

**St. Charles Community College
Board of Trustees Meeting
May 22, 2023
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on May 22, 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, 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 Human Resources Terri Edrich, Executive Director/Chief of Staff Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Don Popham, Christina Cox, Max Bender, Carson Howe, Piper Stutsman, Chris Hazel, Officer Jeff Drake, Officer Scott Binggeli, and Arnie 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 Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the agenda was approved.

ACCEPTANCE OF MINUTES: APRIL 24, 2023, BOARD OF TRUSTEES MEETING

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the minutes of the April 24, 2023, Board of Trustees Meeting were accepted with the amendment to remove Vice President Terri Edrich as attending the meeting.

TREASURER'S REPORT

Trustee Cilek read the Treasurer's Report. Cash in bank \$4,367,514; total investments \$68,018,026; tuition and fees received to date \$17,368,886; local taxes received to date \$21,115,473; state appropriations received to date \$10,373,784. On a motion by Lohmar, 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 Lohmar, 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 \$2,873,042.

REPORT OF THE COLLEGE PRESIDENT

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

- Dr. Kavalier commented on and sent her thanks to commencement keynote speaker Randy Schilling founder of Munibit for his message of change through embracing technology. She also thanked Trustees Lohmar and Cilek for their participation in the ceremony.
- The president also noted that SCC's nursing program received \$150,000.00 grant from the Missouri State Board of Nursing. The funds will add a simulation Technician position and necessary technology to expand the clinical placements in specialties.

LEGISLATIVE UPDATE

Dr. Kavalier provided a brief update on legislative issues.

ENROLLMENT DATA REPORT

Dean of Institutional Research Christina Cox gave a tour of the new reports utilizing Microsoft Power BI including a daily enrollment report that will help departments track trends and to be responsive.

PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE

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

FY24 BUDGET - PREVIEW

Sr. Vice President Todd Galbierz provided an overview of the budget development. He mentioned that the board will be asked to approve the budget at a future meeting.

BIDS AND CONTRACTS

a. Mathematica Software Unlimited Site License

On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board awarded the contract to Wolfram Research, Inc., Champaign, IL in the amount of \$30,968.00 for the purchase of an unlimited site license for a period of three (3) years. Funding: 2022/2023 Math Operating Fund

b. Cisco Telephony Servers Upgrade

On a motion by Lohmar, a second by Cilek, 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 \$29,449.86 for the purchase of three (3) Cisco Business Edition 6000 M6 servers with hardware, software, VMware licensing, and 3-year SmartNet extended warranty services to upgrade existing Cisco equipment. Funding Source: Technology Fund

c. Forklift Purchase

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Wolter, Inc., St. Louis, MO in the amount of \$30,982.18 for the purchase of a 2023 Doosan G25E-7 Forklift with warranty. Funding Source: GEERS Grant 100%

d. Trailers for commercial Driver Training Program

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an award to River Roads Sales & Leasing, St. Louis, MO in the amount of \$72,400.00 for the purchase of two (2) 2020 Wabash Duraplate trailers (dry vans). Funding Source: GEERS Grant 100%

e. Compressed Gas Expenses

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved a total amount not to exceed \$50,000.00 with Cee Kay Supply, Inc., St. Louis, MO for FY23. Funding Source: FY23 Operating Budget

f. Electronic Monitoring and Repairs

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

motion, the Board approved approval for a total amount not to exceed \$50,000.00 with Cee Kay Supply, Inc., St. Louis, MO for FY23. Funding Source: FY23 Operating Budget

g. LED Monument Signs

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved an award of the Base bid and Alternates 1, 2 and 3 for the new DCC LED Sign and Monument Sign to Bill Yount Signs & Electric, Inc. of Overland, MO, in the amount of \$392,544.00 plus a 10% contingency for a total of \$431,798.40. Funding Source: Proposition Community College Bond Proceeds

h. New Epoxy Countertops and Lab

On a motion by Mack, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board an award for the new epoxy countertops and lab tabletops to Carroll Seating Company of Maryland Heights, MO, in the amount of \$124,367.00 plus a 10% contingency for a total of \$136,803.70. Funding Source: Proposition Community College Bond Proceeds

i. Specialty Advertising Campaign – Mid Rivers Newsmagazine

On a motion by Mack, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Newsmagazine Network, Chesterfield, MO for a total annual amount of \$37,560.00, for a full-page ad to run twenty-four times, as scheduled above, from July 2023 through June 2024 with the option to renew annually thereafter. Funding Source: 2023/2024 Marketing Operating Budget

j. Specialty Advertising Campaign – St. Charles City Lifestyle Magazine

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an award of a 3-year contract to Lifestyle Publications, LLC, Kansas City, MO for a total amount of \$86,400.00, for an ad to run once a month over the contract period. The 3-year contract will provide a total savings of \$27,000 over the contract period. Funding Source: 2023/2024 Marketing Operating Budget

