

**St. Charles Community College  
Board of Trustees Public Meeting  
August 20, 2018  
5:30 p.m.  
Daniel J. Conoyer Social Sciences Building  
Room 2102 (Board Room)**

**M I N U T E S**

**CALL TO ORDER AND INTRODUCTION OF GUESTS**

The meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Cilek. A quorum was present with the following members in attendance: Pamela Cilek, President; Shirley Lohmar, Vice President; Rose Mack, Treasurer; Mary Stodden, Secretary; 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 Tim Brix, Mike Dunkus, Lt. Jeff Drake, Robert Jones, Ben Munson, Bob Ronkoski, and Sharon Schreiber; and community member Arnie C. "AC" Dienoff, who announced that his self-introduction was given under protest.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF MINUTES**

On a motion by Mack, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, minutes of the July 23, 2018, Board of Trustees regular meeting were accepted as presented.

**APPROVAL OF AGENDA**

On a motion by Ehlmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

## **TREASURER'S REPORT**

Treasurer Mack presented the Treasurer's Report. Cash in bank \$5,150,441; total investments \$19,555,000; tuition and fees received to date \$9,037,905; local taxes received to date \$132,269; state appropriations received to date \$1,422,282. On a motion by Pundmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Treasurer's Report was accepted.

## **APPROVAL FOR PAYMENT OF BILLS**

On a motion by Pundmann, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,433,190.

## **PUBLIC COMMENTS**

Board President Cilek called for public comments. Community member Arnie C. "AC" Dienoff expressed disagreement with Board policy revisions set for action at the meeting, including continuation of the three minute time limit for public comments and failure to publish the identity of the custodian of records. Further comments included concerns related to the Board's invitation for guests to introduce themselves.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier presented highlights of the institution's most recent accomplishments as documented in the monthly newsletter.

## **ESTABLISH DATE FOR PUBLIC HEARING ON TAX LEVY**

On a motion by Mack, a second by Pundmann, and a unanimous "AYE" vote to carry the motion, a Public Hearing on the College's property tax rates for operating and debt service purposes, as required by law, was set for Monday, September 24, 2018, at 6:00 p.m. as part of the Board of Trustees meeting.

## **INVENTORY ADJUSTMENT JUNE 2017 THROUGH JUNE 2018**

The inventory of SCC's fixed assets is updated monthly to remove assets that are damaged, obsolete, removed from service to be used as parts, donated, stolen, returned to the vendor, retagged with a new asset ID number, sold in surplus sales, or offered as trade-ins for other equipment. On a motion by Lohmar, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved removal of the aforementioned inventoried items in the original acquisition amount of \$530,836.24 from the College's inventory records.

## **COLLEGE BRANDING PROJECT REPORT**

Ben Munson, director of marketing and communications, presented a new logo, colors, and taglines for the institution. He expressed appreciation for the staff, faculty, students, and members of the community who participated in a 2017 branding workshop to provide general ideas for the new brand; campus committees and other groups who provided feedback on details; and the Board of Trustees, who provided support and feedback throughout the project.

## **BOARD POLICIES MANUAL REVISIONS**

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved revisions to the following policies: Article II: Governance (formerly P-100 Organization and Administration) Article II.01 *Board of Trustees Meetings*; Article II.02 *Release of Records*; Article II.03 *Conflicts of Interest*; and Article II.04 *Elections to Board Positions*. The revisions eliminate the comingling of policies and procedures and move procedures to a separate manual.

## **BIENNIAL APPROVAL OF CONFLICTS OF INTEREST POLICY**

On a motion by Pundmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board adopted a resolution for the institution’s Conflicts of Interest policy. The biennial adoption is required by state law, and a certified copy of the resolution will be submitted to the Missouri Ethics Commission within ten days of adoption.

