

**St. Charles Community College
Board of Trustees Meeting
September 27, 2021**

M I N U T E S

CALL TO ORDER

The St. Charles Community College Board of Trustees met on September 27, 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 Shirley 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, and Trustee Mike Lissner.

Also present were College President Dr. Barbara Kavalier, Vice President for Administrative Services/COO Todd Galbierz, Vice President for Workforce and Community Education Amy Koehler, Vice President for Student Services Dave Leenhouts, Vice President for Academic Affairs Holly Martin, and Administrative Assistant Sharon Schreiber.

Audience members included faculty members Bryonie Carter and Corey Porter; and staff members Nick Wallace, Brandon Misher, Susie Rubemeyer.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

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

ACCEPTANCE OF MINUTES: AUGUST 30, 2021, 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 August 30, 2021, Board of Trustees meeting were accepted as presented.

TREASURER'S REPORT

Board Treasurer Stodden presented the Treasurer's Report. Cash in bank \$7,813,407; total investments \$58,789,725; tuition and fees received to date \$9,426,455; local taxes received to date \$163,803; state appropriations received to date \$2,516,994. On a motion by Cilek, 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 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 \$3,785,401.

STUDENT ACTIVITIES UPDATE

Vice President Dave Leenhouts provided an update on Student Activities:

- James Bratcher will fill the Student Life Manager position starting October 10 and Angela Kang will fill the Director of Student Life position starting October 18.
- SCC hosted a Cougar Comeback event the week before classes started to draw students on campus, showcase SCC's offerings, and garner interest in various clubs and activities. Nearly 700 students were in attendance over a four-hour event.
- The Office of Multicultural Student Engagement (OMSE) hosted a mixer this fall and opened the event to all students. The mixer had a great turnout and was enjoyed by all.
- Student Government plans to restart the club and begin meeting again soon.
- Upcoming events include the Latin Fiesta scheduled for October 20 and International Education Week scheduled for November 15-19.

FACULTY REPORT

Faculty Association President Bryonie Carter reported the following:

- Professor Vicky Herbel provided her Introduction to Sociology class to an unique experience of trying "Bubble/Boba tea" to foster active learning and culture shock in real time.
- Assistant Professor of English Dr. Joe Baumann placed nine stories in various magazines. One of his stories was an honorable mention in a *Queer Sci-fi's* annual flash fiction contest; a second story was longlisted for the Alpine Writing Fellowship, and was chosen as one of the top 100 entries out of over 3,000; and another story was the winner of the *Theme of Absence* magazine's "Philosophical, Epistemological, Metaphysical" contest. Additionally, Dr. Baumann signed two book contracts over the summer.
- Associate Professor of Biology Dr. Nicole Pinaire attended the Human Anatomy and Physiology Annual Conference virtually in May 2021. She was also selected to participate in NSF grant for a Community College A&P Educational Research group.
- Associate Professor Sylvia Bane Malta has accepted an appointment to the AARP Missouri Executive Council.
- SCC Center Stage experienced sold-out live performances of "Urinetown, the Musical" July 28-August 1. "The Legend of Sleepy Hollow" is scheduled for October 7-10.
- Professor Lynne Snyder attended several conferences this summer, including the Broadway

Teacher's Workshop and the International Thespian Conference. She was also a panelist at the Association for Theatre in Higher Education Conference, presenting the topic, "Maintaining the Value of a Theatre Degree During COVID."

