

**St. Charles Community College  
Board of Trustees Public Meeting  
Monday, December 4, 2017  
5:30 p.m.  
Daniel J. Conoyer Social Sciences Building  
Room 2102 (Board Room)**

**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 Rose Mack, Trustee. Trustee Stodden was not in attendance. Also present were Dr. Barbara Kavalier, College President; Dr. John Bookstaver, Vice President for Academic Affairs and Enrollment Management; Donna Davis, Vice President for Human Resources; Heather McDorman, Vice President for Marketing and Student Life; Todd Galbierz, Vice President for Administrative Services; Chad Shepherd, Chief Information Officer; and Julie Parcel, Executive Assistant.

Audience members included staff members Jeff Drake, Al Koehler, Ben Munson, Kelley Pfeiffer, Chris Romer, Bob Ronkoski, Susie Rubemeyer, Sharon Schreiber, and Eric Weidinger; faculty member Cheryl Eichenseer, students Mark Key and Tyler Rowan; Pat Burns, representative of Responder Rescue; and Denny Marquitz, member of the board of directors for The Backstoppers, Inc.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF MINUTES: REGULAR MEETING OF OCTOBER 16, 2017**

On a motion by Pundmann and a second by Mack, minutes of the October 16, 2017, regular Board meeting were accepted as presented. The motion carried unanimously.

**APPROVAL OF AGENDA**

On a motion by Mack and a second by Cilek, the agenda was approved with a change to place *Public Comments* to immediately follow regular business and deletion of *SCC Foundation Update*. The motion carried unanimously.

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

Treasurer Lohmar presented the Treasurer's Report. Cash in bank \$4,157,107.00; total investments \$13,930,000.00; tuition and fees received to date \$14,617,298.00; local taxes received to date \$377,872.00; state appropriations received to date \$3,526,832.00. On a motion by Cilek and a second by Mack, 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 \$5,319,630.00. The motion carried unanimously.

## **PUBLIC COMMENTS**

Board President Ehlmann called for public comments:

Student Tyler Rowen shared information about a rumored cancelation of the December 8, 2017, drag show on campus. Although he recognized that now the show is not cancelled, he had previously distributed a petition and promised to present it to the Board.

## **STUDENT GOVERNMENT ASSOCIATION REPORT**

The Student Government Association report was not presented.

## **FACULTY ASSOCIATION REPORT**

Faculty Association president Cheryl Eichenseer presented the following report:

- Students in the Physical Science department recently learned concepts and built working homopolar electric motors.
- Sylvia Bane Malta, Assistant Professor of Human Services, attended the 2017 National Organization for Human Services conference in Des Moines, Iowa from October 18 – 21, 2017.
- At the SCC Career Expo 2.0 on October 27, 2017, a human services career pathway workshop was presented by Vicky Herbel, Sociology; Marvin Tobias, Psychology; Sylvia Bane Malta, Human Services; Kathy Drews, Child Care/Early Education; and Desirae Reed, Education. Fifteen SCC students in the Human Services program led one of the workshop activities.
- Joe Howe, Professor of Mathematics, received the 2017 Emerson Excellence in Teaching Award.
- An induction ceremony for the most recent members of Phi Theta Kappa (PTK) was held on Sunday, October 22, 2017. Advisors for the community college honor society are Christy Gant, Rachel McWhorter-Rush, and Cathy Daugherty.
- Sessions of "The Coffeehouse" Open-Mic Night, hosted by Christy Gant, were held on September 21, 2017, and November 16, 2017.
- Among the faculty attending the American Mathematical Association of 2-Year Colleges national mathematics meeting from November 9 – 12, 2017, were faculty members Dorrit O'Hallaron, Joyce Lindstrom, Callie Daniels, Jackie Radle, Rich Christiansen, and Kyle Linden. While in San Diego for the conference, Dorrit O'Hallaron and Joyce Lindstrom visited Mesa College - San Diego, where Dr. Kavalier helped design the Student Services Building.

