

**St. Charles Community College  
Board of Trustees Meeting  
March 27, 2023  
5:30 p.m.**

**MINUTES**

**CALL TO ORDER**

The St. Charles Community College Board of Trustees met on March 27, 2023, in Conoyer Hall, 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 also in attendance: Board Vice President Pam Cilek, Board Secretary Jean Ehlmann, Board Treasurer Mike Lissner, Trustee Rose Mack, and Trustee Shirley Lohmar.

Also present were College President Dr. Barbara Kavalier, Sr. Vice President for Administrative Services/COO Todd Galbierz, Vice President for Academic Affairs Amy Koehler, Vice President for Student Services Dave Leenhouts, Vice President for Human Resources Terri Edrich, Vice President for Workforce and Strategic Initiatives John Wiemann, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Kristin Kendrick, Corey Porter, John Mueller, James Bratcher, Carson Howe, Piper Stutsman, Sydney Williams, Kristen Drummond, Chris Hazel, Officer Jeff Drake, Peggy Schnardthorst, Officer Scott Binggeli, Steven Oberg, and Arnie C. AC Dienoff.

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

**ACCEPTANCE OF MINUTES: FEBRUARY 27, 2023, BOARD OF TRUSTEES MEETING**

On a motion by Ehlmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, the minutes of the February 27, 2023, Board of Trustees Meeting were accepted as presented.

## **ACCEPTANCE OF MINUTES: MARCH 3, 2023, BOARD OF TRUSTEES STUDY SESSION**

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the minutes of the March 3, 2023, Board of Trustees Study Session were accepted as presented.

## **TREASURER'S REPORT**

Trustee Lissner read the Treasurer’s Report. Cash in bank \$6,897,779; total investments \$65,512,778; tuition and fees received to date \$17,360,439; local taxes received to date \$20,573,083; state appropriations received to date \$8,458,714. On a motion by Lohmar, a second by Ehlmann, 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 Mack, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$4,293,593.

## **STUDENT GOVERNMENT ASSOCIATION REPORT**

SCC Student Government President, Carson Howe, thanked the Board for the opportunity to address them and provided a report on SGA activities:

- SCC Athletics - The Women’s Softball team will travel to compete in the Fast Pitch Dreams Spring Classic. There was also a workshop with Melissa F. Cohen – “Keeping Yourself and Your Reputations Safe.”
- The Board was presented with a number of upcoming events.
- The Student Senate passed a new package of Amendments to their constitution on March 15<sup>th</sup>; SGA Elections are April 10 and 11.

## **FACULTY REPORT**

Faculty Association President Corey Porter reported the following:

- Dr. Nicole Pinaire attended the Digital Leadership Forum in Fort Worth, TX. Dr. Pinaire is also a reviewer for the HAPS (Human Anatomy and Physiology Society) Educator Journal.
- The Center Stage Theatre produced a new play by a local playwright, J. Myles Hesse, who collaborated weekly with the cast of “Lilly and the Mantis.” Over 1000 people saw the play.

- The education department was nominated to receive the US President's Bronze Volunteer Service Award for its service to Junior Achievement.
- The English department reported that Dr. Joe Baumann had a number of stories accepted for publication.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Barbara Kavalier reported on the following activities at the college:

- Implementation has begun for Anthology, SCC's new student information system. The new system will replace the current Ellucian Colleague software system.
- The Men of Color Summit was held on March 10 SCC leadership and guest speaker, Lewis Brothers, spoke at the event to encourage and empower students to think about their futures and how SCC might play a role in their path.
- Dr. Kavalier reminded the Board of Trustees about the upcoming SCC Foundation Gala and Auction being held April 22 at the Ameristar Conference Center in St. Charles.
- SCC welcomes Dr. Stephen Nickell as the new Director of Academic Advising.

## **BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS – Action**

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the board accepted all policy manual amendments as presented.

### **a. Article I.07 Non-Discrimination and Equal Opportunity**

Article I.07 Non Discrimination and Equal Opportunity has had updates to the contact information for complaints. Names and titles of contacts will be indicated in procedure so that updates can be made as needed.

### **b. Article I.08 Prohibition of Tobacco Use, Smoking, Vaping and Simulated Smoking**

The Prohibition of Tobacco Use, Smoking, and Simulated Smoking policy has been updated to include vaping.

### **c. Article I.10 Public Announcements and Political Activity on Campus**

P-440 Public Announcements, along with student and public-related procedures from P-581.6 Political Activity on Campus (Pr-581.3, Pr-581.6.4, Pr-581.6.5) to be merged and renamed I.10 Public Announcements and Political Activity on Campus.

### **d. Article I.13 Romantic or Sexual Relationships**

P-434.1 Romantic or Sexual Relationships and P-534.1 Romantic or Sexual Relationships have been merged and renamed Article I.13 Romantic or Sexual Relationships. The policy manual restructure places policies which apply to more than one section of the

campus community into Article I: Administration, eliminating the need for policies to be mirrored in two or more sections of the manual.

