The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, June 23, 2016, at the Wildwood Campus, 2645 Generations Drive, Wildwood, MO, pursuant to notice and in accordance with Section 610.020 RSMo, as amended.

1. Call to Order/Roll Call

Ms. Hattie Jackson, Chair, called the meeting to order at 7:26 p.m. The following members of the Board of Trustees were present: Ms. Hattie Jackson, Chair; Ms. Joan McGivney, Vice Chair; Ms. Libby Fitzgerald, Trustee; Mr. Rodney Gee, Trustee; Dr. Doris Graham, Trustee, and Dr. Craig Larson, Trustee, by video conferencing.

Also present were Dr. Jeff Pittman, Chancellor; Ms. Mary Nelson, General Counsel, and Ms. Rebecca Garrison, Associate for Board Relations.

2. Welcome to Guests

None.

3. Citizens Desiring to Address the Board Regarding Agenda Items

Ms. Margaret Hvatum addressed the Board regarding revisions to Board Policy and the importance of hiring faculty.

4. Adoption of Agenda/Revisions to Agenda

On motion by Mr. Gee and seconded by Ms. Fitzgerald, the Board unanimously adopted the agenda as revised.

5. Election of Officers

In accordance with Board Policy A.5, Election of Officers, elections were held for officers of the Board of Trustees of St. Louis Community College for the ensuing year.
Whereupon, nominations were called for the office of vice chair. Mr. Gee nominated Dr. Graham. Ms. Fitzgerald seconded the nomination. There being no other nominations, the Board voted unanimously for Dr. Graham to serve as vice chair for a term of one year or until her successor shall be elected and qualified.

Whereupon, nominations were called for the office of Board chair. Ms. Fitzgerald nominated Ms. McGivney. Dr. Graham seconded the nomination. There being no other nominations, Ms. McGivney was unanimously elected to serve as Board chair for a term of one year or until her successor shall be elected and qualified.

Ms. Jackson announced that the newly elected officers would immediately assume their offices. Ms. McGivney then presented an engraved plaque to Ms. Jackson in appreciation of her service as board chair and thanked her for her leadership.

6. Approval of the May 19, 2016 Regular Meeting Minutes

On motion by Dr. Graham and seconded by Mr. Gee, the Board unanimously approved the May 19, 2016 regular meeting minutes as written.

7. Approval of Resolution Re July 21, 2016 Executive Session of the Board of Trustees

On motion by Ms. Fitzgerald, and seconded by Ms. Jackson, the Board, by a roll-call vote, unanimously approved the resolution scheduling an executive session on July 21, 2016, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

8. Recognition of Student, Staff and Trustee Accomplishments

Ms. Julie Lay, Director of Communications, read statements of congratulations for students, staff and trustees on their recent awards and accomplishments.

9. Information Items

Rebecca Emerson, Director of School and Community Partnerships, presented on the status of School and Community Partnerships and answered questions from the Board.

Lauren Gosling, Director of Digital Services, presented on the College Website Redesign and answered questions from the Board.
10. **Approval of Fiscal Year 2017 Operating and Capital Budgets**

The Board was requested to approve the Fiscal Year 2017 Operating and Capital Budgets. Following discussion, on motion by Ms. Fitzgerald and seconded by Dr. Graham, the Board voted unanimously to approve the following resolution:

RESOLVED, that the Board of Trustees hereby approves the Operating and Capital Budgets for the 2017 fiscal year, all as more fully set forth in Exhibit A, attached hereto and by this reference incorporated herein, and

FURTHER RESOLVED, that the sums set forth in said budgets are hereby deemed appropriated for the purposes therein set forth.

11. **Approval of Revised Board Policies from the Triennial Review Process, as Outlined in Board Policy B.6.1**

On motion by Ms. Fitzgerald, and seconded by Dr. Graham, the Board unanimously approved the revised Board Policies brought forward through the Triennial Review Process, all as more fully set forth in Exhibit A, attached hereto and by this reference incorporated herein.

12. **Approval of Scheduling a Board Retreat on July 7, 2016**

On motion by Ms. Fitzgerald and seconded by Mr. Gee, the Board unanimously approved scheduling a Board Retreat on Thursday, July 7, 2016 at the Cosand Center.

13. **Nomination of Trustees to the Foundation Board**

Dr. Graham nominated Mr. Gee to serve as a member of the Board of Trustees on the Foundation Board. Ms. Fitzgerald seconded the nomination. There being no other nominations, the Board unanimously approved the appointment Mr. Gee.

14. **Approval of Consent Items**

Consent items were approved by a single motion and vote unless otherwise noted below.

14.1 **Consent Item Motion and Vote**
On motion by Mr. Gee and seconded by Ms. Fitzgerald, the Board unanimously approved the consent agenda items.

14.2 ACADEMIC AFFAIRS

Approval of Program Recommendations and Revisions

The Board, by consent, approved the following Resolution:

RESOLVED, that the Board of Trustees hereby approves the program recommendations all as more fully set forth in Exhibit B attached hereto and by this reference incorporated herein; and that, where appropriate, said programs be submitted to the Coordinating Board for Higher Education.

14.3 HUMAN RESOURCES

Human Resource Recommendations

The Board, by consent, approved the following resolution regarding human resource recommendations:

RESOLVED, that the Board hereby ratifies and/or approves personnel actions for certificated, physical plant and classified staff in accordance with established policies of the District, all as more fully set forth in Exhibit C attached to these minutes and by this reference incorporated herein; and

FURTHER RESOLVED, that, where appropriate, the Chancellor of the District or his designee is hereby authorized and directed to execute for and on behalf of the District, the appropriate contract or amendment to contract for the affected personnel.

14.4 BID AWARDS

Acceptance of Bids/Ratification of Contracts

The Board, by consent, approved the following resolution:

RESOLVED, that the Board of Trustees hereby accepts the bids and/or ratifies the contracts set forth in Exhibit D attached hereto and by this reference incorporated herein, to the lowest responsible bidder for the amounts indicated thereon and all in accordance with District specifications.
specified in the contract numbers indicated; said funds to be paid from the funds set forth in each item of Exhibit D; and

FURTHER RESOLVED, that the appropriate officer of the Board or the District be and hereby is authorized and directed to execute an appropriate contract in each instance.

14.5 FINANCE

Budget

A. Financial Reports

Financial reports will appear on a quarterly basis, in February, May, August and November.

14.6 CONTRACTS AND/OR AGREEMENTS

Contracts and/or Agreements

The Board was requested to approve the acceptance or renewal of various contracts, agreements and resolutions.

The Board, by consent, approved the following resolution regarding the acceptance or renewal of various contracts, agreements and resolutions between the District and various agencies, corporations and individuals located throughout the District:

RESOLVED, that the contracts, agreements and resolutions set forth in Exhibit E attached hereto and by this reference incorporated herein, are adopted and approved; and

FURTHER RESOLVED, that the appropriate Officer of the Board of the District be and hereby is authorized and directed to execute an appropriate contract in each instance.

14.7 ACCEPTANCE OF EXTERNAL FUNDS

Acceptance of External Funds
The Board, by consent, approved the following resolution regarding the acceptance of grants, contracts and equipment donations:

RESOLVED, that the Board of Trustees does hereby accept the grants, contracts, gifts and equipment donations for the College, all as more fully set forth in Exhibit F, attached hereto and by this reference incorporated herein; and

FURTHER RESOLVED, that the Chancellor be and hereby is authorized and directed to express appreciation, where appropriate, for and on behalf of the District; and

FURTHER RESOLVED, that with respect to federal grants for work-study programs, the Agency involved will be billed for matching funds and for Social Security; and

FURTHER RESOLVED, that the appropriate Officer of the Board or District be and hereby is authorized and directed to execute contracts with said agencies in each instance.

15. COMMUNICATIONS

15.1 Chancellor’s Report

Due to the late hour, Dr. Pittman tabled his monthly report until the July meeting. He introduced new Provosts Larry Johnson (Forest Park) and Carol Lupardus (Meramec) and welcomed them.

15.2 Board Chair’s Report

On behalf of the Board, I want to thank Trustee Jackson for her leadership as Board Chair over the past year. The College has faced many challenging issues during her time as Board Chair, and she has led the College well. In addition, I want to thank the Board for their confidence in me to assume this leadership role and congratulate Dr. Graham on her role as vice chair.

Several applications have come in to serve in the interim role for the sub district 1 vacancy. Our next step will be to interview candidates and seat the interim trustee at an upcoming meeting.
Dr. Graham recently served as a panelist on the topic of *Diversity & Political Decision Making* for the Sue Shear Institute. The institute advocates for equal representation of women in public life.

Dr. Graham and I and several of our St. Louis Community College associates attended the Urban League *Salute to Women in Leadership* celebration on June 17, when Stacy Edwards was honored for her achievement in education. We all know the commitment Stacy has for our students to achieve and how she is playing an integral role in building relationships with the community and our college. But, it’s always affirming when people outside the college see how dedicated our associates are and so, congratulations to Stacy and all our associates who strive every day to follow our mission to expand minds and change lives.

Many people are retiring during the month of June, and I want all of our retirees to remember that they have left behind a legacy of encouragement, achievement and work ethic that will always be a part of the college. A special thanks goes out to Ruby Curry, for serving admirably in the role of President at Florissant Valley. On behalf of the Board, congratulations and best wishes to all.

Also, I should note that Dr. Pittman will soon be completing his first year as Chancellor. We thank him for his dedicated service as our leader.

Dr. Graham, Mr. Gee and Dr. Larson represented the Board at the MCCA Trustee Conference in Lake Ozark. Due to the late hour, I would ask that they report on the conference at the July meeting.

15.3 Citizens Desiring to Address the Board Regarding Other Concerns

None.

15.4 Board Member Comments

Ms. Jackson thanked the Board for being great peers in helping her as Board Chair over the past year. She said the college is going in the right direction with community outreach and thanked the administration for sharing information with the Board.

16. NEW BUSINESS

None.
17. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Rebecca Garrison
Associate for Board Relations
MEMORANDUM

To: Board of Trustees

FROM: Jeff Pittman

DATE: June 23, 2016

SUBJECT: Board Agenda Modifications

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Section Page No.

14.3 1 Add: Appointments / Full-time Faculty:

Rudick, Patti; FP; Associate Professor (Ultrasound); IV-H; $71,274.00; replacement; effective 08/16/16.

Add: Appointments / Full-Time Administrative Professional Staff:

Elizabeth Perkins; FV; Campus Provost; A 27; $145,000.00; repurposed; effective 08/01/16.

Dreith, Michael; WW; Campus Associate Provost; A 26; $130,000.00; repurposed; effective 07/06/16.

Carter, Deborah; FV; Dean, Student Development & Enrollment Management; A 22; $100,000.00; replacement; effective 07/11/16.

Tolson, Kedra; CC; Executive Director, Marketing & Communications; A 20; $115,000.00; replacement; effective 06/24/16.

Massey, Julie; CC; Acting College Registrar; P 14; $73,900.00; duties of vacant position; effective 06/20/16 – 08/26/16.

Long, Stephen; CO; Associate Vice Chancellor, Workforce Solutions; A24; $133,000.00; reorganization; effective 07/01/16.

Ellison, Heather; CO; Manager, Continuing Education Programs District Wide; P 14; $65,975.00; reorganization; effective 07/01/16.

Deloch, Kelly; CO; Manager, Business, Finance and Technology Support; P 14; $72,435.00; reorganization; effective 07/01/16.
14.3  1  Robison, Donald; CO; Manager, Corporate Services; P 14; $76,049.00; reorganization; effective 07/01/16.

Gallo, Timothy; CO; Manager, Marketing and Communications, Workforce Solutions Group; P 12; $59,974.00; reorganization; effective 07/01/16.

3  Add: Appointments / Part-Time Classified Staff:

Fischer, Britni; WW; Information & Enrollment Assistant; OC 05; $14.67/ hour; temporary to continuing; effective 06/24/16.

5  Add: Resignations / Faculty:

Gee Hollins, Stacy; FV; Associate Professor (Information Systems); effective 07/31/16.
#7 Resolution Re July 21, 2016 Executive Session of the Board of Trustees

The Board is requested to approve the following resolution:

RESOLVED, that the Board of Trustees, pursuant to R.S. Mo. Section 610.022 (as amended 2004), schedules the holding of a closed meeting, record and vote on June 21, 2017 at 6 p.m. at the South County Education and University Center, 4115 Meramec Bottom Road, St. Louis, MO, in the First Floor Conference Room, for the following reasons:

1) to discuss legal actions, causes of action or litigation involving St. Louis Community College and to hold any confidential or privileged communications with the attorney for the College (Section 610.021 [1]), and the lease, purchase or sale of real estate (Section 610.021 [2]); and

2) to discuss action upon any personnel matters relating to the hiring, firing, disciplining or promotion of personnel, (Section 610.021 [3]); and

3) to discuss pending and future discussion and negotiations with employee groups of St. Louis Community College and the work product related thereto (Section 610.021 [10]); and

4) to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, (Section 610.021 [8]); and

5) to hold confidential or privileged communications with the auditor, including all auditor work product (610.021 [17]), and

6) to discuss records which are protected from disclosure by law (610.021(14), and

FURTHER RESOLVED, that notice of the closed meeting be given in accordance with R.S. Mo. Section 610.020 as amended 2004.

June 23, 2016
Board Agenda
Budget

FY2017

Approved by the Board of Trustees
June 23, 2016
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<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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<td>Budget Summary – General Operating</td>
<td>1-2</td>
</tr>
<tr>
<td>Census Day Enrollments Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Operating Fund</td>
<td>4</td>
</tr>
<tr>
<td>Operating Fund Revenue Charts</td>
<td>5</td>
</tr>
<tr>
<td>Operating Fund Expenditures and Transfers Charts</td>
<td>6</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>7</td>
</tr>
<tr>
<td>College and Student Activities</td>
<td>8</td>
</tr>
<tr>
<td>Public Safety, Pedestrian and Traffic Access</td>
<td>9</td>
</tr>
<tr>
<td>Student Aid</td>
<td>10</td>
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<tr>
<td>Maintenance, Repair, Debt Service and Capital</td>
<td>11-12</td>
</tr>
<tr>
<td>Rental of Facilities</td>
<td>13</td>
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<tr>
<td>Economic Development/Workforce Solutions Group</td>
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<td>Restricted</td>
<td>15</td>
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<td>Managed Property</td>
<td>16</td>
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<td>Auxiliary Services</td>
<td>17</td>
</tr>
<tr>
<td>Budget Assumptions</td>
<td>18-24</td>
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</table>
## Budget Summary-General Operating

### Year Ending June 30, 2017

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Operating</th>
<th>Technology Fee</th>
<th>College and Student Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Taxes</td>
<td>$ 60,248,800</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>State Appropriation</td>
<td>48,021,918</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Fees</td>
<td>37,235,245</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Fees</td>
<td>-</td>
<td>3,702,394</td>
<td>-</td>
</tr>
<tr>
<td>College Activity Fees</td>
<td>-</td>
<td></td>
<td>1,132,375</td>
</tr>
<tr>
<td>Continuing Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,625,000</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Other Fees</td>
<td>125,000</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Bad Debt</td>
<td>(750,000)</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>3,119,000</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>149,624,963</td>
<td>3,702,394</td>
<td>1,132,375</td>
</tr>
</tbody>
</table>

| Expenditures                          |           |                |                               |
| Salaries                              | 92,140,365 | 771,083        | 44,349                        |
| Benefits                              | 27,084,842 | 230,469        | 3,572                         |
| Supplies and Services                 | 17,540,869 | 1,736,839      | 401,590                       |
| Utilities                             | 4,817,499  |                | -                             |
| Institutional Contributions-Match     | 605,000    |                | -                             |
| Student Activities Budget-Agency      | -         | -              | 482,864                       |
| **Total Expenditures**                | 142,188,575 | 2,738,391      | 932,375                       |

| Transfers to (from) other Funds       |           |                |                               |
| To (From) ED/WSG Revenue              | -         | -              | -                             |
| To (From) Technology Fee              | (354,541)  | 354,541        | -                             |
| To (From) Auxiliaries                 | (125,000)  |                | -                             |
| To (From) Managed Property            | 160,250    |                | -                             |
| To (From) College Activities Fees     | (200,000)  |                | 200,000                       |
| To (From) Maintenance and Capital     | 4,000,000  | 872,126        | -                             |
| To (From) Student Aid                 | 791,076    |                | -                             |
| To (From) Leasehold bonds             | 5,406,679  |                | -                             |
| **Total Transfers**                   | 9,678,464  | 1,226,667      | 200,000                       |

| Total Expenditures and Transfers      | 151,867,039 | 3,965,058      | 1,132,375                     |

<p>| Increase (Decrease) in Net Assets    | $ (2,242,076) | $ (262,664) | $                             |</p>
<table>
<thead>
<tr>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
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<tr>
<td>$ 60,248,800</td>
<td>$ 60,156,723</td>
<td>$ 92,077</td>
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<td>48,021,918</td>
<td>45,826,560</td>
<td>2,195,358</td>
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<tr>
<td>37,235,245</td>
<td>41,208,446</td>
<td>(3,973,201)</td>
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<tr>
<td>3,702,394</td>
<td>2,979,368</td>
<td>723,026</td>
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<td>1,132,375</td>
<td>1,276,872</td>
<td>(144,497)</td>
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<td>1,625,000</td>
<td>1,525,000</td>
<td>100,000</td>
</tr>
<tr>
<td>125,000</td>
<td>320,881</td>
<td>(195,881)</td>
</tr>
<tr>
<td>(750,000)</td>
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<tr>
<td>3,119,000</td>
<td>3,800,000</td>
<td>(681,000)</td>
</tr>
<tr>
<td>154,459,732</td>
<td>156,343,850</td>
<td>(1,884,118)</td>
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<td>92,955,797</td>
<td>97,022,838</td>
<td>(4,067,041)</td>
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<td>27,318,883</td>
<td>28,314,218</td>
<td>(995,335)</td>
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<td>19,679,298</td>
<td>20,596,289</td>
<td>(916,991)</td>
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<tr>
<td>4,817,499</td>
<td>5,034,112</td>
<td>(216,613)</td>
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<tr>
<td>605,000</td>
<td>805,000</td>
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<td>482,864</td>
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<tr>
<td>145,859,341</td>
<td>152,310,893</td>
<td>(6,451,552)</td>
</tr>
<tr>
<td>-</td>
<td>(200,000)</td>
<td>200,000</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>(125,000)</td>
<td>(125,000)</td>
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</tr>
<tr>
<td>160,250</td>
<td>-</td>
<td>160,250</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>4,872,126</td>
<td>8,895,682</td>
<td>(4,023,556)</td>
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<td>791,076</td>
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<td>(51,929)</td>
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<tr>
<td>5,406,679</td>
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<td>2,157,015</td>
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<tr>
<td>11,105,131</td>
<td>12,663,351</td>
<td>(1,558,220)</td>
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<tr>
<td>156,964,472</td>
<td>164,974,244</td>
<td>(8,009,772)</td>
</tr>
<tr>
<td>$ (2,504,740)</td>
<td>$ (8,630,394)</td>
<td>$ 6,125,654</td>
</tr>
</tbody>
</table>
Census Day Enrollments
Credit Hours

Fiscal Year


603,127  583,187  519,259  473,284  420,968  378,951  336,447
# St. Louis Community College

## Operating Fund

### Year Ending June 30, 2017

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Taxes</td>
<td>$60,248,800</td>
<td>$60,156,723</td>
<td>$92,077</td>
</tr>
<tr>
<td>State Appropriation</td>
<td>48,021,918</td>
<td>45,826,560</td>
<td>2,195,358</td>
</tr>
<tr>
<td>Maintenance Fees</td>
<td>37,235,245</td>
<td>41,208,446</td>
<td>(3,973,201)</td>
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<td>Continuing Education</td>
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<td></td>
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<td>Tuition and Fees</td>
<td>1,625,000</td>
<td>1,525,000</td>
<td>100,000</td>
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<tr>
<td>Other Fees</td>
<td>125,000</td>
<td>320,881</td>
<td>(195,881)</td>
</tr>
<tr>
<td>Bad Debt</td>
<td>(750,000)</td>
<td>(750,000)</td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>3,119,000</td>
<td>3,800,000</td>
<td>(681,000)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>149,624,963</td>
<td>152,087,610</td>
<td>(2,462,647)</td>
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<tr>
<td><strong>Expenditures</strong></td>
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</tr>
<tr>
<td>Salaries</td>
<td>92,140,365</td>
<td>96,261,270</td>
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<tr>
<td>Benefits</td>
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<td>28,091,513</td>
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<td>Supplies and Services</td>
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<td>18,598,168</td>
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<td>Utilities</td>
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<td>5,034,112</td>
<td>(216,613)</td>
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<tr>
<td>Institutional Contributions-Match</td>
<td>605,000</td>
<td>805,000</td>
<td>(200,000)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>142,188,575</td>
<td>148,790,063</td>
<td>(6,601,488)</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To (From) ED/WSG Revenue</td>
<td>-</td>
<td>(200,000)</td>
<td>200,000</td>
</tr>
<tr>
<td>To (From) Technology Fee</td>
<td>(354,541)</td>
<td>-</td>
<td>(354,541)</td>
</tr>
<tr>
<td>To (From)Auxiliaries</td>
<td>(125,000)</td>
<td>(125,000)</td>
<td></td>
</tr>
<tr>
<td>To (From)Managed Property</td>
<td>160,250</td>
<td>-</td>
<td>160,250</td>
</tr>
<tr>
<td>To (From)College Activities Fees</td>
<td>(200,000)</td>
<td>(200,000)</td>
<td></td>
</tr>
<tr>
<td>To (From)Maintenance and Capital</td>
<td>4,000,000</td>
<td>8,360,272</td>
<td>(4,360,272)</td>
</tr>
<tr>
<td>To (From)Student Aid</td>
<td>791,076</td>
<td>843,005</td>
<td>(51,929)</td>
</tr>
<tr>
<td>To (From) Leasehold bonds</td>
<td>5,406,679</td>
<td>3,249,664</td>
<td>2,157,015</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>9,678,464</td>
<td>11,927,941</td>
<td>(2,249,477)</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>151,867,039</td>
<td>160,718,004</td>
<td>(8,850,965)</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$ (2,242,076)</td>
<td>$(8,630,394)</td>
<td>$6,388,318</td>
</tr>
</tbody>
</table>
Operating Fund

Revenue Charts

Budgeted Revenue FY 2016

Operating Budget

- Other Income: 2%
- Local Taxes: 40%
- State Aid: 30%
- Maintenance Fees: 27%
- Continuing Education Fees: 1%
- Other Income: 2%

Projected Revenue FY 2017

Operating Budget

- Other Income: 2%
- Local Taxes: 40%
- State Aid: 32%
- Maintenance Fees: 25%
- Continuing Education Fees: 1%
Budgeted Expenditures and Transfers
FY 2016
Operating Budget

Projected Expenditures and Transfers
FY 2017
Operating Budget
St. Louis Community College

