

**St. Charles Community College  
Board of Trustees Meeting  
February 2, 2026  
6:00 p.m.**

**M I N U T E S**

**CALL TO ORDER**

The St. Charles Community College Board of Trustees met on February 2, 2026, 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: Board Vice President Mike Lissner, Board Secretary Jean Ehlmann, Trustee Seth Peimann, and Trustee Mary Stodden.

Board Treasurer Shirley Lohmar joined the meeting via Zoom at 6:05 p.m.

Also present were College President Dr. Barbara Kavalier, Executive Vice President Todd Galbierz, Vice President for Academic and Student Affairs Dr. Amy Koehler, Vice President for Operations & Strategic Initiatives Tony Rothermich, Vice President for External Campuses Shelley Machens, Chief of Staff Betsy Schneider, and IT Specialist Max Adamski.

Guests present were Interim Chief Scott Bingelli, Officer Brandon Mischer, Officer Ben Rouggy, Marvin Tobias, Jayme Novara, and Arnie C. Dienoff.

**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 meeting.

**APPROVAL OF AGENDA**

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

**ACCEPTANCE OF MINUTES: DECEMBER 8, 2025, BOARD OF TRUSTEES MEETING**

On a motion by Lissner, a second by Peimann, and a unanimous "AYE" vote to carry the motion, the minutes of the December 8, 2025, Board of Trustees Meeting were accepted.

**TREASURER'S REPORT**

Trustee Stodden read the Treasurer's Report. Cash in bank \$17,904,388; total investments \$61,341,282; tuition and fees received to date \$19,127,867; local taxes received to date \$20,538,425; state appropriations received to date \$6,764,976. On a motion by Piemann, 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 Lissner, 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 \$7,444,564.

### **FACULTY ASSOCIATION REPORT**

Marvin Tobias provided a report on SCC Faculty activities and accomplishments. Some highlights included:

- Faculty members supported student services through the Teams Helping Teams program during the peak registration periods in January.
- Professor Jim Martin hosted a Masterclass for students with guest Gene Pokorny.
- The Math Department faculty members have expanded their classroom experiences by offering active learning. This initiative encourages classes to work cooperatively in groups at boards throughout the classroom.
- In Computer Science, Professor Deepika Jagmohan is encouraging student engagement through her "Making Peanut Butter and Jelly Sandwiches" project. The project teaches students the importance of outlining the steps in algorithms and what happens when a step is missed.

### **REPORT OF THE COLLEGE PRESIDENT**

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

- The Spring 2026 semester kicked off with a 4.7% increase in headcount.
- The Cougar Comeback event helped welcome students back for spring semester, giving them the chance to learn about clubs, speak to faculty members, and register for classes.
- SCC Faculty attended In-Service Week prior to the start of the semester. During the week, faculty learned more about Immersive Learning experiences and how to bridge the gap between emerging technology and student-centered instruction.
- SCC hosted Ascension Catholic School at the Center for Immersive Learning. Fifth graders from the school experienced Dreamscape Learn and toured the SCC campus.
- Before the holiday break, faculty and staff gathered together for the Winter Social.
- The Young People's Theatre production of *White Christmas* was held before the holiday break with every performance being sold out.

## **SABBATICAL LEAVE REQUEST - *Informational***

Jayme Novara, Professor of English, presented her request for sabbatical leave for Fiscal Year 2027. Professor Novara's goal during the requested leave is to develop a health sciences-focused English Composition 101 course.

## **FOUNDATION UPDATE – *Informational***

Betsy Schneider, Chief of Staff and Executive Director of the Foundation, provided the board with an update on Foundation activities including the news of the Foundation's largest gift of \$5 million to support scholarships for STEM.

## **BIDS AND CONTRACTS**

### **a. Ratifications**

#### **1. Audio visual Equipment for the Discovery Lab**

On December 12, 2025, the Board of Trustees approved by email vote an award to Conference Room Technologies, Inc. for audio-visual equipment for the Discovery Lab. This purchase was time-sensitive due to grant funding. This audio-visual (AV) equipment will provide a robust platform for hands-on and interactive experiences.

On a motion by Lissner, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board ratified the email approval for Conference Room Technologies, Inc., Maryland Heights, MO, in the amount of \$506,386.92 for the audio-visual equipment for the discovery Lab.

#### **2. Unitree Humanoid Robot for the Discovery Lab**

On December 29, 2025, the Board of Trustees approved by email vote an award for the RoboStore LLC for a humanoid robot. This purchase was time-sensitive due to grant funding.

On a motion by Stodden, a second by Piemann, and a unanimous "AYE" vote to carry the motion, the Board ratified the email approval for RoboStore LLC, Plainview, NY, in the amount of \$62,449.00 for the purchase of a Unitree Humanoid Robot for the Discovery Lab.

#### **3. Culinary Equipment for Field to Table Institute**

On December 26, 2025, the Board of Trustees approved by email vote an award to 11400 LLC for culinary equipment to be installed in the Field to Table Institute. This purchase was time-sensitive due to grant funding. The bid package included an artisan stone, side-load fifty-six-inch (56") deck oven with a twelve (12) pan capacity and a twelve (12) five (5) quart lift countertop mixer with stand accessories.

On a motion by Stodden, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board ratified the email approval for 11400 LLC, Lancaster, PA in the amount of \$99,600.00 for a Doyon fifty-six (56) inch deck oven and twelve (12) stand mixers for use at the Field to Table Institute.

**b. Canvas Learning Management System Renewal**

On a motion by Piemann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved a contract renewal with Instructure, Inc., Salt Lake City, UT for a period of three (3) years for a total contract amount of \$591,173.82.

**c. Fanuc Mechanical Robots for the Discovery Lab**

On a motion by Stodden, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Aidex Educational Systems, Rossville, IN, in the estimated amount of \$73,895.00 for the purchase of two (2) six-axis mechanical robots for the Discovery Lab.

**d. Audio-Visual Equipment for Classrooms at the Center for Healthy Living**

On a motion by Piemann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Conference Room Technologies, Inc., Maryland Heights, MO, in the amount of \$341,872.89 to upgrade the audio-visual equipment in classrooms at the Center for Healthy Living.

**e. Medical and Surgical Equipment for the Surgical Technology Lab**

On a motion by Stodden, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved an award to ST Surg LLC, Marysville, WA, in the amount of \$53,163.61 for the surgical table, instrumentation trays, and autoclave to be used in the Surgical Technology Lab.

**CLOSED SESSION**

At 6:49 p.m., a motion by Stodden and a second by Lissner followed by a roll-call vote of Cilek, Ehlmann, Lissner, Lohmar, Stodden and Peimann, the Board entered in to closed session as allowed by RSMo 610.021.1 Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and RSMo 610.021.13 Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Following the closed session, the regular meeting was reconvened at 7:15 p.m.

**PERSONNEL RECOMMENDATIONS**

On a motion by Stodden, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the personnel recommendations as presented.

**SABBATICAL**

On a motion by Ehlmann, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved sabbatical leave for Jayme Novara.

## **OTHER BUSINESS**

The Study Session will be held on February 13, 2026. The next meeting is February 23, 2026.

## **ADJOURNMENT**

On a motion by Stodden, a second by Piemann, and a unanimous "AYE" vote to carry the motion, the public meeting adjourned at 7:16 p.m.