

**St. Charles Community College
Board of Trustees Meeting
January 25, 2021**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on January 25, 2021, 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, and Executive Assistant Julie Parcel.

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 Lissner, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

ACCEPTANCE OF MINUTES: DECEMBER 7, 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 December 7, 2020, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$6,836,012; total investments \$33,405,004; tuition and fees received to date \$17,268,040; local taxes received to date \$18,300,369; state appropriations received to date \$4,765,557. On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Treasurer's Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Lissner, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$4,601,954.

STUDENT GOVERNMENT ASSOCIATION REPORT

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

- SGA and Student Activities has over 40 events planned for Spring 2021 semester, including 11 nationally known presenters, performers, lecturers, and artists.
- Campus collaborations include Career Services, Nursing Department, Culinary Department, Art Department, and the African American Faculty and Staff Association.
- Beginning February 1, one virtual event per day is scheduled for a period of eight weeks with topics on diversity, inclusion, and equity; multicultural awareness; professional development; mental health; and drug prevention. Students will be able to access all events through a single web link.
- To celebrate the beginning of the spring semester, gift baskets were created and delivered to residents of Campus Lake Apartments, and all students were invited to participate in a contest which included an SCC-themed crossword puzzle in which all answers could be found on the SCC website. The contest, designed to provide a fun way to learn key information about the college while learning to navigate the website, provided winners with a free SCC hoodie.

FACULTY REPORT

Faculty Association President Dr. Nicole Pinaire reported the following:

- SCC Advanced Painting student Claudia Svoboda’s paintings were recently selected for the national art exhibition at the Foundry Art Center entitled *Global Impact, the Wake of Covid*.
- Assistant Professor of English Dr. Joe Baumann placed the following stories in various literary journals: “The Water is Coming, the Water is Here” in *Sou-wester*; “Home Wrecker” in *Shift: A Journal of Literary Oddities*; “How Long It Would Take to Leave You” in *Variety Pack*; and “Spin the Dial” in *Hoosier Review*. Dr. Baumann’s story “Take Me Somewhere, Bring Me Back” was nominated by *Up North Lit*, for a Best of the Net Award, and his story “Give Us Your Pity, Give Us Your Love” was nominated for a 2020 Pushcart Prize. His collection of short stories “Sing with Me on the Edge of Paradise” is currently a semifinalist for the Gasher Journal First Book Scholarship.
- Online and E-Learning Updates:
 - 215 faculty members have completed Online by Design (Quality Matters) training since March 2020.
 - 247 faculty members participated in professional development training, sessions, and workshops during Spring 2021 Faculty Inservice. Workshop hosts included faculty members Grace Wade Moser, Rachel McWhorter Rush, and David Cirillo; and staff/administrators Virginia Guneyli, Chris Hubbard Jackson, and Holly Martin.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- A historic partnership was recently celebrated at an official signing ceremony on December 10, 2020, with Harris-Stowe State University. The joint admissions program is the first between a community college and a Historically Black College and University in Missouri.
- The Spring Faculty Update was held on January 14, 2021, with more than 100 faculty and administrators attending virtually.
- Andrew Lozano, SCC alumni, is part of a team at Pfizer that aids in the development and improvement of new and old vaccines, including the COVID-19 vaccine.
- SCC is actively recruiting for a new program aimed at helping an underserved population in the community. The *Men of Color: Student Success Program* is specifically designed to support African American students as they navigate through the college experience and into a life of success.
- A new Campus Police Outreach Task Force has been established with the goal of increasing communication and supporting important discussions between students and campus police.
- The Young People's Theatre presented the virtual production of "Now. Hear. This" in December. The show, set in a natural-history museum, explores many questions of life ranging from reptiles and outer space to friendship and dying.

SABBATICAL LEAVE PRESENTATIONS

David Cirillo and Heather Rodgers, professors of English/literature, presented planned personal and professional development and resulting benefits to the College if approved for recommended sabbatical leave.

UPDATE ON COVID-19 VACCINE

Dardenne Prairie Campus Provost Amy Koehler provided an overview of initiatives and partnerships with local health care agencies to provide support for COVID-19 vaccinations in St. Charles County.

UPDATE ON FEDERAL FUNDING FOR COVID-19

Vice President for Administrative Services/COO Todd Galbierz presented a summary of funding provided in the form of federal grants to assist the institution in providing a safe environment for students with enhanced virtual and in-person learning opportunities.

BOND UPDATE

Todd Galbierz provided a status update on projects funded by the August 2020 Bond Issue.

FISCAL YEAR 2021 BUDGET AMENDMENT

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Fiscal Year 2021 General Fund budget was amended by an increase of \$800,000 for a balance of \$39,136,000.

DESIGNATION OF STRATEGIC INVESTMENTS RESERVE

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board designated \$900,000 from the General Fund Reserve to the Strategic Investments Reserve.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS

On a motion by Cilek, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved amendment of *Article 1.03 Prohibition of Tobacco Use and Simulated Smoking*, *Article 1.04 Prohibition of Violence*, and *Article 1.08 Drug Screening for Designated Sites* as presented at the December 7, 2020, meeting.

