

**St. Charles Community College
Board of Trustees Public Meeting
June 4, 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 12:00 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 and Vice President for Administrative Services/Chief Operations Officer Todd Galbierz also participated in the meeting.

APPROVAL OF AMENDED AGENDA

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

ACCEPTANCE OF MINUTES: APRIL 27, 2020, BOARD OF TRUSTEES REGULAR MEETING

On a motion by Stodden, a second by Mack, and a unanimous "AYE" vote to carry the motion, minutes of the April 27, 2020, Board of Trustees regular meeting were accepted as presented.

ACCEPTANCE OF MINUTES: MAY 8, 2020, BOARD OF TRUSTEES SPECIAL MEETING

On a motion by Ehlmann, a second by Lohmar, and a unanimous "AYE" vote to carry the motion, minutes of the May 8, 2020, Board of Trustees special meeting were accepted as presented.

TREASURER'S REPORT

Treasurer Mack presented the Treasurer's Report. Cash in bank \$8,748,496; total investments \$21,756,000; tuition and fees received to date \$16,774,876; local taxes received to date \$19,177,529; state appropriations received to date \$7,568,121. On a motion by Pundmann, 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 Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved payment of bills from the Operating Fund in the amount of \$2,853,622.

REPORT OF THE COLLEGE PRESIDENT

Dr. Kavalier presented the plan for transition to partial opening of the campus for the fall 2020 semester while ensuring the health and welfare of faculty, staff, students, and visitors amid the COVID-19 pandemic. A comprehensive reopening plan will be presented at the next regular meeting.

PRELIMINARY BUDGET FOR FY/21

Todd Galbierz presented the preliminary budget for Fiscal Year 2021. The final budget will be presented for action at the next regular meeting.

BOARD RESOLUTION

On a motion by Pundmann, a second by Stodden, and a unanimous “AYE” vote to carry the motion, the Board revoked the resolution ratified at the April 27, 2020, regular meeting.

REVIEW: BOARD OF TRUSTEES POLICY MANUAL REVISION

Article V.41 Emergency Response

The Board reviewed a proposal to combine existing policies *P-223 Emergency Response Plan*, *P-523 Emergency Response Plan* (mirrored in two sections of the current policy manual), and *P-409 Communicable Diseases and Blood Borne Pathogens* to create *Article V.41 Emergency Response*. The proposed policy has been expanded to include global pandemic as an emergency situation and includes temporary suspension of existing policies to the extent that any policy conflicts with permanent or temporary state and federal laws. Action will be taken at the next regular meeting.

ACTION: BOARD OF TRUSTEES POLICY MANUAL REVISION

Article II.05 Officers of the Board of Trustees

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board approved revision of *Article II.05 Officers of the Board of Trustees* to specify that election of officers will occur at the first meeting which follows receipt of certified election results from the county election authority.

Article VI.22 Coordinated Services to Support Campus Safety and Student Success

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved replacement of *P-491/P-591 Campus Assessment Response and Encouragement (CARE) Team* with *Article VI.22 Coordinated Services to Support Campus Safety and Student Success*.

The revision authorizes College administration to identify resources which promote the safety and well-being of students.

RATIFICATION OF MEDIA BUYING SERVICES

On a motion by Pundmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board ratified past expenses with 25th Hour Communications, Westwood, MA, in the amount of \$26,000.00 for media buying services and the related analytics dashboard between July 1, 2019, and May 31, 2020. *Funding Source: Marketing and Communications Department Operating Funds FY/20*

BIDS AND CONTRACTS

Mathematica Software Unlimited Site License

On a motion by Stodden, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board awarded a contract to Wolfram Research, Inc., Champaign, IL, in the amount of \$27,668.28 for purchase of a 3-year, unlimited site license agreement for Mathematica Software to be used by students and in the classroom for high-level math courses. *Funding Source: Math Department Operating Funds FY/20*

Contract for Media Buying Services

On a motion by Pundmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board awarded a one year contract, with the option to renew for up to four additional one-year terms, to 25th Hour Communications, Westwood, MA, in the estimated amount of \$175,000.00 per year for all media and management fees to include digital ads, radio ads, over-the-top ads, pre-roll video ads, YouTube ads, social media ads for Facebook/Instagram/Snapchat, email marketing, smart mailers, analytics dashboard, appropriate media research, and regular reporting during media campaigns. *Funding Source: Marketing and Communications Department Operating Funds FY/20 and FY/21*

Ratification of Laboratory Kits for Chemistry

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the Board ratified action taken on May 9, 2020, for purchase of chemistry laboratory kits from Hands-On-Labs, Englewood, CO, in an estimated amount of \$40,000.00 to provide at-home, college level chemistry kits for online instruction. *Funding Source: Science Department Operating Funds FY/20 and CARES Act Funding*

CLOSED SESSION

With a roll-call vote in which “AYE” votes were cast by Cilek, Ehlmann, Lohmar, Mack, Pundmann, and Stodden, the Board adjourned to closed session as allowed under RSMo 610.021.3 to discuss hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. The public meeting reconvened at 1:59 p.m.

