

**St. Charles Community College  
Board of Trustees Public Meeting  
Monday, January 23, 2017**

**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 Ehlmann. The following members of the Board of Trustees were present: Jean Ehlmann, President; William Pundmann, Vice President; Pam Cilek, Secretary; Shirley Lohmar, Treasurer; Rose Mack, Trustee; and Mary Stodden, Trustee.

Also present were Dr. Barbara Kavalier, College President; Todd Galbierz, Vice President for Administrative Services; Dr. John Bookstaver, Interim Vice President for Academic and Student Affairs; Donna Davis, Vice President for Human Resources; Kasey McKee, Vice President for College Advancement and Planning; and Julie Parcel, Executive Assistant to the President and Board of Trustees.

Audience members included staff members Sharon Schreiber, Pat Haynes, Chris Romer, Amanda Sizemore, Amy Koehler, Boyd Copeland, Jeffrey Brouk, Tina Sieker, Michael Dunkus, and Susie Rubemeyer; faculty members Lisa Stoner, Beth Michael-Smith, Aaron Proctor, and Vicky Herbel; student Olivia Dinwiddie; public advocate/county resident Arnie C. "AC" Dienoff; Joe Palumbo of Gilmore & Bell, P.C.; and Michelle Boch of Piper Jaffray & Co.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF MINUTES: DECEMBER 5, 2016, PUBLIC MEETING**

On a motion by Ehlmann and a second by Cilek, minutes of the December 5, 2017, public Board meeting were accepted as amended. Under "Public Comments," the amendment changed wording from "...businesses in St. Charles County to opt out of the sales tax holiday..." to "...government entities to opt in to the sales tax holiday..." The motion carried unanimously.

**APPROVAL OF AGENDA**

On a motion by Pundmann and a second by Cilek, the agenda was approved. The motion carried unanimously.

**TREASURER'S REPORT - APPROVAL TO PAY BILLS**

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$6,772,302; total investments \$31,060,000; tuition and fees received to date \$16,036,924; local taxes received to date \$16,721,155; state appropriations received to date \$5,382,931. On a motion by Mack and a second by Stodden, the Treasurer's Report was accepted. The motion carried unanimously.

On a motion by Pundmann and a second by Cilek, the Board approved payment of bills from the Operating Fund in the amount of \$4,289,145. The motion carried unanimously.

## **STUDENT GOVERNMENT ASSOCIATION REPORT**

Student Government Association (SGA) president Olivia Dinwiddie reported the following:

- Student leaders plan to attend the 13th Annual Summit on Leadership Development on Saturday, February 4, 2017, on the Washington University campus.
- The first ever Rubik's Cube Competition is scheduled on campus on June 10, 2017, in the College Center Gym from 7:00 a.m. to 7:00 p.m. The event will be open to the public, and 50 – 100 competitors of all ages are expected to attend.
- Furry Alliance was approved as a new club at the December 6, 2016, SGA meeting. The club is dedicated to providing support for members of the "furry community," a subculture interested in fictional anthropomorphic animal characters with human personalities and characteristics.
- The Annual SCC Student Film Festival is scheduled on March 30, 2017, with awards and screening from 6:30 – 9:30 p.m. in the Social Sciences Building Auditorium. Entry forms are online.
- Bowling Night, hosted by the SCC Student Activities department, is scheduled on February 16, 2017, at Brunswick Zone XL. The event features free food, bowling, laser tag, and a \$10 game card for student participants.
- The next SGA meeting is scheduled on February 7, 2017.

## **FACULTY ASSOCIATION REPORT**

Faculty Association president Aaron Proctor reported the following:

- Lynne Snyder and Deborah Phillips (Theatre) attended the Tom Todoroff's Acting Intensive at the St. Louis Actor's Studio January 7 – 8, 2017. Tom is a national- renowned actor, producer, director, and acting coach for film, theatre, and television. He has coached such famous actors as Samuel L. Jackson, Bob Hoskins, Robert Wagner, and Liam Neeson.
- Mike Fuzner (Computer Science) attended the Gateway 2 CyberCity Conference in downtown St. Louis on November 17, 2016. He met Tony Bryan, Executive Director of the Midwest Cyber Center, at the conference and invited him to visit SCC for a tour. The Midwest Cyber Center focuses on attracting IT companies to the St. Louis region.
- On January 20, 2017, Mike Fuzner spoke to a group of approximately 130 high school students at Fort Zumwalt South High School on the topic of Cyber Security careers.
- Kyle Linden (Mathematics) participated in a home building mission trip in Reynosa, Mexico in December 2016.
- Josh Niemczyk (Mathematics) and Kyle Linden attended the American Mathematical Association of Two-Year Colleges (AMATYC) Conference in December 2016.
- Andrea Compton (Business Technology) received the "Apple for the Teacher" Award from the Alpha Zeta Chapter of Iota Phi Lambda at a luncheon on November 19, 2016. The purpose of the program is to show appreciation to educators who meet specific criteria and are nominated by members of Iota Phi Lambda, and the honor is celebrated during American Education Week. Andrea was nominated by Cheryl Watts, an adjunct in the Business Technology program since

2013 and member of the Alpha Zeta Chapter of Iota Phi Lambda since 1994, when she received her “Apple for the Teacher” award.

