

**St. Charles Community College
Board of Trustees Public Meeting
Monday, January 22, 2018
5:30 p.m.
Daniel J. Conoyer Social Sciences Building
Room 2102 (Board Room)**

**M I N U T E S
D R A F T**

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; Rose Mack, Trustee; and Mary Stodden, Trustee. Trustee Shirley Lohmar 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, Chris Romer, Bob Ronkoski, Susie Rubemeyer, Sharon Schreiber, Mandi Smith, and Eric Weidinger; faculty members David Cirillo, Cheryl Eichenseer, Jayme Novara, Cory Porter, and Dan Rezny; and community members Arnie C. "AC" Dienoff, Sergio Espinoza, and Sherry Espinoza.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: REGULAR MEETING OF DECEMBER 4, 2017

On a motion by Pundmann and a second by Cilek, minutes of the December 4, 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. The motion carried unanimously.

TREASURER'S REPORT AND APPROVAL TO PAY BILLS

Trustee Mack presented the Treasurer's Report. Cash in bank \$5,974,812; total investments \$27,917,000; tuition and fees received to date \$16,536,861; local taxes received to date \$16,677,862; state appropriations received to date \$4,930,320. 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 \$3,806,732. The motion carried unanimously.

PUBLIC COMMENTS

There were no public comments.

STUDENT GOVERNMENT ASSOCIATION (SGA) REPORT

Mandi Smith, Manager of Student Activities, reported the following:

- Having met SCC graduation requirements in December, SGA Vice President Elva Moreno Del Rio was unable to complete her full term. Drew Bowdish has been elected to fill the unexpired term.
- SGA President Shawn Malott resigned in December, and election of a new president is on the agenda for the first meeting of the spring semester, scheduled on Tuesday, February 6, 2018. Other topics on the agenda include fundraising ideas and the club's focus on community service/volunteerism.
- Over 300 were in attendance and participating clubs raised a total of \$361 in concession sales at a drag show event organized by SGA in December.

FACULTY ASSOCIATION REPORT

Cheryl Eichenseer, Associate Professor of Mathematics and Faculty Association President, reported the following:

- Dr. Monica Hall-Woods (Biology) coordinated a visit from trainer and handler Dr. Karen DeMatteo to the recent Career Expo and BIO-151 class. The "Conservation K-9" and former drug-sniffing dog has been trained to detect scat from 7 – 10 different animal species to help scientists survey in the wild for population studies.
- Members of the science department (Beth Michael-Smith, Jane Matheney-Rood, Dr. Monica Hall-Woods, Dr. Sophia Koziatek, Dr. Felicia Emery, Dr. Nicole Pinaire, and Dr. Shauntae Staiger) provided activities at the SCC Career Expo for students interested in careers in science. Activities included a faculty-led panel, a panel led by former SCC students, and guest-led discussions.
- Joe Baumann (English) had the following stories published: "Watchers" in Foglifter; and "Peepers" in Typehouse Magazine. In addition, two of his pieces of flash fiction, "Tasters" and "Speakers," already published in literary magazines, will be turned into audio podcasts by Manawaker Studios in Los Angeles in February.
- Mitch Harden (Psychology) recently earned a Doctorate in Education – Higher Education Leadership from Maryville University. His dissertation topic was "Towards a Predictive Model of Concerning

Student Behavior,” and his research project (conducted at SCC) demonstrated a method for using predictive analytics to identify students likely to exhibit concerning behavior.

- A session on Careers in Community Colleges, chaired by Jacqueline Gray (English) at the Modern Language Association (MLA) in January, is to be featured as an article in a forthcoming issue of Inside Higher Ed. Jacqueline also presented a paper on “Teaching in Teaching Intensive Institutions” at the New York City conference.
- Dr. Kevin Patton, (Emeritus Faculty, Science) was recently featured across several media channels published by the Textbook & Academic Authors Association (TAA). The 10th edition of his textbook, *Anatomy & Physiology*, will be released in February 2018.
- Dr. Rachel McWhorter-Rush (English) chairs the statewide *Corequisite to Scale Taskforce for English*. With the help of a Complete College America (CCA) grant of \$10,000, plans are in place for a support conference for faculty, administration, and staff implementing corequisite composition models. The day-long conference will be held on Friday, March 2, 2018, at the Capital Plaza Hotel in Jefferson City and will include tracks for administration (funding, logistics), staff (advising), and faculty (“how do I implement ALP in my classroom?”). The grant will not only fund the venue, CCA speakers, and lunch; it will also provide four \$100 stipends (for each participating institution) for contingent faculty travel support to attend. Remaining grant funds will be put toward a collective online space to house shared corequisite English resources.
- Sylvia Bane Malta (Human Services) presented a workshop entitled "Improving Communication with Employees to Reduce Everyone's Stress," to the Missouri Coalition Celebrating Core Continuum Change (MC5) on January 12, 2018. MC5 is comprised of Missouri's most influential senior health organizations dedicated to improving independence, self-esteem, and quality of life for senior Missouri residents.

REPORT OF THE COLLEGE PRESIDENT

College President Dr. Barbara Kavalier presented highlights of the President’s Report, which can be viewed on the SCC website at <https://www.stchas.edu/about-scc/administration/>.

