

**St. Charles Community College
Board of Trustees Meeting
December 4, 2023
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on December 4, 2023, in Conoyer Hall, Room 2102 (Board Room).

The meeting was called to order at 6:00 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, and Trustee Shirley Lohmar.

Also present were College President Dr. Barbara Kavalier, Sr. Vice President for Administrative Services/COO Todd Galbierz, CFO Ken Kershaw, Provost Amy Koehler, Vice President for Workforce & Strategic Initiatives John Wiemann, Interim Vice President for Student Services Bridgett Golman, Vice President for Human Resources Terri Edrich, Executive Director Foundation and Chief of Staff Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were, Officer Scott Binggeli, Officer Benjamin Rouggy, Officer Brandon Misher, Sherry Espinoza, Sergio Espinoza, Karen Jones, Leon Jones, Debra Crank-Louis, Dr. Gary McKiddy, Mike Marquardt, Chis Hazel, Desmond Niboh, Rachel Redmond, Paul Roesler, Tim Rowdon, Fredrick Jamison, Marvin Tobias, Virginia Guneyli, and Arnie Dienoff.

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

BOARD POLICY STATEMENT

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

ACCEPTANCE OF MINUTES: OCTOBER 23, 2023, BOARD OF TRUSTEES MEETING

On a motion by Ehlmann a second by Lissner, and a unanimous "AYE" vote to carry the motion, the minutes of the October 23, 2023, Board of Trustees Meeting were accepted.

TREASURER'S REPORT

Trustee Lissner read the Treasurer's Report. Cash in bank \$10,572,359; total investments

\$55,740,508; tuition and fees received to date \$14,726,502; local taxes received to date \$340,779; state appropriations received to date \$5,351,142. 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 Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,557,367.

FACULTY ASSOCIATION REPORT

Dr. Virginia Guneyli provided a report on SCC Faculty activities supporting student success with the following highlights included:

- Dr. Nicole Nunn-Faron hosted Mandated Reporter Training where teacher candidates learned how to spot signs of abuse and neglect, learned of their legal duty to report suspected cases, as well as how to protect vulnerable children, procedures for filing, and how to reduce risk of legal liability.
- In July, Grace Moser was interviewed and featured in a blog by *CourseGateway*, a subsidiary of *EduCause*, funded by the Bill and Melinda Gates Foundation. She discussed her use of the online annotation tool *Perusall* to make her classroom more inclusive and engage students in historical thinking.
- Vicky Herbel piloted a strategy of oral examination to help students improve their scores. She illustrated three student examples where they were able to improve their scores using this method.

REPORT OF THE COLLEGE PRESIDENT

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

- Dr. Kavalier was pleased to share that Sharon Schreiber was the recipient of the MCCA Classified Staff Achievement Award. Adding that “Sharon consistently demonstrates exceptional dedication, professionalism and an unwavering commitment to supporting the St. Charles Community College.” Also recognized were Bob Ronkoski who was a finalist for the professional Leadership Award and Kim Mercurio who was a finalist for the Excellence in Teaching Award.
- Dr. Kavalier asked Sr. VP Todd Galbierz to introduce the College’s new Chief Financial Officer, Ken Kershaw. Todd noted that “Ken brings extensive experience in management, finance, treasury, human resources, and information technology and we are pleased to welcome him to the SCC team.”
- Dr. Kavalier was happy to report that Ingrid Casillo received the 2023 Community Champion award from the Community Council of St. Charles County. Dr. Kavalier expressed her thanks for the good work Ingrid is doing in the community.

- On a final note, Dr. Kavalier congratulated the SCC Women's Soccer team for finishing in the Elite Eight in the NJCAA Division 2 National Championship in Tucson where they won one game and lost one. She stated this was a great accomplishment.

FACULTY SABBATICAL RETURN REPORTS

Debra Crank-Lewis presented her sabbatical return reports and answered questions from the Board of Trustees.

PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE

Senior Vice President Todd Galbierz presented an update on the bond-supported projects at SCC.

a. Stormwater Covenant and Easements for New Campus – Action

Senior Vice President Todd Galbierz presented the proposal to approve the Stormwater Covenant and Easements with the City of Wentzville.

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion the Board approved the Stormwater Facility Maintenance Covenant with the City of Wentzville, MO.

AUDIT REPORT PRESENTATION – Informational

The accounting firm of Sikich LLC provided a presentation of their audit of the College's financial statements.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENT – Review

a. Article I.11 Recording of Meetings or Other Conversations

Article I.11 Recording of Meetings or Other Conversations was submitted as a new Board of Trustees Policy.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENT – Action

On a motion by Ehlmann, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved the policy manual amendment for Article IV.14 Employee Leave & Other Benefits.

a. Article IV.14 Employee Leave & Other Benefits

Policy IV.14 is being updated to reflect additional days of leave. In addition to the current holidays, the college will now be closed on President's Day and the Thursday of Academic Spring Break.

BIDS AND CONTRACTS

a. Renewal of Microsoft Licensing

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

motion, the Board approved a 3-year agreement with Cidi Labs LLC, Draper, UT for \$65,775.00 total for Design Tools, Muti-Tool, and Upload/Embed Image LTI tools used by course designers to improve the Canvas learning management system. Funding Source: Operating Budget - Online and E-Learning

b. Cisco Academy Equipment, Licensing, and Support

On a motion by Cilek a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to SHI International Corporation, Somerset, New Jersey, in the amount of \$36,659.52 for the purchase of Cisco equipment, licensing, and Smartnet support services for classroom use. This pricing represents the lowest available pricing for Cisco products and related services. Funding Source: \$19,246.25 Enhancement Grant (52.5%) and \$17,413.27 Computer Science Fund (47.5%)

c. MUSIC Insurance Renewal

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved continuing insurance coverage with the Missouri United School Insurance Council (MUSIC) program for 2024, including umbrella coverage, for a total estimated cost of \$651,404. Funding Source: FY24 Operating Budget

d. Architect Additional Services

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved a revised total contract amount for JEMA, St. Louis, MO, of \$1,251,000 for architect and engineering services. Fund Sources: State of Missouri Transformational Project (ARPA Funds) and Proposition Community College Bond Proceeds

e. Audit and Accounting Additional Services

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved additional audit and accounting services from Sikich LLC, St. Louis, MO, in the amount of \$28,000 for the fiscal year 2023 financial statements preparation and audit. Funding Source: FY24 Operating Budget

f. Snow Removal Services

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved a contract to the Swinter Group, St. Louis, MO, for snow removal services for an amount not to exceed \$80,000. Funding Source: 2023/24 Current Facilities Operating Budget

g. Architect for Virtual Reality Suite

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved a contract with FGM Architects, St. Louis, MO, for the virtual reality lab project in the amount of \$80,000. Funding Source: FY24 Contingency Funds

h. Annual Subscription for Content Management System

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved extending the current contract with DotCMS Services LLC, Miami, FL, for \$34,827.05 for an additional one (1) year while the implementation of the new CMS is being completed. Funding Source: Marketing Operating Budget

CLOSED SESSION

At 7:03 p.m., a motion by Cilek and a second by Ehlman followed by a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar, and Stodden, the Board entered in to closed session as allowed by 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.

Following the closed session, the regular meeting reconvened at 8:21 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, 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 December 4, 2023**

Full-time New and Replacement Hire

Cardinale-Brown, Lisa (ADS) Payroll Manager
Kershaw, Robert (ADS)..... Executive Director of Finance, CFO
McDaniel, Troy (MTN)..... Maintenance Assistant
Melton, Ryan (ACE) General Education Teacher - Math
Miller, Anne (CCD) Program Specialist
Niboh, Desmond (STU)..... Student Life Manager
Ramirez, Alfa (ENS) Enrollment Services Assistant
Ranney, Brenda (DWP) WIOA Programs Manager