- The SCC chapter of Phi Beta Lambda (PBL) came back to campus early this spring to score projects in Web Site Design and Desktop Publishing for the upcoming FBLA District Leadership Conference and competitions. In addition to PBL officers, Business Technology faculty Andrea Compton, Nancy Graviett, Diana Fast, Kathy Curry (adjunct), and Debbie Mulherin (adjunct) scored projects to help the chapter. The scoring took place on January 9, 2017, from 4:00 – 7:00 p.m. in the Technology Building, and the state FBLA-PBL office is donating \$500 to the chapter for their help and for hosting the grading event.
- Andrea Compton completed her Master Reviewer Certification with Quality Matters on January 17, 2017. Andrea has completed 13 peer reviews for different institutions around the country and is beginning number 14 this month. Quality Matters is an organization that has developed national standards for quality assurance and continuous improvement in online learning.
- SCC’s Spring 2017 Faculty Professional Development Days, hosted by the Professional Development Group (PDG), was held from January 10 – 13, 2017. Current PDG members include Jayme Novara (chair), Jan Bussen, Ronda Sackett (DOC), and Mara Vorachek-Warren. Visitors from Washington University’s Teaching Center included Dr. Beth Fisher (Director of Academic Services) and Dr. Michelle Repice (Assistant Director of Academic Services) from WUSTL’s Teaching Center. They presented on “Reducing Stereotype Threat” and “Strategies for Addressing and Responding to Bias” during two sessions on January 12, 2017.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier presented highlights of the President’s Report, which can be found on the SCC website at [http://www.stchas.edu/about-scc/presidents\\_message/](http://www.stchas.edu/about-scc/presidents_message/).

## **PUBLIC COMMENTS**

Board President Ehlmann called for public comments.

Arnie C. “AC” Dienoff advised amending the institutional budget in order to account for recent state budget cuts and prepare for additional cuts; voiced support for the sale of Certificates of Participation for purchase of One Academy Place; suggested that SCC staff be trained to provide maintenance and repair of lawn irrigation equipment rather than using a vendor from outside St. Charles County; and suggested that the bid for financial services be given to a St. Charles County firm.

## **SABBATICAL LEAVE PRESENTATIONS**

Faculty members Vicky Herbel, Aaron Proctor, and Lisa Stoner presented information on their requests for sabbatical leave. All three proposals had been reviewed and recommended by the Sabbatical Review Committee, the Interim Vice President for Academic and Student Affairs, and the College President. Action was taken after discussion in Closed Session.

## **BUSINESS PLAN FOR ONE ACADEMY PLACE PROPERTY**

Dr. John Bookstaver, Interim Vice President for Academic and Student Affairs; Amy Koehler, Dean of Nursing and Allied Health; and Amanda Sizemore, Dean of Corporate and Community Development presented business and program plans for the contracted property at One Academy Place.

Nursing and Allied Health offerings will expand to include short-term certificates (Pharmacy Technician, Sterile Processing, Patient Care Technician, Home Health Aid); one-year diplomas/credentials for licensure (Medical Coding, Coding/Billing, Surgical Technician); two-year programs/credentials for licensure (Medical Assistant); four-year programs/credentials for licensure and post-licensure (Registered Nurse 1<sup>st</sup> Assistant, Aging in Place); and growth of existing programs to include increased opportunities for students to “bridge” to higher level certifications.

Workforce Development expansion will include programs such as Information Technology, Welding, Transportation/Logistics, Applied Engineering/Integrated Technology, and Agricultural & Food Science. Future goals include Drone Technology, Mechatronics, Optical (Fiber Optic) Systems, Automated Systems (Programmable Logic Controls/Robotics), Regulatory Certifications and Training, Employer/Industry Professional Development/Training, and Bachelor of Applied Science Programs (as approved).

The Board commended presenters on their work in preparing for expansion at the property.