Technology Fee

Year Ending June 30, 2017

<table>
<thead>
<tr>
<th>Revenues</th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fees</td>
<td>$3,702,394</td>
<td>$2,979,368</td>
<td>$723,026</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>3,702,394</strong></td>
<td><strong>2,979,368</strong></td>
<td><strong>723,026</strong></td>
</tr>
</tbody>
</table>

| Expenditures | | | |
| Salaries | 771,083 | 703,467 | 67,616 |
| Benefits | 230,469 | 218,027 | 12,442 |
| Supplies and Services | 1,736,839 | 1,522,464 | 214,375 |
| **Total Expenditures** | **2,738,391** | **2,443,958** | **294,433** |

| Transfers to (from) other Funds | | | |
| To College Operating | 354,541 | - | 354,541 |
| To (From) Maintenance and Capital | 872,126 | 535,410 | 336,716 |
| **Total Transfers** | **1,226,667** | **535,410** | **691,257** |

| Total Expenditures and Transfers | | | |
| | | | |
| | | | |
| **Increase (Decrease) in Net Assets** | | | |
| | | | |
| | | | |

| Breakdown of Expenditures and Transfers | | | |
| Instructional lab support salaries and benefits | $723,638 | $752,562 | $(28,924) |
| Instructional lab replacements and repair | 720,126 | 593,145 | 126,981 |
| Electronic library resources and MOBIUS | 285,000 | 277,000 | 8,000 |
| Instructional software | 418,002 | 389,588 | 28,414 |
| Online education salaries and benefits | 146,264 | 168,932 | $(22,668) |
| Online education materials and supplies | 740,666 | 372,517 | 368,149 |
| Online education College operating transfer | 354,541 | - | 354,541 |
| Online education capital transfer | 200,000 | - | 200,000 |
| Web redevelopment and maintenance salaries and benefits | 131,650 | - | 131,650 |
| Web redevelopment and maintenance materials and supplies | 245,171 | 425,624 | $(180,453) |
| **Total Expenditures and Transfers** | **3,965,058** | **2,979,368** | **985,690** |
St. Louis Community College

College and Student Activities

Year Ending June 30, 2017

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Activities Fees</td>
<td>$1,132,375</td>
<td>$1,276,872</td>
<td>$(144,497)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,132,375</td>
<td>1,276,872</td>
<td>(144,497)</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>44,349</td>
<td>58,101</td>
<td>(13,752)</td>
</tr>
<tr>
<td>Benefits</td>
<td>3,572</td>
<td>4,678</td>
<td>(1,106)</td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>401,590</td>
<td>475,657</td>
<td>(74,067)</td>
</tr>
<tr>
<td>Student Activities Budget-Agency</td>
<td>482,864</td>
<td>538,436</td>
<td>(55,572)</td>
</tr>
<tr>
<td>Special Projects</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Administrative Cost Allowance</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>932,375</td>
<td>1,076,872</td>
<td>(144,497)</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To (From) Operating</td>
<td>200,000</td>
<td>200,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>200,000</td>
<td>200,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>1,132,375</td>
<td>1,276,872</td>
<td>(144,497)</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>FY 2017</td>
<td>FY 2016</td>
<td>Change</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Activities Fees</td>
<td>$ 754,916</td>
<td>$ 823,482</td>
<td>(68,566)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>754,916</td>
<td>823,482</td>
<td>(68,566)</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>566,187</td>
<td>610,670</td>
<td>(44,483)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>566,187</td>
<td>610,670</td>
<td>(44,483)</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To (From) Maintenance and Capital</td>
<td>188,729</td>
<td>212,812</td>
<td>(24,083)</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>188,729</td>
<td>212,812</td>
<td>(24,083)</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>754,916</td>
<td>823,482</td>
<td>(68,566)</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
## Student Aid

*Year Ending June 30, 2017*

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>$ 28,317,161</td>
<td>$ 35,522,783</td>
<td>$(7,205,622)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 28,317,161</td>
<td>$ 35,522,783</td>
<td>$(7,205,622)</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$ 854,751</td>
<td>$ 856,893</td>
<td>$(2,142)</td>
</tr>
<tr>
<td>Benefits</td>
<td>$ 68,809</td>
<td>$ 75,800</td>
<td>$(6,991)</td>
</tr>
<tr>
<td>Student Aid</td>
<td>$ 28,188,868</td>
<td>$ 35,447,533</td>
<td>$(7,258,665)</td>
</tr>
<tr>
<td>Administrative Cost Allowance</td>
<td>$ 73,209</td>
<td>$ 71,562</td>
<td>$ 1,647</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 29,185,637</td>
<td>$ 36,451,788</td>
<td>$(7,266,151)</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To (From) Operating and Auxiliary Services</td>
<td>(868,476)</td>
<td>(929,005)</td>
<td>60,529</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>(868,476)</td>
<td>(929,005)</td>
<td>60,529</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>$ 28,317,161</td>
<td>$ 35,522,783</td>
<td>$(7,205,622)</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Revenue Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grants</td>
<td>$ 26,853,000</td>
<td>$ 34,020,000</td>
<td>$(7,167,000)</td>
</tr>
<tr>
<td>Federal Work Study (FWS)</td>
<td>$ 899,739</td>
<td>$ 899,739</td>
<td>-</td>
</tr>
<tr>
<td>Supplemental Education Opportunity Grant (SEOG)</td>
<td>$ 564,422</td>
<td>$ 603,044</td>
<td>$(38,622)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 28,317,161</td>
<td>$ 35,522,783</td>
<td>$(7,205,622)</td>
</tr>
</tbody>
</table>

### Transfers to (from) other Funds Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees Scholarships</td>
<td>$(722,267)</td>
<td>$(767,205)</td>
<td>$ 44,938</td>
</tr>
<tr>
<td>Auxiliary Services Scholarships</td>
<td>$(77,400)</td>
<td>$(86,000)</td>
<td>$ 8,600</td>
</tr>
<tr>
<td>College Match - FWS Employer Taxes</td>
<td>$(68,809)</td>
<td>$(75,800)</td>
<td>$ 6,991</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>$(868,476)</td>
<td>$(929,005)</td>
<td>$ 60,529</td>
</tr>
</tbody>
</table>
## Maintenance, Repair, Debt Service and Capital

### Year Ending June 30, 2017

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Repair and Capital</td>
<td>$5,328,832</td>
<td>$9,203,494</td>
<td>($3,874,662)</td>
</tr>
<tr>
<td>Leasehold Bonds - Principal and Interest</td>
<td>$5,406,679</td>
<td>$3,249,664</td>
<td>$2,157,015</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$10,735,511</td>
<td>$12,453,158</td>
<td>($1,717,647)</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Maintenance Repair and Capital</td>
<td>($4,000,000)</td>
<td>($8,360,272)</td>
<td>$4,360,272</td>
</tr>
<tr>
<td>Technology - Campus Based</td>
<td>($872,126)</td>
<td>($535,410)</td>
<td>($336,716)</td>
</tr>
<tr>
<td>Public Safety, Pedestrian and Traffic Access</td>
<td>($188,729)</td>
<td>($212,812)</td>
<td>$24,083</td>
</tr>
<tr>
<td>Auxiliary Services Capital</td>
<td>(95,000)</td>
<td>($95,000)</td>
<td>-</td>
</tr>
<tr>
<td>Rental of Facilities Capital</td>
<td>(35,000)</td>
<td>-</td>
<td>($35,000)</td>
</tr>
<tr>
<td>ED/WSG Capital</td>
<td>(137,977)</td>
<td>-</td>
<td>(137,977)</td>
</tr>
<tr>
<td>Leasehold bonds</td>
<td>($5,406,679)</td>
<td>($3,249,664)</td>
<td>($2,157,015)</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>($10,735,511)</td>
<td>($12,453,158)</td>
<td>$1,717,647</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>
## Breakdown of Operating Maintenance, Repair and Capital Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof</td>
<td>$635,000</td>
<td>$825,000</td>
<td>$(190,000)</td>
</tr>
<tr>
<td>District-wide air handling unit replacements</td>
<td>300,116</td>
<td>-</td>
<td>300,116</td>
</tr>
<tr>
<td>Correct drainage and erosion at Florissant Valley</td>
<td>166,000</td>
<td>-</td>
<td>166,000</td>
</tr>
<tr>
<td>District-wide elevator upgrades</td>
<td>150,000</td>
<td>-</td>
<td>150,000</td>
</tr>
<tr>
<td>Concrete and Paving</td>
<td>100,000</td>
<td>117,188</td>
<td>(17,188)</td>
</tr>
<tr>
<td>Three four-wheel drive grounds trucks</td>
<td>90,000</td>
<td>-</td>
<td>90,000</td>
</tr>
<tr>
<td>Replace concrete steps Main Plaza Forest Park</td>
<td>85,000</td>
<td>-</td>
<td>85,000</td>
</tr>
<tr>
<td>Repair water leak Meramec</td>
<td>75,000</td>
<td>-</td>
<td>75,000</td>
</tr>
<tr>
<td>Repair main campus billboard Florissant Valley</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
</tr>
<tr>
<td>Two riding lawn mowers</td>
<td>15,000</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Paint exterior metal panels CWI</td>
<td>12,000</td>
<td>-</td>
<td>12,000</td>
</tr>
<tr>
<td>Facility emergencies</td>
<td>-</td>
<td>293,026</td>
<td>(293,026)</td>
</tr>
<tr>
<td>Forest Park bathrooms</td>
<td>-</td>
<td>500,000</td>
<td>(500,000)</td>
</tr>
<tr>
<td>Rooftop mechanical screens</td>
<td>15,000</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>AED replacements</td>
<td>27,530</td>
<td>-</td>
<td>27,530</td>
</tr>
<tr>
<td>Forest Park theater repair and updates</td>
<td>65,000</td>
<td>-</td>
<td>65,000</td>
</tr>
<tr>
<td>Forest Park physics and science lab equipment</td>
<td>63,500</td>
<td>-</td>
<td>63,500</td>
</tr>
<tr>
<td>Forest Park human patient simulator (EMS)</td>
<td>60,000</td>
<td>-</td>
<td>60,000</td>
</tr>
<tr>
<td>Forest Park digital radio graphics</td>
<td>-</td>
<td>180,000</td>
<td>(180,000)</td>
</tr>
<tr>
<td>Forest Park human patient simulator</td>
<td>-</td>
<td>120,000</td>
<td>(120,000)</td>
</tr>
<tr>
<td>Florissant Valley theatre lighting</td>
<td>63,101</td>
<td>-</td>
<td>63,101</td>
</tr>
<tr>
<td>Florissant Valley biology anatomy models, microscopes</td>
<td>38,260</td>
<td>-</td>
<td>38,260</td>
</tr>
<tr>
<td>Florissant Valley choral risers</td>
<td>5,717</td>
<td>-</td>
<td>5,717</td>
</tr>
<tr>
<td>Florissant Valley photography studio lighting and cameras</td>
<td>5,044</td>
<td>-</td>
<td>5,044</td>
</tr>
<tr>
<td>Florissant Valley relocate academic support center</td>
<td>-</td>
<td>200,000</td>
<td>(200,000)</td>
</tr>
<tr>
<td>Meramec theatre curtains</td>
<td>50,737</td>
<td>-</td>
<td>50,737</td>
</tr>
<tr>
<td>Meramec physical education mats</td>
<td>8,720</td>
<td>-</td>
<td>8,720</td>
</tr>
<tr>
<td>Meramec autoclave</td>
<td>-</td>
<td>45,000</td>
<td>(45,000)</td>
</tr>
<tr>
<td>Meramec kiln</td>
<td>-</td>
<td>26,000</td>
<td>(26,000)</td>
</tr>
<tr>
<td>Meramec flooring</td>
<td>-</td>
<td>20,000</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Vocational Enhancement equipment match</td>
<td>-</td>
<td>34,058</td>
<td>(34,058)</td>
</tr>
<tr>
<td>Classroom audio visual standardization and refresh</td>
<td>585,000</td>
<td>-</td>
<td>585,000</td>
</tr>
<tr>
<td>Employee desktop computer refresh</td>
<td>337,275</td>
<td>-</td>
<td>337,275</td>
</tr>
<tr>
<td>VDI pilot</td>
<td>154,000</td>
<td>-</td>
<td>154,000</td>
</tr>
<tr>
<td>Network switch refresh</td>
<td>150,000</td>
<td>-</td>
<td>150,000</td>
</tr>
<tr>
<td>Server refresh</td>
<td>100,000</td>
<td>-</td>
<td>100,000</td>
</tr>
<tr>
<td>High speed data center ports</td>
<td>100,000</td>
<td>-</td>
<td>100,000</td>
</tr>
<tr>
<td>SIP trunks for ShoreTel phone system</td>
<td>90,000</td>
<td>-</td>
<td>90,000</td>
</tr>
<tr>
<td>Ellucian Intelligent Learning and Portal</td>
<td>88,000</td>
<td>-</td>
<td>88,000</td>
</tr>
<tr>
<td>Data loss prevention implementation</td>
<td>65,000</td>
<td>-</td>
<td>65,000</td>
</tr>
<tr>
<td>UPS and battery refresh</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td>Wireless capacity increase</td>
<td>20,000</td>
<td>-</td>
<td>20,000</td>
</tr>
<tr>
<td>Strategic initiatives</td>
<td>200,000</td>
<td>-</td>
<td>200,000</td>
</tr>
<tr>
<td>IT</td>
<td>-</td>
<td>2,000,000</td>
<td>(2,000,000)</td>
</tr>
<tr>
<td>Additional maintenance, repair and capital</td>
<td>-</td>
<td>4,000,000</td>
<td>(4,000,000)</td>
</tr>
</tbody>
</table>

| Total Expenditures                                                         | $4,000,000| $8,360,272| $(4,360,272)|
## Rental of Facilities

**Year Ending June 30, 2017**

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$143,500</td>
<td>$127,000</td>
<td>$16,500</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>143,500</td>
<td>127,000</td>
<td>16,500</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>56,313</td>
<td>48,423</td>
<td>7,890</td>
</tr>
<tr>
<td>Benefits</td>
<td>5,679</td>
<td>6,192</td>
<td>(513)</td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>81,508</td>
<td>72,385</td>
<td>9,123</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>143,500</td>
<td>127,000</td>
<td>16,500</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To (From) Maintenance and Capital</td>
<td>35,000</td>
<td>-</td>
<td>35,000</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>35,000</td>
<td>-</td>
<td>35,000</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>178,500</td>
<td>127,000</td>
<td>51,500</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$(35,000)</td>
<td>$-</td>
<td>$(35,000)</td>
</tr>
</tbody>
</table>
### Economic Development/Workforce Solutions Group

**Year Ending June 30, 2017**

<table>
<thead>
<tr>
<th></th>
<th>Operating FY 2017</th>
<th>Operating FY 2016</th>
<th>Change</th>
<th>Restricted FY 2017</th>
<th>Restricted FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>$</td>
<td>$</td>
<td>- $</td>
<td>$ 5,057,173</td>
<td>$ 8,265,432</td>
<td>$(3,208,259)</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>100,000</td>
<td>100,000</td>
<td>-</td>
<td>2,497,500</td>
<td>-</td>
<td>2,497,500</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>100,000</td>
<td>100,000</td>
<td>-</td>
<td>7,554,673</td>
<td>8,265,432</td>
<td>(710,759)</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,098,251</td>
<td>1,133,181</td>
<td>(34,930)</td>
<td>2,161,338</td>
<td>2,024,966</td>
<td>136,372</td>
</tr>
<tr>
<td>Benefits</td>
<td>249,591</td>
<td>234,388</td>
<td>15,203</td>
<td>544,151</td>
<td>521,990</td>
<td>22,161</td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>169,095</td>
<td>123,348</td>
<td>45,747</td>
<td>3,732,249</td>
<td>4,763,210</td>
<td>(1,030,961)</td>
</tr>
<tr>
<td>Administrative and Indirect Cost Recovery</td>
<td>(1,116,935)</td>
<td>(955,266)</td>
<td>(161,669)</td>
<td>1,116,935</td>
<td>955,266</td>
<td>161,669</td>
</tr>
<tr>
<td>Institutional Contributions-Match</td>
<td>(430,000)</td>
<td>(630,000)</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>(29,998)</td>
<td>(94,349)</td>
<td>64,351</td>
<td>7,554,673</td>
<td>8,265,432</td>
<td>(710,759)</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To (From) Operating</td>
<td>-</td>
<td>200,000</td>
<td>(200,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>To (From) Maintenance Repair and Capital</td>
<td>137,977</td>
<td>-</td>
<td>137,977</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>137,977</td>
<td>200,000</td>
<td>(62,023)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>107,979</td>
<td>105,651</td>
<td>2,328</td>
<td>7,554,673</td>
<td>8,265,432</td>
<td>(710,759)</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$ (7,979)</td>
<td>$ (5,651)</td>
<td>$ (2,328)</td>
<td>$</td>
<td>-</td>
<td>$</td>
</tr>
</tbody>
</table>
## Restricted

**Year Ending June 30, 2017**

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and Contracts</td>
<td>$3,477,201</td>
<td>$3,202,426</td>
<td>$274,775</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>3,477,201</td>
<td>3,202,426</td>
<td>274,775</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,658,663</td>
<td>1,175,617</td>
<td>483,046</td>
</tr>
<tr>
<td>Benefits</td>
<td>409,095</td>
<td>250,580</td>
<td>158,515</td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>1,207,662</td>
<td>1,627,541</td>
<td>(419,879)</td>
</tr>
<tr>
<td>Maintenance Repair and Capital</td>
<td>201,781</td>
<td>148,688</td>
<td>53,093</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>3,477,201</td>
<td>3,202,426</td>
<td>274,775</td>
</tr>
</tbody>
</table>
## Managed Property

### Year Ending June 30, 2017

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
</tr>
<tr>
<td>Lease Income</td>
<td>$ 1,098,430</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,098,430</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>78,700</td>
</tr>
<tr>
<td>Benefits</td>
<td>20,765</td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>913,138</td>
</tr>
<tr>
<td>Utilities</td>
<td>246,077</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,258,680</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
</tr>
<tr>
<td>To (From) College Operating</td>
<td>(160,250)</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>(160,250)</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>1,098,430</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$ -</td>
</tr>
</tbody>
</table>
## Auxiliary Services

**Year Ending June 30, 2017**

<table>
<thead>
<tr>
<th></th>
<th>FY 2017</th>
<th>FY 2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Activities Fees</td>
<td>$377,458</td>
<td>$425,624</td>
<td>$(48,166)</td>
</tr>
<tr>
<td>Auxiliary Services Revenues</td>
<td>8,521,731</td>
<td>10,005,087</td>
<td>(1,483,356)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>8,899,189</td>
<td>10,430,711</td>
<td>(1,531,522)</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>1,446,415</td>
<td>1,631,907</td>
<td>(185,492)</td>
</tr>
<tr>
<td>Benefits</td>
<td>378,575</td>
<td>403,085</td>
<td>(24,510)</td>
</tr>
<tr>
<td>Supplies and Services</td>
<td>6,776,799</td>
<td>8,082,533</td>
<td>(1,305,734)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>8,601,789</td>
<td>10,117,525</td>
<td>(1,515,736)</td>
</tr>
<tr>
<td><strong>Transfers to (from) other Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To (From) Operating</td>
<td>125,000</td>
<td>125,000</td>
<td>-</td>
</tr>
<tr>
<td>To (From) Maintenance Repair and Capital</td>
<td>95,000</td>
<td>95,000</td>
<td>-</td>
</tr>
<tr>
<td>To (From) Student Aid</td>
<td>77,400</td>
<td>86,000</td>
<td>(8,600)</td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>297,400</td>
<td>306,000</td>
<td>(8,600)</td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>8,899,189</td>
<td>10,423,525</td>
<td>(1,524,336)</td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Assets</strong></td>
<td>$ -</td>
<td>$7,186</td>
<td>$(7,186)</td>
</tr>
</tbody>
</table>
Budget Assumptions

Year Ending June 30, 2017

Operating

Revenue

- Local taxes
  - Increase based on fiscal 2015 revenue
  - Tax rate is $0.2176 per $100 valuation
- State appropriations
  - Estimate includes St. Louis Community College's portion of the $4.5M equity funding increase
  - Includes an increase for performance funding
  - Includes reduction for MCCA equity agreement
- Maintenance fees
  - Decline in budgeted enrollment from 425,624 to 366,447 credit hours
  - Maintenance fees are unchanged in fiscal 2017
- Continuing Education tuition and fees increase based on fiscal 2013, 2014 and 2015 revenue
- Other fees decline based on fiscal 2013, 2014 and 2015 revenue
- Other revenue decline based on fiscal 2013, 2014 and 2015 revenue

Expenses

- Salaries
  - Faculty positions
    - Eliminate four unfilled positions at Forest Park
    - Eliminate eight unfilled positions at Florissant Valley
    - Eliminate ten unfilled positions at Meramec
  - Administrative positions
    - Add one Campus Associate Provost position
    - Add three Campus Provost positions
    - Eliminate Director Professional Development & Quality
    - Eliminate three College President positions
    - Eliminate four Vice President Academic Affairs positions
  - Professional positions
    - Add one position in School and Community Partnerships
    - Add one position in Human Resources
    - Add two positions in Vice Chancellor Student Affairs
  - Classified positions
    - Net reduction of two positions
  - Plant positions
    - Reduced by four vacant positions
Budget Assumptions (cont.)

- Part time budgets
  - Adjunct and overload reduced to fiscal 2015 actual
  - All other part-time reduced to average of fiscal 2013, 2014 and 2015 actual
  - $50,000 requested addition in adjunct and overload
  - $204,268 requested addition to average
- Benefits
  - Reduced for eliminated positions and reduced part-time budgets
  - Increase due to rise in medical benefit cost
- Supplies and services
  - Reduced to average of fiscal 2013, 2014 and 2015 actual
  - $1,052,004 requested addition to average
- Utilities
  - Decreased to reflect estimated fiscal 2016 expenditures
- Institutional Contributions-Match
  - Reduced by the amount of removed ED/WSG revenue transfer to College operating
- Transfers
  - ED/WSG transfer to college operating removed and offset by a reduction of College operating match provided to ED/WSG
  - Technology fee transfer included to support online education operating expenses
  - Support of managed property included
  - Maintenance and capital reduced anticipating new bond financing
  - Student aid reduced to reflect decline in student credit hours
  - Leasehold bonds increased for anticipated January 2017 bond issuance

Technology Fee

Revenue
- $341,624 decrease due to reduced credit hours
- $1,064,650 increase due to increase of $3 per credit hour beginning Fall 2016 for online education

Expenses

- Salaries
  - Professional positions
    - Added help desk supervisor and two web design and maintenance professionals
  - Classified positions
    - Eliminated one end-user technology specialist
  - Decrease due to vacant full-time positions filled at a lower rate
  - Decrease in part-time budget
Budget Assumptions (cont.)

- Benefits
  - Increase for medical insurance
  - Increase due to increase in personnel
- Supplies and service
  - $568,149 increase for online education
  - $386,981 increase for instructional lab replacements and repair
  - $28,414 increase in instructional software
  - $12,000 increase for electronic library resources
  - $4,000 decrease in Mobius fee
  - $180,453 decrease in web design and maintenance expenses
- Transfers
  - Transfer to College operating included to support online education operating expenses
  - Maintenance and capital transfer increased to satisfy needs in student labs

College and Student Activities

Revenue
- $144,497 decrease due to reduced credit hours

Expenses
- Salaries
  - $18,379 decrease in temporary labor as a result of reduced revenue
- Benefits
  - $1,478 decrease in benefits due to reduction in labor
- Supplies and service
  - $69,068 decrease as a result of reduced revenue
- Student activities budget – agency
  - $55,572 decrease as a result of reduced revenue

Public Safety Pedestrian and Traffic Access

Revenue
- $68,566 decrease due to reduced credit hours

Expenses
- Supplies and service
  - $44,483 decreased
    - Reduced revenue
    - Reduced number of U-PASSes required
- Transfers
  - $24,083 decrease to maintenance and capital as a result of reduced revenue
Budget Assumptions (cont.)

