

**St. Charles Community College
Board of Trustees Public Meeting
February 19, 2018**

MINUTES

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; Rose Mack, Trustee; and Mary Stodden, Trustee. 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 Kathy Brockgreitens, Jeff Drake, Sylvia Edgar, Rob Jones, Jennifer Lansdowne, Bob Ronkoski, Susie Rubemeyer, Dawn Thornton, and Eric Weidinger; faculty member Cheryl Eichenseer; students Drew Bowdish and Grey Rische; and community member Arnie C. "AC" Dienoff.

PLEDGE OF ALLEGIANCE

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

ACCEPTANCE OF MINUTES: REGULAR MEETING OF JANUARY 22, 2018

On a motion by Cilek and a second by Stodden, minutes of the January 22, 2018, regular Board meeting were accepted as presented. The motion carried unanimously.

APPROVAL OF AGENDA

On a motion by Mack and a second by Lohmar, 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 \$4,018,713; total investments \$24,692,000; tuition and fees received to date \$16,589,485; local taxes received to date \$17,220,691; state appropriations received to date \$5,632,064. 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 Stodden, the Board approved payment of bills from the Operating Fund in the amount of \$5,075,661. The motion carried unanimously.

PUBLIC COMMENTS

Board President Ehlmann called for public comments. Community member Arnie C. "AC" Dienoff expressed the following concerns:

- The policy for public comments should be amended to allow sign-in until the start of the meeting, and the time allotted for comments should be extended to five minutes.
- The institution should make certain that all ventilation and sprinkler system requirements from the Department of Natural Resources, Cottleville Fire Protection District, and Cottleville Fire Marshall are met at the welding program facility in Dardenne Prairie.
- In light of the recent school shooting in Florida, the institution should ensure that its police department be fully staffed, and AR-15 rifles should be purchased for all police vehicles in order to be prepared for such an incident.
- Rather than a proposed tuition increase, the institution should keep expenses in line with income by decreasing personnel by 2.5%, tightening the budget, and giving pay increases to employees to cover increased health insurance costs.

Board President Ehlmann announced the end of the three minutes allotted per person for public comment. Mr. Dienoff appealed for an additional 30 seconds, and the Board voted unanimously to deny the request.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier reported the following:

- SCC student Nate Wheadon recently won the title of runner-up – and a \$5,000 prize – in the Network for Teaching Entrepreneurship (NFTE) National Youth Entrepreneurship Challenge in New York. Nate’s winning idea is “Fudged UP!,” a business which uses a variation of his family’s recipe for an organic fudge spread in a variety of flavors.
- The new Medical Assisting Certificate of Achievement program received final approval from the Missouri Department of Higher Education and the Higher Learning Commission in November, and the program was officially launched this spring.
- The Multicultural and Global Awareness Committee and the African American Faculty and Staff Association are hosting a series of events including films, panel discussions, lunchtime events, and book club discussions in honor of Black History Month.
- The Personal Counseling and Support Center held an open house for faculty and staff on January 31, 2018. Attendees, who were asked to donate a personal care item to help stock the emergency student needs collection, met the counseling team, toured the “stressless” room, and enjoyed snacks and conversation with co-workers.
- The SCC Foundation launched its online scholarship application, which will enable students to use one online application to apply for more the \$185,000 through the SCC Foundation. Applications are due by March 1, 2018.
- College officials and students visited the Missouri State Capitol on February 15, 2018, to meet with district legislators as part of Missouri Community College Association’s initiative which brings representatives from each of the state’s community colleges to meet with their local representatives for a specific week during the legislative session.
- The second “Tea with the President” was held on January 17 and included a diverse group of ten members of the SCC faculty and staff. The monthly tea is intended to provide an opportunity to engage in conversation with faculty and staff and to learn about the college from each attendee’s unique perspective.

STUDENT GOVERNMENT ASSOCIATION REPORT

Student Government Association (SGA) Treasurer Grey Rische reported the following:

- Kaleigh Oliver has been elected to complete the SGA President’s unexpired term for academic year 2017/18. She was unable to report at this meeting, as she is currently representing SCC at the National Association of Campus Activities (NACA) Conference in Boston. Kaleigh is a psychology major and plans to graduate in May.
- Topics at the last SGA/club leaders meeting included membership recruitment and upcoming events.
- Four students attended the Summit on Leadership Development (SOLD) at Maryville University on February 10, 2018, and three students from various clubs attended the Capitol Visit on February 15, 2018.
- Students in attendance at the last meeting were very interested in participating in “Tea with the President.”
- A student representative will be part of the planning team for a TEDx Talk event.
- The next SGA meeting is scheduled on February 20, 2018, at 3:00 p.m. in the Student Center Private Dining Room.

