

**St. Charles Community College
Board of Trustees Meeting
Open Session
Monday, April 18, 2016**

M I N U T E S

CALL TO ORDER AND INTRODUCTION OF GUESTS

The regular meeting of the Board of Trustees was called to order at 5:30 p.m. by Board President Mack. The following members of the Board of Trustees were present: Rose Mack, President; William Pundmann, Secretary; Jean Ehlmann, Treasurer; and Shirley Lohmar, Trustee. Pam Cilek, Vice President and Ryan Robertson, Trustee were not in attendance.

Also present were Mary Stodden, Trustee-Elect; Todd Galbierz, Interim College President & Vice President for Administrative Services; Chris Breitmeyer, Vice President for Academic and Student Affairs; Donna Davis, Vice President for Human Resources; Heather McDorman, Vice President for Enrollment and Marketing Services; Kasey McKee, Vice President for College Advancement and Planning; and Julie Parcel, Executive Assistant to the President and Board of Trustees.

Audience members who introduced themselves were staff members Sharon Schreiber, Nick Ruckman, Al Koehler, Bob Ronkoski, Chris Romer, Kathy Brockgreitens, Susie Rubemeyer, Amy Koehler, Boyd Copeland, Pat Haynes, Betsy Schneider, Mandi Smith, Karen Jones, and Brynne Cramer; faculty members Anna Boulware, Monica Hall-Woods (Faculty Association President), and Joseph A. Hartnett; students Farhan Babar (Student Senate President), Olivia Dinwiddie (Student Senate President-Elect), Scott Wooldridge, David Simon, Sara Dubois, Geve Penafloor, John Walsh, Anne Mills, Lawrence Tarby, Cameron Mayer, Travis Wingfield, Alex Groewenger, Chris Dallmann, Paul Brown, Samuel Dresman, Kathryn Porter, and Angela Nagel; and county resident Arnie C. Dienoff.

PLEDGE OF ALLEGIANCE

Mack led the Board, staff, and audience in the Pledge of Allegiance.

ACCEPTANCE OF MINUTES: REGULAR MEETING OF MARCH 14, 2016 - Action

On a motion by Pundmann and a second by Ehlmann, minutes of the March 14, 2016, regular Board meeting were accepted as presented. The motion was carried unanimously.

ACCEPTANCE OF MINUTES: SPECIAL MEETING OF MARCH 21, 2016 - Action

On a motion by Lohmar and a second by Ehlmann, minutes of the March 21, 2016, Special Board meeting were accepted as presented. The motion was carried unanimously.

APPROVAL OF AGENDA

Mack motioned to amend the agenda to remove Item 6: *Certification of April 5, 2016, Election Results*; Item 7: *Administration of Oath of Office to Newly-Elected Board Members*; and Item 8: *Election of Board Officers – President, Vice President, Secretary, and Treasurer* from the agenda. Lohmar seconded the motion. A roll-call vote was taken and the following votes were cast: Ehlmann – NAY; Pundmann – NAY; Mack – YEA; and Lohmar – YEA. Mack declared the motion failed.

On a motion by Pundmann and a second by Mack, Item 16A: Award of Bids – Architectural and Engineering Services was stricken from the agenda. The motion was carried unanimously.

CERTIFICATION OF APRIL 5, 2016, ELECTION RESULTS – Action

Pundmann motioned to certify results of the April 5, 2016, election results as follows:

Rose Mack (6-year term)	14,222 votes*
Mary Schnare Stodden (6-year term)	15,034 votes*
Shirley J. Lohmar (4-year unexpired term)	31,033 votes*

Ehlmann seconded the motion. A roll-call vote was taken and the following votes were cast: Ehlmann – YEA; Pundmann – YEA; Mack – NAY; and Lohmar – NAY. Mack declared the motion carried.

*Results are unofficial and are recorded as posted on the St. Charles County Election Authority website. It is anticipated that certified results will be available on April 19, 2016. Note: Official results were received on April 20, 2016, and remained unchanged for all three candidates.

