St. Charles Community College
Board of Trustees Public Meeting
December 7, 2020

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on December 7, 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 Vice President Rose Mack, Board Treasurer Mary Stodden, Board Secretary Pam Cilek, Trustee Jean Ehlmann, and Trustee Mike Lissner.

Also present were College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, Executive Assistant Julie Parcel, AV Systems Engineer Nick Wallace, and Tier 2 Technology Support Analyst Gretchen Carranza.

PLEDGE OF ALLEGIANCE

Board President Lohmar led trustees and attendees in the Pledge of Allegiance.

APPROVAL OF AGENDA

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

ACCEPTANCE OF MINUTES: OCTOBER 26, 2020, BOARD OF TRUSTEES MEETING

On a motion by Mack, a second by Stodden, and a unanimous "AYE" vote to carry the motion, minutes of the October 26, 2020, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank $7,776,815; total investments $13,691,000; tuition and fees received to date $14,372,370; local taxes received to date $370,076; state appropriations received to date $3,268,395. On a motion by Lissner, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Treasurer's Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Mack, 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 $3,707,509.

STUDENT GOVERNMENT ASSOCIATION REPORT

Student Government Association (SGA) President Sophia Calignaoan reported the following:
- The Multicultural Student Association was recently approved as a student club created to provide a safe space for students of different cultural backgrounds to come together to discuss culture representation both within and outside their communities; to educate others on the variety of cultures present at SCC and ways in which to promote and support them; and to collaborate with campus constituents to expand the success of the multicultural student body.
- The Graphic Design Club continues to host a guest artist speaker series.
- The Student Success Society and Phi Theta Kappa plan to sponsor several events during the spring semester in conjunction with Student Activities and SGA.
- Upcoming events for the spring semester include Multicultural Experience Series, Trivia Night, Multicultural Music Mondays, Hidden History: Uncomfortable Conversations Series, Men of Color: Success Summit, and Student Success Workshops.

FACULTY REPORT

Faculty Association President Dr. Nicole Pinaire reported the following:
- Kim Mercurio arranged for SCC's Computer Science: Multimedia and Web Design students to participate in the Adobe Max 2020 Creativity Conference in October as a virtual field trip. The conference, geared toward professionals in the field, included several celebrity hosts and workshops which were invaluable to the students, who immediately used the skills learned at the conference to complete projects for their courses.
- Amy Scheers, Jim Martin, Lynne Snyder, and Becky Thorn were among the group of panelists at the MCCA Virtual Convention who discussed ways in which performing arts programs have successfully pivoted during the pandemic.
- SCC Center Stage continues to present safe virtual productions. *It's a Wonderful Life Radio Play*, directed by Lynne Snyder, was broadcast November 27-29, 2020, on Broadway on Demand.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:
- Lindenwood University President Dr. John Porter and Dr. Kavalier signed a Memorandum of Agreement in October, strengthening the relationship between the two institutions and expanding the number of transferrable courses for SCC students.

- Rex McKanry, associate professor of computer science, was recently honored with the Emerson Excellence in Teaching Award, an annual award that recognizes educators in the St. Louis metropolitan area who are examples of excellence in their field.
- Dr. Monica Hall-Woods, professor of biology, received the Governor's Award for Excellence in Teaching at the MCCA Virtual Convention in November. Director of Network Computing Tim Davison received the Senior Service Award at the same convention.
- SCC's annual Day of Service was transformed into Week of Service in 2020 and consisted of many remote and virtual projects to assist area organizations.
- International culture was celebrated in November with a variety of virtual events including Zoom sessions which showcased students' native cultures, education systems, fashion trends, and more; special speakers hosting virtual tours; and virtual cooking demonstrations with recipes from around the world.
- SCC is partnering with SSM Health to offer free training for those who want to become a Patient Care Technician (PCT). The six-week program combines classroom instruction at SCC with clinical training at SSM.
- SCC student and Fort Zumwalt South graduate Marisa Mason has been accepted into the prestigious Marine Biology program at the University of South Florida College of Marine Science.
- 2018 graduate and SCC Chemistry Student of the Year Ali Farhadi was recently accepted into the dental program at University of Michigan on a full scholarship through the United States Air Force. Farhadi transferred to University of Missouri following his studies at SCC.