PERSONNEL RECOMMENDATIONS

On a motion by Ehlmann, a second by Lohmar, and a unanimous “AYE” vote to carry the motion, the Board approved the following personnel recommendations:

Full-time Faculty Annual Appointments for Academic Year 2020/21

Arcelona, Kim (MDA)	Assistant Professor
Baca-Mejia, William (ECO)	Instructor
Boyd, Kara (COM).....	Assistant Professor
Day, Dusty (COM).....	Assistant Professor
Foster, Katherine (MAT).....	Instructor
Hagen, Stacey (NUR)	Instructor
Harper, Gabriel (HIS).....	Instructor
Hemmann, Sara (NUR).....	Instructor
Humphreys, Micah (AGR)	Associate Professor
Lager, Patricia (BIO)	Assistant Professor
Lyon, Jacob (CHM)	Instructor
Martin, James (MUS)	Associate Professor
Mercurio, Kimberly (CPT).....	Instructor
Nichols, Beth (OTA).....	Assistant Professor
Oberg, Steven (BUS).....	Assistant Professor
Prewitt, Dana (SOC)	Assistant Professor
Schmutz, Abby (OTA)	Assistant Professor
Schoenberger, Amy (LPN)	Instructor
Spaethe, Sarah (OTA)	Assistant Professor
Steffen, Emily (NPN).....	Instructor
Turner, Amanda (NUR)	Instructor
Veit, Amy (HIM).....	Instructor
Wang, Dayu (CPT)	Instructor

Full-time Changes

Bauer, Beth (RNP)	One-Year Fixed-Term Appointment, Instructor (renewed)
Hart, Amber (ENS).....	Events Coordinator to Assessment Services Supervisor
House, Ryan (LPN).....	One-Year Fixed-Term Appointment, Associate Professor (renewed)
Klasek, Barb (HSK).....	(additional role) Housekeeping Manager
Ouellette, Janet (ADS).....	Accounting Specialist to Payroll Manager
Ronkoski, Robert (FAC)	(additional role) Director of Construction & Facilities
Schoo, Diana (PUR)	Interim Purchasing Manager to Purchasing Manager

Full-Time Separations

Woodrum, Vicki (MAT)	Professor (Retirement)
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Part-Time New and Replacement Hires

Bourgeade, Lisa (BIO).....	Part-time Adjunct Faculty
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Part-Time Separations

Alvarez-Marin, Abel (MTN)	Work Study
Bazarova, Kadriya (FS).....	Student Assistant

Beasley, Lanae (CAR)	Work Study
Bievins, Allison (ACE)	Student Assistant
Bosire, Gloria (ESL)	Student Assistant
Bradshaw, Abigail (NAH)	Work Study
Bridegroom, Chase (ACE)	Peer Success Coach
Byrne, Jeffrey (SCI)	Student Assistant
Callewaert, Madeline (LRC)	Work Study
Calignaoan, Sophia (STA)	Work Study
Carpenter, Alyssa (ADS)	Work Study
Chowdhury, Sadifa (HRS)	Work Study
De Medeiros Costa, Pablo (FS)	Student Assistant
Diamond, Eva (ADS)	Work Study
Edson, Brian (ACE)	Educational Aide
Ennis, Kelli (CPT)	Student Assistant
Facio, Allaina (STU)	Work Study
Faller, Gina (TEC)	Work Study
Glenk, Emily (ACT)	Work Study
Guerra, Dianni (STA)	Work Study
Ham, Rebekah (ADR)	Work Study
Harman, Jennifer (ART)	Educational Aide
Harmon, Courtney (ART)	Work Study
Herrin, Luke (ACE)	Student Assistant
Hornaday, Vega (ESL)	Work Study
Howard, Emma (CPT)	Student Assistant
Hubbard, Benjamin (ENS)	Student Assistant
Hutchinson, Ella (BK)	Student Assistant
Ilunga, Charmante (FS)	Student Assistant
Ivanoff, Domanique (CPT)	Student Assistant
Jacobs, Christopher (ACE)	Student Assistant
Kale, Scott (TEC)	Student Assistant
Kastigar, Sarah (ACE)	Student Assistant
Kipp, Travis (CPT)	Student Assistant
Lane, Zachary (HRS)	Work Study
Lewis, Sean (CPT)	Student Assistant
Marcotte, Ryley (BK)	Student Assistant
Montanaro, Katelyn (IRE)	Student Assistant
Murray, Ryan (ART)	Student Assistant
Newsham, Anna (TEC)	Student Assistant
Nowak, Travis (ACE)	Student Assistant
Odenthal, Ronald (TEC)	Student Assistant
Odia, Raissa (IRE)	Student Assistant
Oliver, Cody (TEC)	Student Assistant
Pasillas, Sharon (ACE)	Peer Success Coach
Passarellim Nicole (STA)	Work Study
Schulte, Eric (ACE)	Educational Aide
Sells, Cassidy (ART)	Student Assistant

Sharp, Faith (ADR)	Work Study
Silver, MacKenzie (STU)	Work Study
Silver, Miranda (STA).....	Work Study
Snyder, Zachary (TEC)	Student Assistant
Soots, Alex (ACE).....	Student Assistant
Staley, Patricia (ART).....	Student Assistant
Staten, Elissa (ADV).....	Work Study
Sundman, Josiah (MUS)	Student Assistant
Swarnkar, Romyal (ACE).....	Student Assistant
Toebben, Martha (ADV).....	Academic Advisor
Underwood, Sarah (DSS).....	Work Study
Van Mondfrans, Tanner (CPT).....	Student Assistant
Vercher, Jonah (ACE).....	Student Assistant
Weisheyer, Gregory (TEC).....	Student Assistant
Whitecotton, Austin (CPT)	Student Assistant
Wilkins, Tobi (ART)	Student Assistant
Zeiser, Alexis (ACE).....	Student Assistant

ADJOURNMENT

On a motion by Mack, a second by Ehlmann, and a unanimous “AYE” vote to carry the motion, the meeting adjourned at 2:00 p.m.