

**St. Charles Community College
Board of Trustees Public Meeting
January 27, 2020
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; 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/Special Assistant to the President; and Julie Parcel, Executive Assistant.

Audience members included faculty members Joe Baumann, Debra Crank-Lewis, Jacqueline Gray, Rex McKanry, Nicole Pinaire, and Marvin Tobias; staff members Frank Barrow, Boyd Copeland, Jeff Drake, Dawn Huffman, Al Koehler, Amy Koehler, Lindy McGuire, Susie Rubemeyer, Sharon Schreiber, and Nick Wallace; and community member Arnie Dienoff.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: DECEMBER 9, 2019, PUBLIC MEETING

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, minutes of the December 9, 2019, Board of Trustees public meeting were accepted as presented.

APPROVAL OF AGENDA

On a motion by Pundmann, a second by Ehlmann, 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 \$5,116,424; total investments \$33,456,000; tuition and fees received to date \$17,157,721; local taxes received to date \$18,336,342; state appropriations received to date \$5,092,548. On a motion by Lohmar, a second by Pundmann, 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 \$4,030,391.

PUBLIC COMMENTS

Board President Cilek called for public comments. Community member Arnie Dienoff commented on the hiring of lobbyists, the rising cost of employee medical benefits, the purchase of products and services outside St. Charles County, and the requirement for public records requests to view Board of Trustees meeting documents.

FACULTY REPORT

Rex McKanry, associate professor of computer science and Faculty Association president, presented a summary of recent faculty activities and accomplishments.

STUDENT GOVERNMENT ASSOCIATION REPORT

No student government report was submitted.

REPORT OF THE COLLEGE PRESIDENT

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

LEGISLATIVE UPDATE

Dr. Kavalier summarized the Governor's merger of the Department of Higher Education and the Division of Workforce Development to create the Department of Higher Education & Workforce, reviewed state budget priorities for FY21, and provided information about a number of bills and constitutional amendments related to property taxes in political subdivisions which have been filed in the legislature.

SABBATICAL LEAVE PRESENTATIONS

Faculty members Dr. Joe Baumann, assistant professor of English/literature; Debra Crank Lewis, professor of history; Jacqueline Gray, professor of English/literature; and Marvin Tobias, professor of psychology presented summaries of planned personal development, professional development, and benefits to the College which would result from their requested sabbatical leave. Board action was taken following closed session.

BOARD OF TRUSTEES POLICY MANUAL REVISION

Article V.12 Study Abroad Programs

The Board reviewed a proposed policy for study abroad programs which verifies that the Board is in support of international education for St. Charles Community College, provides for all new study abroad programs to be presented to the Board of Trustees, and authorizes the College President to approve study abroad programs and consortiums. Action will be requested at the next regular meeting.

ST. CHARLES COMMUNITY COLLEGE/HEALTH SYSTEMS, INC. PARTNERSHIP

Campus Dean/Dean of Nursing and Allied Health Amy Koehler presented a summary of the partnership between Health Systems, Inc. (HSI), a long-term care facility corporation, and St. Charles Community College to deliver remote coursework to the HSI facility in Troy, MO, providing the opportunity for qualified full-time employees to advance from Certified Nurse Assistant (CNA) to Licensed Practical Nurse (LPN).

BIDS AND CONTRACTS

Ratification of the Purchase of Classroom Videoconferencing Systems

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board ratified purchases made with 1Beyond, Inc., Boston, MA, totaling \$50,530.88 for the purchase of video conferencing camera systems to create distance learning classrooms from the Center for Healthy Living-Dardenne Creek Campus to Health Systems, Inc. in Troy, MO. *Funding Source: HSI, Inc. PN Program Project (HSI will reimburse SCC the full cost of the purchase; SCC will own the equipment.)*

Canvas Learning Management System Renewal

On a motion by Pundmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved contract renewal with Instructure, Inc., Salt Lake City, UT, for a period of three years and a total contract amount of \$479,618.55, for continued licensing and support of Canvas Cloud Learning Systems, which supports online, hybrid, and web-enhanced courses; tracks attendance; and reports grades. *Funding Source: Technology Fee*

