

**St. Charles Community College
Board of Trustees Meeting
October 23, 2023
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on October 23, 2023, in Conoyer Hall, Room 2102 (Board Room).

The meeting was called to order at 6:00 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, 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 Workforce & Strategic Initiatives John Wiemann, Interim Vice President for Student Services Bridgett Golman, Vice President for Human Resources Terri Edrich, Executive Director Foundation and Chief of Staff Betsy Schneider, Sr. Administrative Assistant Amy Snyder, A/V System Engineer Nick Wallace, and IT Specialist Christian Grubbs.

Guests present were Officer Shannon Eaton, Officer Scott Bingelli, Piper Stutsman, Marvin Tobias, Virginia Guneyli, Heather Rodgers, Gabe Harper, Glen Chapuis, Kristen Drummond, and Arnie Dienoff.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

BOARD POLICY STATEMENT

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

ACCEPTANCE OF MINUTES: SEPTEMBER 25, 2023, 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 the September 25, 2023, Board of Trustees Meeting were accepted.

ACCEPTANCE OF MINUTES: OCTOBER 6, 2023, BOARD OF TRUSTEES STUDY SESSION

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the minutes of the October 6, 2023, Board of Trustees Study Session were accepted.

ACCEPTANCE OF MINUTES: OCTOBER 16, 2023, BOARD OF TRUSTEES SPECIAL MEETING

On a motion by Ehlman, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the minutes of the October 16, 2023, Board of Trustees Special Meeting were accepted.

TREASURER'S REPORT

Trustee Lissner read the Treasurer's Report. Cash in bank \$14,702,057; total investments \$54,626,520; tuition and fees received to date \$11,284,739; local taxes received to date \$282,525; state appropriations received to date \$4,280,914. 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 \$6,220,520.

FACULTY ASSOCIATION REPORT

Dr. Virginia Guneyli provided a report on SCC Faculty activities supporting student success with the following highlights included:

- English Department – Jayme Novara and Anastasia Bierman gave and received training on AI to share with SCC faculty. Additionally, Jaymen Novara had a research trip to Teotihuacán in Mexico, bringing back resources for students in mythology literature classes.
- Science Department – Dr. Ranya Taqieddin attended a full day workshop about Evidence-Based Instructional Practices (EIPs) in Anatomy and Physiology courses.
- Health, Human Services, and Natural Resources Programs – students were able to get real world experience in Aging in Place when they volunteered with an Occupational Therapist who runs a company specializing in Home Modification to help older adults successfully remain in their homes. This experience allows the student to see OT in a non-traditional role.

REPORT OF THE COLLEGE PRESIDENT

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

- Dr. Kavalier was pleased to share that the St. Charles Community College Foundation raised a record \$60,000 at its 27th annual Presidents Classic Golf Scramble on Monday, Sept. 25, at Old Hickory Golf Club. Proceeds will support scholarships as well as academic and program enhancements at SCC.
- In partnership with BJC and the St. Charles County Health Department, St. Charles

Community College hosted a free flu shot clinic from 2-7 p.m. on Oct. 8. The college's Registered Nursing and Licensed Practical Nursing students were on hand to assist with the flu shots. Approximately 800 students, employees and community members participated in this year's Flu Fighter event.

- SCC hosted a Naturalization Ceremony, held by the United States District Court Eastern District of Missouri, on Oct. 6 at St. Charles Community College. The naturalization ceremony is the culmination of the naturalization process. At the ceremony, citizens take the Oath of Allegiance to the United States — a practice dating back to the 18th century. Presiding over the ceremony was Honorable Rebeca Navarro-McKelvey. Paul Roesler, Professor of Political Science, and ESL students helped organize the event.

FACULTY SABBATICAL RETURN REPORTS

Dr. Glen Chapuis presented his sabbatical return report and answered questions from the Board of Trustees. Dr. Chapuis explained that the program he initially presented in his original sabbatical request had been retired from the school offering it. He instead audited two other business/entrepreneurial classes and worked on his case studies along with taking a ceramics class. The board members asked him if he communicated the change in the programming with the dean of the business department and if the audited classes were equivalent in nature to the original program plan. The board further expressed their disappointment in how Dr. Chapuis neglected to properly report the change in circumstance to the proper channels and bring back classroom/curriculum enhancements that would significantly support greater student success.

Heather Rodgers presented her sabbatical return report and answered questions from the Board of Trustees. The board thanked Heather for having a presentation and suggested that it would have been good to include an updated syllabus showing how her sabbatical research translated and provided diversity and inclusion in her classroom instruction.

PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE

Senior Vice President Todd Galbierz presented on update on the bond-supported projects at SCC.

INVENTORY ADJUSTMENT – Action

The inventory of fixed assets is updated monthly to remove assets that are damaged, obsolete, removed from service, donated, stolen, returned to the vendor, assigned a new asset ID number, provided a replacement tag, sold in surplus sales, or offered as trade-ins. On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the board approved the removal of inventoried items with an original acquisition amount totaling \$704,344.09 from the College inventory records. This amount represents items tracked in the College's inventory system.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENT – Action

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

a. Article IV.02 Employee Background Checks

Policy P502.1 is being transitioned to Article IV.02. Minor changes have been made to the policy to include disclosure of felony charges.

b. Article IV.05 Personnel Records and Administration

Policy P506 is being transitioned to Article IV.05 Personnel Records and Administration. The only substantial change is to confirm that the college adheres to all applicable laws and remove the sampling of applicable laws.

c. Article IV.06 Outside Employment

Policy P702 is being transitioned to Article IV.06 Outside Employment. Language was added to specify when approval is needed.

d. Article I.15 Student Success

Article I.15 Student Success is being presented as a new policy to address measurement of student success.

e. Article IV.32 Civility & Conduct

Article IV.32 Civility & Conduct is being presented as a new policy that addresses employee conduct.

