

**St. Charles Community College  
Board of Trustees Public Meeting  
Monday, May 21, 2018  
Daniel J. Conoyer Social Sciences Building  
Room 2102**

**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 Cilek. The following members of the Board of Trustees were present: Pamela Cilek, President; Shirley Lohmar, Vice President; Mary Stodden, Secretary; Rose Mack, Treasurer; Jean Ehlmann, Trustee; and William Pundmann, Trustee. Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic Affairs and Enrollment Management; Donna Davis, Vice President for Human Resources; Heather McDorman, Vice President for Marketing and Student Life; Todd Galbierz, Vice President for Administrative Services; Chad Shepherd, Chief Information Officer; and Julie Parcel, Executive Assistant.

Audience members included staff members Jeff Drake, Mike Dunkus, Bob Ronkoski, and Susie Rubemeyer; faculty members Joe Baumann and Cheryl Eichenseer; and community members Arnie C. "AC" Dienoff and Sherry Espinoza.

**PLEDGE OF ALLEGIANCE**

Board President Cilek invited Dr. John Bookstaver to lead the Board, staff, and audience in the Pledge of Allegiance.

**ACCEPTANCE OF MINUTES**

On a motion by Ehlmann and a second by Stodden, minutes of the April 23, 2018, regular Board meeting were accepted as presented. The motion carried unanimously.

**APPROVAL OF AGENDA**

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

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

Treasurer Mack presented the Treasurer's Report. Cash in bank \$4,225,266; total investments

\$21,825,000; tuition and fees received to date \$16,617,405; local taxes received to date \$18,160,085; state appropriations received to date \$7,852,750. On a motion by Lohmar and a second by Pundmann, 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 \$2,172,351. The motion carried unanimously.

## **PUBLIC COMMENTS**

Board President Cilek called for public comments.

Arnie C. "AC" Dienoff announced that the Missouri legislature had restored funding for higher education; recommended that the institution not raise tuition and provide salary increases for employees to cover increased health insurance costs; recommended additional security (metal detectors and security checkpoints) for Board of Trustees meetings; cited the Americans with Disabilities Act in a request for public captioning at Board of Trustees meetings; and expressed displeasure in a request from campus law enforcement officers to refrain from walking around the room during Board of Trustees meetings.

No additional comments were heard.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier presented the following highlights of recent activities:

- St. Charles Community College celebrated the dedication of its Center for Healthy Living on the Dardenne Creek Campus on May 2, 2018, with a ribbon cutting, refreshments, self-guided tours, and speakers.
- The annual SCC Student Awards Banquet was held on May 3, 2018, at Whitmoor Country Club, with nearly 60 students honored with departmental and club leadership awards.
- The annual pinning ceremony for SCC's Associate Degree Nursing graduates was held on May 9, 2018, with 59 students taking part in the ceremony.
- Medals were presented to SCC's graduating military veterans and service members at a ceremony held on May 7, 2018. The ceremony was held before the May 12 commencement ceremony so that medals could be included on graduation attire.
- Approximately 120 employers participated in SCC's annual job fair, held on May 4, 2018. In addition to job connections for SCC students and members of the community, the fair offered free business profile portrait sessions, resume critiquing, and job coaching services.
- Steven Thomas, 2001 graduate, has been presented with SCC's 2018 Distinguished Alumni Award. Thomas is a decorated military veteran of the United States Navy and director of advanced systems and manager of business development for Ball Aerospace and Technologies.
- On April 18-21, 2018, SCC sent a group of faculty, staff, and students to the 100-year celebration of Phi Theta Kappa at their conference in Kansas City, MO. SCC's chapter has been internationally recognized as a 5-Star Chapter and a Reach Rewards Chapter.