FACULTY ASSOCIATION REPORT

Faculty Association President Cheryl Eichenseer reported the following:

- Jayme Novara and Christina Gant are pleased to announce publication of their textbook, “*An Introduction to World Mythology*,” published by Kendall Hunt.
- Stephen Randoll gave a guest lecture on the History of Chess at Webster University’s H. Sam Priest Center for International Studies on January 24, 2018. The lecture focused on the world chess championship and prominent American players such as Paul Morphy and Bobby Fischer.
- The first chapter of Joe Baumann’s novel, *The Chambers*, was chosen as an honorable mention in The Lindenwood Review’s Chapter One Contest. It will be published in their eighth issue later this year. The novel is about a firefighter who discovers that he can bring victims of fires back from the dead (they inhabit his basement) if he writes stories about them following their deaths.
- The SCC Photography Invitational was held in October 2017. Curated by professor and gallery coordinator Brian D. Smith, the work in this group exhibit featured the photographs of six uniquely talented regional artists, two of whom are former SCC adjunct faculty. Artists include Stan Feldman, Mark Appling Fisher, Jeff Hirsch, Caroline Philippone, Joshua Rowan. and Kathie Thomas. The majority of their photographs present exterior spaces from distinct locales such as Iceland, Cuba, Utah, and Missouri; and photographic processes range from digital to film, to color and black and white.

- Kevin Patton Ph.D., Emeritus Professor of Life Science, had an updated edition of his popular textbook published on February 15, 2018.
- Pamoja Preparatory Academy, under the direction of Mwalimu George Buckner, was the featured group at the Soul Food Tasting sponsored by The Multicultural & Global Awareness Committee and the African American Faculty and Staff Association (AAFSA). Pamoja is the only African Centered School in the St. Louis Public School System. Their performance included singing, dancing, African drums, and short lessons on African culture. The event was well attended and enjoyed by all.
- Becky Thorn, James Martin, and Catherine Murray, along with 14 students from the Music Enrichment Club, participated in the Missouri Music Educators Association Conference at Tan-Tar-A from January 24 – 27, 2018.

CAREER EXPLORATIONS ALLIANCE REPORT

Program Manager Dawn Thornton reported the following information about the Career Explorations Alliance:

- The Career Explorations Alliance (CEA) was launched in January 2016 to provide a managed process for connecting students and educators with professionals to give students the opportunity to learn about career paths as they make education decisions.
- CEA staff members arrange for classroom presentations by professionals; externships which give teachers the opportunity to shadow other professionals and bring career information back to share with students; and Career Week sessions in both spring and fall. During a specified two-week period, students are matched with professionals who work in their field of interest for mentoring or job shadowing experiences.
- Eligible students include those who are juniors or seniors in high school or are in their first or second year of college at the following partner institutions: St. Charles Community College, Fort Zumwalt School District, Francis Howell School District, Lincoln County School District, Orchard Farm School District, St. Charles School District, and Wentzville School District.

DIVERSITY AND INCLUSION UPDATE

Chief Diversity Officer & Title IX Coordinator Sylvia Edgar provided the following update on the SCC diversity and inclusion action plan:

- The 2011 comprehensive accreditation visit from the Higher Learning Commission (HLC) included full accreditation with a recommendation for review of strategies related to diversity.
- In December 2012, SCC's Diversity Taskforce proposed creation of a Diversity and Inclusion Council with focus in the following areas: (1) faculty and staff diversity training (expanded to include recruitment, interviewing, and onboarding); (2) recruitment of students from underrepresented groups; (3) campus-wide diversity efforts, and: (4) global/multicultural curriculum and programming.
- Results of the HLC Open Pathways Assurance Review, submitted in 2016, included a rating of "Met with Concerns" in *Component I.C.: The institution understands the relationship between its mission and the diversity of society.*
- By June 1, 2018, the institution will submit an interim report demonstrating evidence of the development, implementation, and assessment of an institutional Diversity Plan which incorporates measurable goals, benchmarks, and performance indicators aligned with SCC's mission.
- The following Diversity Plan initiatives are underway:
 - Diversity 1.0 – 4.0 training for faculty and staff
 - Diversity component in COL-101 (Orientation to College) course
 - SCC diversity webpage and calendar
 - Diversity and Inclusion Council to monitor and revise plan as needed
 - New certificates available to students: Certificate of Achievement in Global Studies; Certificate of Specialization in Diversity
 - Safe Zone training
 - Diversity Dialogue Series with monthly "Lunch and Learn" topics
 - Survey for students: "Diverse Learning Environments"
 - Retention Coordinator position created and filled
 - Executive Director of Global Studies and International Student Support position created and filled
 - Honors and Service Learning programs in place
 - Applicant tracking system in place
 - Enhanced charge for hiring managers and search committees, with newly implemented questions related to diversity

