

**St. Charles Community College  
Board of Trustees Meeting  
October 24, 2022  
5:30 p.m.**

**MINUTES**

**CALL TO ORDER**

The St. Charles Community College Board of Trustees met on October 24, 2022, in the Social Sciences Building, Room 2102 (Board Room).

The meeting was called to order at 5:30 p.m. by Board President Mary Stodden. A quorum was present with the following members also in attendance: Board Vice President Pam Cilek, Board Secretary Jean Ehlmann, Board Treasurer Mike Lissner, Trustee Rose Mack, and Trustee Shirley Lohmar.

Also present were College President Dr. Barbara Kavalier, Sr. Vice President for Administrative Services/COO Todd Galbierz, Vice President for Human Resources Terri Edrich, Vice President for Academic Affairs Amy Koehler, Vice President for Student Services Dave Leenhouts, Chief of Staff/Executive Director for Foundation Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Sergio Espinoza, Sherry Espinoza, Betty Staimple, James Bratcher, Carson Howe, Piper Stutsman, Cole Peirce, Preston Peirce, Peggy Schnardthorst, Officer Scott Binggeli, and Steven Oberg.

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

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

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

**ACCEPTANCE OF MINUTES: SEPTEMBER 26, BOARD OF TRUSTEES MEETING**

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion,

the minutes of September 26, 2022, Board of Trustees Meeting were accepted as presented.

### **ACCEPTANCE OF MINUTES: SEPTEMBER 26, PUBLIC HEARING ON TAX LEVY**

On a motion by Cilek, a second Mack, and a unanimous “AYE” vote to carry the motion, the minutes of September 26, 2022, Board of Trustees Meeting were accepted as presented.

### **TREASURER'S REPORT**

Treasurer Lissner presented the Treasurer’s Report. Cash in bank \$7,893,120; total investments \$57,462,130; tuition and fees received to date \$11,255,470; local taxes received to date \$225,973; state appropriations received to date \$2,808, 610. On a motion by Ehlmann, a second by Lohmar, 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 Mack, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$4,393,392.

### **STUDENT GOVERNMENT ASSOCIATION REPORT**

SCC Student Government President, Carson Howe introduced two SGA senators in the audience, Cole Peirce, and Preston Peirce.

President Howe noted that October is domestic violence awareness month and explained that wearing purple shows support and brings awareness to those who are victims. There were activities on campus, including a lunch event with Marissa Cohen: Relationships, Red Flags, and Risk Reduction; the five must-know tips to feel prepared when working with domestic violence victims at the Dardenne Creek Campus. He also provided highlights of other recent campus activities that included:

- Jennifer Ambler: Parody in Blue – A wacky political satire with a powerful message: Stay engaged.
- Student Leadership Conference with Dave Kelly Student
  - Learned Parliamentary Procedure (Robert's Rules).
  - Networking opportunities.
  - Club Constitutions 101.
  - SGA Personal Workshop with Dave Kelly.
  - SGA Roles & Responsibilities.
  - Constitutional Suggestions.
- We are SGA, featuring eight colleges in attendance

President Howe also mentioned upcoming events:

- Safe Zone Training- October 24.
- Disabilities in the Workplace- October 25.
- Alcohol and Drug Awareness Week- October 31 through November 3.
- Canned Drive- October 31 through November 11.
- Service Week- November 7 through November 11.

## **FACULTY REPORT**

Faculty Association Vice President Steven Oberg reported the following:

### **Academic ESL**

- Advanced ESL students Rita Torrero and Jatziri Lagunes are helping the St. Charles County Health Department by translating/interpreting for vaccination events.
- ESL **Adjunct Prof. Brooke Helling**, who used her award from the Open Educational Resource Committee at SCC to create online materials for ESL 106 and then ESL 104, is planning to have students create an online resource for ESL 109.
- In September, **ELCI Chair Dr. Dawn Huffman** presented at the Mid-TESOL Convention on the Evolution of an ESL Initiative, demonstrating how data, course evaluation, and student surveys played a role in the success of this innovative ESL 115 course.

### **English/Literature Department**

- The 22nd annual SCC Democracy Days was held from September 19 through 22 with 18 presentations, panels, and films.  
With its mission "to explore the history, health, and functioning of democracy in America and abroad," this year's forum included the participation of faculty, staff, students, and administrators from 14 disciplines and program areas.
- In September, a new book by Michael Kuelker was published entitled *The Ozark Mountain Daredevils on Record*.  
The new work was unveiled at an event in Springfield on September 8, with Kuelker signing books alongside John Dillon and Michael Granda, two of the band's founding members.
- English Instructors Anastasia Bierman and Jeffrey Miller applied and participated in the Modern Language Association's Reading and Writing Pedagogy Summer Institute.
- Assistant Professor of English Dr. Joe Baumann's short story collection *Where Can I Take You When There's Nowhere to Go* was selected as a finalist for the BOA Editions 2022 Short Fiction Award.

### **Other**

- 35 Students met on Friday, September 23 to learn about accounting and finance careers.
- Kali Patterson, CPA – from KEB, gave an informative presentation on steps students can take to explore Accounting and Finance as a career path.

