

**St. Charles Community College
Board of Trustees Public Meeting
Monday, May 15, 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; Pamela Cilek, Secretary; Shirley Lohmar, Treasurer; and Mary Stodden, Trustee. Trustee Mack was not in attendance.

Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic and Student Affairs; Donna Davis, Vice President for Human Resources; Todd Galbierz, Vice President for Administrative Services; Heather McDorman, Vice President for Enrollment and Marketing Services; Kasey McKee, Vice President for College Advancement and Planning; Chad Shepherd, Chief Information Officer; and Julie Parcel, Executive Assistant to the President.

Audience members who introduced themselves included staff members Alane Breitmeyer, Kathy Brockgreitens, Jeffrey Drake, Michael Dunkus, Pat Haynes, Amy Koehler, Chris Romer, Susie Rubemeyer, and Eric Weidinger; faculty members Cheryl Eichenseer and Aaron Proctor; community member Arnie C. "AC" Dienoff; Fox 2 reporter Elliott Davis; and Fox 2 cameraman Colby Charles.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: REGULAR MEETING OF APRIL 17, 2017

On a motion by Cilek and a second by Lohmar, minutes of the April 17, 2017, regular Board meeting were accepted as presented. The motion carried unanimously.

APPROVAL OF AGENDA

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

TREASURER'S REPORT AND APPROVAL TO PAY BILLS

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$3,993,878; total investments \$21,275,000; tuition and fees received to date \$15,959,808; local taxes received to date \$17,399,299; state appropriations received to date \$7,945,831. On a motion by Cilek 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 \$2,882,133. The motion carried unanimously.

FACULTY ASSOCIATION REPORT

Faculty Association president Aaron Proctor introduced Cheryl Eichenseer, Associate Professor of Mathematics, who will serve as Faculty Association president for the upcoming academic year.

Eichenseer presented the following:

- Phi Beta Lambda (PBL) Leadership Conferences
 - Nancy Graviett, Professor of Business Technology, accompanied PBL members Bethan Graham and Tori Ash to the Missouri PBL State Leadership Conference in Springfield, MO, on April 1, 2017. Beth and Tori competed as a team in the Business Ethics event and placed first in the state. They will now go on to the PBL National Leadership Conference in Anaheim, CA, on June 23–28, 2017, to compete with community college and university students from across the nation.
 - Beth and Tori have also been awarded the PBL National Leadership Conference Scholarship. To receive this scholarship, members must demonstrate exemplary grades, submit two recommendation letters which highlight their leadership skills and activity in PBL, and compose a one-page essay on how PBL has enhanced their leadership skills. The award is \$400 per student to help with conference and travel expenses.
 - 2017 is the third year in a row that an SCC Business Ethics team has placed in the top three at the state conference and qualified to compete at the national conference.
- As a peer reviewer for Quality Matters, Andrea Compton, Professor of Business Technology, completed reviews for New Mexico State-Alamogordo and Riverland Community College in Minnesota. Quality Matters is an organization which has developed national standards for quality assurance and continuous improvement in online learning.
- SCC's Coffeehouse open mic night was held on April 27, 2017, with a crowd of approximately 50 people.
- Under the direction of Joe Baumann, Instructor of English, six students completed their final assignments in ENG 298: Creative Writing Portfolio, the culminating course in earning a certificate in specialization in creative writing. This year, each student read an excerpt from his or her original work. Fiction, poetry, and even short drama were presented. To date, over a dozen students have completed certificates in the inaugural year of the program.
- Lindsay Brand and Joe Baumann assisted the Creative Writing Society in hosting their first Poetry Slam. Students, faculty, and community members received random themes and were given ten minutes to create and then perform poems judged by random members of the audience. Despite the weather, a solid crowd attended the event, which the club hopes will become an exciting annual event.
- Anna Boulware, Professor of Accounting, reports that her accounting students donated 113 packages of baby formula, diapers, and other baby essentials to the nursing students' "Shower of Love Baby Item Drive." Collected items were donated to Crisis Nursery.
- The Human Services program, chaired by Sylvia Bane Malta, has been notified by the Council for Standards in Human Service Education that, effective May 1, 2017, the Human Services Associate of Applied Science degree has achieved national accreditation. SCC is the only human services program in the state of Missouri (at any level) that holds this distinction. With this accreditation, graduates will be eligible to apply for the Human Service-Board Certified Professional (HS-BCP) credential.

