

**St. Charles Community College  
Board of Trustees Public Meeting  
June 29, 2020  
5:30 p.m.  
Virtual Meeting**

**M I N U T E S**

**CALL TO ORDER AND ROLL CALL**

The meeting of the St. Charles Community College Board of Trustees, held in a virtual environment due to the COVID-19 pandemic, was called to order at 5:30 p.m. by Board President Cilek. A quorum was present with the following members in attendance: Board President Pamela Cilek, Board Vice President Shirley Lohmar, Board Treasurer Rose Mack, Board Secretary Mary Stodden, Trustee Jean Ehlmann, and Trustee William Pundmann. College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, Vice President for Academic Affairs Dr. Holly Martin, and retiring Vice President for Academic Affairs Dr. John Bookstaver also participated in the meeting.

Trustee William Pundmann left the meeting at 5:38 p.m. following verbal resignation from the Board of Trustees due to family responsibilities.

**APPROVAL OF AGENDA**

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

**ACCEPTANCE OF MINUTES: JUNE 4, 2020, BOARD OF TRUSTEES REGULAR MEETING**

On a motion by Stodden, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, minutes of the June 4, 2020, Board of Trustees regular meeting were accepted as presented.

**TREASURER'S REPORT**

Treasurer Mack presented the Treasurer's Report. Cash in bank \$3,932,460; total investments \$23,256,000; tuition and fees received to date \$16,773,890; local taxes received to date \$19,252,725; state appropriations received to date \$7,669,694. On a motion by Stodden, 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 \$3,137,766.

### **CERTIFICATION OF JUNE 2, 2020, ELECTION RESULTS**

On a motion by Ehlmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board passed a resolution to certify results of the June 2, 2020, municipal election and declared that Pamela S. Cilek and Shirley Lohmar had been elected to serve the district as Trustees for terms of six years each.

### **ADMINISTRATION OF OATH OF OFFICE TO NEWLY ELECTED TRUSTEES**

Board Secretary Stodden administered the following Oath of Office to Trustees Cilek and Lohmar: "I solemnly swear that I will support and defend the Constitutions of the United States and the State of Missouri, and that I will faithfully serve the office of trustee of St. Charles Community College."

### **NOMINATION AND ELECTION OF OFFICERS: PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER**

On a motion by Mack, a second by Stodden, and a unanimous "AYE" vote to carry the motion, Shirley Lohmar was nominated and elected to serve as Board President for a two-year term. Board President Lohmar presided over the remainder of the meeting.

On a motion by Cilek, a second by Stodden, and a unanimous "AYE" vote to carry the motion, Rose Mack was nominated and elected to serve as Board Vice President for a two-year term.

On a motion by Mack, a second by Stodden, and a unanimous "AYE" vote to carry the motion, Pamela Cilek was nominated and elected to serve as Board Secretary for a two-year term.

On a motion by Ehlmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, Mary Stodden was nominated and elected to serve as Board Treasurer for a two-year term.

### **NOMINATION AND ELECTION OF LEGISLATIVE LIAISON AND FOUNDATION LIAISON**

On a motion by Mack, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, nomination and election of the Legislative Liaison and Foundation Liaison was tabled until the next regular meeting.

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

Dr. Kavalier presented the institution's comprehensive reopening plan. Dr. Holly Martin, Vice President

for Academic Affairs, was introduced and provided a brief summary of her background and goals for St. Charles Community College. Dr. John Bookstaver, retiring Vice President for Academic Affairs, bid farewell to the Board of Trustees. In closing, Dr. Kavalier expressed appreciation to Trustee Cilek for her work as President of the Board of Trustees during her two-year term and presented an honorary plaque which will be delivered to Cilek's home.

## **BUDGET FOR FISCAL YEAR 2021**

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the budget as presented for Fiscal Year 2021.

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

### ***Article V.41 Emergency Response***

On a motion by Stodden, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved a revised policy which combines *P-223 Emergency Response Plan*, *P-523 Emergency Response Plan* (previously mirrored in two sections of the policy manual), and *P-409 Communicable Diseases and Blood Borne Pathogens* to create *Article V.41 Emergency Response*. The policy has been expanded to include global pandemic as an emergency situation and provide for temporary suspension of existing policies to the extent that any policy conflicts with permanent or temporary state and federal laws.