ADMINISTRATION OF OATH OF OFFICE TO NEWLY-ELECTED BOARD MEMBERS

Mack administered the Oath of Office to newly elected trustees Shirley J. Lohmar and Mary Schnare Stodden. Pundmann administered the Oath of Office to newly-elected trustee Rose Mack.

ELECTION OF BOARD OFFICERS - PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER

Ehlmann and Cilek were both nominated to serve as Board President, and Ehlmann was elected by a 4-1 ballot vote. Remaining officers were unanimously elected through non-contested nominations, resulting in the following slate of officers for two-year terms:

Jean Ehlmann, President
William Pundmann, Vice President
Pam Cilek, Secretary
Shirley Lohmar, Treasurer

New officers were in place for the remainder of the meeting.

TREASURER'S REPORT - APPROVAL TO PAY BILLS - Action

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$5,712,555 total investments \$25,345,000; tuition and fees received to date \$16,293,191; local taxes received to date \$15,993,941; state appropriations received to date \$7,126,007. On a motion by Mack and a second by Pundmann, the Treasurer's Report was accepted. The motion was carried unanimously.

On a motion by Mack and a second by Stodden, the Board approved payment of bills from the Operating Fund in the amount of \$3,115,722. The motion was carried unanimously.

STUDENT SENATE REPORT

Student Senate President Farhan Babar reported the following:

- A Youth Leadership School Conference, coordinated by Farhan, was held in O'Fallon, IL, on April 2 – 4, 2016.
- Farhan was part of a video project created by FM 97.1 to discuss *Millennials' Views on the Presidential Race of 2016*.
- Student Senate officers for the year 2016-17 were elected as follows:
 - President: Olivia Dinwiddie
 - Vice-President: Carlos Rodriguez
 - Secretary: Tracee White
 - Treasurer: George Polette
 - Parliamentarian: Geve Penaflo

FACULTY ASSOCIATION REPORT

Faculty Association President Dr. Monica Hall-Woods reported the following:

- Joyce Lindstrom, Gail Mellow (President of LaGuardia Community College), and Kristin Good (Dean of Arts & Sciences at Washtenaw Community College) gave a presentation on the faculty development initiative *Taking College Teaching Seriously* at the National Conference of the American Association of Community Colleges in Chicago April 9 – 12, 2016. This project creates online cohorts of 6-8 faculty members within an academic discipline who share weekly reports of classroom activities, assignments, and assessments.
- The SCC chapter of Phi Beta Lambda (PBL) collected empty prescription bottles and shipped them to Generation Next, a non-profit in Branson that serves and supports communities in Kenya. The chapter is partnering with the O'Fallon Police Department to provide information for community members to be able to send their empty bottles to Generation Next as well during their Drug Take Back Program. The chapter is also raising funds to support the March for Babies, the non-profit that FBLA-PBL supports nationally. With a "Wear Jeans to Work Day/Week," the team has already raised \$301 toward their goal of \$500. The team page is www.marchforbabies.com/team/sccpbl
- This semester, PBL has had a guest speaker at one of their meetings each month. On April 7, the guest speaker was Diana Redden, Recruitment Coordinator for the UMSL College of Business. Ms. Redden spoke to students about programs, scholarships, internships, student organizations, and study abroad options they offer. She provided information packets and business cards to interested students and offered to meet with anyone interested in seeing the campus and learning more.
- Andrea Compton (Business Technology) served on a Quality Matters (QM) review of PLS277 – Family Law for New Mexico State University. QM is an international organization representing broad inter-institutional collaboration and a shared understanding of online course quality. QM's quality assurance processes have been developed to improve and certify the design of online and blended courses.

