

**St. Charles Community College  
Board of Trustees Meeting  
April 25, 2022  
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 April 25, 2022, in the Social Sciences Building, Room 2102 (Board Room).

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 Vice President Rose Mack, Board Treasurer Mary Stodden, Board Secretary Pam Cilek, Trustee Jean Ehlmann, and Trustee Mike Lissner via zoom.

Also present were College President Dr. Barbara Kavalier, VP for Administrative Services/COO Todd Galbierz, Executive Director of Foundation/Special Assistant to the President Betsy Schneider, VP Academic Affairs Dr. Holly Martin, VP Student Services Dave Leenhouts, VP Human Resources Terri Edrich, Executive Director DEI, Martha Kampen, Sr. Administrative Assistant Amy Snyder, and AV Systems Engineer Nick Wallace.

Guests present were SGA President Ryan Pendergast, Faculty Association President Bryonie Carter, Faculty Association Vice President Corey Porter, Peggy Schnardthorst, James Bratcher, Carson Howe, Arnie Dienoff, Jeff Drake, Shannon Eaton, and Leslie Leliv.

President Lohmar reminded the audience of board policy regarding audience protocol designed to promote decorum at the meetings.

**PLEDGE OF ALLEGIANCE**

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

**CERTIFICATION OF ELECTION RESULTS**

On a motion by Ehlmann, a second by Cilek and a unanimous "AYE" vote to carry the motion, the Board passed a resolution to certify results of the April 5, 2022 municipal election and declared that Rose Mack and Mary Stodden had been elected to serve the district as Trustees for terms of six years each and Mike Lissner has been elected to serve a two year term.

## **ADMINISTRATION OF THE OATH OF OFFICE**

Board Secretary Cilek administered the following Oath of Office to Trustees Mack and Stodden: "I solemnly swear that I will support and defend the Constitutions of the United States and the State of Missouri, and that I will faithfully serve the office of trustee of St. Charles Community College."

## **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: MARCH 28, 2022, 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 March 28, 2022, Board of Trustees meeting were accepted as presented.

## **TREASURER'S REPORT**

Treasurer Stodden presented the Treasurer's Report. Cash in bank \$7,530,593; total investments \$61,556,098; tuition and fees received to date \$16,641,691; local taxes received to date \$20,215,335; state appropriations received to date \$8,529,173. On a motion by Ehlmann, 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 Mack, 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 \$3,716,521.

## **STUDENT GOVERNMENT ASSOCIATION REPORT**

SCC Student Government, Ryan Pendergast, gave his sincere thanks for the privilege of serving as the SCCSGA President this past year and the opportunity to report the work student government has been doing before the Board of Trustees. He went on to share some recent highlights from SGA goals and activities for the month of April.

- SGA Week of Service
  - SGA participated in events at both Main Campus/Dardenne Creek Campus
- Elections for SGA
  - New SGA President - Carson Howe
  - New Vice President – Richard Meyer
  - Parliamentarian – Ibrahim Zakaria

- The other positions will be filled in the fall

SGA is supporting the following events:

- Scooter's Spring Fling, April 28
  - The event will have food, street signs, events, and information from clubs and organizations

## **FACULTY REPORT**

Faculty Association President Bryonie Carter reported the following:

### **Theater Department**

- SCC Center Stage Presented "The Giver" to a sold-out audience of Middle and High school students on April 7.

### **Science Department**

- Kevin Patton was quoted in the Chronicle of Higher Education regarding how community college professors can stay connected to their disciplines remotely.

### **English/Literature Department**

- Assistant Professor of English Dr. Joe Baumann's list of publications continue to grow with the following: "Where We Go After" in *Liquid Imagination*, "There's a Lock on the Door and a Key In Your Throat" in *Steam Ticket* and "Sing With Me at the Edge of Paradise", chosen as the inaugural winner of the Iron Horse Prize for a First Book of Collected Prose, is now available for pre-order from Texas Tech University Press, and will be released in October.
- Dr. Baumann also attended the 2022 Association of Writers and Writing Programs Conference, where he participated on a panel titled "Two-Year College Creative Writing Literary Journal Showcase," in which he shared work by students that has been featured in *Mid-Rivers Review* and spoke on the processes and practices of publishing a literary journal at a community college.

### **Communications Department**

- Professor Darren Osburn (COM, HON) attended the Central States Communication Association's annual conference last week and was part of a panel, *Building Bridges Between Silos: (Re)connecting After COVID*, that received the Top Panel distinction for the Community College Interest Group.

### **Math Department**

- Callie J. Daniels participated in the Palm Beach Community College Awareness Week Virtual Presentation.

