

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ST. LOUIS COMMUNITY COLLEGE
THURSDAY, MAY 19, 2016**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, May 19, 2016, at the Meramec Campus, 11333 Big Bend Rd., Kirkwood, MO, pursuant to notice and in accordance with R.S. MO 610.020 as amended.

1. Call to Order/Roll Call

Ms. Hattie Jackson, Chair, called the meeting to order at 7:34 p.m. The following members of the Board of Trustees were present: Ms. Hattie Jackson, Chair; Ms. Joan McGivney, Vice-Chair; Mr. Rodney Gee, Trustee; Dr. Doris Graham, Trustee; Ms. Libby Fitzgerald, Trustee; Dr. Craig Larson Trustee, and Ms. Candace Gardner, Trustee.

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

2. Welcome to Guests

Ms. Jackson welcomed guests attending the meeting.

3. Citizens Desiring to Address the Board Regarding Agenda Items

None.

4. Adoption of Agenda/Revisions to Agenda

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

5. Approval of the April 28, 2016 Board Meeting Minutes

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board unanimously approved the April 28, 2016, meeting minutes as written.

6. Approval of Resolution Re June 23, 2016 Executive Session of the Board of Trustees

On motion by Ms. Fitzgerald, and seconded by Mr. Gee, the Board unanimously approved, by a roll-call vote, the resolution scheduling an executive session on June 23, 2016, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

7. 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.

Mr. Donovan Foster, Manager of Campus Life, presented the Innovation Awards.

Ms. Jackson recognized faculty on their promotion in rank.

8. Information Items

Mr. Paul Zinck, Vice Chancellor of Finance and Administration, reviewed the quarterly budget reports and answered questions from the Board.

Mr. Zink and Ms. Jill Houghton presented the Fiscal Year 2017 Operating and Capital budgets and answered questions from the Board.

Mr. Jeff Forrest, Mr. Keith Fuller and Ms. Denise Sperruzza provided the Board with a report from the Diversity and Inclusion Council.

9. Lodging of Revised Board Policies from the Triennial Review Process

Dr. Larson moved to lodge the revised Board Policies brought forward from the Triennial Review Process in accordance with Board Policy B.6.1. Ms. McGivney seconded the motion. The policies were lodged all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

10. Approval of Consent Items

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

10.1 Consent Item Motion and Vote

Dr. Larson moved approval of the consent agenda items. Mr. Gee seconded the motion. Following discussion, the consent agenda items were unanimously approved.

10.2 ACADEMIC AFFAIRS

Approval of Program Recommendations and Revisions

No Items.

10.3 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 B 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.

10.4 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 C 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 C; 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.

10.5 FINANCE

Budget

A. Financial Reports

The following financial reports as of March 31, 2016, were submitted for the Board's information: general operating fund, student technology fee, college and student activities fees, public safety, pedestrian and traffic access, managed property operating fund, student financial aid, rental of facilities, maintenance, repair and capital fund, workforce solutions group, operating, Workforce Solutions Group, restricted, restricted general fund, auxiliary enterprises fund, agency fund, and self-funded insurance.

B. Ratification of Investments

The Board, by consent, unanimously ratified investments/daily repurchase agreements made by the Treasurer of the District during the month of March, 2016, for which bids had been received in accordance with Board Policy, all as more fully set forth in Exhibit D attached hereto and by this reference incorporated herein.

10.6 FEES and FINES

No Items.

10.7 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.

10.8 ACCEPTANCE OF EXTERNAL FUNDS

No Items.

10.9 INSURANCE

Approval of Award/Renewal of Employee Insurance

No Items.

11. COMMUNICATIONS

11.1 Chancellor's Report

The college hosted its first Supplier Diversity Workshop at the Florissant Valley Campus on Tuesday, May 17, 2016. Invitations were sent to 1,200 businesses from a list compiled from the St. Louis Minority Business Council, State of Missouri and St. Louis Airport Authority. We also place a full page ad in the St. Louis Business Journal.

Ed Bryant, President of the St. Louis Minority Business Council, presented on the benefits of becoming certified as a Minority Business Enterprise. Thomas Daiber, Lead Lender Relations Specialist with the US Small Business Administration (SBA) presented on assistance available to small businesses from the SBA.