Student Aid

Revenue
- $7,167,000 decrease in Pell Grants based on estimated fiscal 2016
- $38,622 decrease in Supplemental Education Opportunity Grant based on award

Expenses
- $2,142 decrease in Federal Work Study labor to accommodate administrative cost allowance
- $6,991 decrease in benefits due to adjustment in benefit budget to fiscal 2017 estimated need
- $7,258,355 decrease in student aid
  - Decrease in Pell Grants based on estimated fiscal 2016
  - Decrease in Supplemental Education Opportunity Grant based on award
  - Decrease in Board of Trustees and auxiliary service scholarships based on credit hours
- $1,647 increase in administrative cost allowance
  - Increase in Federal Work Study administrative cost allowance
  - Decrease in Supplemental Education Opportunity Grant administrative cost allowance

Maintenance, Repair and Capital

Expenses and Transfers
- $1,869,667 decrease in maintenance, repair and capital
  - $4,360,272 decrease from operating
  - $184,716 increase from technology – campus based
    - Computer lab refresh
  - $24,083 decrease from public safety, pedestrian and traffic access
    - Funds police vehicles
    - Funds concrete repair and replacement
  - $35,000 increase in rental of facilities
    - Repair or replacement of Florissant Valley soccer field retaining wall
  - $137,977 increase in ED/WSG
    - $20,000 external signage for McKelvey building
    - $63,432 upgrade testing center and computer labs
    - $15,800 upgrade servers and backup system
    - $3,000 add video conference camera system to room 201
    - $15,370 upgrade computers used for graphic design and multimedia development
    - $20,375 upgrade video production equipment
  - $2,156,995 increase for leasehold bonds for a January 2017 new issuance
Budget Assumptions (cont.)

Rental of Facilities

Revenue
- $16,500 increase for facility rentals at Meramec

Expenses
- Salaries
  - $7,890 increase in salaries to support increased rental activities
- Benefits
  - $513 reduction in benefits due to a decrease in part-time fringe benefit rate
- Supplies and service
  - $9,123 increase support increased rental activities
- Transfers
  - Transfer to maintenance, repair and debt service for repair or replacement of Florissant Valley soccer field retaining wall

Economic Development and Workforce Solutions Group

Operating Expenses
- Salaries
  - Decrease due to completed grant work
- Benefits
  - Increase in medical insurance expense
  - Employee mix includes more full-time labor
- Supplies and services
  - Increase for rent of MET Center
- Administrative and Indirect Cost Recovery
  - Net decrease due to increased activity on grants with administrative and indirect cost recovery
- Institutional Contributions - Match
  - Reduced by the amount of removed ED/WSG revenue transfer to College operating
- Transfers
  - ED/WSG transfer to College operating removed and offset by a reduction of College operating match provided to ED/WSG
Budget Assumptions (cont.)

- $137,977 transfer to maintenance, repair and capital
  - $20,000 external signage for McKelvey building
  - $63,432 upgrade testing center and computer labs
  - $15,800 upgrade servers and backup system
  - $3,000 add video conference camera system to room 201
  - $15,370 upgrade computers used for graphic design and multimedia development
  - $20,375 upgrade video production equipment

Restricted Revenue
- $710,759 net reduction
  - MoMANUFACTURINGWins complete
  - Mississippi River Consortium complete
  - Increased State Economic Development projects

Expenses
- Salaries
  - Net increase for additional training in State Economic Development projects
- Benefits
  - Net increase
    - Increased labor for State Economic Development projects
    - Increase in medical insurance expense
- Supplies and services
  - Net decrease from completed grants
- Administrative and Indirect Cost Recovery
  - Net increase due to increased activity on grants with administrative and indirect cost recovery

Restricted Revenue
- $274,775 net increase resulting from potential new TRIO funding
  - Award year begins in October
  - 50% probability of award used

Expenses
- Salaries
  - Net increase resulting from potential new TRIO funding
- Benefits
  - Net increase resulting from potential new TRIO funding
- Supplies and services
  - Net decrease from completed grants
Budget Assumptions (cont.)

Managed Property

Revenue
- Current lease agreements
  - Higher Education Consortium of Greater Metropolitan St. Louis and St. Louis County Commission for Educational Media
  - Franciscan Sisters of Mary
  - Easter Seals
  - TWA Pilots Directed Account Plan
  - The Boeing Company
  - Direct Impact Business Education Center

Expenses
- Salaries
  - One professional
  - Part-time labor
- Benefits
  - Benefits for professional
- Supplies and services
  - Most based on the higher of fiscal 2015 or annualized fiscal 2016 expenses
  - Amortization
    - $64,604 Leasing Commissions
    - $238,519 Tenant Improvements
- Utilities
  - Based on the higher of fiscal 2015 or annualized fiscal 2016 expenses
- Transfers
  - Support from College operating

Auxiliary Services

Revenue
- Decreased college activities fees due to declining credit hours
- Decreased auxiliary services revenue due to fewer students using bookstores

Expenses
- Salaries
  - Decreased part-time budgets due to declining need
- Benefits
  - Increase medical expense for full-time employees
  - Decrease due to decreased part-time labor
- Supplies and services
  - Decreased as result of declining cost of sales
- Transfers
  - Student aid reduced to reflect decline in student credit hours
DIVISION A – GOVERNANCE PROCESS

A.3 Membership (R 1/08)

The Board of Trustees consists of six members elected for six-year terms from the four subdistricts of St. Louis Community College. THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT SHALL BE COMPOSED OF SEVEN MEMBERS, SIX OF WHOM SHALL EACH BE ELECTED TO A SIX-YEAR TERM FROM THE FOUR SUBDISTRICTS, AND ONE AT-LARGE MEMBER WHO SHALL BE APPOINTED TO A SIX-YEAR TERM BY THE COORDINATING BOARD FOR HIGHER EDUCATION.

A.4 Election of Members (R 1/08)

Six-memberS OF THE Board representing the four sub-districts of the College service area governs St. Louis Community College and shall be elected in accordance with statutory requirements outlined in Board Procedures, Section AP.1. ONE AT-LARGE MEMBER SHALL BE APPOINTED TO A SIX-YEAR TERM BY THE COORDINATING BOARD FOR HIGHER EDUCATION.

A.5 Election of Officers (R 1/08)

The officers of the Board of Trustees will be a chair and a vice chair who will be members of the Board, and a secretary (NORMALLY THE ASSOCIATE FOR BOARD RELATIONS) and a treasurer (NORMALLY THE VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION) who will be elected from the administrative or professional staff.

A 5.1 Election and Term of Office (R 1/08)

Officers of the Board will be elected at the first regular meeting of the Board after June 1 of each year. Vacancies will be filled as soon as practicable by electing a successor to the unexpired term of office.

Officers of the Board will be elected for a term of one year, will assume office immediately upon election TO THAT OFFICE, and will hold office until a successor is elected and qualified. Officers may be elected for successive terms without term limit.
A.6 Role of Officers (R 4/12)

Treasurer

At regular Board meetings, the treasurer will present QUARTERLY budget reports, detailing actual income and expenditures in relation to the approved budget. The treasurer also will make a complete report on the financial condition of the College at the end of each fiscal year.

A.8.11 Board Removal/Resignation (R 2/08)

1. Any Board member who changes his/her domicile or residency from the sub-district from which said Board member was elected will be deemed to have vacated or resigned as a trustee of the College effective at the next regularly scheduled Board meeting following the change of domicile or residency. At the beginning of said meeting, the Board will announce the vacancy and publicly invite interested, legally-qualified citizens to apply in accordance with Board policy.

2. Any Board member failing to attend Board meetings for three consecutive regular meetings, unless excused by the Board for reasons satisfactory to the Board, will be deemed to have vacated his/her seat on the Board. At the third consecutive regular meeting missed, the Board will announce the vacancy and publicly invite interested, legally-qualified citizens to apply.

3. IF THE BOARD FINDS THAT ONE OF ITS MEMBERS HAS VIOLATED DULY PROMULGATED BYLAWS OF THE ST. LOUIS COMMUNITY COLLEGE DISTRICT, THE BOARD’S DECISION WILL BECOME FINAL AND IMMEDIATELY EFFECTIVE PURSUANT TO SEC. 178.820.6(4) RSMO. THE SUBDISTRICT SEAT WILL THEREUPON BE DECLARED VACANT.

DIVISION AP – GOVERNANCE PROCESS - BOARD PROCEDURES

AP.9 Assuming Office (R 1/08)

Election results, if received from the relevant election commissioners, will be certified as the first agenda item at the first regular meeting of the Board of Trustees after the election of a member or members of the Board of Trustees. Then said member(s) should present themselves for the purpose of being seated. If election results have not been received prior to the first regular Board meeting, then election results will be certified at the next Board meeting and the member(s) should present themselves for the purpose of being seated. If the oath of office has not already been taken, the newly elected member or members will then swear or affirm the prescribed oath. A new member will file the oath with the secretary of the Board. The president CHAIR of
the Board of Trustees will thereupon recognize him/her as a member of the Board of Trustees. Thereafter, the newly-elected trustee will be entitled and qualified to perform the duties of the office of a member of the Board of Trustees.

AP.10 Vacancy, How Filled (R 1/08)

Whenever a vacancy occurs in the membership of the Board of Trustees for any reason, the Board will announce the vacancy at its next regularly scheduled meeting. Thereupon the Board will publicly invite interested, legally-qualified citizens to apply in writing to fill the vacancy until the next election of trustees.

The application will include the Declaration of Candidacy form as specified in Board policy, a statement of reasons for seeking the appointment and any other information, including a résumé, which the applicant believes may be helpful to the Board. Applications must be submitted to the Chancellor's office at least five days before the Board meeting at which applicants are to be interviewed.

If no suitable applicant is found after the Board has conducted interviews, the Board will again publicly invite interested, legally-qualified citizens to apply in writing to fill the vacancy.

The process of accepting applications and conducting interviews will continue until the Board, by majority vote of the remaining trustees, appoints an applicant to hold office until the next election held by St. Louis Community College when a trustee will be elected for the unexpired term. The newly-appointed trustee will take the oath of office and be seated at the next regular meeting of the Board.

WHENEVER A VACANCY OCCURS IN THE APPOINTED MEMBER’S SEAT DUE TO DEATH, RESIGNATION, REMOVAL FROM THE DISTRICT, OR BY OPERATION OF LAW OR OTHERWISE, THE COORDINATING BOARD FOR HIGHER EDUCATION SHALL, IN A LIKE MANNER, APPOINT A COMPETENT PERSON TO FILL SUCH VACANCY AND SHALL COMMUNICATE HIS OR HER ACTION TO THE BOARD SECRETARY OF THE DISTRICT. SUCH APPOINTED MEMBER SHALL HOLD OFFICE FOR THE REMAINDER OF THE UNEXPIRED TERM.
AP.11 Order of Business (4/12)

The Board Chair will call the members to order on the appearance of a quorum. The order of business, unless modified by the Board, will be as follows:

I. General Functions
   1. Call to Order and Roll Call
   2. Welcome to Guests
   3. Citizens Desiring to Address the Board Regarding Agenda Items*
   4. Adoption of Agenda/Revisions to Agenda
   5. Acceptance of Minutes
   6. Recognition of Student and Staff Accomplishments
   7. Informational Presentations
   8. Approval of Executive Session Resolution
   9. Board of Trustees Business
  10. Approval of Consent Agenda Items
      a. Instruction ACADEMIC and Student Services AFFAIRS
      b. Human Resources
      c. Bid Awards
      d. Finance
      e. Contracts and/or Agreements
      f. Acceptance of External Funds
  11. Communications
      a. 11.1 Chancellor’s Report
      b. 11.2 For the Good of the College BOARD CHAIR’S Report
      c. 11.3 Citizens Desiring to address the Board regarding other topics CONCERNS
      d. 11.4 Board MEMBER Comments
  12. New Business
  13. Adjournment

*Persons who wish to speak to the Board should sign in before the beginning of the meeting. The amount of time allotted to persons to speak will normally be limited to two minutes. Exceptions may be granted at the Board's discretion. During the meeting, the Board Chair, with unanimous consent of the Board, may recognize unregistered persons who wish to speak to the Board.
DIVISION B – GENERAL ADMINISTRATION

B.2 Officers of the College  (R 7/12)
The officers of the College are the chancellor, the campus presidents, the vice chancellor for academic and student affairs, the VICE CHANCELLOR FOR STUDENT AFFAIRS, the vice chancellor for finance and administration, AND the VICE CHANCELLOR FOR INFORMATION TECHNOLOGY/CHIEF INFORMATION OFFICER OR DESIGNEE. vice chancellor for technology and educational support services and the vice chancellor for workforce solutions.

B.3 Temporary Delegation of Responsibility  (R 10/96)
The chancellor may designate any officer to carry out his/her duties during a temporary absence of less than 30 days. If no such designation is made in writing to the Board (or Board president CHAIR), the vice chancellor for academic and student affairs will assume the chancellor's duties in his/her absence. When the chancellor and the vice chancellor for academic and student affairs both are absent, the vice chancellor for finance and business services ADMINISTRATION will assume the chancellor's duties until the return of the vice chancellor for academic and student affairs or the chancellor.

If the chancellor is absent or is expected to be absent for more than 30 working days or two regularly scheduled Board meetings, the Board of Trustees will appoint a temporary replacement.

B.6 Board Policy/Administrative Procedures  (R 4/03)
[AP B 4.1, B 4.2 & B 4.3]
The official record of the policies of the Board of Trustees of St. Louis Community College will be maintained by the Board secretary. Administrative procedures are approved by the chancellor and will be maintained by the Chancellor's office. A CopiesY of Board Policy/Administrative Procedures will be kept in the offices of each College officer, in each campus library, on the College's Internet website, and in other appropriate places. NOTIFICATION OF REVISIONS TO BOARD POLICY OR ADMINISTRATIVE PROCEDURE WILL BE COMMUNICATED VIA E-MAIL TO ALL FACULTY AND STAFF.

B.6.1 Board Policy/Administrative Procedures Review  (R 10/03)
[AP B 4.3]
To avoid obsolescence of the Board Policy/Administrative Procedures Manual, the College will engage in a complete review of the entire manual every three years beginning in the month of October.
B.13.3 Procedures to Follow in the Event of Sexual Assault (R 1/07)

In the event a student, employee or visitor is sexually assaulted on College property or at a College-sponsored or -supervised activity, the following procedures should be followed:

a. The student, employee or visitor should, as soon as possible after an assault has occurred, contact the College police, CAMPUS CHIEF STUDENT AFFAIRS OFFICER, Vice President for Student Affairs, Administrative Dean for Academic and Student Services, the College nurse, THE TITLE IX COORDINATOR, a member of the counseling staff, or any other available employee to report the incident. An official report should always be filed with the College police department.

b. The student, employee or visitor should, to the greatest extent possible, preserve any physical evidence that may help to establish proof of criminal assault and/or identify a perpetrator.

c. The student, employee or visitor should consider the advice of the College police and/or the College nurse relative to reporting the incident to local, state or federal authorities. If the victim wishes, the College police will assist with the reporting.

B.13.4 Campus Disciplinary Proceedings (R 7/94)

In the case of on-campus disciplinary action regarding an alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both the accuser and the accused should be informed of the outcome of any campus disciplinary proceedings brought alleging a sexual assault. (For actual student disciplinary procedures, see Student Rights and Responsibilities in the FACT FINDER STUDENT handbook ON THE COLLEGE WEBSITE AT WWW.STLCC.EDU/NEED2KNOW.)

B.15 Universal Precautions (R 7/94)

St. Louis Community College requires employees and students to use "universal precautions" to minimize contact with Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood-borne pathogens. Exposure incidents involving blood or other potentially infectious materials which occur as a result of College activities will be reported for appropriate follow up, in accordance with administrative procedures.

B.16.3 Disclosure Reports

Each College trustee, the chancellor, vice chancellors, the campus presidents, general counsel, and the chief purchasing officer will disclose the following information by May 1 if any such transactions occurred during the previous calendar year:
B.22 Safety

The College strives to eliminate accidents resulting in personal injury, property damage
and unnecessary human suffering; to provide and maintain safe and healthful conditions;
and to follow operating practices that will safeguard all students, visitors and staff.
Students and employees are required to utilize proper and safe procedures and practices
at all times, and to promptly report accidents and hazardous situations. Upon receipt of
such reports, the College will take appropriate action.

B.25 Use of Social Security Numbers

St. Louis Community College (“the College”) strives to protect the confidential nature of
social security numbers without creating unreasonable obstacles to the conduct of the
College’s business and the provision of services to its constituents. The College is
committed to the proper handling of social security numbers of its students, employees,
and individuals associated with the College and the maintenance of those numbers as
confidential information.

DIVISION C - ALL COLLEGE EMPLOYEES

(Provisions regarding specific employee groups may be found in the following: full-time
faculty Joint Resolution, professional bargaining unit Resolution, classified office and
technical bargaining unit Resolution and physical plant employees Resolution.)

C.10.1 Controlled Use of Computer Systems

The College provides controlled access to computer systems, networks and other
technology (local and Internet, FOR EXAMPLE) to employees. Computer
technology users must comply with College policies, procedures, Technology and
Educational Support Services INFORMATION TECHNOLOGY Operating
Guidelines and applicable laws.

C.10.3 Procurement Card

The College procurement card is provided to designated College employees to
facilitate pre-approved online procurement and small purchases, to assist in emergency
procurements, and to support College business travel.

Specific departments (i.e. theater, physical facilities and child care) DESIGNATED
COLLEGE EMPLOYEES WHO COMPLETE AND SIGN THE STLCC
PROCUREMENT CARD MEMORANDUM OF UNDERSTANDING may use
the College procurement card for small, routine purchases **NOT EXCEEDING THE**
**BID LIMIT REQUIREMENT OR CIRCUMVENTING THE USE OF**
**COLLEGE CONTRACTS.**

The Cardholder is responsible for the use and security of the card. Non-business expenses or misuse of the card is a personal liability that may result in disciplinary action up to and including termination.

**C.21.6 Family and Medical Leave Act of 1993** *(R 3/06)*

[AP C 21.6]

The Board of Trustees of St. Louis Community College is committed to compliance with the Family and Medical Leave Act of 1993 (FMLA) effective August 5, 1993.

Eligible employees (as defined under FMLA) will be provided with up to 12 weeks of job-protected leave within a rolling 12-month period measured backward from the date an employee uses any FMLA leave for certain family and medical reasons.

Employees will be required to provide at least 30 days advance notice when the leave is foreseeable. When leave is requested due to a serious health condition, the leave must be supported by a certification issued by the health care provider of the employee or the employee’s ill family member.

**C.23.1 Maintenance Fee Waiver Program** *(R 7/07)*

[AP C 25]

All full-time employees of the College and their immediate families and the immediate family of deceased full-time employees who served with the College at least 10 years may attend courses offered by the College without payment of maintenance fees. They will be subject to the same rules, regulations and entrance requirements as all other students of the College. Immediate family members will include spouses and children who meet the Internal Revenue Service definition as the employee’s dependent.

**TESTS FOR FINANCIAL DEPENDENCY.**
DIVISION D - FACULTY
(Additional policies concerning full-time faculty may be found in the Joint Resolution.)

D.1 Initial Placement (R 9/95)
[AP D 1]

D.1.1 Rank Assignment (R 9/95)
[AP D 1]
The appropriate College officer(s) will determine the academic ranks for all vacant full-time positions before such vacancies are announced.

An applicant's qualifications, including transcripts of academic work, professional certificates, verified related work experience, and a completed College employment application will be evaluated by the campus president CHIEF ACADEMIC OFFICER, or his/her designee, before a rank assignment is recommended.

D.3 Part-time Faculty (R 4/13)
The Board of Trustees authorizes the administration to employ part-time faculty on a temporary, non-continuing basis to teach or provide counseling or library instructional resource services. Ratification of such part-time employment will be presented to the Board as soon as practicable following the end of the fall, spring and summer sessions.

The normal maximum assignment for part-time faculty in any semester is nine semester credit hours or the equivalent contact hours. For the purposes of Public School Retirement System retirees, 18 credit hours is equivalent to 550 clock hours per fiscal year. PART-TIME FACULTY MUST CONVERT CREDIT HOURS TAUGHT TO CLOCK HOURS IN ORDER TO ACCURATELY TRACK HOURS WORKED, SUBJECT TO PUBLIC SCHOOL RETIREMENT SYSTEM REGULATIONS. THE CURRENT CONVERSION IS ONE CREDIT HOUR EQUALS 30 CLOCK HOURS.
The 550 clock hours are intended to include any hours that the part-time faculty spends at an adjunct orientation event for each semester during which that part-time faculty member will be teaching courses.

D.3.1 Initial Placement (R 9/95)
Subject to budgetary limitations, all part-time faculty teaching standard credit hour courses will be placed on the appropriate scale based upon their academic credentials and prior work experience in relation to the stated minimum requirements for each scale, as outlined in Board policy.

With the approval of the chancellor, campus presidents CHIEF ACADEMIC OFFICERS may waive the eligibility requirements for placement on a scale.
D.3.2 Compensation (R6/11)

Salary Schedule for Standard Credit Hour Courses
(Effective Fall 2015)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<td>$623</td>
<td>$698</td>
<td>$798</td>
<td>$924</td>
<td>$1029</td>
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<tr>
<td></td>
<td>635</td>
<td>712</td>
<td>814</td>
<td>939</td>
<td>1,050</td>
</tr>
</tbody>
</table>

(per semester credit hour)

D.3.3 Advancement (R 9/95)

Part-time faculty may advance to a higher scale if his/her services merit it, if the eligibility requirements for the higher scale are met and if the campus president CHIEF ACADEMIC OFFICER recommends and the chancellor approves the advancement.

DIVISION E - ADMINISTRATIVE PROFESSIONAL

E.1.2 Salary Range Conditions (R 3/06)

Additional compensation for teaching or coaching activities must be approved by the chancellor upon the recommendation of the appropriate campus president CHIEF ACADEMIC OFFICER or vice chancellor. Each employee, upon accepting such assignment(s), will certify that this activity will not interfere with the full discharge of his/her administrative/professional duties.

E.5 Automobile for the Chancellor (R 6/11)

The College requires substantial travel of the chancellor to conduct the business of the College. A moderately priced automobile with standard equipment will be leased or purchased for his or her use. Additional costs associated with personal specifications will be paid for by the College official for whom the automobile is being leased or purchased. The College will follow the Internal Revenue Service (IRS) regulations for any personal use of the automobile.
F.6 Additional Compensation

F.6.1 Additional Responsibilities (R 7/12)
An employee who upon request assumes some of the primary performance requirements assigned to another position for a period in excess of 30 working days will be eligible to receive an increase in his/her salary ranging from 5 to 10 percent during the period such duties are assigned. The increase must be recommended by the employee's immediate supervisor and the appropriate vice chancellor or College President CAMPUS CHIEF ACADEMIC OFFICER to the Associate Vice Chancellor of Human Resources. Upon receipt of a recommendation that additional compensation be provided to an employee, the associate vice chancellor of human resources will be responsible for determining the appropriateness and the amount of additional compensation, if any. Recommendations for additional compensation will then be submitted to the chancellor for review and, if approved, submitted to the Board for consideration and action.

F.6.2 Teaching and Coaching Activities (R 6/96)
Non-unit classified office and technical employees may receive additional compensation for teaching and coaching activities for a maximum of nine semester credit hours or the equivalent contact hours per semester, summer session or intersession not to exceed a total of 18 credit hours or the equivalent per fiscal year. The President CHIEF ACADEMIC OFFICER of each campus or, in the case of the Cosand Center, the chancellor, will approve of this activity and certify that it will not interfere with the individual's full discharge of his/her regular position responsibilities.

F.13 Grievance Process for Non-unit Classified Employees (R 7/12)

Step 2
a. The appropriate administrator, or his/her designee, will conduct a conference with the employee and his/her immediate supervisor within three days following receipt of written notice.

b. The appropriate administrator, or his/her designee, will issue a written response to the employee within three days following the conference.

c. If the employee is not satisfied with the response received and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the Campus President CHIEF ACADEMIC OFFICER or vice chancellor within three days.
following receipt of the response or within six days of the Step 2a conference if no response is given by the College.

Step 3  
  a. The campus president CHIEF ACADEMIC OFFICER or vice chancellor, or his/her designee, will conduct a conference with the employee within three days following receipt of written notice from the employee.

DIVISION G EDUCATIONAL PROGRAMS AND REQUIREMENTS

G.2 Non-credit Programs (9/96)  
[AP G 1]  
The College also will develop and provide non-credit courses and programs and services to meet identified community needs. Such courses will not appear on the official transcript. Students enrolled in non-credit courses will not be required to meet the College’s admission criteria for credit programs. Students enrolled in non-credit courses may be awarded grades as follows:  
  SC - Satisfactorily completed, or  
  NC - Not completed.

