

**St. Charles Community
College Board of Trustees
Meeting September 23,
2024
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on September 23, 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 in attendance: Vice President Mike Lissner, Secretary Jean Ehlmann, Treasurer Shirley Lohmar, and Trustee Mary Stodden.

Also present were College President Dr. Barbara Kavalier, Executive Vice President for Administrative Services Todd Galbierz, Provost/Chief Academic Officer for Academic Affairs Dr. Amy Koehler, Vice President for Operations & Strategic Initiatives John Wiemann, Chief of External Campuses Shelley Machens, Chief Financial Officer Ken Kershaw, Events Coordinator Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were Officer Shannon Eaton, Officer Ben Roughly, Chris Hazel, David Seward, Don Popham, Arnie Dienoff, and Marvin Tobias.

SET PROPERTY TAX RATES FOR 2024

The Board of Trustees announced the Public Hearing as mandated by state law to set the property tax rates for tax year 2024. The Public Hearing included the following:

Executive Vice President Todd Galbierz presented that the college recommends the following tax rates for the tax year 2024:

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

The general revenue tax rate for tax year 2024 is the same as the rate from 2023. The state law requiring a reduction in the general revenue tax rate when assessed property values increase is not triggered this year. Tax year 2024 is not a reassessment year in St. Charles County.

The tax rate for debt service purposes is the same as the prior year's rate. The rate for 2024 includes the debt service for the Proposition Community College bonds (Series 2021) and one other bond issue (Series 2016). As a point of reference, the debt service tax rate was \$0.044 when the Proposition Community College bonds were issued.

Board President Cilek opened the floor for public comment. Arnie Dienoff made a recommendation to set the rate at \$0.16 per \$100 of assessed value.

On a motion by Lohmar, a second by Lissner, 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 Cilek led trustees and attendees in the Pledge of Allegiance.

BOARD POLICY STATEMENT

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

APPROVAL OF AGENDA – ACTION

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

ACCEPTANCE OF MINUTES: August 9, 2024, BOARD OF TRUSTEES MEETING

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion, the minutes of the August 9, 2024, Board of Trustees Meeting were accepted.

ACCEPTANCE OF MINUTES: August 9, 2024, BOARD OF TRUSTEES STUDY SESSION MEETING

On a motion by Stodden, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the minutes of the August 9, 2024, Board of Trustees Study Session Meeting minutes were accepted.

TREASURER'S REPORT

Trustee Lohmar read the Treasurer’s Report. Cash in bank \$ 18,639,264; total investments \$50,041,192; tuition and fees received to date \$10,763,054; local taxes received to date \$261,959 state appropriations received to date \$3,322,902. On a motion by Lissner, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

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 \$10,559,654.

FACULTY REPORT

Marvin Tobias reported on the following activities and achievements of SCC faculty:

- Professor Vicky Herbal recently received her Doctoral degree in Education from

the University of Missouri. Dr. Herbal is currently working on her sabbatical proposal to be submitted this month to the SCC sabbatical committee.

- Kathleen Sanker was recently awarded the Callanan Excellence in Teaching Award.
- SCC business faculty are collaborating with administration to create and launch SCC's new Entrepreneurial Institute.

REPORT OF THE COLLEGE PRESIDENT

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

- The SCC Foundation hosted its annual President's Golf Scramble event today at Old Hickory. Proceeds go to funding scholarships for SCC students.
- Cougar Comeback was a big success this year and enrollment is up 5.4%.
- SCC's new website is now live. There are many enhancements such as the ability to post videos as well as current academic offerings in real-time.
- The new Entrepreneurial Institute has already received \$1000 in donations. The institute's mission is to serve as a resource for students, faculty, staff, and the community, with an interest in entrepreneurship, working with startups, leveraging leading-edge technology, along with business partners in the SCC region and service area. The Entrepreneurial Institute will provide an incubator center focused on new and emerging businesses and innovative technologies in alignment with instructional programming.

FAFSA REPORT

Director of Financial Aid David Seward provided a report on the changes to the FAFSA this year and the impact it is having on students, families, and what SCC is doing to provide support to our students. Mr. Seward did note that although the roll-out was very delayed, there were some positives such as the standard questionnaire going from 108 questions down to 48 questions. He also informed the board there is going to be more changes coming this year and that SCC is standing ready to provide support and help students navigate the FAFSA.

PROPOSITION COMMUNITY COLLEGE BOND AND FACILITIES UPDATE

Vice President Wiemann presented a short video providing an update on the Regional Workforce Innovation Center noting that construction is currently under budget and on time to open in August of 2025. He was then joined by Provost Dr. Amy Koehler to provide information on the Excellerator space in Schnare Library as well as renovations to the library on the first floor.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENTS FOR REVIEW

Article V.35 Motor Vehicle Regulations was reviewed and will become an action item seeking approval at the October Board meeting. The responsible operation of private motorized vehicles is permitted only on college roads and parking lots. Operators of such vehicles are expected to abide by the procedures and guidelines stated within administrative procedures. A fine will be charged for violations of the College's motor vehicle regulations.

