

**St. Charles Community College
Board of Trustees Meeting
February 27, 2023
5:30 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on February 27, 2023, in Conoyer Hall, 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 Academic Affairs Amy Koehler, Vice President for Student Services Dave Leenhouts, Vice President for Human Resources Terri Edrich, Vice President for Workforce and Strategic Initiatives John Wiemann, Chief of Staff/Executive Director for Foundation Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Sherry Espinoza, Sergio Espinoza, Corey Porter, Kathleen Sanker, James Bratcher, Carson Howe, Piper Stutsman, Chris Hazel, Officer Jeff Drake, Peggy Schnardthorst, Officer Scott Binggeli, Steven Oberg, and Arnie C. AC Dienoff.

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

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

On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the minutes of the January 23, 2023, Board of Trustees Meeting were accepted as presented.

TREASURER'S REPORT

Trustee Lissner read the Treasurer's Report. Cash in bank \$10,732,168; total investments \$65,706,562; tuition and fees received to date \$17,329,371; local taxes received to date \$20,573,083; state appropriations received to date \$7,522,510. On a motion by Lohmar, a second by Ehlmann, 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 \$10,157,344.

STUDENT GOVERNMENT ASSOCIATION REPORT

SCC Student Government President, Carson Howe, thanked the Board for the opportunity to address them and provided a report on SGA activities:

- During Welcome Weeks in January, SGA hosted Under the Sea Day, Bingo, Game Day, and SCC Day.
- February celebrated black history month with a Black History Mixer and Spoken Word artist Ed Mabrey.
- OMSE and The ACE Tutoring Center hosted Lets Taco 'Bout Classes, allowing students to connect with ACE tutors.
- Upcoming events will include a talk by TV news journalist Michelle Li, a performance by comedian Kelly Kellz, Mental Health Awareness Week, the showing of the movie, "The Woman King," and the Wear Green Campaign supporting Cerebral Palsy awareness.

FACULTY REPORT

Faculty Association President Corey Porter reported the following:

- The Art Department hosted "Urban Spaces," a fine art exhibit featuring the work of more than 30 photographers from the St. Louis Region.
- SCC professor of art Brian D. Smith recently displayed his art in the group exhibition "Content/Craftmanship" at the Duane Reed Gallery in St. Louis. He was also selected as the juror and curator for the St. Louis Artist Guild multi-media exhibition "Visions of Form and Space."
- The American Studies Department at Saint Louis has awarded Bryonie Carter (Associate Professor of English) the American Studies Alumni Award.
- Professor Emeritus Michael Kuelker presented at the Buder Branch of the St. Louis County Library on his new book, "The Ozark Mountain Daredevils on Record."

- Assistant Professor of English Dr. Joe Baumann had the following stories accepted for publication: “Happy Birthdays” in *Funicular Journal*, “Inferno” in *SLAB Magazine*.
- Dr. Ranya Taqieddin (Biology Assistant Professor) was selected to participate in: CourseSource Writing Faculty Mentoring Network (FMN). During the spring semester she will be collaborating with a group of peers from other institutions to prepare a “Lesson” manuscript for submission to the journal *CourseSource*.

REPORT OF THE COLLEGE PRESIDENT

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

- A check presentation was held at General Motors Wentzville Assembly on February 9 in celebration of a \$40,000 grant received from GM by SCC. SCC is one of seven colleges selected by the American Association of Community Colleges (AACC) to help grow community college advanced manufacturing programs.
- Mary Stodden, president of SCC’s Board of Trustees, and Betsy Schneider, Chief of Staff, attended the Association of Community College Trustees conference in February, held in Washington D. C., and met with representatives, including Congresswoman Ann Wagner, from Missouri’s 2nd Congressional District.
- SCC welcomes Dr. Kristen Drummond to the position of Athletic Director.
- SCC also welcomes Dr. Jared Burnett as Director of Human Resources.

LEGISLATIVE UPDATE

John Wiemann presented information on items to watch in this legislative session including priorities for the current session and bills of interest that could have impacts on the college.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS – *Review*

a. **Article I.07 Non-Discrimination and Equal Opportunity**

Article I.07 Non Discrimination and Equal Opportunity has had updates to the contact information for complaints. Names and titles of contacts will be indicated in procedure so that updates can be made as needed.

b. **Article I.08 Prohibition of Tobacco Use, Smoking, Vaping and Simulated Smoking**

The Prohibition of Tobacco Use, Smoking, and Simulated Smoking policy has been updated to include vaping.

c. **Article I.10 Public Announcements and Political Activity on Campus**

P-440 Public Announcements, along with student and public-related procedures from P-581.6 Political Activity on Campus (Pr-581.3, Pr-581.6.4, Pr-581.6.5) to be merged and renamed I.10 Public Announcements and Political Activity on Campus.

d. **Article I.13 Romantic or Sexual Relationships**

P-434.1 Romantic or Sexual Relationships and P-534.1 Romantic or Sexual Relationships have been merged and renamed Article I.13 Romantic or Sexual Relationships. The policy manual restructure places policies which apply to more than one section of the campus community into Article I: Administration, eliminating the need for policies to be mirrored in two or more sections of the manual.

Language within the policy was transferred from policy to procedures. No additional substantive changes were made to procedures. No additional substantive changes were made to policy or procedures.

PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE

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

BIDS AND CONTRACTS

a. **Translucent Panel Repair**

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award of the base bid and Alternate 1 for the refurbishment of the vertical translucent panels on SCC Main and Student Center buildings to SpecPro, Inc., Omaha, NE, in the amount of \$99,448.00 plus a 10% contingency for a total of \$109,393.00. Funding Source: State Maintenance & Repair Fund FY23 (One-time additional M&R)

b. **Boiler Maintenance Expenses**

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board authorized spending a total amount not to exceed \$35,000.00 with American Boiler and Mechanical, St. Louis, MO, in fiscal year 2023. Funding Source: FY23 Facilities Operating Budget

c. **HVAC Maintenance Expenses**

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board authorized spending a total amount not to exceed \$92,200.00 for Fiscal Year 2023 with Trane US, Inc., Fenton, MO. Funding Source: FY23 Facilities Operating Budget

d. **Engineering for Utilities at New Campus - Ratification**

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board ratified the prior approval of a professional services contract for the design and engineering of onsite water and wastewater facilities to 21Design Group of Washington, MO, in the amount of \$231,500 plus a 10% contingency for total award of

\$254,650 for the project. Funding Sources: State Grant Funds, Proposition Community College Bonds and Strategic Investments Reserve

e. Workforce Program Advertising

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board authorized a contract with the St. Louis Business Journal for an amount not to exceed \$25,000.00. Funding Source: FY23 Marketing and Communications Operating Budget

CLOSED SESSION

At 6:25 p.m., on a motion by Cilek, a second by Ehlmann, followed by a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar, Mack and Stodden, the Board entered into 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, and RSMo 610.21.1 legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Following the closed session, the regular meeting reconvened at 7:50 p.m.

FACULTY SABBATICALS

On a motion by Cilek, a second by Ehlmann; "AYE" votes by Cilek, Ehlmann, Lohmar, Stodden, and "NAY" votes by Lissner and Mack, Kathleen Sanker was approved for sabbatical leave.

On a motion by Lissner and a second by Mack, and a unanimous "AYE" vote to carry the motion, Rachel McWhorter was not approved for sabbatical leave.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, a second by Mack, 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 February 22, 2023**

Full-time New and Replacement Hires

Walton, Regina (FAC) Events Coordinator

Full-time Changes

Dressler, Raymond (DPS) Part-time to Full-time Police Officer
Wiltowski, Brian (IGE) Interim to Full-time Manager of International Student Services

Woods, Lindsay (AEL)... PB AEL Instructor to Coordinator II – Academic Affairs, Student Support - AEL

Full-Time Separations

Dennis, Lucinda (DWP)..... Career Consultant
Fitzwilliam, Amy (CED) Program Specialist
Kang, Angela (STU).....Director of Student Life
Padova, Theodore (ALH)Academic Advisor
Ramirez Gallardo, Martin (HSK) Housekeeper

Part-Time New and Replacement Hires

Asuncion, Alison (ESL) Adjunct Faculty
Blankenship, Randy (CAD)..... Adjunct Faculty
Collver, Mary (RNP)..... Adjunct Faculty
DeLoatch, Danielle (AEL).....Project Based AEL Instructor
Gibson, Sydney (RNP)Work Study
Galkowski, Jenna (COA) Student Assistant
Graney, Patrick (CMM) Adjunct Faculty
Kashif Yousaf, Misha (BK)..... Student Assistant
Craven, Kelsey (ALH)Project Based Health Occupations Instructor
Kolarik, Tina (AEL)Project Based AEL Instructor
McAuliffe, Michael (DPS) Police Officer
McElhannon, James (CPT)..... Adjunct Faculty
Murataj, Klara (BK)..... Student Assistant
Osorio Hernandez, Alejandro (FL)..... Adjunct Faculty
Price, Lee (SOC) Adjunct Faculty
Soma Ravichandran, Athul (ACE) Student Assistant
Wayhart, Jessica (RNP)..... Adjunct Faculty

Part-Time Separations

Andrade Escobar, Debora (BK) Student Assistant
Blackmon, Janiya (BK) Student Assistant
Blangger, Holly (LPN) Adjunct Faculty
Elmes, Anna (BK) Student Assistant
Hacker, Thomas (ACE)..... Learning Specialist
Hulbert, Emma (BK) Student Assistant
Johnson, Bruce (BUS) Adjunct Faculty
Manning, William (BK) Student Assistant
Metcalf, Misty (NAH) Project Based Contract Trainer III
Myers, John (BUS) Adjunct Faculty
Peterson, Ella (ACE).....Work Study
Raben, Abigail (BK)..... Student Assistant
Ross, Madison (ACE)Work Study
Sellars, Karsten (ACE) Student Assistant

Soto Jimenez, Alejandro (PUR) Student Assistant
Wollin, Todd (ATH)..... Head Coach – Cross Country/Track

Annual Appointment to Continuous Appointment for AY 2023/2024

Boyd, Kara Associate Professor, Communications
Lyon, Jacob..... Instructor, Chemistry
Prewitt, Dana Assistant Professor, Sociology
Schmutz, Abby Assistant Professor, Occupational Therapy
Spaethe, Sarah Assistant Professor, Occupational Therapy

ADJOURNMENT

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 7:52 p.m.