## **REPORT OF THE COLLEGE PRESIDENT**

Dr. Barbara Kavalier reporting on the following activities at the college:

- The freight farm was delivered and installed on April 1.
- The SCC Foundation and Gala, “Be Transformed” was a successful event raising over \$30,000.00.
- Dr. Kavalier connected with the Pipefitters Union in Earth City on April 14 to talk about partnership opportunities.
- General Education credits are now offered at Dardenne Creek Campus.
- Commencement 2022 is moving to Family Arena and will take place May 14, at 10:00 a.m.
- Dr. Kavalier took a moment to wish Board President Lohmar a happy birthday.

## **PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE**

Todd Galbierz presented an update on the bond supported projects at SCC.

## **BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS - Review**

The following Board of Trustees policy manual amendments were presented for review:

### **a. Article III.05 Program Discontinuance**

P-411 Program Discontinuance Due to Low Enrollment was renamed *Article III.05 Program Discontinuance*. “Due to Low Enrollment,” was omitted in the revised policy.

### **b. Article VI.04 Financial Aid and Scholarships**

P-433 Scholarships to be renamed *Article VI.04 Financial Aid and Scholarships* with procedural language transferred to procedures and a general policy statement created to assert that St. Charles Community College offers a comprehensive program of financial aid, including scholarships, to eligible students and that internal scholarships are governed by Administrative Procedures. Trustee and Senior Citizen Scholarship criteria, formerly included in the policy, to be transferred to procedures.

### **c. Article V.04 Procurement of Construction Services and Materials**

Article V.04 Procurement of Construction Services and Materials has been revised to move procedural information to the procedures section and to ensure the college is awarding to the lowest responsible bidder.

The board will be asked to approve the changes at the next meeting.

### **BIDS AND CONTRACTS – Action**

Todd Galbierz presented the following bids and contracts for approval.

#### **a. Commercial Banking Services**

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board approved an award to Commerce Bank, St. Louis, MO for Commercial Banking and Investment Services, and UMB Bank for Merchant Card Services for a period of three (3) years with the option to renew annually thereafter by mutual agreement between both parties and satisfactory performance by these banks. Funding Source: FY 2021/2022 Current Operating Budget.

#### **b. Ellucian Colleague CRM Recruit Module Renewal**

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved an award to Ellucian, Inc., Fairfax, VA for a 1-year contract in the amount of \$57,612.00 for Ellucian Colleague CRM Recruit software module. Funding Source: 2021/2022 Technology Fee Fund.

### **CLOSED SESSION – Action**

At 6:20 On a motion by Ehlmann, a second by Stodden, and a roll-call vote in which “AYE” votes were cast by Stodden, Ehlmann, Mack, Cilek, Lissner, and Lohmar to carry the motion, the Board entered closed session as allowed 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; 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; AND RSMo 610.21.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

The regular meeting reconvened at 8:35 p.m.

### **PERSONNEL RECOMMENDATIONS**

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

**PERSONNEL  
RECOMMENDATIONS  
Submitted to SCC Board of  
Trustees  
As of April 18, 2022**

***Full-time New and Replacement Hires***

Ayers, Timothy (MTN) ..... Maintenance Technician  
Dismuke, Alyssa (IRE) ..... Administrative Assistant II  
Lane, Audrey (ENS) ..... Academic Advisor  
Morrow, Roman (HSK) ..... Floor Care Specialist  
Mayer, Nicole (IRE) ..... Analyst II  
Russell, Nicholas (ENS) ..... Academic Advisor

***Full-time Changes***

***Full-Time Separations***

Cox, Mark (DPS) ..... Assistant Chief of Police/Captain  
Panosh, Barbara (ADS) ..... Administrative Assistant  
Young, Victoria (HRS) ..... Director of Human Resources

***Part-Time New and Replacement Hires***

Daly, Alexa (ARG) ..... Adjunct Faculty  
Fields, Terniya (STU) ..... Work Study  
Hofmann, David (ADS) ..... Work Study  
Macey, Deborah (CED) ..... PB Con Ed Instructor II

***Part-Time Changes***

***Part-Time Separations***

Chatterjee, Arindam (CHM) ..... Adjunct/Faculty

**OTHER**

On a motion by Cilek and a second by Mack, and a unanimous “AYE” vote to carry the motion, the board approved a revision to the 2022 Board of Trustees meeting schedule eliminating the August 22 meeting and moving the Study Session to August 12.

## **ADJOURNMENT**

On a motion by Stodden, a second by Mack, and a unanimous "AYE" vote to carry the motion, the public meeting adjourned at 8:38 p.m.