Certificates AWARDS of Completion may be granted to students completing a single course, a seminar, conference, workshop or similar instructional activity. Certificates AWARDS of Completion are presented to those who have satisfactorily met the attendance requirements for that activity.

G.3 Curriculum Development and Review (R 4/03)  
[AP G 2, G 2.1, G 2.2]  
The faculty and instructional administrators will be responsible for proposing, regularly evaluating, and revising the educational programs and courses. For the career programs, advisory committees made up of knowledgeable professionals will advise the faculty on developments in the field and possible changes necessary in the educational program. Campus and college-wide faculty curriculum committees will review and approve changes in courses and recommend changes to programs. In the event a new program leads to the AA degree, local transfer institutions will be contacted to determine the transferability of the program.

G.9.5 College Credit Hours (R 9/96)  
[AP G 7.6]  
The unit of credit at the College is the semester hour. All classes will meet or exceed the minimum instructional time requirements established by state guidelines. Clinical and internship experiences will follow a formula-based equivalent. Telecourses DISTANCE EDUCATION COURSES are an exception to this policy.
G.9.11 Satisfactory Academic Progress for Students Receiving Federal Higher Education Act (HEA) Title IV Financial Aid (R 3/06)

The College has established qualitative and quantitative measures for evaluating the efforts of Title IV aid recipients to achieve an educational goal, degree or certificate. An assessment of these efforts will occur at the end of the fall, spring and summer sessions.

a. A student pursuing an associate degree that requires 64 or more credit hours for completion, must be able to complete that degree within a maximum of 96 credit hours. A student pursuing a Certificate of Proficiency that requires 30 or more credit hours for completion, may attempt up to a maximum of 48 credit hours. At the end of each semester or summer session, the student must have earned a passing grade in at least two-thirds of all credit hours transcripted through that semester or summer session.

9.13 Transfer Credits from Post-secondary Institutions (R 4/14)

Transcripts from other accredited post-secondary institutions and military service will be evaluated. Credits in which passing grades have been earned will be accepted and counted in transfer as they fulfill St. Louis Community College's program and degree requirements. Transfer credits will be evaluated for degree and prerequisite requirements in the same manner as credits earned at St. Louis Community College.

A transfer student may invoke the College's transfer appeals process to challenge institutional decisions on the acceptance of credit(s) from regionally accredited Missouri public Colleges and Universities or those that have been advanced to candidacy status by the North Central Association.

G.12 Academic Awards for Credit Programs: Degrees, Certificates and Requirements (R 9/96)

G.12.1 Associate Degrees (R 9/96)

Four associate degrees will be granted by the College--Associate in Arts, Associate in Applied Science, Associate in Fine Arts, ASSOCIATE OF ARTS IN TEACHING, and Associate in Science. A student may earn more than one degree.

a. The Associate in Arts degree represents a minimum of 64 credit hours in a program designated to transfer to four-year institutions.
b. The Associate in Science degree represents a minimum of 64 credit hours specializing in a transfer program articulated between the College and one or more specific colleges and universities.

c. The Associate in Fine Arts degree represents a minimum of 64 credit hours in a transfer program articulated between the College and specific Bachelors of Fine Arts degree programs.

d. The Associate in Applied Science degree represents a minimum of 60 credit hours in a career program.

e. THE ASSOCIATE OF ARTS IN TEACHING DEGREE REPRESENTS A MINIMUM OF 60 CREDIT HOURS IN A PROGRAM DESIGNED TO TRANSFER TO FOUR-YEAR INSTITUTIONS.

Upon the recommendation of the faculty, it is the responsibility of the campus president CHIEF CAMPUS ACADEMIC AFFAIRS OFFICER to approve candidates and to recommend to the chancellor those approved for associate degrees.

G.12.2 General Degree Requirements (R 10/04)

[AP G:9.2]

a. Satisfactory completion of a minimum of 64 college credit hours in an approved program.

b. Completion through enrollment at St. Louis Community College of at least 15 of the last 25 credit hours applicable to the associate degree. Exceptions require the approval of the campus president CHIEF ACADEMIC OFFICER, or his/her designee.

c. In accordance with Missouri law, satisfactory completion of a single course on the U.S. or Missouri constitutions or American history or American institutions.

d. Satisfactory completion of two credit hours in physical education.

e. For the Associate in Arts degree and in compliance with the guidelines of the Coordinating Board for Higher Education, satisfactory completion of at least 42 hours of general education. Distributed as follows:

1. Cornerstone Course, college composition I & II, oral communication I, and college algebra MATHEMATICS;
2. Humanities and fine arts: 9 credits;
3. Life and physical sciences: 7 credits, INCLUDING AT LEAST ONE LAB COURSE;
4. Social and behavioral sciences: 9 credits, INCLUDING ONE COURSE THAT MEETS THE US AND MISSOURI CONSTITUTION REQUIREMENT;
5. General education elective: one course INTERDISCIPLINARY STUDIES: 3 CREDITs;
6. One course from the categories above that meets global/intercultural outcomes;
7. **Capstone course:** 1 credit.

f. For the Associate in Applied Science degrees, satisfactory completion of a minimum of 18 CREDIT HOURS OF general education courses, distributed as follows:
   1. Humanities and communications: (6 credit hours) art, college composition, English literature and culture, foreign languages and culture, humanities, media, music, philosophy, reading, speech, theatre;
   2. Natural science and mathematics: (6 credit hours) astronomy, biology, chemistry, geology, physical geography, physical science, physics, mathematics;
   3. Social Science: (6 credit hours) anthropology, economics, geography (except physical), history, political science, psychology, sociology.

g. For the Associate in Fine Arts degrees, satisfactory completion of a minimum of 24 CREDIT HOURS OF general education courses. Distributed as follows:
   1. Communications: (6 credit hours) college composition I and II;
   2. Humanities: (6 credit hours) **ART HISTORY I AND II**;
   3. Natural science and mathematics (7 credit hours) college algebra or higher and astronomy, biology, chemistry, geology, physical geography, physical science, physics;
   4. Social science: (3 credit hours) anthropology, economics, geography (except physical) history, political science, sociology.

h. For the Associate in Science degrees, satisfactory completion of a minimum of 24 CREDIT HOURS OF general education courses. distributed as follows:
   1. Communications: (6 credit hours) college composition I and II, report writing, or American literature.
   2. Mathematics: (5 credit hours) analytical geometry and calculus I;
   3. Science (10 credit hours) engineering physics I and general chemistry I;
   4. Social science (3 credit hours) anthropology, geography (except physical), history, political science, psychology, sociology.

i. **FOR THE ASSOCIATE OF ARTS IN TEACHING DEGREE,**
   SATISFACTORY COMPLETION OF 42-CREDIT HOURS OF GENERAL EDUCATION. DISTRIBUTED AS FOLLOWS:
   1. **COLLEGE COMPOSITION I & II, ORAL COMMUNICATION, AND MATHEMATICS;**
   2. **HUMANITIES AND FINE ARTS:** 9 CREDIT HOURS;
   3. **LIFE AND PHYSICAL SCIENCES:** 7 CREDIT HOURS INCLUDING AT LEAST ONE LAB COURSE;
   4. **SOCIAL AND BEHAVIORAL SCIENCES:** 9 CREDIT HOURS, INCLUDING ONE COURSE THAT MEETS THE US AND MISSOURI CONSTITUTION REQUIREMENT;
   5. **INTERDISCIPLINARY STUDIES:** 3 CREDIT HOURS;
6. ONE COURSE FROM THE CATEGORIES ABOVE THAT MEETS GLOBAL/INTERCULTURAL OUTCOMES;
7. CAPSTONE: 1 CREDIT HOUR.


G.12.4 Certificates/ AWARDS \( (R\, 12/04) \)

The Certificates/ AWARDS of Completion is awarded for satisfactory completion of a single course, a seminar, conference, workshop, or similar non-credit instructional activity. Certificates/ AWARDS of Completion are presented to those who have satisfactorily met the attendance requirements for that activity. Certificates/ AWARDS of Completion will not appear on the official transcript.

The Certificate of Specialization is awarded for satisfactory completion of an approved program of credit courses leading to a particular competency or specialization that totals 10 to 18 credit hours.

The Certificate of Proficiency is awarded for satisfactory completion of an approved program that totals more than 18 credit hours but less than 64 credit hours.

\textbf{The Certificate of General Education is awarded for satisfactory completion of the 42-credit hour General Education program.}

At least two-thirds of all credit hours required for Certificates of Specialization and Proficiency must be completed through enrollment at St. Louis Community College.

G.13 Academic Appeals Procedure \( (R\, 5/09) \)

[AP G 10]

A student may appeal an alleged violation of his/her academic rights identified in the Fact Finder (student handbook) in accordance with the following procedures.

\textbf{Step 1}
Within 10 working days of an alleged violation(s) of academic rights, the student must make a verbal or written request for an individual conference with the faculty member to clarify the alleged violation(s) and request a remedy. In the case of a final grade, the request for a conference must be made in writing within 10 working days of the first day of class of the following semester (fall or spring). Within 10 working days of receipt of the student's request, the faculty member must hold the conference with the student.

Step 2
To pursue Step 2 if the matter is not resolved at Step 1, within 10 working days of the conference with the faculty member, the student must file a written notice of the academic appeal and request a conference with the appropriate department chair/program coordinator. The student will present to the department chair/program coordinator in writing the allegations, the student’s position on the facts of the situation and the student’s suggested remedy. The department chair/program coordinator will provide a copy to the faculty member within three working days, confer with the student within 10 working days of receipt of the request, investigate the situation, and respond in writing to the student and faculty member within 10 working days of the conference.

Step 3
To pursue Step 3 if the matter is not resolved at Step 2, within 10 working days of the response from the department chair, the student or the faculty member must file a written appeal with the appropriate dean and provide copies of the original allegation and responses. Within five working days, the dean will investigate the situation and confer with the student and faculty member. The dean will respond in writing to the student and faculty member within 10 working days of the conference.

Step 4
To pursue Step 4 if the matter is not resolved at Step 3, one of the two options below must be followed.

a. In appeal cases not involving a final grade, within 10 working days of receipt of the written response from the dean, the student or faculty member must appeal in writing to the vice president for academic affairs CAMPUS CHIEF ACADEMIC OFFICER and provide copies of the original allegations and written responses. The vice president for academic affairs CAMPUS CHIEF ACADEMIC OFFICER will investigate the situation, confer with the student or faculty member within 10 working days, and respond in writing to the student and faculty member within 10 working days of the conference. The vice president for academic affairs’ CAMPUS CHIEF ACADEMIC OFFICERS’ decision will be final.

b. When the appeal involves a final grade, within 10 working days of receipt of the written response from the dean, the student or the faculty member must file a written request, providing copies of the original allegations and written responses,
with the **vice president for academic affairs** CAMPUS CHIEF ACADEMIC OFFICER for a hearing of the campus Academic Appeals Hearing Committee. Within 10 working days of receipt of the student’s or faculty member’s request, the **vice president for academic affairs** CAMPUS CHIEF ACADEMIC OFFICER will designate the Hearing Committee and provide the committee with the original allegations and written responses. The committee will have 15 working days to conduct the hearing. The committee’s decision will be final.

**Academic Appeals Committee**
Each campus will create and maintain an Academic Appeals Committee from which the Hearing Committee will be designated.

**Composition of Hearing Committee**
Membership from the campus will consist of four full-time faculty members plus a designated alternate reflecting division representation; two students plus designated alternates; and the **executive dean** CAMPUS CHIEF ACADEMIC OFFICER, who will be the non-voting chair. In the event of a tie, the **executive dean** CAMPUS CHIEF ACADEMIC OFFICER will vote.

A list of 50 randomly selected faculty from the campus reflecting division representation will be identified annually by the College Information Systems TECHNOLOGY department. **THE NUMBER OF FACULTY ON THIS LIST SHOULD BE APPROXIMATELY ONE THIRD OF THE TOTAL NUMBER OF FULL-TIME FACULTY FOR THE CAMPUS.** The campus Phi Theta Kappa chapters and the campus Student Government Associations will each recommend annually one student and a designated alternate for service on the committee. The list of randomly selected faculty along with the names of the recommended students will be forwarded to each **campus president** CHIEF ACADEMIC OFFICER, who will appoint and notify the eight faculty members and four students of their selection. Members will serve staggered two-year terms. The **executive dean** CAMPUS CHIEF ACADEMIC OFFICER will convene the committee and provide information related to the case. Four members of the committee, or their alternates will constitute a quorum. One member of the quorum must be a student.

**Committee Decision**
The committee will render its decision after completion of the hearing. A decision requires at least three affirmative votes. The committee may accept or reject, in whole or in part, or may modify the findings and conclusions of the dean. Within three working days of the hearing, the committee will make a written report of its decision to the student, the faculty member, the department chair, **AND the dean and the president** CAMPUS CHIEF ACADEMIC OFFICER. The decision of the committee will be final.
Implementation
The president CAMPUS CHIEF ACADEMIC OFFICER will implement the decision of the committee within 10 working days of receipt of the decision.

Steps 1, 2, 3 and 4 will involve the identification of the right, or rights, allegedly violated, the specification of circumstances, and the presentation of evidence.

Steps 2, 3 and 4 may involve a joint meeting with the faculty member, the student and others.

Only under compelling circumstances may a student omit one or more steps. In such circumstances, the administrator at the next higher level will provide written notice to the faculty member and the appropriate subordinate administrator that the procedural exception has been authorized.

Time lines in this procedure may be extended by mutual written consent. If a prescribed response does not occur within the designated time period, the requesting party may proceed to the next step in the process.

G.17 Student Rights and Responsibilities (R 10/03)
[AP G 14, G 14.1 - G 14.2]

m. Possession or use of a firearm, explosive, dangerous chemical or other weapon or anything that could be construed as a weapon on College property or at College-authorized activities except as required by law and permitted by Regulations. Law enforcement officers who are enrolled and are on campus to attend classes or study are to take no action to enforce any Regulations, except as required by law. Alleged violations must be reported to campus COLLEGE police.

G. 18.2 Disciplinary Actions for Violation of Student Responsibilities (R 1/07)
[AP G 15.2]

a. Any person may request initiation of disciplinary proceedings against a student suspected of violation of any law, Board policy, administrative procedure, or Regulation. The Vice President for Student Affairs/Administrative Dean for Academic and Student Services CAMPUS CHIEF STUDENT AFFAIRS OFFICER will initiate a preliminary investigation. Upon receipt of the findings of the investigation, the Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER will inform the student of the disposition of the matter which may include disciplinary action. Information regarding the final results of the disciplinary proceedings will be disclosed to the extent allowed under FERPA.
b. The Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER also will inform the student that he/she may appeal the decision within 10 calendar days after the date of the Vice President/Administrative Dean’s CAMPUS CHIEF STUDENT AFFAIRS OFFICER’S written decision and notification. Such appeal must be made in writing to the Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER and must state the reason for the appeal. If the student provides sufficient evidence to change the Vice President/Administrative Dean’s CAMPUS CHIEF STUDENT AFFAIRS OFFICER’S decision, the Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER may do so without the student having to appeal to the Student Appellate Hearing Committee.

Normally, the status of the student will not be changed during the appeal process. However, if, in the judgment of the Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER or his/her designee, the student poses an immediate threat of disruption and/or serious injury or damage to any person or property, the student may, with the approval of the president VICE CHANCELLOR FOR STUDENT AFFAIRS, or his/her designee, be summarily suspended from the College. Any violation occurring during the appeal process also may result in a change of status of the student. In the case of summary suspension where an appeal is pending, the Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER will initiate a hearing by notifying the chairperson of the Hearing Committee and notifying the student according to item e below.

c. A student may appeal the Vice President/Administrative Dean’s CAMPUS CHIEF STUDENT AFFAIRS OFFICER’S decision to the Student Appellate Hearing Committee. Such appeal must be made in writing to the Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER within 10 calendar days after the decision. The Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER will refer the matter to the chairperson of the Hearing Committee.

d. The Hearing Committee may decline to hear the appeal if the sanction by the Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER is less severe than suspension or dismissal. If the committee declines to hear the appeal, the matter will be forwarded, without recommendation, to the campus president VICE CHANCELLOR FOR STUDENT AFFAIRS for his/her decision.

e. If a hearing is to occur, the chairperson will notify the student of the following:
   1. Charges against him/her;
   2. Date, time, place and description of the violation;
   3. Name of the person or persons requesting disciplinary proceeding;
   4. Name of any and all known witnesses in the case; and
5. Date, time and place of the hearing.

The hearing must occur within 15 calendar days from the date of notification to the student. Whether or not the student appears at the hearing, the Hearing Committee will hear the appeal and render a decision.

G.18.3 Student Appellate Hearing Committee

[AP G 15.3]

Each campus will establish and maintain a Student Appellate Hearing Committee. Membership on the committee will consist of three faculty members and two alternates, one administrative/professional employee, and two alternates, one classified employee and one alternate, and three students and two alternates.

A list of 50 randomly-selected individuals from each of the faculty, and classified constituencies for each campus and 20 randomly-selected individuals from the administrative/professional staff for each campus will be generated annually by the College Information Systems department. The campus Phi Theta Kappa chapters and the campus Student Government Associations will each recommend annually to the campus president CHIEF ACADEMIC OFFICER two students and a designated alternate for service on the committee. The lists of randomly selected individuals will be forwarded to each campus president CHIEF ACADEMIC OFFICER, who will notify the individuals of their selection in the order in which they appear on the list. The president CHIEF ACADEMIC OFFICER will also appoint and notify the recommended students of their selection. Vacancies, as they occur, will be filled in the same manner. College employees agreeing to serve will be granted time from their duties to do so.

Student members will serve for no more than one calendar year. All other members will serve for two years. Half of the non-student members will retire from the committee each year. (For the first year, one half the non-student members will serve one-year terms.)

Training Program
The College will provide a training program for those persons who agree to serve on the Hearing Committee to familiarize them with College Regulations, procedural and substantive due process, and the role of the Hearing Committee. The College’s general counsel will conduct a college-wide Hearing Committee training session before the end of September each year.

Prior Knowledge or Bias
Any member having personal knowledge of the matter to be heard or a bias or prejudice with respect thereto may disqualify himself/herself, or may be disqualified
by a vote of three members of the committee. Upon any such disqualification, the previously-selected alternate will be requested to serve on that case for the disqualified member.

Additional Committees in Emergency
In case of an emergency, an additional committee(s) may be constituted in the same manner as the original committee.

Chairperson
The chairperson of the committee will be designated by the campus president. The chairperson:

1. Sends written notification to all participants in the proceedings as to the exact charges and the time, place and nature of the hearing;
2. Arranges the hearing calendar and selects a location for each hearing;
3. Chairs all hearings and deliberations of the committee;
4. Announces the findings of the committee and communicates in writing the committee’s findings; and
5. Certifies and transmits the appropriate records for future appeals.

The committee may designate the chairperson to hear the case if the proposed sanction is less than suspension or dismissal. The chairperson will hear the case and prepare findings and make recommendations to the committee. The committee may accept, reject or modify the chairperson’s findings and recommendations, or it may order that the case be heard by the full committee.

Conduct of Hearing
A quorum consisting of five members, one of whom must be a student, must be present before a hearing can be convened. Hearings normally will be closed and will be conducted according to the fundamental standards of procedural fairness and substantive justice and will not be unduly restricted by court procedures and formal evidentiary rules.

The charges and evidence will be presented by a person acting on behalf of the College, usually the dean who initiated the disciplinary proceedings. He/she may have the aid of an advisor or counsel. The accused party also has the right to an advisor or counsel at the hearing. All parties may submit witnesses. All witnesses will give testimony under oath. The College and the accused have the right to question or cross-examine witnesses at the hearing. Committee members may also address questions to all parties involved. The hearing will be transcribed by a court reporter, and a transcript of the proceedings will be available at the requestor’s own cost.

At the conclusion of the hearing, summation of one or more aspects of the case by
students, advisors or counsels will be permitted.

**Committee Judgment**
The committee will render a decision after the hearing. The committee may accept or reject, in whole or in part, or may modify the sanction issued by the Vice President/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER. However, the committee may not increase the changes against the accused.

After the hearing, the committee will make a report to the campus president VICE CHANCELLOR FOR STUDENT AFFAIRS; the dean OR DIRECTOR who initiated the disciplinary proceedings; the student appellant; and, to the alleged victim of any crime of violence, sex offenses, and/or sexual harassment consisting of the following:
- a statement of charges;
- a statement of the findings of facts; and
- the decision of the committee as to whether a violation has occurred, the appropriate sanction, and its reason for the decision.

The Hearing Committee may not hold a hearing against a student more than once for the same offense.

**Appeal**
Within 10 calendar days after the date of the committee's written decision, the student may appeal in writing to the campus president VICE CHANCELLOR FOR STUDENT AFFAIRS. The president VICE CHANCELLOR FOR STUDENT AFFAIRS may affirm, reverse or modify the committee's decision, in whole or in part. The decision will be rendered within 15 calendar days. If the president's VICE CHANCELLOR FOR STUDENT AFFAIRS decision is dismissal, the student appellant may appeal in writing to the chancellor within 10 calendar days after the date of the president's written decision. The decision of the chancellor will be final.

**G.19 BEHAVIOR INTERVENTION TEAMS AT ST. LOUIS COMMUNITY COLLEGE**

**EACH CAMPUS WILL ESTABLISH AND MAINTAIN A BEHAVIOR INTERVENTION TEAM.**

**G.1920 Animal Care and Use (9/99)**
To increase sensitivity to animal rights within the College and to ensure the humane treatment of all vertebrate animals used in teaching and research at St. Louis Community College, the College will create and maintain an animal care and use committee. This committee will review all protocols prior to any new institutional program using animals, ensuring that legal standards and appropriate federal granting agencies’ provisions are followed.

DIVISION H – BUSINESS AND FINANCE

H.10 Purchase and/or Lease of Instructional Materials (R 7/12)
Bookstore administration, Instructional Resources administration, Workforce Solutions Group and Continuing Education are authorized to purchase and/or lease instructional materials for use in educational programs. Competitive bidding and Board approval requirements will be waived when these materials are stipulated by:

- College faculty with appropriate administrative approval.
- College faculty and library/media services employees (for inclusion in the library collections to support the Instructional Resources program).

H.13 Notification to Formal Bidders (R 6/02)
[AP H 6]
All responding bidders on bids addressed in H7 requiring Board approval will be notified in writing of the College’s recommendation for award before that recommendation is placed on any agenda. In addition, the College’s administration will advise these bidders of the procedures to be followed in the event they wish to challenge the College’s recommendation for award for any reason.

H.14 Change Orders (R 3/06)
[AP H 7]
Any changes to the vendor recommended for award or to the material conditions of the award or to the award amount on Purchase Orders or blanket contract agreements previously approved by the Board will be resubmitted for Board approval before any formal Change Order notice is issued. In the event that such changes involve less than a 10 percent increase, up to a maximum of $50,000, in the total award amount, the vice chancellor for finance and business services ADMINISTRATION is authorized to execute approval as he/she deems appropriate.

H 17.1 Insurance Broker (R 6/02)
The College will use an insurance broker for the placement of certain insurance coverage. The broker will have the authority to represent the college in soliciting quotes for the renewals of the College insurance policies. The broker will present these quotes to the manager of Risk Management APPROPRIATE COLLEGE
ADMINISTRATOR for review and the appropriate College approvals.

H.19 Continuing Education Programs (R 6/02)
The administration is authorized to contract with entities in order to conduct Continuing Education programs at off-site locations. The administration is also authorized to contract for services necessary to conduct those off-site Continuing Education programs, including, but not limited to, transportation, meals, FACILITY RENTAL, equipment fees and instructional fees.

1. All Continuing Education program contracts and related expenditures will be reviewed and approved in advance by a College officer OR APPROPRIATE ADMINISTRATOR.

