

**St. Charles Community College
Board of Trustees Public Meeting
Monday, December 5, 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; Pam Cilek, Secretary; Shirley Lohmar, Treasurer; 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 in attendance included staff members Michael Dunkus, Al Koehler, Susie Rubemeyer, Pat Haynes, and Amy Koehler; faculty members William Griffin, Alison Ouellette-Kirby, Michael Kuelker, and Aaron Proctor; student Olivia Dinwiddie; Mayor David Zucker, Dardenne Prairie; and public advocate/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

On a motion by Pundmann and a second by Mack, minutes of the October 17, 2016, regular Board meeting were accepted as presented. The motion carried unanimously.

On a motion by Cilek and a second by Lohmar, minutes of the November 5, 2016, Board Retreat were accepted as presented. The motion carried unanimously.

APPROVAL OF AGENDA

On a motion by Mack and a second by Cilek, the agenda was approved. The motion carried unanimously.

TREASURER'S REPORT - APPROVAL TO PAY BILLS

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$4,661,864; total investments \$17,000,000; tuition and fees received to date \$14,430,932; local taxes received to date \$312,351; state appropriations received to date \$3,835,629. 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 Cilek, the Board approved payment of bills from the Operating Fund in the amount of \$4,241,675. The motion carried unanimously.

STUDENT GOVERNMENT ASSOCIATION REPORT

Student Government Association (SGA) president Olivia Dinwiddie reported the following:

- The 4th Annual SCC Bonfire was held on October 28, 2016, with over 60 in attendance.
- Two new student organizations, the SCC Black Student Leadership Alliance (BSLA) and the Student Success Society (SSS), have recently been approved.
- The Student Veteran's Organization led Veteran's Week activities on campus from November 7 – 10, 2016, including a keynote speaker, roundtable discussion, film viewing, and silent march.
- Honorable Mentions:
 - Occupational Therapy Assistant (OTA) Club: T-shirt fundraiser raised \$300 to attend OTA conference.
 - Music Enrichment Club: Attending the Music Education Conference in January.
 - Film Club: Hosted 3rd episode of *SCC Speaks Freely: White Privilege*; began editing film for SCC Film Competition
 - Student Ambassadors: Raised \$1,500 on Disney Trivia event.
 - Phi Theta Kappa: Coordinated annual *Six Weeks of Giving* from October 17 – December 2, 2016.
 - Student Veteran's Organization: Coordinated drive to collect items for deployed soldiers.
 - Phi Theta Kappa and the Student Ambassadors donated funds to purchase materials and create fleece blankets for donation to Cardinal Glennon Children's Hospital.
- The SGA is currently brainstorming fundraising ideas and plan to "hit the ground running" in January.

FACULTY ASSOCIATION REPORT

Faculty Association president Aaron Proctor reported the following:

- *The Mid Rivers Review* will come out this week, and copies will be mailed to Board members.
- Thirteen students have registered to study in Dublin, Ireland, for a semester beginning January 16, 2017. We are thrilled that one of those students, Elijah First, won The Gilman Scholarship.
- Professor Virginia Guneyli is meeting with students to explain the process of earning the Diversity Certificate of Specialization. Approximately a dozen students have put forth their qualifications for consideration and are in the process of taking the steps necessary to have the certificate added to their transcripts. The certificate was approved by the Missouri Board of Higher Education in September, so by all indications this is a well-received opportunity for our students.
- In HON 103, Jo Mannies, from St. Louis Public Radio, visited SCC and spoke to a group of faculty, staff, and students.
- SCC sent a team of five Computer Science students to *GlobalHack 2016*, a 38-hour programming event held the weekend of October 21 – 23, 2016, at Chaifetz Arena on the campus of St. Louis University with the challenge of building a technology solution to help the homeless. Prize money was awarded to the top teams from various categories, including a category exclusively for colleges.
- St. Charles County Government recognized local efforts of St. Charles Community College, including work to celebrate the *Hour of Code* week. The recognition included appreciation for

SCC's offering of monthly free introductory workshops on computer programming at the Missouri Job Center in St. Charles County.

