

**St. Charles Community College  
Board of Trustees Meeting  
December 2, 2024  
6:00 p.m.  
M I N U T E S**

**CALL TO ORDER**

The St. Charles Community College Board of Trustees met on December 2, 2024, in Conoyer Hall, Room 2102 (Board Room).

The meeting was called to order at 6:00 p.m. by Board President Pam Cilek. A quorum was present with the following members also in attendance: Vice President Mike Lissner, Secretary Jean Ehlmann, Treasurer Shirley Lohmar, Trustee Rose Mack, and Trustee Mary Stodden.

Also present were College President Dr. Barbara Kavalier, Executive Vice President Todd Galbierz, Vice President for Academic Affairs Dr. Amy Koehler, Vice President for Operations & Strategic Initiatives John Wiemann, Chief Financial Officer Ken Kershaw, Chief of External Campuses/ED Shelley Machens, Executive Director/Chief of Staff Betsy Schneider, Executive Coordinator Olivia Tallo, and A/V System Engineer Nick Wallace.

Guests present were Officer Scott Binggeli, Officer Brandon Misher, Officer Ben Rougely, Marvin Tobias, Chris Hazel, Tony Fallert, Don Croien, Peggy Schnardthorst, and Gabe Harper.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA – ACTION**

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the agenda was approved.

**BOARD POLICY STATEMENT**

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

**ACCEPTANCE OF MINUTES: OCTOBER 28, 2024, BOARD OF TRUSTEES MEETING – ACTION**

On a motion by Mack a second by Stodden, and a unanimous “AYE” vote to carry the motion, the minutes of the October 28, 2024, Board of Trustees Meeting were accepted.

**TREASURER'S REPORT – ACTION**

Trustee Lohmar read the Treasurer’s Report. Cash in bank \$17,604,340; total investments \$47,164,212; tuition and fees received to date \$ 15,473,917; local taxes received to date \$ 262,287; state appropriations received to date \$ 5,538,170. On a motion by Stodden, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

### **APPROVAL FOR PAYMENT OF BILLS – ACTION**

On a motion by Lissner, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$ 5,120,039.

### **FACULTY ASSOCIATION REPORT – INFORMATIONAL**

Marvin Tobias provided a report on SCC Faculty activities supporting student success with the following highlights included:

- History Professor Grace Moser and her students have dedicated over 500 service hours this semester to Greenwood Cemetery, which has been a vital part of the Florissant community since 1874. Professor Moser and her class have focused on recovering the names of these individuals. To date, they have successfully recovered 985 names, and a grant has been secured to support the continuation of this important work.
- The Nursing and Allied Health program hosted a visit from the CAPS Program, allowing high school students to explore our facilities. During the visit, the students gained insights into the Nursing and Allied Health field and experienced firsthand what an education at SCC might entail in this career path.
- Professors Jayme Novara and Christina Gant were recognized back in October for the publishing of their textbook, *Teaching Religious Texts as Literature*. The goal of this textbook is to allow students to learn about the different religions and provides an open-minded teaching approach to this topic.

### **REPORT OF THE COLLEGE PRESIDENT – INFORMATIONAL**

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

- Dr. Kavalier recognized the School of Business, Technology, and Workforce Readiness for their “Haunted Open House” and the Academic Advising team for their efforts in “Haunted Advising” back in October. Both events provided students and families with the opportunity to visit and encouraged students to register early for spring semester.
- Dr. Kavalier congratulated our athletic teams on successful seasons. The Women’s Soccer team is now back-to-back Region 16 Conference Champions and made it to the Elite 8 of the NJCAA Division II National Championship in Huntsville, Alabama. The Men’s Cross Country Team made it to the NJCAA Division III Cross Country Championship in Richmond, Virginia, finishing twelfth.
- The Veterans Day ceremony where all who served were honored. Keynote speaker retired Colonel Laurel “Buff” Burkel shared her inspirational story of survival and recovery alongside her motivational message about the power of supporting one another. Jackie Radle was recognized and thanked as a vital part in ensuring this event’s success.
- The National Association of Biology Teachers Professor Chan Two-Year College Award for the Engaged Teaching of Biology award was given to Assistant Professor of Biology, Dr. Ranya Taqieddin.