- Over two days in late April, a group of SCC administrators and faculty members gathered off campus to review college priorities and plan for the next fiscal year at the annual Planning and Budget Retreat.
- SCC has achieved recognition as a 2017 Tree Campus USA by the Arbor Day Foundation.
- Who's Who Diversity in Color released its fourth addition on May 3, 2018, and Dr. Kavalier was among 12 area college presidents and chancellors to be included in the issue as a Higher Education Diversity Champion.
- SCC and the University of Central Missouri (UCM) signed an articulation agreement in April to provide clear pathways for students to transfer to a variety of Bachelor of Science programs.
- SCC's Department of Public Safety received \$6,500 worth of equipment in return for assisting Belluscura with creation of a training video about Belluscura Evacuation Slydes, which aid in evacuating the disabled or injured.

## FACULTY ASSOCIATION REPORT

Faculty Association President Cheryl Eichenseer introduced Joe Baumann, incoming president. Baumann presented the following highlights of recent faculty activities:

- On February 26-27, Bryonie Carter (Assistant Professor of English and Service Learning Coordinator) attended a summit in Columbia, MO, where she joined Dr. Mary Leuci, Director of Missouri Campus Compact, and service-learning and civic engagement colleagues from two-year and four-year institutions across the state of Missouri. During the summit, the group discussed the future of MOCC, as well as future collaboration between service-learning and civic engagement programs locally, state-wide, and nationally. Additionally, Bryonie and Vicky Herbel (Professor of Sociology) attended the National Campus Compact Conference in Indianapolis, IN, from March 25-28. Along with Kelley Pfeiffer (Service Learning Coordinator and Director of Student Life), they attended sessions related to service-learning and civic engagement. They also presented a poster session on SCC's Service Learning Program, highlighting SCC's service-learning course offerings, academic incentives, and information about the semiannual Day of Service event.
- For the third year, Chris Peleshenko (Music Adjunct – Classical Guitar), won the 2017 Motivator Award from Childbloom Guitar Company for his high quality instruction and engagement with students.
- On March 21, the Music Department hosted Dr. Duggan, guest clinician from Central Methodist University, who facilitated a successful and educational Voice Masterclass with several SCC voice students.
- Jon Garrett (Music Pianist and Adjunct – Voice), performed the lead role of Tom Rakewell in SIUE's Opera Theatre production of Stravinsky's *The Rake's Progress*.
- SCC's Chamber Choir, directed by Becky Thorn, performed on March 22 for Wright City High School/Timberland High School; on April 8 for Phi Theta Kappa; on April 13 for Park Place Senior Living; and on April 20 for Francis Howell High School.
- Students in Monica Hall-Woods' BIO 151 Lab volunteered during lab time to clean and prepare the facilities at TREE House of Greater St. Louis for their annual fundraising event.
- The African American Faculty and Staff Association of St. Charles County, Inc. (AAFSA) partnered with Gettemeier's (St. Peters and Florissant locations) to hold fundraisers in February

and April and hosted a trivia night in April. More than \$1,000 (net) was raised, equating to four scholarships.

- The SCC art department hosted the Spring 2018 Juried Art Exhibit in April. Andrew Brandmeyer, guest juror, artist, and educator, selected the best pieces of artwork produced by SCC students during the 2017-18 academic year. Students enrolled in an SCC art course were required to submit one piece per class to learn about the process of properly preparing work for an art exhibit. Winners were chosen from each category which included Painting, Drawing, Ceramics, Photography, Sculpture, 2D Design, 3D Design, Printmaking and Graphic Design. The current pieces of artwork in the SCC Board Room are selections from that exhibit, chosen by full time SCC art faculty.
- In early May, the English Department welcomed Dr. Jocelyn Cullity, Assistant Professor of English and Director of the BFA in Creative Writing program at Truman State University. She met with over 60 students to discuss writing historical fiction, the publishing industry, and the writing process; after which she gave a reading from her novel *Amah and the Silk-Winged Pigeons*, which has been shortlisted for the Eric Hoffer Prize.

## **PRELIMINARY BUDGET FOR FISCAL YEAR 2019**

Vice President Galbierz presented the preliminary budget for Fiscal Year 2019. The final budget will be presented with action requested at the regular meeting in June.

## **BOARD POLICY REVIEW - TABLE OF CONTENTS**

Dr. Barbara Kavalier presented preliminary work on restructure and comprehensive review of the Board Policies and Procedures Manual.

