

**St. Charles Community College
Board of Trustees Meeting
June 28, 2021**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on June 28, 2021, in the Social Sciences Building, Room 2102 (Board Room) with the meeting livestreamed to the Student Center, Room 208/209 for public access/viewing due to COVID-19 and the College requirement for social distancing.

The meeting was called to order at 5:30 p.m. by Board President Lohmar. A quorum was present with the following members in attendance: Board President Shirley Lohmar, Board Vice President Rose Mack, Board Treasurer Mary Stodden, Board Secretary Pam Cilek, and Trustee Jean Ehlmann. Trustee Mike Lissner was absent.

Also present were College President Dr. Barbara Kavalier; Vice President of Human Resources Donna Davis; Vice President of Administrative Services Todd Galbierz; Chief Diversity & Compliance Officer Martha Garcia Kampen; Vice President of Workforce and Community Education Amy Koehler; Vice President of Student Services Dave Leenhouts; Vice President of Academic Affairs Holly Martin; Vice President of Marketing, Development, and Community Relations Heather McDorman; Executive Assistant Julie Parcel; Executive Director of Foundation/Special Assistant to the President Betsy Schnieder; and AV Systems Engineer Nick Wallace.

PLEDGE OF ALLEGIANCE

Board President Lohmar led trustees and attendees in the Pledge of Allegiance.

APPROVAL OF AGENDA

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

ACCEPTANCE OF MINUTES: MAY 24, 2021, BOARD OF TRUSTEES MEETING

On a motion by Cilek, a second by Stodden, and a unanimous "AYE" vote to carry the motion, minutes of the May 24, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$4,222,241; total investments

\$61,045,342; tuition and fees received to date \$17,216,314; local taxes received to date \$20,053,163; state appropriations received to date \$8,843,590. On a motion by Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,505,716.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- The SCC Men’s Soccer team had a tremendous season in which they were nationally ranked, captured the regional title, and made it to the national tournament.
- SCC instructor Sophia Koziatek, featured in the report, served in the Peace Corps as an education volunteer after completing her undergraduate degree and brings this experience to her teaching approach at SCC. Starting as an adjunct in the chemistry department in 2015, Koziatek’s philosophy is to help students develop an internal roadmap of how to approach a problem and to show the connections between the chemistry they learn in class and the chemistry they experience every day in their lives.
- Seth Piemann, administrator for the National HealthCare Corporation in St. Charles, was named the SCC Foundation Distinguished Alumni Award winner at SCC’s 33rd annual commencement exercises on May 15th. Piemann credits the teachers at SCC for instilling the confidence he needed to go forward with the degree which led to meaningful work in his career.
- SCC Alumna Caylyn Powell graduated from SCC in December with an AAS in Welding, also earning five AWS certificates and the Outstanding Student Award by the American Welding Society. Soon after graduation, she landed a job at Hillsdale Fabricators and is currently doing work on the new MLS soccer stadium in downtown St. Louis.

To conclude the report, Dr. Kavalier and the Board of Trustees congratulated Vice President Heather McDorman on her retirement and commended her for 31 years of dedicated service to the institution.

HIGHER LEARNING COMMISSION ASSURANCE REPORT UPDATE

Dr. Holly Martin provided an update on the work of various campus committees to prepare the comprehensive Higher Learning Commission Assurance Report, which assesses a variety of key components for continued accreditation. The report will be submitted in early fall and be followed by a site visit from accreditation reviewers in late November.

BOND ISSUE PROJECTS UPDATE

Todd Galbierz presented information from the SCC website created to provide real-time updates on

projects funded through the bond issue approved by voters in August 2020. The site can be accessed through this link: https://www.stchas.edu/lp/prop_cc/.

FISCAL YEAR 2022 BUDGET APPROVAL

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board approved the Fiscal Year 2022 institutional budget as presented.

FISCAL YEAR 2021 BUDGET AMENDMENT

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved amendment of the Fiscal Year 2021 institutional budget to increase the Restricted Fund budget by \$4,147,551 to \$9,621,251 and to increase the Plant Fund budget by \$600,000 to \$991,950.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS FOR ACTION

The following action was taken on policy manual amendments reviewed at the May 24, 2021, public meeting:

Article III.06 Institutionally Sanctioned Field Trips

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board approved *Article III.06 Institutionally Sanctioned Field Trips*, pending title number clarification due to a discrepancy in the written summary and the agenda title number. Research confirmed that the agenda title number was correct. *P-418 Field Trips* was renamed with the words *Institutionally Sanctioned* added to the policy title with no change in policy content.