- SCC Center Stage Theatre presented Margaret Atwood's *The Penelopiad* from November 15 – 19, 2017. The production was directed by Lynne Snyder, with original music composed by Travis Evans, scenery and lighting design by Lonna Wilke, and costume design by Jessy Boyd. The performance was the first in which newly purchased LED lighting instruments were used to create special effects.
- SCC students Christiana Robertson and Lora Mayor, December graduates from the SCC Human Services AAS program, both successfully passed the National Accrediting exam and earned their Human Services – Board Certified Professional credential.
- From August 28 – September 21, 2017, Brian Smith, Professor of Visual Art/Gallery Coordinator, curated Weber: Father and Son, an exhibit in the FAB Gallery featuring the works of Mark and Matt Weber. Mark Weber, a painter, is currently the Dean of Humanities at St. Louis Community College – Wildwood. His son Matt, whose photographs were exhibited, is an adjunct faculty member at SCC in the photography discipline.
- Aaron Proctor, SCC Professor of English, has been published in the November issue of *Electric Spec Magazine*, an online quarterly of short science fiction. The story, entitled "The Chain Outside of Time," concerns *deja vu*, theatrical physics, and questions of fate and free will. The story can be read online at [electricsspec.com](http://electricsspec.com).
- On November 15, 2017, SCC hosted a panel of regional experts to discuss the Deferred Action for Childhood Arrivals (DACA) program. Panelists included Andrew Bloomberg, immigration law attorney; Felipe Martinez, Immigrant Student Advisor with the Scholarship Foundation of St. Louis; Amanda Tello, representative of Missouri Immigrant and Refugee Advocates (MIRA); Cassandra Hagar, SCC Financial Aid Manager; Dawn Huffman, Chair of the SCC English Language Institute; and Paul Roesler, SCC Professor of Political Science and panel moderator.
- On December 1, 2017, faculty from SCC, Lewis and Clark Community College, and Lindenwood University participated in a Psychology Summit, organized by Worth/Macmillan Learning and held on the SCC campus. Discussion centered on a new psychology textbook written by Dr. Andres Pomerantz from Southern Illinois University – Edwardsville, and participants had the opportunity to discuss ways in which to actively engage students in introductory psychology courses through the use of technology, videos, and content with personal relevance.
- SCC students studying Historical Geology created a project linking animals and the Tree of Life.
- To prepare for the Health Occupations entrance exam, students will have the opportunity to complete the newly created HESI Admission Assessment Review Course. The course begins in January and will cover the four academic sections included on the HESI A2: reading comprehension, basic math, vocabulary, and anatomy/physiology.
- This fall, Garrett Foster's Engineering Design students worked in teams to analyze, construct, and test potato launchers. The goal of the competition was to engineer a machine that would throw a potato, weighing up to one pound, as far as possible. Devices were limited to falling masses and elastic members for power, and the winning device set a competition record with a 205 foot throw.

## REPORT OF THE COLLEGE PRESIDENT

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

## **CHECK PRESENTATION**

With proceeds from the 2017 Police Department (Cottleville and SCC ) vs. Fire Department (Cottleville) softball game fundraiser, SCC Director of Public Safety/Chief of Police Bob Ronkoski presented checks for \$2,400 each to Denny Marquitz, representing The Backstoppers, Inc.; Pat Burns, representing Responder Rescue; and Kelley Pfeiffer, representing SCC's CARE/BIT team.

## **BOARD POLICIES AND PROCEDURES MANUAL REVISION REVIEW**

### **P-217.1 Cellular and Other Wireless Mobile Communication Devices and Services**

The Board reviewed a proposed revision to *P-217.1 Cellular and Other Wireless Mobile Communication Devices and Services* to eliminate an allowance for employees who conduct college-related business on personal cell phones or other wireless mobile devices. Action will be taken at the next regular meeting.

## **BOARD POLICIES AND PROCEDURES MANUAL REVISION ACTION**

### **P-113 Rules of Order**

On a motion by Mack and a second by Lohmar, the Board approved revision of *P-113 Rules of Order* to move the order of standing agenda items so that public comments are made immediately following the call to order and general business.

