

**St. Charles Community College
Board of Trustees Public Meeting
December 9, 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; Mary Stodden, Secretary; and Jean Ehlmann, Trustee. Trustees Rose Mack and William Pundmann were not in attendance.

Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic Affairs; Donna Davis, Vice President for Human Resources/Chief Human Resources Officer; Dave Leenhouts, Vice President for Student Services; Heather McDorman, Vice President for Marketing and Student Life; Todd Galbierz, Vice President for Administrative Services/Chief Operations Officer; Chad Shepherd, Chief Information Officer; Betsy Schneider, Executive Director and Special Assistant to the President; and Julie Parcel, Executive Assistant.

Audience members included faculty members Nicole Pinaire, Corey Porter, and Dan Rezny; staff members Frank Barrow, Jeff Drake, Rob Jones, Al Koehler, Susie Rubemeyer, Sharon Schreiber, and Nick Wallace; students Sophia Calignaoan and Grey Rische; and community members Sergio and Sherry Espinoza.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: NOVEMBER 4, 2019, PUBLIC MEETING

On a motion by Ehlmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion, minutes of the November 4, 2019, Board of Trustees regular meeting were accepted as presented.

APPROVAL OF AMENDED AGENDA

On a motion by Lohmar, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the amended agenda was approved. Amendments included exclusion of a closed session and inclusion of contract ratification for information technology security services.

TREASURER'S REPORT

Trustee Ehlmann presented the Treasurer's Report. Cash in bank \$5,294,146; total investments \$15,450,000; tuition and fees received to date \$15,303,927; local taxes received to date \$242,268; state appropriations received to date \$4,371,076. On a motion by Stodden, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Treasurer's Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Lohmar, 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 \$3,476,567.

PUBLIC COMMENTS

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

FACULTY REPORT

Dr. Nicole Pinaire, assistant professor of biology and Faculty Association vice president, presented highlights of faculty member accomplishments in SCC's life science, theatre, and geology departments.

STUDENT GOVERNMENT ASSOCIATION REPORT

Grey Rische, Student Government Association president, presented a summary of activities and end-of-semester events and distributed a schedule of events planned for the spring semester.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided a review of the institution's most recent accomplishments as included in the monthly newsletter, highlighting the work of Dr. Monica Hall-Woods in the biology department and noting that the college hosted a recent meeting of the St. Louis Regional Chamber.

AY 18/19 FACULTY SABBATICAL REPORTS

Dan Rezny, professor of history, and Corey Porter, associate professor of English/literature, presented summaries of recent sabbatical experiences, expressed appreciation to the Board for granting of sabbaticals, and shared ways in which their experiences have impacted their students.

RATIFICATION OF INFORMATION TECHNOLOGY SECURITY ASSESSMENT CONTRACT

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board ratified a contract for \$30,000.00, plus travel expenses, with Campus Works, Inc., Bradenton, FL, for an Information Technology Security Assessment. *Funding Source: 2019/20 Current Operating-Network Operations*

BOARD OF TRUSTEES POLICY MANUAL REVISIONS

Article V.01 Tuition, Fees, and Refunds for Credit Classes

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved a revised *Schedule of Tuition, Fees, and Refunds for Credit Classes* to establish a Health Information Management (HIM) program fee of \$250 per semester, effective Spring 2020, which is separate from other Nursing and Allied Health programs.

Article V.02 Use and Scheduling of Facilities

On a motion by Stodden, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved combining of *P-307 Use and Scheduling of Facilities-College Sponsored Activities* and *P-308 Use and Scheduling of Facilities-Non College Groups* to create *Article V.02 Use and Scheduling of Facilities* and a revision which authorizes the College President or designee to set and adjust rental fees and terms of use for college facilities.

Article V.06 (P-206) Budget

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, *P-206 Budget* was changed to *Article V.06 Budget* and the target range for the General Fund reserves was adjusted from 10-20% to 20-30%. In addition, the reserve amounts above 30% were authorized to be designated for strategic investments with recommendation by the College President and approval by the Board of Trustees.

FACILITIES UPDATE

Todd Galbierz, vice president for administrative services and chief operations officer, provided details on facilities projects to be completed in coming months.