2. A summary of all Continuing Education program contracts and expenditures will be submitted to the Board of Trustees for ratification on a semester-by-semester basis.

If the aggregate cost of any said contract obligates the College to expend more than $10,000 in any one semester, a contract must be approved by the Board before execution of said contract.

H.20 Fees and Fines (R 3/15)

H.20.1 Maintenance Fees (R 3/15)

e. Senior Citizen Fee Reduction - Senior citizens who are residents of the St. Louis Community College District (those 60 years and older) may enroll in most credit and non-credit courses of the College at a 50 percent reduction in maintenance, and student activity, AND TECHNOLOGY fees. Senior citizen registration may be subject to the following conditions:

H.20.5 Transcript Fee (R 2/07)
A fee of $5 will be charged for each official copy of a College transcript. TRANSCRIPTS SENT VIA OVERNIGHT MAIL INCUR A DELIVERY CHARGE.

H.20.7 Student I.D. Card Fees (2/08)
All credit students are required to obtain Smart Card photo identification and refund disbursement card. There is no issuance cost for the card. Replacement cards are $5. REPLACEMENT CARD FEES ARE ASSESSED AND COLLECTED BY THE SMART CARD VENDOR.
H.20.9 Continuing Education and Workforce Solutions Group Fees
OTHER FEES (R 7/12)

Fees will be assessed for courses, credit and non-credit customized corporate offerings, programs and services offered through Continuing Education and Workforce Solutions Group. Consideration will be given to direct and indirect expenses and market value in determining the fee.

FEES MAY BE ASSESSED FOR CREDIT COURSES FOR EXCEPTIONAL EXPENSES INCLUDING BUT NOT LIMITED TO FIELD TRIPS, REQUIRED PROFESSIONAL TESTING OR ASSESSMENTS AND CERTIFICATIONS.

FEES SHALL BE ASSESSED FOR CLIENTS OF INSTRUCTIONAL LABORATORIES SUCH AS DENTAL CLINIC, AUTOMOTIVE TECHNOLOGY LABORATORY AND CHILD DEVELOPMENT CENTER.

CONSIDERATION WILL BE GIVEN TO DIRECT AND INDIRECT EXPENSES AND MARKET VALUE IN DETERMINING THE FEES.

H.20.11 Vehicular Fines (R 12/10)

Fines will be imposed as follows: IN ACCORDANCE WITH ADMINISTRATIVE PROCEDURE H.22.
- No parking permit in faculty/staff lot $10.00 $15.00
- Improper parking $10.00 $15.00
- Imprudent driving $10.00 $15.00
- Other violations $10.00 $15.00

H.22.4 Refund for Exceptional Circumstances (R 5/97)

A student will receive a refund prorated according to the number of full weeks remaining in the semester when acceptable evidence of the necessity to withdraw because of exceptional circumstances is presented. The campus president CHIEF ACADEMIC OFFICER or his/her designee, may authorize up to a full refund under exceptional circumstances.

H.27.1 Hearing (11/99)

DEBTORS WITH A DISPUTE REGARDING UNPAID BALANCES MAY REQUEST A HEARING. PLEASE REFERENCE ADMINISTRATIVE PROCEDURE H 20.1 FOR HEARING PROCEDURES.

The following procedures provide for claimant’s right to a hearing to set forth a claim to an interest in funds received by the college through offset of a tax refund.
Definitions:
Claimant - taxpayer-debtor or non-obligated taxpayer with a property interest in the refund that was subjected to offset and forwarded to the College by the Department of Revenue.
Debt - amount owed to the College by Claimant.
Non-obligated taxpayer - taxpayer named in the Missouri tax return against whom no debt is claimed by the College.
Apportionment of the refund - portion of the refund due a non-obligated taxpayer, which will be determined by the evidence presented. The College will take into account any determination of apportionment determined by the Department of Revenue.

Procedures:
a. Claimant must send a letter to the College to the attention of the College controller at the address below, setting forth the factual issues that support the Claimant’s rights to the funds. This letter must be sent to the College within 30 days of receipt by the Claimant of the notice of offset from the Missouri Department of Revenue.

Controller
St. Louis Community College
Cosand Center
300 South Broadway
St. Louis, Missouri 63102
b. Claimant must provide any and all evidence to support application for entitlement to the refund.
c. Claimant has a right to request evidence from the College that supports Claimant’s debt to the College.
d. The College will set the hearing within 15 days of receipt of correspondence from Claimant.
e. The claim may be informally resolved by agreement.
f. The vice chancellor for Finance and Business Services will serve as the hearing officer and will preside over the hearing.
g. Claimant can request that the hearing be recorded by audiotape or have a transcript prepared by a certified court reporter at the cost of Claimant.
h. Upon completion of the hearing, the vice chancellor for Finance and Business Services will draft a written determination which will be submitted to the Board of Trustees for approval.
i. Upon approval by the Board of Trustees, the decision of the College will be final.
I.9 College POLICE AND Security PERSONNEL  

a. Reporting Crimes and Emergencies  
Any student, employee or visitor who witnesses a criminal act, suspected criminal act or any other emergency occurring at any College location should, as soon as possible after such event, contact the College Police, Vice President for Student Affairs/Administrative Dean CAMPUS CHIEF STUDENT AFFAIRS OFFICER, CAMPUS CHIEF ACADEMIC OFFICER or any other official of the College who has significant responsibility for student and College activities. All reports concerning such activities will be investigated thoroughly and promptly, and timely reports regarding the occurrence of crimes at any College location will be disseminated to members of the College community in accordance with applicable laws.

b. Security and Access to College Facilities  
The College, in considering security and access to College facilities, has attempted to balance the need for convenience and accessibility with that of adequate security. To that end, most College facilities should generally be accessible to all students, employees and visitors during normal business hours. After normal business hours, access to College facilities may be restricted to students, employees and selected visitors, each of whom may be required to display proper identification upon request.

c. College POLICE Law Enforcement and Security Personnel  
Upon certification by the director of the Missouri Department of Public Safety, College police officers who have completed the requirements recognized by the Peace Officers Standard and Training Commission set forth in Chapter 590 of the Revised Statutes of Missouri, 1986, as amended, will be empowered with the same authority to maintain order, preserve peace and make arrests as is now held by peace officers. College police officers will work closely and establish regular communication with municipal, county and state police agencies. College police officers have the power and authority to detain by arrest as provided for and in accordance with State Statute Section 178.862 and Chapter 590. The Board of Trustees of the College has the power and authority to employ College police officers who may carry firearms at any time, provided the College police officers have received adequate training and obtained certification by the director of the Missouri Department of Public Safety that the officers are eligible to be employed as peace officers. The Board of Trustees of the College also has the power and authority to employ security personnel who may carry firearms while on duty, provided they are properly licensed.

d. College Police Department Manual
All College police officers and police department personnel are required to follow the guidelines and procedures delineated in the police department manual located in each COLLEGE police department. By this reference, the guidelines and procedures set forth in the police department manual are incorporated into this Board Policy as if fully set forth herein. Violation of the guidelines and procedures delineated in the police department manual is grounds for disciplinary action, up to and including termination of employment.

I.10 Use of College Premises (R 5/97)

The Board of Trustees authorizes the use of St. Louis Community College facilities for the open discussion of public issues, for meetings of community organizations and for civic, social or educational purposes, so long as such use does not interfere with the educational program of the College. The use of facilities must be approved by the chancellor, the vice chancellor, or the campus CHIEF ACADEMIC OFFICER, or his/her designee.

I.13 Building Dedication Plaques (1/11)

An appropriately worded and designed dedication plaque may be placed at the main entrance to the building (interior or exterior). The following information should be included on the plaque:

A. Building Name (Includes name of main campus if dedicating a center.)
B. Chancellor's Name and Title
C. College President's CAMPUS CHIEF ACADEMIC OFFICER Name and Title
D. Governing Board Members' Names and Positions (Chair/Vice Chair/Trustee)
E. Architect Name
F. Contractor Name
G. Year of Occupancy
H. Option to include a graphic of either the campus logo or other theme/symbol/shape that is used in the building signage
I. College Name

The plaque size should be determined by the building team in response to the location, materials, visibility and other signage on the project or campus.
Names and titles should be as they are at the time of building occupancy. In the case of an interim or temporary position holder at the time of occupancy, the name of that position should revert to the individual holding the full-time or permanent position at the time design or construction began.
The college recommends that the Board of Trustees approve the revision of the Clinical Laboratory Technology Associate in Applied Science program submitted by the District Curriculum Committee.

Program: Clinical Laboratory Technology Associate in Applied Science

Effective: Spring 2017 pending BOT approval

Impact Statement
The Clinical Laboratory Technology program’s current curriculum has been in place for over 10 years. General education classes currently in the curriculum have had pre-requisite changes or are no longer offered. A new standard was introduced to accreditation requirements for MLT-AAS programs. Clinical faculty and advisory board members suggested changes to the curriculum. The advisory committee has reviewed the proposed changes to the curriculum at our annual meetings and supported the changes. At the most recent meeting which took place in April 2015, the advisory committee approved the changes to the curriculum.

<table>
<thead>
<tr>
<th>Current Program</th>
<th>Revised Program</th>
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<tbody>
<tr>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
</tr>
<tr>
<td>ENG:101 College Composition I</td>
<td>ENG:101 College Composition I</td>
</tr>
<tr>
<td>ENG:102 College Composition II</td>
<td>ENG:102 College Composition II</td>
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<tr>
<td>OR</td>
<td>OR</td>
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<tr>
<td>ENG:xxx English Elective</td>
<td>ENG:103 Report Writing</td>
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<tr>
<td>BIO:102 Clinical Physiology</td>
<td>XXX:xxx Missouri State Requirement</td>
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<tr>
<td>CHM:101 Fundamentals of Chemistry I</td>
<td>SOC:101 Introduction to Sociology</td>
</tr>
<tr>
<td>CHM:212 Bio-Organic and Analytic Chemistry</td>
<td>OR</td>
</tr>
<tr>
<td>MTH:124 Technical Mathematics I</td>
<td>PSY:200 General Psychology</td>
</tr>
<tr>
<td>XXX:xxx Missouri State Requirement</td>
<td>CHM:101 Fundamentals of Chemistry I</td>
</tr>
<tr>
<td>SOC:101 Introduction to Sociology</td>
<td>BIO:207 Anatomy and Physiology I</td>
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<tr>
<td>OR</td>
<td>BIO:208 Anatomy and Physiology II</td>
</tr>
<tr>
<td>XXX:xxx Psychology or Sociology Elective</td>
<td>MTH:140 Intermediate Algebra</td>
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<tr>
<td>XXX:xxx Physical Education Activity</td>
<td>XXX:xxx Physical Education Activity</td>
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<tr>
<th>Area of Concentration</th>
<th>Area of Concentration</th>
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<tbody>
<tr>
<td>CLT:100 Orientation of the Medical Laboratory</td>
<td>CLT:100 Orientation to the Medical Laboratory</td>
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<tr>
<td>CLT:101 Medical Microbiology</td>
<td>CLT:101 Medical Microbiology</td>
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<tr>
<td>CLT:102 Routine Analysis</td>
<td>CLT:202 Clinical Practice I</td>
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<tr>
<td>CLT:103 Hematology</td>
<td>CLT:207 Clinical Practice II</td>
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<tr>
<td>CLT:104 Pathogenic Bacteriology I</td>
<td>CLT:110 Urinalysis and Body Fluids</td>
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<tr>
<td>CLT:105 Basic Medical Laboratory Skills</td>
<td>CLT:111 Hematology and Coagulation</td>
</tr>
<tr>
<td>CLT:200 Pathogenic Bacteriology II</td>
<td>CLT:113 Pathogenic Bacteriology</td>
</tr>
</tbody>
</table>
The college recommends that the Board of Trustees approve the revision of the Photography Associate in Fine Arts program submitted by the District Curriculum Committee.

Program: Photography
Associate in Fine Arts

Effective: Spring 2017 pending BOT approval

Impact Statement
This revision is being proposed to better align the required credit hours of this associate degree program with the number of hours accepted by transfer institutions as well as current HLC and MDHE guidelines. One three-credit hour course that had been in the area of concentration (ART:167 Color Photography) is being moved to the list of approved electives to reduce the program to 64-67 credit hours. Based on changes in the field, we have revised the course titles of two of the elective courses in the program: ART:270 has changed from Figure Fashion Photography to Fashion Photography, and AT:279 was changed from Non-Silver Photography to Alternative Photographic Processes. Additionally, the degree program description has been adjusted to account for digital technology components in the field of photography, and three additional assessment targets have been added to the program.
<table>
<thead>
<tr>
<th>Choose One:</th>
<th>Choose One:</th>
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<tbody>
<tr>
<td>ART:101</td>
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<tr>
<td>Art History I</td>
<td>Art History I</td>
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<tr>
<td>ART:102</td>
<td>ART:102</td>
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<tr>
<td>Art History II</td>
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<tr>
<td>ART:103</td>
<td>ART:103</td>
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<tr>
<td>History of Modern Art</td>
<td>History of Modern Art</td>
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<td>3</td>
<td>3</td>
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<tr>
<td>ART:169</td>
<td>ART:169</td>
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<tr>
<td>Visual Language</td>
<td>Visual Language</td>
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<tr>
<td>3</td>
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</tr>
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</table>

**Area of Concentration**

| ART:107         | ART:107         |
| Design I        | Design I        |
| 2               | 2               |
| ART:108         | ART:108         |
| Design II       | Design II       |
| 2               | 2               |
| ART:109         | ART:109         |
| Drawing I       | Drawing I       |
| 3               | 3               |
| ART:110         | ART:110         |
| Drawing II      | Drawing II      |
| 3               | 3               |

**Or**

| ART:111         | ART:111         |
| Figure Drawing I | Figure Drawing I |
| 3               | 3               |
| ART:165         | ART:165         |
| Photography I   | Photography I   |
| 3               | 3               |
| ART:166         | ART:166         |
| Photography II  | Photography II  |
| 3               | 3               |
| ART:204         | ART:204         |
| Photography III | Photography III |
| 3               | 3               |
| ART:172         | ART:172         |
| Digital Photography | Digital Photography |
| 3               | 3               |
| ART:265         | ART:265         |
| Artificial Light Photography | Artificial Light Photography |
| 3               | 3               |
| ART:275         | ART:275         |
| Photo Imaging I: Photoshop | Photo Imaging I: Photoshop |
| 3               | 3               |

**Photography Electives**

<table>
<thead>
<tr>
<th>Select 6 hours of Photography Electives:</th>
<th>Select 6 hours of Photography Electives:</th>
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<tbody>
<tr>
<td>ART:266</td>
<td>ART:266</td>
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<tr>
<td>Black and White Printing Lab</td>
<td>Black and White Printing Lab</td>
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<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AT:279</td>
<td>AT:279</td>
</tr>
<tr>
<td>Non-silver Photography</td>
<td>Alternative Photographic Processes</td>
</tr>
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<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AT:267</td>
<td>AT:267</td>
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<tr>
<td>Color Photography II</td>
<td>Color Photography II</td>
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<td>3</td>
<td>3</td>
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<tr>
<td>ART:272</td>
<td>ART:272</td>
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<tr>
<td>Documentary Photography</td>
<td>Digital Photography II</td>
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<td>3</td>
<td>3</td>
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<tr>
<td>ART:268</td>
<td>ART:268</td>
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<tr>
<td>Large Format Photography</td>
<td>Documentary Photography</td>
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<tr>
<td>ART:269</td>
<td>ART:269</td>
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<td>Portrait Photography</td>
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<td>ART:273</td>
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<td>Architectural Photography</td>
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<td>Video Art I</td>
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<td>Video Art II</td>
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<td>Special Topics in Photography</td>
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<td>ART:228</td>
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<td>Workplace Learning: Photography</td>
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<td>AT:104</td>
<td>AT:267</td>
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<td>Electronic Photo Studio</td>
<td>Contemporary Concepts in Photography</td>
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<td>AT:176</td>
<td>ART:270</td>
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<td>Photography Workshop</td>
<td>Fashion Photography</td>
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<td>ART:267</td>
<td>ART:167</td>
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<td>Contemporary Concepts in Photography</td>
<td>Color Photography</td>
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<td>ART:270</td>
<td>Figure Fashion Photography</td>
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**Other Art Electives**

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<tr>
<td>ART:110 Drawing II</td>
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<td>ART:209 Drawing III</td>
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<td>ART:111 Figure Drawing I</td>
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Board Meeting 06/23/2016
The college recommends that the Board of Trustees approve Digital Media—Interactive and Graphic Design Certificate of Specialization submitted by the District Curriculum Committee.

Program: Digital Media—Interactive and Graphic Design Certificate of Specialization

Effective: Spring 2017 pending CBHE approval

Impact Statement
The Digital Media Program must revise its certificate options to become:
1. More attractive to working professionals and potential students
2. More rigorous in the amount of courses and coursework required
3. Better able to meet the needs of the competitive and evolving world of professional Digital Media.

As the Certificates are revised, the plan is to reduce the amount of options offered from the current five options to three options. This consolidation of the certificates will bring clarity for students and advisors, helping them to more strategically select a course of study.

We propose that this certificate require 23 credit hours of course work, up from 17 hours. We have also proposed to make the capstone course (Digital Media Portfolio AT 283) a two-hour course (up from one-hour) to reflect the complicated rigors of preparing an outstanding portfolio. And, in each revised Certificate, we have added a three-hour course, chosen to enhance learning objectives and to bolster and broaden each certificate’s academic quality.

These proposed changes still allows certificate completion within one academic year and makes for a more attractive option for current professionals in the field and for other non-traditional students.

Board Meeting 06/23/2016 4
to update their skills. We believe that with these curricular changes and additions, the Digital Media program will be better positioned to grow and thrive for years to come.

<table>
<thead>
<tr>
<th>Digital Media—Interactive and Graphic Design</th>
<th>Credits</th>
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<tr>
<td>Courses</td>
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<td>ART:131 Computer Art Studio</td>
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<td>ART:107 Design I</td>
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<td>ART:133 Graphic Design I</td>
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<td>AT:100 Hardware Configuration and Troubleshooting: Macintosh/Windows</td>
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<td>AT:135 Web Design I</td>
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<td>AT:246 Advanced Computer Art Applications</td>
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<td>ART:134 Graphic Design II</td>
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<td>AT:143 Web Design II</td>
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<td>OR</td>
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<tr>
<td>AT:106 Motion Media Design</td>
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<td>AT:283 Digital Media Portfolio</td>
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</table>

**Program total credits** 23

◆The college recommends that the Board of Trustees approve Digital Media—Video Editing and Animation Certificate of Specialization submitted by the District Curriculum Committee.

Program:  Digital Media—Video Editing and Animation  
Certificate of Specialization

Effective:  Spring 2017 pending CBHE approval

**Impact Statement**

The Digital Media Program must revise its certificate options to become:

1. More attractive to working professionals and potential students
2. More rigorous in the amount of courses and coursework required
3. Better able to meet the needs of the competitive and evolving world of professional Digital Media.

As the Certificates are revised, the plan is to reduce the amount of options offered from the current five options to three options. This consolidation of the certificates will bring clarity for students and advisors, helping them to more strategically select a course of study.

We propose that this certificate require 23 credit hours of course work, up from 17 hours. We have also proposed to make the capstone course (Digital Media Portfolio AT 283) a two-hour course (up from one-hour) to reflect the complicated rigors of preparing an outstanding portfolio. And, in each revised Certificate, we have added a three-hour course, chosen to enhance learning objectives and to bolster and broaden each certificate’s academic quality.

These proposed changes still allows certificate completion within one academic year and makes for a more attractive option for current professionals in the field and for other non-traditional students.
to update their skills. We believe that with these curricular changes and additions, the Digital Media program will be better positioned to grow and thrive for years to come.

<table>
<thead>
<tr>
<th>Digital Media—Video Editing and Animation</th>
<th>Credits</th>
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<tr>
<td>ART:131 Computer Art Studio</td>
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<td>ART:275 Photo Imaging I: Photoshop</td>
<td>3</td>
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<td>ART:111 Figure Drawing I</td>
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<tr>
<td>AT:233 Storyboarding/Animatics</td>
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<tr>
<td>AT:100 Hardware Configuration and Troubleshooting: Macintosh/Windows</td>
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<tr>
<td>AT:146 3D Modeling I: Surface Modeling</td>
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<tr>
<td>AT:106 Motion Media Design</td>
<td>3</td>
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<td><strong>OR</strong></td>
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<td>ART:280 Final Cut</td>
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<td>AT:234 Fundamentals of Animation</td>
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<td>AT:283 Digital Media Portfolio</td>
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<td><strong>Program total credits</strong></td>
<td><strong>23</strong></td>
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</table>

◆ The college recommends that the Board of Trustees approve Digital Photography Certificate of Specialization submitted by the District Curriculum Committee.

Program: Digital Photography
Certificate of Specialization

Effective: Spring 2017 pending CBHE approval

Impact Statement
The Digital Media Program must revise its certificate options to become:
1. More attractive to working professionals and potential students
2. More rigorous in the amount of courses and coursework required
3. Better able to meet the needs of the competitive and evolving world of professional Digital Media.

As the Certificates are revised, the plan is to reduce the amount of options offered from the current five options to three options. This consolidation of the certificates will bring clarity for students and advisors, helping them to more strategically select a course of study.

We propose that this certificate require 21 credit hours of course work, up from 17 hours. We have also proposed to make the capstone course (Digital Media Portfolio AT 283) a two-hour course (up from one-hour) to reflect the complicated rigors of preparing an outstanding portfolio. And, in each revised Certificate, we have added a three-hour course, chosen to enhance learning objectives and to bolster and broaden each certificate’s academic quality.

These proposed changes still allow certificate completion within one academic year and makes for a more attractive option for current professionals in the field and for other non-traditional students to
update their skills. We believe that with these curricular changes and additions, the Digital Media program will be better positioned to grow and thrive for years to come.

<table>
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<tr>
<th>Digital Photography</th>
<th>Courses</th>
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<tr>
<td>ART:131</td>
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<td>ART:165</td>
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<td>ART:172</td>
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<td>ART:275</td>
<td>Photo Imaging I: Photoshop</td>
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<td>AT:100</td>
<td>Hardware Configuration and Troubleshooting: Macintosh/Windows</td>
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<td>AT:105</td>
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<td>ART:265</td>
<td>Artificial Light Photography</td>
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OR

| AT:106              | Motion Media Design          | 3       |
| AT:283              | Digital Media Portfolio      | 2       |

Program total credits 21

◆The college recommends that the Board of Trustees approve Interior Design Professional Certificate of Specialization submitted by the District Curriculum Committee.

Program: Interior Design Professional
Certificate of Specialization

Effective: Fall 2017 pending CBHE approval

Impact Statement

This new professional certificate will provide another pathway option for students, graduates, and the design community to attain professional certification through the National Council for Interior Design Qualification (NCIDQ). Completion of the AAS degree and professional certificate will allow students who do not intend to transfer to a four-year institution an opportunity to still move forward on the pathway to becoming a professional interior designer.

This new certificate was designed to appeal to current students and working adults. Courses will be offered in an online or hybrid format so gaining the additional 18 credit hours needed to take the IDFX exam does not add a tremendous amount of time on to the completion of the AAS degree. The program curriculum was developed by analyzing the content of the IDFX and NCIDQ exams, collaborating with the Interior Design Advisory Committee, and researching curriculum at accredited four-year universities and community colleges. The courses created reflect the needs of the interior design industry locally and nationally since multiple resources were used in the development of the certificate curriculum.

The IDFX exam will also provide another level of assessment for the interior design program. The current assessment method utilizes a portfolio to measure mastery of skills in the interior design program. This method is called the Technical Skills Assessment Portfolio option. It was created for career programs that do not have a technical skills assessment exam that can be taken
at the end of the program. Since the IDFX exam is now available as an assessment tool, revisions to the program are necessary to make sure our students are eligible to take the exam.

