

**St. Charles Community College
Board of Trustees Public Meeting
June 24, 2019
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 St. Charles Community College 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 Frank Barrow, Jeff Drake, Bradley Egberts, Rob Jones, Susie Rubemeyer, Betsy Schneider, and Sharon Schreiber; and community members Kurt Bahr, Arnie Dienoff, and Sherri Espinoza.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: MAY 20, 2019, PUBLIC MEETING

On a motion by Pundmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, minutes of the May 20, 2019, Board of Trustees regular meeting were accepted as presented.

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 \$5,072,854; total investments

\$22,260,000; tuition and fees received to date \$16,139,861; local taxes received to date \$18,566,909; state appropriations received to date \$8,627,022. On a motion by Stodden, a second by Ehlmann, 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 Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,478,707.

PUBLIC COMMENTS

Board President Cilek called for public comments. St. Charles County Director of Elections Kurt Bahr announced that his office is looking forward to providing support for the trustee election on April 7, 2020. The St. Charles County Election Authority is currently recruiting election judges and working to relocate polling places in order to alleviate security and parking concerns at elementary schools.

REPORT OF THE COLLEGE PRESIDENT

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

FISCAL YEAR 2019 BUDGET AMENDMENT

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved an amendment to the Fiscal Year 2019 General Fund budget to reflect the actual financial activity of the past year to account for variances in local property tax revenues, tuition, state funding, and investment income.

BUDGET FOR FISCAL YEAR 2020

On a motion by Mack, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board approved the Fiscal Year 2020 budget as presented for a total amount of \$60,094,176.

NEW BUILDING

Todd Galbierz presented information on location, size, and potential for workforce and technical training program delivery and growth at a commercial property located at 25 Guenther Boulevard in St. Peters.

BOARD OF TRUSTEES POLICIES AND ADMINISTRATIVE PROCEDURES MANUAL REVISIONS

Proposed revisions to *Article V.03 (P-204) Procurement of Goods and Services; Article V.04 Procurement of Construction Services and Materials; and Article V.05 (P-226) Auxiliary Enterprises* were presented for review. Changes include new purchasing authorization thresholds, authorization for emergency purchases, and revised fees for the Child Development Center. The Board will take action on proposed revisions at the next regular meeting.

BIDS AND CONTRACTS

Cisco SMARTnet for Network Computing

On a motion by Pundmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, a contract was awarded to World Wide Technology, St. Louis, MO, in the amount of \$31,815.67 for the annual Cisco SMARTnet, Licensing, and Software Support Services required for the College’s Telephony, Emergency Responder, and Phone Gateway system. *Funding Source: Current Operating FY 2019/2020 Network Computing*

CLOSED SESSION

On a motion by Pundmann, a second by Lohmar, 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 as allowed under RSMo 610.021.2 to discuss 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; RSMo 610.021.3 to discuss hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded; and RSMo 610.021.9 to discuss preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups. Trustee Ehlmann left the closed session at 8:00 p.m.

After discussion in these areas, on a motion by Pundmann, 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.

APPROVAL OF INTERIM CONSULTING CONTRACT

On a motion by Pundmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board authorized College administrators to enter into a contract for interim financial aid services as needed.

RATIFICATION OF EMAIL VOTE FOR RETIREMENT INCENTIVE PROGRAM

On a motion by Stodden, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board ratified the June 7, 2019, email vote to approve execution of the Voluntary Early Separation Incentive Program.

RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board passed a resolution to purchase property located at 25 Guenther, St. Peters, Missouri, pending removal of all contingencies.

MEMORANDUMS OF UNDERSTANDING

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved an addendum to the full-time faculty Memorandum of Understanding.

On a motion by Pundmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved an addendum to the part-time faculty Memorandum of Understanding.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Abernathy, Jenise (ENS) Enrollment Service Assistant
Egberts, Bradley (TEC)..... Tier 2 Technical Support Analyst
Mercurio, Victor (TEC)..... Tier 2 Technical Support Analyst
Young, Victoria (HRS)Director of Human Resources

Full-time Faculty Annual Appointments for Academic Year 2019/20

Arcelona, Kim (MDA)Assistant Professor
Baca Mejia, William (ECO) Instructor
Eller, Mark (PHE)Associate Professor
Emery, Felicia (BIO) Instructor
Foster, Katherine (MAT)..... Instructor
Hagen, Stacey (NUR) Instructor
Hemmann, Sara (NUR) Instructor
Haridas, Seema (BIO)Assistant Professor
Harper, Gabriel (HIS)..... Instructor
Humphreys, Micah (AGR) Associate Professor
Koziatek, Sophia (CHM)..... Instructor
Lager, Patricia (BIO)Assistant Professor
Martin, James (MUS) Associate Professor

