

**St. Charles Community College
Board of Trustees Meeting
March 29, 2021
5:30 p.m.**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The St. Charles Community College Board of Trustees met on March 29, 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, Executive Assistant Julie Parcel, and AV Systems Engineer Nick Wallace. County Executive Steve Ehlmann, Provost Amy Koehler, and Professor Jen Bussen attended briefly for a presentation.

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

ACCEPTANCE OF MINUTES: FEBRUARY 22, 2021, BOARD OF TRUSTEES MEETING

On a motion by Stodden, a second by Cilek, and a unanimous "AYE" vote to carry the motion, minutes of the February 22, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$5,663,745; total investments \$30,744,004; tuition and fees received to date \$17,226,437; local taxes received to date \$19,509,955; state appropriations received to date \$6,410,836. 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 Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$6,391,930.

COVID VACCINATION UPDATE

St. Charles County Executive Steve Ehlmann presented Dardenne Creek Provost Amy Koehler and Professor Jen Bussen with a Proclamation from St. Charles County in recognition of the extraordinary service provided by SCC’s Nursing and Allied Health faculty and students who assisted with COVID-19 vaccination of citizens at the Family Arena.

FACULTY REPORT

Faculty Association President Dr. Nicole Pinaire reported the following:

- The SCC Center Stage Theatre presented “Our Place” on March 13 and 14, 2021, as a virtual production. The show was directed by Lynne Snyder with set design by Jeff Roop and costume design by Jane Bagnall.
- Faculty members Christina Webster, Brandon Daniels, Micah Humphreys, Monica Hall-Woods, Rachel McWhorter-Rush, Gabe Harper, and Julie White are working with students this semester to complete honors contracts. Students with honors contracts earn honors credit in non-honors classes by doing special honors-level papers, projects, or presentations guided by faculty members.
- Faculty Association is in the process of nominating and electing 2021-22 officers. Nominations are underway for this year’s Faculty of the Year awards which will include awards for full-time faculty, temporary full-time faculty, and adjunct faculty.
- Faculty members are excited for potentially returning to safe in-person learning this fall.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- The St. Charles School district has officially joined SCC’s Early College Academy. The program provides area high school students with challenging learning experiences that enhance and extend their high school curriculum and allows them to earn college credit along the way.
- The work of Assistant Professor of Sociology Dr. Dana Prewitt was recently published in *Humanity & Society*, the official journal of the Association for Humanist Sociology. The research focused on ways in which identities such as race and gender shape the work of educators.
- The new *Men of Color: Student Success Program* held its inaugural summit on February 26 with more than 100 high school students, community members, faculty, and staff in attendance for the virtual event.

- SCC alumnae Aimee Merideth and Allyson Leyen have each been named Teacher of the Year at their elementary schools in the Fort Zumwalt School District. Both attribute their success to the solid foundation received through SCC’s education program and instructors.

BOND ISSUE PROJECTS UPDATE

Todd Galbierz presented a walk-through of the website created to provide real-time updates on projects funded through the bond issue approved by voters in August 2020. The site can be accessed through this link: https://www.stchas.edu/lp/prop_cc/.

RESOLUTION FOR THE SALE OF GENERAL OBLIGATION BONDS

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board passed a resolution to authorize completion of the competitive sale of \$30 million in General Obligation Bonds, Series 2021 as authorized at the February 22, 2021, public meeting.

PROJECTED TAX LIABILITY NOTICE

The Board reviewed figures for the projected tax liability notice for 2021, to be submitted to the county registrar in preparation for notification to St. Charles County property owners of projected property tax rates as calculated by taxing authorities.

FEE SCHEDULE IN ACCORDANCE WITH ARTICLE V.01 TUITION, FEES, AND REFUNDS FOR CREDIT CLASSES

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved the addition of culinary courses to Tier 2 of the Tiered Tuition Plan for FY22 with all other existing tuition rates and fees unchanged.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS FOR ACTION

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board approved the following policy manual amendments as reviewed at the February 22, 2021, public meeting:

Article 1.09 Background Investigation for Designated Sites

P-447.1 Background Investigation-Required at Designated Sites renamed *Article 1.09 Background Investigation for Designated Sites* with procedural language transferred from policy to procedure.

Article 1.10 Copyright

P-481.2 Copyright and *P-581.2 Copyright Policy*, mirrored in the policy manual, merged and renamed

Article I.10 Copyright with no substantive changes to existing policy.

Article I.13 Use of Social Security Numbers

P-484 Use of Social Security Numbers and *P-584 Use of Social Security Numbers*, mirrored in the policy manual, merged and renamed *Article I.13 Use of Social Security Numbers* with no substantive changes to existing policy.

Article III.01 Credit Hour Standard

P-442 Credit Hour Standard renamed *Article III.01 Credit Hour Standard* with policy revised to affirm that the semester credit hour standard conforms with federal requirements and commonly accepted practices in higher education.

Article III.02 Graduation Requirements and Academic Honors

P-420 Graduation Requirements and Honors renamed *Article III.02 Graduation Requirements and Academic Honors* with no substantive changes to existing policy.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS FOR REVIEW

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

Article II.08 Organization of the College

Article II.08 Organization of the College to be revised to authorize College administration to appoint committees as necessary for operation of the College.