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<th><strong>Interior Design Professional</strong></th>
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<tr>
<td>AT:285 Interior Design Codes and Specifications</td>
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<td>AT:286 Interior Design Business Practices and Ethics</td>
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<td>AT:287 Advanced Computer-Aided Interior Design</td>
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<td>AT:288 Interior Detailing and Construction Documentation</td>
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<td>AT:289 Interior Design Research Methods</td>
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<td>AT:290 Interior Design Professional Preparation</td>
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**Electives (Choose One)**

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<td>ART:156 Advanced Kitchen Design</td>
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<td>AT:251 Computer Aided Kitchen and Bath Design</td>
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<td>AT:152 Lighting Design</td>
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**Program total credits** 18
Advisory Committee Appointments

◆The college recommends that the Board of Trustees approve the appointments/reappointments for the following program advisory committees. These will be a two-year term - July 1, 2016 through June 30, 2018.

<table>
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<th>Accounting</th>
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<tr>
<td>Mr. David Ganz</td>
</tr>
<tr>
<td>Professor Emeritus</td>
</tr>
<tr>
<td>Ms. Heather Jefferson</td>
</tr>
<tr>
<td>Program Accountant</td>
</tr>
<tr>
<td>Mr. Woody Johnson</td>
</tr>
<tr>
<td>Chief Operating Officer</td>
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<tr>
<td>Ms. Rachel Latal</td>
</tr>
<tr>
<td>Assistant Controller</td>
</tr>
<tr>
<td>Ms. Van Le</td>
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<tr>
<td>Auditor</td>
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<tr>
<td>Mr. Paul Meiners</td>
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<tr>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Dr. Stephen R. Moehrle</td>
</tr>
<tr>
<td>Professor &amp; Department Chair</td>
</tr>
<tr>
<td>Mr. James O’Hallaron</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>Mrs. Kellie Sears</td>
</tr>
<tr>
<td>Senior Director, Worldwide Human Resources</td>
</tr>
<tr>
<td>Mr. David Wright</td>
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<tr>
<td>Vice President</td>
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<tr>
<td>Name</td>
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<tr>
<td>Mr. Daniel Borgers</td>
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<tr>
<td>Mr. Kevin Budde</td>
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<tr>
<td>Mr. David Cissi</td>
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<td>Mr. Tom Fogerty</td>
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<td>Mr. Paul Mertz</td>
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<tr>
<td>Mr. Michael Mudd</td>
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<tr>
<td>Mr. Rob Phillips</td>
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<tr>
<td>Mr. Steve Pokorny</td>
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<tr>
<td>Mr. Dave Raymond</td>
</tr>
<tr>
<td>Mr. Ron Reiling</td>
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<tr>
<td>Mr. Don Russell</td>
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<tr>
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<tr>
<td>Mr. Mark Schenberg</td>
</tr>
<tr>
<td>Mr. Bret Spiller</td>
</tr>
<tr>
<td>Dr. Derek Bartlem</td>
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<tr>
<td>Dr. Bruce Hemming</td>
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<tr>
<td>Dr. Heidi Hope</td>
</tr>
<tr>
<td>Mrs. Terry Melsheimer</td>
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<tr>
<td>Dr. Nigel Taylor</td>
</tr>
<tr>
<td>Dr. Barry Tulk</td>
</tr>
<tr>
<td>Ms. Bonnie Vaughn</td>
</tr>
<tr>
<td>Ms. Cynthia Wooge</td>
</tr>
</tbody>
</table>
Building Inspection & Code Enforcement Technology

Mr. Michael Arras  
Chief Instructor  
City of St. Louis  
1421 North Jefferson  
St. Louis, MO 63106  
(314) 289-1931

Mr. Ronald Gronemeyer  
MK & Associates  
1862 Craigshire Road  
St. Louis, MO 63146  
(314) 427-8800

Mr. Dennis Jenkerson  
Fire Department Chief  
City of St. Louis  
1421 North Jefferson  
St. Louis, MO 63106  
(314) 807-4860

Mr. David Kasl  
Assistant Manager  
St. Louis County Public Works  
41 South Central, 6th Floor  
Clayton, MO 63105  
(314) 615-7145

Mr. Adam Long  
Chief  
University City Fire Department  
6801 Delmar  
University City, MO 63130  
(314) 505-8593

Mr. Terry Merrell  
Fire Chief  
City of Maplewood  
7601 Manchester  
St. Louis, MO 63143  
(314) 394-2276

Mr. Steve Olshwanger  
Fire Chief  
Maryland Heights Fire Department  
2600 Schuetz Road  
St. Louis, MO 63043  
(314) 298-4400

Mr. Ernie Rhodes  
Chief  
West County EMS Fire Department  
223 Henry Avenue  
Manchester, MO 63011  
(636) 256-2000

Mr. Neil Svetanics  
Fire Chief  
Lemay Fire Protection District  
12201 Telegraph Road  
St. Louis, MO 63125  
(314) 631-4500

Business Administration

Mrs. Perla Burk  
Accounting Manager II  
City of St. Louis Water Division  
1640 South Kingshighway  
St. Louis, MO 63110  
(314) 633-9090

Ms. Ida Casey  
Program Specialist  
YWCA Metro St. Louis  
3820 West Pine  
St. Louis, MO 63108  
(314) 531-1115
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Company</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Ms. Christine Chamberlin</td>
<td>Marketing Director</td>
<td>Dent Wizard International</td>
<td>4710 Earth City Expressway</td>
<td>(800) 336-8949</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Louis, MO 63044</td>
<td></td>
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</tr>
<tr>
<td>Ms. Nancy Elswick</td>
<td>Director</td>
<td>Media Quest Inc.</td>
<td>Two City Place Drive, Suite 200</td>
<td>(314) 275-8040</td>
</tr>
<tr>
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<td>St. Louis, MO 63141</td>
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<tr>
<td>Mr. Robert Kaelin</td>
<td>Facility Technician</td>
<td>Dr. Pepper/Snapple</td>
<td>8900 Page</td>
<td>(314) 323-7289</td>
</tr>
<tr>
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<td>St. Louis, MO 63114</td>
<td></td>
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<tr>
<td>Ms. Felicia Linear</td>
<td>Manager Recruiting</td>
<td>The Consortium for Graduate Study in Management</td>
<td>229 Chesterfield Business Parkway</td>
<td>(636) 681-5457</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chesterfield, MO 63005</td>
<td></td>
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<tr>
<td>Mr. Augustin Pacheco</td>
<td>Manager Project Support</td>
<td>Boeing</td>
<td>5775 Campus Parkway</td>
<td>(314) 777-8417</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hazelwood, MO 63042</td>
<td></td>
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<tr>
<td>Ms. Cheryl Roberts, SPHR</td>
<td>Manager, Organ Development</td>
<td>Energizer Holdings, Inc.</td>
<td>533 Maryville University Drive</td>
<td>(314) 985-2397</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Louis, MO 63141</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Donald Robertson</td>
<td>Staff Officer/Quality Systems</td>
<td>National Geo Spatial Intelligence Agency</td>
<td>3838 Vogel Drive</td>
<td>(314) 676-9919</td>
</tr>
<tr>
<td></td>
<td>Manager</td>
<td></td>
<td>Arnold, MO 63010</td>
<td></td>
</tr>
<tr>
<td>Ms. Lauren Unser</td>
<td>Operations Associate</td>
<td>Maritz Motivation</td>
<td>1375 North Highway Drive</td>
<td>(636) 827-6005</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fenton, MO 63026</td>
<td></td>
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</tr>
<tr>
<td>Mr. Matthew Uzzetta</td>
<td>Green Tree Servicing</td>
<td>Mortgage Executive</td>
<td>3300 Rider Trail South, Suite 150</td>
<td>(314) 291-0300</td>
</tr>
<tr>
<td></td>
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<td>Earth City, MO 63045</td>
<td></td>
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<tr>
<td>Ms. Debra Williams</td>
<td>Product Manager</td>
<td>AFB International</td>
<td>#3 Research Park Drive</td>
<td>(636) 634-4177</td>
</tr>
<tr>
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<tr>
<td>Mr. Jim Butler</td>
<td>Group Creative Director</td>
<td>CheckMark</td>
<td>1111 Chouteau Avenue St. Louis, MO 63102</td>
<td>(314) 982-1326</td>
</tr>
<tr>
<td>Ms. Kay Cochran</td>
<td>Vice President/Creative Director</td>
<td>Rodgers Townsend</td>
<td>1000 Clark Avenue St. Louis, MO 63102</td>
<td>(314) 436-9960</td>
</tr>
<tr>
<td>Mr. Scott Ferguson</td>
<td>President</td>
<td>Ferguson Photography</td>
<td>5200 Shaw St. Louis, MO 63110</td>
<td>(314) 610-2730</td>
</tr>
<tr>
<td>Mr. Jay Fram</td>
<td>Owner/President</td>
<td>Jay Fram Photography</td>
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<td>Mr. Aaron Grimes</td>
<td>Funeral Director</td>
<td>Wade Funeral Home</td>
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<td>Mr. John Hutchens</td>
<td>Sales</td>
<td>Hutchens Mortuary</td>
<td>(314) 831-3300</td>
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<td>Mr. Gerald Johnson</td>
<td>Owner</td>
<td>Serenity Memorial Chapel</td>
<td>(618) 233-6000</td>
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<tr>
<td>Mr. Herman Kriegshauser</td>
<td>Retired</td>
<td>19 Jennycliffe Lane</td>
<td>(636) 391-2322</td>
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<tr>
<td>Mr. Trey Kriegshauser</td>
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<td>Kriegshauser Brothers Funeral Service</td>
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<td>Mr. Dale Kurrus</td>
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<td>(618) 235-2100</td>
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<td>1773 Frank Scott Parkway West</td>
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<tr>
<td>Mr. Todd Mahn</td>
<td>Owner</td>
<td>Mahn Funeral Home</td>
<td>(636) 586-2288</td>
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<tr>
<td>Mr. Donald Otto</td>
<td>Executive Director</td>
<td>Missouri Funeral Directors Association</td>
<td>(573) 635-1661</td>
</tr>
<tr>
<td></td>
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<td>1757 Woodclift Drive, Suite 202</td>
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<td>Jefferson City, MO 65109</td>
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<tr>
<td>Mr. John Pautz</td>
<td>President</td>
<td>Missouri Funeral Directors and Embalmers</td>
<td>(573) 642-2211</td>
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<tr>
<td>Mr. Roger Richie</td>
<td>President</td>
<td>John L. Ziegenhein and Sons Funeral</td>
<td>(314) 352-2600</td>
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Graphic Communications

Ms. Maureen Day  
Vice President of Creative Development  
Betallic LLC  
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St. Louis, MO 63146  
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Ms. Marie Fister  
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President  
Enrich Creative  
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Almanac Design  
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Mr. Michael Trost  
Owner  
Razor Marketing  
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Defiance, MO 63341  
(636) 798-2812

Mr. Douglas Wolfe  
President  
ProWolfe Partners  
315 North Meramec, #24  
St. Louis, MO 63105  
(314) 941-6090

Board Meeting 06/23/2016  
27
Health Information Technology

Ms. Alice Boon
VP Human Resource
Grace Hill Health Center
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St. Louis, MO 63101
(314) 814-8520

Mrs. Katie Kreener
Lead Coding, Health Information Management
St. Mary's Health Center
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St. Louis, MO 63117
(314) 768-8133

Ms. Lisa Kronsberg
Coding Manager, Health Information Management
St. John's Mercy Medical Center
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(314) 251-5632

Mrs. Dorothy Rodgers
Supervisor, Health Information Mgt.
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Golf Course Superintendent
Westborough Country Club
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Webster Groves, MO 63119
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Mr. Nathan Brandt
Horticulture Specialist
University of Missouri
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Creve Couer, MO 63132
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Mr. Douglas Delong
Owner
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Ms. June Hutson
Horticulturist - Kemper Center
Missouri Botanical Gardens
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Mrs. Maggie Jackson
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Mr. Skip Kincaid
Senior Consultant
Davey Tree
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St. Louis, MO 63104
(855) 623-4993

Mr. David Rowan
Horticultural Foreman
Forest Park Forever
5595 Grand Drive
St. Louis, MO 63112
(314) 367-7275
<table>
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<th>Company/Institution</th>
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<tr>
<td>Mr. William Ruppert</td>
<td>Sales Representative</td>
<td>National Nursery Products</td>
<td>1328 Forest Avenue, Kirkwood, MO 63122</td>
<td>(314) 963-0253</td>
</tr>
<tr>
<td>Mr. William Spradley</td>
<td>Owner</td>
<td>Trees, Forests, and Landscapes</td>
<td>336 Leffingwell, Kirkwood, MO 63122</td>
<td>(314) 821-9918</td>
</tr>
<tr>
<td>Mr. Bruce Vawter</td>
<td>Owner</td>
<td>Forestry Consultant Services</td>
<td>9321 Manoroak, St. Louis, MO 63126</td>
<td>(314) 849-2853</td>
</tr>
<tr>
<td>Mr. Scott Woodbury</td>
<td>Curator, Whitemire Wildflower Garden</td>
<td>Shaw Nature Reserve</td>
<td>P.O. Box 38, Gray Summit, MO 63039</td>
<td>(636) 451-3512</td>
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<tr>
<td><strong>Hospitality Studies</strong></td>
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<tr>
<td>Mr. Price Barrett</td>
<td>VP Operations</td>
<td>Companion</td>
<td>2331 Schuetz Road, Maryland Heights, MO 63146</td>
<td>(314) 352-4770</td>
</tr>
<tr>
<td>Mr. Vince Bommarito</td>
<td>Owner</td>
<td>Tony's</td>
<td>410 Market, St. Louis, MO 63102</td>
<td>(314) 231-7007</td>
</tr>
<tr>
<td>Mr. Bob Bonney</td>
<td>CEO</td>
<td>Missouri Restaurant Association</td>
<td>1810 Craig Road, Suite 223, St. Louis, MO 63146</td>
<td>(314) 576-2777</td>
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<tr>
<td>Ms. Felisha Clay</td>
<td>Director, Human Resources</td>
<td>Embassy Suites St. Charles</td>
<td>2 Convention Center Plaza, St. Charles, MO 63303</td>
<td>(636) 866-0161</td>
</tr>
<tr>
<td>Mr. Bob Colosimo</td>
<td>Executive Chef</td>
<td>Eleven Eleven Mississippi</td>
<td>1111 Mississippi, St. Louis, MO 63104</td>
<td>(314) 241-9999</td>
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<tr>
<td>Ms. Anne Conway</td>
<td>Corporate Director, Training &amp; Development</td>
<td>Lodging Hospitality Management</td>
<td>16625 Swingley Ridge Road, Chesterfield, MO 63017</td>
<td>(636) 299-9806</td>
</tr>
<tr>
<td>Mr. Jan DeYoung</td>
<td>Director</td>
<td>Begins St. Louis</td>
<td>800 North Tucker Boulevard, St. Louis, MO 63101</td>
<td>(314) 602-4540</td>
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<tr>
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<tr>
<td>Mrs. Carolyn Downs</td>
<td>Owner</td>
<td>Cyrano's Restaurant 603 East Lockwood Webster Groves, MO 63119</td>
<td>(314) 963-3232</td>
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<tr>
<td>Ms. Christy Ford-Schlafly</td>
<td>Owner</td>
<td>Ford Hotel Supply 2204 North Broadway St. Louis, MO 63102</td>
<td>(314) 231-8400</td>
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<tr>
<td>Mrs. Ericka Frank</td>
<td>Owner</td>
<td>The Cakery Bakery 1420 Tamm Avenue St. Louis, MO 63139</td>
<td>(314) 647-6000</td>
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<tr>
<td>Mr. Brian Hardy</td>
<td>Executive Chef</td>
<td>The Gatesworth 1 1McKnight Place St. Louis, MO 63124</td>
<td>(314) 406-3604</td>
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<tr>
<td>Ms. Martha Ifland</td>
<td>Manager Leisure Travel</td>
<td>Maritz Journeys 1395 North Highway Drive Fenton, MO 63099</td>
<td>(636) 827-4323</td>
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<tr>
<td>Ms. Debra Marquart</td>
<td></td>
<td>29 Rockwood Forest Valley Wildwood, MO 63025</td>
<td>(636) 938-1365</td>
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<tr>
<td>Ms. Diana Meyer</td>
<td>Director of Human Resources</td>
<td>St. Louis Marriott West 660 Maryville Center Drive St. Louis, MO 63141</td>
<td>(314) 878-2747</td>
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<tr>
<td>Mr. Orville Middendorf</td>
<td>Owner</td>
<td>PFG Middendorf 3737 North Broadway St. Louis, MO 63147</td>
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<tr>
<td>Mr. Forrest Miller</td>
<td>Owner</td>
<td>Royale Orleans Banquet Center 2801 Telegraph Road St. Louis, MO 63125</td>
<td>(314) 487-7006</td>
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<tr>
<td>Mr. Kevin Nashan</td>
<td>Executive Chef</td>
<td>Sydney Street Café 2000 Sydney Street St. Louis, MO 63104</td>
<td>(314) 771-5777</td>
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<tr>
<td>Mr. Dave Owens</td>
<td>Executive Chef</td>
<td>Bissinger's Chocolates 3983 Gratiot Street St. Louis, MO 63110</td>
<td>(314) 534-2401</td>
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<tr>
<td>Mr. Brian Pelletier</td>
<td>Owner</td>
<td>KaKao Chocolatier 2301 South Jefferson St. Louis, MO 63104</td>
<td>(314) 771-2310</td>
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<td>Ms. Lisa Sandow, CTC</td>
<td>Team Lead/Trainer</td>
<td>Travel Leaders</td>
<td>12755 Olive Boulevard St. Louis, MO 63141</td>
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<tr>
<td>Ms. Sunny Schaefer</td>
<td>Executive Director</td>
<td>Operation Food Search</td>
<td>6282 Olive Boulevard St. Louis, MO 63130</td>
<td>(314) 726-5355</td>
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<tr>
<td>Mr. Stephan Schubert</td>
<td>Executive Pastry Chef</td>
<td>River City Casino</td>
<td>777 River City Casino Drive St. Louis, MO 63135</td>
<td>(314) 388-7662</td>
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<tr>
<td>Mr. Norman Sewing</td>
<td>Restaurant Consultant</td>
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<td>420 Algonquin Drive Ballwin, MO 63011</td>
<td>(636) 391-7078</td>
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<tr>
<td>Ms. Linda Shipp</td>
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<td>Around World Travel &amp; Cruise Weldon Springs, MO 63304</td>
<td>(314) 374-6910</td>
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<td>Bro. Leo Slay</td>
<td>Consultant</td>
<td>Marycliff Marianist Community</td>
<td>4000 Highway 109 Eureka, MO 63025</td>
<td>(636) 938-5470</td>
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<td>Ms. Sonia Smith</td>
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<td>Collette Vacations</td>
<td>5899 Park Drive Troy, MO 63379</td>
<td>(636) 290-6978</td>
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<td>Mrs. Kathy Stewart, CTC</td>
<td>Travel Consultant</td>
<td>Tiger Travel</td>
<td>7973 Big Bend Boulevard St. Louis, MO 63119</td>
<td>(314) 968-4410</td>
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<tr>
<td>Ms. Stephanie Turner, CTC</td>
<td>President</td>
<td>Brentwood Travel</td>
<td>1022 Executive Parkway St. Louis, MO 63141</td>
<td>(314) 439-5700</td>
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<tr>
<td>Mr. Todd Williams</td>
<td>HR Generalist</td>
<td>Carlson Wagonlit Travel</td>
<td>1862 Lackland Hill Parkway St. Louis, MO 63146</td>
<td>(314) 513-0412</td>
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<tr>
<td>Mr. Paul Witwer</td>
<td>Director, Business Development</td>
<td>PFG Middendorf</td>
<td>3737 North Broadway St. Louis, MO 63179</td>
<td>(314) 313-2143</td>
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<tr>
<td>Mr. Bryan Young</td>
<td>Owner</td>
<td>Bryan Events</td>
<td>4423 Oakland Avenue St. Louis, MO 63110</td>
<td>(314) 713-8708</td>
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</table>
Ms. Sandy Zingrich  Travel Leaders  17281 Chesterfield Airport Road  Chesterfield, MO 63005  (636) 778-1081

**Human Services**

Mr. Jack Barnett  Bridgeway Behavioral Health  1027 South Vandeventer  St. Louis, MO 63110  (636) 224-1732
Site Director - Outpatient Programs

Ms. Mary Burns  Woman's Place  7372 Marietta Avenue  Maplewood, MO 63143  (314) 645-4848
Crisis Intervention Advocate

Ms. Lori Curtis, MSW  University of MO, St. Louis  211 Bellevue Hall  St. Louis, MO 63121  (314) 516-6751
Assoc. Teaching Professor

Mr. Daniel Gladden  Behavioral Health Responses  12647 Olive Boulevard, Suite 200  Creve Coeur, MO 63141  (314) 628-6222
Clinical Director

Mrs. Arlene Miller  10820 Sunset Office Drive, Suite 204  St. Louis, MO 63127  (314) 544-1095
Therapist

Ms. DiAnne Mueller  St. Louis Crisis Nursing  6150 Oakland Avenue  St. Louis, MO 63139  (314) 768-3201
Executive Director

Ms. Christien Reams  Lutheran Family and Children's Services of Missouri  8631 Delmar Boulevard  St. Louis, MO 63124  (314) 754-2767
Director, Community Services

Ms. Sue Self  Provident, Inc.  2650 Olive  St. Louis, MO 63103  (314) 446-2831
VP Telephonic Services

Dr. Sabrina Tyuse  St. Louis University  3550 Lindell Boulevard  St. Louis, MO 63103  (314) 977-2192
BSSW Program Director
### Human Services Disabilities Option

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<tr>
<td>Mr. Jack Barnett</td>
<td>Site Director, Outpatient Programs</td>
<td>Bridgeway Behavioral Health</td>
<td>1027 South Vandeventer</td>
<td>(636) 224-1732</td>
</tr>
<tr>
<td>Ms. Yolanda Featherson</td>
<td>Employment Specialist</td>
<td>MERS/Missouri Goodwill Industries</td>
<td>4230 Carrollton Drive, Unit D</td>
<td>(314) 971-7994</td>
</tr>
<tr>
<td>Ms. Kimberly Kreitner</td>
<td>ADA Specialist</td>
<td>City of St. Louis Office on the Disabled</td>
<td>City Hall, Room 30 1200 Market Street</td>
<td>(314) 622-3687</td>
</tr>
<tr>
<td>Ms. Robyn Nash</td>
<td>Support Specialist</td>
<td>Hopewell Center</td>
<td>5912 De Giverville</td>
<td>(314) 681-2716</td>
</tr>
<tr>
<td>Ms. Elizabeth Ann Rose</td>
<td>Director</td>
<td>Miriam Learning Center</td>
<td>501 Bacon Avenue</td>
<td>(314) 961-1500</td>
</tr>
<tr>
<td>Ms. Mary Shands</td>
<td>Information &amp; Assistant Coordinator</td>
<td>City of St. Louis/Human Services</td>
<td>5117 Washington Place</td>
<td>(314) 367-2260</td>
</tr>
<tr>
<td>Mr. Marlon Williams</td>
<td>Program Assistant-Lead</td>
<td>Neighborhood Houses</td>
<td>3969 Potomac, 2 E</td>
<td>(314) 772-7113</td>
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### Information Systems