- Students in Jane O'Donnell's multimedia and web design capstone course redesigned websites for two local non-profit organizations: *St. Charles Girls and Boys Club* and *Sweet-Celebrations*.
- SCC Center Stage presented Alice's Adventures in Wonderland from April 19–23, 2017, directed by Jason Flannery, with set design by Jeff Roop and costumes by Tracy Bono. Total attendance for the production was 1,330.
- SCC's music and theatre departments collaborated on the Spring Show Choir Concert held May 11 and 12, 2017. The concert featured 12 talented students with music direction by Keith Wehmeier, staging and choreography by Lynne Snyder, and piano accompaniment by Pam Roussin.
- Garrett Foster's engineering students competed in the following activities:
 - *EGR-170 – Engineering Mechanics I – Statics*: analyzed, constructed, and tested craft stick bridges to gain experience using static analysis techniques covered in the course. The goal of the competition was to engineer a bridge that could hold as much weight as possible while having a mass of no more than 150 grams. The winning bridge was able to support 105 pounds.
 - *EGR-104 – Engineering Design*: analyzed, constructed, and tested disc launchers to gain experience using engineering processes and tools. The goal of the competition was to engineer a machine that would play a 3-hole disc golf course. The winning device was able to complete the Par 13 course in only nine strokes.
 - *EGR-210 – Engineering Mechanics II – Dynamics*: analyzed, constructed, and tested pendulum-style putting devices to gain experience using dynamics analysis techniques covered in the course. The goal of the project was to engineer a device that could putt between 1 and 20 feet as accurately as possible while weighing no more than five pounds.
 - *EGR 220 Electrical Circuits*: analyzed, constructed, and tested craft LED circuits to gain experience using DC circuit analysis techniques covered in the course. The goal of the project was to engineer a circuit that would illuminate at least five LEDs as efficiently as possible using a 9-volt battery.

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.

PUBLIC COMMENTS

Board President Ehlmann called for public comments.

- Arnie "AC" Dienoff introduced himself and expressed opposition to approval of a contract with a Washington, D.C. lobbying firm without the public bidding process; an increase of \$5 per credit hour in tuition rates in light of decreased enrollment and no staff layoffs; hiring of a Chief Information Officer; research charges related to his public information request for IT department salary and job descriptions; and lack of a public bidding process for award of contract for independent audit services. Dienoff requested that the contract for independent audit services be limited to two years and that the aforementioned Washington, D.C. firm's contract be voided.

No additional public comments were presented.

COLLEGE PROGRAM REPORT - ONLINE CAMPUS PLAN

Alane Breitmeyer, Instructional Designer, presented highlights of the St. Charles Community College Online Campus, set to open for the fall 2017 semester. SCC's online campus will offer two degrees and five certificates that can be earned 100% online. In addition, ten degrees and eleven certificates will be available with at least half of required courses offered online. The online campus will continue to grow as courses and online student support services are added and enhanced.

PRELIMINARY BUDGET FOR FISCAL YEAR 2018

Vice President Galbierz presented the preliminary budget for Fiscal Year 2018, and action will be requested at the regular meeting in June.

AWARD OF BIDS

Independent Audit Services

At the request of the Board of Trustees, specifications were written and proposals solicited for independent audit services. An evaluation team consisting of the Board of Trustees' Vice President, the Vice President of Administrative Services, the Director of Financial Services, and the Director of Purchasing reviewed and evaluated each of the five responses received and recommended two firms as finalists. The Board reviewed a summary of pricing for all five vendors and a summary of qualifications for the two finalists.

Trustee Pundmann motioned that the Board award a contract to Hochschild, Bloom & Co, Chesterfield, MO, for \$165,630.00 for independent audit services including all labor, work papers, documents, reports, and presentations for a three-year period with the option to renew for a fourth and fifth year. The motion was not seconded and failed.