Dardenne Creek Campus Gym Renovation

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved a contract with Blanton Construction, St. Peters, MO, in the amount of \$1,865,100 plus a 10% contingency, for a total amount of \$2,051,610 for renovation of gymnasium space at the Dardenne Creek campus for the Culinary Arts program. *Funding Source: MOExcels Grant \$1,033,000; SCC General Fund Reserves up to \$1,018,610*

Student Mental Health Services

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved an agreement with Saint Louis Counseling, St. Louis, MO, for total amount of \$60,600 in fiscal year 2020 to provide student mental health services through June 30, 2020, with the option to renew for an additional six months to December 31, 2020. *Funding Source: Current Operating-Student Life*

CLOSED SESSION

On a motion by Stodden, a second by Mack, 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 610.021.3 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 610.021.21 to discuss the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body.

After discussion in these areas, on a motion by Lohmar, a second by Mack, 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 reconvened open session. Trustee Lohmar left the meeting following the closed 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

- Baker, Lisa (ADV).....Academic Advisor
- Bergen, Julie (ADV).....Academic Advisor
- Bratcher, James (ADV)Academic Advisor
- Childs, Cornel (HSK) Housekeeping Manager
- Panosh, Barbara (ADS)..... Administrative Assistant
- Seward, David (ENS).....Director of Financial Aid

Full-time Changes

- Ben, Amanda (LPN) Part-time Faculty to
One-Semester Fixed-Term Appointment, Assistant Professor
- Larson, Emily (FS)Part-time Cashier to

Neal, Amanda (ENS)	Full-time Cashier Admissions/Financial Aid Specialist to Financial Aid Specialist
Vernon, Abby (ENS).....	Senior Financial Aid Officer/Student Loans to Assistant Director of Financial Aid

Full-Time Separations

Childs, Cornel (HSK)	Housekeeping Manager
Finoch, Todd (NET).....	Systems Architect
Lewis, Zachary (NET)	Network Administrator
Smith, Elizabeth (CDC)	Lead Teacher
Williams, Rita (MSB).....	Division Office Coordinator

Part-Time New and Replacement Hires

Adams, Kristen (PSY)	Part-time Faculty
Bosh, Jennifer (CED).....	PB Continuing Education Instructor III
Brewer, April (WFD)	Project-based Contract Trainer II
Brown, John (CPT)	Part-time Faculty
Bryan, Nicole (CDC)	Child Development Associate
Bussen, Katherine (HMS)	Part-time Faculty
Cloyd, Alycia (BIO).....	Part-time Faculty
Cupples, Tommy (CPT)	Part-time Faculty
DiFate, Kristen (GDS).....	Part-time Faculty
Doran, Daryl (ATH)	Head Coach – Women’s Soccer
Faller, Lisa (TEC)	Work Study
Farran, Tania (EDU)	Part-time Faculty
Floyd, Jacqueline (EDU).....	Part-time Faculty
Forest, David (POL)	Part-time Faculty
Frohling, Krista (ART)	Part-time Faculty
Fulcher, Benjamin (GDS)	Part-time Faculty
Glenk, Emily (ACT).....	Work Study
Grams, Colleen (EDU).....	Part-time Faculty
Gray, Robyn (MAT).....	Part-time Faculty
Heinemann, Anthony (MUS).....	Part-time Faculty
Kalman, Rachel (ART)	Part-time Faculty
Kasule, Ssebunya (POL).....	Part-time Faculty
Kipainoi, Edwin (TEC)	Student Assistant
Kipp, Travis (TEC).....	Student Assistant
Kistner, Elaine (CED).....	PB Continuing Education Instructor III
Lester, Alan (ACT).....	Part-time Faculty
Leuschke, Robert (GDS)	Part-time Faculty
Matoba, Jun (CED)	PB Continuing Education Instructor II
Mayes, Kaylee (NAH)	Work Study
Marx, Jeffrey (CHM)	Part-time Faculty
Menendez, Richard (GEO).....	Part-time Faculty
Murray, Lawrence (BIO).....	Part-time Faculty

