

**St. Charles Community College  
Board of Trustees Public Meeting  
December 10, 2018  
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 public 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; Rose Mack, Treasurer; Mary Stodden, Secretary; Jean Ehlmann, Trustee; and William Pundmann, 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 Tim Brix, Jeffrey Brouk, Boyd Copeland, Jeffrey Drake, Pat Haynes, Rob Jones, Bob Ronkoski, and Susie Rubemeyer; faculty members Joe Baumann, Vicky Herbel, and Jayme Novara; students Lauren Alexander, Drew Bowdish, Grey Rische, Nicki Passarelli, and Cassandra Tompkins; and community member 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 Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, minutes of the October 29, 2018, Board of Trustees regular meeting were accepted as presented.

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, minutes of the November 5, 2018, Board of Trustees special meeting were accepted as presented.

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, minutes of the November 13, 2018, Board of Trustees special meeting were accepted as presented.

## **APPROVAL OF AGENDA**

On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the agenda was approved.

## **TREASURER'S REPORT**

Treasurer Mack presented the Treasurer’s Report. Cash in bank \$5,569,114; total investments \$14,055,000; tuition and fees received to date \$14,396,319; local taxes received to date \$247,470; state appropriations received to date \$4,277,570. On a motion by Pundmann, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

## **APPROVAL FOR PAYMENT OF BILLS**

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,265,079.

## **PUBLIC COMMENTS**

Board President Cilek called for public comments. Community member Arnie C. AC Dienoff expressed disapproval of the number of security officers at meetings, stated that his comments should be part of public record, and voiced frustration in not being notified of meetings.

## **FACULTY ASSOCIATION REPORT**

Faculty Association President Joe Baumann presented highlights of programs in the Fine Arts department and distributed a report of faculty work outside the classroom in November and December.

## **STUDENT GOVERNMENT ASSOCIATION REPORT**

Student Government Association President Drew Bowdish provided a summary of recent student activities, reported news from student organizations on campus, and gave an overview of initiatives planned for the remainder of the academic year.

## **REPORT OF THE COLLEGE PRESIDENT**

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

## **FACULTY PROFESSIONAL DEVELOPMENT REPORT**

Faculty member Jayme Novara presented ways in which she and faculty members Jen Bussen and Ranya Tazieddin have worked together to create new professional development programs and improved existing programs to meet the needs of SCC faculty members.

## **AY 17/18 FACULTY SABBATICAL REPORT**

Faculty member Vicky Herbel (Sociology) provided a report on her 2018 spring semester sabbatical, conveying how the experience has enriched her courses and expressing appreciation to the Board for the opportunity.

## **BOARD OF TRUSTEES POLICY MANUAL REVISION**

On a motion by Ehlmann, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board approved a revision to *Article II.04 Elections to Board Positions*. The policy, related to vacancies on the Board of Trustees, was moved to the policy section as part of the Board of Trustees Policy Manual reformatting project.

## **DIVISION III MEN'S AND WOMEN'S CROSS COUNTRY/TRACK AND FIELD PROGRAM**

Director of Athletics Tim Brix presented information on a proposal to add a Division III Men’s and Women’s Cross Country/Track and Field program to SCC’s athletic offerings. The Board of Trustees will review the information and take action at the next regular meeting.

## **STUDENT CENTER RENOVATION**

Vice President Todd Galbierz presented information about proposed renovations to the Student Center building to improve the dining experience for students, provide a convenient location for textbook and other retail operations, and consolidate food service operations.

## **BIDS AND CONTRACTS**

### ***Student Center Project - Architectural and Engineering Services***

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Chiodini Architects, St. Louis, MO, in an amount not to exceed \$95,000.00 to be billed hourly as used, for architectural and engineering services including business case analysis, programming, conceptual and schematic designs, and facility condition assessment related to redesign

and renovation of the Student Center building to accommodate Bookstore and Dining/Food Service operations. *Funding Source: Auxiliary Services*

***Cardionics Auscultation Equipment***

On a motion by Mack, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Moore Medical, LLC, Farmington, CT, in the amount of \$52,481.00 for equipment to enhance the existing Cardionics interactive learning platform used by students in Nursing and Allied Health programs. *Funding Source: Enhancement Grant \$36,693.75 (70%); Nursing Program/College Plan \$15,787.25 (30%)*

***Patient Smart Skin wearable Simulation Equipment***

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Avkin, Inc., New Castle, DE, in the amount of \$26,270.00 for wearable technology equipment to enhance skills and critical thinking for students in Nursing and Allied Health programs through simulated medical scenarios. *Funding Source: Enhancement Grant \$19,702.50 (75%); Nursing Program/College Plan \$6,567.50 (25%)*

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

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to DotCMS Services LLC, Miami, FL, in the amount of \$28,500.00 for the annual subscription to DotCMS Enterprise Cloud for content management software used in the operation and maintenance of the institution’s website. *Funding Source: Current Operating-Marketing and Communications*

***Extended Hardware and Software Support Agreement for Check Point Enterprise Firewall Solution***

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Enterprise Consulting Group, St. Louis, MO, in the amount of \$53,806.20 for a one-year extended hardware and software support agreement on the institution’s existing firewall solution for network security. *Funding Source: Current Operating-Network Computing*

***Renewal of Microsoft Open Value Subscription-Education Solution Agreement***

On a motion by Mack, a second by Pundmann, and a unanimous “AYE” vote to carry the motion, the Board authorized renewal of its existing agreement with Microsoft Licensing GP, Reno, NV, for Microsoft Open Value Subscription-Education Solution Agreement for a period of three years, in an estimated total contract amount of \$259,376.37; and that En Pointe Technologies, St. Louis, MO, remain the College’s local Educational Channel Partner under this contract. *Funding Source: Current Operating-Network Operations*

