

**St. Charles Community College  
Board of Trustees Meeting  
September 25, 2023  
6:00 p.m.**

**MINUTES**

**CALL TO ORDER**

The St. Charles Community College Board of Trustees met on September 25, 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, 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 Workforce & Strategic Initiatives John Wiemann, Interim Vice President for Student Services Bridgett Golman, Vice President for Human Resources Terri Edrich, Sr. Administrative Assistant Amy Snyder, A/V System Engineer Nick Wallace, and IT Specialist Max Adamski.

Guests present were Officer Shannon Eaton, Officer Reid Clark, Paul Roesler, Karen Jones, Kent Kampueuth, Joe Seymour, Rich Waligurski, Collette Koscielski, Piper Stutsman, Breanna Lewis, Sabryn Gibson, Dhaven Hill, Chris Cross, Caitlin Smothers, Emily George, Kole Younger, David Bayless, Jaqueline Gray, Virginia Guneyli, Sylvia Bane Malta, Carter Wiginton, Carson Howe, Dawn Huffman, Debra Crank Lewis, Rebecca Klemme Eliceriri, Illegible Faculty, Illegible Community Member, Scott Ciafullo, and Bob Dorries.

**Public Hearing on Property Tax Rates for 2023**

The Board of Trustees announced Public Hearing as mandated by state law to set the property tax rates for tax year 2023. The Public Hearing included the following comments:

Sr. Vice President Todd Galbierz commented that the college recommends the following tax rates for the tax year 2023:

**General Revenue tax levy** = \$0.1368 per \$100 of assessed value

**Debt Service tax levy** = \$0.0308 per \$100 of assessed value

**Total SCC Property Tax Levy** = \$0.1676 per \$100 of assessed value

VP Galbierz further noted that the general revenue tax rate for tax year 2023 is lower than the rate from 2022, of \$0.1510. The decrease is due to state law that requires a reduction in the general revenue tax rate when assessed property values increase due to reassessment, which occurs every odd numbered year. The reduction in the tax rate is calculated to offset the increase in assessed value in order to yield a similar amount of revenue to the College.

The tax rate for debt service is lower than the prior year's rate of \$0.0392. The rate for 2023 includes the debt service for the Proposition Community College bonds. As a point of reference, the debt service tax rate was \$0.044 when the Proposition Community College bonds were issued.

Board President Stodden opened the floor for public comment, and none were given.

On a motion by Mack, a second by Ehlman, and a unanimous "AYE" vote to carry the motion, the Board approved the tax rates. The General Revenue Operating Levy was set at \$0.1368 per \$100 of assessed value, and the Debt Service Levy was set at \$0.0308 per \$100 of assessed value.

#### **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 Lissner, 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: AUGUST 28, 2023, BOARD OF TRUSTEES MEETING**

On a motion by Ehlman, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the minutes of the August 28, 2023, Board of Trustees Meeting were accepted.

#### **TREASURER'S REPORT**

Trustee Lissner read the Treasurer's Report. Cash in bank \$9,922,192; total investments \$60,335,840; tuition and fees received to date \$9,783,102; local taxes received to date \$239,110; state appropriations received to date \$3,210,686. On a motion by Cilek, 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 Cilek, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$3,697,222.

## **FACULTY ASSOCIATION REPORT**

Dr. Virginia Guneyli provided a report on SCC Faculty activities and accomplishments some highlights included:

- English Department – Joe Baumann’s novel *“I Know You’re Out There Somewhere”* was chosen by Truman State University’s Alumni Association as the summer book club read this year.

Anastasia Bierman, Cathy Daugherty, and Jeff Miller presented a session related to Canvas at the Instructure Con in Colorado.

- Science Department – Dr. Nicole Pinaire attended the HAPS Conference in NM and presented a poster: “Factors that Improve a Sense of Belonging in a Human Anatomy and Physiology Classroom.”
- Sociology – Vicky Herbel completed the Quality Matters Rubric Update Seventh Edition over the summer.

## **STUDENT GOVERNMENT REPORT**

Piper Stutsman reported on the following activities at the college:

- SCC hosted the Cougar Comeback and Involvement fair where over 60 students stopped by the SGA table.
- SGA passed an OER Resolution on September 5, 2023 calling for more open education resources at SCC.
- Elections for the SGA Senate, Treasurer and Secretary were held on September 18 and 19, 2023.