- Institutional membership in the Hispanic Chamber of Commerce and participation in February 22, 2018, job fair
- The following activities/initiatives are expected to be implemented in the near future:
 - Training: Building a More Successful, Inclusive Search
 - Allies for Inclusion: The Ability Exhibit
 - Review of Diverse Learning Environments Survey results
 - Partner student groups with community groups

DEVELOPMENTAL DISABILITIES RESOURCE BOARD RESOLUTION

On a motion by Stodden and a second by Pundmann, the Board adopted a resolution to approve submission of an *Application for Funds* to the Developmental Disabilities Resource Board of St. Charles County, in an amount not to exceed \$10,000.00, to host and coordinate the annual Direct Support Professionals Conference on the SCC campus. The motion carried unanimously.

ONE ACADEMY PLACE CAMPUS AND BUILDING NAME

On a motion by Lohmar and a second by Pundmann, the official name of *St. Charles Community College - Dardenne Creek Campus* was approved for the campus at One Academy Place in Dardenne Prairie. The motion carried unanimously.

Stodden motioned to approve *The Center for Healthy and Sustainable Living* as the official name of the primary building on the campus at One Academy Place in Dardenne Prairie. The motion was seconded by Lohmar and tabled after discussion.

On a motion by Cilek and a second by Pundmann, the official name of *The Center for Healthy Living* was approved for the primary building on the campus at One Academy Place in Dardenne Prairie. The motion carried unanimously.

BOARD POLICIES AND PROCEDURES MANUAL REVISION

The Board reviewed a proposed update to the Board Policies and Procedures Manual related to tuition and fees, as follows:

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

General Tuition

- Increase from \$103 to \$109 per credit hour (in-district)
- Increase from \$154 to \$164 per credit hour (out-of-district)
- Increase from \$216 to \$218 per credit hour (out of state/international)

Differential Tuition for Online Courses

- Increase from \$118 to \$124 per credit hour (in-district)
- Increase from \$169 to \$179 per credit hour (out-of-district)
- Increase from \$231 to \$233 per credit hour (out-of-state/international)

Dual Credit Tuition (new)

\$67 per credit hour

ESL Lab Fee (new)

\$10 per course (applicable only to ESL 115 course)

Action will be requested at the next regular meeting.

AWARD OF BIDS/CONTRACTS

Contract for Telecommunication and Utility Auditing Services

On a motion by Mack and a second by Cilek, the Board approved a contract with Cost Control Associates, Queensbury, NY, for telecommunications and utilities auditing services to identify cost savings and efficiency opportunities in telecommunications and utility services. Cost Control Associates will receive 20% of all refunds identified and recovered, along with any savings by SCC resulting from recommended cost reductions/changes in the first 12 months following implementation. The motion carried unanimously.

Dell Microcomputers

On a motion by Pundmann and a second by Stodden, the Board approved an award to InfiniTech Consulting, LLC, Columbia, MO, in the amount of \$33,383.00 for the purchase of 19 microcomputers, including MAC address reporting services and installation, for use in the Corporate and Community Development computer lab. The motion carried unanimously. *Funding Source: 2017/18 Corporate and Community Development Operating Fund*

Simulated Medication Dispensing System

On a motion by Lohmar and a second by Cilek, the Board approved an award to Pocket Nurse, Monica, PA, in the amount of \$24,554.05 for the purchase of one simulated medication dispensing system for use in the expanded Virtual Hospital to teach medication dispensing safeguards to students in Nursing and Allied Health programs. The motion carried unanimously. *Funding Source: 75/25 Enhancement Grant – Nursing Program*

CLOSED SESSION

On a motion by Pundmann and a second by Mack, the Board voted to adjourn into Closed Session pursuant to RSMo 610.021 Section 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; and 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, Pundmann, and Stodden. The Board adjourned to Closed Session.