- Assistant Professor Rex McKanry accompanied Cole Alves, Emma Howard, and Kevin Chen to the Programming Competition at the Consortium for Computing Sciences in Colleges (CCSC) Conference at Missouri Western State University in St. Joseph, MO. The team placed 22 out of 30 and again was the only two-year school to compete against upper level bachelors and graduate students.
- In Jane O’Donnell’s *CPM 295 Beyond HTML* course, students redesigned a non-profit web site for *Dogs on Duty*. The students worked directly with the client, Meribeth Broadway, president of Dogs on Duty and were mentored by Multimedia and Web Design advisory board member, Julia Eudy (Golden Services Group). Seven students completed the project in a six week timeframe, with 51 pages of content created for the site.
- Dr. Brian Quick, who holds appointments in both the Department of Communication at the University of Illinois at Urbana-Champaign and in the College of Medicine at the University of Illinois, spoke to students about health communications during Communication Day. The presentation was made possible by a grant from the SCC Foundation and was coordinated by Professor Darren Osburn, Communications.
- Mike Fuszner, Department Chair for the Computer Networking program, attended training the week of spring break at the National Center for Systems Security and Information Assurance (CSSIA). Additional training is planned for May 14 – 15, 2016. These train-the-trainer classes for faculty are sponsored by CSSIA through a grant from the National Science Foundation
- On April 6 – 10, 2016, Phi Theta Kappa (PTK) Honor Society Annual Convention Chapter Advisors Christina Gant and Rachel McWhorter (both English Department Faculty) accompanied two students to the PTK “NerdNation” event in Washington, D.C. Christy was the facilitator for a break-out session during a pre-convention event. Christy and Rachel also attended the Missouri Region PTK Convention with two students. The chapter received a Four-Star Chapter Award, Christy Gant received the Horizon Award for Advisors, and the Missouri Region honored the late Brenda Hollrah (advisor for 13 years) with a memorial brick in the plaza at PTK Headquarters in Jackson, Mississippi.
- The SCC Chapter of PTK held their Spring Induction on April 3 with 68 new members so far this semester. In addition, the following SCC employees were honored by students during the ceremony with the Mentor Award: Cassie Akins, Cheryl Eichenseer, Denise Halel, Vicky Herbel, and Jeffrey Miller.
- The Missouri Mathematics Association of Two Year Colleges (MoMATYC) Math Conference was held on April 8, 2016, and attended by Joe Howe, Kyle Linden, Wanda Long, and Vicki Woodrum, all from the math department, as well as Nicole Nunn-Faron, from the education department.

At the conclusion of the report, Dr. Hall-Woods read a Faculty Association resolution which strongly recommends that the One-Stop-Shop be temporarily postponed until the College finds a suitable location for Nursing and Allied Health (NAH). The resolution states that it is not to say that pursuing the current Master Plan is not recommended but that it is secondary to the immediate need of our NAH division moving back on campus.

REPORT OF THE COLLEGE PRESIDENT

Interim President Todd Galbierz presented highlights of the SCC President’s Report, which can be found here: <https://www.stchas.edu/about-scc/administration/meet-the-president>.

PUBLIC COMMENTS

Board President Ehlmann called for public comments. Comments were as follows:

- Anna Boulware, Professor of Accounting and parent of a student in Nursing and Allied Health, expressed her concerns related to sale of the building owned by Lindenwood University and current location for SCC's NAH programs.
- Kathy Brockgreitens, Dean of Enrollment Services, expressed appreciation for support of the current Campus Master Plan which includes building renovations that include a One-Stop-Shop for student services.
- AC Dienoff, community member, voiced concern about Board action earlier in the meeting related to election certification.

BOARD POLICIES AND PROCEDURES MANUAL UPDATE - Action

The Board took action on the following policies, introduced for review at the March 14, 2016, regular meeting, as follows:

P-303 Grounds Restrictions

On a motion by Mack and a second by Lohmar, *P-303 Grounds Restrictions* was updated to add hoverboarding to prohibited activities on College sidewalks, walking trails, and any College-owned property except the Dardenne Greenway Trail. The motion was carried unanimously.