## **REPORT OF THE COLLEGE PRESIDENT**

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

- Dr. Kavalier was pleased to announce that Tim Davison, Director of Network Computing, received the Pinnacle of Excellence award. She noted that Tim was recently recognized for 25 years of service to SCC and that he works tirelessly to ensure our computer systems are safe, reliable, and robust. She also noted that he surpasses expectations in his passion for his work and in his dedication to the college.
- SCC’s information Technology Department recently had a cybersecurity review from

internet service provider, MOREnet. The department received a score of 57 out of 60 placing the college in the “excellent” category. Dr. Kavalier thanked our Executive Director of IT, Tim Davison of Network Operations, and the entire IT team for the good work in keeping the college’s network safe.

- Interim VP for Student Services, Dr. Brigett Golman accompanied Students Benjamin Maricial, Ahkia Holloway, Antonio Coleman, and Breanna Lewis to the MCCA Leadership Academy held in Jefferson City on September 13.

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

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

### **BOARD OF TRUSTEES POLICY MANUAL AMENDMENT – Review**

#### **a. Article IV.02 Employee Background Checks**

Policy P502.1 is being transitioned to Article IV.02. Minor changes have been made to the policy to include disclosure of felony charges.

#### **b. Article IV.05 Personnel Records and Administration**

Policy P506 is being transitioned to Article IV.05 Personnel Records and Administration. The only substantial change is to confirm that the college adheres to all applicable laws and remove the sampling of applicable laws.

#### **c. Article IV.06 Outside Employment**

Policy P702 is being transitioned to Article IV.06 Outside Employment. Language was added to specify when approval is needed.

### **BOARD OF TRUSTEES POLICY MANUAL AMENDMENT – Action**

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the board approved the policy manual amendment as presented.

#### **a. Article V.37 Metal Detector Policy**

In order to enhance the security and safety of employees, students, and visitors of St. Charles Community College, as well as its facilities and assets, the College may use metal detectors at security check points for designated public events.

### **BIDS AND CONTRACTS**

#### **a. Simulated Medication Dispensing System**

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Pocket Nurse Enterprises, Inc., Monaca, PA, in

the amount of \$67,252.94 for the purchase of two (2) simulated medication dispensing systems. Funding Sources: \$35,307.79 Enhancement Grant (52.5%) and \$31,945.15 matching funds (47.5%)

**b. Materials Testing Services**

On a motion by Lohmar, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board awarded a contract to SCI Engineering, Inc., St. Charles, MO, to provide materials testing services for the RWIC in the amount of \$81,205.00 plus a 10% contingency for a total up to \$89,325.50. Funding Sources: Proposition Community College Bonds and State of Missouri Transformative Project Grant Funds.

**c. Agreements and Deposits for New Building**

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board granted approval to execute Performance Guarantee Agreements and remit payment for deposits and fees to the City of Wentzville, Missouri for the Regional Workforce Innovation Center project. Funding Sources: Proposition Community College Bonds and State of Missouri Transformative Project Grant Funds.

**d. Construction Contractor for New Building**

On a motion by Mack, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board tabled this item for further consideration on the recommendation.

**e. Legal Services**

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved legal services from Tueth, Keeney, Cooper, Mohan & Jackstadt, PC, Lewis Rice LLC and McMahon Berger PC for a period of two (2) years with the option to renew upon mutual agreement for an additional two (2) year period in an amount not to exceed \$100,000 annually. Funding Source: Current Operating Budget.

**f. Employee Benefits for FY24**

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved as presented the recommended employee group benefit contracts and services, effective January 1, 2024.

**e. Concrete and Asphalt Repairs and Maintenance**

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board awarded a contract for concrete and asphalt repairs and maintenance to Byrne & Jones Construction, Bridgeton, MO, in the amount of \$365,833.00, plus a 10% contingency for a total of \$402,416.00. Funding Source: Parking Lot Fund

**CLOSED SESSION**

At 7:13 p.m., a motion by Cilek and a second by Lissner followed by a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar, Mack, 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.

Following the closed session, the regular meeting reconvened at 7:37 p.m.