- The Inaugural event of SCC's Entrepreneurial Institute that was held on November 1. At this event, CEO's, business owners, and high-ranking professionals attended and spoke on their experiences as an entrepreneur. The main purpose of this event was to serve as a resource for students, faculty, staff, and the community with an interest in entrepreneurship, working with start-ups, and leveraging leading edge technology.
- Dr. Kavalier was pleased to share that many SCC employees were recognized at the 60<sup>th</sup> Annual MCCA Conference back in November. Dr. Kavalier congratulated all award winners and presented Trustee Jean Ehlmann with the Trustee Leadership Award.
- On November 21, The Employee Awards Banquet took place at Water's Edge Banquet Hall, where employees were recognized for awards including MCCA, President's Council Awards, President's Pinnacle of Excellence Award, Innovator of the Year Award, Service Awards, Excellence in Teaching Award, and Champion of Student Success Awards.

#### **PROPOSITION COMMUNITY COLLEGE BOND PROJECTS UPDATE – INFORMATIONAL**

Vice President John Wiemann provided the Board with an update on the status of the Regional Workforce Innovation Center, concluding that the project is under budget, on time and about 65% complete.

#### **BARATHAVEN BOUNDARY ADJUSTMENT – ACTION**

Vice President of Operations and Strategic Initiatives John Wiemann presented on the boundary adjustment suggestion between Reisch Sansone Communities BaratHaven and SCC's Dardenne Creek Campus due to an irregular boundary line adjoining both properties. As a condition for the property line adjustment, it was required by the College that the land exchange be equal in size to prevent any financial benefit to RSCB or to the College. A resolution has been drafted to legally describe the proposed land transaction and provide authorization to conduct this transaction.

On a motion by Ehlmann, a second by Stodden, and a unanimous "AYE" vote to carry the motion the Board approved the boundary adjustment between Reisch Sansone Communities BaratHaven and St. Charles Community College.

#### **AUDIT UPDATE – INFORMATIONAL**

Chief Financial Officer Ken Kershaw presented an update on the status of the Fiscal Year 2024 audit. A delay in finalizing the audit has been experienced due to information needed from the employee pension programs. This delay is beyond the control of the College and the audit firm, Sikich LLC. As a reminder, at the October Board Meeting, the Sikich Principal, Anthony Cervini, provided an unmodified opinion on the College's financial statements. This means the financial statements are a proper representation of the financial activity of the College and they comply with applicable accounting principles. The delay in finalizing the audit doesn't impact the audit firm's opinion.

#### **BIDS AND CONTRACTS – ACTION**

**a. Production and Walk-Up Copiers**

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Americom Imaging Solutions, St. Louis, MO, for three (3) production copiers and thirty-seven (37) walk-up copiers in an estimated annual amount of \$96,322.64, with an estimated total amount of \$481,613.18 for a period of five (5) years with the option to renew for two (2) additional one-year periods. Funding Source: Copy Center Operating Budget

**b. Microsoft Licensing Renewal**

On a motion by Stodden a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the College's renewal of the Microsoft Enrollment for Education Solution licensing through Insight Public Sector, St. Louis, MO, in the annual amount of \$131,592.60, for two years, with the option to renew for a third (3) year. Funding Source: Technology Fund

**c. Dell Laptop and Desktop Computers**

On a motion by Stodden a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Dell Marketing, LLC, Round Rock, TX, in the amount of \$337,953.72 for thirty-nine (39) laptops and one hundred sixty-nine (169) desktops. This amount represents the best pricing for Dell products. Funding Source: Enhancement Grant 75% (\$168,143.49), Enhancement Grant College Match 25% (\$56,047.83), Technology Fee (\$113,762.40)

**d. MUSIC Insurance Renewal**

On a motion by Stodden, 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 2025, including umbrella coverage, for a total estimated cost of \$810,249. Funding Source: FY24 Operating Budget