- The 21st Annual Democracy Days was held September 13-16 and was organized by emeritus faculty member Michael Kuelker. A variety of presentations and panels were offered and enjoyed by all.
- The Service Learning & Civic Engagement Committee sponsored a donation drive during Democracy Days 2021 to benefit the International Institute of St. Louis and the Immigrant Home English Learning Program of St. Louis (IHELP). The donated items will help refugees and immigrants who are making their new home in the Greater St. Louis area. The generosity of donors was spectacular.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier provided the following institutional highlights:

- The SCC Culinary Program was fully approved by the Higher Learning Commission and starting in October students can work toward an associate of applied science degree in culinary arts.
- The 21st annual Democracy Days was held in mid-September and sessions offered a wide variety of topics, including a panel discussion on Afghanistan, critical race theory, transgender rights, and equity in education, to name a few.
- SCC welcomed Dr. Devin Miles as our new Director of Academic Operations. Dr. Miles will take charge of curriculum processing, assist with HLC and program accreditation processes, and continue pathways implementation.
- SCC has been named 2020 Tree Campus by the Arbor Day Foundation.
- Students were welcomed back to campus in September with open house events in the College Center and at the Dardenne Creek Campus.

AUDIT REPORT PRESENTATION

Angela Dorn from the accounting firm of Sikich LLP presented the draft of the final results of their Fiscal Year 2021 audit. Following a review period, action will be taken to accept the audit report at the October 25, 2021, Board of Trustees meeting.

INVENTORY ADJUSTMENT FOR PREVIOUS FISCAL YEAR

The inventory of SCC's fixed assets is updated monthly to remove assets that are damaged, obsolete, removed from service, donated, stolen, returned to vendor, assigned a new asset ID number, provided a replacement tag, sold in surplus sales, or offered as trade-ins. On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved removal of the aforementioned inventoried items with the original acquisition amount totaling \$1,216,722.27 from the College inventory records. This amount represents both capitalized and non-capitalized items that were tracked in the College's inventory system.

HIGHER LEARNING COMMISSION ASSURANCE REPORT UPDATE

Dr. Holly Martin provided an update on the Higher Learning Commission Accreditation process and the work underway on the remaining *Criteria* 3-5 sections of the Higher Learning Commission (HLC) Assurance Report. Dr. Martin noted a few areas that may be of concern to the HLC reviewers. The report is to be submitted in early fall and followed by a site visit from accreditation reviewers in late November. The next update will focus on preparing for the site visit.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS

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

Article III.10 Classroom Conduct and Academic Integrity

Article III.10 has been revised for clarification and to remove procedures from policy text. St. Charles Community College students and student organizations shall observe College policies and procedures; comply with local, state and federal laws; conduct themselves in a manner compatible with the College's mission; and exhibit academic integrity. Students shall be subject to disciplinary sanctions for misconduct.

Article III.11 Course Management and Grading

Article III.11 is a new policy for the procedures formerly listed in Policy 620: Course Management and Policy 640: Grades and Grading. Course and curriculum management for degrees and certificates offered by St. Charles Community College shall be governed by administrative procedures.

Article III.12 Faculty Resources for Academic Support

Article III.12 is a new policy for the procedures formerly listed in Policy 650: Academic Support and Policy 690: General Information. St. Charles Community College shall provide learning support services and faculty resources to ensure the efficient delivery of coursework for educational programs.

Article IV.32 Adjunct Faculty Employment

Article IV.32 is a new policy for the procedures formerly listed in Policy 670: Employment Information. St. Charles Community College shall provide administrative procedures for hiring and classroom attendance of adjunct faculty members.

BOND ISSUE PROJECTS UPDATE

Todd Galbierz presented information from SCC's Prop C website, which provides 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/.

BIDS AND CONTRACTS

Marketplace for Employee Insurance and Related Benefits

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board granted an award to The Benefit Company, Inc., Columbia, South Carolina, in the estimated amount of \$29,741.00 for a 1-year agreement with the option to renew and pay annually. *Funding Sources: 2021/2022 Current Operating-Employee Benefits*

AUTHORIZATION FOR RESERVE EXPENDITURES

The General Fund reserve balance will increase significantly due to FY21 revenues exceeding the amended budget amount by \$4.3 million. This provides funding for one-time expenditures that are aligned with a strategic plan goal and budget principle. A list of approved items was presented. On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved the request to proceed with the list of expenditures, as presented, from the General Fund reserve. Clarification on some of the expenditures will be presented at a future Board meeting.