BIDS AND CONTRACTS

a. Cidi Labs Contract Renewal

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved a 3-year agreement with Cidi Labs LLC, Draper, UT for \$65,775.00 total for Design Tools, Muti-Tool, and Upload/Embed Image LTI tools used by course designers to improve the Canvas learning management system. Funding Source: Operating Budget - Online and E-Learning

b. Firewall License and Support Renewal

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to CDW Government LLC, Vernon Hills, IL, in the amount of \$69,045.86 for the Palo Alto firewall license and support renewal to maintain the campus firewalls. Funding Source: Technology Operating Funds

c. Design and Engineering Services for Welding Program

On a motion by Lissner, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved the welding barn renovation design and engineering contract to The Lawrence Group, St. Louis MO, in the amount of \$30,000 plus a 10% contingency for a total of \$33,000. Funding Sources: MOExcels Grants and Workforce Program and Operating Funds

d. Auditorium Audio-Video Update

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an award to CDW Government LLC, Vernon Hills, IL, in the amount of \$78,632.74 for the purchase and installation of new audio-video technology in the Conoyer Hall auditorium. Funding Source: Technology Fee Fund

e. Demonstration Classrooms

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to CDW Government LLC, Vernon Hills, IL, in the amount of \$198,901.94 for the purchase and installation of six (6) new demonstration classrooms. Funding Source: Technology Fee Funds

f. Permit Fees for New Building

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved to remit payment of \$131,040 to the City of Wentzville, Missouri and \$64,600 to the Wentzville Fire Protection District for permits related to the Regional Workforce Innovation Center project. Funding Sources: Proposition Community College Bonds and State of Missouri Transformative Project Grant Funds

e. Digital Media Marketing Campaign

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board ratified past ads and approved an award to Lamar Advertising Company, Baton Rouge, LA, for approximately \$35,000 from September 2023 through February 2024 for a digital media marketing campaign.

BALLOT PROPOSAL RESOLUTION FOR APRIL 2, 2024 ELECTION – Action

RESOLUTION

RESOLUTION CALLING AND PROVIDING FOR AN ELECTION TO BE HELD IN THE DISTRICT COMPRISING ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, ON TUESDAY, THE 2ND OF APRIL, 2024.

The Board of Trustees took up for consideration and determination, the matter to be submitted to the qualified electors of the college district at the Election to be held on Tuesday, the 2nd day of April, 2024. Following a discussion of these matters, Trustee Cilek offered and moved the adopting of the following resolution.

A RESOLUTION CALLING AND PROVIDING FOR THE HOLDING OF AN ELECTION IN THE DISTRICT COMPRISING ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, TO ELECT TWO MEMBERS OF THE BOARD OF TRUSTEES TO SERVE FOR A TERM OF SIX (6) YEARS.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

That at the Election to be held within the District comprising St. Charles Community College, St. Charles County, Missouri, as provided by law on Tuesday, the 2nd day of April, 2022, there shall be submitted to the qualified electors of said College District the following question:

ELECTION OF TRUSTEES

To elect two (2) members of the Board of Trustees to serve for a term of six (6) years.

Trustee Lissner seconded the motion to adopt the foregoing resolution and said resolution, having received the affirmative vote of all members of the Board present, the president of the Board declared the motion carried and the resolution adopted this 23th day of October, 2023.

CLOSED SESSION

At 7:12 p.m., a motion by Cilek and a second by Lissner followed by a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar, and Stodden, the Board entered in to 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 7:37 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, a second by Lohmar, 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 October 23, 2023**

Full-time New and Replacement Hires

Carter, Lauren (HSK)..... Housekeeper
Duclervil, Fritzson (IGE).....International Student Support Specialist
Dunn, Emma (HRS)..... Administrative Assistant
Hellebusch, Allison (GRDS).....Agriculture/Grounds Technician
Kimes, Penny (DPS) Police Officer
Judd, Ryan (AA) College Recruiter/Navigator

Full-Time Separations

Blackwell, Amy (ENS) Financial Aid Officer
Drake, Jeffrey (DPS) Lieutenant/Clery Compliance Officer

Leenhouts, David (AA) Special Assistant to the Chief Academic Officer
Nioroge, Peter (HSK) Housekeeper

Part-Time New and Replacement Hires

Bodart, Marissa (ART) Student Assistant
Dutton, Chelsea (STU) Special Assignment
Faszold, Lisa (EDU) Academic Program Coordinator
Horton, Jeremy (DPS) Police Officer
Whitaker, Steve (FS) Food Service Assistant

Part-Time Separations

Carter, Jennifer (ENG) Adjunct Faculty
Krato, Jared (CPT) Adjunct Faculty
Penniman, Rebecca (ENG) Adjunct Faculty
Salyer, Michaela (ESL) Adjunct Faculty
Sharp, Terrence (AEL) PB AEL Instructor

ADJOURNMENT

On a motion by Cilek, a second by Lohmar, and a unanimous “AYE” vote to carry the motion,
the public meeting adjourned at 7:37 p.m.