

**St. Charles Community College
Board of Trustees Special Meeting
May 8, 2020**

M I N U T E S

CALL TO ORDER AND ROLL CALL

The meeting of the St. Charles Community College Board of Trustees, held in a virtual environment due to the COVID-19 pandemic, was called to order at 2:00 p.m. by Board President Cilek. A quorum was present with the following members in attendance: Board President Pamela Cilek, Board Vice President Shirley Lohmar, Board Treasurer Rose Mack, Board Secretary Mary Stodden, Trustee Jean Ehlmann, and Trustee William Pundmann. College President Dr. Barbara Kavalier, Vice President for Human Resources/Chief Human Resources Officer Donna Davis, and Vice President for Administrative Services/Chief Operating Officer Todd Galbierz also participated in the meeting.

APPROVAL OF AGENDA

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

CHILD DEVELOPMENT CENTER REPORT

Administration shared that due to Coronavirus, on March 20, 2020, St. Charles Community College made the difficult decision to temporarily close the Child Development Center (CDC), followed by another decision to move all instruction and support services online through the end of the summer. These decisions were made to protect the health and safety of all students and employees. Additionally, it was shared that the College is facing significant budget challenges for the upcoming year. Vice Presidents Davis and Galbierz presented an overview of the CDC and shared information that highlighted the financial challenges facing the College due to an anticipated decline in enrollment and state support. In addition to a potential deficit in the operating budget, the CDC has a current deficit of more than \$70,000 per month due to its temporary closure and uncertainty about when the College will resume full operations. Historical information was also shared about the CDC budget and the fact that, although the Center is an auxiliary function of the College, it has consistently required transfer of other College funds to balance its budget. Also, contrary to the original purpose of the Center, it currently and primarily serves members of the general public rather than students and employees.

Dr. Kavalier recognized the excellent and long-standing reputation of the CDC and closed the presentation by reading excerpts of the many comments received from parents whose children are, or have been, positively influenced through the exemplary services provided by the CDC.

CLOSED SESSION

On a motion by Lohmar, a second by Mack, and a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden to carry the motion, the meeting was closed for discussion of RSMo 610.021.13: Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment; and RSMo 610.021.18: Operational guidelines, policies and specific response plans developed, adopted, or maintained by any public agency responsible for law enforcement, public safety, first response, or public health for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger public safety or health. Public disclosure of information discussed under RSMo 610.021.18 would impair the College’s ability to protect the security or safety of persons or real property, and the public interest in nondisclosure outweighs the public interest in disclosure of the records.

The public meeting reconvened at 3:38 p.m.

CHILD DEVELOPMENT CENTER

On a motion by Mack, and second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board moved to temporarily suspend operations of the CDC until the conditions identified by the Board have been met.

These conditions include suspending operations of the CDC until the college fully transitions to an on-campus environment. Before opening the CDC, the administration, supported by an inclusive advisory group, must develop a new business plan that ensures expanded services to students and establishes a self-sustaining operation which must be presented and approved by the Board.

Trustee Stodden reiterated appreciation for the comments received and and stated her hope for finding a model which will make the CDC a self-sustaining enterprise.

PERSONNEL RECOMMENDATIONS

On a motion by Lohmar, a second by Stodden, and a unanimous "AYE" vote to carry the motion, the Board approved the following amended personnel recommendations:

Full-time New and Replacement Hires

Martin, Holly (AA) Vice President for Academic Affairs

Full-time Changes

Barrett, Courtney (OTA)OTA Program Director (Additional Assignment)

Bussen, Jennifer (RNP) Nursing Program Director (Additional Assignment)

Koehler, Amy (NAH) Campus Dean to Provost – Dardenne Creek Campus

Full-Time Separations

Aguilar, Destiny (CD) Cook
 Arcelona, Kim (HIT) Assistant Professor
 Ben, Amanda (LPN) Assistant Professor
 Bernardy, Laurie (IGE) International Student Support Specialist (Retirement)
 Bozarth, Samantha (CD) Child Development Associate
 Cooke, Jennifer (CD) Child Development Associate
 George, Sheila (CD) Lead Teacher
 Hansen, Stacy (CD) Lead Teacher
 Lopez Romero, Maria (CD) Assistant Teacher
 Mawer, Katherine (CD) Director of Child Development Center
 McClearen, Kristin (CD) Assistant Teacher
 Mercurio, Lindsey (CD) Assistant Teacher
 Meyers, Janelle (CD) Lead Teacher
 Miller, Allison (CD) Assistant Teacher
 Pendell, Carol (CD) Assistant Teacher
 Ross, Laura (CD) Lead Teacher
 Siedner-Stout, Dana (CD) Lead Teacher
 Smith, Katherine (CD) Assistant Teacher
 Stevens, Ashley (CD) Assistant Teacher
 Sutton, Nicole (CD) Lead Teacher
 Twiehaus, MaryElizabeth (CD) Assistant Teacher
 Vinyard, Jennifer (CD) Operations Assistant
 Ward, Jenny (RNP) Instructor
 Wilhoit, Courtney (CD) Lead Teacher

Part-Time Separations

Bahram-ahi, Kimia (CHM) Adjunct Faculty
 Buse, Paul (TEC) Tier 2 Technical Support Analyst
 Bryan, Nicole (CD) Child Development Associate
 Cato, Amy (CD) Child Development Associate
 Dawkins, Linda (CHM) Adjunct Faculty
 Define, Susan (CD) Child Development Associate
 Ebert, Judy (GRD) PB Groundskeeper
 Feise, Bernadette (CD) Cook
 Flanagan, Mackenzie (CD) Child Development Associate
 Guild, Jeannie (CD) Office Assistant
 Hagar, Stacy (EDU) Adjunct Faculty
 Hagedorn, Aricca (CD) Child Development Associate
 Hebert, Jenna (CD) Child Development Associate
 Heisserer, Vicki (CD) Cook
 Jaecques, Brittany (CRJ) Adjunct Faculty
 King, Erin (ART) Adjunct Faculty
 Koch, Kelly (CD) Child Development Associate
 Kormann, Katelyn (CMM) Adjunct Faculty
 Krekeler, Jacqueline (CD) Child Development Associate
 Krieger, Christine (RNP) Adjunct Faculty

Lozano, Andrew (BIO) Adjunct Faculty
 Lurkins, Melissa (CD)..... Child Development Associate
 Peterson, Dorothy (MAT)..... Adjunct Faculty
 Pollien, Mei (CD) Assistant Teacher
 Remington, Vicki (MSB) Division Office Coordinator
 Robinson, Bryce (ART)..... Adjunct Faculty
 Ronkoski, Kathryn (CD) Child Development Associate
 Ruppert-Leach, Kristen (CMM) Adjunct Faculty
 Shea, Laura (ART) Adjunct Faculty
 Sheppard, Mark (ART)..... Adjunct Faculty
 Stock, Lori (BIO)..... Adjunct Faculty
 Syfert, Stephanie (EDU) Adjunct Faculty
 Tabaka, Lisabeth (CD) Child Development Associate
 Thuet, Tammie (LPN) Adjunct Faculty
 VanGeison, Curtis (SPE) Adjunct Faculty
 Vogt, Briana (HRS)..... Work Study
 Warren, Erica (EDU) Adjunct Faculty
 White, Edward (PHS)..... Adjunct Faculty
 Wyas, Melissa (CD)..... Child Development Associate
 Yarber, Ellen (CD) Administrative Secretary

ADJOURNMENT

On a motion by Mack, a second by Ehlmann, and a unanimous "AYE" vote to carry the motion, the meeting adjourned at 3:47 p.m.