Cindy Green, Procurement Office, and Ken Kempf, Engineering and Design, presented information about the process of becoming a vendor for the college as well as how to find out about contracting opportunities for suppliers of goods and services.

The feedback received from the participants was very positive. As part our continued outreach to local, small, minority-owned and women owned businesses, we plan to host another such event within the next four months.

Tomorrow, the Strategic Planning Council will meet in a 4 hour session to Review the outcomes of the April 29 Retreat to gain final consensus on the Vision, Mission, Core Values and SWOT Analysis; to review and clarify the Strategic Initiatives and Priorities; and to identify key objectives that align with the initiatives. This six initiatives to date are:

- Providing a premier student experience (from the time the student walks through the door through the time they walk across the commencement stage);
- Student success (defining clear pathways that lead to the completion of a postsecondary degree or credential that leads to high wage employment and/or further higher education opportunities);
- Strengthen community awareness and connections (to articulate to the community the programming and value we provide to the St. Louis Region, to expand partnerships with area schools and businesses and to expand efforts targeted at diversity and inclusion);
- Alignment with workforce (to ensure programming and curricula aligns with area employers and university partners, and to focus on incumbent worker training and continuing education opportunities for the Region);
- Promoting accountability, excellence, innovation and continuous improvement (moving toward a continuous improvement culture and environment for all aspects of the College), and
- Securing an adequate resource base (to work to ensure that State and local funding is in place to support community needs in academic programming and short term training).

The initiatives that have been defined to date have been shared with campus governance teams for input, and the next iteration of the Strategic Plan, including objectives for each initiative, will again be shared with faculty, staff and trustees for input.

Many thanks to all of those who have participated in this comprehensive process.

On October 6th, 2015, the Enrollment and Retention Innovation Committee (ERIC) members met for the first time and reviewed their charge and purpose. While the team charge included additional language about purpose and objectives, the charge

document clearly stated: *“The purpose of the Enrollment and Retention Innovation Committee (ERIC) is to explore new initiatives and/or expand upon current initiatives to a) increase enrollment for new students and b) improve retention of current students.”*

A cross-functional team of experts filled the membership of the ERIC. During the following months, the ERIC met a total of eight times as a committee with additional meetings of subcommittees and through online discussions and postings in the Blackboard ERIC site. The ERIC team consisted of 23 faculty, staff and students and was led by Kelli Burns (Director, Institutional Research and Planning).

Two groups were identified as a division of the objectives for initial work. The “internal” subcommittee focused on programs, services, and retention. Sandra Osburn (Acting Dean, Humanities and Social Sciences) served as facilitator of this groups work and discussion. The “external” subcommittee focused on marketing, recruitment, and partnerships. Michelle Luechtefeld (Director, Marketing) served as facilitator of this group work and discussion.

The subcommittees and the full team reviewed best practice research, participated in lively discussion, collected input from district supervisors/leaders (e.g., survey, focus group), and narrowed in on recommendations from work during the 2015-2016 academic year to move forward to the college Leadership Team for consideration.

To ensure that recommendations were supported by data and research, the ERIC drafted documents to accompany the recommendations including references to internal best practices, suggestions from the college faculty and staff, as well as articles for further reading. It is the hope of the ERIC members that this information will serve as a starting point for teams formulated to further scope out the work and for implementation. All articles and information gathered during the year will continue to be available for reference moving forward.

The four recommendations the ERIC team supported are:

1. Streamline and simplify the student on-boarding process
2. Require advising for all degree-seeking students and implement an early alert system
3. Create an enrollment management role with functional support
4. Develop a comprehensive communication plan from prospective student to alumni

We also have teams who, like ERIC, have been working on recommendations related to the strategies, including continuous quality improvement, workforce solutions and online education.

On Wednesday, May 11, Trustee Craig Larson, Dr. Andrew Langrehr and I met with the President, Dr. Mark Lombardi, and his staff, at Maryville University to discuss potential partnerships between our institutions in the future.

