

**St. Charles Community College
Board of Trustees Meeting
April 22, 2024
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on April 22, 2024, 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 Treasurer Mike Lissner, Board Secretary Jean Ehlmann, and Trustee Shirley Lohmar.

Also present were College President Dr. Barbara Kavalier, Executive Vice President for Administrative Services/ Todd Galbierz, Provost Dr. Amy Koehler, Vice President for Operations & Strategic Initiatives John Wiemann, Vice President for Human Resources Terri Edrich, Interim Vice President for Student Affairs Dr. Bridget Golman, Chief Financial Officer Ken Kershaw, Executive Director Foundation and Chief of Staff Betsy Schneider, Sr. Administrative Assistant Amy Snyder, Executive Coordinator Oliva Tallo, and A/V System Engineer Nick Wallace.

Guests present were Officer Scott Binggeli, Officer Ben Rouggy, Officer Brandon Misher, Lindy McGuire, Michael Caito, Dr. Virginia Guneyli, Chris Hazel, Paul Roesler, and Gabe Harper.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

On a motion by Lohmar, a second by Cilek, 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.

CERTIFICATION OF APRIL 2, 2024, ELECTION RESULTS

On a motion by Lohmar a second by Cilek, and a unanimous "AYE" vote to carry the motion, the election of April 2, 2024 was certified.

ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY ELECTED BOARD MEMBERS

Board President Stodden administered the following Oath of Office to Trustees Ehlmann and Lissner: "I solemnly swear that I will support and defend the Constitutions of the

United States and the State of Missouri, and that I will faithfully serve the office of trustee of St. Charles Community College.”

ACCEPTANCE OF MINUTES: MARCH 25, 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 March 25, 2024, Board of Trustees Study Session were accepted.

ACCEPTANCE OF MINUTES: MARCH 28, 2024, BOARD OF TRUSTEES SPECIAL SESSION

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

TREASURER'S REPORT

Trustee Lissner read the Treasurer’s Report. Cash in bank \$19,657,918; total investments \$56,014,009; tuition and fees received to date \$17,558,607; local taxes received to date \$22,144,154; state appropriations received to date \$10,702,288. On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Treasurer’s Report was accepted.

APPROVAL FOR PAYMENT OF BILLS

On a motion by Cilek, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,776,455.

FACULTY ASSOCIATION REPORT

Dr. Virginia Guneyli provided a report on SCC Faculty activities supporting student success with the following highlights included:

- The Student Occupational Therapy Assisting club held two events during the semester. For Valentines Day, the club members created handmade cards and delivered them to Barathaven. The SOTA club also held a diaper drive and notated 100’s of diapers to Crisis Nursery.
- PTK advisor Christina Gant and co-advisor Cathy Daugherty accompanied 3 students to the annual convention in Orlando on April 4-7.

REPORT OF THE COLLEGE PRESIDENT

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

- SCC was close to the path of totality during the solar eclipse on Monday, April 8. The Schnare Library hosted a well-attended viewing event where they provided glasses and snacks.
- Amanda Turner, Assistant Professor of Nursing, was named Educator of the Year by the Missouri Organization for Associate Degree Nursing.
- Dr. Kavalier announced that John Clark, President and CEO of Masterclock, Inc. will be the commencement speaker for SCC’s 36th annual commencement exercises to be held at 6 p.m. Wednesday, May 15 at St. Charles Family Arena.

- Anthony Freund, a student in SCC’s Occupational Therapy Assistant program, received the Missouri Department of Elementary and Secondary Education’s “Breaking Traditions” award.
- SCC hosted Governor Mike Parson during his book tour signing on Thursday, April 18. His book “No Turnin’ Back G57” tells his “Made in America” story.
- Dr. Kavalier announced Shelley Machens has joined SCC as the Chief of External Campuses – leading the operations for the Dardenne Creek Campus, the Technical Center and Wentzville, and the new Regional Workforce Innovation Center.

PROPOSITION COMMUNITY COLLEGE UPDATE – INFORMATIONAL

Vice President John Wiemann presented an update on the bond-supported projects at SCC.

OUTDOOR KITCHEN CANOPY PURCHASE VOTE RATIFICATION – ACTION

On a motion by Cilek, a second by Lissner and a unanimous “AYE” vote, the board ratified the email vote to approve the purchase of the outdoor kitchen canopy.

PICKLEBALL COURT CONSTRUCTION – INFORMATIONAL

Executive Vice President Galbierz presented an overview of proposed pickleball court construction on the main SCC campus.

ACADEMIC AFFAIRS PRESENTATION

Provost Dr. Amy Koehler presented an overview of technology items that will be used to increase student success and that provided a broader understanding of bid items that were presented for approval.