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

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Bayless, David (LRC) Library Assistant
Dantzler, Sherese (ENS) Assessment Technician
Neal, Mary Ann (DSS)..... Disability Support Services Assistant

Full-time Changes

Akins, Cassie..... Manager of Academic Credentials to Director of Enrollment Services/Registrar
Compton, Andrea (TOL) Professor to Director of Online Learning
Mai, Tommy Institutional Research Specialist to Human Resources Assistant
Pfeiffer, Kelley Associate Dean – Student Success to Director of Student Life
Trimborn, Jessica Human Resources Administrative Coordinator to Human Resources Coordinator

Full-Time Separations

Boria, Jeanette (AEL).....Office Supervisor (retirement)
Bohnenkemper, Jason (NET)..... Systems Architect
Giacalone, Sherri (HRS) HR Generalist
Johnson, Richard (ACE)General Education Teacher (retirement)
LaFata, Thomas (ACE)General Education Teacher (retirement)
McClanahan, Michael (DPS)..... Police Officer
Pebbles, Marcus (DPS) Police Officer
Skiles, Vicki (AEM)..... Administrative Assistant (retirement)
Van Mierlo, David (CRJ) Professor (retirement)

Part-Time New and Replacement Hires

Aebel, Ian (HIS) Adjunct Faculty
Blevins, Allison (ACE) Student Assistant
Carpenter, Alexandra (ACE) Student Assistant
Fogue, Thomas (DPS)..... Public Safety Officer/Police Dispatcher

Gordon-Billingsley, Bridgett (CED)	PB Continuing Education Instructor II
Hanke, Brian (CED)	PB Continuing Education Instructor II
Haselman, Olivia (ACE)	Student Assistant
Jones, Gabriel (ART)	Student Assistant
Klotz, Trey (CPT)	Student Assistant
Langston, Lisa (EVS)	Environmental Services Associate
Long, Janet (ESL)	Adjunct Faculty
Morrissey, Brian (DPS)	Police Officer
Schwartz, Frances (AEL)	PB AEL Instructor
Sells, Cassidy (ART)	Student Assistant
Thompson, Molly (ACE)	Student Assistant

Part-Time Changes

Schuster, Keegan (SDV)	Student Assistant to Work Study
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Part-Time Separations

Aaron, Alia Faith (CED)	PB Summer Camp Assistant II
Alves, Cole Michael (WFD)	PB Assistant Trainer/ Instructor
Anderson, Hannah (ART)	Educational Aide
Andrews, Sean Allen (CED)	PB Continuing Education Instructor
Ballard, Kelly K (MAT)	Adjunct Faculty
Bandy, Brandon Edward (CED)	PB Continuing Education Instructor
Bax, Sharon Pamela (YPT)	PB Young People's Theater Director
Beasley, Rhonda Carole (CED)	PB Continuing Education Instructor
Berendzen, Elizabeth Anne (CED)	PB Summer Camp Assistant
Blythe, Amanda Mechelle (CED)	PB Summer Camp Assistant II
Bocci Givens, Barbara (EDU)	Adjunct Faculty
Bounds, Emily Christine (CED)	PB Continuing Education Instructor
Coker, Kathryn (SPE)	Adjunct Faculty
Cowell, Kimberly S (EDU)	Adjunct Faculty
Cox, Jeffrey Allen (CPT)	Adjunct Faculty
Cundiff, Candace E (WFD)	PB Contract Trainer III
Daniel, Michael Gene (CPT)	Adjunct Faculty
Devonshire, Jodi Lynne (CED)	PB Continuing Education Instructor
Drury, Edward Emanuel (YPT)	PB Continuing Education Instructor
Engelskirchen, Sarah Ann (CED)	PB Summer Camp Assistant III
Eulentrop, Chadwick Arthur (CED)	PB Continuing Education Instructor
Fisk, Chad (CRJ)	Adjunct Faculty
Fitzwilliam, Shawn Geary (CED)	PB Continuing Education Instructor
Foster, John T (CED)	PB Continuing Education Instructor
Frahm, Lorna Louise (BUS)	Adjunct Faculty
Fredrick, Anna Elizabeth (CED)	PB Project Support Assistant
Fuhrmann, Thomas Matthew (BUS)	Adjunct Faculty
Gallino, Giulia (ACE)	Student Assistant
Garrett, Drew Thomas (CED)	PB Continuing Education Instructor
Gibbs, Patricia Ann (WFD)	PB Contract Trainer I
Goodman-Baker, Patricia Gail (CED)	PB Continuing Education Instructor
Gottreu, Luke D. (CED)	PB Summer Camp Assistant V
Hagemeier, Summer Lee (WFD)	PB Contract Trainer I
Haldiman, Jason E (CED)	PB Continuing Education Instructor
Hancock, Sarah E Wallus (CED)	PB Continuing Education Instructor
Hatch, Lance (BIO)	Adjunct Faculty
Heitzman, Kathy Sue (CED)	PB Continuing Education Instructor
Hendrickson, Albert Nelson (CED)	PB Summer Camp Assistant
Heumphreus, Aaron Benjamin (CED)	PB Summer Camp Assistant