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

The Board reviewed proposed revision of the following policies:

### ***Article IV.04 Terms of Employment***

*P-500.1 Reinstatement of Service Time* and *P-504 Employment Classifications* have been combined with *P-500 Terms of Employment* to create *Article IV.04 Terms of Employment*. Procedural items formerly included in policy statements have been added to Administrative Procedures.

### ***Article IV.10 Group Insurance Benefits***

*P-551 Eligibility for Insurance Benefits* and *P-556 Insurance Conversion Privileges* have been combined to create *Article IV.10 Group Insurance Benefits*. Procedural items formerly included in policy statements have been added to Administrative Procedures.

## **BIDS AND CONTRACTS**

### ***Contract to Purchase Remote Learning Science Lab Kits***

On a motion by Ehlmann, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board awarded one-year contracts, with the option to renew for two additional years, to Hands-On-Labs, Englewood, CO; Carolina Biological Supply Company, Burlington, NC; and PASCO Scientific,

Roseville, CA, with no guaranteed amount to any one company, for remote learning science kits in a total estimated amount for Fall 2020, Spring 2021, and Summer 2021 of \$360,000.00 with \$160,000.00 to be paid for the Fall 2020 semester. *Funding Source: Science Department FY 2020/2021*

***Gale Access Program Bundle Subscription Service***

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a three-year contract for a total amount of \$82,847.02 to Gale/Cengage Learning, Farmington Hills, MI, for the Gale Access Program Bundle Subscription Service which provides electronic databases for the College Library. *Funding Source: Current Operating-Learning Resource Center*

***Intercollegiate Athletics Insurance***

On a motion by Mack, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of contracts with Mutual of Omaha through Relation Insurance Services, Overland Park, KS, for a total annual amount of \$26,971.00, effective August 1, 2020, to provide intercollegiate athletics injury insurance for the women’s softball, men’s baseball, men’s and women’s soccer, cross country, and track & field teams. *Funding Source: Current Operating-Athletics Department*

***Plumbing Services***

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved total payments in FY 2020 to Omega Plumbing Company, Inc., Earth City, MO, in the amount of \$75,649.23 for plumbing service expenses related to College infrastructure, including repair of unexpected pipe breaks in April which totaled \$40,709.00. *Funding Source: FY20 Facilities Operating Budget*

***Secondary Internet Service Provider***

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board granted an award in the amount of \$69,000.00 to Missouri Network Alliance, LLC, dba Bluebird Network, LLC, Columbia, MO, for a five-year service agreement to provide a secondary internet connection as a backup to the primary provider, AT&T, in order to ensure uninterrupted internet access to faculty, staff, and students for remote work and synchronous online learning. *Funding Source: 2020/2021 Technology Fee Fund*

**CLOSED SESSION**

On a motion by Ehlmann, a second by Mack, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, and Stodden, the Board held a closed session as allowed by RSMo 610.021.2 to discuss 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 RSMo 610.021.3 to discuss hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. The public meeting reconvened at 7:05 p.m.

**PERSONNEL RECOMMENDATIONS**

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

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

Biermann, Anastasia (ENG) ..... One-Year Fixed Term Appointment, Instructor  
Miller, Jeff (ENG) ..... One-Year Fixed-Term Appointment, Instructor  
Trantham, Michelle (ENG) ..... One-Semester Fixed-Term Appointment, Instructor

***Full-Time Separations***

Lee, Paul (FAC) ..... Occupational & Environmental Safety Coordinator  
Moore, Willie (HSK) ..... Housekeeping Supervisor  
Stock, Mike (DPS) ..... Police Officer

***Part-Time Separations***

Nyswaner, Penny (DPS) ..... Project-based Police Officer  
Corley, Marsha (DPS) ..... Project-based Police Officer

**ADJOURNMENT**

On a motion by Ehlmann, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the meeting adjourned at 7:08 p.m.