AY 19/20 FACULTY SABBATICAL REPORTS

Associate Professor of History Grace Moser and Professor of Art Brian Smith provided details of their recent sabbatical experiences, expressed appreciation to the Board of Trustees for the opportunity, and shared ways in which the sabbaticals have enriched their courses.

DIVERSITY DATA REPORT

Director of Institutional Research Dr. Chris Hubbard Jackson and Chief Diversity and Compliance Officer Martha Kampen presented data which illustrates SCC's ratio of minority and non-minority students, faculty, staff, applicants, and hired applicants.

ACCEPTANCE OF AUDIT REPORT

On a motion by Mack, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the FY 2020 audit report was accepted as presented at the public meeting on October 26, 2020.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS – ACTION

Article I.01 Disability and Accommodation

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the merging of *P-412.1 Disability and Accommodation* and *P-512.1 Disability and Accommodation*, mirrored in the policy manual, to create *Article I.01 Disability and Accommodation.*

Article I.06 Drug-Free Environment
On a motion by Ehlmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved the merging of *P-314 Drug-Free Environment* and *P-414 Drug-Free Environment for Students*, mirrored in the policy manual, to create *Article I.06 Drug-Free Environment.*

Article II.09 Amendments to Board Policies and Procedures
On a motion by Stodden, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved renaming of *P-115 Amendments to Board Policies and Procedures* to *Article II.09 Amendments to Board Policies and Administrative Procedures*.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS – REVIEW

The following Board policy amendment proposals were presented for consideration. Action will be requested at the next regular meeting:

Article I.03 Prohibition of Tobacco Use and Simulated Smoking
P-382.1 Prohibition of Tobacco Use and Simulated Smoking, *P-482.1 Prohibition of Tobacco Use and Simulated Smoking*, and *P-582.1 Prohibition of Tobacco Use and Simulated Smoking*, mirrored in the policy manual, were merged to create *Article I.03 Prohibition of Tobacco Use and Simulated Smoking.* No substantive changes were made to existing policy.

Article I.04 Prohibition of Violence
P-492 Prohibition of Violence and *P-592 Prohibition of Violence*, mirrored in the policy manual, were merged to create *Article I.04 Prohibition of Violence*. No substantive changes were made to existing policy.

Article I.08 Drug Screening for Designated Sites
P-447 Drug Screening-Required at Designated Sites and *P-547 Drug Screening-Required at Designated Sites*, mirrored in the policy manual, were merged to create *Article I.08 Drug Screening for Designated Sites*. Procedural language was transferred from policy to procedure.

RATIFICATION OF EMAIL ACTION

Firewall Solution with Extended Hardware and Software Support Agreement
On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board ratified the award to CDW Government LLC, Vernon Hills, IL, in the amount of $117,769.89 for the purchase of Palo Alto firewall solution as approved via email on November 10, 2020. *Funding Source: 2020/2021 Technology Operating and Coronavirus Relief Grant Funds*

BOND UPDATE

Todd Galbierz introduced a website created specifically to provide real-time status updates to the public and campus community on projects funded through the bond issue approved by voters in August. A monthly update will be provided to the Board of Trustees.

BIDS AND CONTRACTS

Annual Subscription for Content Management System
On a motion by Stodden, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board granted an award to DotCMS Services LLC, Miami, FL, in the amount of $29,070.00 for the annual subscription of DotCMS Enterprise Cloud, with the option to renew for the next three years at an agreed upon amount by both parties, not to exceed a 2% annual increase from the prior year. *Funding Source: 2020/21 Current Operating-Marketing & Communications*

Contract for On-Site Student Mental Health Services
On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board awarded a three year contract, with the option to renew for three additional one year periods upon mutual agreement and satisfactory performance, to Saint Louis Counseling, St. Louis, MO, in the annual amount of $166,400.00 to provide on-site student mental health services. *Funding Source: Current Operating Student Life*

