

**St. Charles Community College
Board of Trustees Meeting
October 28, 2024
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on October 28, 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, and Trustee Rose Mack.

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 Coordinator Olivia Tallo, and A/V System Engineer Nick Wallace.

Guests present were Officer Scott Binggeli, Officer Brandon Misher, Officer Reid Clark, Marvin Tobias, Audit Presenter Anthony Cervini, Kimberly Lucas, Stacey Thater, Monica Hall-Woods, Nicole Pinaire, Tori Woods, Peggy Schnardthorst, Kathleen Sanker, and Gabe Harper.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

On a motion by Mack, a second by Lissner, 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: SEPTEMBER 23, 2024, BOARD OF TRUSTEES MEETING

On a motion by Mack a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the minutes of the September 23, 2024, Board of Trustees Meeting were accepted.

TREASURER'S REPORT

Trustee Lohmar read the Treasurer's Report. Cash in bank \$14,629,578; total investments \$53,061,476; tuition and fees received to date \$12,940,030; local taxes received to date \$241,913; state appropriations received to date \$4,430,536. On a motion by Lissner, a second

by Ehlmann, 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 Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$6,220,520.

FACULTY ASSOCIATION REPORT - Informational

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

- Garrett Foster was nominated for the MCCA Excellence in Teaching Award. Garrett was nominated for this award due to his dedication to his students and their success, as well as his commitment to SCC and higher education.
- Undergraduate research is taking place under the instruction of Dr. Monica Hall-Woods to determine the friendliness of a specific dog gene trait that can be measured through DNA observations. All employees and students were encouraged to bring their dogs for testing on 10.29.24.
- Flu Fighters was a success for our Nursing Departments students and faculty. The event allowed for 694 doses of the vaccine to be administered which included 101 SCC students & 31 faculty members.
- Faculty members are serving on many workgroups including Alternative Schedule, Artificial Intelligence 2.0, Digital Forms, Recruitment & Outreach, Service Learning, Simple Syllabus, Strategic Planning, VR/AR/AI, and Academic Calendar – Year-Round Registration.
- A new Faculty Recognition and Spotlight Collaboration will be launched within the next year. This is an opportunity for Faculty to gain recognition. This spotlight will include a headshot, biography, professional highlights, collaborative work, academic passions, and faculty spotlight videos.

REPORT OF THE COLLEGE PRESIDENT - Informational

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

- Dr. Kavalier was pleased to share that the St. Charles Community College Foundation raised \$50,000 at its 28th annual Presidents Classic Golf Scramble on Monday, Sept. 23, at Old Hickory Golf Club. Proceeds will support scholarships as well as academic and program enhancements at SCC.
- SCC welcomed students and families to its Dardenne Creek Campus on Tuesday, September 24, providing an opportunity to explore various noncredit health occupation certifications and credit programs. Attendees learned about offerings including Nursing, Occupational Therapy Assistant (OTA), Medical Assistant, Medical Billing and Coding, Health Information Management, Culinary Arts, Agriculture, MegaTech, Welding, and Commercial Driving Programs.

- SCC Technical Programs participated in St. Charles County's Manufacturing Day 2024 at the St. Peter's Arts Centre on Tuesday October 8. Students participated in virtual welding and took time to interact with a robot that was assembled by students in our MegaTech Program.
- On October 11, SCC's Alumni Association held its first Outdoor Movie Night since the COVID-19 pandemic, featuring a screening of Disney's *Monsters University*. SCC Baseball players energetically supported the concessions, contributing to the lively atmosphere. Community members expressed their excitement for the event's return and look forward to events in the future.
- On September 27, more than 50 high school counselors from the area participated in the High School Counselors Breakfast. The event featured multiple presentations showcasing SCC's offerings, alongside a tour of the recently updated Technology Building. This year, a new initiative allowed all attending counselors to qualify for a \$1,000 Board of Trustees Scholarship, which they can award to a student of their choice planning to attend SCC in Fall 2025. The recipient will be announced and honored during their Senior Awards Night.

FACULTY SABBATICAL RETURN REPORTS - *Informational*

Dr. Nicole Pinaire, Dr. Monica Hall-Woods, and Kathleen Sanker presented their sabbatical return reports and answered questions from the Board of Trustees.

