

**St. Charles Community College
Board of Trustees Meeting
November 3, 2025
6:00 p.m.**

MINUTES

CALL TO ORDER

The St. Charles Community College Board of Trustees met on November 3, 2025, 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, Board Treasurer Shirley Lohmar, and Trustee Mary Stodden.

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, Kimberly Lucas, Cynthia Askew, Tim Randazzo, Seth Peimann, Victoria Dalley.

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

ACCEPTANCE OF MINUTES: SEPTEMBER 29, 2025, BOARD OF TRUSTEES MEETING

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the minutes of the September 29, 2025, Board of Trustees Meeting were accepted.

TREASURER'S REPORT

Trustee Lohmar read the Treasurer's Report. Cash in bank \$14,244,939; total investments \$55,308,409; tuition and fees received to date \$14,091,998; local taxes received to date \$171,108; state appropriations received to date \$4,509,984. 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 Stodden, 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 \$5,528,470.

FACULTY ASSOCIATION REPORT

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

- Assistant Professor of Nursing, Emily Steffon, adopted Open Educational Resources that resulted in nearly \$40,000 worth of savings across all students.
- Accounting Professor Anna Boulware worked with seven students to help them earn their Intuit QuickBooks User Certification. An additional 16 students passed the Intuit national exam and became Certified Bookkeeping Professionals.
- Assistant Professor of Chemistry, Dr. Sophia Koziatek, has been able to connect SCC students with a UMSL professor who has allowed them to participate in academic research, advancing their educational journey.
- Dr. William Griffin, Professor of Anthropology and Sociology, had his class experience the Dreamscape Learn Free Roam pod. Dr. Griffin had the students apply critical thinking to find the combination of different civilizations within the Lost Pearl scenario.

REPORT OF THE COLLEGE PRESIDENT

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

- The Grand Opening for the Regional Workforce Innovation Center was held on October 2. The new facility is SCC's promise to connect students with the training and education needed for high-demand technical careers.
- SCC hosted the Counselors' Breakfast on September 26 at the Regional Workforce Innovation Center, allowing area high school counselors to tour the new facility.
- Registration for Spring and Summer Terms opened with "Fly-Through Registration" and "Haunted Advising" events.
- On October 9, an Open House was held at the Dardenne Creek Campus. Potential students had the opportunity to explore health occupation certifications and credit programs, as well as the culinary, agriculture, welding, and commercial driving programs.
- More than 800 community members received flu shots at the Flu Fighters vaccination event on September 26. SCC's Nursing and Medical Assisting faculty, along with over 100 Practical Nursing and Registered Nursing students, worked at the event.
- SCC hosted Manufacturing Day on October 7. Hundreds of high school students were in attendance to explore career opportunities in manufacturing.

- The 29th annual President's Classic Golf Scramble raised nearly \$50,000 for student scholarships and academic enhancements.
- SCC was proud to host the Naturalization Ceremony on Friday, October 17.

AUDIT PRESENTATION - Information

Victoria Dalley from the accounting firm of Sikich LLP presented the results of their Fiscal Year 2025 audit. Victoria shared that the college received an unmodified (clean) audit.

Following a review period, the Board of Trustees will take action to accept the audit report at the December 8, 2025, Board of Trustees meeting.

INVENTORY ADJUSTMENT – Action

On a motion by Lissner and a second by Lohmar, the board approved the removal of inventoried items with an original amount totaling \$921,814.33 from the College inventory records, as detailed in the Inventory Schedule.

BOARD OF TRUSTEES POLICY MANUAL AMENDMENT – Review

a. Article IV.12 Miscellaneous Employment Benefits

Article IV.12 Miscellaneous Employment Benefits is being presented in the new numbering to capture benefits such as tuition reimbursement, tuition waiver, Campus Store discount and tax-sheltered annuities.

BIDS AND CONTRACTS

a. Nursing Simulation Software and Hardware

On a motion by Stodden, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board approved an award to Utilitra, LLC, Edwardsville, IL, in the amount of \$71,677.39 for a three (3) year contract, with the option to renew for two (2) additional one (1) year terms for nursing simulation hardware and software upgrade.

b. Audio-Visual Equipment Update for the Center for Healthy Living

On a motion by Ehlmann, a second by Stodden, 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 \$53,539.44 for the Allied Health program audio-visual upgrade.

c. Additional Professional Design Services for New Building

On a motion by Lohmar, a second by Lissner, and a unanimous "AYE" vote to carry the motion, the Board awarded a revised total professional design services contract amount for the new FTTI building for JEMA, St. Louis, MO, of \$406,410.

d. Furniture for Library and EXCEerator

On a motion by Stodden, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the Board approved the purchase of furniture for the Schnare Library be awarded to Modern Business Interiors of St. Charles, MO in the amount of \$133,169 plus a contingency amount of \$13,317 for a total amount not to exceed \$146,486.

RESOLUTION FOR APRIL 7, 2026 ELECTION

A RESOLUTION CALLING AND PROVIDING FOR THE HOLDING OF AN ELECTION IN THE DISTRICT COMPRISING ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI, TO ELECT TWO MEMBERS TO THE BOARD OF TRUSTEES TO SERVE FOR A TERM OF SIX (6) YEARS AND ONE MEMBER TO THE BOARD OF TRUSTEES TO SERVE FOR A TERM OF TWO(2) YEARS.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ST. CHARLES COMMUNITY COLLEGE, ST. CHARLES COUNTY, MISSOURI:

That at the Election to be held within the district comprising St. Charles Community College, St. Charles County, Missouri, as provided by law on Tuesday, the 7th day of April 2026, there shall be submitted to the qualified electors of said College District the following question:

ELECTION OF TRUSTEES

To elect two (2) members of the St. Charles Community College Board of Trustees to serve for a term of six (6) years and one (1) member of the St. Charles Community College Board of Trustees to serve for at term of two (2) years.

ELECTION OF TRUSTEES

To elect two (2) members of the Board of Trustees to serve for a term of six (6) years.

To elect one (1) member of the Board of Trustees to serve for a term of two (2) years.

Trustee Lohmar made a motion to adopt the resolution and Trustee Lissner seconded the motion to adopt the foregoing resolution and said resolution, having received the affirmative vote of all members of the Board present, the president of the Board declared the motion carried and the resolution adopted this 4th day of November, 2025.

CLOSED SESSION

At 6:33 p.m., a motion by Lohmar 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 610.021.21 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 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 6:58 p.m.

PERSONNEL RECOMMENDATIONS

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

NOMINATION OF NEW TRUSTEE

Trustee Lissner put forth a nomination of Seth Peimann to fill Trustee Rose Mack's vacant

position. The nomination was seconded by Stodden, and a unanimous "AYE" vote ~~to carry~~ carried the motion, Seth Peimann was appointed as the newest member of the Board of Trustees.

OATH OF OFFICE

President Cilek administered the Oath of Office to Seth Peimann.

ANNOUNCEMENTS

The next meeting is December 8, 2025.

ADJOURNMENT

On a motion by Stodden, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, the public meeting adjourned at 7:02 p.m.