BIDS AND CONTRACTS

Architect and Engineering Services

Prequalification of Firms for Indefinite Quantity Services

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board deemed the list of firms presented to be prequalified for various general use in open-ended work where services are provided on an on-call basis for a period of one year, with the option to extend solely at the College’s discretion.

Bond Project Contracts

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded contracts to:

- The Lawrence Group (partnered with Ross and Baruzzini), St. Louis, MO, in an amount not to exceed \$420,000 for redesign and renovation of Student Services;
- SSC Engineering (partnered with FGMA), Chesterfield, MO, in an amount not to exceed \$375,000 for renovation and creation of science labs;
- JEMA (partnered with IMEG), St. Louis, MO, in an amount not to exceed \$515,000 for the new Industrial Workforce & Technical Training Center;
- SSC Engineering, Chesterfield, MO, in an amount not to exceed \$145,000 for update or redesign of HVAC/MEP Systems;
- Arcturis, St. Louis, MO, in an amount not to exceed \$125,000 for new campus signage; and
- Faith Group, LLC, St. Louis, MO, in an amount not to exceed \$70,000 for update and redesign of campus security.

Funding Source: Bond Proceeds to the Extent Possible

Assessment and Planning Software Solution

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Watermark Insights, LLC, New York City, NY, in the amount of \$161,829.31 for a period of three years for a secure cloud-based assessment and planning software solution. *Funding Source: Technology Fee*

Business Process Review and ERP Evaluation

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a one-year contract, with the option to renew annually thereafter by mutual agreement, to Strata Information Group, Inc. San Diego, CA, in the estimated amount of \$62,000 plus travel expense, as needed, to assist SCC in reviewing and redesigning current business processes and with the evaluation of a new Enterprise Resource Planning (ERP) solution. *Funding Source: Technology Fee*

Cidi Labs Contract Renewal

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board approved a three-year agreement with Cidi Labs, LLC, Salt Lake City, UT, for a total of \$61,044 for software tools to assist course designers in improving course design, accessibility, course readiness tracking, and file management in Canvas. *Funding Source: Operating Budget-Online and E-Learning*

Cisco Academy Equipment and Smartnet Support Services

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Insight Public Sector, Tempe, AZ, in the amount of \$92,125.32 for the purchase of Cisco equipment and Smartnet support services for instructional use in the Cisco Networking Academy program. *Funding Source: 2020/2021 Enhancement Grant-Computer Science Program (\$69,093.99 75%); 2020/2021 Operating-Computer Science Program (\$23,031.33 25%)*

Construction Management Services

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Navigate Building Solutions, LLC, Crestwood, MO, in an amount not to exceed \$250,000 for pre-construction and construction management services to be provided on an “On Call” basis, with no guarantee for the awardee to receive the full award amount. Services will be used for the large-scale project of enhancing and modernizing the campus made possible by the successful passage of the Bond Issue. *Funding Source: Bond Proceeds*

Dell Microcomputers and Laptops

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board granted an award to Dell Marketing, LLC, Round Rock, TX, in the amount of \$201,398.68 for 86 Dell microcomputers with monitors and 54 laptops to be replaced or added for faculty, staff, and classroom use. *Funding Source: 2020/2021 Enhancement Grant (\$30,621.04 75%); 2020/2021 Enhancement Grant Match from Technology Fee (\$10,207.02 25%); 2020/2021 Technology Fee (\$96,448.12); 2020/2021 Federal Pandemic Grant (\$64,122.50)*

Increase in Video Captioning Services

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved an increase of \$30,000 to the amount previously approved for Yuja Corporation, San Jose, CA, for a revised contract total of \$68,475 for the enterprise video platform and content

management solution, including video captioning services to aid in delivery of increased online courses due to the COVID-19 pandemic. *Funding Source: Operating Budget-Online & E-Learning; CARES Act Grant Funds*

LED Signs and Monuments

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Bill Yount Signs and Electric, Overland, MO, in the amount of \$427,150 plus a 10% contingency, for a total amount of \$469,865 for purchase of two LED messaging signs and monuments which will replace existing signage on Mid Rivers Mall Drive on the north corner at Ohmes Road and on the south corner at Cottleville Parkway. *Funding Source: Bond Proceeds*

Police Building Construction

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Aspire Construction Services, St. Charles, MO, in the amount of \$769,000 plus a 10% contingency, for a total amount of \$845,900 for police building construction. *Funding Source: Student Housing Developer Funds (\$310,141); Bond Proceeds (\$400,000); FY21 Operating Budget (\$135,759)*

CLOSED SESSION

On a motion by Mack, a second by Lissner, 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; 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; 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; and RSMo 610.021.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Following discussion in these areas, the public meeting reconvened at 8:18 p.m.

FACULTY SABBATICALS

On a motion by Lissner, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board granted sabbatical leave to Professor David Cirillo for the Spring 2022 semester and tabled action on sabbatical leave for Professor Heather Rodgers until the February regular meeting.