## **AWARD OF BIDS/CONTRACTS**

### **Service and Maintenance Agreements for Patient Simulators and Related Learning Management Software**

On a motion by Pundmann and a second by Lohmar, the Board approved renewal of a contract with CAE Healthcare, Sarasota, FL, in the amount of \$34,651.76 for maintenance, service, and software for human patient simulators and related learning management software to be used for instructional purposes in Nursing and Allied Health programs. The motion carried unanimously. *Funding Source: General Operating – Nursing and Allied Health*

### **Renovation Project at One Academy Place**

On a motion by Mack and a second by Lohmar, the Board awarded a contract to Integra, Inc., St. Charles, MO, for Phase Three renovations at One Academy Place in the amount of \$328,800.00 plus 10% contingency, for a total amount of \$361,680.00 to include the addition of six new virtual hospital bays, a large computer testing classroom to accommodate 100 students, expansion of the moulage room, and better access to the existing four-bay virtual hospital control room. The motion carried unanimously. *Funding Source: General Fund Reserves*

### **Electrical Upgrades for Welding Location**

On a motion by Pundmann and a second by Cilek, the Board awarded a contract to Rolwes Electric, Wentzville, MO, in the amount of \$49,500.00 plus a 10% contingency, for a total amount of \$54,450.00 to upgrade electrical service at 808 Corporate Center Drive, O'Fallon, MO to support operation of 16 welding booths for instructional purposes. The motion carried unanimously.

*Funding Source: Welding Program Budget*

#### **Welding Program Contract to Purchase Carbon Steel and Other Metals**

On a motion by Cilek and a second by Mack, the Board approved award of a one-year contract, with the option to renew for two additional one-year periods, to Warrenton Steel, LLC, Warrenton, MO, in an estimated annual amount of \$24,000.00 for the purchase of carbon steel and other metals to be used in the Workforce Development Welding Program. The motion carried unanimously. *Funding Sources: Welding Fee and MoSTEM Grant – Workforce Development*

#### **HVAC Renovations to Fine Arts Building**

On a motion by Lohmar and a second by Cilek, the Board awarded a contract to Lyon Sheet Metal Works, St. Louis, MO, in the amount of \$47,190.00 plus a 10% contingency, for a total amount of \$51,909.00 for HVAC renovations in the Fine Arts Building. The motion carried unanimously.

*Funding Source: FY18 State Maintenance and Repair Funds (50% to be reimbursed by the State of Missouri)*

#### **Property, Liability, and Workers Compensation Insurance Renewal**

On a motion by Pundmann and a second by Mack, the Board approved continuation of property, liability, and workers compensation insurance coverage with the Missouri United School Insurance Council (MUSIC) for 2018, including cyber/network security and umbrella coverage, for a total cost of \$573,881.00. The motion carried unanimously. *Funding Source: FY18 Operating Budget*

#### **Anti-Plagiarism Software Solution**

On a motion by Cilek and a second by Lohmar, the Board awarded a two-year contract, with the option to renew in years three through five with maximum guaranteed cost escalation of 5%, to VeriCite, Indianapolis, IN, in the amount of \$23,319.00 for purchase of anti-plagiarism software which is compatible with SCC's Learning Management System and compliant with IT-related FERPA and ADA requirements. The motion carried unanimously. *Funding Source: Technology Fee Fund*

#### **Extended Hardware and Software Support Agreement on Check Point Firewall Solution**

On a motion by Lohmar and a second by Cilek the Board approved award of a contract not to exceed \$50,000.00 annually to the vendor that meets specifications and provides the lowest cost, for the purchase of an extended hardware and software support agreement on the existing Check Point Firewall Solution for the institution's computer network. The motion carried unanimously.

*Funding Source: 2017/18 Operating Budget – Network Computing*

*Note: Bid results and a recommendation were expected to be complete in time for the December meeting; however, an unexpected but necessary delay postponed the end of the open bidding timeline. Results of the bid process and award of the contract will be presented for ratification at the next regular Board meeting.*

#### **Annual Subscription for Content Management System**

On a motion by Pundmann and a second by Mack, the Board awarded a contract to DotCMS Services, LLC, Miami, FL, in the amount of \$28,500.00 for renewal of the annual subscription of DotCMS Enterprise Cloud for operation and maintenance of the SCC website. The motion carried unanimously. *Funding Source: Current Operating – Marketing and Communications*

**AJ Gallagher Benefits Advocate Center – Contract Addendum**

On a motion by Cilek and a second by Mack, the Board approved an addendum to the current insurance services contract with AJ Gallagher & Company to add the services of their Benefits Advocate Center for an estimated annual amount of \$23,090.00 for setup, basic services, enrollment services, and fulfillment services related to employee benefits. The motion carried unanimously. *Funding Source: Human Resources Department – Salary Budget (vacant position remaining unfilled)* Trustee Mack commended Vice President Davis for identifying a good solution for benefits.