Full-Time Separations

Buda, Lisa (ENS)..... Financial Aid Specialist
Duclervil, Fritzson (IGE)..... International Student Support Specialist
Ehlen, Keith (MTN)..... Maintenance Technician
Fugate, Dawana (ENS)..... Financial Aid Officer/SAP Coordinator
Hare, Joanne (ACE)..... Administrative Secretary

Opfer, David (MTN).....Maintenance Technician
Swartzenberg, Victoria (DWP) WIOA Programs Manager

Part-Time New and Replacement Hires

Budnik, Anna (ACE) Student Assistant - Math
Corbin, Brandon (STU)Work Study
Dole, Becky (AEL) PB AEL Instructor
Githaiga, Georgina (IRE)..... Student Assistant
Gottschall, Ethan (BUS)..... Student Assistant – Accounting
Kroupa, Shelby (ENS)Work Study
Mohsen, Hawraa (AEL)..... PB AEL Instructor
Murphy, Kaleigh (ENS) Work Study – Elementary Tutor
Reeves, Lexi (ATH).....Assistant Softball Coach

Part-Time Separations

Abdelbasset, Ferrahs (BIO) Adjunct Faculty
Barber, Ella (HRS) Special Assignment
Brown, Gregory (MAT)..... Adjunct Faculty
Buschart, Sharon (CSH)Accounting Assistant/Student Accounts
Delcour, Lisa (AEL)..... PB AEL Instructor
Drake, Jeffrey (DPS) Clery Act CO/Sr. Crim Investigator
Evans, Brian (BIO)..... Adjunct Faculty
Grimes, Stephanie (MAT)..... Adjunct Faculty
Hinchsliff, Therese (BIO) Adjunct Faculty
Ilunga-M’Pande, Kasongo Ruth (BIO) Adjunct Faculty
Lawson, George (HRS)..... Special Assignment
Leech, Tawny (ENG) Adjunct Faculty
Michael, Paul (CHM) Adjunct Faculty
Morrison, Calynn (CHM) Adjunct Faculty
Ocampo, Willie (PHE)..... Adjunct Faculty
Onumaegbu, Okechukwu (BIO) Adjunct Faculty
Opfer, David (MTN)..... Maintenance Technician
Patel, Tarak (BIO) Adjunct Faculty
Robinson, Garth (ATH) Head Coach Track and Field
Ruhland, Sarah (CHM)..... Adjunct Faculty
Runge, Douglas (MAT) Adjunct Faculty
Spore, Terese (BIO) Adjunct Faculty
Tavakoli-Nezhad, Mahboubeh (BIO)..... Adjunct Faculty
Templeton, Jamie (ENS)..... Special Assignment
Wilhelm, Robert (MAT)..... Adjunct Faculty
Williams, Ashley (BIO)..... Adjunct Faculty

SCHEDULE OF BOARD OF TRUSTEES MEETING DATES FOR 2024 – ACTION

On a motion by Lissner, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion the Schedule of the Board of Trustees Meeting Dates for 2024 was approved.

**St. Charles Community College Board of Trustees Meetings 2024
Schedule**

Monday, January 29, 2024	Board of Trustees Meeting
Friday, February 16, 2024.....	Board of Trustees Study Session
Monday, February 26, 2024	Board of Trustees Meeting
Monday, March 25, 2024	Board of Trustees Meeting
Monday, April 22, 2024	Board of Trustees Meeting
Monday, May 20, 2024	Board of Trustees Meeting
Monday, June 24, 2024	Board of Trustees Meeting
Monday, July 22, 2024	Board of Trustees Meeting
Friday, August 9, 2024.....	Board of Trustees Study Session
Monday, September 23, 2024.....	Board of Trustees Meeting
Monday, October 28, 2024	Board of Trustees Meeting
Monday, December 2, 2024.....	Board of Trustees Meeting

ADJOURNMENT

On a motion by Cilek, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 8:22 p.m.