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<tr>
<td>Mrs. Sheree Borcherding</td>
<td>Instructor</td>
<td>St. Louis Special School District</td>
<td>12721 West Watson</td>
<td>(314) 989-7444</td>
</tr>
<tr>
<td>Mr. Justin Dowell</td>
<td>Professional Software Engineer</td>
<td>Asynchrony Labs</td>
<td>900 Spruce Street</td>
<td>(314) 678-2200</td>
</tr>
<tr>
<td>Mr. Ryan Dowell</td>
<td>Senior Software Engineer</td>
<td>Asynchrony Labs</td>
<td>900 Spruce Street</td>
<td>(314) 678-2200</td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>Mr. Thomas Fortenberry</td>
<td>IT Project Manager - Web Delivery</td>
<td>Emerson Electric</td>
<td>8000 West Florissant Avenue, Florissant, MO 63136</td>
<td>(314) 553-1636</td>
</tr>
<tr>
<td>Mrs. Denise Gibbs</td>
<td>Database Administrator</td>
<td>Maritz Inc.</td>
<td>1355 North Highway Drive, Fenton, MO 63130</td>
<td>(636) 827-1690</td>
</tr>
<tr>
<td>Mr. Daniel Jundt</td>
<td>Network Engineer II</td>
<td>Charter Communications</td>
<td>12405 Powerscourt Drive, 3rd Floor, St. Louis, MO 63131</td>
<td>(314) 288-3415</td>
</tr>
<tr>
<td>Ms. Maria Lambert</td>
<td>Senior Programmer Analyst</td>
<td>REJIS</td>
<td>4835 Kamp Drive, Arnold, MO 63010</td>
<td>(314) 691-2888</td>
</tr>
<tr>
<td>Ms. Susan Lang</td>
<td>Principal Engineer</td>
<td>Maverick Technologies</td>
<td>553 Princeway Court, Manchester, MO 63011</td>
<td>(636) 527-6307</td>
</tr>
<tr>
<td>Ms. Crystal Martin</td>
<td>Education &amp; Community Engagement Manager</td>
<td>Launch Code</td>
<td>4811 Delmar Boulevard, St. Louis, MO 63108</td>
<td>(313) 415-9184</td>
</tr>
<tr>
<td>Mr. Mike Rebar</td>
<td>Senior Manager, IT</td>
<td>Emdeon Business Services</td>
<td>1649 Garden Valley Court, Glencoe, MO 63038</td>
<td>(314) 954-3331</td>
</tr>
<tr>
<td>Ms. Sally Steuterman</td>
<td>Evaluation Associate</td>
<td>Launch Code</td>
<td>4811 Delmar Boulevard, St. Louis, MO 63108</td>
<td>(314) 660-6648</td>
</tr>
<tr>
<td>Steve Sunderland</td>
<td>Senior IT Recruiter</td>
<td>Vantage Links</td>
<td>One City Place Drive, Suite 285, St. Louis, MO 63141</td>
<td>(314) 266-7595</td>
</tr>
<tr>
<td>Mr. Michael Thum</td>
<td>Technical Specialist</td>
<td>BJC Healthcare</td>
<td>4353 Clayton Avenue, St. Louis, MO 63110</td>
<td>(314) 262-6400</td>
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<td>Mr. Zachary Yadamec</td>
<td>Systems Administrator - Web Delivery</td>
<td>Emerson Electric</td>
<td>83133 Bentwater Place, St. Charles, MO 63301</td>
<td>(314) 556-7268</td>
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<td>Mr. Martin Zaegel</td>
<td>Senior Software Engineer</td>
<td>Enterprise Holdings, Inc.</td>
<td>2637 Chanute Drive, St. Louis, MO 63125</td>
<td>(314) 724-7852</td>
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## Interior Design

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<tr>
<td>Ms. Stacy Burns</td>
<td>New Space</td>
<td>1960 Innerbelt Business Center Drive</td>
<td>(314) 423-3200</td>
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<tr>
<td>Ms. Gail Doveikis</td>
<td>G.M. Doveikis</td>
<td>15009 Manchester Road</td>
<td>(636) 227-7788</td>
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<tr>
<td>Owner</td>
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<td>Ballwin, MO 63011</td>
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<tr>
<td>Ms. Anne Gallagher</td>
<td>Steelcase</td>
<td>1325 North Warson</td>
<td>(314) 422-5977</td>
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<td>Workplace Consultant</td>
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<tr>
<td>Ms. Leah Hofferkamp</td>
<td>HOK Planning Group</td>
<td>1 Metropolitan Square, Suite 700</td>
<td>(314) 421-2000</td>
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<tr>
<td>Designer</td>
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<td>St. Louis, MO 63102</td>
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<tr>
<td>Mr. Stephen Patton</td>
<td>Frank Patton Interiors</td>
<td>13133 Manchester Road</td>
<td>(314) 965-4240</td>
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<tr>
<td>CEO</td>
<td></td>
<td>St. Louis, MO 63131</td>
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## Legal Studies for Paralegal

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<th>Name</th>
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<tr>
<td>Ms. Kate Boyd</td>
<td>Greensfelder, Hemker &amp; Gale, P.C.</td>
<td>10 South Broadway, Suite 2000</td>
<td>(314) 516-2670</td>
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<tr>
<td>Paralegal</td>
<td></td>
<td>St. Louis, MO 63102</td>
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<tr>
<td>Mr. Robert Crowe</td>
<td>Sandberg Phoenix &amp; von Gontard, P.C.</td>
<td>600 Washington Avenue, 15th Floor</td>
<td>(314) 446-4284</td>
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<tr>
<td>Litigation Paralegal Coordinator</td>
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<tr>
<td>Ms. Jeanne Elliot</td>
<td>Christy Company</td>
<td>4641 McRee Avenue</td>
<td>(314) 773-7500</td>
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<tr>
<td>Paralegal</td>
<td></td>
<td>St. Louis, MO 63110</td>
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<tr>
<td>Ms. Susan Gardner</td>
<td>Shands, Elbert, Gianoulakis &amp; Giljum, LLP</td>
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<tr>
<td>Paralegal</td>
<td></td>
<td>St. Louis, MO 63105</td>
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<tr>
<td>Mr. Preston Humphrey</td>
<td>Humphry Law</td>
<td>1221 Locust Street, Suite 770</td>
<td>(314) 621-1765</td>
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<tr>
<td>Attorney/Owner</td>
<td></td>
<td>St. Louis, MO 63103</td>
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</table>
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Ms. Catherine Miller
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<table>
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<th>Name</th>
<th>Position</th>
<th>Organization</th>
<th>Address</th>
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<tbody>
<tr>
<td>Dr. Teri Murray</td>
<td>Dean, School of Nursing</td>
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<td>Ms. Barbara Schmank</td>
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<tr>
<td>Dr. Patsy Stapleton, PhD, RN-BC</td>
<td>Manager, Center for Practice Excellence</td>
<td>Barnes-Jewish Hospital</td>
<td>600 South Taylor, Suite 120, Mailstop 90-94-235, St. Louis, MO 63110</td>
<td>(314) 454-8541</td>
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<tr>
<td>Ms. Cindy Vishy</td>
<td>Manager of Clinical Education</td>
<td>St. Louis Children's Hospital</td>
<td>One Children's Place, St. Louis, MO 63110</td>
<td>(314) 286-0388</td>
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<tr>
<td>Ms. Stacey Weiler</td>
<td>Education Specialist/Clinical Placement Coordinator</td>
<td>SSM Healthcare</td>
<td>10101 Woodfield Lane, Suite 350, St. Louis, MO 63132</td>
<td>(314) 989-2126</td>
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<tr>
<td>Ms. Wendy Apgar</td>
<td>Occupational Therapy Assistant</td>
<td></td>
<td>15462 Schoettler Valley Court, Chesterfield, MO 63017</td>
<td>(636) 532-7108</td>
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<tr>
<td>Ms. Tammy Bunger</td>
<td>COTA</td>
<td>Great Circle</td>
<td>330 North Gore, St. Louis, MO 63119</td>
<td>(314) 919-4700</td>
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<tr>
<td>Mr. Adam Busby</td>
<td>COTA</td>
<td>Great Circle</td>
<td>330 North Gore, St. Louis, MO 63119</td>
<td>(314) 919-4700</td>
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<tr>
<td>Ms. Susan Collier</td>
<td>COTA/L</td>
<td>Pro Rehab/ Athletico</td>
<td>1135 Art Hill Place, St. Louis, MO 63139</td>
<td>(314) 369-2173</td>
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<tr>
<td>Mrs. Mary Falcetti</td>
<td></td>
<td>10056 Canterbury Farms Court</td>
<td>St. Louis, MO 63128</td>
<td>(314) 849-0951</td>
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<td>Ms. Jennifer Greco</td>
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<tr>
<td>Ms. Cindy Haynes</td>
<td></td>
<td>709 Nirk Avenue</td>
<td>Kirkwood, MO 63122</td>
<td>(314) 821-0459</td>
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**Occupational Therapy Assistant**

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<td>Mrs. Kristine Moranville</td>
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<tr>
<td>Ms. Cheryl Strickland</td>
<td>Regional Vice President</td>
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<td>(314) 395-9067</td>
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<tr>
<td>Ms. Rebecca Tivoli</td>
<td>COTA</td>
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<td><strong>Office Information Systems</strong></td>
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<tr>
<td>Ms. Joan Case</td>
<td>Executive Assistant</td>
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<tr>
<td>Mr. John Hayes</td>
<td>President</td>
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<td>PO Box 21530</td>
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<tr>
<td>Ms. Ife Jacobs</td>
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<td>(314) 736-5738</td>
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<td>619 Lambert Pointe Drive</td>
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<tr>
<td>Ms. Janie Juarez</td>
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<tr>
<td>Ms. Susan Keen</td>
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<tr>
<td>Ms. Kisha Lee</td>
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<td>6121 North Hanley</td>
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<tr>
<td>Ms. Kathleen McClish</td>
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Retired  
7314 Dorset Avenue  
St. Louis, MO 63130  
(314) 727-7943

Ms. Kate Tegtmeyer  
Office Manager  
Prudential Select Properties  
5494 Brown Road, Suite 113  
Hazelwood, MO 63042  
(314) 324-7683

Ms. Lisa Ahlers  
Physical Therapist Assistant  
St. Anthony's Hospital  
12692 Lamplighter Square  
St. Louis, MO 63128  
(314) 849-2366

Dr. Joni Barry  
Associate Professor Physical Therapy  
Maryville University  
650 Maryville University Drive  
St. Louis, MO 63141  
(314) 529-9608

Dr. Carol Beckel  
Assistant Professor  
St. Louis University  
3437 Caroline Street  
St. Louis, MO 63104  
(314) 977-8539

Ms. Lauren Brody-Terrill  
Manager, Student Programs  
RehabCare/Kindred Healthcare  
2265 Brookview Lane  
Pacific, MO 63069  
(314) 659-2521

Dr. Cheryl Caldwell  
Professor  
Washington University  
4444 Forest Park Boulevard, Box 8502  
St. Louis, MO 63108  
(314) 286-1471

Ms. Angela Ellison  
Physical Therapist Assistant  
Jefferson Barracks VA  
6417 Lynbrook  
St. Louis, MO 63123  
(314) 482-6216

Ms. Judy Mange  
Administrator  
9414 Pine  
Brentwood, MO 63144  
(314) 962-9111

Mrs. Kelly Nowacki  
Physical Therapist Assistant  
St. Mary's Hospital (SSM)  
9145 Arvin Place  
St. Louis, MO 63123  
(314) 638-8491

Mrs. Delaney Renner  
Physical Therapist Assistant  
Barnes Jewish Hospital  
#1 Barnes Jewish Hospital Plaza  
St. Louis, MO 63108  
(314) 362-2389
<table>
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<th>Position</th>
<th>Company</th>
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<tr>
<td>Mrs. Katherine Welsh</td>
<td>Physical Therapist Assistant</td>
<td>Rehab Pro</td>
<td>13230 Manchester Road Des Peres, MO 63131</td>
<td>(314) 403-0863</td>
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<tr>
<td>Ms. Jennifer Wilcox</td>
<td>Physical Therapist</td>
<td>Mercy Hospital</td>
<td>16555 Manchester Road Wildwood, MO 63040</td>
<td>(636) 458-9343</td>
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<tr>
<td>Mrs. Lee Ann Ackerman</td>
<td>Director of Operations</td>
<td>Orthopedic Associates, LLC</td>
<td>1050 Old Des Peres Road St. Louis, MO 63131</td>
<td>(314) 714-3013</td>
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<tr>
<td>Mrs. Sabrina Bell</td>
<td>CT Technologist</td>
<td>Des Peres Hospital</td>
<td>2345 Dougherty Ferry Road St. Louis, MO 63122</td>
<td>(314) 966-9194</td>
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<tr>
<td>Dr. Steven Don</td>
<td>Radiologist</td>
<td>St. Louis Children's Hospital</td>
<td>510 South Kingshighway Boulevard St. Louis, MO 63110</td>
<td>(314) 454-6229</td>
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<tr>
<td>Mr. David Englehart</td>
<td>Medical Physicist</td>
<td>SSM St. Mary's Health Center</td>
<td>6420 Clayton Road St. Louis, MO 63117</td>
<td>(314) 768-8256</td>
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<tr>
<td>Ms. Monique French</td>
<td>Team Leader - Imaging</td>
<td>SSM St. Clare Hospital</td>
<td>1015 Bowles Avenue Fenton, MO 63025</td>
<td>(636) 496-2195</td>
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<tr>
<td>Mr. William Hubble</td>
<td>Nuclear Medicine Technology Program Director</td>
<td>St. Louis University</td>
<td>3437 Caroline St. Louis, MO 63104</td>
<td>(314) 997-8594</td>
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<tr>
<td>Ms. Patricia Levitt</td>
<td>Director of Diagnostic Imaging</td>
<td>SSM St. Mary's Hospital</td>
<td>6420 Clayton Road St. Louis, MO 63117</td>
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<td>Ms. Michelle Onder</td>
<td>Radiology Manager</td>
<td>Missouri Baptist Medical Center</td>
<td>3015 North Ballas Road St. Louis, MO 63131</td>
<td>(314) 996-4334</td>
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<td>Dr. Linda Proctor</td>
<td>Radiologist</td>
<td>Missouri Baptist Medical Center</td>
<td>3015 North Ballas Road St. Louis, MO 63131</td>
<td>(314) 996-6180</td>
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**Radiologic Technology**
Ms. Jamie Rapp
Radiology Supervisor
SSM St. Joseph Hospital West
100 Medical Plaza
Lake St. Louis, MO 63367
(636) 625-7721

Dr. Michael Ward, Ph.D, RT
Vice Dean for Student Affairs and Diversity
Barnes-Jewish College Goldfarb School of Nursing
4483 Duncan
St. Louis, MO 63110
(314) 362-6900

Ms. Katrina Bogman
Respiratory Care Team Leader
St. Mary's Health Center
6420 Clayton Road
St. Louis, MO 63117
(314) 768-8438

Ms. Lisa Cracchiolo
Respiratory Care Educator
St. Louis Children's Hospital
One Children's Place
St. Louis, MO 63110
(314) 454-2335

Mrs. Mary Fairchild
Respiratory Care Team Leader
Cardinal Glennon
1465 South Grand Boulevard
St. Louis, MO 63104
(314) 268-6487

Ms. Delores Griffin
Respiratory Care Manager
St. Louis University Hospital
3635 Vista Avenue
St. Louis, MO 63110
(314) 577-8810

Ms. Jacqueline Holloman
Director, Respiratory Care Services
St. Luke's Hospital
232 South Woods Mill Road
Chesterfield, MO 63017
(314) 542-4888

Mr. William Lamb
Owner
Lamb Law Firm, LLC
1050 Pike Street
St. Charles, MO 63301
(314) 749-4315

Mr. Gabriel Logan
Respiratory Care Supervisor
Missouri Baptist Hospital
3015 North Ballas Road
St. Louis, MO 63131
(314) 996-5123

Mr. Matthew McClellan
Special Areas Curriculum Coordinator
Hazelwood School District
15955 New Halls Ferry Road
Florissant, MO 63031
(314) 953-5185

Mr. Jeremy Parks
Respiratory Care Practitioner
Barnes Jewish Hospital
One Barnes-Jewish Hospital Plaza
St. Louis, MO 63110
(314) 536-5041
Ms. Teresa Power
Respiratory Care Team Leader
St. Clare Health Center
1015 Bowles Avenue
Fenton, MO 63026
(636) 496-5682

Ms. Peggy Reed Med. RRT
Education Director
BJC Hospital
Barnes Jewish Hospital Plaza
St. Louis, MO 63110
(314) 362-3767

Mr. Gregg Ruppel, Med, RRT, RPFT, FAARC
Director, PFT Lab
St. Louis University Hospital
3635 Vista Avenue
St. Louis, MO 63110-0250
(314) 577-8812

Dr. Robert Walsh
Certified Registered Nurse Anesthetist
12566 Tall Pine
St. Genevieve, MO 63670
(314) 651-2951

Surgical Technology

Mr. Brian Ash
CST, CFA
10922 Shea Drive
St. Louis, MO 63123
(314) 849-8593

Mr. Andrew Boedeker
Account Specialist
Aon Risk Services
8182 Maryland Avenue
St. Louis, MO 63105
(636) 248-6562

Mr. Philip Carlock
Retired
1705 Coronita Drive
Fenton, MO 63026
(314) 303-1334

Ms. Nicole Deckard
CST
Cardinal Glennon
346 Emerson Road, Apt. 203
High Ridge, MO 63049
(573) 210-7905

Mr. Bradley Deutch
CST, RN
412 South Market
Waterloo, IL 62298
(618) 939-4841

Dr. J. Marchosky
Neurosurgeon
Neurospinal Surgery, P.C.
226 South Woods Mill Road, #56W
Chesterfield, MO 63017
(314) 878-0808

Ms. Cheryl Rivas
CST
Mercy Hospital
3628 Diamond Head Drive
St. Louis, MO 63125
(314) 308-3030

Ms. Katie Yancey
Procurement Coordinator
MTS
2327 Time Centre
St. Charles, MO 63303
(314) 680-4592
### HUMAN RESOURCES AGENDA SUMMARY

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### APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

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<tr>
<td>Guth, Samuel</td>
<td>C</td>
<td>MC</td>
<td>Manager, Facilities &amp; College-wide Mechanical Systems Administration</td>
<td>P 14</td>
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<td>Mueller, Kim</td>
<td>C</td>
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<td>Learning Development Specialist/ Trainer</td>
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<td>Miller, Amy</td>
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<td>Steele, Anthony</td>
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<td>Bolar, Jamie</td>
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<td>FP</td>
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<td>Society of Mfg. Engineering</td>
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### ADDITIONAL COMPENSATION / ADMINISTRATIVE / PROFESSIONAL STAFF

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<td>Johnson, Joyce</td>
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<td>Brown, Jacquelyn</td>
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<td>Coordinator, Enrollment Communication &amp; Applicant Tracking</td>
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<td>LOC</td>
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<td>FP</td>
<td>College Police Officer</td>
<td>CN 06</td>
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<td>Gilmore, Brian</td>
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<td>FP</td>
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<td>Brethauer, Roy</td>
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<td>Herman, Sherri</td>
<td>C</td>
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<td>Information &amp; Enrollment Assistant</td>
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<td>Broussard, Cathy</td>
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<td>Secretary (Communications)</td>
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<td>Rodriguez, Jose</td>
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<td>MC</td>
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<td>Shield, David</td>
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<td>MC</td>
<td>Housekeeper</td>
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<td>$13.12/ hr</td>
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### APPOINTMENTS/ PART-TIME CLASSIFIED STAFF

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<td>Griffin, Schaeffer</td>
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<td>WW</td>
<td>Information &amp; Enrollment Assistant, part-time, continuing</td>
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### PROBATIONARY TO NON-PROBATIONARY STATUS / FULL-TIME CLASSIFIED STAFF

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<td>Jessen, Ann Marie</td>
<td>MC</td>
<td>Housekeeper</td>
<td>$16.17/hr</td>
<td>Completion of probationary period</td>
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<td>Williams, Darnyell</td>
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<td>Housekeeper</td>
<td>$16.17/hr</td>
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### ADDITIONAL COMPENSATION / CLASSIFIED STAFF

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<tr>
<td>Bannister, Dennis</td>
<td>MC</td>
<td>Supervisor, Buildings &amp; Grounds</td>
<td>CN 09</td>
<td>$67,319.00</td>
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<td>assuming partial duties of vacant position</td>
<td>06/01/16 – 07/31/16</td>
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<tr>
<td>Day, Leroy Thomas</td>
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<td>06/30/16</td>
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**RETIREMENTS / ADMINISTRATIVE / PROFESSIONAL STAFF**

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<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>TITLE</th>
<th>COMMENTS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wright, Willie</td>
<td>MC</td>
<td>Manager of Facilities</td>
<td>47 years of service</td>
<td>06/30/16</td>
</tr>
<tr>
<td>Kays, Vernon</td>
<td>MC</td>
<td>Academic Dean</td>
<td>11 years of service</td>
<td>05/31/16</td>
</tr>
<tr>
<td>Landau, Jacquelyn</td>
<td>CO</td>
<td>Continuing Education Specialist</td>
<td>17 years of service</td>
<td>07/31/16</td>
</tr>
<tr>
<td>Trauterman, Tammy</td>
<td>CO</td>
<td>Child Care Specialist</td>
<td>21 years of service</td>
<td>06/30/16</td>
</tr>
<tr>
<td>McGee, Darlene</td>
<td>MC</td>
<td>Associate Instruction Designer, 36 weeks</td>
<td>18 years of service</td>
<td>06/30/16</td>
</tr>
<tr>
<td>Mehranfar, Barbara</td>
<td>W</td>
<td>Coordinator, Student Enrollment/</td>
<td>36 years of service</td>
<td>06/30/16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Advising</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RETIREMENTS / CLASSIFIED STAFF**

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>TITLE</th>
<th>COMMENTS</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitworth, Patricia</td>
<td>MC</td>
<td>Secretary</td>
<td>26 years of service</td>
<td>05/31/16</td>
</tr>
<tr>
<td>NAME</td>
<td>LOCATION</td>
<td>TITLE</td>
<td>EFFECTIVE DATE</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
<td>--------------------------------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Perez Franco, Antonia</td>
<td>MC</td>
<td>Associate Professor (Foreign Language)</td>
<td>05/31/16</td>
<td></td>
</tr>
<tr>
<td>Woodward, William</td>
<td>CC</td>
<td>Associate Vice Chancellor, Student Affairs</td>
<td>06/24/16</td>
<td></td>
</tr>
<tr>
<td>Trumpe, Ishmael</td>
<td>CC</td>
<td>Administrative Secretary</td>
<td>06/03/16</td>
<td></td>
</tr>
</tbody>
</table>
**Recommendation for Award/Purchasing – Contract**

- Supports: Journalism Coursework -Student Newspapers – District Wide

Board approval is requested for the award of a contract for the printing of student newspapers to **MISSOURIAN PUBLISHING CO.** and **ARCADE PRINTING**, in an amount estimated at **$120,000.00**, with no guaranteed amount to any one vendor, for a period of three (3) full years, to begin July 1, 2016.

**Description**

This contract will be used to both print the student newspapers at all three campus locations and to provide on-site practical experience in the production aspects of journalism coursework. The two recommended low bidders meet all the requirements of the bid and are recommended for award so that faculty at each location can select the production facility that best suits their particular program content.

**Bid – B0003503**

The evaluation of this bid, which opened February 18, 2016, is listed below:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Price Quote</th>
<th>Price Quote</th>
<th>Price Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MISSOURIAN PUBLISHING CO.</strong></td>
<td>404.04</td>
<td>405.52</td>
<td>550.49</td>
</tr>
<tr>
<td><strong>ARCADE PRINTING</strong></td>
<td>518.00</td>
<td><strong>233.00</strong></td>
<td>No Bid</td>
</tr>
<tr>
<td>Breeze Publishing Co.</td>
<td>462.00</td>
<td>No bid</td>
<td>897.00</td>
</tr>
<tr>
<td>Press Journal Printing</td>
<td>430.00</td>
<td>317.00</td>
<td>815.00</td>
</tr>
<tr>
<td>Signature Offset</td>
<td>836.41</td>
<td>820.69</td>
<td>916.47</td>
</tr>
</tbody>
</table>

**Funding**

Expenditures made against this contract will be funded from current operating budgets.