BIDS AND CONTRACTS

a. Schnare Library Carpet Replacement

On a motion by Stodden, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved a contract award for carpet replacement in the Schnare Library to Interface Services in Acworth, GA, in the total amount of \$258,495.78 plus a 10% contingency for a total of \$284,345.36. (Interface Services will contract with Flooring Systems, Inc. to install the carpet). Funding Source: Capital Projects Fund - \$100,000 & Proposition Community College Funds - \$184,345.36

b. Employee Benefits

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the renewal of the current medical insurance plan contract with Anthem Blue Cross and Blue Shield for a period of one (1) year with option to renew, in an estimated annual amount of \$3,497,470. Premiums and plan options remain the same; and to renew the current dental insurance plan contract with Cigna for a period of one (1) year with the option to renew, in an estimated annual amount of \$187,797. Premiums reflect an increase of 10%. Plan options remain the same. Funding Sources: Current Operating-Employee Benefits

c. Furniture for Regional Workforce Innovation Center

On a motion by Lohmar, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved the purchase of furniture for the Regional Workforce Innovation Center be awarded to CI Select of St. Louis, MO in the amount of \$651,405 plus a contingency amount of \$48,595 for a total amount not to exceed \$700,000. Funding Source: State of Missouri Transformational Project Funds

d. Architect for New Dardenne Creek Campus Building

On a motion by Lissner, a second by Stodden and a unanimous "AYE" vote to carry the motion, the Board awarded a contract to JEMA, St. Louis, MO, in the amount of \$320,400.00 plus a 10% contingency for a total of \$352,450.00 for professional design services for a new building at the Dardenne Creek Campus. Funding Source: MOExcels 2025 Grant Funding

e. Construction Management Services

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board awarded a contract for construction management services with Navigate Building Solutions, LLC, Brentwood, MO for 6 months with the option to extend for an additional 6 months in an amount not to exceed \$147,000.00 Funding Source: State of Missouri Transformational Project Funds and Proposition Community College Bond Proceeds

f. Concrete and Asphalt Repairs

On a motion by Lissner, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board awarded a contract for concrete and asphalt repairs with Byrne & Jones Construction, Bridgeton, MO, in the amount of \$205,461.00, plus a 10% contingency for a total of \$226,000.00. Funding Sources: State Maintenance & Repair - \$106,000 and College Parking Lot Funds - \$120,000

g. Snow and Ice Removal Services

On a motion by Stodden, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board a contract be awarded to Swinter Group, St. Louis, MO for an estimated amount of \$88,200.00. Funding Source: 2024/25 Current Facilities Operating Budget

SPIRE EASMENT REQUEST

On a motion by Ehlmann, followed by as second by Stodden the Board authorized Dr. Barbara Kavalier or Todd Galbierz to execute the necessary documents and take the actions appropriate to grant an easement to Spire Missouri for the purpose of gas utility lines.

CLOSED SESSION

At 7:56 p.m., a motion by Lissner and a second by Stodden followed by a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar and Stodden, the Board entered in to closed session as allowed by RSMo 610.021.13 to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment; 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 610.021.21 Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body.

Following the closed session, the regular meeting reconvened at 8:56 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, a second by Lissner, 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 September 23, 2024**

Full-time New and Replacement Hire

- Cagle, Charles (MTN)Maintenance Assistant
- Carranza, Aaron (ASM)..... Assessment Technician
- Davis, Princess (STU) Student Life Manager
- Drummond, Damion (ADV)Athletic Advisor-Education Coordinator
- Mills, Clare (ADV)Academic Advisor
- Schaper, Kylie (NAH) Instructor (Fixed Term)
- Williams, Danetta (ADC) Application Support Analyst

Full-time Faculty Annual Appointments for Academic Year 2024/25

- Bahm, Katie (PSY)..... Assistant Professor (Annual Appointment)

Full-Time Separations

Barro, Julie (DWP)	Career Consultant
Baumann, Joe (ENG)	Associate Professor
Collins, Frankie (ADV).....	Academic Advisor
Crank-Lewis, Debra (HIS)	Professor - Retired
Gray, Jacqueline (ENG).....	Professor - Retired
Keating, Katherine (FA)	Financial Aid Officer/A+
Klemme Eliceiri, Rebecca (LRS)	Cataloger
Jones, Angela (HSK).....	Housekeeper
Kalinin, Nick (FA)	Financial Aid Officer – Veteran Services
Li, Ying (LRS)	Library Public Services Manager - Retired
Mangrum, Richard (NET)	Network Administrator
Mason, Cherice (HSK).....	Housekeeper
Mugler, Sonja (AEL).....	Office Supervisor
Nunn-Faron, Nicole (EDU).....	Professor
Smalley, Jenna (ADV)	Academic Advisor
Smith, Brian (ART).....	Professor – Retired
Smothers, Caitlin (DWP)	Career Consultant
Vitaoe, Kirstie (ADV)	Academic Advisor