## **PERSONNEL RECOMMENDATIONS**

On a motion by Ehlmann, a second by Cilek, 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 September 25, 2023**

#### ***Full-time New and Replacement Hire***

Carper, Michael (ENG) ..... Fixed Term Associate Professor  
Lay, Timothy (DPS) ..... F/T Police Officer  
Mason, Cherice (HSK)..... Housekeeper  
Merseal, Megan (AEM) ..... Dual Credit Coordinator  
Niehaus, Kristina (CPT)..... Fixed Term Assistant Professor  
Vredenburg, Leslie (FAC)..... Facilities Office Assistant and Copy Center

#### ***Full-time Changes***

Barrett, Courtney (OTA)..... Associate Professor to Academic Program Coordinator  
Bauer, Beth (RNP) ..... Assistant Professor to Academic Program Coordinator  
Fuentes, Jennie (ALH) ..... Coordinator Academic Programs to School Coordinator/Asst. Dean  
Huffman, Dawn (AEL)..... Professor to Academic Program Coordinator  
Lepper, Kyra (ADV)..... Academic Advisor to Director of Records and Registration  
Main, Amanda (AEM)..... Admissions/Financial Aids Specialist to Transfer Credit Coordinator  
Malta, Sylvia (HMS)..... Associate Professor to Education Coordinator – Health, HMS  
Mielke, Zachary (THE) ..... Interim Theatre Manager to Asst. Theatre Manager  
Mercurio, Kimberly (CPT)..... Instructor to School Coordinator/Asst. Dean  
Prewitt, Dana (SOC) ..... Assistant Professor to School Coordinator/Asst. Dean  
Stavely, Samantha (YPT) ... Con Ed. Instructor/YPT to Academic Program Coordinator – Perf. Arts

#### ***Full-Time Separations***

Lopez, Oscar (ST)..... Interim Assistant VP for Student Services  
Swartzenberg, Victoria (DWP) ..... WIOA Programs Manager

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

Bila, Shaibi (FS)..... Student Assistant  
Chambers, Heidi (FL)..... Adjunct Faculty

Carbone, Bianca (MKT) ..... Student Assistant  
 Casillas-Sanchez, Jesus (ACE) ..... Student Assistant  
 Copher, Adrianna (ACE) ..... Student Assistant  
 Dzeremo, Anita (BK) (MKT) ..... Student Assistant  
 Eller, Mark (PHE) ..... Adjunct Faculty  
 Gearin, Katherine (ACE) ..... Tutor III – Writing Specialist  
 Gearin, Katherine (ENG) ..... Adjunct Faculty  
 Hayes, Shannon (NAH) ..... Adjunct Faculty  
 Henrikson, Elena (ACE) ..... Student Assistant  
 Hillig, Samuel (ACE) ..... Student Assistant  
 Keathley, Abigail (GDS) ..... Student Assistant  
 Marsh, Denise (MUS) ..... Staff Accompanist  
 McPartland, Anne (FL) ..... Adjunct Faculty  
 Miller, Alexandra (NAH) ..... PB Instructor  
 Miller, Parker (YPT) ..... Community Education Instructor  
 Oduro Konadu, Francis (ACE) ..... Student Assistant  
 Ouellette - Kirby, Allison (ART) ..... Adjunct Faculty  
 Potthoff, Olivia (YPT) ..... Community Education Instructor  
 Sharp, Terrence (AEL) ..... PB AEL Instructor  
 Schmidt, Katie (NAH) ..... Adjunct Faculty  
 Snyder, Lynn (THE) ..... Adjunct Faculty  
 Williams, Melissa (YPT) ..... Community Education Instructor

***Part-Time Changes***

Guinn, Ashlyn (GDS) ..... Student Assistant GDS to Student Assistant ART  
 Parker Sydney (ACE) ..... Student Assistant to Work Study  
 Riddle, Madigan (ART) ..... Work Study to Student Assistant  
 Thompson, Kerry (ALH) ..... Clinical Records Specialist PB Special Assignment

***Part-Time Separations***

Brewer-Michael, Pamela (BIO) ..... Adjunct Faculty  
 Burke, Maranda (MKT) ..... Student Assistant  
 Carter, Jennifer (ENG) ..... Adjunct Faculty  
 Craven, Kelsey (ALH) ..... PB Health Occupations Instructor  
 Hill, Jazmyn (MKT) ..... Student Assistant  
 Kashif Yousaf, Misha (BK) ..... Student Assistant  
 Neuman, George (WFD) ..... PB Contractor – CDL  
 Rausch, Olivia (ART) ..... Student Assistant  
 Salant, Sherry (ENG) ..... Adjunct Faculty  
 Thompson, Katrina (BIO) ..... Adjunct Faculty  
 Wedding, Renae (BK) ..... Student Assistant  
 Weisler, Bailey (ENG) ..... Adjunct Faculty  
 York, Kelly (FL) ..... Adjunct Faculty  
 Zamacona, Yarely (BK) ..... Student Assistant

## **ADJOURNMENT**

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the public meeting adjourned at 7:38 p.m.