

**St. Charles Community College
Board of Trustees Meeting
January 29, 2024
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on January 29, 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 Secretary Jean Ehlmann, and Trustee Rose Mack.

Also present were College President Dr. Barbara Kavalier, Sr. Vice President for Administrative Services/COO Todd Galbierz, CFO Ken Kershaw, Provost 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, Executive Director Foundation and Chief of Staff Betsy Schneider, Sr. Administrative Assistant Amy Snyder, and A/V System Engineer Nick Wallace.

Guests present were SCC Police Chief Bob Ronkoski, Officer Shannon Eaton, Andrea Compton, Rex McKanry, Chris Hazel, Darren Osburn, Marvin Tobias, Paul Roesler, Kris Drummond, Gabe Harper, Ranya Taqieddin, and Peggy Schnardthorst.

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

On a motion by Ehlmann, a second by Mack, 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: DECEMBER 4, 2023, BOARD OF TRUSTEES MEETING

On a motion by Cilek a second by Mack, and a unanimous "AYE" vote to carry the motion, the minutes of the December 4, 2023, Board of Trustees Meeting were accepted.

TREASURER'S REPORT

Trustee Cilek read the Treasurer's Report. Cash in bank \$17,256,138; total investments \$66,666,030; tuition and fees received to date \$17,562,532; local taxes received to date

\$20,023,887; state appropriations received to date \$7,491,601. On a motion by Ehlmann, 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 Mack, 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 \$4,727,090.

FACULTY ASSOCIATION REPORT

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

- In the Accounting department, SCC administered the National Intuit Certified Bookkeeping Professional exam and 11 of the 13 students taking the exam are now Certified Bookkeeping Professionals. Students also had the opportunity to take the QuickBooks Certificate Exam and 3 of 4 accounting students who took the exam passed and are now certified users.
- Professor of Biology Dr. Monica Hall-Woods was published in the *Scholarship and Practice of Undergraduate Research (April 2023)* and in the *Journal of Microbiology & Biology Education (Dec 2023)* for her work Genomics Research in Community College.
- The Student MSTA (Missouri State Teachers Association) welcomed students back to campus for Spring semester with Mocktails and Music on January 23, 2024.

REPORT OF THE COLLEGE PRESIDENT

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

- Dr. Kavalier was pleased to share that Assistant Professor of Biology Dr. Ranya Taqieddin received the Emerson Excellence in Teaching Award. This program annually recognizes educators in the St. Louis metropolitan area who are examples of excellence in their field.
- The faculty prepped for the Spring Semester during Inservice Week with a series of sessions, including incorporating playfulness into teaching, measurement of learning outcomes, AI in curriculum and many more. They continued with the “Imaginarium” concept, creating an environment meant to be strategic, innovative, and collaborative.
- The SCC Recruitment Team did over 90 college/career fairs and high school visits in the fall of 2023, including Cardinals Career Day at Busch Stadium, and the Amazon Distribution Career Choice Event.
- The new electronic sign is now active at the Dardenne Creek Campus which can be seen from I-64/40.
- Drs. Nicole Pinaire and Ranya Taqieddin were selected to participate in the National Science Foundation’s Community College Anatomy and Physiology Research, a multi-layered program focused on evidence-based instructional practices and educational research.

FACULTY SABBATICAL LEAVE REQUEST PRESENTATION

Dr. Darren Osburn, Paul Roesler, and Dr. Ranya Taqieddin presented their requests for sabbatical leave.

ESPORTS PRESENTATION AND APPROVAL

Dr. Kristen Drummond presented a proposal for the creation of an SCC eSports program and athletic team. On a motion from Ehlmann and second by Cilek, and a unanimous “Aye” the Board tabled the vote until the next regular meeting.

PROPOSITION COMMUNITY COLLEGE BOND ISSUE UPDATE

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

FISCAL YEAR 2023 AUDIT REPORT ACCEPTANCE RATIFICATION – Action

On a motion by Cilek, a second by Mack, and a unanimous “AYE” vote to carry the motion, the Board ratified the vote to accept the fiscal year 2023 audit report.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENT – Action

On a motion by Ehlmann, a second by Cilek, and a unanimous "AYE" vote to carry the motion, the Board approved the policy manual amendments Article I.11, Article IV.07, Article IV.13, Article IV.14, and the elimination of Policy 502.3.

a. Article I.11 Recording of Meetings or Other Conversations

The new policy protects the privacy of faculty and staff by prohibiting recording of meetings or other conversations without prior consent. This excludes instances where recording is protected by accommodation policies or federal law, recording of classroom instruction, which is determined by each faculty and recording of Board of Trustees Open meetings.

b. Article IV.07 College Holidays

Article IV.07 as a renumbered policy to separate College Holidays from other forms of Employee Leave.

c. Article IV.13 Employee Leave

Currently we have about four policies related to employee leave under the old numbering system: 735 (vacation) 770.1 (sick leave), 770.2 (personal leave) and 558.3 (personal leave). We wish to have just one leave policy related to vacation, personal time, and sick leave which will become Article IV.13.

d. Article IV.14 Military and FMLA Leave

Article IV.14 merges former policy 558.2 (FMLA) and policy 558.4 (Military Leave into one policy.

e. Elimination of Policy 502.3

Policy 502.3 is being recommended for elimination with policies and procedures associated with verification of employment being moved to the procedures of Article IV.05 Personnel Records and Administration.