During the summer, staff at the College will initiate meeting with Maryville to begin the alignment of potential articulation agreements and pathways for students who are interested in transferring to this university in the future.

Many thanks to Trustee Larson for arranging this meeting, and we look forward to working with the Maryville faculty and staff in the future!

11.2 Board Chair's Report

Ms. Jackson thanked the Board for participating in the student awards banquets over the past month. She also thanked those who worked hard to plan these events for our students. The Wildwood banquet will be held tomorrow at 6 p.m., and Trustees Fitzgerald and Larson will be on hand to congratulate our students.

Ms. Jackson said the Board looks forward to attending commencement this weekend. It will be a pleasure to applaud our students for their hard work and dedication to their education, and the faculty and staff who helped them achieve their goals.

Finally, Ms. Jackson said that next week several trustees will be attending the MCCA conference in Lake Ozark. This year's conference will include new-trustee orientation. We look forward to our trustees reflecting on what they have learned and sharing conference outcomes with other Board members.

11.3 Citizens Desiring to Address the Board Regarding Other Concerns

None.

11.4 Board Member Comments

Dr. Graham said she attended an event at the Harrison Center with Dick Gregory that was sponsored by the African American Male Initiative. She commented on

how well-kept the Harrison Center is and hopes that the college will get more programs at that facility.

Dr. Graham then announced that her granddaughter graduated from the University of Rochester with a degree in Biology.

Ms. Fitzgerald said she and Ms. McGivney attended the Meramec Awards Banquet and it was very well organized and attended.

Ms. Garner addressed the board regarding concerns about her Board seat. She said she is an educator in the Special School district and finds the work very rewarding. She said, as most educators are aware, her line of work does not pay well, and she has made some financial mistakes.

Ms. Gardner added that she does not wish to be a distraction to the great work of the college and although she feels she has been exonerated, she feels at this time it is best that she step down from her role as trustee. She said she did not come to this decision lightly, and has given it a lot of thought and prayer. She said her ultimate priority is working for our young people and that will not change. She said in no uncertain terms she will be back.

Ms. Gardner then ended her statement by saying that there is much work to do and she has every intention of being a part of the solution as we work to continue this mission to expand minds and change lives. She thanked her family, friends, clergy and all who supported her.

12. NEW BUSINESS

None.

13. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 9:07 p.m.

Respectfully submitted,

Rebecca Garrison
Associate for Board Relations

Board of Trustees

Hattie R. Jackson, Chair
Joan McGivney, Vice Chair
E. Libby Fitzgerald
Candace Gardner
Rodney Gee
Doris Graham, Ph.D.
Craig H. Larson, Ed.D.

MEMORANDUM

TO: Board of Trustees
FROM: Jeff L. Pittman
DATE: May 19, 2016
SUBJECT: Board Agenda Modifications

Section Page No.

10.3 1 Add: Appointments / Full-time Classified Staff:
Brown, Jacquelyn; CC; Executive Assistant (School and
Community Partnerships); P 09; \$47,736.00; new position;
effective 06/06/16.

1 Appointments/Full-time Administrative/Professional Staff:
Harris, Donte; CC; Process Improvement Manager; P 13;
\$80,000; effective 06/01/16.

#6 Resolution Re June 23, 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 23, 2016 at 6 p.m. at the Wildwood Campus, 2645 Generations Drive, Wildwood, 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.

May 19, 2016
Board Agenda

#9. Recommended Lodging of Revised Board Policies from the Triennial Review Process, as Outlined in Board Policy B.6.1

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)

~~A Six-member~~ **S 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
 - g. ~~Insurance Recommendations~~
 11. Communications
 - ~~a.~~ **11.1** Chancellor's Report
 - ~~b.~~ **11.2** ~~For the Good of the College~~ **BOARD CHAIR'S** Report
 - ~~12.~~ **11.3** Citizens Desiring to address the Board regarding other topics **CONCERNS**
 - ~~13.~~ **11.4** Board **MEMBER** Comments
 - ~~14.~~ New Business
 - ~~15.~~ 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, 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 Copies~~ **Y** 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 **AND ON THE COLLEGE WEBSITE AT WWW.STLCC.EDU/NEED2KNOW.**)