Pupillo, Kathryn (ACT)	Part-time Faculty
Sakhaee, Nader (CHM).....	Part-time Faculty
Stevens, Meghan (CAD)	Part-time Faculty
Shea, Laura (ART)	Part-time Faculty
Shelhamer, Michelle (CMM).....	Part-time Faculty
Sivkov, Roman (ECO).....	Part-time Faculty
Soots, Alex (ACE).....	Student Assistant
Struttmann, Babette (OTA).....	Part-time Faculty
Sweet, Dustin (ECO)	Part-time Faculty
Tornatore, Jayme (RNP)	Part-time Faculty
Witte, Jessica (ART).....	Part-time Faculty

Part-Time Changes

Fulcher, James (ENG)	One-Semester Fixed-Term Appointment, Instructor to Part-time Faculty
Mitchell, Metra (ART)	One-Semester Fixed-Term Appointment, Instructor to Part-time Faculty
Weber, Kathryn (HIS)	One-Semester Fixed-Term Appointment, Assistant Professor to Part-time Faculty
Wilson, Kevin (ART).....	One-Semester Fixed-Term Appointment, Instructor to Part-time Faculty

Part-Time Separations

Berg, Kelly (PHE).....	Part-time Faculty
Bloss, Larry (CPT).....	Part-time Faculty
Brouk, Jeffrey (DPS)	Project-based Police Officer
Brown, Emilee (ACE)	Student Assistant
Buenger, David (ACT)	Part-time Faculty
Conard, John (CPT).....	Part-time Faculty
Favazza, Nicholas (CPT).....	Part-time Faculty
Ferguson Arrigo, Margaret (AEL)	Project-based AEL Instructor
Gallardo La Riva, Edenia (CAD)	Part-time Faculty
Happe, John (POL).....	Part-time Faculty
Johnson, Marjorie (CSH)	Cashier
Kieu, Trang (TEC).....	Student Assistant
Kimsey, Hannah (ATH)	Assistant Coach – Women’s Soccer
Kipainoi, Edwin (TEC)	Student Assistant
Koeppe, Carol (MUS).....	Accompanist
Larson, Lisa (CC)	Part-time Faculty
Lilly, Rita (BUS)	Part-time Faculty
Luberda, Brittany (ART).....	Part-time Faculty
Mai, Chau (CDC)	Work Study
Matteoni, Devin (CAR)	Work Study
Mayo, Aimee (SCI).....	Student Assistant
Mozelewski, Ronald (ECO)	Part-time Faculty
Polkinghorne, Deborah (PHE)	Part-time Faculty

Rigdon, Jennifer (CMM)	Part-time Faculty
Rosenberger, Cory (EGR)	Part-time Faculty
Smith, Yemeseratch (TEC).....	Technology Support Coordinator
Stiegmeier, John (HRS).....	Student Assistant
Van Mierlo, Anne (ENG).....	Part-time Faculty
Walker, Bruce (MAT).....	Part-time Faculty
Williams, Scott (BUS)	Part-time Faculty
Wood, Charles (CPT)	Part-time Faculty

FACULTY PROMOTIONS

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the following faculty promotions were approved:

From Assistant Professor to Associate Professor

Michael Gosche

From Instructor to Assistant Professor

Lindsay Brand

Jackie Radle

FACULTY SABBATICAL LEAVE

On a motion by Ehlmann, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board approved sabbatical leave for Dr. Joe Baumann, Debra Crank-Lewis, and Marvin Tobias in the Fall 2020 semester; and sabbatical leave for Jacqueline Gray in the Spring 2021 semester.

OTHER

No additional business was discussed.

ADJOURNMENT

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:49 p.m.