

**St. Charles Community College
Board of Trustees Public Meeting
Monday, June 18, 2018
Daniel J. Conoyer Social Sciences Building (SSB) 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; and Jean Ehlmann, Trustee. Trustees Mack and Pundmann were not in attendance. Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic Affairs and Enrollment Management; 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 student Drew Bowdish; former student Kaleigh Oliver; staff members Jeffrey Brouk, Jeff Drake, Mike Dunkus, Chris Hubbard Jackson, Rob Jones, Chris Romer, Bob Ronkoski, Susie Rubemeyer, and Sharon Schreiber; and county resident Arnie C. "AC" Dienoff.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES

On a motion by Ehlmann and a second by Lohmar, minutes of the May 21, 2018, regular Board meeting were accepted as presented. The motion carried unanimously.

APPROVAL OF AGENDA

On a motion by Ehlmann and a second by Lohmar, the agenda was amended to place action on personnel recommendations (Agenda Item 14) before closed session. The motion carried unanimously.

TREASURER'S REPORT AND APPROVAL TO PAY BILLS

Vice President Lohmar presented the Treasurer's Report. Cash in bank \$4,003,778; total investments \$20,325,000; tuition and fees received to date \$16,619,675; local taxes received to date \$18,160,085; state appropriations received to date \$8,554,499. On a motion by Stodden and a second by Ehlmann, the Treasurer's Report was accepted. The motion carried unanimously.

On a motion by Ehlmann and a second by Stodden, the Board approved payment of bills from the Operating Fund in the amount of \$1,987,401. The motion carried unanimously.

PUBLIC COMMENTS

Board President Cilek called for public comments.

Arnie Dienoff expressed frustration regarding a public information request submitted earlier that day which had not yet been satisfied, questioned whether bid and contract awards were with local companies, advised the institution to “cut the fat” on the FY19 budget, and recommended elimination of trustee travel for participation in state and national conferences.

STUDENT GOVERNMENT ASSOCIATION REPORT

Kaleigh Oliver, former president of the Student Government Association, introduced incoming president Drew Bowdish, who spoke briefly. Trustees congratulated Mr. Bowdish and expressed appreciation to Ms. Oliver for her work in the 2017/2018 academic year.

REPORT OF THE COLLEGE PRESIDENT

Dr. Barbara Kavalier presented highlights of the institution’s most recent accomplishments.

MCCA TRUSTEE AND EXECUTIVE LEADERSHIP CONFERENCE REPORT

Dr. Barbara Kavalier report highlights of the MCCA Trustee and Executive Leadership Conference, held May 23-25, 2018, at Lake Ozark, MO.

FISCAL YEAR 2019 BUDGET

On a motion by Lohmar and a second by Ehlmann, the Board approved the following budget amounts for fiscal year 2019: General Fund: \$40,273,000; Corporate and Community Development Fund: \$2,227,619; Capital Projects Fund: \$1,575,945; Restricted Fund: \$5,744,336; Unrestricted Fund: \$878,528; Auxiliary Enterprises Fund: \$4,146,863; Technology Fund: \$1,518,756; and Plant Fund: \$236,126; for a total budget of \$56,601,173. The motion carried unanimously.

BIDS AND CONTRACTS

Annual Software Subscription Renewal for Augusoft Lumens Software

On a motion by Stodden and a second by Ehlmann, the Board approved an award to Augusoft, Inc., Minneapolis, MN, in the amount of \$17,997.82 to renew the annual subscription for Lumens EXEC software service, which provides the software and support needed for operation of the non-credit course management system. The motion carried unanimously. *Funding Source: Corporate and Community Development Operating Fund FY 2018/2019*

Cisco SMARTnet for Network Computing

On a motion by Ehlmann and a second by Stodden, the Board approved an award to World Wide Technology, St. Louis, MO, in the amount of \$60,242.03 for Cisco SMARTnet and software support services required for the College's administrative network and IP telephone system. The motion carried unanimously. *Funding Source: Network Computing Operating Fund FY 2018/2019*