Article V.09 Bonding of Employees and Insurance Coverage

On a motion by Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved *Article V.09 Bonding of Employees and Insurance Coverage*. *P-205 Bonding Employees* and *P-212 Insurance Property Casualty* were merged and renamed with no substantive change to policy content.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS FOR REVIEW

The Board reviewed the following policy manual amendment proposals with action to be requested at the next regular meeting:

Article I.08 Drug and Alcohol Screening

P-447 Drug Screening-Required at Designated Sites and *P-547 Drug Screening-Required at Designated Sites*, mirrored in the policy manual, to be merged and renamed *Article I.08 Drug and Alcohol Screening*. New policy language to include drug and alcohol screening as mandated by designated host

institutions and to conform with common practices specific to police department employees. Procedural language to be transferred from policy to procedure.

Article IV.03 Employment Eligibility

P-502.1 Employee Background Checks and P-502.2 Verification of Employment Eligibility to be merged and renamed Article IV.03 Employment Eligibility. Procedural details in P-502.2 to be transferred from policy to procedures.

Article V.01 Public Use of Facilities, Equipment, and Grounds

P-302 Equipment Off Campus, P-303 Grounds Restrictions, and P-306 Campus Hours to be merged and renamed Article V.01 Public Use of Facilities, Equipment, and Grounds. Procedural language within policies to be transferred to administrative procedures with policy language created to affirm that the primary intention of College buildings and grounds is for College programs, activities, and operations with use of facilities administered in a manner which advances the mission of the College.

Article V.10 Gifts, External Funding, and Solicitations

P-123 Gift Acceptance; P-224 Agents, Sales Representatives, Solicitors; P-381 Commercial Solicitations and Distributions; and P-581.5 Grants, External Funding, and In-Kind Donations to be merged and renamed Article V.10 Gifts, External Funding, and Solicitations.

Article V.11 Document Retention and Destruction

P-586 Document Retention and Destruction to be renamed Article V.11 Document Retention and Destruction with procedural language transferred from policy to procedures.

BIDS AND CONTRACTS

Ratification of Interim Staffing Contract

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board ratified the award to Financial Aid Services, Atlanta, GA, in the estimated amount of \$61,400.00 for two interim staff positions to work remotely, assisting SCC’s Financial Aid staff in providing processing assistance to students. *Funding Source: 2021/2022 Financial Aid Operating Budget*

Apple Computers

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Apple, Inc. Austin, TX, in the amount of \$123,400.00 for the purchase of 50 Apple MacBook Pro Computers with AppleCare+ Protection to be used at the Service Desk for check out by students, faculty, and staff. *Funding Source: 2020/2021 Federal Pandemic Grant Funds*

Contract for Internet Services

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to AT&T Services, Inc., Kansas City, MO, for 1Gbps full-duplex Internet connection with managed router for an estimated cost of \$24,139.20 annually for three years with the option to renew annually thereafter. The initial three-year contract is for the estimated amount of \$72,417.60.00, plus mandatory surcharges, taxes, and fees. *Funding Source: 2020/2021 Network Computing*

Data Loss Prevention

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board granted an award to CDW Government LLC, Vernon, Hills, IL, in the amount of \$57,674.94 for the purchase of Forcepoint DLP Solution to help detect and prevent data breaches and exfiltration by monitoring sensitive data as part of the College’s overall network security plan. *Funding Source: Federal Pandemic Grant Funds*

Dell Laptops

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Dell Marketing LP, Round Rock, TX, in the amount of \$94,901.30 for the purchase of 74 Dell laptops, with 24 laptops to be used to support technical programs and courses in Workforce Development and 50 laptops to be used at the Service Desk for check out by students, faculty, and staff. *Funding Source: Federal Pandemic Grant Funds*

Intercollegiate Athletics Insurance

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded contracts to Mutual of Omaha through Relation Insurance Services for a total annual amount of \$35,892.00, effective August 1, 2021, for intercollegiate athletics insurance for the women’s softball, men’s baseball, men’s and women’s soccer, cross country, and track & field teams to cover coaches, trainers, and teams during practice, tryouts, the playing season, and post-season play for medical and catastrophic injuries. *Funding Source: 2021/2022 Athletics Department*

Service Desk Support

On a motion by Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to SMS Datacenter, Irvine, CA, for \$114,500.00 over a three-year period, with the option to renew for a fourth and fifth year, for contracted outside IT Service Desk support to supplement existing Technology Support staff. *Funding Source: Federal Pandemic Grant Funds*

Zoom Online Conferencing Solution

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of the existing contract with Zoom Video Communications, Inc., San Jose, CA, in the amount of \$24,500.00 for 2021/2022 and annually thereafter, for up to five additional one-year renewals as needed to provide online conferencing services. *Funding Source: 2021/2022 Technology Fee*

CLOSED SESSION

On a motion by Mack, a second by Ehlmann, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, and Stodden to carry the motion, the Board conducted a closed session as allowed by 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.