SABBATICAL LEAVE PRESENTATIONS

Faculty members Jayme Novara, Corey Porter, and Dan Rezny presented information on their requests for sabbatical leave. All three proposals were reviewed and had been approved for recommendation to the Board by the Sabbatical Review Committee, the Vice President for Academic Affairs and Enrollment Services, and the College President.

SABBATICAL LEAVE

On a motion by Stodden and a second by Cilek, the Board approved sabbatical leave, as presented, for Jayme Novara. The motion carried unanimously.

On a motion by Cilek and a second by Mack, the Board approved sabbatical leave, as presented, for Corey Porter. The motion carried unanimously.

On a motion by Cilek and a second by Stodden, the Board approved sabbatical leave, as presented, for Dan Rezny. The motion carried unanimously.

INSTITUTIONAL ASSESSMENT UPDATE

David Cirillo, Faculty Lead of Institutional Assessment and Professor of English, provided an update on preparation of a required follow-up report to the Higher Learning Commission. The report, which will be submitted by June 1, 2018, provides evidence that the institution systematically analyzes performance in all areas and uses results of the analysis for continuous improvement.

SCC FOUNDATION UPDATE

Betsy Schneider, Executive Director, provided an update on the SCC Foundation FY18 priorities, revenue goals, key constituents, and upcoming events.

TEMPORARY CONSTRUCTION EASEMENT FOR THE CITY OF ST. PETERS

On a motion by Stodden and a second by Cilek, the Board authorized the College President to execute documents for the purpose of granting a Temporary Construction Easement to the City of St. Peters for the purpose of making improvements to Mid Rivers Mall Drive from Dye Club Road to Cottleville Parkway. The motion carried unanimously.

BOARD OF TRUSTEES POLICIES AND PROCEDURES MANUAL UPDATE

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

On a motion by Pundmann and a second by Cilek, the Board approved revision of *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. The motion carried unanimously.

AWARD OF BIDS/CONTRACTS

Dell Storage Solution Support Agreement

On a motion by Cilek and a second by Stodden, the Board awarded a contract to Dell Marketing LP, Austin, TX., in the amount of \$19,482.70 for the purchase of a one-year support agreement for Dell Storage Solution with expansions. The original purchase, approved in 2015 with a 3-year warranty, provides secure network storage used by students to save projects/data/files and have access from multiple classroom locations. The motion carried unanimously. *Funding Source: Network Computing – Current Operating (FY 2017/18)*

Expansion and Upgrade of Virtual Hospital Technology

On a motion by Mack and a second by Pundmann, the Board awarded a contract to CAE Healthcare, Inc., Sarasota, FL., in the amount of \$178,065.75 to expand and upgrade virtual hospital technology in Nursing and Allied Health programs. The motion carried unanimously. *Funding Source: Enhancement Grant Funds/Nursing and Allied Health Program \$102,939.28; Technology Fee Fund \$75,126.47.*

Extended Hardware and Software Support Agreement on Check Point Firewall Solution

On a motion by Pundmann and a second by Stodden, the Board ratified action from the December 4, 2017, meeting to award a contract for \$37,151.90 to Enterprise Consulting Group, St. Louis, MO., for an extended hardware and software support agreement on Check Point Firewall Solution, which provides critical security for the College’s information technology infrastructure. The motion carried unanimously. *Funding Source: Network Computing – Current Operating (FY 2017/18)*

Hospital Headwalls

On a motion by Stodden and a second by Cilek, the Board awarded a contract to 4MD Medical Solutions, Lakewood, NJ., in the amount of \$20,025.00 for the purchase of five Hospital Patient Training Headwalls for installation in the virtual hospital, to be used in teaching students enrolled in Nursing and Allied Health programs. Trustee Pundmann recused himself from the vote due to conflict of interest. The motion carried with “aye” votes from Cilek, Ehlmann, Mack, and Stodden. *Funding Source: 75% Enhancement Grant; 25% Nursing Program*

Medical Equipment for Nursing and Allied Health Programs

On a motion by Cilek and a second by Stodden, the Board awarded a contract for \$4,175.25 to Pocket Nurse Enterprises, Inc., Monaca, PA.; a contract for \$4,885.00 to DiaMedical USA, West Bloomfield, MI.; and a contract for \$13,300.00 to 4MD Medical Solutions, LLC, Lakewood, NJ., for a total of \$22,360.25 for medical equipment to be used in the virtual hospital by students enrolled in Nursing and Allied Health programs. Trustee Pundmann recused himself from the vote due to conflict of interest. The motion carried with “aye” votes from Cilek, Ehlmann, Mack, and Stodden. *Funding Source: 75% Enhancement Grant; 25% Nursing Program*

Welding Fume Extractors

On a motion by Mack and a second by Stodden, the Board awarded a contract to Cee Kay Supply, O’Fallon, MO., in the amount of \$32,891.94 for the purchase of six wall-mounted welding fume extractors with dual arms to increase the capacity of welding stations used by students enrolled in the Welding Program. The motion passed unanimously. *Funding Source: Workforce Development – Welding Program*