P-417 Tuition, Fees, and Refunds for Credit Classes

On a motion by Pundmann and a second by Stodden, the Board approved an increase of \$1 per credit hour for in-district tuition, an increase of \$2 per credit hour for out-of district tuition, an increase of \$3 per credit hour to the technology fee, and a new fee of \$100 per course for computer science networking courses that lead to the Red Hat certification; to be conditional, such that the college administration will take whatever steps are necessary to comply with the terms of a tuition freeze related to state funding. The motion was carried unanimously.

P-493 Student Name Change

On a motion by Lohmar and a second by Mack, the Board approved *P-493 Student Name Change*, a new policy created to provide documentation requirements for students who need to officially change their name on College records. The motion was carried unanimously.

BOARD POLICIES AND PROCEDURES MANUAL UPDATE - Review

P-402 Admissions

The Board reviewed a proposed update to *P-402 Admissions* which will provide detailed admission requirements for high school students under the age of 16 and authorize denial of admission to students under the age of 14. The policy will be presented for action at the next regular meeting.

AWARD OF BIDS - Action

Architectural and Engineering Services

The meeting agenda was amended to exclude this bid from action by the Board at this time.

Commercial Grade Floor Scrubbers

On a motion by Lohmar and a second by Pundmann, the Board awarded contracts to Industrial Soap Company, St. Louis, MO, for \$11,437.26 for the purchase of two Self-Propelled Walk-Behind Auto Scrubbers; and to HP Products, Earth City, MO, for \$6,605.00 for the purchase of one Micro-Rider Auto Scrubber to be used in the Environmental Services Department to clean and maintain hard floor areas throughout the campus. The motion was carried unanimously. *Funding Source: FY16 Maintenance and Repair Funds (50% will be reimbursed by the state)*

Concrete Repairs

On a motion by Pundmann and a second by Lohmar, the Board awarded a bid to Karrenbrock Construction, Inc., New Melle, MO, in the amount of \$28,190.00 plus a 10% contingency for a total of \$31,009.00 for repairing concrete at various campus locations. The motion was carried unanimously. *Funding Source: FY16 Maintenance and Repair Funds (50% will be reimbursed by the state)*

Construction Management Services

On a motion by Lohmar and a second by Stodden, the Board awarded a contract to PARIC Corporation, St. Louis, MO, in an amount not to exceed \$388,754.00 for construction management services for renovation/construction on the College's main campus. The motion was carried unanimously. *Funding Source: Capital Projects Fund – Land Sale Proceeds (may be reimbursed by future financing)*

Mail Processing Services

On a motion by Mack and a second by Pundmann, a contract was awarded to Presort, Inc., St. Louis, MO, for an estimated amount of \$183,000.00 for a period of two years with the option to renew for three additional one-year periods for full service mail processing. The motion was carried unanimously. *Funding Source: General Operating - Facilities*

PRESIDENTIAL SEARCH UPDATE

Trustee Lohmar briefed the Board on progress of the presidential search. The search timeline was reviewed, and Lohmar highlighted the importance of strict confidentiality throughout the search process.

A Special Meeting related to the search was scheduled on Saturday, May 21, 2016.

CLOSED SESSION

On a motion by Lohmar and a second by Pundmann, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021.3 for the purpose of discussing hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded; and RSMo 610.021.9 for the purpose of discussing preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A roll call vote was taken and the following "AYE" votes were cast: Stodden, Pundmann, Ehlmann,

Lohmar, and Mack. The Board adjourned into Closed Session.

After discussions in these areas, on a motion by Pundmann and a second by Mack, the Board voted to reconvene into Open Session. A roll call vote was taken and the following “AYE” votes were cast: Stodden, Pundmann, Ehlmann, Lohmar, and Mack. The Board reconvened into Open Session.