Following the closed session, the public meeting reconvened at 7:33 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, 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

Haran, James (NAH) Instructor
Horn, Kevin (BIO) Instructor

Full-time Changes

Baur, Beth (NAH)..... Fixed Term Assistant Professor to
Full time Assistant Professor, ADN Program
House, Ryan (NAH).....Fixed Term Associate Professor to
Full Time Associate Professor, PN
Musak, Joanna (MTN) Maintenance Technician to
Administrative Manager- Housekeeping & Facilities
Scheel, Kim (NAH) Fixed Term Assistant Professor to
Full time Assistant Professor, Medical Assisting

Full-Time Separations

Davis, Marcus (TEC) Tier 2 Technical Support Analyst
Humphreys, Micah (AGR)Associate Professor
Gulley, Lance (MTN)..... Maintenance Technician
McLaughlin, Jessica (COA)..... Foundation Specialist
Mercurio, Victor (TEC)..... Tier 2 Technical Support Analyst
Nichols, Beth (OTA).....Assistant Professor
Willis, Matt (HSK) Housekeeper

Part-Time New and Replacement Hires

Aramburu, Ellen (FL) Adjunct Faculty
Burgdorf, Hanna (CED)..... PB Summer Camp Assistant
Bruns, Julie (CED) PB Continuing Education Instructor II
Cavanaugh, Gina (CED) PB Continuing Education Instructor II
Deters, Jack (CED) PB Continuing Education Instructor II
Duran, Deborah (CED)..... PB Continuing Education Instructor II
Dye, Travis (CED)..... PB Continuing Education Instructor II
Echelmeyer, Delaney (CED)..... PB Summer Camp Assistant
Gates, William (CED) PB Summer Camp Assistant
Farrell, Amanda (CED)..... PB Continuing Education Instructor II
Gentile, Nicole (CED)..... PB Continuing Education instructor II
Greenwood, Maxwell (CED)..... PB Project Support Specialist
Henry, Isaiah (CED)..... PB Continuing Education Instructor II
Haller, Heidi (CED)..... PB Continuing Education Instructor II
Hill Christopher (CED) PB Summer Camp Assistant
Hudson, Sarah (CED) PB Continuing Education Instructor II
Kean, Hannah (CED) PB Summer Camp Assistant

Lamb, Savannah (CED)	PB Summer Camp Assistant
Larabee, Luke(CED)	PB Summer Camp Assistant
McDuffy, Madelyne (CED)	PB Continuing Education Instructor II
Mathews, Cynthia (CED)	PB Project Support Assistant
Miller, Heather (CED)	PB Project Support Assistant
Tracy, Morgan (CED)	PB Summer Camp Assistant
Obernuefemann, Mary Jane (CED)	PB Project Support Assistant
Obando, Jose (CED)	Adjunct Faculty
Powell, Conrad (CED)	PB Continuing Education Instructor II
Powell, Madeline (CED)	PB Summer Camp Assistant
Randall, Hope (CED)	PB Summer Camp Assistant
Remington, Vicki (MSB)	Division Office Coordinator
Selby, Kelly (CED)	PB Continuing Education instructor II
Signorelli, Amelia (CED)	PB Summer Camp Assistant`
Songer, Maddison (CED)	PB Camp Assistant
Speth, Heidi (CED)	PB Project Support Specialist
Tichich, Emily (CED)	PB Summer Camp Assistant
Venturella, Zachary (CED)	PB Continuing Education Instructor II
Vera, Fonda (IRE)	PB Institutional Research
Ward, Johnathan (HIS)	Adjunct Faculty
Watts, Kenneth (ECO)	Adjunct Faculty
Wayland, Olivia (CED)	PB Summer Camp Assistant
Wunnenberg, Evan (CED)	PB Summer Camp Assistant

Part-Time Changes

Cox, Christina (IRE)	From Part-time Adjunct to Director of Institutional Research
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Part-Time Separations

Anthony, Joseph (POL)	Adjunct Faculty
Barudin, Jeff (MUS)	Adjunct Faculty
Doran, Daryl (ATH)	Head Coach - Women’s Soccer
Faller, Gina (TEC)	Student Assistant
Hoffman, Abigail (ACE)	Student Assistant
Kovarik, Madison (ACE)	Student Assistant
Kunkle, Matthew (ACE)	Student Assistant
McLaughlin-Heil, Angelina (MUS)	Adjunct Faculty
Proper, Sue (ALH)	Health Occupation Coordinator
Rich, Mary Eileen (AEL)	Office Assistant

ADJOURNMENT

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:35 p.m.