Online Proctoring Services Contract Increase
On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an increase of $100,000.00 to the existing contract with Examity, Inc., Natick, MA, for an estimated total amount of $174,000.00 to accommodate the increased number of proctored online exams needed to facilitate online and remote learning during the pandemic. *Funding Sources: Federal Pandemic Grant Funds; FY 2020/21 Current Operating Budget*

Property, Liability, and Workers Compensation Insurance Renewal
On a motion by Mack, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved the continuation of property, liability, and workers compensation insurance coverage with the Missouri United School Insurance Council (MUSIC) program for 2021, including umbrella coverage, for a total estimated cost of $543,359.00. *Funding Source: FY21 Operating Budget*

CLOSED SESSION

On a motion by Ehlmann, a second by Stodden, and a roll-call vote in which "AYE" votes were cast by Cilek, Ehlmann, Lissner, Lohmar, Mack, and Stodden to carry the motion, the Board entered closed session as allowed by RSMo 610.021.1 to discuss legal actions, causes of action, or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys; and RSMo 610.021.9 to discuss preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

Following discussion in these areas, the public meeting reconvened at 7:45 p.m.

FULL TIME FACULTY MEMORANDUM OF UNDERSTANDING

On a motion by Ehlmann, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved the full-time faculty Memorandum of Understanding.

PERSONNEL RECOMMENDATIONS

On a motion by Cilek, 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
Harter, Traci (ENS)..Enrollment Services Assistant
Mallicoat, Coleman (NET) ....Network/Telephony System Administrator
Meyer, Jamie (CSH)..Accounting Assistant/Student Accounts and Billing
Presson, Michael (DPS) .... Police Sergeant
Speckmeyer, Jamie (TEC) .... Tier 2 Technical Support Analyst

Full-time Changes
Ronkoski, Pamela (CED) .... Program Specialist to
Student Activities Coordinator
Threewitt, Douglas (TEC) .... Tier 2 Technical Support Analyst to
Desktop Application Administrator
Trantham, Michelle (ENG) ....One Semester Fixed-Term Appointment, Instructor to
One Semester Fixed Term Appointment, Instructor

Full-Time Separations
Barrie, Bernadette (HSK)...Housekeeper
Klasek, Barbara (FAC)...Facilities Office Supervisor (retirement)

Part-Time New and Replacement Hires
Chatterjee, Arindam (CHM) .... Adjunct Faculty
Ewert, Craig (ACT) .... Adjunct Faculty
Moorhead, Anisha (MSB)... Adjunct Faculty
Myers, Rashad (MSB).. Adjunct Faculty
Rowles, Christina (HIM) .... Adjunct Faculty

Part-Time Changes
McGinnis, Samantha (MKT) ....Marketing Assistant to
Marketing Specialist
Staebel, Kristin (TEC)..Educational Aide to
Tier 1 Technical Support Analyst

Part-Time Separations

Bruns, Julie (ENS) ....Enrollment Services Assistant
Cheruiyot, Ruth (FAC) .... Student Assistant
Chowdhury, Sadifa (FAC) .... Student Assistant
Crary, Molly (FAC) .... Student Assistant
Flowers, Carmen (DPS).. Police Dispatcher
Gould, Hannah (FAC)... Student Assistant
Gruensenfelder, Daniel (ENS) ....Enrollment Services Assistant
Humes, Denise (DPS)... Police Dispatcher
Jones, Wayne (ENS) ....Enrollment Services Assistant
Leuschke, Robert (GDB) .... Adjunct Faculty
Lotz, Kaitlyn (FAC) .... Student Assistant
Marshall, Brandon (FAC) .... Student Assistan*t*
Murray, Ryan (FAC) .... Student Assistant
Passarelli, Nicole (FAC)... Student Assistant
Shumate, Sarah (AHS) .... Office Assistant
Thomas, Charnita (FAC) .... Student Assistant

ADJOURNMENT

On a motion by Mack, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the meeting adjourned at 7:48 p.m.