CLOSED SESSION

At 7:06 p.m., on a motion by Lohmar, a second by Mack, followed by a roll-call vote of Cilek, Mack, Lohmar, and Stodden, the Board entered into 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, therefore; and RSMo 610.021.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Following the closed session, the regular meeting reconvened at 8:38 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Cilek, 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 May 22, 2023**

Full-time New and Replacement Hires

Collier, Kevin (TEC) Tier 2 Technical Support Analyst
Malta, Elizabeth (ST) Assessment Technician
Ross, Mary (ADS)..... Payroll Specialist

Full-time Faculty Annual Appointments for Academic Year 2023/24

Bauer, Beth (RNP)Assistant Professor
Bierman, Anastasia (ENG) Instructor
Hagen, Stacey (RNP) Instructor
Horn, Kevin (BIO) Instructor
Miller, Jeffrey (ENG).....Assistant Professor
Moore, Demetrius (MAT)..... Instructor
Weckherlin, Nicole (OTA).....Assistant Professor

Full-Time Separations

Abunaemeh, Malek (PHY)Assistant Professor
Bratcher, James (STU) Student Life Manager
Guzman, Blanca (HSK)..... Housekeeper
Haran, James (RNP)..... Instructor
Reed, Elizabeth (ENS)..... Assessment Technician
Walton, Regina (FAC) Events Coordinator

Part-Time New and Replacement Hires

Beck, Johanna (THE)..... Adjunct Faculty
Jones, Denise (CED)..... PB Continuing Ed Instructor II
Keenan, Seth (CED) PB Continuing Education Instructor II
Malunga, Robson (MUS) Student Assistant
Miller, Seth (CED) PB Summer Camp Assistant
Schwartzman, Mitchel (PHE) Adjunct Faculty
Templeton, Jamie (ENS) Special Assignment
Thompson-Bowdry, Katrina (BIO) Adjunct Faculty

Part-Time Separations

Barbagallo-Young, Silvia (CED)..... PB Project Support Assistant
 Bauer, Barbara (ALH)PB Health Occupations Instructor
 Boyle, Aaron (THE) PB Theatre Production Assistant
 Buchholz, Samuel (DPA)..... Theatre Production Assistant
 Burgdorf, Sydney (CED).....PB Summer Camp Assistant
 Crandall, Jae (CED)PB Continuing Education Instructor II
 Damian, Noe (OMS)Work Study
 De Los Reyes, Eden (CED) PB Project Support Assistant
 Echelmeyer, Delaney (CED).....PB Summer Camp Assistant
 Fanter, Brianne (CED).....PB Summer Camp Assistant
 Fleming, Haley (CED)..... PB Summer Camp Assistant II
 Fluchel, Emily (YPT)PB Young Peoples Theater Technician
 Gates, William (CED) PB Summer Camp Assistant
 Gentile, Nicole (CED).....PB Continuing Education Instructor II
 Goers, Krysti (CED)PB Continuing Education Instructor II
 Halstead, Ryne (CED)PB Summer Camp Assistant
 Hayden, Mia (CED)PB Summer Camp Assistant
 Henderson, Timothy (DPA) Theatre Production Assistant
 Hill, Christopher (CED) PB Summer Camp Assistant II
 Johnson, Emile (CED)PB Continuing Education Instructor III
 Johnson, Georgia (CED).....PB Continuing Education Instructor II
 Johnston, Megan (DPA) Theatre Production Assistant
 Kean, Hannah (CED) PB Summer Camp Assistant II
 King, Samantha (CED) PB Summer Camp Assistant II
 Lamb, Savannah (CED) PB Summer Camp Assistant II
 Mathews, Cynthia (CED) PB Project Support Assistant
 McCush, Elizabeth (CED)..... PB Project Support Assistant
 Mullen, Emily (CED) PB Project Support Assistant
 Obernuefemann, Mary Jane (CED) PB Project Support Assistant
 Pezzani, Dennis (ALH).....PB Health Occupations Instructor
 Pretre, Linda (HIT) Adjunct Faculty
 Randall, Hope (CED) PB Summer Camp Assistant
 Reed-Bippen, Sean (YPT)..... PB Young Peoples Theater Assistant
 Salmo, Andrew (CED)PB Summer Camp Assistant IV
 Songer, Maddison (CED) PB Summer Camp Assistant
 Tracy, Morgan (CED) PB Summer Camp Assistant
 Waganer, Lauren (CED).....PB Summer Camp Assistant
 Walsh, Kelly (CED).....PB Continuing Education Instructor II
 Wayland, Olivia (CED) PB Summer Camp Assistant II
 Williams, Aubree (THE) PB Theatre Production Assistant
 Wunnenberg, Evan (CED)..... PB Summer Camp Assistant II

ADJOURNMENT

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the public meeting adjourned at 8:39 p.m.