

**St. Charles Community College
Board of Trustees Meeting
June 27, 2022
5:30 p.m.**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on June 27, 2022, in the Social Sciences Building, Room 2102 (Board Room).

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

Also present were College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, Executive Director of Foundation/Chief of Staff Betsy Schneider, VP for Human Resources Terri Edrich, Sr. Administrative Assistant Amy Snyder, and Tier II Support Analyst Joshua Adams.

Guests present were Jeff Drake, and Shannon Eaton.

President Stodden reminded the audience of board policy regarding audience protocol designed to promote decorum at the meetings.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

ACCEPTANCE OF MINUTES: MAY 23, 2022, BOARD OF TRUSTEES MEETING

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the minutes of May 23, 2022, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Treasurer Lissner presented the Treasurer's Report. Cash in bank \$14,222,629; total investments \$55,036,674; tuition and fees received to date \$16,625,396; local taxes received to

date \$20,496,098; state appropriations received to date \$10,238,415. On a motion by Ehlmann, 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 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 \$5,034,354.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier congratulated the newly elected Board Officers. She also reported on the following activities at the college:

- SCC closed on more property in June near the David Hoekel I-70 interchange in western St. Charles County. The land will be used for future expansion of workforce and technical education programs.
- Students studying English as second language and earning high school equivalency were honored at SCC’s June 21 Adult Education and Literacy Student Recognition Ceremony.
- SCC has an Accelerate Program where high school students can now earn an associates degree in one year.
- SCC Leadership attended the 2022 Trustee and Executive Leadership Conference hosted by MCCA. This professional development opportunity provided college and Board leaders the chance to learn about and discuss a variety of higher education topics, including workforce development, planning, and CEO/Board relationships.
- Patient Care Technicians Graduate on June 10. The graduates completed a seven-week program and will now transition to become full-time PCTs.
- SCC Student, Eric Curry was featured on KSDK June 9 for receiving a scholarship from Folds of Honor.
- College for All Kids Academic Enrichment Camps began June 6. Over the summer, 150 day camps will be available for children ages 5-14.

Dr. Kavalier asked members of the board to join her in celebrating the birthdays of Trustee Ehlmann and Trustee Cilek.

PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE

Todd Galbierz presented an update on the bond supported projects at SCC.

FISCAL YEAR 2023 BUDGET

Todd Galbierz presented the finalized Fiscal Year 2023 budget for the college. On a motion by Lohmar, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved the budget for Fiscal Year 2023 as presented.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the following amendments to the policy manual were approved:

- a. **Article III.08 Workforce and Community Education**
P-403 Corporate and Community Development to be renamed *Article III.08 Workforce and Community Education* with no substantive changes to policy other than an update of the division name and omission of course pay rate authorization by the Board of Trustees.
- b. **Article III.11 Course Management and Grading**
Procedures 620 and 640 have been combined into *Article III.11 Course Management and Grading*. The proposed policy connects the administrative procedures.
- c. **Article V.09 Bonding of Employees and Insurance Coverage**
Article V.09 Bonding of Employees and Insurance Coverage is presented with minor changes to indicate that college administration maintains property and casualty insurance and complies with Worker’s Compensation Law.

BIDS AND CONTRACTS

- a. **Specialty Advertising Campaign – Mid Rivers News Magazine**
On a motion by Cilek, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved an award to Newsmagazine Network, Chesterfield, MO for a total annual amount of \$37,560.00, for a full-page ad to run twenty-four times from July 2022 through June 2023 with the option to renew annually thereafter. Funding Source: 2022/2023 Marketing Operating Budget
- b. **Specialty Advertising Campaign – St. Charles City**
After discussion, the board requested to review a twelve-month contract for St. Charles City Lifestyle Magazine. The item was tabled until the July board meeting.
- c. **General Contractor for Greenhouse Agriculture Building**
On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved a contract be awarded to Aspire Construction Services, St. Charles, MO, be awarded the greenhouse and agriculture building project in the amount of \$547,000.00 with a 10% contingency for a total up to \$601,700.00.

CLOSED SESSION

At 6:27 on a motion by Cilek, a second by Mack, and a roll-call vote in which “AYE” votes were cast by Cilek, Lissner, Lohmar, Mack, Stodden, and Ehlmann to carry the motion, the Board entered closed session as allowed RSMo 610.21.17 to discuss confidential or privileged communications between a public governmental body and its auditor, including all auditor

work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter; 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; AND RSMo 610.21.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Following closed session, the regular meeting reconvened at 7:34 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the following personnel recommendations were approved:

**PERSONNEL
RECOMMENDATIONS
Submitted to SCC Board of
Trustees
As of June 20, 2022**

Full-time New and Replacement Hires

Abunaemeh, Malek (PHY) Instructor
Smothers, Caitlin (STU) Student Activities Coordinator
Tischler, Mary Ann (ADR) Admissions Assistant