B.15 Universal Precautions ^(R 7/94)

~~[AP B.9 & B.9.1]~~ AP [AP B.10 & B.10.1]

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 ^(2/02)

[AP B 42]13

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 ^(01/06)

[AP B 43]14

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 ^(3/06)

[AP C 15, C 15.1 - C 15.4]

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 ^(2/07)

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)**

A	B	C	D	E
\$623	\$698	\$798	\$924	\$1029
635	712	814	939	1,050

(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)

[APE 4]

~~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.~~

DIVISION F – CLASSIFIED

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)

[AP F 10]

(For full-time office and technical unit and physical plant unit employees, see applicable Resolution.)

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)

[AP G 7.10]

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 60** 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 transcribed through that semester or summer session.

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

[AP G 7.12, G 7.12.1 – G 7.12.4 G.7.13, 7.13.1-7.13.5]

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)

[AP G 9]

G.12.1 Associate Degrees (R 9/96)

[AP G 9.1]

~~Four~~ **FIVE** 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 60** credit hours in a program designated to transfer to four-year institutions.

- b. The Associate in Science degree represents a minimum of ~~64~~ **60** 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~~ **60** 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 ~~64~~ **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~~ **60** 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. 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: ~~two courses~~ 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 MATHMATICS;**
 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.

- j. NOTWITHSTANDING MISSOURI LAW, THE DEGREE REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE-SKILLED TRADES INDUSTRIAL OCCUPATIONS TECHNOLOGY-APPRENTICESHIP PROGRAM AGREEMENT DEGREE WILL BE GOVERNED BY THE REQUIREMENTS OF THE SPECIFIC APPRENTICESHIP PROGRAM AS APPROVED BY THE PROGRAM'S MANAGING AUTHORITY AND ADDITIONAL EDUCATIONAL REQUIREMENTS AS REVIEWED BY APPROPRIATE FACULTY AND AS OUTLINED IN AN AGREEMENT BETWEEN THE COLLEGE AND THE APPRENTICESHIP PROGRAM AUTHORITY.

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

The ~~Certificate~~ **AWARD** 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.

~~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.

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 (R 1/07)

[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~~ **CHIEF ACADEMIC OFFICER**. 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 charges 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

[AP G.16, G.16.1-G.16.7]

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 OVER NIGHT 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 \$20.~~ **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, AUTO 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.

PLEASE REFERENCE ADMINISTRATIVE PROCEDURE H 20.1 FOR HEARING PROCEDURES.

H.27.1 Hearing (11/99)

[AP H 20.1]

~~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.

DIVISION I – FACILITIES, CONSTRUCTION AND SERVICES

I.9 College POLICE AND Security PERSONNEL ^(R 1/07)

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)

[AP I 3]

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 ~~president~~ **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.

Academic Affairs

◆The college recommends that the Board of Trustees approve the revision of the Funeral Directing Certificate of Specialization program submitted by the District Curriculum Committee.

Program: Funeral Directing
Certificate of Specialization

Effective: Spring 2017 pending BOT approval

Impact Statement

During the comprehensive site visit by the American Board of Funeral Service Education (ABFSE) Funeral Service Education (FSE) program was cited for inconsistencies in transferable courses from the Funeral Directing (FD) program to the FSE program. Therefore, the Funeral Directing program is being revised so the FD courses are comparable to the FSE courses. The transferability from the FD program is likely to increase the enrollment in the FSE program since many of the students decide to earn the Associate in Applied Science degree. The funeral directing program is the only such program offered in Missouri. The ABFSE chair of the site visit recommended that St. Louis Community College continue to offer this program or there is a good possibility that another college in Missouri would most likely offer a similar program.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ACC:100	Applied Accounting	3	ACC:100	Applied Accounting	3
COM:101	Oral Communication I	3	COM:101	Oral Communication I	3
FD:101	Funeral Management/Merchandising	6	PSY:200	General Psychology	3
FD:102	Funeral Service Psychology	3	IS:116	Computer Literacy	3
FD:103	History of Funeral Service	3	FSE:101	History and Sociology of Funeral Service	3
FD:104	Funeral Service Law	3	FSE:102	Dynamics of Grief Management	3
IS:103	Information Systems for Business	3	FSE:106	Mortuary Law and Ethics	3
SOC:101	Introduction to Sociology	3	FSE:107	Funeral Service Merchandising	2
			FSE:201	Funeral Home Management	2
			FSE:103	Funeral Directing	2
Program total		27 credits	Program total		27credits

◆The college recommends that the Board of Trustees approve the revision of the Funeral Service Education Associate in Applied Science program submitted by the District Curriculum Committee.