## **BIDS AND CONTRACTS**

### ***Contract for On-Site Certified Athletic Trainer Services***

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Athleticare Sports Health Foundation, Inc., St. Louis, MO, for a period of one year, with an option to renew for three additional 12-month periods, for on-site athletic trainer services in an estimated annual amount of \$35,000.00. *Funding Source: Current Operating – Intercollegiate Athletics*

### ***Online Proctoring Solution***

On a motion by Ehlmann, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Examity, Inc., Natick, MA, for a period of one year; with the option to renew for a second, third, and fourth year; in an estimated annual amount of \$24,000.00 for online proctoring services. *Funding Source: Current Operating – Instructional Technology*

### ***Service and Maintenance Agreements for Patient Simulators and Related Learning Management Software***

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to CAE Healthcare, Sarasota, FL, in the amount of \$34,816.18 for maintenance, service, and software for human patient simulators and related learning management software in SCC’s Nursing and Allied Health programs. *Funding Source: General Operating – Nursing and Allied Health*

**CLOSED SESSION**

On a motion by Lohmar, a second by Pundmann, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden to carry the motion, the Board adjourned to closed session to discuss items allowed under RSMo 610.021, Subsection 2: Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration therefor; and RSMo 610.021, Subsection 3: Hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed or recorded.

After discussions in these areas, on a motion by Ehlmann, a second by Mack, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Pundmann, and Stodden to carry the motion, the Board reconvened to open session.

**PERSONNEL RECOMMENDATIONS**

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved the following personnel recommendations:

***Full-time New and Replacement Hires***

- Brix, Timothy (ATH) ..... Director of Athletics
- Enoch, Jerol (TOL) ..... Instructional Designer
- Hemmann, Sara (RNP) ..... Annual Appointment, Instructor
- Oberg, Steven (BUS)..... Annual Appointment, Assistant Professor
- Swindle, Monica (TOL) ..... Learning System Support Specialist

***Full-time Changes***

- Bauer, Beth (RNP) ..... Fixed-Term Appointment, Instructor  
Extended for additional year
- Bierman, Anastasia (ENG) ..... Part-time Faculty to  
Fixed-Term Appointment, Instructor
- Carter, Miranda (ENG) ..... Fixed-Term Appointment, Instructor  
Extended for additional semester
- De Los Santos, Tammie (WFD)..... Associate Dean of College & Career Readiness to  
Associate Dean of Workforce & Educational Partnerships
- Foster, Katherine (MAT)..... Part-time Faculty to  
Annual Appointment, Instructor
- Hagen, Stacey (RNP) ..... Part-time Faculty to

Annual Appointment, Instructor  
Kearns, Scott (WFD) ..... Training Specialist to  
Program Specialist  
Mercurio, Kimberly (CPT/BTC) ..... Part-time Faculty to  
Annual Appointment, Instructor  
Miller, Jeffrey (ENG) ..... Fixed-Term Appointment, Instructor  
Extended for additional year  
Mugler, Sonja (AEL) ..... Project Coordinator to  
Office Supervisor  
Pfeiffer, Kelley (STU) ..... Director of Student Life to  
Dean of Student Life  
Powell, Laura (WFD) ..... Training Specialist to  
Program Specialist  
Ronkoski, Pamela (CED) ..... Project Coordinator to  
Program Specialist  
Schuchmann, Joseph (MTN) ..... Project Based Environmental Services Associate to  
Maintenance Assistant  
Scott, Lisa (CCD) ..... Office Supervisor to  
Operations Manager – Corporate and Community Development  
Spaethe, Sarah (OTA) ..... Fixed-Term Appointment, Assistant Professor to  
Annual Appointment, Assistant Professor  
Stavely, Samantha (YPT) ..... Project Based Young People’s Theatre Assistant to  
Continuing Education Instructor/Young People’s Theatre Director  
Templer, Amanda (GRDS) ..... Grounds Supervisor to  
Grounds Lead  
Waligurski, Richard (WFD) ..... Project Based Training Specialist to  
Program Specialist  
Wang, Dayu CPT) ..... Temporary Programmer Analyst to  
Annual Appointment, Instructor  
Weber, Kathryn (HIS) ..... Part-time Faculty to  
Fixed-Term Appointment, Instructor  
Winterowd, Jason (NET) ..... Systems Administrator to  
Network Administrator