Full-time Changes

Hamm, Sheila (PUR) From Facilities Office Assistant to Purchasing Assistant
Hill, LaTonya (FAC)From Housekeeper to Administrative Manager – Housekeeping & Facilities

Full-Time Separations

George, Karen (ACE), Retirement Tutoring Program Manager
Huber, Annie (ADR) Admissions Recruiter
Musak, Joanna (FAC) Admin. Manager, Housekeeping & Facilities
Rubemeyer, David (FAC) Interim Director of Facilities
SantaCruze, James (TEC) Tier 2 Technical Support Analyst
Swallow, Jennifer (BK) Assistant Manager, Auxiliary Services

Part-Time New and Replacement Hires

Al-Abboud, Dalia (ENG) Adjunct Faculty
Andersen, Colin (WCE) PB Project Support Specialist
Andren, Wil (ACE) Student Assistant
Basham, Kristine (WFD) PB Contract Trainer I
Bloss, Larry (CPT) Adjunct Faculty
Bottini, Sam (CED) PB Summer Camp Assistant
Brennan, Sarah (CED) PB Summer Camp Assistant II
Buettner, Thomas (BIO) Adjunct Faculty

Cavanagh, Kelly (CED) PB Summer Camp Assistant IV
 Crandall, Jae (CED) PB Continuing Education Instructor II
 Crowder, Janet (ENG)..... Adjunct Faculty
 de los Reyes, Eden (CED)..... PB Project Support Assistant
 DeCicco, Dominic (YPT) PB Continuing Education Instructor II
 Demarest, Hattie (CED)..... PB Continuing Education Instructor II
 DeWitt, Michael (CPT)..... Adjunct Faculty
 Fanter, Brianne (CED)..... PB Summer Camp Assistant
 Fanter, Nicole (CED) PB Project Support Specialist
 Fleming, Haley (CED)..... PB Summer Camp Assistant II
 Goers, Krysti (CED) PB Continuing Education Instructor II
 Halstead, Ryne (CED) PB Summer Camp Assistant
 Hanson, Theodore (YPT) PB Summer Camp Assistant
 Hayden, Mia (CED) PB Summer Camp Assistant
 Johnson, Georgia (CED)..... PB Continuing Education Instructor II
 Keenan, Luke (CED) PB Continuing Education Instructor II
 King, Samantha (CED) PB Summer Camp Assistant II
 Landry, Marsha (WCE) PB Contract Trainer I
 Lanier, Aleta (ART) Part-time Faculty
 Leech, Tawny (ENG) Adjunct Faculty
 Manor, Thomas (CPT) Adjunct Faculty
 McCush, Elizabeth (CED)..... PB Project Support Assistant
 Meier, Zoe (CED) PB Continuing Education Instructor II
 Miles, Julianne (CED)..... PB Project Support Specialist
 Mullen, Emily (CED) PB Project Support Specialist
 Murphy, McCayla (CED) PB Summer Camp Assistant III
 Null, Frances (CED)..... PB Continuing Education Instructor II
 Oliphant, Antoinette (YPT)..... PB Continuing Education Instructor II
 Parsons, Jenna (CED)..... PB Continuing Education Instructor II
 Pecoraro, Reese (CED) PB Summer Camp Assistant II
 Quinlan, Savanna (CED) PB Summer Camp Assistant II
 Rials, Marisa (CED) PB Summer Camp Assistant
 Thomas, Sandra (CPT) Adjunct Faculty
 Thornhill, Stephen (WFD) PB Contract Trainer II
 Turner, Abby (YPT) PB Continuing Education Instructor II
 Waganer, Lauren (CED)..... PB Summer Camp Assistant
 Ward, Joseph (CED)..... PB Summer Camp Assistant
 Zakaria, Ibrahim (ACE) Student Assistant

Part-Time Changes

Enoch, Justin (OEL)..... From FT Video Designer to PT Video Designer
 Griese, Amanda (LPN) Instructor to Adjunct Faculty
 Sullivan, Timothy (PHY)..... Instructor to Adjunct Faculty

Part-Time Separations

Evans, Travis (MUS).....	Accompanist
Harris, Cheryl (HRS).....	HR Specialist
Heinemann, Anthony (MUS).....	Adjunct Faculty
Malone, Gina (MUS).....	Adjunct Faculty
McClanahan, Heather (MKT)	Student Assistant
Nuebling, Kathleen (MUS)	Adjunct Faculty
Ring, Eric (MUS)	Adjunct Faculty
Willott, Steven (MAT)	Adjunct Faculty
Wilson, Lisa (HRS).....	HR Generalist

ADJOURNMENT

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