PERSONNEL RECOMMENDATIONS - Action

On a motion by Mack and a second by Lohmar, the Board approved personnel recommendations. The motion was carried unanimously. Personnel recommendations are as follows:

FULL-TIME NEW AND REPLACEMENT HIRES

Cintel, Jackie (ADV) Academic Counselor
Haridas, Seema (SCI)..... Assistant Professor
Heisler, Judy (EVS) Environmental Services Associate

FULL-TIME CHANGES

Emery, Felicia (BIO) Fixed Term Appointment Instructor, Microbiology to
FT Faculty, Instructor, Microbiology
Fisher, Karla (EVS) PT Environmental Services Associate to
FT Environmental Services Associate
George, Karen (ACE) Learning Specialist - Tutor Program Coordinator to
Tutoring Program Manager
Herrera, Alberto (EVS)..... PB Environmental Services Associate to
FT Environmental Services Associate
Koziatek, Sophia (CHM) Fixed Term Appointment Instructor, Chemistry to
FT Faculty, Instructor, Chemistry
McGuire, Lindy (ADV) Academic Counselor to
Lead NAH Academic Counselor
Rocha, Aniceto (EVS) Floor Care Specialist to
Environmental Services Associate
Tannehill, Louise (EVS) Temporary Environmental Services Lead to
Environmental Services Assistant Supervisor

FULL-TIME SEPARATIONS

Cook, Barak (HIS) Associate Professor
Dickey, David (MUS)..... Assistant Professor
Ellis, Leary (EVS)..... Environmental Services Floor Care Associate
Nieman, Thaddeus (ENS) Enrollment Services Assistant

PART-TIME NEW AND REPLACEMENT HIRES

Chandler, Brandey (CED)..... PB Continuing Education Instructor II
Curtright, Kaitlyn (DPS)..... Office Assistant/DPS Dispatcher
Elkins, Olivia (CED)..... PB Summer Camp Assistant
Hancock, Sarah (CED)..... PB Continuing Education Instructor II
Herrera Bravo, Alberto (EVS) PB Environmental Services Associate
Hoffmeister, Domenic (DPS)..... Police Officer
Kuhlman, Andrew (THE) Adjunct Faculty
Marnett, Olivia (ACE) Student Assistant

Milner, Philip (CED) PB Continuing Education Instructor II
 Niswonger, Jacob (DPS)..... Police Officer
 Phan, Hai (ACE)Student Assistant
 Samson, Donna (ENS)Office Assistant
 Sellmeyer, Marcia (EDU)Adjunct Faculty
 Voelkerding, Brian (CED) PB Continuing Education Instructor II
 Xenos, Aliko (MKT).....Office Assistant

PART-TIME CHANGES

Fuchs, Paul (CED)PB Summer Camp Assistant to
 PB Summer Camp Assistant II
 Maldonado, Castula (EVS)PB Environmental Services Associate to
 PT Environmental Services Associate
 Mason, Annie (CED)PB Summer Camp Assistant to
 PB Summer Camp Assistant II
 Stroh, Andrea (ENS)..... Work Study to
 Student Assistant

PART-TIME SEPARATIONS

Bryan, Charles (MSB) Work Study
 Hembrough, Suzanne (SCI)Adjunct Faculty
 Moore, Westley (EVS).....PB Environmental Services Associate
 Perkins, Tabitha (DPS)Office Assistant/DPS Dispatcher
 Perlow, Porcha (EVS).....PB Environmental Services Associate
 Peterson, Eric (CED) PB Continuing Education Instructor II

On January 15 Board Recs under Part-time Separations Section, the following person was terminated in error during HRIS update.

Babar, Farhan (ESL).....Student Assistant

OTHER

- Ehlmann reminded the Board that Commencement will be held on Saturday, May 14, 2016, at 10:00 a.m. in the College Center. Detailed information will be mailed to trustees prior to the event.
- Trustees were asked to mark their calendars for Special Meetings as noted on the presidential search timeline.
- The Board discussed their commitment to SCC Nursing and Allied Health programs and encouraged administrators to continue reassuring students, parents, faculty, and staff that there will be no interruption of instruction in any of the programs.

ADJOURNMENT

On a motion by Mack and a second by Lohmar, the meeting adjourned at 8:00 p.m. The next regular meeting is scheduled on Monday, May 16, 2016, at 5:30 p.m. in the Board Room (SSB 2102).