**Full-Time Separations**

Burke, Jerome (DPS) ..... Police Officer  
Farmer, Zach (FDS) ..... Cook  
Hickenbottom, Brent (CCR) ..... Events Coordinator  
Versemann, Henry (ADC) ..... Web/Portal Developer  
Wesley, Ryan (GRDS) ..... Groundskeeper

**Part-Time New and Replacement Hires**

Barudin, Jeffrey (MUS) ..... Part-Time Faculty  
Bias, Jimmy (BTC) ..... Part-Time Faculty  
Book, Wayne (CRJ) ..... Part-time Faculty

Boria, Jeanette (AEL) .....	Project Based AEL Instructor
Carter, Cassandra (HIS) .....	Part-Time Faculty
Chorlins, Suzanne (ESL) .....	Part-Time Faculty
Conneally, Timothy (CMM) .....	Part-Time Faculty
Cramer, Scott (BUS) .....	Part-Time Faculty
Delcour, Lisa (ENG) .....	Part-Time Faculty
Dixon, Daniel (CRJ) .....	Part-Time Faculty
Duke, Jordan (ESL).....	Part-Time Faculty
Enstall, Laura (THE) .....	Part-Time Faculty
Ferguson Arrigo, Margaret (AEL) .....	PB AEL Instructor
Flynn, Brendan (THE) .....	Project Based Theatre Production Assistant
Gertsch, Cora (ACE).....	Student Assistant
Gober, Chris (ATH) .....	Project Based Athletics Director
Gryciuk, Patrycja (ACE).....	Student Assistant
Hackstadt, John (ACE) .....	Student Assistant
Jackson-Brown, Tammy (BTC).....	Part-Time Faculty
Johnson, Richard (ENG).....	Part-Time Faculty
King, Denise (EDU) .....	Part-Time Faculty
Lancey, Kermit (DPS).....	Police Officer
Leslie, James Mark (HIS) .....	Part-Time Faculty
Niemeyer, Drew (CAD).....	Part-time Faculty
Sweemer, Anna (ENG).....	Part-Time Faculty
Tavakoli-Nezhad, Mahboubeh (BIO).....	Part-Time Faculty
Valenti, Charlene (DPS).....	Police Dispatcher
Yates, Ellen (RNP).....	Part-Time Faculty

***Part-Time Changes***

Decarli, Lisa (SOC) .....	Academic Counselor to Part-time Faculty
Henson, Alyssa (STU) .....	Student Assistant to Work Study
Kirkendoll, Amber (NET) .....	Desktop/Applications Administrator to Project Based Desktop/Applications Administrator
Lindstrom, Joyce (MAT) .....	Part-time Faculty to Emeritus Faculty
Van Mierlo, David (CRJ).....	Part-time Faculty to Emeritus Faculty

***Part-Time Separations***

Bishop, Megan (CDC) .....	Child Development Associate
Boyd, Thelma (RNP) .....	Part-Time Faculty
Carey, Timothy (MTN).....	Maintenance/Environmental Services/Grounds Assistant
Gibbs, Megan (CDC) .....	Child Development Associate
Nelson, Cori (THE) .....	Part-Time Faculty
Nurnberger, Luke (PHE) .....	Part-Time Faculty

Ratino, Kathlyn (SPE)..... Part-Time Faculty  
Stanford, Sherril (CDC) ..... Child Development Associate  
Taylor, John (EVS)..... Project Based Environmental Services Associate

**OTHER**

The Board agreed to change the date of the October meeting to Monday, October 29, 2018. The meeting will begin 5:30 p.m. and be held in the Daniel J. Conoyer Social Sciences Building, Room 2102, as usual.

**ADJOURNMENT**

On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:13 p.m.