

**St. Charles Community College
Board of Trustees Public Meeting
September 26, 2018
12:30 p.m.
Daniel J. Conoyer Social Sciences Building
Room 2102 (Board Room)**

M I N U T E S

CALL TO ORDER

The meeting of the Board of Trustees was called to order at 12:30 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 (via conference call); William Pundmann, Trustee; and Mary Stodden, Secretary. Trustee Jean Ehlmann was not in attendance.

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 Jeffrey Brouk, Mike Dunkus, Mark Ireton, Bob Ronkoski, Chris Romer, and Betsy Schneider; and faculty member Joe Baumann.

PUBLIC COMMENTS

Board President Cilek called for public comments. No comments were submitted.

APPROVAL OF AGENDA

On a motion by Lohmar 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 \$6,145,216; total investments \$19,055,000; tuition and fees received to date \$9,199,952; local taxes received to date \$192,066; state appropriations received to date \$2,133,424. 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 Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,682,837.

12:35 P.M.: PUBLIC HEARING AND ACTION ON TAX LEVY

At 12:35 p.m., Board President Cilek called for the announced Public Hearing as mandated by state law to set the tax rates for the 2018 tax year. Todd Galbierz explained assessed property values as reported by St. Charles County, General Operating Fund property tax revenues expected for FY19, and proposed tax rates for 2018, which are unchanged from the previous year. No further comments were heard.

On a motion by Lohmar, a second by Pundmann, and a unanimous vote to carry the motion, the Public Hearing was closed, the Operating Levy was set at \$0.1666 per \$100 of assessed value, and the Debt Service Levy was set at \$0.0450 per \$100 of assessed value.

BIDS AND CONTRACTS

Architectural Services for Student Center Project

On a motion by Stodden, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to the Lawrence Group Architects of St. Louis, MO, for \$15,000.00 plus reimbursable expenses for architectural services to include assessment of current conditions, a mini master plan, schedule, and a high-level cost estimate for relocation of the Bookstore to the first floor of the Student Center; modifications to the Student Center service area, dining area, and kitchen; and relocation of the Private Dining Room. *Funding Source: Auxiliary Services Fund*

Contract for Group Medical, Dental, Vision, Life/AD&D/Voluntary Life, LTD, STD, FSA, HSA, and Ancillary Insurance Plans for Eligible College Employees and their Eligible Dependents, Benefits Marketplace

On a motion by Stodden, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of all contracts associated with the Arthur J. Gallagher & Co Marketplace for group medical, dental, vision, Life/AD&D/Voluntary Life, LTD, STD, FSA, HSA, and ancillary insurance plans for eligible St. Charles Community College employees and their eligible dependents. *Funding Source: Current Operating – Employee Benefits*

Document Management System Maintenance

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of the existing document management system software maintenance agreement through SoftDocs, Columbia, SC, for a period of one year, in the amount of \$25,763.00 for electronic storage and management of enrollment data in Ellucian Colleague software. *Funding Source: Current Operating – Enrollment Management*

Lease Financing for Network Upgrade Project

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the

Board authorized entry into and execution of Transaction Documents and performance of the terms and conditions of Transaction Documents with Key Government Finance, Inc., Superior, CO, for financing of the IT Network Upgrade, approved by the Board on July 23, 2018. *Funding Source: Technology Fee*

Human Patient Simulators

On a motion by Mack, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award to CAE Healthcare, Sarasota, FL, in the amount of \$289,894.39 for the purchase of human patient simulators to be used for instructional purposes in Nursing and Allied Health programs. *Funding Source: Enhancement Grant/Nursing Program \$217,420.79; College Plan \$72,473.60.*

Upgrade of Data Connectivity between Main Campus and Dardenne Creek Campus

On a motion by Pundmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved extension of a contract with Charter Communications Operating, LLC, for a period of 36 months to upgrade data connectivity between the Main Campus and the Dardenne Creek Campus in the total contract amount of \$132,444.00, plus applicable taxes and fees to provide the high speed connections required to accommodate students, electronic devices, and College equipment. *Funding Source: Technology Fee*

STAFF COMPENSATION AND CAREER PROGRESSION UPDATE

On a motion by Stodden, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved implementation of a Staff Compensation and Career Progression Program. *Funding Source: 2018/2019 Operating Budget*