AUDIT PRESENTATION – *Informational*

CFO Ken Kershaw introduced Sikich's Anthony Cervini to present the Audit progress to the Board of Trustees. The final Audit will be presented at the December meeting as an action item.

INVENTORY ADJUSTMENT – *Action*

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the board approved the removal of inventoried items with an original acquisition amount totaling \$1,487,996.52 from the College inventory records. This amount represents items tracked in the College's inventory system.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENT – *Action*

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the board approved the policy manual amendments as presented.

a. Article V.35 Motor Vehicle Regulations

Policy 305 Motor Vehicle Regulations is being updated to the new numbering system with minor changes to move citation and fine information to administrative procedures. On a motion by Lissner, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the updated Motor Vehicle Regulations Policy.

BIDS AND CONTRACTS - *Action*

a. License and Support Renewal

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

motion, the Board approved the action to make an award to CDW Government LLC, Vernon Hills, IL, in the amount of \$72,835.67 for the Palo Alto firewall license and support renewal. Funding Source: Technology Fee Fund

b. Interior Signage

On a motion by Lohmar, a second by Mack, "AYE" votes were cast by Lissner, Lohmar, Mack, and Cilek to carry the motion and a "NAY" vote cast by Ehlman, the Board awarded award to Engraphix Architectural Signage, Inc., St. Louis, MO, for the fabrication and installation of interior wayfinding signage in the amount of \$274,419.25 plus a 10% contingency amount, for a total amount not to exceed \$301,860.00. Funding Source: Proposition Community College Bond Proceeds

c. Audio/Visual Equipment and Services for Regional Workforce Innovation Center

On a motion by Mack, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the purchase of audio/visual equipment and services for the Regional Workforce Innovation Center be awarded to Conference Technologies (CTI) of St. Louis, MO in the amount of \$891,726.47 plus a 10% contingency for a total amount not to exceed \$980,899. Funding Sources: State of Missouri Transformational Project Funds

d. General Construction

On a motion by Lissner, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved a contract for General Construction Work in the Schnare Library to Aspire Construction Services, LLC, Lake St. Louis, MO in the amount of \$206,900.00 plus a 10% contingency for a total amount of \$227,590.00. Funding Source: Proposition Community College Bond Proceeds. Funding Source: Proposition Community College Bond Proceeds

e. Electrical Services

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved a contract for Electrical Work in the Schnare Library to TSI Global Companies, LLC in the amount of \$53,980.00 plus a 20% contingency for a total amount of \$64,776.00. Funding Source: Proposition Community College Bond Proceeds

f. Data Services

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved a contract for Data Work in the Schnare Library to TSI Global Companies, LLC in the amount of \$56,964.00 plus a 10% contingency for a total amount of \$62,660.40. Funding Sources: Proposition Community College

CLOSED SESSION

At 7:42 p.m., on a motion by Lissner and a second by Lohmar followed by a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar, and Stodden, the Board entered in to closed session as allowed by RSMo 610.021.2 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 8:00 p.m.

PERSONNEL RECOMMENDATIONS - Action

On a motion by Ehlmann, a second by Mack, 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 October 28, 2024**

Full-time New and Replacement Hire

Azhar, Amique (NET)Network/Telephony System Administrator
Francois, Mary (HSK) Housekeeper
Myers, Allen (ADR) Admissions Recruiter
Williams, Danetta (ADC) Application Support Analyst
Williams, Cynthia (ADV)..... Academic Advisor

Full-Time Separations

Conklin, Sara (DPS) Police Officer
Davis, Princess (STU)..... Student Life Manager
Gruenenfelder, Daniel (ADC) Colleague Systems Administrator
Herschbach, Christopher (ACE) General Education Techer
Ivy, Miranda (HSK) Housekeeper
Mayer, Kelly (ST)..... Service Center Rep
Wagener, Susan (AHS) Administrative Assistant II

Part-time New and Replacement Hire

Anderson, Sydney (ART)Student Assistant
Bamvakais, Mariah Work Study
Berardino, Tayler (STU) Work Study
Blaine, Tessa (CUL) Assistant – Field to Table Institute
Braden, Gina (OTA)..... Adjunct Faculty
Cain, Ashley (MAS) Work Study
Counts, Allison (CUL) PB Support Specialist
Dube, Natasha (CUL) PB Support Specialist
Fennell, Amy (CED)Continuing Education Instructor II
Guffey, Todd (CED)Continuing Education Instructor II
Irfan, Mohammad (CUL) PB Support Specialist
Kester, Meghan (CUL)..... PB Support Specialist
Lawrence, Isaiah (THE)Student Assistant