Part-Time New and Replacement Hires

Adams, Brita (WLD).....	Adjunct Faculty
Adams, Carsten (ACE)	Work Study
Bell, Wayne (CPT).....	Adjunct Faculty
Blundon, Katherine (AEL).....	PB AEL Instructor
Brummund, Matthew (CRJ)	Adjunct Faculty
Butler, Jessi (BK).....	Student Assistant
Burbes, Jordyn (FA).....	Student Assistant
Cardoza, Yesenia (OTA).....	Work Study
Ciolek, Raymond (AEL).....	PB AEL Instructor
Clynes, Emily (CAD)	Adjunct Faculty
Dicks, Patrick (CPT).....	Adjunct Faculty
Drysdale, Emily (FA)	Student Assistant
Duncan, Nick (CPT).....	Contract Trainer III
Edelbacher, Eva (IND)	Contract Trainer III
Ejeta, Chemedda (PHY)	Adjunct Faculty
Ezell, Teresa (ENG)	Adjunct Faculty
Giannotti, Emily (AEL)	PB AEL Instructor
Goerke, Abby (GDS)	Student Assistant
Gornet, Joshua (GDS).....	Student Assistant
Griesel, Kathryn (EDU)	Adjunct Faculty
Grott, Mary (AEL)	PB AEL Instructor
Hill, Grace (GDS).....	Student Assistant
Hofman, Karl (IND).....	Contract Trainer III
Holmes, Kenyatta (CMM).....	Adjunct Faculty
Howard, Amani (CRJ)	Adjunct Faculty
Hudson, Latina (NAH).....	PB Health Occupations Instructor
Jeevan, Tarun (CPT).....	Adjunct Faculty

Kamiti, Christine (CPT)	Student Assistant
Kenney, Marie (NAH)	Work Study
Latzel, Katelyn (GDS).....	Student Assistant
Lester, Calvin (CRJ).....	Adjunct Faculty
Martin, Christian (NAH)	Adjunct Faculty
Miller, Alexander (WLD).....	Contract Trainer III
Mills, Alison (CPT)	Adjunct Faculty
Mueller, Brian (WLD)	Contract Trainer III
Neu, Samantha (ART).....	Adjunct Faculty
O’Daniel, Renee (MAT)	Adjunct Faculty
Pettis, Kelly (PHE).....	Adjunct Faculty
Poertner, Andrew (GDS)	Student Assistant
Rich, Michelle (PHE).....	Adjunct Faculty
Rothfuss, Helen (MUS).....	Accompanist/Adjunct Faculty
Smith, Mariah (NAH).....	Adjunct Faculty
Smolinski, Alexander (BK)	Student Assistant
Spoor, Lydia (PHY).....	Adjunct Faculty
Rodgers, Suzanne (NAH).....	Adjunct Faculty
Simcox, Eric (ENG).....	Adjunct Faculty
Smith, Desiree (GDS).....	Student Assistant
Snyder, Rachel (NAH).....	Adjunct Faculty
Sossamon, Holly (OTA).....	Adjunct Faculty
Statham, Steven (CPT)	Adjunct Faculty
Sullivan, Lindsey (OTA).....	Adjunct Faculty
Thompson, Brian (IND)	PB Contract Trainer III
Tran, Khang (IND).....	PB Contract Trainer III
Von Keyserling, Natalee (BIO).....	Adjunct Faculty
Welker, Emily (FA).....	Work Study
Wells, Tamara (ENG).....	Adjunct Faculty
Whaley, Caitlin (BK)	Student Assistant
Wilkerson, Tabitha (BIO).....	Adjunct Faculty
Wilmes, Hannah (NAH)	Adjunct Faculty
Yanez, Leslie (NAH)	Adjunct Faculty

Part-Time Separations

Bertrand, Ben (ESL)	Adjunct Faculty
Bierman, Anastasia (ENG).....	Instructor
Bodart, Marissa (ART)	Student Assistant
Brummund, Matthew (CRJ)	Adjunct Faculty
Dutton, Chelsea (STU).....	Special Assignment
Guinn, Ashlyn (ART)	Student Assistant
Hillig, Samuel (ACE).....	Student Assistant
Jordan, Meon (OMS).....	Work Study
Krankel, Brooke (ART).....	Adjunct Faculty
Kroupa, Shelby (FA).....	Work Study
Lwasa, Mugombaaaron (ACE).....	Student Assistant
Martin, Carol (AEL).....	PB AEL Instructor
Martin, Lucille (BK).....	Student Assistant

McGilberry, Lyric (MKT)	Scooter
Passarelli, Nicole (ART)	Student Assistant
Ritter, Katie (RNP)	Adjunct Faculty
Sullivan, Lindsey (OTA).....	Adjunct Faculty
Ward, Logan (ACE)	Student Assistant
Williamson, Lilee (ART)	Student Assistant
Wright, Matthew (FA).....	Work Study

OTHER/ANNOUNCCEMENTS

Board President Celik reminded all in attendance that the Dardenne Creek Campus is hosting its Open House on Tuesday, September 24, 2024.

ADJOURNMENT

On a motion by Lohmar, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 8:58 p.m.