## **RESOLUTION TO PROCEED WITH THE SALE OF CERTIFICATES OF PARTICIPATION**

On a motion by Pundmann and a second by Mack, the Board adopted a resolution to proceed with the sale of Certificates of Participation as a portion of the financing plan to purchase One Academy Place, Dardenne Prairie, MO 63368. The motion carried unanimously.

## **DEVELOPMENTAL DISABILITIES RESOURCE BOARD RESOLUTION**

The College plans to apply for a grant from the Developmental Disabilities Resource Board (DDRB) in the amount not to exceed \$10,000 to host and coordinate the annual Direct Support Professionals Conference. On a motion by Lohmar and a second by Cilek, the Board adopted a resolution for this purpose. The motion carried unanimously.

## **BOARD POLICIES AND PROCEDURES MANUAL UPDATE**

On a motion by Mack and a second by Stodden, the Board approved update to the Board Policies and Procedures Manual, as follows:

### ***P-444 Insurance Information for Students***

Language in the policy will be updated to refer students to the federal government’s health insurance website for information related to individual health insurance. Previously, the policy referred students to the Enrollment Services Office, where a limited number of brochures from insurance providers could be accessed. The government website offers more comprehensive information.

The motion carried unanimously.

## **AWARD OF BIDS**

### ***Canvas Learning Management System Renewal***

On a motion by Cilek and a second by Mack, the Board approved contract renewal with Instructure, Inc., Salt Lake City, UT, for a period of three years, in the total contract amount of \$431,190.00 for software licensing and support of Canvas Cloud Learning Systems for support of online and web-enhanced course sections. The motion carried unanimously. *Funding Source: Technology Fee Fund*

### ***Contract for Maintenance and Repairs for Lawn Irrigation System***

On a motion by Lohmar and a second by Cilek, the Board awarded a contract to Ideal Landscape Management, St. Louis, MO, in an estimated annual amount of \$55,000.00 for maintenance and repair of the existing lawn irrigation system for a period of one year, with the option to renew for four additional one-year periods. The motion carried unanimously. *Funding Source: Current Operating – Grounds Department*

### ***Financial Services Agreement***

On a motion by Cilek and a second by Stodden, the Board approved a Financial Services Agreement with Piper Jaffray & Co., Clayton, MO, in the amount of \$25,000.00 for independent financial services related to the financing plan to purchase the One Academy Place property. The motion carried unanimously. *Funding Source: Bond Proceeds – Costs of Issuance*

### ***Purchase of a Gas Chromatography System***

On a motion by Lohmar and a second by Stodden, the Board approved an award to Fisher Scientific Co., LLC, Hanover Park, IL, in the amount of \$28,133.36 for the purchase of a gas chromatography system for use by the Chemistry Department. The motion carried unanimously. *Funding Sources: SCC Foundation Grant: \$10,000; Current Operating Budget – Science: \$18,133.36*

## **OTHER**

- Trustee Cilek commended the Board Room art display, which is commissioned each semester from winners of the SCC Student Art Exhibit.
- Trustee Pundmann inquired about the use of college reserve funds to cover state budget cuts. Vice President Galbierz commented that there are no plans at this time for use of reserve funds to cover operational costs.

## **CLOSED SESSION**

On a motion by Pundmann and a second by Cilek, the Board voted to adjourn into Closed Session pursuant to 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 610.021.3 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.

A roll call vote was taken and the following “AYE” votes were cast: Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden. The Board adjourned into Closed Session.

Trustee Pundmann was excused from the meeting during Closed Session at 7:48 p.m.

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

### **SABBATICAL LEAVE**

On a motion by Cilek and a second by Stodden, sabbatical leave for Vicky Herbel was approved as presented for the Spring 2018 semester. The motion carried unanimously.

On a motion by Lohmar and a second by Cilek, sabbatical leave for Aaron Proctor was approved as presented for the Fall 2017 semester. The motion carried unanimously.

On a motion by Cilek and a second by Stodden, sabbatical leave for Lisa Stoner was approved as presented for the Spring 2018 semester. The motion carried unanimously.

### **PERSONNEL RECOMMENDATIONS**

On a motion by Cilek and a second by Lohmar, the Board approved the following personnel list:

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

Spathe, Sarah (OTA)..... One Semester Fixed Term Appointment, Assistant Professor  
Weidinger, Eric (TSP) ..... Computer Specialist

#### ***Full-time Changes***

Randoll, Lisa (POL).....Adjunct Faculty to  
One Semester Fixed Term Appointment, Political Science Instructor  
Perschbacher, Kirsten (ENS) ..... A+ Coordinator to  
Sr. Financial Aid Officer/A+  
Vernon, Abigail (ENS) .....Student Loan Coordinator to  
Sr. Financial Aid Officer/Student Loans