**e. Network Equipment for EXCEerator Project**

On a motion by Lohmar, a second by Stodden, 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 \$61,399.38 for the network equipment. Fund Sources: Proposition Community College Bond Proceeds

**f. Lighting Upgrades for EXCEerator Project**

On a motion by Lissner, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board authorized to purchase LED lighting and installation from Voss Lighting, Maryland Heights, MO for an amount of \$82,700.00 00 plus a 10% contingency for a total amount of \$90,970.00. Funding Source: FY24 Operating Budget

**g. FGM Additional Fee for VR Lab**

On a motion by Stodden, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved additional architectural services from FGM Architects, St. Louis, MO, of \$16,400 to bring their total contract amount to \$96,400. Funding Source: Strategic Investment Reserve Funds

**h. Pickleball Court Construction**

On a motion by Lohmar, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved a contract with Byrne & Jones Construction Inc, in Earth City, Missouri, for the total amount of \$175,865.00 plus a 10% contingency for a total of \$193,451.50. Funding Source: College Contingency Funds & Health Insurance Wellness Funds

**CLOSED SESSION – ACTION**

At 6:50 p.m., on a motion by Stodden 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 610.021.2** 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.

Following the closed session, the regular meeting reconvened at 7:16 p.m.

**APPROVAL TO PURCHASE PROPERTY – ACTION**

On a motion by Lohmar, a second by Stodden, and a unanimous "aye" vote to carry the motion, the Board approved the purchase of the Schaper Road property.

**PERSONNEL RECOMMENDATIONS – ACTION**

On a motion by Ehlmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the following personnel recommendations were approved:

**BOARD PERSONNEL RECOMMENDATIONS  
Submitted to SCC Board of Trustees  
As of December 2, 2024**

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

Hughes, Sherrie (FA) ..... Financial Aid Officer/Veteran Services  
Saripella,Venkat (IRE).....Analyst II  
Segura, Jillian (AA)..... College Recruiter/Navigator  
Simms, Elizabeth (EDU)..... Fixed Term Faculty

***Full-Time Separations***

Francois, Mary (HSK) ..... Housekeeper  
Liao, Xiao (HSK) ..... Housekeeper  
Malta, Elizabeth (ASM) ..... Assessment Technician

***Part-time New and Replacement Hire***

Bayes, Valerie (AGR) ..... Adjunct Faculty  
Brown Dwayne (ATH).....Work Study  
Calignaoan, Eliana (ENS) ..... Work Study  
Garner, Zoe (ART).....Work Study  
Lewallen, Harvey James (ATH) ..... Head Coach eSports  
Stanford, JaNaria (CAR).....Work Study

***Part-Time Separations***

Bentley, Mona (LRC) ..... Library Assistant  
Block, Vanessa (STU)..... Student Assistant  
Dompierre, Michael (AA) ..... PB Special Assignment  
Faolan, Cody (BK) ..... Campus Store Clerk  
McAuliffe, Michael (DPS) ..... Police Officer  
Zanoni-Jensen, Ann (DSS) .....Disability Support Services Specialist

**SCHEDULE OF BOARD OF TRUSTEES MEETING DATES FOR 2025 – ACTION**

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion the Schedule of the Board of Trustees Meeting Dates for 2025 was approved.

**St. Charles Community College Board of Trustees Meeting Schedule**

Monday, January 27, 2025 .....	Board of Trustees Meeting
Friday, February 14, 2025.....	Board of Trustees Study Session
Monday, February 24, 2025 .....	Board of Trustees Meeting
Monday, March 24, 2025 .....	Board of Trustees Meeting
Monday, April 21, 2025 .....	Board of Trustees Meeting
Monday, May 19, 2025.....	Board of Trustees Meeting
Monday, June 23, 2025 .....	Board of Trustees Meeting
Monday, July 28, 2025.....	Board of Trustees Meeting
Friday, August 15, 2025 .....	Board of Trustees Study Session
Monday, September 29, 2025.....	Board of Trustees Meeting
Monday, November 3, 2025.....	Board of Trustees Meeting
Monday, December 8, 2025.....	Board of Trustees Meeting

**ADJOURNMENT**

On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 7:19 p.m.

