by the Behavior Intervention Team (BIT) to help students in need.

Date for Board Retreat

A Board of Trustees Retreat was scheduled for Saturday, November 5, beginning at 9:00 a.m. Trustee Ehlmann will work with Dr. Kavalier to determine details.

CLOSED SESSION

On a motion by Stodden and a second by Lohmar, the Board voted to adjourn into 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 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: Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden. The Board adjourned into Closed Session.

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

PERSONNEL RECOMMENDATIONS - Action

On a motion by Cilek and a second by Stodden, the Board approved the following personnel recommendations:

Full-time New and Replacement Hires

Blanner, Laurie (ACE).....Learning Specialist
Lazarieva, Olha (EVS).....Environmental Services Associate
Redzic, Dino (DPS) Police Officer
Teasley, Marilee (ADV) Academic Counselor

Full-time Changes

Byrd, Sheila (CD) Childcare Worker to Assistant Teacher
Davis, Philip (CAD)..... Adjunct Faculty to One-Semester Fixed-Term Appointment, Instructor
Ebert, Judy (GRDS) Environmental Services Associate to Groundskeeper
Hamlett, Stephanie (CD)..... PT to FT Childcare Worker
Hoffman, Brenda (GRDS) Groundskeeper to Interim Grounds Supervisor
Humbert, Sarah (LPN) Adjunct Faculty to One-Year Fixed-Term Appointment, Instructor
Jones, Robert (ENG)..... Adjunct Faculty to One-Semester Fixed-Term Appointment, Instructor
Peebles, Marcus (DPS)PT to FT Public Safety Officer/Police Dispatcher
Sackett, Ronda (PHE) Office Assistant to Division/PDAG Office Coordinator
Schaffner, Joe (ENG)..... Adjunct Faculty to One-Semester Fixed-Term Appointment, Instructor
Templer, Amanda (GDS)..... Enrollment Services Assistant to Grounds Supervisor

Full-time Separations

Bauer, Rebecca (ADC)Senior Colleague System Administrator
Boyd, Marsell (EVS)Environmental Services Associate
Conerton, Mary Tracy (ACE)Learning Specialist
Dixon, Leatrice (CD) Lead Teacher (retiring)
Killeen, Michelle (ENS) International Student Coordinator (retired, deceased)
Marshall, Alison (AEL)AEL Student Support Coordinator

Part-time New and Replacement Hires

Belfi, Sandy (ENS)Office Assistant
Benton, Melissa (COM).....Adjunct Faculty

Bierman, Annie (ENG)	Adjunct Faculty
Brown, Doug (ACE)	Learning Specialist
Coats, Brittney (BIO)	Adjunct Faculty
Conover, Deborah (SPE)	Adjunct Faculty
Coyne, Michael (TSP)	Help Desk Analyst
Farishon, Maryann (ESL)	Adjunct Faculty
Garza, Jose (GDS)	Adjunct Faculty
Gleason, Monica (ENS)	Work Study
Greene, Taylor (BKS)	Student Assistant
Guiffrida, Nicholas (MUS)	Adjunct Faculty
Haas, Dianne (DPS)	Police Dispatcher
Helling, Brooke (ESL)	Adjunct Faculty
Kinder, Rebecca (FNS)	Student Assistant
Koch, Kelly (ENS)	Work Study
Mallin, Gregory (RNP)	Adjunct Faculty
Mattingly, Miranda (ENG)	Adjunct Faculty
Messina, Randall (DPS)	Police Officer
Miller, Benjamin (CPT)	Adjunct Faculty
Neuerburg, Sean (ENG)	Adjunct Faculty
Piotter, Stephanie (NAH)	Adjunct Faculty
Robinson, Bryce (ART)	Adjunct Faculty
Rozier, Brittany (ATH)	Assistant Coach - Softball
Rufkahr, Marilyn (EDU)	Adjunct Faculty
Schoenberger, Amy (RNP)	Adjunct Faculty
Sivia, Crystal (ENG)	Adjunct Faculty
Veal, Donald (EVS)	PB Environmental Services Associate
Walker, Bruce (MAT)	Adjunct Faculty
Weber, Matthew (ART)	Adjunct Faculty
White, Jermaine (SDV)	Work Study

Part-time Changes

Chen, Kevin (EVS)	FT to PB Environmental Services Associate
Edson, Brian (ACE)	Student Assistant to Work Study
Long, Wanda (MAT)	Professor to Emeritus Faculty
Sadler, Mary Ann (BIO)	Professor to Emeritus Faculty
Wright, Jane (FL)	Professor to Emeritus Faculty

Part-time Separations

Bowman, Jonathan (PHL)	Adjunct Faculty
Carter, Journee (ACE)	Student Assistant
Curry-Lipka, Alexandra (CD)	Childcare Worker
House, Galadriel (ENS)	Work Study
Kearns, Michael (GDS)	Adjunct Faculty
Kinsler, Lisa (CRJ)	Adjunct Faculty
Malott, Shawn (ENS)	Work Study
Meyerott, Andrew (ART)	Adjunct Faculty
Peck, Tracy (ACT)	Work Study
Ping, Sara (ADS)	Work Study
Viviano, Christine (OTA)	Adjunct Faculty

Willis, Mary Leavida (RNP).....Adjunct Faculty

Correction

Taylor Schaefer terminated in error.

Schaefer, Taylor (ENS)..... Work Study

The motion carried unanimously.

NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled on Monday, October 17, 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 Pundmann, the meeting adjourned at 8:15 p.m. The motion carried unanimously.