Program: Funeral Service Education
Associate in Applied Science

Effective: Spring 2017 pending BOT approval

Impact Statement

This revision will simply remove the following program objective: "Establish an active role in promoting and attending continuing education programs offered in the profession."

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG:100	Career English	3	ENG:100	Career English	3
OR			OR		
ENG:101	College Composition I	3	ENG:101	College Composition I	3
COM:101	Oral Communication I	3	COM:101	Oral Communication I	3
BIO:103	Problems in Anatomy	3	BIO:103	Problems in Anatomy	3
XXX:xxx	Missouri State Requirement	3	XXX:xxx	Missouri State Requirement	3
PSY:200	General Psychology	3	PSY:200	General Psychology	3
IS:116	Computer Literacy	3	IS:116	Computer Literacy	3
MTH:108	Elementary Applied Mathematics	3	MTH:108	Elementary Applied Mathematics	3
BIO:111	Introductory Biology I	4	BIO:111	Introductory Biology I	4
PE:xxx	Physical Education Activity	2	PE:xxx	Physical Education Activity	2
ACC:100	Applied Accounting	3	ACC:100	Applied Accounting	3
FSE:101	History and Sociology of Funeral Service	3	FSE:101	History and Sociology of Funeral Service	3
FSE:103	Funeral Directing	2	FSE:103	Funeral Directing	2
FSE:107	Funeral Service Merchandising	2	FSE:107	Funeral Service Merchandising	2
FSE:104	Funeral Directing Practicum I	2	FSE:104	Funeral Directing Practicum I	2
FSE:106	Mortuary Law and Ethics	3	FSE:106	Mortuary Law and Ethics	3
FSE:105	Funeral Directing Practicum II	2	FSE:105	Funeral Directing Practicum II	2
FSE:102	Dynamics of Grief Management	3	FSE:102	Dynamics of Grief Management	3
FSE:201	Funeral Home Management	2	FSE:201	Funeral Home Management	2
FSE:202	Embalming I	2	FSE:202	Embalming I	2
FSE:203	Embalming Practicum I	2	FSE:203	Embalming Practicum I	2
FSE:204	Embalming II	2	FSE:204	Embalming II	2
FSE:205	Embalming Practicum II	2	FSE:205	Embalming Practicum II	2
FSE:207	Microbiology and Pathology for Funeral Service	3	FSE:207	Microbiology and Pathology for Funeral Service	3
FSE:206	Restorative Art	4	FSE:206	Restorative Art	4
FSE:208	Funeral Service Seminar	2	FSE:208	Funeral Service Seminar	2
Program total		66 credits	Program total		66 credits

◆The college recommends that the Board of Trustees approve Surgical Technology Associate in Applied Science submitted by the District Curriculum Committee.

Program: Surgical Technology
Associate in Applied Science

Effective: Fall 2017 pending CBHE approval

Impact Statement

This new program is proposed in order to meet the recommended accreditation standard of an associate degree being awarded as the minimum level of education for surgical technology programs. This is per the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) sponsored by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Creation of the Surgical Technology Associate in Applied Science degree program will allow students to graduate with a two year degree, which is preferred for employment in most area hospitals. The prerequisite courses have decreased from the CP program, thus allowing students to enter the program at an earlier phase and complete the required courses within a two year period.

The current certificate program will continue through the first year (2017-18) of the AAS degree program. A pathway for previous graduates of the certificate program to attain the associate’s degree will be established.

