

**St. Charles Community College
Board of Trustees Public Meeting
October 26, 2020**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on October 26, 2020, in the Social Sciences Building, Room 2102 (Board Room) with the meeting livestreamed to the Student Center, Room 208/209 for public access/viewing due to COVID-19 and the college requirement for social distancing.

The meeting was called to order at 5:30 p.m. by Board President Lohmar. A quorum was present with the following members in attendance: Board President Shirley Lohmar, Board Treasurer Mary Stodden, Board Secretary Pam Cilek, Trustee Jean Ehlmann, and Trustee Mike Lissner. Board Vice President Rose Mack was absent from the meeting. Also present were College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, and Executive Assistant Julie Parcel.

APPROVAL OF AGENDA

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

ACCEPTANCE OF MINUTES: SEPTEMBER 28, 2020, PUBLIC HEARING ON TAX LEVY

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, minutes of the September 28, 2020, Board of Trustees public hearing were accepted as presented.

ACCEPTANCE OF MINUTES: SEPTEMBER 28, 2020, BOARD OF TRUSTEES MEETING

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, minutes of the September 28, 2020, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer’s Report. Cash in bank \$8,008,598; total investments \$15,741,000; tuition and fees received to date \$11,017,983; local taxes received to date \$272,099; state appropriations received to date \$2,577,738. On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,536,698.

STUDENT GOVERNMENT ASSOCIATION REPORT

Student Government Association (SGA) President Sophia Calignaoan reported the following:

- SGA officers elected for the 2020-21 academic year are Sophia Calignaoan, president; Alexis Finney, vice president; Jolie Newman, secretary; Nicole Passareli, treasurer; and Abigale James, parliamentarian.
- Club Reports
 - The Student Success Society is rebranding with a new logo and new patch, designed by Jolie Newman.
 - The Graphic Design Club is hosting guest speakers at their meetings.
 - Phi Theta Kappa’s fall orientation was held on October 20.
- Student organizations are partnering to sponsor several events this academic year:
 - Multicultural Music Mondays: Each Monday during the 2020 fall semester, subscribers (120 to date) receive links to music from various parts of the world.
 - Multicultural Experience Series: Mondays from September 21 to October 26, sponsored by the Bridge Committee, Student Government Association, Student Success Society, and Student Activities.
 - Trivia Night: Tuesdays from September 15 to November 3, sponsored by Student Activities, Student Government Association, Art Club, Graphic Design Club, GAMES Club, SCC Ambassadors, Global Student Network, Student Success Society, and Phi Theta Kappa.
 - Hidden History: Wednesdays from September 23 to November 11, sponsored by Student Activities, Bridge Committee, Student Government Association, and Student Success Society.
 - GROW (Getting ahead, Resume building, Opportunities, Working your dream job): 8-part series focused on helping SCC students with career development, presented by SCC Career Services, SCC Nursing, SCC Culinary, and community business owners.

FACULTY REPORT

Faculty Association President Dr. Nicole Pinaire reported the following:

- Students are currently being recruited for the Spring 2021 semester to enroll in these Honors courses:
 - ENG 102, Honors: *Humans, Science, and Medicine* taught by Jayme Novara and Ranya Taqiuddin
 - SOC 201, Honors: *Social Problems and Political Myths* taught by Dana Prewitt and Paul Roesler
- Nursing faculty member Emily Steffen is partnering with SCC’s Continuing Education department to offer *Self-Care for Healthcare Workers* continuing education virtual opportunities. The series consists of 30-minute virtual sessions to learn about self-care activities, benefits, and practice for students and healthcare workers.
- Assistant Professor of English Dr. Joe Baumann placed the following stories in literary journals:
 - “Close the Door on This Laughing Heart” in *Passages North*

- “I Will Eat You, Drink You, I Will Be Full” in *Grist*
- “How I Know You’re Here” in *The Emerson Review* (This story was also a finalist for the *Story Foundation Prize*.)
- On September 24 and 25, the SCC Professional Development Advisory Group sponsored the annual Focus on Teaching and Technology Conference 2020. The conference was held virtually with 42 faculty and staff from SCC registered. Appreciation is extended to the following faculty and staff members who helped to make the conference a success:
 - Rex McKanry created the Virtual Exhibit Hall for the conference and facilitated a networking session in which educators discussed resources, success, and areas of challenge.
 - Jerol Enoch served on the conference planning committee and co-chaired the Teaching Award subcommittee.
 - Deepika Jogmohan served as a member of the conference planning committee and volunteered to support attendees in the virtual reception room.
 - Ranya Teqiennin served as a member of the conference planning committee and program selection subcommittee and also convened one of the conference sessions.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided a summary of recent institutional achievements, including the following:

- The President’s Council on Race and Diversity, an advisory group of faculty, staff, students, and community members, was recently created to explore opportunities for expanding awareness and understanding of racial issues and to identify strategies for further growth at the institution.
- The 24th Annual President’s Classic Golf Scramble, coordinated by the SCC Foundation and held on September 28 at Old Hickory Golf Club, raised more than \$35,000 to support scholarships and academic program enhancements at SCC.
- The President’s COVID-19 Emergency Scholarship, created by the SCC Foundation for the fall semester, awarded more than \$70,000 in scholarships to 130 students to help with tuition, fees, and/or books for students who were experiencing unplanned education-related expenses due to COVID-19.
- SCC’s Center Stage Theatre presented a one-act virtual comedic play entitled “In the Tank” on October 3 and 4. The performance was available exclusively online and was shot with two different casts and entirely in front of a green screen so that the actors had no contact with each other while making the production.
- Annual Drug and Alcohol Awareness Week activities were held virtually during the week of October 5 with discussion led by a variety of experts in drug/alcohol addiction and recovery.