## **REPORT OF THE COLLEGE PRESIDENT**

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

- The Life Sciences and Student Services projects are completed. SCC celebrated with two ribbon cuttings. The events were attended by SCC Board of Trustee President Mary Stodden, Secretary Pam Cilek, and Trustee Shirley Lohmar along with community and business leaders, including Representative John Wiemann, Cottleville Mayor Bob Ronkoski, and Dardenne Prairie Mayor John Gotway.
- SCC's Men of Color cohort had an opportunity to meet with SCC's leadership team on October 14. Dr. Kavalier, VP Dave Leenhouts, and VP Todd Galbierz meet with the students to discuss their interests and college and career goals.
- SCC's nursing program ranks 3rd in the state of Missouri.
- St Charles Community college hosted St Charles County's Manufacturing Day. Middle and high school students were able to learn about modern manufacturing, visit area businesses and learn about the career opportunities available.
- SCC received a \$40,000 community grant from General Motors
- All College Day on October 7 was a success with the theme "Gone Phishing" Faculty and staff learned more about how to protect the college from ransom attacks.

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

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

#### **ANTHOLOGY ERP UPDATE**

Todd Galbierz presented the timeline and next steps for implementation of the new Enterprise Resource Planning (ERP) system, Anthology.

#### **AUDIT PRESENTATION**

Todd Galbierz reviewed the report from the accounting firm of Sikich LLP that presented the results of their Fiscal Year 2022 audit at the September 26 Board of Trustee meeting. Todd requested for the board to take action to accept the audit report. Board President Stodden called for a motion. A motion was made by Lissner, and Seconded by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board accepted the final Audit Report.

#### **CONTRACT RENEWAL FOR EMPLOYEE BENEFITS**

Terri Edrich presented an overview of the renewal of Group Employee Benefits.

Board President Stodden called for a motion to approve and award, effective January 1, 2023, the new and renewed employee group benefit contracts and services as presented.

A motion by Ehlmann, seconded by Cilek, and a unanimous "AYE" vote to carry the motion the board approved the new and renewed employee group benefit contracts. Funding Source: SCC Current Operating-Employee Benefits.

## **BIDS AND CONTRACTS**

### **a. Project Manager for ERP Implementation**

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Strata Information Group, Inc., San Diego, CA for Project Manager Services over an estimated period of thirty (30) months, for approximately 30-40 hours per week, in an amount not to exceed \$896,700.00, to be paid annually. Travel expenses to be billed as incurred. Funding Source: Operating Budget and General Fund Reserves.

### **b. Purchase of Mechatronics Trainer**

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Innovative Education Systems (IES), Oak Grove, MO, for the purchase of ten (10) Festo mechatronics trainers, kits, and certification in the amount of \$165,085.00. IES is the only distributor in our territory that can provide the equipment. Funding Source: National Science Foundation (NSF) MEGATEC Grant.

### **c. Upgrade Anti-Virus Software**

On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved an award to CDW Government, LLC, Vernon Hills, IL in the amount of \$42,750.00 for the purchase of Palo Alto Cortex PRO Anti-Virus Software solution with the option to renew annually. Funding Source: 2022/2023 Operating Budget.

## **CLOSED SESSION**

At 6:45 p.m., a motion by Ehlmann, followed by a roll-call vote of Mack, Ehlmann, Stodden, Cilek, Lissner, and Lohmar to carry the motion, the Board entered into closed session as allowed RSMo 610.021.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment; RSMo 610.021.17 Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter.

Following the closed session, the regular meeting reconvened at 8:20 p.m.

## **PERSONNEL RECOMMENDATIONS**

On a motion by Cilek, a second by Lohmar, 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 October 18, 2022**

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

Bradbury, Janis (MTN).....Maintenance Assistant  
Collins, Frankie (ADV).....Academic Advisor  
Lewis, Allison (BK)..... Campus Store Assistant  
Nguyen, Gina (FS).....Assistant, Auxiliary Services

***Full-time Changes***

Hoehn, Bob (OEL).....Adjunct Faculty to FT Video Designer  
Vercher, Jonah (ACE).....PT Learning Specialist to FT General Education Teacher

***Full-Time Separations***

Howe, Shina (BK)..... Assistant Manager, Auxiliary Services  
Schuchmann, David (MTN) ..... Mechanic/Maintenance Technician

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

Brown-Hudson, Heather (ENG)..... Adjunct Faculty  
Budd, Amber (ACE) ..... Student Assistant  
Burke, Maranda (MKT)..... Student Assistant  
Claxton, Keanna (STU).....Work Study  
Damian, Noe (OMS) .....Work Study  
Heusmann, Darla (AEL) ..... PB AEL Instructor  
Kahrhoff, Jordan (ATH) .....Assistant Coach – Men’s Soccer  
Lemley, Stephen (ENG) ..... Adjunct Faculty  
Lewis, Breanna (OMS).....Work Study  
Metcalf, Misty (NAH) ..... PB Contract Trainer III  
Mose, Gregory (THE)..... Student Assistant  
Rausch, Olivia (GDS)..... Student Assistant  
Sheck, Elizabeth (ART)..... Adjunct Faculty  
Wild, Suzan (CPT) ..... Adjunct Faculty

***Part-Time Changes***

Haan, Josiah (YPT) ..PB Continuing Education Instructor I to PB Continuing Education Instructor II

***Part-Time Separations***

Wiegand, Kevin (ACE)..... Student Assistant

## **SCHEDULE OF BOARD OF TRUSTEE MEETING DATES FOR 2023**

A list of proposed dates was presented for board review at the September 26, Board of Trustees meeting. The Board tabled the approval of the schedule and will vote at the December 5, 2022 meeting.

## **ADJOURNMENT**

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