**Advertisements**

Newspaper advertisements were run in the St. Louis American and the St. Louis Post-Dispatch.
Recommended for Award/Purchasing – Renewal

- Supports: Biology, Life Sciences and Science Departments – District Wide

**Contract B0003179** with **CAROLINA BIOLOGICAL SUPPLY COMPANY, SERGENT-WELCH/VWR, FREY SCIENTIFIC, NEBRASKA SCIENTIFIC, PRODUCTS UNLIMITED, INC.** and **BIO CORPORATION** for routine purchase of biological materials was originally approved by the Board of Trustees on September 26, 2013 for a period of three (3) full years, to begin November 27, 2013 in the amount of $350,000.00, with an option to renew for the fourth (4) year. We request approval to exercise the fourth (4th) year renewal option with no additional funding.
**Recommendation for Award/Purchasing - Contract**

- Supports: Family & Consumer Sciences Departments District-Wide. HRM at FP and Child Care Center at FV

Board approval is requested for the award of a contract for the routine purchase of retail grocery products to **DIERBERGS MARKETS, INC., SCHNUCKS MARKETS, INC.,** and **ALDI INC.,** in an amount estimated at **$50,000.00** annually, which no guaranteed amount to any one vendor, for a period of three (3) full years, to begin July 1, 2016

**Description**

This contract will be used district-wide by a wide range of departments, including the Hospitality/Restaurant Management Program, and Child Care Center for the purchase of food products and small quantities of hospitality items. All responding bidders are being recommended for award to afford staff the widest selection of product and price, as well as provide convenient access to stores in close proximity of the campuses.

**Bid – B0003541**

The evaluation of this bid, which opened May 23, 2016, is listed below:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Terms of Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIERBERGS MARKETS, INC.</strong></td>
<td>College Purchase Order or In-Store Charge Account Authorized Users Only.</td>
</tr>
<tr>
<td><strong>SCHNUCKS MARKETS, INC.</strong></td>
<td>College Charge Account Card for Authorized for Authorized Users Only</td>
</tr>
<tr>
<td><strong>ALDI INC.</strong></td>
<td>Cash, College Credit Card or Check with Authorized Signature.</td>
</tr>
</tbody>
</table>

**Funding**

Expenditures against this contract will be made from current operating budgets.

**Advertisements**

Newspaper advertisements were run in the St. Louis American and the St. Louis Post-Dispatch.
Recommendation for Award/Purchasing – Contract

- Supports District-Wide Assessment Departments

Board approval is requested for the award of a contract for the routine purchase of assessment materials to THE COLLEGE BOARD, in an amount estimated at $90,000.00 annually, for a period of one year, to begin July 1, 2016, with an option to renew for a second and third year.

Description

This contract will be used by the Assessment Departments at all College locations for the purchase of Accuplacer Tests routinely used in assessment of student proficiencies. The recommended bidder is the sole supplier of this product and the quotation request was therefore conducted on a restricted basis.

Bid – B0003545

Listed below is the quotation opened on May 24, 2016 for the various assessment materials used by the College:

<table>
<thead>
<tr>
<th>Product/Service Description</th>
<th>Average Annual Usage</th>
<th>Unit Price</th>
<th>Estimated Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuplacer Test Units-On Line</td>
<td>38,000</td>
<td>$ 2.05</td>
<td>$ 77,900</td>
</tr>
<tr>
<td>Companion Regular Print Non-Reusable Test Booklets (single test)</td>
<td>3,600</td>
<td>$ 2.50</td>
<td>$ 9,000</td>
</tr>
<tr>
<td>Companion Special Format Re-Usable Test Book (four in one)</td>
<td>5</td>
<td>$ 275.00</td>
<td>$1,375.00</td>
</tr>
<tr>
<td>Answer Sheets/Special Format Companion Tests</td>
<td>500</td>
<td>$ 1.75</td>
<td>$ 875.00</td>
</tr>
</tbody>
</table>

Funding

Expenditures against this contract will be funded from current operating budgets.

Advertisements

Advertisements and WEB postings are not run on items available from only one source.
Recommendation for Award/Purchasing – Contract

- Supports: Maintenance Staff – District Wide

Board approval is requested for the award of a contract for the routine purchase of paint and related supply items to **PPG/PORTER PAINTS**, in an amount estimated at $30,000.00 annually, for a period of one (1) full year, with option to renew for a second and third year, beginning July 1, 2016.

**Description**

This contract will be used district-wide by maintenance staff to purchase a variety of paint, primers, stains and related supplies to maintain cosmetic appearances of College facilities. Bids were evaluated on paint pricing, quality and delivery.

**Bid – B0003539**

The evaluation of this bid, which opened May 19, 2016, is listed below:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PPG/PORTER PAINTS</td>
<td>38.15</td>
<td>50</td>
<td>5</td>
<td>93.15</td>
</tr>
<tr>
<td>Sherwin Williams</td>
<td>44</td>
<td>40</td>
<td>5</td>
<td>89</td>
</tr>
<tr>
<td>Lowe’s</td>
<td>No Bid</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Funding**

Expenditures made against this contract will be funded from current operating budgets.

**Advertisements**

Newspaper advertisements were run in the St. Louis American and the St. Louis Post-Dispatch.
**Recommendation for Award/Purchasing - Contract**

- Supports: District Wide Maintenance Departments

Board approval is requested for the award of a contract for the routine disposal of trash and yard waste materials to *MERIDIAN WASTE SERVICES*, in an amount estimated at $166,074.88 for a period of three (3) full years and ten (10) months, to begin July 1, 2016.

**Description**

This contract will be used by all College locations for the routine removal of trash items and yard waste. Cost projections were calculated using current container configurations and service patterns for all College locations. The recommended bidder offered the overall lowest cost and meets all requirements of the bid.

**Bid – B0003556**

The evaluation of this bid, which opened May 16, 2016, is listed below:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Projected 3-Year and 10 month Cost w/escalation</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>MERIDIAN WASTE SERVICES</em></td>
<td>$166,074.88</td>
</tr>
<tr>
<td>Aspen Waste Systems, Inc.</td>
<td>183,373.53</td>
</tr>
<tr>
<td>Allied Services, LLC</td>
<td>196,195.10</td>
</tr>
<tr>
<td>Progressive Waste Solutions</td>
<td>222,896.12</td>
</tr>
</tbody>
</table>

**Funding**

Purchases made against this contract will be funded from current operating budgets.

**Advertisements**

Advertisements were placed in the St. Louis Post Dispatch and the St. Louis American.
**Recommendation for Award/Purchasing** – Purchase

- Supports: College Police – District Wide

Board approval is requested for the purchase of four (4) new 2014 (never sold) Dodge Chargers with police packages from **LOU FUSZ CHRYSLER JEEP DODGE** for an amount estimated at **$88,120.00**.

**Description**

The four Dodge Charges will become part of the police vehicle patrol fleet and as they are new (never have been sold) and will have their full manufacturer’s (new car) warranty. Two other responding vendors offered various used vehicles with less warranty coverage. The recommended vendor’s offer is a better purchase for the College in the long term.

**Bid – B0003562**

The evaluation of this bid, which opened Thursday, April 28, 2016, is listed below:

<table>
<thead>
<tr>
<th>Bidders</th>
<th>4 Dodge Chargers w/Police Package</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOU FUSZ CHRYSLER JEEP DODGE</td>
<td>$88,120.00/2014, NEW (NEVER SOLD)</td>
<td>$88,120.00</td>
</tr>
<tr>
<td>Missouri State Highway Patrol</td>
<td>$63,800.00/(2013/2014 Used)</td>
<td>$63,800.00</td>
</tr>
<tr>
<td>Landmark Dodge</td>
<td>$14,500/12,500 (2)</td>
<td>$27,000.00</td>
</tr>
</tbody>
</table>

**(Funding)**

Expenditures against this contract will be funded from current capital budgets.
Recommendation for Award/Purchasing - Contract

- Supports: District-Wide Virtual Classroom Access

Board approval is requested for the renewal of an annual license agreement for Collaborate from BLACKBOARD, INC., for video conferencing, in an amount estimated at $273,235.00, for a period of three (3) full years, to begin July 1, 2016.

Description

This software module is Blackboard’s video conferencing software solution and will support Online Education. Collaborate will integrate with the college’s use of the Blackboard Learn technology system providing students and faculty access to virtual classroom environments including access through mobile devices.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>License Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Conferencing Enterprise Instant Messaging License &amp; 24/7 Technical Support</td>
<td>$88,400.00 $91,052.00 $93,783.00 $273,235.00</td>
</tr>
</tbody>
</table>

Funding

This expenditure will be funded from the Technology Fee budget.
Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of intercollegiate athletic medical excess and catastrophic insurance with, SUMMIT AMERICA, in an amount estimated at $48,197.00, for a period of one (1) full year, to begin July 1, 2016.

Description

The plan is designed to cover medical expenses for intercollegiate athletic injuries after the athlete exhausts the benefits of his/her personal medical insurance, if applicable, following meeting of a $1,500.00 deductible with coverage up to $25,000.00 per accident. The catastrophic insurance is designed to cover injuries with costs in excess of $25,000.00 following exhaustion of the student's personal medical insurance, if applicable, up to the maximum of $5,000,000.00 per injury.

Funding

This expenditure will be funded from current operating budgets.
Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of workers compensation excess insurance with, SAFETY NATIONAL CASUALTY CORPORATION, in an amount estimated at $111,392.00, for a period of one (1) full year, to begin July 1, 2016.

Description

The plan is designed to cover workers compensations expenses for claims that exceed $300,000 and employers’ liability maximum limit of $1,000,000 per occurrence. This insurance is a requirement of the State of Missouri’s Division of Workers Compensation in order for the College to operate its self-funded Workers Compensation Program.

Funding

This expenditure will be funded from current operating budgets.
**Recommendation for Award/Purchasing – Insurance**

Board approval is requested for the renewal of fiduciary liability insurance with, *FEDERAL INSURANCE COMPANY (CHUBB)*, in an amount estimated at $4,090.00, for a period of one (1) full year, to begin July 1, 2016.

**Description**

This plan is designed to cover personal liability of fiduciaries imposed due to a breach or ERISA responsibility for any plan losses including the misuse of plan assets and errors and omissions.

**Funding**

This expenditure will be funded from current operating budgets.
**Recommendation for Award/Purchasing – Insurance**

Board approval is requested for the renewal of crime/kidnap/ransom insurance with, *FEDERAL INSURANCE COMPANY (CHUBB)*, in an amount estimated at $16,947.00, for a period of one (1) full year, to begin July 1, 2016.

**Description**

This plan includes coverage for the following events: employee theft; depositors forgery; forgery or alteration; theft, disappearance and destruction loss inside and outside the premises; credit card forgery; computer fraud; funds transfer fraud; money orders and counterfeit paper currency; and investigative costs. The kidnap and ransom portion of the plan covers loss of property and other consideration surrendered for the return of such due to an illegal abduction, threat, or series of threats.

**Funding**

This expenditure will be funded from current operating budgets.
Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of foreign liability insurance with, *ACE AMERICAN INSURANCE COMPANY*, in an amount estimated at $2,500.00, for a period of one (1) full year, to begin July 1, 2016.

**Description**

The plan includes coverages for international general and products liability, excess and difference-in-conditions (DIC) foreign automobile, foreign voluntary workers’ compensation and employer’s liability, and international property.

**Funding**

This expenditure will be funded from current operating budgets.
Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of inland marine insurance with, TRAVELERS INSURANCE COMPANY, in an amount estimated at $2,500.00, for a period of one (1) full year, to begin July 1, 2016.

Description

The plan includes coverages for fine arts and certain facilities equipment with a total coverage level of $205,055.00 and with a $1,000.00 deductible.

Funding
This expenditure will be funded from current operating budgets.
Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of property insurance offered by the Midwestern Higher Education Compact through the LEXINGTON AND ZURICH INSURANCE COMPANIES, in an amount estimated at $180,690.00, for a period of one (1) full year, to begin July 1, 2016.

Description

This insurance plan provides all of the coverage the college had in the past with a policy limit of $466,694,975. It also includes $100,000,000 in earthquake insurance without restrictions because of the New Madrid Fault Zone. Additionally, the college will have $100,000,000 of terrorism coverage which includes both certified events (international based) and non-certified (special-interest groups/protests).

Funding

This expenditure will be funded from current operating budgets.
**Recommendation for Award/Physical Facilities:**
Board approval is requested for award of a contract to replace two air handler units in the Meramec Library to The Waldinger Corporation in the amount of 283,537.00.

**Description:**
The two air handlers responsible for distributing heat and air conditioning to the second floor area in Instructional Resources were installed in 1967. This equipment no longer operates properly resulting in temperature variations and occupant discomfort. New equipment will operate more efficiently, resulting in operating and energy savings.

Plans and specifications were prepared by BRiC Partnership, LLC and the Physical Facilities/Engineering and Design Department.

**Bid – F 16 605, Replace Two (2) Air Handler Units in Instructional Resources, St. Louis Community College at Meramec**

The results of this bid, which opened June 9, 2016, are listed below:

<table>
<thead>
<tr>
<th>Contractors:</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Waldinger Corporation</td>
<td>$ 283,537.00</td>
</tr>
<tr>
<td>Integrated Facility Services, Inc.</td>
<td>298,500.00</td>
</tr>
</tbody>
</table>

**Funding:**
This project will be funded from capital budgets.

**Advertisements:**
The College places newspaper advertisements, in compliance with Board policy, on those bids estimated.
Recommendation for Ratification/Physical Facilities:

Board ratification is requested of one consulting agreement for architectural services under $50,000.00.

College Board Policy I.8 requires that architectural and engineering consultants be selected on the basis of demonstrated competence and qualifications for the type of professional services required, and at fair and reasonable prices. This policy further requires Board ratification of consulting agreements less than $50,000.

Descriptions:

Etegra, Inc.

A15-0266 ETE #3 – Study of Windows, Corporate College $ 6,700.00
During heavy rainstorms Corporate College’s banded windows leak. Caulking and flashing repairs have not adequately addressed the issue in all areas. This consulting agreement will provide an investigation into the source of the problem, recommend solutions and provide a cost estimate for the repair. This price does not include exploratory demolition if needed, or a boom, lift or other mechanism to allow the consultant to examine the window heads or third floor façade.

Etegra, Inc. Total 6,700.00

Total Ratifications $ 6,700.00
Recommendation for Award/Maintenance/Physical Facilities:

Board approval is requested to exercise the fourth year renewal option and extend Service Agreement M-263 – Housekeeping, St. Louis Community College at Cosand Center with Hudson Services dba HBS, Inc., at an annual cost of $69,540.00.

Description:
This agreement will provide superior housekeeping services for the Cosand Center thru June 30, 2017. The initial agreement received Board approval on June 20, 2013 with renewal options for up to four additional years.

Hudson Services dba HBS, Inc. has requested a 2% increase for FY 17.

Funding:
This agreement will be funded from current operating budgets.
**Recommendation for Award/Maintenance/Physical Facilities:**

Board approval is requested to exercise the third year renewal option and extend **Service Agreement M-266 – Elevator Maintenance Service, St. Louis Community College District Wide** with KONE at an annual cost of **$92,316.00**.

**Description:**

This agreement provides full coverage elevator maintenance services including preventative maintenance such as cleaning and lubrication, call back service and parts, and defines expected reporting procedures and response times for 49 elevators and lifts thru June 30, 2017. The initial agreement received Board approval on June 12, 2014 with renewal options for up to four additional years.

KONE has requested no increase for FY 17.

**Funding:**

This project will be funded from operating budgets.
Recommendation for Award/Maintenance/Physical Facilities:

Board approval is requested to exercise the second year renewal option and extend Service Agreement M-296 – Housekeeping, St. Louis Community College at Corporate College with Centaur Building Services, Inc., at an annual cost of $111,463.56.

Description:
This agreement will provide superior housekeeping services for the Corporate College thru June 30, 2017. The initial agreement received Board approval on November 19, 2015 with renewal options for up to four additional years.

Centaur Building Services, Inc. has requested no increase for FY 17.

Funding:
This agreement will be funded from current operating budgets.
Recommendation for Award/Maintenance/Physical Facilities:

Board approval is requested to exercise the second year renewal option and extend Service Agreement M-298 – Security Guard Service, St. Louis Community College at Corporate College with Twin City Security, Inc., at an annual cost of $66,339.00.

Description:
This agreement will provide 81 hours of weekly armed, building security services for Corporate College thru June 30, 2017. The initial agreement received Board approval on February 25, 2016 with renewal options for up to four additional years.

Twin City Security, Inc. has requested no increase for FY 17.

Funding:
This agreement will be funded from current operating budgets.
No Items this Month
Financial Reports will appear on a Quarterly Basis,
in November, February, May and August
Contracts and Agreements

Agreement between St. Louis Community College and UMB Bank

It is recommended that the Board of Trustees approve the Organization Resolution and Agreement covering deposit accounts and related services between St. Louis Community College and UMB Bank. The agreement formalizes the manner in which the College has been operating with UMB Bank. Specifically, it authorizes Paul Zinck, Vice Chancellor; Ann Noland, Bursar; Celeste Metcalf, Controller, and Cynthia Green, Assistant Controller, to: (1) complete documents to open or maintain accounts, (2) sign for the collection of checks, (3) issue stop payment orders, wire transfers, automated clearing house (ACH) services, (4) obtain necessary electronic services (5) have access to devices that allow the College’s accounts to be monitored, and (6) perform other day-to-day treasury management functions.

Agreement between St. Louis Community College and Cooley, LLP

Board ratification is requested for a contract for legal services between St. Louis Community College and Cooley, LLP, to provide legal counsel in the area of federal regulation of student financial aid. The fees for these services are estimated at $500,000.00 for the contract period March 1, 2016 through February 28, 2017.

Contracts between St. Louis Community College, Driven to Inspire and Joe Johnson

It is recommended that the Board of Trustees approve contracts (plus air/ground transportation, and lodging) between St. Louis Community College, Driven to Inspire and Joe Johnson as part of the African-American Male Initiative Summer Summit of 2016.

Driven to Inspire is a motivated creative group of professionals who strive to empower people in all aspects of their lives. They will be providing leadership summits, 4K coaching keynote presentations, communication workshops, critical thinking workshops and team building exercises for one full week this summer.

Honorarium: $16,000 (plus travel, ground, and lodging expenses)

Joe Johnson is a licensed school counselor who will be presenting for three days on high school to college transition, diversity issues, and pursuing purpose and not dreams.

Honorarium: $8,250 (plus travel, ground, and lodging expenses)
**Academic Affairs**

**Contracts and Agreements**

**Clinical Agreements**
The college recommends that the following clinical agreements be ratified and/or approved by the Board of Trustees to provide clinical experiences for students enrolled in these programs.

<table>
<thead>
<tr>
<th>Participant</th>
<th>Program</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Luke’s Hospital</td>
<td>Diagnostic Medical Sonography</td>
<td>08/01/15 to 07/31/17</td>
</tr>
<tr>
<td>Labtest Diagnostics</td>
<td>Clinical Laboratory Technology</td>
<td>03/26/16</td>
</tr>
<tr>
<td>Community Fire Protection District</td>
<td>Paramedic Technology Program</td>
<td>05/03/16</td>
</tr>
</tbody>
</table>

**Agreement between St. Louis Community College and Economic Modeling, LLC.**

It is recommended that the Board of Trustees ratify an agreement between St. Louis Community College and Economic Modeling, LLC., for a subscription to Career Coach. This subscription provides students with current data on wages, employment, and job postings. The subscription fee is $24,000.00 for the period July 1, 2016 through June 30, 2017.
Ratification of Direct Pay Agreements

The purpose of these agreements is to provide services to employers in the St. Louis region.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Title of Program and/or Purpose</th>
<th>Campus</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anheuser-Busch, Inc.</td>
<td>Instruction Design and Curriculum Development</td>
<td>Workforce Solutions Group</td>
<td>April 20 2016 through October 30, 2016</td>
<td>$26,400</td>
</tr>
<tr>
<td>Hussmann Corporation</td>
<td>Technical Training</td>
<td>Workforce Solutions Group</td>
<td>May 20, 2016 through June 30, 2016</td>
<td>$8,400 (Previously reported $8,400 – April, 2016. YTD Total $26,170)</td>
</tr>
</tbody>
</table>

Manager: Don Robison

Contracts and/or Agreements

Agreement between St. Louis Community College and United States Probation Office and Pretrial Services

It is recommended that the Board of Trustees ratify an agreement between St. Louis Community College and United States Probation Office and Pretrial Services. The program is to allow United States Probation Office and Pretrial Services Office clients to participate in Job Readiness, OSHA Certification and Fork Lift training during the time frame of July 25, 2016 through September 2, 2016. The agreement will not exceed the amount of $5,000.
Issuance of Missouri Community College Job Retention Training Certificates – The Boeing Company Project

Board approval is requested for the resolution and revised agreement authorizing the issuance of $5.9 million principal amount of Missouri Community College Job Retention Training Certificates, The Boeing Company, for the purpose of carrying out a Job Retention Training Program over six years; Authorization and approving certain documents in connection with the issuance of the certificates; and authorizing certain other actions in connection with the issuance of the certificates. The minimum number of employees expected to receive technical skill training is 1,953.

RESOLUTION AUTHORIZING THE EXECUTION OF A PROGRAM AND FINANCING AGREEMENT FOR THE PURPOSE OF CARRYING OUT A RETAINED JOBS TRAINING PROGRAM FOR THE BOEING COMPANY; AND AUTHORIZING AND APPROVING CERTAIN DOCUMENTS AND ACTIONS RELATING THERETO.

WHEREAS, The Junior College District of St. Louis, St. Louis County, Missouri (the “College”) is authorized pursuant to Sections 620.800 through 620.809 of the Revised Statutes of Missouri, as amended (the “Act”), to enter into agreements with businesses located within the State of Missouri (the “State”) to establish training arrangements for the retention of jobs by providing education and training of workers for existing jobs (as defined in the Act) in the State; and

WHEREAS, The Boeing Company (the “Employer”) proposes to enter into a Program Financing Agreement (the “Agreement”) with the College and Commerce Bank, as fiscal agent, which will provide for the education and training of the Employer’s employees for retained jobs (the “Project”); and

WHEREAS, the Board of Trustees of the College hereby finds that based on information provided by the Employer, the Board of Trustees expects that the Revenues (as defined in the Agreement) will be sufficient to secure the faithful performance of the Employer’s obligations under the Agreement; and

WHEREAS, the Board of Trustees of the College hereby further finds and determines that it is necessary and desirable in connection with the Project that the College enter into certain documents and take certain other actions as herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE JUNIOR COLLEGE DISTRICT OF ST. LOUIS, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:
Section 1. Authorization of Agreement. The College is hereby authorized to enter into the Agreement in substantially the form presented to and reviewed by the Board of Trustees of the College at this meeting, with such changes therein as shall be approved by the officers of the College executing such documents, such officers’ signatures thereon being conclusive evidence of their approval thereof.

Section 2. Execution of Documents. The College is hereby authorized to enter into and the Chair or the Vice Chair of the Board of Trustees or the Chancellor or any Vice Chancellor of the College is hereby authorized and directed to execute and deliver, for and on behalf of and as the act and deed of the College, and the Secretary or the Assistant Secretary of the Board of Trustees is authorized to attest to, the Agreement and such other documents and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. Further Authority. The officers, agents and employees of the College are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution, and to carry out, comply with and perform the duties of the College with respect to the Agreement, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 4. Effective Date. This Resolution shall take effect and be in full force immediately after its passage by the Board of Trustees of the College.

ADOPTED by the Board of Trustees this ___ day of June, 2016.

_________________________________
Chair of the Board of Trustees

(SEAL)

ATTEST:

_________________________________
Secretary of the Board of Trustees
Institutional Development

Acceptance of External Funds

Productive Living Board $ 151,358.00

Grant to St. Louis Community College to provide vocational enhancement services to St. Louis County residents with developmental disabilities through the Continuing Education Access Program.

Project Period: 7/1/16- 6/30/17
Project Director: Heather Ellison

Restricted