REAL ESTATE RESOLUTION

On a motion by Ehlmann, a second by Cilek, and a unanimous “AYE” vote to carry the motion, the Board passed a resolution to terminate the 2007 agreement between Great Rivers Greenway and Barat Academy related to property at One Academy Place, Dardenne Prairie, MO.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS

The following Board policy amendment proposals were presented with action to be requested at the next regular meeting:

Retirement of Policies

The following policies are recommended for retirement as part of the policy manual restructure:

- P-116 Program Advisory Committees
- P-117 College Committees
- P-119 News Releases
- P-120 Organization of the College
- P-407 College Calendar
- P-581.8 Lobbying

Article I.02 Non-Discrimination and Equal Opportunity

The policy was originally housed in both *Article IV: Personnel* and *Article VI: Student Services*. The policy manual restructure places policies which apply to more than one section of the campus community into *Article I: Administration*, eliminating the need for policies to be mirrored in two or more sections of the manual. No changes were made to existing policy.

Article IV.42 Emeritus Faculty

The new policy formally establishes the honorary title of Emeritus to faculty members who have been approved by administration. Administrative procedures provide details regarding privileges associated with the honor.

Article V.05 Auxiliary Enterprises

The policy was revised to omit the Child Development Center from the list of auxiliary enterprises, eliminate the requirement for Board of Trustees approval of Child Development Center rates, and affirm that these auxiliary enterprises are expected to be self-supporting. Additionally, the title of Bookstore was changed to Campus Store.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Marks, Terry (ENS) Enrollment Services Assistant

Full-time Changes

Guneyli, Virginia (IGE) Interim Director of International Student Services to
 Director of International Student Services
 Herbel, Vicky (AHS) Professor to
 Interim Dean of Arts, Humanities & Social Sciences
 Osborn, Darren (CMM) Interim Dean of Business, Science, Education, Math & Comp. Science to
 Professor
 Vorachek-Warren, (MSB) Dean of Arts, Humanities & Social Sciences to
 Dean of Business, Science, Education, Math & Computer Science

Full-Time Separations

Banowetz, Julie (CCD) Registration Assistant
 Brown, Wendy (CED)..... Program Specialist
 Copeland, Boyd (STU) Executive Dean of Student Life
 Dompierre, Michael (AA) Assistant Vice President for Academic Affairs (retirement)
 Mason, Marybeth (CCD) Evening Coordinator
 Riley, Timothy (DWP) Career Consultant

Part-Time New and Replacement Hires

Enyart, James (BIO) Adjunct Faculty
 Granneman, Ralph (CPT)..... Adjunct Faculty
 Haley, David (AHS) Adjunct Faculty
 Johnson, Marcus (THE) Adjunct Faculty
 Kaiser, Andrew (NAH) Adjunct Faculty
 Kovarik, Madison (ACE)..... Student Assistant
 Malone, Gina (AHS)..... Adjunct Faculty
 Moore, Aimee (ACE) Student Assistant
 Perry, Tara (AHS)..... Adjunct Faculty
 Robinson, Tammy (ALH)..... Health Occupation Instructor
 Shin, Aleph (ECO) Adjunct Faculty
 Smirnov, Asya (BIO) Adjunct Faculty
 White, Joanna (NAH)..... Adjunct Faculty

Part-Time Changes

Feese, Amy (CUL) Project Based Contract Trainer III to
 Adjunct Faculty

Part-Time Separations

Bruns, Julie (CED) Summer Camp Assistant II
 Couvion, Lindsay (CED) Project Based Summer Camp Assistant
 Deters, Jack (CED)..... Project Based Summer Camp Assistant
 Eshoo, Mia (CED) Project Based Summer Camp Assistant
 Haan, Josiah (CED) Summer Camp Assistant
 Henry, Isaiah (CED) Summer Camp Assistant
 Hutnyk, Anna (CED) Project Based Summer Camp Assistant
 Lawrence, Nicholas (DPS) Project Based Police Officer
 Locke, Justin (CED) Summer Camp Assistant

Mason, Abby (CED)	Project Based Summer Camp Assistant VI
Powell, Conrad (CED)	Project Based Summer Camp Assistant
Powell, Madeline (CED)	Project Based Summer Camp Assistant
Reed-Bippen, Cadence (CED)	Project Based Summer Camp Assistant IV
Reed-Bippen, Carlin (CED)	Project Based Summer Camp Assistant II
Rondeau, Brooke (CED)	Project Based Summer Camp Assistant
Salmo, Andrew (CED)	Project Based Summer Camp Assistant
Salmo, Anna (CED)	Project Based Summer Camp Assistant
Schroer, Marianna (CED)	Project Based Summer Camp Assistant
Skelly, Sarah (CED)	Project Based Summer Camp Assistant
Story, Emma (CED)	Project Based Summer Camp Assistant
Story, Nicholas (CED)	Project Based Summer Camp Assistant
Stout, John (CED)	Project Based Summer Camp Assistant
Venturella, Zachary (CED)	Project Based Summer Camp Assistant
Waligurski, Rebecca (CED)	Project Based Summer Camp Assistant
Weigle, Bridget (CED)	Project Based Summer Camp Assistant
Weigle, Michael (CED)	Project Based Summer Camp Assistant

ADJOURNMENT

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 8:25 p.m.