AUTHORIZATION FOR ONE-TIME PAY AMOUNT FOR EMPLOYEES

In recognition of the extraordinary efforts made by faculty, staff, and administrators to continue to serve students and the community during the most difficult times of the pandemic, a one-time pay amount for faculty, staff, and administrators was proposed as a way to express gratitude for going above and beyond to keep SCC operating at a high level over the past 18 months. On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board approved the request to proceed with processing, from the General Fund reserve, a one-time pay amount of \$1,500 for full time employees and \$700 for part-time employees who have a start date with SCC no later than January 1, 2021 and remain employed until the actual payment is made.

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, Mack, and Stodden to carry the motion, the Board conducted 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 8:55 p.m.

PERSONNEL RECOMMENDATIONS

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

Full-time New and Replacement Hires

Fuentes, Jennie (ALH) Health Occupations Coordinator
Huber, Annie (ADR) Admissions Recruiter
Miles, Devin (AEM)..... Director of Academic Operations

Full-time Changes

Misher, Brandon (DPS) From Police Officer to Lead Police Officer/Corporal
Mitchell, Laura (RNP) From fixed term Assistant Professor to Adjunct Instructor
Rohde, Teresa (LPN) From fixed term Assistant Professor to Adjunct Instructor
Trantham, Michelle (ENG) From Adjunct Instructor to Temporary Full-time Instructor

Full-Time Separations

Albury, Benjamin (ADV) Academic Advisor
Main, Amanda (IGE) International Student Support Specialist
Presson, Michael (DPS) Public Safety Supervisor/Police Sergeant
Purtle, Pamela (BK) Buyer

Part-Time New and Replacement Hires

Chowdhury, Sadifa (TEC) Student Assistant
Diaz Perestrelo, Henrique (FS) Student Assistant
Dong, Zhengmei (FS) Student Assistant
Edler, Thomas (MUS) Adjunct Faculty
Fields, Marco (CCD) PB AEL Instructor
Fuentes, Jennie (ALH) Heath Occupational Coordinator
Harris, Sarah (IRE) Student Assistant
Heimann, Robert (SCI) Student Assistant
Heo, Yeseon (FS) Student Assistant
Higgins, Todd (AGR) Adjunct Faculty
Hoorman, Matthew (MUS) Adjunct Faculty
Ilunga, Charmante (FS) Student Assistant
Jeong, Jiewon (FS) Student Assistant
Kolila, Amos (FS) Student Assistant
Le, Duc An (FS) Student Assistant
Lee, Mihyun (MUS) Accompanist
Malabey, Emily (CDD) PB AEL Instructor
Martinez Vallejos, Lidia (FS) Student Assistant
Mentoor, Jermaine (FS) Student Assistant
Njeru, Rose Valene (FS) Student Assistant
Oppong, Cecilia (HSK) Housekeeping
Pratt, Jimmie Jean (ACE) Student Assistant
Reynoso, Mark (MUS) Accompanist
Roussin, Pamel (MUS) Accompanist
Santos, Brian (FL) Adjunct Faculty

Soto, Alejandro (FS) Student Assistant
Swenson, Mary (OTA) Adjunct Faculty
Taylor, Patrick (ECO) Adjunct Faculty
Von Hombracht, Willem (MUS) Adjunct Faculty
Willis Falkiner, Louis (FS) Student Assistant
Wollin, Todd (ATH) Interim Coach Cross Country Track
Wussler, Julie (NAH) Adjunct Faculty
Zimba, Lindokuhle (FS) Student Assistant

Part-Time Separations

Baja, Jaswinder (MAT)..... Adjunct Faculty
Haupt, Stephen (MAT) Adjunct Faculty
Sundberg, Jacob (ATH) Head Coach-Cross Country Track

OTHER

In closed session, the Board approved the purchase of a site in western St. Charles County for innovative workforce development, pending final approval and due diligence.

ADJOURNMENT

On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 9:03 p.m.