Article III.03 Satisfactory Academic Progress

P-429 Satisfactory Academic Progress (Warning, Probation, Suspension, Dismissal, Reinstatement) to be renamed *Article III.03 Satisfactory Academic Progress* with no substantive changes to policy.

Article III.04 Learning Resources

P-421 Learning Resources to be renamed *Article III.04 Learning Resources* with no substantive changes to policy.

Article IV.31 Staff-Specific Conduct

P-700 Introductory Period, P-701 Staff Performance Evaluations, P-702 Outside Employment, P-714 Meals and Breaks, P-732 Time Sheets, P-780 Uniforms, P-790.2 Problem Solving and Appeals, and P-793 Disciplinary Actions to be merged and relocated to the procedures section of *Article IV.31 Staff-Specific Conduct*. Policy language to be revised to provide a general statement regarding expectations for employee conduct and authorize disciplinary action for violations.

Article VI.02 Tuition, Fees, and Refunds for Credit Classes

Article V.01 Tuition, Fees, and Refunds for Credit Classes to be relocated from *Article V: Operations* to *Article VI: Student Services* with no change to original language.

RATIFICATION OF AIR HANDLING UNIT PURCHASE

On a motion by Stodden, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board ratified the award to Trane US, Inc., Fenton, MO, in the amount of \$184,128.00 for purchase of a Trane Semi Custom Air Handling Unit. This purchase had to be expedited, with the College President’s approval, as stated under *Article V.03 Procurement of Good and Services; Emergency Purchases* due to a critical mechanical problem with the Air Handling Unit (AHU-6) in the Administration Building identified in early March 2021. *Funding Sources: Federal Coronavirus Relief Grant Funds; Proposition Community College Bond Proceeds*

BIDS AND CONTRACTS

Carpet Replacement

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Flooring Systems Inc., St Louis, MO, for \$32,107.00 plus a 10% contingency, for a total of \$35,317.70 for carpet replacement in the Student Center. *Funding Source: FY21 Maintenance & Repair Plan (50% state reimbursed)*

Fountains Replacement

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Missouri Machinery and Engineering, St. Louis, MO, in the amount of \$74,617.00 plus a 10% contingency, for a total amount of \$82,079.00 for purchase and installation of replacement fountains for the two lakes on the main campus. *Funding Source: FY21 Operating Budget-Maintenance Department*

Hurst Review Services

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved the processing of outstanding invoices due to delinquent billing by the vendor and totaling \$23,310.00 to Hurst Review Services, Brookhaven, MS, to bring the College’s account up to date, bringing the total amount paid to Hurst Review Services in fiscal year 2020-2021 to \$38,430.00. *Funding Source: 2020/2021 Nursing Program*

Increase Purchase Authorization for Remote Learning Science Kits

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved a second year contract increase of \$20,000.00, for a total award of \$380,000.00 to Hands-On-Labs, Englewood, CO; Carolina Biological Supply Company, Burlington, NC; and PASCO Scientific, Roseville, CA, with no guaranteed amount to any one vendor for the purchase of remote learning science kits. *Funding Source: Federal Pandemic Relief Grants*

SECOND LEASE AMENDMENT FOR COLLEGE MEADOWS PARK

On a motion by Mack, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board authorized the College President and Vice President for Administrative Services to take the steps necessary to execute the Second Lease Amendment with St. Charles County related to the College

Meadows Park property.

BARATHAVEN REORGANIZATION AGREEMENT

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board authorized the College President and Vice President for Administrative Services to take the steps necessary to execute the BaratHaven Reorganization Agreement.

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, 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.

Following the closed session, the public meeting reconvened at 7:19 p.m.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Bellemare, Shannon (AA).....Academic Advisor
Dornes, Delfina (ENS)..... Director of Admissions, Registration, & Records
Humphreys, Jeffery (NET)Network/Telephony System Administrator

Full-time Changes

Enoch, Justin (OEL)..... Project-Based Videographer to Full time Video Designer

Full-Time Separations

Lovan, Teresa (FS)Cashier

Part-Time New and Replacement Hires

Boschert, Carolyn (CCD)..... Project-Based Instructor II
Gall, Anna (CCD)..... Project-Based Contact Trainer III
Harmon, Courtney (NUR)..... FWS Student Assistant
Herrick, Bryan (CDD)Project-Based Performance Consultant
Hoffman, Abigail (ACE)..... Student Assistant-Front Desk
Mante, Maabena (HRS).....Temporary Office Assistant
Munson, Ben (GDS)..... Adjunct Faculty
O’Brien, Amy (TECH) Student Assistant
Reidel, Jeffery (CCD).....Project-Based Contract Trainer III

Schemkes, Tahya (NUR) FWS Student Assistant
Vohs, Kaitlyn (CDD) Project-Based Contact Trainer III
Zesch, Darren (CDD)..... Project-Based Contact Trainer III

ADJOURNMENT

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 7:20 p.m.