Mercurio, Kimberly (CPT).....Assistant Professor
 Nichols, Beth (OTA).....Assistant Professor
 Oberg, Steven (BUS).....Assistant Professor
 Pinaire, Nicole (BIO).....Assistant Professor
 Schmutz, Abby (OTA).....Assistant Professor
 Schoenberger, Amy (LPN)..... Instructor
 Spaethe, Sarah (OTA).....Assistant Professor
 Steffen, Emily (NPN)..... Instructor
 Taqieddin, Ranya (BIO)..... Instructor
 Thorn, Becky (MUS).....Assistant Professor
 Turner, Amanda (NUR)..... Instructor
 Veit, Amy (HIM)..... Instructor
 Wang, Dayu (CPT)..... Instructor
 Ward, Jenny (NUR)..... Instructor

Full-time Changes

Bradbury, JeffHVAC/Maintenance Technician to
 Maintenance Manager
 Bray, Ken (FAC) Maintenance Manager to
 Director Maintenance, Grounds, and Environmental Services
 Cramer, Brynne (MKT) Communications Manager to
 Interim Director of Marketing and Communications
 Dickens, Lauren (BSE) Dean of Business, Science, Education, Math, and Computer Science to
 Associate Professor
 Fuerst, Barb (ADS) Associate Director of Financial Services to
 Director of Financial Services
 Guneyli, Virginia (STSVS)..... Professor to
 Director of International Services
 Larkin, Kayse (MKT)..... Graphic Designer to
 Graphic Design Manager
 Mawer, KatieAssociate Director Child Development Center to
 Interim Director of Child Development Center
 Moore, Willie (ENV)Environmental Services Assistant Supervisor to
 Environmental Services Supervisor
 Osburn, Darren (ENG) Professor to
 Interim Dean of Business, Science, Education, Math, and Computer Science
 Ruckman, Nick (IT) Colleague Systems Administrator to
 Senior Colleague Systems Administrator
 Rubemeyer, Susie Director of Financial Services to
 AVP for Financial Services
 Schneider, Elizabeth (PRS)Executive Director of Foundation to
 Executive Director and Special Assistant to the President
 Skinner, Cynthia (ADR)..... Evening Coordinator to
 Admissions Assistant
 Wiest, Julie (GRDS)..... Environmental Services Associate to
 Groundskeeper

Zang, Tracey (IT) Colleague Systems Administrator to
Programmer/Analyst

Full-Time Separations

Aubuchon, Fay (WFD) Associate Dean of Workforce Programs & Services (retirement)
Bauer, Judy (ADS) Accounting Specialist (retirement)
Branch, Linda (ENS) Office Assistant (retirement)
Chadwick, Mary Jane (EVS) Environmental Services Manager (retirement)
Chandler, Calvin (FL) Professor (retirement)
Culp, Christine (TEC) Tier 2 Technical Support Analyst
Define, Susan (CDC) Assistant Teacher (retirement)
Drews, Kathy (CDC) Director of Child Development Center (retirement)
Dufrain, Joy (WFD) Project Coordinator (retirement)
Dull, Rand (EVS) Environmental Services Associate (retirement)
Freund, Jennifer (CDC) Lead Teacher
Hackney, Janice (MKT) Office Assistant (retirement)
Hagan, Cassandra (ENS) Director of Financial Aid
Hardin, Marvin (EVS) Environmental Services Floor Care Associate (retirement)
Harnett, Joe (BUS) Professor (retirement)
Haynes, Patricia (BK) Director of Bookstore & Food Services (retirement)
Jones, Karen (ENG) Professor (retirement)
Kissner, Kelsey (ENS) Financial Aid Specialist
Kristen, William (SOC) Associate Professor (retirement)
Kuelker, Michael (ENG) Professor (retirement)
Limpert, Carol (FAC) Facilities Office Assistant (retirement)
Lin, Jie (TEC) Tier 2 Technical Support Analyst (retirement)
Love, Ernestine (ADC) Senior Programmer Analyst (retirement)
McDermott, Patricia (ADS) Lead Cashier (retirement)
Mogerman, Jordan (ART) Associate Professor (retirement)
Moore, Terrance (EVS) Environmental Services Floor Care Associate (retirement)
Michael, Eric (DWP) Career Consultant
Moehlenpah, Daniel (GRDS) Groundskeeper
Nash, Lori (LRC) Lead Library Assistant (retirement)
O’Dea, Margaret (AHS) Division Office Coordinator (retirement)
O’Donnell, Jane (CPT) Professor (retirement)
Remington, Vicki (MSB) Division Office Coordinator (retirement)
Romer, Christine (ADS) Director of Purchasing (retirement)
Rose, Jean (LRC) Library Technical Process Manager (retirement)
Schatz, John (EVS) Environmental Services Associate (retirement)
Seidler, Lisa (ADC) Telecommunications Coordinator (retirement)
Slawson, Becky (NECC) AEL Instructor (retirement)
Sparks, James (NECC) AEL Instructor (retirement)
Strain, Steve (FAC) Associate Director of Facilities (retirement)
Tannehill, Louise (EVS) Environmental Services Supervisor (retirement)
Teson, Victoria (AEM) Scheduling Coordinator (retirement)
Tolson, Stephanie (LRC) Dean of Learning Resources & Academic Support (retirement)