CLOSED SESSION

On a motion by Stodden, a second by Lohmar, and a roll-call vote in which “AYE” votes were cast by Cilek, Lohmar, Mack, Pundmann, and Stodden to carry the motion, the Board adjourned to closed session to discuss items allowed under *RSMo 610.021, Subsection 3: Hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed or recorded.*

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

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Bolen, Jeffery (ATH) Head Baseball Coach/Academic Counselor
Dickens, Trevor (EVS) Environmental Services Associate
Ireton, Mark (TEC)..... Computer Specialist
Wenzara, Merissa (CED)..... Program Specialist

Full-time Changes

Andrews, Brisby (YPT) Continuing Education Instructor/Young People’s Theatre Director to
Assistant Director of Young People’s Theatre
Brown, Wendy (CED)..... Registration Assistant to
Program Specialist
Koch, Mary (ENS) Student Assistant to
Enrollment Services Assistant
Peterson, Amber (CCR) Marketing Specialist to
Events Coordinator

Full-Time Separations

Gleason, Monica (ENS)..... Enrollment Services Assistant
Templer, Amy (GRDS) Grounds Lead
Warren, Pamela (ADV)..... Academic Counselor

Part-Time New and Replacement Hires

Allen, Sarah (CPT)..... Student Assistant
Alvarez, Abel (TEC) Work Study
Bagwell, Jacob (ACE) Student Assistant
Carpenter, Alyssa (ADS) Federal Work Study
Cook, Cynthia (PSY) Part-Time Faculty
Hagar, Stacy (EDU) Part-Time Faculty
Harmon, Doug (CMM)..... Part-Time Faculty
House, Nicholas (ACE)..... Student Assistant
Kastigar, Sarah (ACE)..... Student Assistant
Kimsey, Hannah (ATH) Assistant Coach – Women’s Soccer
Larkum, Mary (ANT)..... Part-Time Faculty
Lovelace, Madison (BKS) Bookstore Clerk
Marmolejo Correa, Danahe (EGR) Part-Time Faculty
Marshall, Bradley (ATH)Assistant Coach – Men’s Soccer
Parker, Kenneth (THE)..... PB Theatre Production Assistant
Ring, Eric (MUS) Part-Time Faculty
Robison, Julie (CCD) PB Continuing Education Instructor II
Ruppert-Leach, Kristen (CMM) Part-Time Faculty
Stewart, Amanda (ACE)..... Learning Specialist
Sullivan, Alexis (ART)..... Student Assistant
Sullivan, Timothy (PHY)..... Part-Time Faculty
Todd, Lauren (ATH)Assistant Softball Coach
Underwood, Sarah (DSS)..... Work Study

Vermillion, Terry (CCD)PB Continuing Education Instructor II
 Voropaieva, Anastasia (BKS) Bookstore Clerk
 Wood, Lisa (ACE)Evening Office Assistant

Part-Time Changes

Clooney, Patrick (ATH) Assistant Coach – Baseball to
 Head Coach – Baseball (Interim)
 Mayo, Aimee (SCI)..... Work Study to
 Student Assistant
 Smith, Katherine (CDC)Assistant Teacher to
 Child Development Associate
 Snyder, Everett (ACE)Student Assistant to
 Educational Aide
 Wilson, Evan (ACE)Student Assistant to
 Educational Aide

Part-Time Separations

Christman, Austin (TEC) Student Assistant
 Clooney, Patrick (ATH)Head Coach - Baseball
 Dinwiddie, Olivia (STAV)Work Study
 Donahue, Brandon (STAV)Work Study
 Foster, John (CD) Assistant Teacher
 Gober, Chris (ATH) PB Athletics Director
 Gryciuk, Patrycja (ACE)..... Student Assistant
 Hogan, Nicholas (MKT)..... Marketing Web Designer
 Ingersoll, Trent (STAV)Work Study
 Johnson, Tracy (EVS) Environmental Services Associate
 Lokke, Marissa (STAV).....Work Study
 Roth, Todd (DPS) Police Officer

Other

Accompanist Compensation Changed from \$21.42 per hour to \$25.00 per hour

ADJOURNMENT

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 1:43 p.m.