

**St. Charles Community College
Board of Trustees Public Meeting
Monday, July 17, 2017**

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; Pamela Cilek, secretary; Shirley Lohmar, treasurer; Rose Mack, trustee; and Mary Stodden, trustee. Also present were Dr. Barbara Kavalier, college president; Donna Davis, vice president for human resources; Heather McDorman, vice president for marketing and student life; Kasey McKee, vice president for college advancement and planning; Chad Shepherd, chief information officer; and Julie Parcel, executive assistant.

The audience included staff members Amy Koehler, Chris Romer, Bob Ronkoski, Susie Rubemeyer, and Eric Weidinger.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: REGULAR MEETING OF JUNE 26, 2017

On a motion by Cilek and a second by Mack, minutes of the June 26, 2017, regular Board meeting were accepted as presented. The motion carried unanimously.

APPROVAL OF AMENDED AGENDA

On a motion by Lohmar and a second by Mack, the amended agenda was approved. *The agenda was amended on July 17, 2017, with the addition of Agenda Item #12: "Memorandum of Understanding – Action."* The motion carried unanimously.

TREASURER'S REPORT AND APPROVAL TO PAY BILLS

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$5,172,673; total investments \$16,275,000; tuition and fees received to date \$7,663,492; local taxes received to date \$196,510. State appropriations for the current reporting period have yet to be allocated. On a motion by Cilek and a second by Stodden, 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 \$1,994,060. The motion carried unanimously.

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

President Ehlmann called for public comments. No comments were presented.

BOARD POLICIES AND PROCEDURES MANUAL REVISION

P-417.3.3 Military Veterans and Eligible Dependents Using VA Benefits

On a motion by Pundmann and a second by Mack, the Board approved revision of *P-417.3.3 Military Veterans and Eligible Dependents Using VA Benefits*. The policy, a subsection of *P-417 Tuition, Fees, and Refunds for Credit Classes*, has been expanded to comply with requirements of Public Law 114-315, known as the Jeff Miller and Richard Blumenthal Veterans Health Care and Benefits Improvement Act of 2016, Section 417, to charge in-state tuition rates for military veterans who meet certain criteria. The motion carried unanimously.

AWARD OF BIDS

Annual Subscription for Lumens Software

On a motion by Cilek and a second by Lohmar, the Board granted an award to Augusoft, Inc., Minneapolis, MN, in the amount of \$17,305.60 for annual renewal of Lumens EXEC course management software services for use in the Corporate & Community Development division to provide students with on-line accessibility for non-credit course registration. The motion carried unanimously. *Funding Source: Corporate and Community Development Operating Fund 2017/2018*

CLOSED SESSION

On a motion by Cilek and a second by Lohmar, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021 Section 2 for discussion of 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; Section 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 Section 9 for the purpose of discussing 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.

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

PERSONNEL RECOMMENDATIONS

On a motion by Mack and a second by Stodden, the Board approved personnel recommendations. The motion carried unanimously. Approved personnel changes are as follows:

Full-time New and Replacement Hires

Bohnenkemper, Jason (NET)Systems Architect

Full-time Changes

Freund, Jennifer (CD)Child Development Associate to
Lead Teacher

Hahn Schnipper, Jennifer (CAR)Career Counselor to
Career Services Manager

Hogan, Nick (MKT) Full-time Marketing Web Designer to
Part-time Marketing Web Designer

Schmutz, Abby (OTA) Adjunct Faculty to
One-Year Fixed-Term Appointment, Assistant Professor

Full-Time Separations

Christie, Patricia (EVS)..... Environmental Services Associate (retiring)

Woods, Francie (OTA)..... Professor (retiring)

Part-Time New and Replacement Hires

Cortes-Meneses, Edgar (ENS) Student Assistant

Kemp, Oscar (DPS) Police Officer

Novak, Susan (MAT) Adjunct Faculty

Pulley, Steven (EVS) Environmental Services Associate

Tompkins, Cassondra (STAV)Work Study

Underwood, Sarah (DSS)..... Disability Support Services Assistant

Part-Time Changes

Edson, Brian (ACE)..... Work Study to
Educational Aide

Part-Time Separations

Anderson, Mia (STAV)Work Study

Belfi, Sandy (ENS) Office Assistant

Borger, Terri (ADS/ENS) Accounting Specialist
Bowling, George (ECO).....Adjunct Faculty (deceased)
Lamkie, Wanda (ENS)..... Office Assistant
Lammers, Deborah (DPS)..... Police Dispatcher
Samson, Donna (ENS) Office Assistant

PRESIDENT’S CONTRACT

On a motion by Mack and a second by Cilek, the Board approved the College President’s employment agreement. The motion carried unanimously.

MEMORANDUM OF UNDERSTANDING

On a motion by Lohmar and a second by Stodden, the Board approved a Memorandum of Understanding for adjunct faculty. The motion carried unanimously.

OTHER

A Board of Trustees planning retreat was scheduled on Saturday, August 26, 2017, from 9:00 a.m. to 2:00 p.m. with the location to be determined.

NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled on Monday, August 21, 2017, at 5:30 p.m. at One Academy Place, Dardenne Prairie, MO 63368.

ADJOURNMENT

On a motion by Cilek and a second by Stodden, the meeting adjourned at 6:48 p.m. The motion carried unanimously.