BIDS AND CONTRACTS

a. Recruiting Communication Software/Parent Portal

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an award to CampusESP, Inc., Philadelphia, PA, in the amount of \$104,104.00 for parent portal software, to be paid annually as 2 Months Proration (4/30/2024 – 6/30/2024) \$5,479.00, Year 1 (7/01/2024 – 6/30/2025) \$32,875.00, Year 2 (7/01/2025 – 6/30/2026) \$32,875.00, Year 3 (7/01/2026 – 6/30/2027) \$32,875.00. Funding Source: Student Success Fee Funds

b. Student Wellness Program and Mental Health Services

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Timely Telehealth, LLC, Fort Worth, TX, in the amount of \$149,500.00, including implementation, for the first year of service, with the option to renew annually with an 8% increase. Services are scheduled to begin in Fall 2024. Funding Source: Student Life Operating Budget

c. Quality Matters Online Course Reviews

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Symbiosis Educational Consultants, New York, NY, in the amount of \$90,000.00 to review online courses for Quality Matters standards. Funding Source: Online and E-Learning Department

d. E-Commerce, Payment Plan, and Student Refund Disbursement Solutions

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Symbiosis Educational Consultants, New York, NY, in the amount of \$90,000.00 to review online courses for Quality Matters standards. Funding Source: Online and E-Learning Department

e. Service Desk Support

On a motion by Cilek, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the Board approved an award to SHI International, Somerset, NJ for a 3-year contract to include the one-time implementation fee of \$2,500.00 with three (3) subscriptions to be paid annually in the amount of \$26,287.00, for a total cost of \$81,361.00 to purchase Ocelot AI Chat for Service Desk Support. Funding Source: Technology Fund

f. Concrete Replacement

On a motion by Cilek, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved the contract for concrete replacement to Byrne & Jones Construction, Bridgeton, MO, in the amount of \$109,996.00, plus a 10% contingency for a total of \$120,995.60. Funding Sources: State Maintenance & Repair (50%) and Facilities Operating Budget (50%)

g. Carpet Replacement

On a motion by Lohmar, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an award for the base bid for carpet replacement in Conoyer Hall to Interface Services, Acworth, GA, in the amount of \$64,573.36 plus a 5% contingency for a total of \$67,802.00. Funding Sources: State Maintenance & Repair (50%) and Facilities Operating Budget (50%)

CLOSED SESSION

At 7:05 p.m., on a motion by Lissner and a second by Cilek followed by a roll-call vote of Cilek, Ehlmann, Lohmar, Lissner, 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. Following the closed session, the regular meeting reconvened at 8:08 p.m.

NOMINATION AND ELECTION OF OFFICERS: PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER – ACTION

On a motion by Ehlmann, a second by Lissner, and a unanimous “AYE” vote to carry the motion for the election of Pam Cilek as Board President.

On a motion by Lohmar, a second by Cilek, and a unanimous “AYE” vote to carry the motion for the election of Mike Lissner as Board Vice President.

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion for the election of Jean Ehlmann as Board Secretary.

On a motion by Cilek, a second by Ehlman, and a unanimous “AYE” vote to carry the motion for the election of Shirley Lohmar as Board Treasurer.

NOMINATION AND ELECTION OF LEGISLATIVE LIAISON AND FOUNDATION LIAISON – ACTION

On a motion by Cilek, a second by Lissner, and a unanimous “AYE” vote to carry the motion for the election of Rose Mack as Board Legislative Liaison.

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion for the election of Mary Stodden as Board Foundation Liaison.

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:

**PERSONNEL RECOMMENDATIONS
Submitted to SCC Board of Trustees
As of April 22, 2024**

Full-time New and Replacement Hire

Hibdon, Roy (MTN) Carpenter/Maintenance Technician
Scott, Dalton (HSK)..... Housekeeper

Full-Time Separations

Mitchell, Kelly (LRC) Reference Librarian
Niboh, Desmond (STU)..... Student Life Manager
Tiek, Frederick (PUR)..... Receiving Warehouse Coordinator

Part-Time New and Replacement Hires

Adams, Brita (WLD)..... Adjunct Faculty
Arakelian, Anita (IND) Contract Trainer III – Commercial Driving
Bernabe, Manuela (CED)..... Summer Camp Assistant

Brink, Tessa (CED) Summer Camp Assistant
 Hasser, Tracey (NAH) Adjunct Faculty
 Huelsing, Ava (LRC) Work Study
 Kalinin, Nicholas (ENS) Financial Aid Officer/Veteran Services
 Meyer, Emily (FS) Food Service Assistant
 Placido-Campanha, Amanda (FS)..... Food Service Assistant
 Stryhal, Sherry (CED).....PB Continuing Education Instructor II
 Plante, Eden (AEL)..... PB AEL Instructor
 Varwig, John (CED)..... PB Community Education Instructor III
 Watkins, Olivia (CED) Summer Camp Assistant
 Wessler, Catherine (CED)..... Summer Camp Assistant
 Zablonksi, Mikayla (CAR).....Work Study
 Zarate, Kevin (AEL)..... PB AEL Instructor

Part-Time Separations

Burgette, Dominique (OTA)Work Study
 Bruce, Andrea (ALH).....PB Health Occupations Instructor
 Kamp, Kristen (ACE) Student Assistant
 Schoonover, Kelly (CED).....PB Continuing Education Instructor I

ADJOURNMENT

On a motion by Lohmar, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 8:11 p.m.