Contract for Legal Services

On a motion by Stodden and a second by Lohmar, the Board approved award of a contract for legal services to Lewis Rice, LLC, St. Louis, MO, for a period of one year, with the option to renew upon mutual agreement. The services will supplement general legal services provided by Tueth, Keeney, Cooper, Mohan & Jackstadt. The motion carried unanimously. *Funding Source: Operating Budget President's Office and Board of Trustees*

Contract for Printing of Continuing Education Schedules and Related Mail Services

On a motion by Lohmar and a second by Ehlmann, the Board approved award of a contract to Tribune Publishing Company, Columbia, MO, in an estimated annual amount of \$62,281.87 for a period of one year, with the option to renew for three additional one-year periods, for Continuing Education schedule printing and related mail services. The motion carried unanimously. *Funding Source: Corporate and Community Development Operating Fund FY 2018/2019*

Ellucian Colleague Software Licenses and Maintenance

On a motion by Stodden and a second by Lohmar, the Board approved renewal of software maintenance and licensing agreements for the institution's main computer system for all academic and administrative functions through Ellucian Company, LP, Fairfax, VA, for a period of five years, to be paid annually, in a total amount (over the five-year period) of \$1,702,762.00. The motion carried unanimously. *Funding Source: Administrative Computing Operating Fund*

Enterprise Video Platform and Content Management System

On a motion by Stodden and a second by Stodden, the Board awarded a contract to Yuja Corporation, San Jose, CA, for a total amount of \$38,475.00 (\$12,825.00 annually) for a period of three years, with the option to renew, to purchase subscription services and training for an enterprise video platform and content management system to be used by faculty, staff, and students to upload, convert, store, archive, share, and play video. The motion carried unanimously. *Funding Source: Distance Learning Operating Fund FY 2017/2018 and FY 2018/2019*

Intercollegiate Athletics Insurance

On a motion by Lohmar and a second by Ehlmann, the Board approved renewal of contracts with Mutual of Omaha, through Ascension Benefits & Insurance Solutions, for a total amount of \$25,711.00,

to be effective August 1, 2018, for intercollegiate athletics injury insurance for the women’s softball, men’s baseball, men’s soccer, and women’s soccer teams. The motion carried unanimously. *Funding Source: Athletics Department Operating Fund FY 2018/2019*

Lawn Care Services Contract

On a motion by Stodden and a second by Ehlmann, the Board approved award of a contract to Green RX, LLC, Cottleville, MO, in an estimated amount of \$103,000.00 for mowing and edging of grounds at the main campus and Dardenne Creek campus for the remainder of the current growing/cutting season. The motion carried unanimously. *Funding Source: Grounds Department Operating Fund*

Purchase of Janitorial Supplies

On a motion by Lohmar and a second by Stodden, the Board approved award of one-year contracts, with the option to renew for four additional one-year periods, in an estimated amount of \$441,909.63 (over the five-year period) to the following vendors, with no guaranteed amount going to any one vendor: \$45,460.00 to Buckeye Cleaning Center, Maryland Heights, MO; \$286,970.46 to Industrial Soap, St. Louis, MO; and \$109,479.18 to Veritiv, Fenton, MO. The motion carried unanimously. *Funding Source: Environmental Services Operating Fund*

HIGHER LEARNING COMMISSION INTERIM REPORTS

Dr. Kavalier reported that interim reports on (1) Development, Implementation, and Assessment of the Institutional Diversity Plan; and (2) Full Implementation of the Institutional Effectiveness Plan were submitted to the Higher Learning Commission in advance of the June 30, 2018, deadline. She shared her appreciation of the good efforts of Dr. Chris Hubbard Jackson, Ms. Donna Davis, and Professor David Cirillo.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Humphreys, Micah (AGR)Associate Professor

Full-time Changes

Ginn, Thomas (EVS)..... Environmental Services Floor Care Associate to
Environmental Services Associate