Howard, Bruce William (CED) PB Continuing Education Instructor
Jackson, Justin (TEC) Student Assistant
Kahn, Jessica Marie (CED)PB Summer Camp Assistant
Karase, James Anthony (CPT) Adjunct Faculty
Kaufmann, Donald J.(ACT) Adjunct Faculty
Kingston, Joseph Victor (CPT) Adjunct Faculty
Kirchoff, Amanda Marie (CED) PB Continuing Education Instructor
Koehler, Stephen Clay (CED) PB Continuing Education Instructor
Lamarche, Lindsay Hess (CED) PB Continuing Education Instructor
Larabee, Katie Marie (CED)PB Summer Camp Assistant V
Lux, Carole (PHE)..... Adjunct Faculty
Matson, Karla Jean (CED)..... PB Continuing Education Instructor
Maul- Smith, Morgan C (CED) PB Continuing Education Instructor
Meirink, Mark Alan (MAT) Adjunct Faculty
Metcalf, Carroll Ann (CED)..... PB Continuing Education Instructor
Milner, Philip Edward (CED)..... PB Continuing Education Instructor
Mounce, Francis Ray (CPT) Adjunct Faculty
Mueller, Christine A (CED) PB Continuing Education Instructor
Newsham, Barbara Newman (ACT) Adjunct Faculty
Nickell, Dennis M (CED)PB Continuing Education Instructor III
Niederschmidt, Carol Sue (PHE)..... Adjunct Faculty
Oberaitis, Michael Kenneth (WFD)PB Contract Trainer III
Parrish, T Andrew (PHE)..... Adjunct Faculty
Pelton, Ashley Laine (CED) PB Summer Camp Assistant
Pinkerton, Alexandra Marie (YPT)..... PB Continuing Education Assistant
Poblette, Jasmine (ART) Educational Aide
Ragan, Sherie L (YPT) PB Young People's Theater Director
Rardin, Paula K (EDU)..... Adjunct Faculty
Rickles, Elaine (GDS) Adjunct Faculty
Ross, Myki Marie (WFD)PB Contract Trainer I
Schmidt, Jennifer Martin (CED)..... PB Continuing Education Instructor
Schroepfer, Terrence Joseph (ECO) Adjunct Faculty
Schuermeyer, James Gregory (CPT)..... Adjunct Faculty
Seideman, Michael Christopher (CED) PB Continuing Education Instructor
Semmel, Sarah Michelle (CED)..... PB Continuing Education Instructor
Stearns, Bryan William (CED) PB Continuing Education Instructor
Triplett, Melissa Jeanine (CHM)..... Adjunct Faculty
Troxler, Lisa M (CED)..... PB Continuing Education Instructor
Uebinger, Given (ART) Educational Aide
Voelkerding, Brian Joseph (CED)..... PB Continuing Education Instructor
Ward, Heather D (CED) PB Continuing Education Instructor
Ward, Jamie (CMM)..... Adjunct Faculty
Washington, Diana (ACE) Office Assistant
Wehmer- Callahan, Laura Anne (AEL)..... PB AEL Substitute Instructor
Weisenborn, Gina Carole (CED) PB Project Support Assistant
Welz, Bruce A (ECO)..... Adjunct Faculty
Wetzel, Nelda Jean (EDU) Adjunct Faculty
Whitehill, Jamison Connor (WFD)..... PB Assistant Trainer/Instructor
Wieschhaus, Janiece Mildred (CED)..... PB Continuing Education Instructor
Williamson, Kathleen M (CED) PB Continuing Education Instructor
Witt, Wilda Darlene (PHE) Adjunct Faculty
Womack, Sara Rae (YPT) PB Young Peoples Theater Assistant
Wright, Paul S (PHE)..... Adjunct Faculty

OTHER

No additional topics were discussed.

ADJOURNMENT

On a motion by Lohmar and a second by Stodden, the meeting adjourned at 7:21 p.m. The motion carried unanimously.