**CLOSED SESSION**

On a motion by Cilek and a second by Mack, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021 Section 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, and Pundmann. The Closed Session was held in the SSB 2104 Conference Room.

At 7:00 p.m., 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 Pundmann.

**PERSONNEL RECOMMENDATIONS**

On a motion by Cilek and a second by Lohmar, the Board approved personnel changes as recommended. The motion carried unanimously.

Approved personnel changes are as follows:

**Full-time New and Replacement Hires**

Ginn, Thomas (EVS).....Environmental Services Floor Care Associate  
Hawthorne, Jennifer (CAR) ..... Career Counselor  
Poninski, Tim (MTN).....Maintenance Assistant

**Full-time Changes**

Calton, Ashley (CD) ..... Child Development Associate to Assistant Teacher  
Kirkendoll, Amber (NET) ..... Computer/Network Analyst to Desktop/Applications Administrator  
Siedner-Stout, Dana (CD) ..... Assistant Teacher to Lead Teacher  
Thomas, Christal (ADV) ..... PT to FT Academic Counselor

Wiest, Julie (EVS)..... PT to FT Environmental Services Associate

**Full-Time Separations**

Becker, Mary (Kim) (ENS).....Assessment Technician (retiring)  
Brimager, Katherine (HRS) ..... HR Assistant  
Cintel, Jackie (ADV) ..... Academic Counselor  
Jacobs, Matthew (NET) ..... Desktop/Applications Administrator  
Jennings, Barbara (EVS) ..... Environmental Services Associate (retiring)  
Kuhlman, Nancy (EVS)..... Environmental Services Associate  
Pettus, Ron (POL) ..... Professor (retiring)  
Stearns, Kathy (CED) ..... Program Specialist (retiring)

**Part-Time New and Replacement Hires**

Arman, Elizabeth (EVS) ..... Project Based Environmental Services Associate  
Arnett, Megan (SOC)..... Adjunct Faculty  
Baca Mejia, William (ECO) ..... Adjunct Faculty  
Bivins, Raylon (CCD) .....PB Continuing Education Instructor III  
Brown, Greg (MAT) ..... Adjunct Faculty  
Canale, Ann (CCD) ..... Project Based Continuing Education Instructor II  
Carey, Timothy (MTN).....Maintenance/Environmental Services/Grounds Assistant  
Davenport, Maria (Vicki) (WFD)..... Project Based Performance Consultant  
Desens, Christopher (WFD)..... Project Based Performance Consultant  
Garza, Jose (ART)..... Adjunct Faculty  
Hirsch, Teresa (AEL) .....Project Based AEL Instructor  
Ingersoll, Trent (STAV) .....Work Study  
Kamp, Michael (WFD) ..... Project Based Contract Trainer II  
Lopez Romero, Maria (CDC)..... Child Development Associate  
Lucas, Tommy (SOC) ..... Adjunct Faculty  
Maksimenka, Tatsiana (HR) ..... Student Assistant  
Samuels, Ashleigh (DPS)..... Police Dispatcher  
Sidiki, Sara (HRS) ..... Student Assistant

**Part-Time Changes**

Behnke, Jamie (ADV)..... Work Study to Student Assistant  
Henson, Alyssa (SDV) ..... Work Study to Student Assistant  
Hubbard, Benjamin (ENS) ..... Work Study to Student Assistant  
Koch, Kelly (ENS) ..... Work Study to Student Assistant  
Peterson, Barbara (AEL) .....Project Based AEL Instructor to Project Based AEL Substitute Instructor