Weidinger, Eric (TEC) Tier 2 Technical Support Analyst
 Wilson, Ellen (GEO) Professor (retirement)
 Witt, Jody (CDC) Cook (retirement)

Part-Time New and Replacement Hires

Aguilar, Destiny (CDC) Cook
 Ahmadzada, Malik (MTN) Maintenance/Environmental Services/Groundskeeper Assistant
 Azurin, Savannah (CED)..... Project-Based Continuing Education Instructor II
 Barbagallo-Young, Silvia (CED)..... Project-Based Project Support Assistant
 Borgstede, Justin (TEC) Educational Assistant
 Dippel, Kristy (STAV)Work Study
 Eshoo, Mia (CED).....Project-Based Summer Camp Assistant
 Gerke, Alec (CED) Project-Based Continuing Education Instructor II
 Haan, Josiah (CED)Project-Based Summer Camp Assistant
 Hagedorn, Aricca (CDC)..... Child Development Associate
 Henry, Isaiah (CED).....Project-Based Summer Camp Assistant
 Hutnyk, Anna (CED).....Project-Based Summer Camp Assistant
 May, Ryan (CED)..... Project-Based Continuing Education Instructor II
 Powell, Madeline (CED).....Project-Based Summer Camp Assistant
 Rondeau, Brooke (CED).....Project-Based Summer Camp Assistant
 Schroer, Marianna (CED).....Project-Based Summer Camp Assistant
 Signorelli, Amelia (CED)Project-Based Summer Camp Assistant
 Skelly, Sarah (CED)Project-Based Summer Camp Assistant
 Story, Emma (CED).....Project-Based Summer Camp Assistant
 Story, Nicholas (CED)Project-Based Summer Camp Assistant
 Stout, John (CED)Project-Based Summer Camp Assistant
 Venturella, Zachary (CED)Project-Based Summer Camp Assistant
 Waligurski, Rebecca (CED)Project-Based Summer Camp Assistant
 Whitecotton, Austin (CPT) Student Assistant
 Wilkins, Tobi (ART) Student Assistant
 Wyas, Melissa (CDC) Child Development Associate

Part-Time Changes

Bierman, Anastasia (ENG) One-Semester Fixed-Term Appointment, Instructor to
 Part-time Faculty
 Carter, Miranda (ENG) One-Semester Fixed-Term Appointment, Instructor to
 Part-time Faculty
 Green, Carol (CHM).....One-Semester Fixed-Term Appointment, Associate Professor to
 Part-time Faculty
 Henderson, Timothy (THE).....Student Assistant to
 Project-Based Theatre Production Assistant
 Miller, Jeffrey (ENG)..... One-Semester Fixed-Term Appointment, Instructor to
 Part-time Faculty
 Weber, Kathryn (HIS) One-Semester Fixed-Term Appointment, Instructor to
 Part-time Faculty
 Yarber, Ellen (CDC) Full-time Administrative Secretary to

Part-Time Separations

Driscoll, Matthew (TEC)	Student Assistant
Escalera, Jacob (TEC).....	Student Assistant
Kottemann, Suzanne (DSS)	Disability Support Services Assistant (Retirement)
Parker, Erika (HRS)	Office Assistant
Valenti, Mary (EDU)	Part-time Faculty
Weiss, Laura (LRC).....	Work Study
Wheeler, Mitchell (TEC)	Student Assistant

Also included in Board action was approval of a renewed employment contract for Dr. Barbara Kavalier, College President.

OTHER

The Board discussed a possible date change for the July 29, 2019, Board of Trustees meeting due to scheduling conflicts for two trustees. Further review resulted in no change to the schedule at this time.

ADJOURNMENT

On a motion by Lohmar, a second by Mack, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 8:25 p.m.