BIDS AND CONTRACTS

a. Cybersecurity Managed Detection and Response Solution Renewal

On a motion by Cilek, a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved an award to SHI International, Somerset, NJ, in the amount of \$92,491.72 for the renewal of Arctic Wolf's Managed Detection and Response (MDR) solution for one year. Funding Source: Network Operations Operating Budget

b. Employee Benefits Insurance Broker and Related Services

On a motion by Ehlmann a second by Mack, and a unanimous "AYE" vote to carry the motion, the Board approved an award to AON Consulting, Inc., St. Louis, MO in the estimated annual amount of \$105,000.00 for core consulting fees and employee advocacy services for three (3) years with the option to renew for two (2) additional one-year terms. Funding Source: Current Operating - Employee Benefits

c. Outdoor Kitchen Construction

On a motion by Cilek, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the Outdoor Kitchen project at the FTTI to Integra Inc., St Charles, MO, in the total amount of \$124,624 plus a 10% contingency for a total of \$137,086. Funding Sources: SCC Foundation Funds \$45,000 and Strategic Investment Reserves \$92,086

CLOSED SESSION

At 8:04 p.m., a motion by Cilek and a second by Mack followed by a roll-call vote of Cilek, Ehlmann, 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 8:35 p.m.

FACULTY SABBATICALS – ACTION

On a motion by Ehlmann to table the vote, a second by Cilek, and a unanimous "AYE" vote to carry the motion the vote on sabbatical leave was tabled until the next regular meeting.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, a second by Mack, 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 January 29, 2024

Full-time New and Replacement Hire

Bell, Sarah (SCI) Science Lab Technician
Byrd, Kimberly (NAH)Specialist II Health, Human Services, & Natural Resources
Hannibal, Jonathan (TEC) Tier 2 Technical Support Analyst
Hollingsworth, Kristel (DPS) Police Officer
Ramos, Teresita (ADS).....Coordinator Financial Services
Rivera, Kimberly (ENS) Enrollment Services Assistant
Schubert, Stephen (TEC) Tier 2 Technical Support Analyst

Full-Time Separations

Galati, Joshua (IND)..... Instructional Coordinator
Leah, Christen (ENS)..... Assessment Technician
Valenti, Charlene (DPS)..... Police Dispatcher

Part-Time New and Replacement Hires

AuBuchon, Gina (EDU) Adjunct Faculty
Behrens, Jason (NAH)..... Adjunct Faculty
Binggeli, Tanya (DPS) Police Dispatcher
Bhaskar, Anu (C10)..... Adjunct Faculty
Camarena-Garcia, Adriana PB AEL Instructor
Casillo, Gianna (AEL) PB AEL Instructor
Craig, Keith (DPS) Police Officer
DeMott, Lauren (NAH) Adjunct Faculty
Dobbins, Victoria (DPS) Police Dispatcher
Drake, Jeffrey (DPS) Police Officer
Forinash, David (AEL) Adjunct Faculty
Fox, Matthew (WFD)..... Adjunct Faculty
Gerst, Karen (NAH)..... Adjunct Faculty
Gordy, Mindy (WFD) Adjunct Faculty - Manufacturing
Hamilton, Michael (ACE)Student Assistant – Math
Hou, Lydia (SOC)..... Adjunct Faculty
Johnson, Richard (WFD)..... Adjunct Faculty
Kamp, Kristen (ACE) Student Assistant – Biology
Koch, Kevin (PHY)..... Adjunct Faculty
Kramer, Roger (AEL)..... PB AEL Instructor
Krankel, Brook (ART) Adjunct Faculty
Lambert-Fetters, Deborah (LRC) Library Assistant
Lewis, Jeramy (PHY) Adjunct Faculty

McDonald, Christie (C10) Adjunct Faculty
Muhambre, Marlot (IRE) Student Assistant
O’Brien, Rachel (BIO) Adjunct Faculty
Peich, Karen (AEL) PB AEL Instructor
Selling, Gordon (CHM) Adjunct Faculty
Palmer, Mariah (C10) Adjunct Faculty
Priya, Chitra (PHY) Adjunct Faculty
Richter, Montie (EDU) Adjunct Faculty
Salkowski, Jennifer (NAH) Adjunct Faculty
Sherman, Roderick (CRJ) Adjunct Faculty
Smith, Evan (ART) Adjunct Faculty
Shive, Mary (AEL) PB AEL Instructor
Stuckstede, Stefanie (EDU) Adjunct Faculty
St. John, Amanda (NAH) Adjunct Faculty
Ward, Logan (ACE) Student Assistant - Math
Williams, Alyssa (ACE) Student Assistant – Math
Womick, John (CUL) Adjunct Faculty

Part-Time Separations

Claxton, Keanna (STU) Work Study
Carbone, Bianca (MKT) Student Assistant
Mohsen, Hawraa (AEL) PB AEL Instructor
Swartzenberg, Victoria (DWP) WIOA Programs Manager
Thompson, Kerry (ALH) PB Special Assignment
Vercher, Jonah (ACE) Learning Specialist

ADJOURNMENT

On a motion by Ehlmann, a second by Mack, and a unanimous “AYE” vote to carry the motion, the public meeting adjourned at 8:36 p.m.