BIDS AND CONTRACTS

On a motion by Stodden, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the following bids and contracts were awarded:

Revised Recommendation for November 4, 2019, Exterior Signs Contract: Revised contract amount to Innovations Architectural Signs, Warrenton, MO, in the amount of \$55,971.00 plus a 10% contingency, for a total amount of \$61,568.10 to upgrade seven entrance signs on the main campus, one sign at the

Dardenne Creek Campus entrance, and one sign on the building of the Dardenne Creek Campus.
Funding Source: 2019/2020 College Plan

Annual Subscription for Content Management System: DotCMS Services, Miami, FL, in the amount of \$28,500.00 for annual subscription and periodic updates to DotCMS Enterprise Cloud, used for operation and maintenance of the institution’s website. *Funding Source: 2019/2020 Current Operating-Marketing and Communications*

Extended Support Agreement for Firewall Solution: Enterprise Consulting Group, St. Louis, MO, in the amount of \$48,588.00 for a one year extended hardware and software support agreement on the existing firewall solution for protection of the institution’s computer network. *Funding Source: 2019/2020 Current Operating-Network Computing*

Grading for Welding Building: Semke Grading, St. Charles, MO, in the amount of \$95,900.00 plus a 10% contingency, for a total amount of \$105,490.00 for grading of land to prepare for construction of the building which will house the welding program on the main campus. *Funding Source: Land Sale Proceeds*

Metal Building for Welding Program: Integra, Inc., St. Charles, MO, in the amount of \$249,784.00 plus a 10% contingency, for a total amount of \$274,762.40 for purchase of a pre-engineered metal building to house the welding program on the main campus. *Funding Source: Land Sale Proceeds*

Property, Liability, and Workers Compensation Insurance Renewal: Continuation through 2020 of the College’s property, liability, and workers compensation insurance, and umbrella coverage, with the Missouri United School Insurance Council (MUSIC) program at a total cost of \$526,770.00. *Funding Source: FY20 Operating Budget*

Visual Arts Building Engineering and Design Services: Ross & Baruzzini, Webster Groves, MO, in the amount of \$47,025.00 for engineering and design services to modify HVAC systems in order to better manage airflow and improve air quality in the Visual Arts Building (VAB). *Funding Source: 2019/2020 Maintenance and Repair Plan (50% State Reimbursed)*

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Arnzen, Diane (ADV) Director of Academic Advising

Full-time Changes

Finoch, Todd (NET)..... Security Systems Architect to
Systems Architect

Jones, Robert (STU)..... Interim Student Life Manager to
Student Life Manager

Misher, Brandon (DPS).....Public Safety Officer/Police Dispatcher to
Police Officer
 Schoo, Diana (PUR) Purchasing Specialist to
Interim Purchasing Manager

Full-Time Separations

Andrews, Brisby (YPT) Assistant Director of Young People’s Theatre
 Nevins, Dorothy (STAV).....Service Center Representative

Part-Time New and Replacement Hires

Belgeri, Lawrence (AEL)Project-Based AEL Substitute Instructor
 Lurkins, Melissa (CDC)..... Child Development Associate
 Mai, Chau (CDC)Work Study
 Nyswaner, Penny (DPS)..... Project-Based Police Officer
 Shumate, Sarah (AHS) Office Assistant

Part-Time Changes

Cox, Christina (PSY)Part-time Research and Data Analyst to
Part-time Faculty
 Njenga, Esther (EVS) Environmental Services Associate to
Project-Based Environmental Services Associate
 O’Donnell, Jane (CPT).....Professor to
Emeritus Faculty
 Randoll, Lisa (POL)..... Academic Counselor to
Part-time Faculty

Part-Time Separations

Alderman, Andrew (MTN)..... Project-Based Maintenance Assistant
 Angleton, Sarah (ENG)Part-time Faculty
 Arena, Andrea (ENG).....Part-time Faculty
 Barham Foshee, Carrie (BK) Bookstore Clerk
 Beardsell, Kathleen (ENG).....Part-time Faculty
 Braun, Krista (DSS)Work Study
 Chapman, Stephanie (ART)Part-time Faculty
 Grissom, Tricia (ENG)Part-time Faculty
 Lindell, Jacob (MKT) Scooter
 McDaniel, Shawn (ENG)Part-time Faculty
 Merkle, Sean (MKT) Scooter
 Neuerburg, Sean (ENG).....Part-time Faculty
 Sidwell, Anna (ENG)Part-time Faculty
 Wyland, Jason (ATH) Head Coach – Women’s Soccer

2020 BOARD OF TRUSTEES MEETING SCHEDULE

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the 2020 meeting schedule.

OTHER

No additional topics were discussed.

ADJOURNMENT

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the meeting adjourned at 6:25 p.m.