**Part-Time Separations**

Bene, Molly (CMM)..... Adjunct Faculty  
Bowers, Guy (TEC)..... Educational Aide  
Brandt, James (ENG) ..... Adjunct Faculty  
Brueggeman, Christopher (TEC) ..... Student Assistant  
Clark, Carmella (RNP) ..... Adjunct Faculty  
Coats, Brittney (BIO) ..... Adjunct Faculty

Cruzen, Mark (MTN) .....Project Based Maintenance Technician  
 De Ciechi, Pamela (BIO) ..... Adjunct Faculty  
 Donaldson, Jeffrey (BIO) ..... Adjunct Faculty  
 Drake, Joetta (ALH/RNP)..... Project Based Health Occupations Instructor/Adjunct Faculty  
 Farrar, Cathy (BIO) ..... Adjunct Faculty  
 Fedorchak, Nancy (ALH).....Project Based Health Occupations Instructor  
 Fellhauer, Mark (BUS)..... Adjunct Faculty  
 Felter, Corey (MKT)..... Project Based Graphics Designer  
 Franer, Kimberly (RNP) ..... Adjunct Faculty  
 Freeman, Brittany (RNP) ..... Adjunct Faculty  
 Greer, Marsha (BIO)..... Adjunct Faculty  
 Griesenauer, Deronnda (LPN) ..... Adjunct Faculty  
 Gunn, Jamie (PSY) ..... Adjunct Faculty  
 Harlow, Kimberly (RNP) ..... Adjunct Faculty  
 Hinrichs, Kathleen (RNP) ..... Adjunct Faculty  
 Ingraham, Rebecca (RDG) ..... Adjunct Faculty  
 Johnson, Bruce (BUS)..... Adjunct Faculty  
 Kearney, Amanda (RNP) ..... Adjunct Faculty  
 Kist, William (BIO) ..... Adjunct Faculty  
 Krous, Tangala (PSY)..... Adjunct Faculty  
 Kuelker, Jamie (RNP) ..... Adjunct Faculty  
 Lawrence, Wendy (SPE/CMM) ..... Adjunct Faculty  
 Lowry, Charles (BUS)..... Adjunct Faculty  
 Marshall, Lauren (RNP) ..... Adjunct Faculty  
 Martin, Ariella (RNP) ..... Adjunct Faculty  
 Masterson, Krista (RNP) ..... Adjunct Faculty  
 McCabe, Hilary-Lynn (ESL) ..... Adjunct Faculty  
 McCulley, Jessica (HIS) ..... Adjunct Faculty  
 McDaniel, Nichole (RNP) ..... Adjunct Faculty  
 McShane, Rachel (BIO)..... Adjunct Faculty  
 Menefee, Maggie (HMS) ..... Adjunct Faculty  
 Moberly, Jonathon (BUS)..... Adjunct Faculty  
 Mullen, Laura (ART) ..... Adjunct Faculty  
 Nunn, Bethany (RNP) ..... Adjunct Faculty  
 Palmer, Toni (OTA) ..... Adjunct Faculty  
 Pluth, Eric (MKT)..... Project Based Graphics Designer  
 Queen, Jamie (RNP) ..... Adjunct Faculty  
 Richardson, Carol (CMM) ..... Adjunct Faculty  
 Robinson, Deanna (ALH)..... Project Based Health Occupations Instructor  
 Rodenbaugh, Linda (BIO)..... Adjunct Faculty  
 Ryan, Melanie (FS) ..... Project Based Catering Coordinator  
 Schwepker, John (BUS) ..... Adjunct Faculty  
 Scott, Staci (PSY) ..... Adjunct Faculty  
 Southmayd, Melissa (YPT)..... Project Based Continuing Education Instructor II  
 Stephens, Bonna (ALH) ..... Project Based Health Occupations Instructor  
 Stover, Dannon (ALH)..... Project Based Health Occupations Instructor



Turntine, Jessica (RNP) ..... Adjunct Faculty  
Young, Kristin (RNP) ..... Adjunct Faculty

**OTHER**

No additional topics were discussed.

**ADJOURNMENT**

On a motion by Pundmann and a second by Mack, the meeting adjourned at 7:15 p.m.

**NEXT MEETING**

The next regular meeting of the Board of Trustees is scheduled on Monday, January 22, 2018, at 5:30 p.m. in the Board Room (SSB 2102).