#### ***Full-time Separations***

Gill, Robert (INM) ..... Instructional Media Manager (retiring)  
Holmes, Deborah (ENS) .....Financial Aid Specialist (retiring)  
Thomas, Kristin (ENS) .....Sr. Financial Aid Officer  
Zimmerman, David (FS)..... Cook

#### ***Part-time New and Replacement Hires***

Antonio, Brandy (CC).....Adjunct Faculty  
Backer, Jennifer (BIO).....Adjunct Faculty  
Bales, Renee (ENS) ..... Admissions Counselor  
Banks, Randolph (MUS).....Adjunct Faculty  
Barthelmass, Scott (DPS)..... Police Officer  
Bettison, Joshua (TSP).....Student Assistant  
Bolejock, Nicolas (ACE) ..... Work Study

Braun, Krista (DSS) .....	Work Study
Bray, Kevin (BUS).....	Adjunct Faculty
Brown, David (EDU) .....	Adjunct Faculty
Buenger, David (BUS).....	Adjunct Faculty
Buse, Paul (TSP).....	Student Assistant
Georgie, Amelia (ENS).....	Work Study
Gibson, Hunter (GDS) .....	Work Study
Gray, Terry (Computer Science).....	Student Assistant
Hansell, David (TSP) .....	Student Assistant
James, Amber (NAH) .....	Adjunct Faculty
Kearns, Michael (GDS) .....	Adjunct Faculty
Kopfinger, Samuel (ACE) .....	Work Study
Lato, Christine (EDU).....	Adjunct Faculty
Meyerott, Andrew (ART) .....	Adjunct Faculty
Odenthal, Ronald (TSP).....	Student Assistant
Oliver,Cody (TSP) .....	Student Assistant
Prize, Michael (ACE).....	Work Study
Redeker, Kim (ESL) .....	Adjunct Faculty
Schonhoff, Philip (CS).....	Student Assistant
Stuart, Susan (GDS).....	Adjunct Faculty
Sullivan, James (CCD).....	PB Con Ed Instructor
Wheeler, Kelsey (ESL) .....	Adjunct Faculty
Whitley, Lois (CRJ) .....	Adjunct Faculty
Whitney, Harry (BUS) .....	Adjunct Faculty

***Part-time Changes***

Corley, Marsha (DPS).....	Police Dispatcher to Police Officer
Cornett, Josiah (ACE).....	Student Assistant to Educational Aide
Davis, Philip (CAD).....	One-Semester Fixed Term Appointment, CAD Instructor to Adjunct Faculty
Oates, Linda (ALH) .....	PT Health Occupations Instructor to PB Health Occupations Instructor
Schaffner, Joseph (ENG) .....	One-Semester Fixed Term Appointment, English to Adjunct Faculty
Sherman, Elizabeth (HIS) .....	One-Semester Fixed Term Appointment, English to Adjunct Faculty
Viriyasiri, Nick (ACE).....	Student Assistant to Educational Aide
Wiest, Julie (EVS) .....	PB Environmental Services Associate to PT Environmental Services Associate

**PART-TIME SEPARATIONS**

Babar, Muhammad-Farhan-Ullah (ESL) .....	Student Assistant
Barks, Jennifer (BIO).....	Adjunct Faculty
Brown, Jonathan (MUS) .....	Adjunct Faculty
Bruno, John (EDU) .....	Adjunct Faculty
Burrows, Tershelle (TEC).....	Student Assistant

Davis, Diana (ENG).....	Adjunct Faculty
Hall, James (MAT) .....	Educational Aide
Heendaliya, Lasanthi (CPT).....	Adjunct Faculty
Hubbard, Benjamin (ENS).....	Work Study
Jones, Danesha (SDV) .....	Work Study
Koch, Mary (ENS) .....	Work Study
Maldonado, Castula (EVS) .....	Environmental Services Associate
Mattingly, Miranda (ENG) .....	Adjunct Faculty
Meyer, Murry (EVS).....	PB Environmental Services Associate
Miesner, Jessica (CC) .....	Adjunct Faculty
Siecinski, Andrea (ENS).....	Work Study

**CORRECTION**

Alford, Karen (ENS)..... FT International Student Support Specialist to  
PT International Student Support Specialist  
(Employee is delaying retirement and changing to part-time until a department vacancy is filled.)

The motion carried unanimously.

**NEXT REGULAR MEETING**

The next regular meeting of the Board of Trustees is scheduled on Monday, February 20, 2017, at 5:30 p.m. in the Board Room (Social Sciences Building Room 2102).

**ADJOURNMENT**

On a motion by Stodden and a second by Cilek, the meeting adjourned at 8:07 p.m. The motion carried unanimously.