Trustee Lohmar motioned that the Board award a contract to Botz, Deal & Company for \$168,951.52 for independent audit services including all labor, work papers, documents, reports, and presentations for a three-year period with the option to renew for a fourth and fifth year. The motion was seconded by Cilek. The motion passed with Cilek, Lohmar, Ehlmann, and Stodden voting in favor and Pundmann voting against. *Funding Source: Current Operating Budget – Board of Trustees*

Mathematica Software Unlimited Site License

On a motion by Stodden and a second by Pundmann, the Board awarded a contract to Wolfram Research, Champaign, IL, in the amount of \$27,753.48 for purchase of a three-year unlimited site license agreement for Mathematica software, for instructional and student use in the math department. *Funding Source: Math Department – Current Operating*

CLOSED SESSION

On a motion by Cilek and a second by Lohmar, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021.2 for discussion of 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; 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, 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: Cilek, Ehlmann, Lohmar, Pundmann, and Stodden. The Board adjourned into Closed Session.

After discussions in these areas, on a motion by Lohmar 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, Pundmann, and Stodden. The Board reconvened into Open Session.

CLOSED SESSION ACTION

On a motion by Stodden and a second by Cilek, the Board approved right-of-way dedication to the City of Cottleville for a 4,141 square foot section of the vacated St. Peters Cottleville Road for public access to Katiebrook subdivision. A roll call vote was taken and the following “AYE” votes were cast: Cilek, Ehlmann, Lohmar, Pundmann, and Stodden. Right-of-way dedication was approved.

PERSONNEL RECOMMENDATIONS

On a motion by Pundmann and a second by Lohmar, the Board approved the following personnel recommendations:

Full-time New and Replacement Hires

- Hunn, Jonathan (SDV)..... Professional Counselor
- Modica, Melissa (CHS)Student Accounts Specialist
- Morrow, Roman (EVS)..... Environmental Services Floor Care Associate
- Siedner-Stout, Dana (CD)..... Assistant Teacher

Full-time Changes

- Bernardy, Laurie (ASA)..... Enrollment Services Assistant to
International Student Support Specialist
- Bookstaver, John (ASA) Interim Vice President for Academic and Student Affairs to
Vice President for Academic and Student Affairs
- Burke, Jerome (DPS)Part-time to
Full-time Police Officer
- Campos, Leah (CD) Child Development Associate to
Assistant Teacher
- Dunkus, Mike (TEC) Computer Specialist to
AV Project Coordinator
- Kissner, Kelsey (ENS) Enrollment Services Assistant to
Financial Aid Specialist
- McCrackin, Dorene (PUR) Purchasing Assistant to
College Asset Coordinator
- Njoroge, Peter (EVS)PB Environmental Services Associate to
Environmental Services Associate
- Patton, Tara (ENS)..... Academic Counselor to
Financial Aid Officer/A+ Coordinator

Full-time Separations

Gray-Stoewsand, Lauri (DWP).....Dislocated Worker Program Manager (retiring)
O’Day, Brendan (DPS) Police Officer
Toebben, Martha (CAR)Career Services Manager (retiring)

Part-time New and Replacement Hires

Anderson, Mia (STAV) Work Study
Binsbacher, Robert (ACT)Adjunct Faculty
Carey, Amanda (FL)Adjunct Faculty
Kist, William (BIO)Adjunct Faculty
Steed, Darrell (EVS)Project-based Environmental Services Associate
Stiehr, Nikole (CED)Project-based Continuing Education Instruction II

Part-time Changes

Fisher, Thomas (CED)Project-based Summer Camp Assistant I to
Project-based Summer Camp Assistant II
Fuchs, Celine (CED) Project-based Summer Camp Assistant II to
Project-based Summer Camp Assistant III
Fuchs, Paul (CED)Project-based Summer Camp Assistant III to
Project-based Summer Camp Assistant IV
Mason, Abby (CED)Project-based Summer Camp Assistant IV to
Project-based Summer Camp Assistant V
Mason, Annie (CED) Project-based Summer Camp Assistant II to
Project-based Summer Camp Assistant III
Miles, Adam (CED) Project-based Summer Camp Assistant II to
Project-based Summer Camp Assistant III
Miles, Lauren (CED)Project-based Summer Camp Assistant III to
Project-based Summer Camp Assistant IV
Powell, Richard (CED) Project-based Summer Camp Assistant II to
Project-based Summer Camp Assistant III
Randoll, Lisa (POL) One-Year Fixed-Term Appointment, Instructor to
Adjunct Faculty
Reed-Bippen, Cadence (CED) Project-based Summer Camp Assistant II to
Project-based Summer Camp Assistant III
Waligurski, Curtis (CED) Project-based Summer Camp Assistant II to
Project-based Summer Camp Assistant III
Weigle, Bridget (CED) Project-based Summer Camp Assistant II to
Project-based Summer Camp Assistant III