- Rich Christianson, Cheryl Eichenseer, Kyle Linden, and Josh Niemczyk attended the American Mathematical Association of Two Year Colleges (AMATYC) annual conference in Denver, CO, November 16 – 20, 2016.
- SCC Center Stage Theatre presented *Vanya and Sonia and Masha and Spike* November 16 – 20, 2016, with a total of 850 attendees. The production was directed by Lynne Snyder, with costume design by Deborah Phillips and set and lighting design by Lonna Wilke. The November 17 matinee was attended by 34 Bowling Green High School students as part of the Theatre Open House event.
- Vicky Herbel, Mitch Harden, Mandi Smith, and Sylvia Edgar provided Safe Zone Training to faculty and staff. Safe Zone trainings are opportunities to learn about gender and sexual LGBTQ identities and issues.
- Students in Dr. Monica Hall-Woods' BIO 151 course applied their knowledge of plants and pollinators by performing a scavenger hunt lab through the Butterfly House.
- Every semester in Dr. Monica Hall-Woods' BIO-151 course, students extract their own DNA and amplify a portion of a gene that codes for bitter taste. They test whether they are able to perceive bitter taste by tasting PTC, a bitter chemical. Students then match up their genetic information with their taste perception to understand inheritance pattern for this particular gene.
- Drs. Sophia Koziatek (chemistry) and Felicia Emery (microbiology) were invited to give a science talk/demonstration at Pamoja Preparatory Academy (St. Louis public school) for their Professional Speaker Series. They were asked to discuss the importance of chemistry and biology in everyday life, their journey to a Ph.D., and potential careers in science.
- Dr. Felicia Emery has been competitively selected to serve as a Faculty/Peer Mentor with the Federation of American Societies for Experimental Biology (FASEB). She is one of the only mentors teaching at a community college, a target area for FASEB. Emery will have the opportunity to attend academic conferences and interact with undergraduate/graduate students and postdoctoral fellows to serve as a peer and/or faculty member.
- Dr. Vi Rajagopalan presented at the *Careers in Psychology* event at the STLCC-Wildwood Campus. Highlights included an explanation of various specialties in the field and ways to apply the knowledge gained to roles in everyday life.

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/.

PUBLIC COMMENTS

Board President Ehlmann called for public comments. Comments were as follows:

Arnie C. "AC" Dienoff encouraged government entities in St. Charles County to opt in to the sales tax holiday in order to provide all possible funding for students of St. Charles Community College. Dienoff also commented that the bid for carpet replacement in the Humanities Building should have been awarded to a local company and noted his support for purchase of the current Nursing and Allied Health building in Dardenne Prairie, MO.

SABBATICAL REPORTS

Alison Ouellette-Kirby, Will Griffin, and Michael Kuelker presented summaries of their sabbatical leaves approved in January 2015 and taken for one semester during the 2015/16 academic year.

BOARD POLICIES AND PROCEDURES MANUAL UPDATE - Review

The Board reviewed the following policy revision recommendation:

P-444 Insurance Information for Students

Language in the policy has been updated to refer students to the federal government's health insurance website for information related to individual health insurance. Previously, the policy referred students to the Enrollment Services Office, where a limited number of brochures from insurance providers could be accessed. The government website offers more comprehensive information.

Action will be requested at the next regular meeting.

BOARD POLICIES AND PROCEDURES MANUAL UPDATE - Action

On a motion by Mack and a second by Cilek, the Board following policy was approved. The motion carried unanimously.

P-570 College Holidays

An amendment to Policy 570 includes the addition of one official college holiday: December 24. Historically, SCC has been closed on Christmas Eve; however, the day has not been listed as an official holiday within the Board of Trustees Policy Manual. SCC currently has 10 official holidays and one floating day. The national average, according to College and University Professional Association for Human Resources (CUPA), for college and university holidays is twelve days.

AWARD OF BIDS

Annual Renewal of Turnitin Software Services Subscription with Integration

On a motion by Lohmar and a second by Stodden, the Board granted an award to Turnitin. LLC, Oakland, CA, in the amount of \$19,039.25 for the annual renewal of Turnitin software services subscription and Integration with Canvas learning management system. The motion carried unanimously. *Funding Source: 2016/2017 Operating – Distance Online Learning*

Cisco Equipment for Network Operations

On a motion by Cilek and a second by Stodden, the Board granted an award to World Wide Technology, Inc., St. Louis, MO, in the amount of \$33,889.80 for the purchase of two Cisco Integrated Services Routers with hardware, software, and one-year SmartNet services to replace existing Cisco equipment used to connect the College's IP Telephony system to AT&T's public telephone network. The motion carried unanimously. *Funding Source: FY 2016/2017 Technology Fund*

Humanities Building Carpet Replacement

On a motion by Lohmar and a second by Stodden, the Board granted an award to Stephens Floor

Covering, St. Louis, MO, in the total amount of \$91,051.24 (\$82,773.85 plus a 10% contingency) for replacement of carpet in several classrooms and public corridors in the Humanities Building. The motion carried unanimously. *Funding Source: 2016/2017 Maintenance and Repair Plan (50% State Reimbursed)*

Next Generation Firewall Solution with Intrusion Prevention System and Content Control

On a motion by Pundmann and a second by Mack, the Board granted an award to Check Point Software Technologies, Inc., San Carlos, CA, in the amount of \$134,801.00 for hardware, software, installation, professional training, and warranty/service agreements to provide SCC with a secured network environment that supports faster internet connections scheduled in early 2017. The motion carried unanimously. *Funding Source: 2016/2017 Technology Fund*

Property, Liability, and Workers Compensation Insurance Renewal

On a motion by Stodden and a second by Cilek, the Board approved continuation of insurance coverage with the Missouri United School Insurance Council (MUSIC) program for 2017, including basic insurance coverage (property, earthquake, flood, general liability, school board/educators legal liability, automobile, worker's compensation, employer's liability), cyber/network security, and umbrella coverage for a total cost of \$556,300.00. The motion carried unanimously. *Funding Source: FY17 Operating Budget*

ACCT LEADERSHIP CONGRESS REPORT

Dr. Kavalier presented a summary of the 2016 ACCT Leadership Congress held October 5 – 8, 2016, in New Orleans, LA.