AUDIT REPORT PRESENTATION

Michelle Graham, representing Botz, Deal & Company, reported results of the annual audit of the College’s financial records for the 2019/2020 fiscal year. The Board will have a period for review of the audit and take action at the next regular meeting.

AY 19/20 FACULTY SABBATICAL REPORTS

Faculty members Bryonie Carter and Callie Daniels provided details of their recent sabbatical experiences, expressed appreciation to the Board, and shared ways in which the sabbaticals have enriched their courses.

CULINARY ARTS/AGRICULTURE BUILDING NAME

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board assigned the name *Field to Table: Culinary and Agricultural Center* to the newly renovated building on the Dardenne Creek Campus.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS – ACTION

Article II.06 Responsibilities of the Board of Trustees

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved amendment of the Board Policy Manual to combine *P-107 Functions of the Board of Trustees* and *P-108 Hearing Before the Board* and create *Article II.06 Responsibilities of the Board of Trustees*.

Article II.07 Accreditation and Legal Authority

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved amendment of the Board Policy Manual to combine *P-109 Legal Authority* and *P-401 Accreditation* to create *Article II.07 Accreditation and Legal Authority*.

Article II.08 Organization of the College

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved amendment of the Board Policy Manual to combine *P-112 Responsibilities of the College President*, *P-116 Program Advisory Committees*, *P-117 College Committees*, *P-120 Organization of the College*, and *P-121 Handbooks, Procedures, and Guidelines* to create *Article I.08 Organization of the College*.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS – REVIEW

The following Board Policy Manual amendments were presented to the Board of Trustees for review, with action to be requested at the next regular meeting:

Article I.01 Disability and Accommodation

P-412.1/P-512.1 Disability and Accommodation, mirrored in the policy manual, were merged to create *Article I.01 Disability and Accommodation* with no substantive changes to the policy.

Article I.06 Drug-Free Environment

P-314 Drug-Free Environment and *P-414 Drug-Free Environment for Students*, mirrored in the policy manual, were merged to create *Article I.06 Drug-Free Environment*.

Article II.09 Amendments to Board Policies and Procedures

P-115 Amendments to Board Policies and Procedures was renamed *Article II.09 Amendments to Board Policies and Administrative Procedures*. The revision omits the requirement for a member of the Board of Trustees to submit a motion in writing to amend, repeal, or add to Board policies and also authorizes the Board President to waive the approval waiting period in the event that the College must respond to an urgent matter. The word “Administrative” was added to the title to provide distinction between policy and procedures.

BIDS AND CONTRACTS

Audio Visual Mobile Carts and Projection Carts

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to CDW-G, Chicago, IL, in the amount of \$106,252.76 for purchase of nine audio visual carts and six projection carts to be used in designated classrooms in the continued expansion of hybrid online and in-person classes through the Spring semester. *Funding Source: 2020/2021 CARES Act*

Document Management System Maintenance

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved renewal of the software maintenance agreement through SoftDocs, Columbia, SC, for a period of one year in the amount of \$27,332.00 for electronic storage and indexing of student-related documents; phone, e-mail and web-based support of this system during regular business hours; and upgrades and software patches to the system, as needed. *Funding Source: Enrollment Management-Current Operating*

CLOSED SESSION

On a motion by Lissner, a second by Ehlmann, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lissner, Lohmar, and Stodden, the Board moved to closed session as allowed by RSMo 610.21.2 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 610.21.3 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.

Following closed session, the public meeting reconvened at 8:07 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board authorized administration to offer up to a 2% cost of living salary increase for all employees to be retroactive from July 1, 2020, along with the following personnel recommendations:

Full-time Changes

Compton, Andrea (TOL) Director of Online Learning to
 Dean of Online and E-Learning

Lile, Kelli (ADR) Admissions and Recruitment Manager to
 College Recruitment Manager

McGuire, Lindy (NAH) Director of Operations-CHL to
 Director of Operations-Dardenne Creek Campus

Full-Time Separations

Wiest, Julie (GRD)..... Groundskeeper

Part-Time New and Replacement Hires

Crary, Molly (FAC) Student Assistant

Engel, Lori (CSH) Accounting Assistant/Student Accounts and Billing

Gould, Hannah (FAC)..... Student Assistant

Pervaiz, Faisal (POL) Adjunct Faculty

Passarelli, Nicole (FAC)..... Student Assistant

Thomas, Charnita (FAC) Student Assistant

Part-Time Separations

Remington, Vicki (MSB) Special Assignment

Stevenson, Devin (DPS)..... Project-Based Police Officer

2021 BOARD OF TRUSTEES MEETING SCHEDULE

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved the 2021 Board of Trustees meeting schedule.

ADJOURNMENT

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 8:10 p.m.