Part-time Separations

Alford, Karen (ENS)International Student Support Specialist (retired)
Aubuchon, David (MUS)Student Assistant
Brown, Dena (DSS) Disability Support Services Assistant
Carranza, Eric (MUS)Student Assistant
Fry, Daniel (MUS) Accompanist/Adjunct Faculty
Harrison, Amy (THE) PB Costumer
Hiser, David (MUS) Accompanist
Hsu, Jy-Yu Dolly (MUS) Accompanist
Lackschewitz, Anna (MUS)Adjunct Faculty

Messina, Randall (DPS).....	Police Officer
Moyer, Keith (MUS).....	Adjunct Faculty
Schaub, Rebecca (EDU)	Adjunct Faculty
Sides, Matthew (MUS)	Adjunct Faculty
True, Carolbeth (MUS).....	Adjunct Faculty
Welch, Joseph (MUS).....	Accompanist/Adjunct Faculty

Faculty Annual Appointments for Academic Year 2017/2018

Barrett, Courtney (OTA).....	Nursing and Allied Health
Baumann, Joe (ENG)	Arts, Humanities & Social Sciences
Brand, Lindsay (ENG)	Arts, Humanities & Social Sciences
Daugherty, Kathy (RDG).....	Arts, Humanities & Social Sciences
DeBord, Charles (PHL)	Arts, Humanities & Social Sciences
Dickens, Lauren (ECO)	Math, Science, Business, Computer Science & Physical Education
Eller, Mark (PHE).....	Math, Science, Business, Computer Science & Physical Education
Emery, Felica (BIO).....	Math, Science, Business, Computer Science & Physical Education
Foster, Garrett (EGR).....	Math, Science, Business, Computer Science & Physical Education
Harden, Mitch (PSY)	Arts, Humanities & Social Sciences
Haridas, Seema (BIO).....	Math, Science, Business, Computer Science & Physical Education
Jagmohan, Swarup (Deepeka) (CPT) .	Math, Science, Business, Computer Science & Physical Education
Koziatek, Sophia (CHM)	Math, Science, Business, Computer Science & Physical Education
Krieger, Christine (NUR).....	Nursing and Allied Health
Malta, Sylvia (HMS).....	Arts, Humanities & Social Sciences
McWhorter, Rachel (ENG).....	Arts, Humanities & Social Sciences
Morris, Katy (NUR).....	Nursing and Allied Health
Murray, Robin (NUR).....	Nursing and Allied Health
Pinaire, Nicole (BIO).....	Math, Science, Business, Computer Science & Physical Education
Radle, Jackie (MAT).....	Math, Science, Business, Computer Science & Physical Education
Schultze, Debbie (HIM).....	Nursing and Allied Health
Taquieddin, Ranya BIO).....	Math, Science, Business, Computer Science & Physical Education
Thorn, Becky (MUS)	Arts, Humanities & Social Sciences
Whitlock, Jennie (NPN).....	Nursing and Allied Health
Willbrand, Kim (ACT).....	Math, Science, Business, Computer Science & Physical Education

The motion carried unanimously.

OTHER

Meeting Schedule Revision

On a motion by Cilek and a second by Lohmar, the Board approved revision of the 2017 meeting schedule to change the Monday, June 19, 2017, meeting date to Monday, June 26, 2017. The motion carried unanimously.

NEXT REGULAR MEETING

The next regular meeting of the Board of Trustees is scheduled on Monday, June 26, 2017, at 5:30 p.m. in the Board Room (SSB 2102).

ADJOURNMENT

On a motion by Lohmar and a second by Cilek, the meeting adjourned at 7:13 p.m. The motion carried unanimously.