OTHER

Mayor David Zucker of Dardenne Prairie, MO, expressed his support for SCC's purchase of the current Nursing and Allied Health Building at One Academy Place in Dardenne Prairie and noted that he looks forward to working with the institution.

CLOSED SESSION

On a motion by Pundmann and a second by Cilek, the Board voted to adjourn into Closed Session pursuant to 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 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; and RSMo 610.021.9 for discussion of preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

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.

Full-time Separations

Alford, Karen (ENS)..... International Student Support Specialist (retiring)
 Boschert, Joshua (EVS) Environmental Services Associate
 Dettmer, Eric (ACE) Learning Specialist
 Gonzalez, Rebecca (DWP) Office Assistant
 Snyder, James (NET) Security Systems Architect

Part-time New and Replacement Hires

Bene, Molly (CMM) Adjunct Faculty
 Davis, Luke (AHS) Student Assistant
 Eberhardt, Pat (CED) PB Continuing Education Instructor II
 Ferrari, Vicki (LRC) Library Assistant
 Hamdan, Maha (CD)..... Child Development Associate
 Lawson, Amanda (EVS) PB Environmental Services Associate
 Lokke, Marissa (STAV)..... Work Study
 Maddock, James (EVS) PB Environmental Services Associate
 Merz, Bonnie (WFD) PB Contract Trainer I
 Mullen, Robert (ART) Adjunct Faculty
 Nevenner, Sarah (CD)..... Child Development Associate
 Oppong, Cecilia (EVS) PB Environmental Services Associate
 Poage, Bridgette (DPS)..... Police Dispatcher
 Porter, Jacob (STAV)..... Work Study
 Stevenson, Derick (EVS) PB Environmental Services Associate
 Swain, Nina (CED) PB Continuing Education Instructor II
 Wellman, Toni (CD) Child Development Associate
 Woodward, Sherry (AEL)..... PB AEL Instructor

Part-time Separations

Alberty, Donald (ATH)..... Head Coach – Men’s Soccer
 Alverson, Sarajane (ENG) Adjunct Faculty
 Boxerman, Larry (HIS) Adjunct Faculty
 Carver, Andrew (ENG) Adjunct Faculty
 Corbin, Gary (BIO)..... Adjunct Faculty
 Davenport, Sara Jo (AEL)..... PB AEL Instructor
 Emig, Brandon (DPS) Public Safety Officer/Police Dispatcher
 Franke, Amanda (ENG) Adjunct Faculty
 Heaton, Tracy (AEL) PB AEL Instructor
 Heter, Joshua (PHL)..... Adjunct Faculty
 Holmes, Raymond (ENG)..... Adjunct Faculty
 Intihar, Pyra (ENG)..... Adjunct Faculty
 Jensen, Kurt (BIO) Adjunct Faculty
 Kappauff, Daron (ENG)..... Adjunct Faculty
 Kiser, Brenna (ENG) Adjunct Faculty
 Lawson, Amanda (EVS) PB Environmental Services Associate
 Matusiak, Daniel (BIO) Adjunct Faculty
 Meyer, Monica (ART) Adjunct Faculty
 Nasi, Natalie (CD) Child Development Associate

Olds, Devin (ACE).....	Student Assistant
Roddy, Joyce (AEL)	PB AEL Substitute Instructor
Ross, Bradley (ENG)	Adjunct Faculty
Schaefer, Taylor (STAV).....	Work Study
Shivers, Meredith (ESL)	Adjunct Faculty
Smith, Ryan (ENG).....	Adjunct Faculty
Southerly, Kaitlin (ENG).....	Adjunct Faculty
Stewart, Amanda (ENG).....	Adjunct Faculty
Tyler, Joshua (ATH)	Head Coach – Women’s Soccer
Waitman, Grace (ENG)	Adjunct Faculty
Wesley, Ursula (ACE)	Learning Specialist
Whetsell, Loren (HIS).....	Adjunct Faculty
Zlotopolski, Catherine (ENG).....	Adjunct Faculty

PURCHASE AND SALE AGREEMENT

On a motion by Mack and a second by Pundmann, the Board approved the execution of a Purchase and Sale Agreement related to purchase of property at One Academy Place in Dardenne Prairie, MO, and authorized Dr. Barbara Kavalier to represent the interests of the institution on documents related to the agreement. The motion carried unanimously.

NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled on Monday, January 23, 2017, at 5:30 p.m. in the Board Room (Social Sciences Building Room 2102).

ADJOURNMENT

On a motion by Lohmar and a second by Cilek, the meeting adjourned at 7:47 p.m. The motion carried unanimously.