Knight, Laura (ATH)Career Explorations Program Coordinator to
Administrative Secretary

Thornton, Dawn (STU)Career Explorations Program Manager to
Manager of Conference Services

Full-Time Separations

Murphy-Smith, Davida (LPN)Assistant Professor
 Poninski, Tim (MTN).....Maintenance Assistant
 Ulrich, Carl (NECC)..... Vocational Instructor
 Witt, Helen (ATH)..... Administrative Secretary (Retiring)

Part-Time New and Replacement Hires

Cooper, Edwina (AHS) Adjunct Faculty
 Gelz, Kyle (AHS)..... Adjunct Faculty
 Johnson, Tracy (EVS) Environmental Services Associate
 Nicholson, Margaret (CED)PB Continuing Education Instructor II
 Odia, Raissa (IRE)..... Student Assistant
 Owen, Anne (AEL) PB AEL Instructor
 Salmo, Andrew (CCD)..... PB Summer Camp Assistant
 Snyder, Everett (ACE) Student Assistant
 Snyder, Zachary (TEC) Student Assistant
 Wies, MaryLouise (OTA) Adjunct Faculty
 Wilson, Evan (ACE) Student Assistant

Part-Time Changes

Roth, Todd (DPS)..... Full-time Police Officer to Part-time Police Officer
(This is an update. Employee was listed on May recommendations as a full-time separation.)

Part-Time Separations

Day, Carisa (SCI) Student Assistant
 Porter, Jacob (STAV).....Work Study
 Koehler, Nicholas (DPS)..... Police Dispatcher
 Schlag, Michael (TEC) Student Assistant
 Smith, Adam (TEC) Help Desk Analyst
 Swarnkar, Rishika (TEC)..... Student Assistant

Faculty Annual Appointments for Academic Year 2018/19

Arcelona, Kim (MDA) Nursing and Allied Health
 Brand, Lindsay (ENG)Arts, Humanities & Social Sciences
 Eller, Mark (PHE) Math, Science, Business, Computer Science & Physical Education
 Emery, Felica (BIO).....Math, Science, Business, Computer Science & Physical Education
 Haridas, Seema (BIO)Math, Science, Business, Computer Science & Physical Education
 Humbert, Sarah (LPN) Nursing and Allied Health
 Jagmohan, Swarup (CPT)Math, Science, Business, Computer Science & Physical Education
 Koziatek, Sophia (CHM).....Math, Science, Business, Computer Science & Physical Education
 Lager, Patricia (BIO)Math, Science, Business, Computer Science & Physical Education
 Martin, James (MUS) Arts, Humanities & Social Sciences
 Morris, Katy (NUR) Nursing and Allied Health
 Pinaire, Nicole (BIO)Math, Science, Business, Computer Science & Physical Education
 Radle, Jackie (MAT).....Math, Science, Business, Computer Science & Physical Education
 Schoenberger, Amy (LPN) Nursing and Allied Health

Schultze, Debbie (HIM)	Nursing and Allied Health
Steffen, Emily (NPN).....	Nursing and Allied Health
Taquierdin, Ranya (BIO)	Math, Science, Business, Computer Science & Physical Education
Thorn, Becky (MUS)	Arts, Humanities & Social Sciences
Turner, Amanda (NUR)	Nursing and Allied Health
Veit, Amy (HIM).....	Nursing and Allied Health
Ward, Jenny (NUR).....	Nursing and Allied Health

CLOSED SESSION

On a motion by Ehlmann and a second by Stodden, 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. A roll call vote was taken and the following “AYE” votes were cast: Cilek, Ehlmann, Lohmar, and Stodden. The Board adjourned into closed session. Following adjournment, Lohmar left the meeting; therefore, no closed session was held due to lack of a quorum. The subgroup called a recess.

OTHER

No other business was discussed.

ADJOURNMENT

On a motion by Ehlmann and a second by Stodden, the meeting adjourned at 7:10 p.m. The motion carried unanimously.