Language within the policy was transferred from policy to procedures. No additional substantive changes were made to procedures. No additional substantive changes were made to policy or procedures.

## **PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE**

Todd Galbierz introduced Kristin Kendrick and John Mueller from JEMA who presented an update on the bond-supported building design at the new Wentzville Campus.

## **BIDS AND CONTRACTS**

### **a. Printing Services of Marketing Materials**

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved the printing expenses for marketing materials with Modern Litho, Jefferson City, MO, and Stolze Printing, Bridgeton, MO, in the estimated total amount of \$178,589.76 for the 2022/2023 fiscal year. Funding Source: FY 2022/2023 Marketing and Communication

### **b. Contract to Purchase Carbon Steel and Other Metals**

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved a one (1) year contract, with the option to renew up to four (4) additional one-year terms, be awarded to Victor Pipe, Winfield, MO, in the estimated amount of \$40,000 per year to include metals purchased for student instruction in the welding program. Funding Source: FY 2022/2023 Welding Operating Funds

### **c. Ellucian Colleague CRM Recruit Module Renewal**

On a motion by Ehlmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board authorized an award to Ellucian, Inc., Fairfax, VA for a 1-year contract in the amount of \$61,645.00 for Ellucian Colleague CRM Recruit software module. Funding Source: 2022/2023 Technology Fee Fund

### **d. Door Lock Security Upgrades**

On a motion by Mack, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved of past and future expenditures with H&G Shultz Door, Maryland Heights, MO in the amount not to exceed \$56,500.00 in the current fiscal year. Funding Sources: State Maintenance and Repair FY23 and FY 2022/2023 Facilities Operating Budget

**e. Home Depot Expenses**

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved of the completed purchases and future expenses for facilities supplies and related services with Home Depot U.S.A, Inc., Atlanta, GA in the amount not to exceed \$50,000.00 for FY 2022/2023. Funding Sources: FY 2022/2023 Operating Budgets

**CLOSED SESSION**

At 6:35 p.m., on a motion by Cilek, a second by Ehlmann, followed by a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar, Mack and Stodden, the Board entered into closed session as allowed by RSMo 610.021.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Following the closed session, the regular meeting reconvened at 7:45 p.m.

**PERSONNEL RECOMMENDATIONS**

On a motion by Ehlmann, a second by Mack, 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 March 20, 2023**

***Full-time New and Replacement Hires***

Lewis, David (FAC)..... Coordinator III - Project Manager, Construction  
Nickell, Stephen (ADV) ..... Director - Student Services, Academic Advising  
Philipp, Edward (MTN)..... Interim Maintenance Manager  
Smith, Tyler (MTN)..... Maintenance Assistant

***Full-Time Separations***

Adams, Joshua (TEC) ..... Tier 2 Technical Support Analyst  
Fogue, Thomas (DPS)..... Police Officer  
O’Leary, Patricia (ADS) ..... Payroll Specialist  
Rubemeyer, Susan (ADS) ..... Assistant Vice President for Administrative Services  
Veit, Amy (HIT) ..... Assistant Professor

***Part-Time New and Replacement Hires***

Alsop, Anastazia (GDS)..... Student Assistant  
Anderson, Hannah (GDS) ..... Adjunct Faculty

Buchholz, Gabriella (DPA) ..... Theatre Production Assistant – Back of House  
 Buschart, Sharon (CSH).....Accounting Assistant/Student  
 Accounts  
 Chitauru, Raymond (GRDS)..... Groundskeeper  
 Duncan, Kiley (GDS) ..... Student Assistant  
 Guinn, Ashlyn (GDS)..... Student Assistant  
 Hagemeyer, Summer (CED) ..... PB Contract Trainer II  
 Jemerson, Randy (DPS) ..... Police Officer  
 Jordan, Meon (OMS).....Work Study  
 Madzuwo, Edwin (HSK)..... Housekeeper  
 McMahon, Christian (GDS) ..... Student Assistant  
 Monroe, Steven (DPA) ..... Theatre Production Assistant – Front of House  
 Muir, Michelle (CED) ..... PB Continuing Education Instructor II  
 Norris, Andrea (DPA)..... Theatre Production Assistant – Front of House  
 Okello, Hannah (CAR).....Work Study  
 Otero Colon, Keyra (GDS)..... Student Assistant  
 Robinson, Garth (ATH) ..... Head Coach – Cross Country/Track and Field  
 Slagle, Tiffany (STA).....Work Study  
 Saunders, Trinity (ADS) ..... Work Study

***Part-Time Separations***

Galloy, Joseph (ANT) ..... Adjunct Faculty  
 Kalz, Kristen (SOC)..... Adjunct Faculty  
 Larkum, Mary (ANT)..... Adjunct Faculty  
 Lucas, Tommy (SOC) ..... Adjunct Faculty  
 Martinez, Paige (BIO) ..... Adjunct Faculty  
 Montalvo, Enid (AEL)..... PB AEL Instructor  
 Robinson, Tammy (ALH).....PB Health Occupations Instructor

**ADJOURNMENT**

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 7:45 p.m.