PERSONNEL RECOMMENDATIONS

On a motion by Cilek and a second by Mack, the Board approved personnel recommendations. The motion carried unanimously. Approved personnel changes are as follows:

Full-time New and Replacement Hires

Harrop, Emily (CD) Child Development Associate

Main, Amanda (ENS) Enrollment Services Assistant
 Popham, Donald (ADC) Director of Administrative Computing
 Stafford, Jessica (FOU) Foundation Specialist

Full-time Changes

Arman, Elizabeta (EVS)..... Project-Based Environmental Services Associate to
 Full-Time Environmental Services Associate
 Buenemann, Ryan (NET) Computer/Network Analyst to
 Desktop/Applications Administrator
 Carter, Miranda (ENG) Adjunct Faculty to
 One-Semester Fixed-Term Appointment, Instructor (January 2018)
 Granzow, Daniel (BKS) Bookstore Assistant to
 Assistant Director of Bookstore
 Hamm, Sheila (EVS)..... Environmental Services Associate to
 Facilities Office Assistant
 Harper, Gabriel (POL)..... Adjunct Faculty to
 One-Semester Fixed-Term Appointment, Instructor
 Sizemore, Amanda (CCD) Dean of Corporate & Community Development to
 Assistant Vice President, Corporate & Community Development
 Staiger, Shauntae (CHM).....One-Semester Fixed-Term Appointment, Instructor
 Extended for another semester
 Thomas, Christal (ADV) Part-Time Academic Counselor to
 Full-Time Academic Counselor

Full-Time Separations

Fast, Diana (CPT)Associate Professor (retiring)
 Gibson, Hunter (GRDS)..... Groundskeeper
 Gunter, Margaret (DWP) Career Consultant
 Keyes, Marlene (Bobi) (FAC) Facilities Office Assistant
 Lukefahr, Marilee (ADV) Academic Counselor
 Patton, Tara (ENS)..... Financial Aid Officer/A+
 Presley, Mary (LRC)..... Library Assistant (retiring)

Part-Time New and Replacement Hires

Ben, Amanda (RNP)..... Adjunct Faculty
 Carr, Jennifer (MAT)..... Adjunct Faculty
 Chapman, Stephanie (ART) Adjunct Faculty
 Christman, Austin (TSP) Student Assistant
 Cox, Anna (NUR)..... Adjunct Faculty
 Crouch, Pamela (BKS)..... Bookstore Clerk
 Halfacre, Jack (CPT)..... Adjunct Faculty
 Hopkins, Lindsey (HMS) Adjunct Faculty
 Jones, Amelia (ART)..... Adjunct Faculty
 Kessler, Nora (RNP)..... Adjunct Faculty
 Mathews, Christine (NUR) Adjunct Faculty
 Milligan, Carl (CPT)..... Adjunct Faculty

Mohamed, Mohaned (EGR)	Adjunct Faculty
Peplaw, William (Computer Science).....	Student Assistant
Rahman, Shahidur (CHM)	Adjunct Faculty
Rickles, Elaine (GDS).....	Adjunct Faculty
Schelhorn, Teresa (ACE).....	Learning Specialist
Schlag, Michael (TSP)	Student Assistant
Schrader, Rheannon (ACE).....	Student Assistant
Schwentker, Danielle (CD)	Child Development Associate
Shelley, Rocket (CPS).....	Student Assistant
Tuluk, Fatih (ECO).....	Adjunct Faculty
Von Becker, Emma (BKS)	Bookstore Clerk
Witzel, Kristine (CHM).....	Adjunct Faculty
Zhu, Ming (CHM).....	Adjunct Faculty

Part-Time Changes

Beardsell, Kathleen (ENG).....	One-Semester Fixed-Term Appointment, Instructor to Adjunct Faculty
Carter, Miranda (ENG)	One-Semester Fixed-Term Appointment, Instructor to Adjunct Faculty (December 2017)
Manning, Emily (ENS).....	Work Study to Student Assistant
Schaffner, Joseph (ENG).....	One-Semester Fixed-Term Appointment, Instructor to Adjunct Faculty
Schuster, Keegan (STU).....	Work Study to Student Assistant

Part-Time Separations

Allen, Kelli (ENG)	Adjunct Faculty
Bettison, Joshua (TEC).....	Student Assistant
Brueckmann, Athena (ENS).....	Work Study
Claspill, Stacey (ESL).....	Adjunct Faculty
Lozano, Andrew (ACE).....	Student Assistant
McCartney, Adam (ACE).....	Student Assistant
Oliver, Kaleigh (ENS)	Student Assistant
Prasobchoke, Thanaporn (TEC).....	Educational Aide
Sheck, Elizabeth (ART).....	Student Assistant
Underwood, Sarah (DSS).....	Disability Support Services Assistant

OTHER

No other topics were discussed.

ADJOURNMENT

On a motion by Mack and a second by Pundmann, the meeting adjourned at 7:00 p.m. The motion carried unanimously.

NEXT MEETING

The next regular meeting is scheduled on Monday, February 19, 2018, at 5:30 p.m. in the Board Room (SSB 2102).