## **CAMPUS SAFETY AND SECURITY PLAN**

SCC's Director of Public Safety/Chief of Police Bob Ronkoski presented the following highlights from the Department of Public Safety:

- A recent student survey related to campus safety indicated that students feel very safe on the SCC campus.
- The SCC Department of Public Safety provides:
  - building and parking lot safety services
  - motorist assist services
  - safety training for employees
  - safety presentations for international and new students
  - active shooter training for internal departments and outside professional groups
  - production, update, and distribution of *Quick Reference Guide to Campus Safety and Emergency Response* in offices, classrooms, and public areas
  - CPR/AED and first aid training and certification

- St. Charles Community College has been certified by the St. Charles County Department of Health as a Point of Dispensing site in case of emergency.

**ADJOURN TO CLOSED SESSION**

On a motion by Pundmann and a second by Ehlmann, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021 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; 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; and Section 18 for the purpose of discussing operational guidelines, policies, and specific response plans developed, adopted, or maintained by any public agency responsible for law enforcement, public safety, first response, or public health for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger individual or public safety or health.

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 Pundmann 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: Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden. The Board reconvened into Open Session.

**PERSONNEL RECOMMENDATIONS**

On a motion by Ehlmann 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***

Rougly, Benjamin (DPS)..... Police Officer  
 Stanley, John Ryan (MAC) .....Graphic Designer  
 Wang, Dayu (CPT).....Instructor, Computer Science

***Full-time Changes***

Vorachek-Warren, Mara.....Interim Dean – Arts, Humanities, and Social Sciences to  
 Dean – Arts, Humanities, and Social Sciences  
 Harper, Gabe (POL) ..... One-Semester Fixed-Term Appointment, Instructor to  
 Instructor, Political Science

***Full-Time Separations***

Edgar, Sylvia (HRS) .....Chief Diversity Officer/Title IX Coordinator  
 Lindstrom, Joyce (MSB)..... Professor (Retiring)  
 Moulton, Rhonda (EVS)..... Environmental Services Associate

Arman, Elizabeta (EVS)..... Environmental Services Associate  
 Lindsey, Lewis (TEC) ..... Computer Specialist  
 Pohl, Eric (NET).....Security Systems Architect  
 Roth, Todd (DPS)..... Police Officer  
 Sadri, Nahid (CDC).....Assistant Teacher

***Part-Time New and Replacement Hires***

Muehlbauer, Kirsten (CCD) ..... PB Project Support Assistant  
 Wilson, Evan (ACE) ..... Student Assistant  
 Gevers, Lindsey (CCD) .....PB Continuing Education Instructor II  
 Heuermann, Madison (CCD) ..... PB Summer Camp Assistant  
 Hohl, Dennis (WFD).....PB Contract Trainer II  
 Houdei, Amber (CCD) .....PB Continuing Education Instructor II  
 Locke, Justin (CCD) ..... PB Summer Camp Assistant  
 Salmo, Anna (CCD) ..... PB Summer Camp Assistant

***Part-Time Separations***

Kelsay, Sarah (CED) ..... PB Project Support Assistant  
 Kinder, Rebecca (ADS)..... Student Assistant  
 Haselman, Olivia (ACE)..... Student Assistant  
 Obrecht, Roger (ATH).....Assistant Coach - Softball  
 Birk, Marcia (CC) .....Part-time Faculty  
 Bolejack, Nicolas (ACE).....Work Study  
 Brakensiek, Kelsey (ACE)..... Student Assistant  
 Grapes, Philip (ACE) ..... Student Assistant  
 Houghton, Allison (ACE)..... Student Assistant  
 Vest, Alaina (ACE)..... Student Assistant

**ADDENDUM TO MEMORANDUM OF UNDERSTANDING FOR FULL-TIME FACULTY**

On a motion by Pundmann and a second by Stodden, the Board approved an addendum to the full-time faculty Memorandum of Understanding (2014 – 2020). The motion carried unanimously.

**OTHER**

No other topics were discussed.

**ADJOURNMENT**

On a motion by Mack and a second by Lohmar, the meeting adjourned at 8:20 p.m. The motion carried unanimously.