

**St. Charles Community College  
Board of Trustees Public Meeting  
July 23, 2018  
5:30 p.m.  
Daniel J. Conoyer Social Sciences Building Room 2102**

**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 Cilek. A quorum was present with the following members in attendance: Pamela Cilek, President; Shirley Lohmar, Vice President; Mary Stodden, Secretary; Jean Ehlmann, Trustee; William Pundmann, Trustee; and Rose Mack, Treasurer, who remained in attendance until 7:45 p.m.

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 Sgt. Jeff Brouk, Lt. Jeff Drake, Mike Dunkus, Pat Haynes, Chris Romer, Susie Rubemeyer, and Sharon Schreiber; and community members Shima Rostami and Arnie C. "AC" Dienoff.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF MINUTES**

On a motion by Ehlmann, a second by Stodden, and a unanimous "AYE" vote to pass the motion, minutes of the June 18, 2018, Board of Trustees regular meeting were accepted as presented.

**APPROVAL OF AGENDA**

On a motion by Pundmann, a second by Ehlmann, and a unanimous "AYE" vote to pass the motion, the agenda was approved.

**TREASURER'S REPORT**

Treasurer Mack presented the Treasurer's Report. Cash in bank \$4,803,904; total investments

\$18,425,000; tuition and fees received to date \$8,157,422; local taxes received to date \$75,432; state appropriations received to date \$711,141. On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to pass the motion, the Treasurer’s Report was accepted.

### **APPROVAL FOR PAYMENT OF BILLS**

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to pass the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,605,234.

### **PUBLIC COMMENTS**

Board President Cilek called for public comments. Community member Arnie C. “AC” Dienoff expressed dissatisfaction with processing of his public information requests and reported that he has filed a formal complaint with multiple state authorities related to Missouri Sunshine Law compliance. Other topics in which Dienoff expressed frustration included proposed policy and procedure revisions and the time limit for each public comment.

### **REPORT OF THE COLLEGE PRESIDENT**

Dr. Kavalier presented highlights of the institution’s most recent accomplishments included in the monthly newsletter.

### **BOARD POLICIES AND PROCEDURES PROPOSED REVISIONS**

Dr. Kavalier spoke briefly about the new process developed for review of Board Policies and Procedures that was presented at the May Board meeting.

The Board reviewed proposed revisions to the following policies: Article II: Governance (formerly P-100 Organization and Administration) Article II.01 *Board of Trustees Meetings*; Article II.02 *Release of Records*; Article II.03 *Conflicts of Interest*; and Article II.04 *Elections to Board Positions*. Action will be requested at the next meeting.

### **BOARD POLICIES AND PROCEDURES PROPOSED REVISIONS**

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to pass the motion, the Board approved revision of the following policies and procedures: Article IV: Personnel (formerly P-500 Human Resources) and Article VI: Student Services (formerly Student Body and Education Programs): Non-Discrimination and Equal Opportunity (formerly P-412 and P-512 Non-Discrimination and Equal Opportunity).

On a motion by Pundmann, a second by Mack, and a unanimous “AYE” vote to pass the motion, the Board approved revision of Article IV: Personnel (formerly P-500 Human Resources) and Article VI: Student Services (formerly Student Body and Education Programs): Sexual Misconduct (formerly P-434 and P-534 Prohibition of Discrimination, Harassment, Sexual Harassment, and Sexual Violence).

The approved revisions maintain legal compliance while providing clarity and process improvement, creating clear and separate processes for Title IX and non-Title IX complaints which include additional resolution options that are handled by different responsible parties based on status of the responding party.

## **BIDS AND CONTRACTS**

### ***Network Upgrade***

On a motion by Lohmar, a second by Mack, and a unanimous “AYE” vote to pass the motion, the Board awarded a contract to World Wide Technology, St. Louis, MO, in an amount of \$1,249,366.32, with a contingency of \$50,633.68, for a total not to exceed \$1,400,000.00 for design review, implementation, training, support, documentation, and installation of equipment and software to provide a fully functional Software Defined Network Infrastructure which will interface with existing equipment to service SCC employees, students, and visitors. *Funding Source: Technology Fee*

### ***Adobe Software***

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to pass the motion, the Board awarded a contract to Adobe Software, San Jose, CA, in an estimated amount of \$35,000.00 for renewal of subscription services for Adobe Creative Cloud Software Suite, including software updates, fixes, and support services. *Funding Sources: Current Operating and Enhancement Grant*

### ***ChemOffice Professional Software***

On a motion by Pundmann, a second by Mack, and a unanimous “AYE” vote to pass the motion, the Board awarded a contract to PerkinElmer Informatics, Inc., Waltham, MA, in the amount of \$21,258.00 for a three-year subscription agreement, to be paid annually in the amount of \$7,086.00, for renewal of the annual software subscription agreement for ChemOffice Professional Software for classroom instructional use by the Chemistry and Biology faculty and students. *Funding Source: Current Operating – Science*