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

On a motion by Pundmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board authorized continuation of insurance coverage for property, workers compensation, general liability, school board/educators legal, treasurer’s bond, cyber/network security, and umbrella with the Missouri United School Insurance Council (MUSIC) program for 2019, for a total cost of \$549,338.00. *Funding Source: FY19 Operating Budget*

**Property Lease Extension for Welding Program**

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board authorized extension of the existing lease agreement with John Kwapich for approximately 3,700 square feet of industrial space which currently houses SCC’s welding program at 808 Corporate Center Drive, O’Fallon, MO, for the monthly lease amount of \$2,251.00 per month, plus utilities and custodial services, until June 30, 2019. *Funding Source: Welding Program*

**RATIFICATION OF NOVEMBER 14, 2018, BOARD ACTION**

On a motion by Pundmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board ratified action taken on Thursday, November 15, 2018, via email to approve the proposed site for student housing and a police station as presented by Dr. Barbara Kavalier via email on November 14, 2018.

**PERSONNEL RECOMMENDATIONS**

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

**Full-time New and Replacement Hires**

- Clements, Todd (FAC)..... Grounds Manager
- Engel, Audrey (MAC)..... Marketing Specialist
- Foster, Sarah (ADV)..... Academic Counselor
- Wilga, Brett (TEC)..... Tier 2 Technical Support Analyst

**Full-Time Separations**

- Ginn, Thomas (EVS)..... Environmental Services Associate
- Laugeman, Teresa (HRS) ..... Human Resources Assistant
- Smith, Amanda (STAV) ..... Manager of Student Activities
- Wanyoike, Francis (EVS)..... Environmental Services Associate
- Williams-Reding, Tamara (STU) ..... Case Manager

**Part-Time New and Replacement Hires**

- Abshier, Christopher (MUS) .....Accompanist
- Anderson, Joseph (CPT) ..... Part-Time Faculty
- Anthony, Joseph (POL) ..... Part-Time Faculty
- Carroll, Jennifer (MKT) ..... Marketing Assistant
- Cato, Amy (CDC)..... Child Development Associate
- Fitzgerald, Ryan (CPT) ..... Part-Time Faculty
- Henson, Michael (ACT)..... Part-Time Faculty
- Howard, Emma (CPT) ..... Student Assistant
- Maltzman, Kerry (CC) ..... Part-Time Faculty
- Mastin, Gary (CPT) ..... Part-Time Faculty

Meister, Adele (CC) .....	Part-Time Faculty
Northrup, Tyler (DPS).....	Part-Time Police Officer
Parker, Erika (HRS) .....	Human Resources Office Assistant
Passarelli, Nicole (ADM).....	Student Assistant
Ruhland, Sarah (CHM).....	Part-Time Faculty
Spaulding, Donna (THE) .....	Part-Time Faculty

**Part-Time Changes**

Buse, Paul (TEC) .....	Educational Assistant to Tier 1 Technical Support Analyst
Hebert, Jenna (CDC).....	Child Development Associate to Assistant Teacher
Henson, Alyssa (STU) .....	Work Study to Student Assistant

**Part-Time Separations**

Bradley, Donna (CRJ).....	Part-time Faculty
Boudouris, Leslie (ENG).....	Part-time Faculty
Brock, Cherise (GDS) .....	Part-time Faculty
Christiansen, Steven (CRJ).....	Part-time Faculty
Dowell, Mark (FL) .....	Part-time Faculty
Farishon, Maryann (ESL) .....	Part-time Faculty
Ferrari, Vicki (LRC).....	Library Assistant
Ford, Shannon (ART) .....	Student Assistant
Gray, Terry (CPT) .....	Student Assistant
Greenberg, Lynn (AHS).....	Office Assistant
Haley, David (GDS) .....	Part-time Faculty
Hunn, Jonathan (C101) .....	Part-time Faculty
Jones, Gabriel (ART) .....	Student Assistant
Kearns, Michael (GDS) .....	Part-time Faculty
Meyerott, Amy (ART) .....	Part-time Faculty
Meyerott, Andrew (ART).....	Part-time Faculty
Morrissey, Brian (DPS) .....	Part-time Police Officer
Narup, Michele (GDS) .....	Part-time Faculty
Nash, Diana (ENG).....	Part-time Faculty
Philippone, Caroline (ART) .....	Part-time Faculty
Redeker, Kim (ESL) .....	Part-time Faculty
Rensing, Kimi (CRJ) .....	Part-time Faculty
Sanchez, Justin (THE) .....	PB Theatre Production Assistant
Sullivan, Alexis (ART).....	Student Assistant
Sullivan, Barbara (PSY) .....	Part-time Faculty
Wehmeier, Keith (MUS).....	Part-time Faculty
Whitley, Lois (CRJ).....	Part-time Faculty

PB Costumer: Rate change from \$13.50 per hour to new compensation range of \$13.50-\$18.00 per hour.

## **2019 BOARD OF TRUSTEES MEETING SCHEDULE**

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to approval of 2019 Board of Trustees meeting schedule. Meetings are scheduled on the last Monday of each month with the exception of the May meeting, which is scheduled on the third Monday due to Memorial Day; and the combined November/December meeting, which is scheduled on the second Monday of December. The meeting schedule may be adjusted by the Board of Trustees at any time throughout the year.

## **OTHER**

Trustee Cilek reported that she attended a session of SCC’s Active Shooter safety training on November 29, 2018, and expressed her appreciation for the professional, well organized program.

## **ADJOURNMENT**

On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:15 p.m.