

**St. Charles Community College
Board of Trustees Meeting
July 26, 2021**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on July 26, 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, Trustee Jean Ehlmann, and Trustee Mike Lissner.

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, Executive Assistant Julie Parcel, Executive Director of Foundation/Special Assistant to the President Betsy Schneider, Administrative Assistant Sharon Schreiber, 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 Stodden, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

ACCEPTANCE OF MINUTES: JUNE 28, 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 June 28, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$6,322,351; total investments \$58,330,292; tuition and fees received to date \$6,987,792; local taxes received to date \$58,697; state

appropriations received to date \$828,668. On a motion by Ehlmann, 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 Cilek, 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 \$2,673,802.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- Students, parents, and community members were welcomed into the new Men of Color: Student Success Program on July 21. The purpose of the Men of Color Program is to motivate, inspire, and transition students from high school through their college graduation. Eleven students will make up the inaugural class.
- International student Deborah Andrade arrived at SCC just as the pandemic swept across the globe and just before her home country of Honduras was hit by a devastating hurricane. Soon after her arrival, Andrade got involved and became a student leader, leading students on virtual tours of Honduras, remaining active on SCC social media accounts, and mentoring new international students.
- SCC student Olivia Braley is one of 207 Phi Theta Kappa members to be named a 2021 Coca-Cola Leader of Promise Scholar and receive a \$1,000 scholarship. The Coca-Cola Leaders of Promise Scholarship Program helps new Phi Theta Kappa members defray educational expenses while enrolled in associate degree programs. Scholars are encouraged to assume leadership roles by participating in Society programs and are selected based on scholastic achievement, community service, and leadership potential. More than 900 applications were received.

To conclude the report, Dr. Kavalier and the Board of Trustees congratulated Vice President Donna Davis and Executive Assistant Julie Parcel on their retirements and commended their years of dedicated service to the institution.

HIGHER LEARNING COMMISSION ASSURANCE REPORT UPDATE

Dr. Holly Martin provided an update on the work underway on the *Criterion 1: Mission* section of the Higher Learning Commission Assurance Report to be submitted in early fall and followed by a site visit from accreditation reviewers in late November. Future updates will include other criterion included in the report.

BOND ISSUE PROJECTS UPDATE

Todd Galbierz presented information from SCC’s Prop C website, which provides 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/.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved amendment of the following Board policies as presented at the June 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, merged and renamed *Article I.08 Drug and Alcohol Screening*.

Article IV.03 Employment Eligibility

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

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

P-302 Equipment Off Campus, P-303 Grounds Restrictions, and P-306 Campus Hours merged and renamed *Article V.01 Public Use of Facilities, Equipment, and Grounds*. Procedural language within policies transferred to 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 merged and renamed *Article V.10 Gifts, External Funding, and Solicitations*.

Article V.11 Document Retention and Destruction

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

BOARD OF TRUSTEES POLICY MANUAL NUMBERING CHANGES

On a motion by Mack, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved non-substantive consolidation and numbering changes for all remaining policies in the Board of Trustees policy manual in order to expedite transition to the new numbering format.

BIDS AND CONTRACTS

Enterprise Data Warehouse Solution

On a motion by Lissner, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Zogo Technologies, LLC, Dallas, TX, in the amount of \$422,942.98 for a 5-

year agreement, to be paid annually, for an enterprise data warehouse solution which provides a central repository for disparate sources of data and allows for integration of data from Colleague, Lumens, Canvas, and the National Student Clearinghouse, among other data sources. *Funding Sources: Year 1: 2021/2022 Capital Projects Funds and General Fund; Years 2 – 5: General Fund*

MOBIUS Annual Membership Renewal

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of the College’s annual membership with Missouri Bibliographic Information User System (MOBIUS) in the amount of \$38,806.40 for fiscal year 2021/22 to include fees for consortium membership, projected assessment fees, software maintenance, support, and access to numerous databases. *Funding Source: Current Operating-Learning Resource Center*

Ratification of Electrical Services to SCC Technical Campus - Wentzville

On a motion by Mack, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board ratified the award for new electrical services for the SCC Technical Campus – Wentzville to Bell Electrical Contractors, Maryland Heights, MO in the amount up to \$150,200.00 plus a 10% contingency for a total not to exceed \$165,220.00. *Funding Sources: Proposition Community College Bond Proceeds \$41,305; Corporate & Community Development Reserves \$123,915*

Ratification of Media Buying Services

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board ratified the award of additional expenses with 25th Hour Communications, Westwood, MA, in the amount of \$131,675.00 for media buying services provided between March 1, 2020, and June 30, 2021. *Funding Source: FY 2020/2021 Marketing and Communications*

Science Labware, Supplies, and Equipment

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Fisher Science Education, Pittsburgh, PA, in the amount of \$123,530.04 for the purchase of science labware, supplies, and equipment for the College’s chemistry department. *Funding Source: 2021/2022 Federal Pandemic Grant Funds*

CLOSED SESSION

On a motion by Mack, a second by Lissner, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lissner, 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 6:52 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, 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

Cox, Mark (DPS) Assistant Police Chief
Eldrich, Teresa (HRS) Interim Vice President for Human Resources
Horn, Kevin (BIO) Adjunct Faculty
Wilson, Lisa (HRS)..... HR Generalist

Full-time Changes

Miller, Jeff (ENG) 8/16/21 Assistant Professor
Beirman, Anastasia (ENG) 8/16/21 Instructor

Full-Time Separations

Breitman, Maria (BIO)..... Instructor
Davis, Donna (HRS), RETIREMENT Vice President for Human Resources
Dickens, Lauren (WFD)..... Associate Dean of Workforce Programs & Services
Fiorini-Willis, Kimberly (DWP)..... Project Support Specialist
Huffstickler, Samantha (ATH)..... Head Softball Coach/Academic Counselor
McDorman, Heather (MKT), RETIREMENT Vice President for Marketing & Student Life
Speckmeyer, Jamie (TEC) Tier 2 Technical Support Analyst
Stanley, John (Ryan) (MKT) Graphic Designer

Part-Time New and Replacement Hires

Brewer-Michael (BIO) Adjunct Faculty
Brown, Lynn ((AEL)..... PB Office Assistant
Dunkmann, Zachary (WFD)..... PB Project Support Specialist
Prusator, Dawn (BIO) Adjunct Faculty
Raben, Abigail (BK)..... Student Assistant Campus Store Clerk
Valleroy, Michael (CDD)..... PB Continuing Education Instructor II

Part-Time Changes

Blundon, Kathy (AEL) From PB AEL Instructor to PB AEL Substitute

Part-Time Separations

Boyd, Jamie (PHL)..... Adjunct Faculty
Chapell, Angela (AEL) PB AEL Instructor
Hayworth, Kimberly (AEL)..... PB AEL Instructor
Hallvax, John (NET)..... Infrastructure Cable Technician
Lorimier, Geoffrey (ATH)..... Assistant Coach – Men’s Soccer

ADJOURNMENT

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 6:58 p.m.