### ***MOBIUS Annual Membership***

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to pass the motion, the Board approval renewal of the College’s annual membership with Missouri Bibliographic Information User System (MOBIUS) in the amount of \$38,394.09 for fiscal year 2018/19 for shared library materials, information, and services. *Funding Source: Current Operating – Learning Resource Center*

### ***Upgrade of Bookstore Point of Sale System***

On a motion by Mack, a second by Pundmann, and a unanimous “AYE” vote to pass the motion, the Board granted an award to MBS Systems, Columbia, MO, in the amount of \$22,967.00 for upgrade of the Bookstore’s Point of Sale (POS) system, including four cash registers with software, hardware,

implementation, training, and annual maintenance and support. *Funding Source: 2018/19 Auxiliary Services – Bookstore Operating*

**CLOSED SESSION**

On a motion by Mack, a second by Ehlmann, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden to pass the motion, the Board adjourned to closed session to discuss items allowed under RSMo 610.021 Section 2: Leasing, purchase or sale of real estate where public knowledge of the transaction might adversely affect the legal consideration therefor; and RSMo 610.021 Section 3: Hiring, firing, disciplining or promoting of particular employees when personal information about the employee is discussed or recorded.

After discussions in these areas, on a motion by Ehlmann, a second by Lohmar, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Pundmann, and Stodden to pass the motion, the Board reconvened to open session. Trustee Mack left the meeting at 7:45 p.m. and did not participate in the roll-call vote to reconvene.

**PERSONNEL RECOMMENDATIONS**

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to pass the motion, the Board approved the following personnel recommendations:

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

Price, Julia (ENS)..... Admissions Counselor  
Smith, Katherine (CDC) ..... Assistant Teacher, Temporary  
Stock, Michael (DPS) ..... Police Officer

***Full-time Changes***

Baca-Mejia, William (ECO) ..... Part-time Faculty to  
Instructor  
Jones, Karen (IGE) ..... Executive Director of Global Education & International Support Services to  
Professor  
Jones, Robert (ENS)..... Student Retention Coordinator to  
General Education Teacher/Retention Coordinator  
Nichols, Beth (OTA) ..... Fixed-Term Appointment, Assistant Professor to  
Annual Appointment, Assistant Professor  
Pulliam, Kathryn (NECC)..... Office Assistant to  
Assessment Coordinator  
Schmutz, Abby (OTA) ..... Fixed-Term Appointment, Assistant Professor to  
Annual Appointment, Assistant Professor  
Staiger, Shauntae (CHM) ..... Fixed-Term Appointment, Instructor  
Extended for one year

***Full-Time Separations***

Battern, Dennis (ADS) ..... Associate Director of Financial Services (retiring)  
VanGeison, Curt (SPE) ..... Professor (retiring)

***Part-Time New and Replacement Hires***

Bishop, Megan (CDC) ..... Child Development Associate  
Hagy, Ashley (AEL)..... PB AEL Instructor  
Jackson, Patrick (CPT).....Part-time Faculty  
Kampen, Martha (HRS) ..... PB College Diversity Officer & Title IX Coordinator  
Kiu, Alphonsus (MUS) .....Accompanist  
Schneider, Shelby (ART) ..... Student Assistant  
Sieker, Tina (CED) .....PB Assistant Trainer/Instructor  
Wang, Dayu (ADC)..... Programmer Analyst, Temporary

***Part-Time Changes***

Miller, Will (CED).....PB Summer Camp Assistant II to  
PB Summer Camp Assistant IV  
Pettus, Ronald (POL) ..... Part-time Faculty to  
Emeritus Faculty

***Part-Time Separations***

Bourgeade, Lisa (BIO).....Part-time Faculty  
Chang, Jung (EGR) ..... Educational Assistant  
Gordon-Billingsley, Bridgett-Rachell (CED) ..... PB Continuing Education Instructor II  
Hunk, Lexie (ATH)..... Assistant Women’s Soccer Coach  
Maksimenka, Tatsiana (HRS) ..... Student Assistant  
McCorkell, Cassidy (GRDS) ..... Work Study  
Miller, Lori (AEL)..... PB AEL Instructor  
Radazo, Victoria (STU)..... Work Study  
Woodward, Sherry (AEL)..... PB AEL Substitute Instructor

On a motion by Lohmar, a second by Pundmann, and a unanimous “AYE” vote to pass the motion, the Board approved a renewed employment contract for Dr. Barbara Kavalier, College President.

**BOARD OF TRUSTEES MEETING SCHEDULE REVISION**

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to pass the motion, the Board approved a revised meeting schedule for the remainder of the year. The revised schedule will be posted on the SCC events calendar.

**OTHER**

No other topics were introduced for discussion or action.

## **ADJOURNMENT**

On a motion by Lohmar, a second by Stodden, and a unanimous "AYE" vote to pass the motion, the meeting adjourned at 7:57 p.m.