Laposha, Isabelle (OTA) Adjunct Faculty
 Marcial, Benjamin (OEL) Work Study
 Mazo-Perez, Eva (ART) Student Assistant
 Madzokere, Estery (CUL) PB Support Specialist
 Malveaux, August (HIS) Adjunct Faculty
 Moore, Angela (CED) PB Cont. Ed. Instructor II
 Moore, Catherine (THE)..... Student Assistant
 Mugler, Sonja (CED)..... PB Continuing Education Instructor II
 Obeng, Comfort (CUL) PB Support Specialist
 Peplaw, Rachel (PHE)..... Adjunct Faculty
 Peters, Deborah (CUL) Freight Farm Technician
 Robertson, Rachel (CUL) PB Support Specialist
 Smith, Ramya (STU) Work Study
 Williams, Michelle (PHE)..... Adjunct Faculty
 Zaroni-Jensen, Ann (DSS) Disability Support Services Specialist

Part-Time Separations

Part-Time Separations

Albers, Karen (CED) Summer Camp Assistant
 Albers, Lucy (CED)..... Summer Camp Assistant
 Aubuchon, Fay (WFD) PB Contract Trainer II
 Behle, Nastacia (ATH) Assistant Coach – Women’s Soccer
 Bottini, Sam (CED) PB Summer Camp Assistant
 Bruggeman, Pete (WFD) PB Contract Trainer III
 Carillo, Fermin (GRDS) Groundskeeper
 Carr, Jennifer (MAT) Adjunct Faculty
 Duncan, Nicholas (BTC) Adjunct Faculty
 Fanter, Brianne (CED) PB Project Support Specialist & PB Summer Camp Assistant
 Fanter, Nicole (CED) PB Contract Trainer I & PB Project Support Specialist
 Gutierrez, Christopher (STA) Work Study
 Hagemeyer, Summer (CED) Contract Trainer II
 Hemmer, Elizabeth (CED) PB Summer Camp Assistant
 Jacobs, Jessie (CED) PB Summer Camp Assistant & PB Continuing Ed Instructor I
 Kean, Hannah (CED)..... PB Summer Camp Assistant
 Keenan, Seth (CED)..... PB Summer Camp Assistant & PB Summer Camp Instructor
 Larabee, Luke (CED)..... PB Con. Ed. Instructor & PB Summer Camp Assistant
 Mack, Dan (WFD)..... PB Contract Trainer III
 Mason, Cherice (HSK) Housekeeper
 Merz, Bonnie (WFD) PB Contract Trainer I
 Miles, Ben (CED) PB Project Support Specialist & PB Sumer Camp Assistant
 Miller, Heather (CED)..... PB Contract Trainer I & PB Project Support Assistant
 Meon, Jordan (OMS) Work Study
 Palmer, Mariah (C10)..... Adjunct Faculty
 Pittman, Nancy (C10)..... Adjunct Faculty

Porzelt, Sarah (CED).....PB Con. Ed. Instructor II
 Quinlan, Savanna (CED)PB Summer Camp Assistant
 Rugh, Sharyn (WFD)..... PB Contract Trainer I
 Schultz, LeAnndra (CED) PB Con Ed. Instructor I
 Scott, Timothy (WFD) PB Contract Trainer III
 Signorelli, Amelia (CED)PB Contract Trainer I & PB Project Supp. Specialist
 Stephenson, Lee (WFD) PB Contract Trainer II
 Taylor, Dylan (NAH)Student Assistant
 Unger, Lowell (WFD)..... PB Contract Trainer II
 Washington, Jamar (C10)Adjunct Faculty
 Watkins, Olivia (CED)PB Summer Camp Assistant
 Weckherlin, Nicole (OTA)Adjunct Faculty
 Wilson, Steve (WFD)Contract Trainer II
 Woodward, Lewis (THE) PB Theatre Production Assistant
 Woodward, Peggy (THE)..... PB Theatre Production Assistant
 Zablonski, Makayla (CAR)Student Assistant

ADJOURNMENT

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 8:07 p.m.