Surgical Technology		
Courses		Credits
ENG:101	College Composition I	3
BIO:203	General Microbiology	4
BIO:207	Anatomy and Physiology I	4
BIO:208	Anatomy and Physiology II	4
XXX:xxx	Missouri State Requirement	3
SOC:101	Introduction to Sociology	3
OR		
PSY:200	General Psychology	3
XXX:xxx	Humanities or Communications Elective	3
PE:xxx	Physical Education Activity	2
ST:120	Principles of Surgical Technology	3
ST:122	Medical/Surgical Terminology	3
ST:124	Clinical Foundations	3
ST:126	Surgical Equipment and Technological Concepts	2
ST:128	Perioperative Case Management	3
ST:220	Procedures I	3
ST:230	Procedures II	3
ST:224	Clinical Practice I	6
ST:234	Clinical Practice II	6
ST:238	Professional Issues	2
ST:228	Clinical Seminar	1

ST:215	Surgical Pharmacology	2
Prerequisites: The following courses must be completed with a grade of “C” or better prior to applying for admission into the program.		
MTH:030	Elementary Algebra	3
OR		
Two semesters of high school algebra		
BIO:111	Introductory Biology I	4
OR		
One year of high school biology and chemistry with labs		
Math and science courses must be completed within five calendar years of entering the program or by permission of program director.		
Cumulative GPA of 2.5 or higher on a 4.0 scale.		
	Program total credits	63-70

◆The college recommends that the Board of Trustees approve the deactivation of the Sustainable Environmental Design Certificate of Specialization program submitted by the District Curriculum Committee.

Program: Sustainable Environmental Design
Certificate of Specialization

Effective: Spring 2017 pending CBHE approval

Impact Statement

This program is being deactivated for lack of student interest and employment opportunities.

HUMAN RESOURCES AGENDA SUMMARY

APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF	11
APPOINTMENTS / FULL-TIME FACULTY	1
APPOINTMENTS / FULL-TIME CLASSIFIED STAFF	2
ADDITIONAL COMPENSATION / CLASSIFIED STAFF	1
FACULTY PROMOTIONS	35
REVISIONS TO PREVIOUSLY APPROVED ITEMS	12
INFORMATION ONLY:	
RETIREMENTS / FACULTY	7
RETIREMENTS / ADMINISTRATIVE / PROFESSIONAL STAFF	3
RETIREMENTS / CLASSIFIED STAFF	2
RESIGNATIONS / ADMINISTRATIVE / PROFESSIONAL STAFF	4
RESIGNATIONS / CLASSIFIED STAFF	3

05/19/16

APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Hampton, Mea	N	FV	Senior Manager, Campus Technology Support Services	P 14	\$68,674.00	Replacement	05/23/16
Mussig, Zachary	N	FP	Coordinator, Instructional Technology & Design Services	P 12	\$74,500.00	Repurposed	07/01/16
Stepanovic, Lisa	C	MC	Learning Experience Consultant	P 11	\$63,600.00	Repurposed	07/01/16
Jones, Chris	C	CC	Learning Experience Consultant	P 11	\$62,600.00	Repurposed	07/01/16
O'Malley, Anne	N	FV	Learning Experience Consultant	P 11	\$62,600.00	Repurposed	07/05/16
Hibbert, Danielle	N	FP	Learning Experience Consultant	P 11	\$61,000.00	Repurposed	07/01/16
Hubble, Linda	C	MC	Learning Experience Consultant/ Course Accessibility Specialist	P 11	\$66,298.00	Repurposed	07/01/16
Smith, Camille	N	FV	Instructional Technologist	P 09	\$50,600.00	Repurposed	07/01/16
Hendrickson, Mareo	N	FV	Lead Financial Aid Counselor	P 10	\$56,500.00	Repurposed	06/15/16
Butler, Neidra	C	CC	District Financial Aid Compliance Processor	P 10	\$51,000.00	Repurposed	06/06/16
Davis, Dedra D.	C	FV	Recruiter I	P 07	\$36,920.00	Replacement	05/11/16

APPOINTMENTS / FULL-TIME FACULTY

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Poelker, Tim	C	FV	Assistant Professor, temporary (Engineering)	III-D	\$62,831.00	Replacement	08/16/16 – 05/15/17

-1-

APPOINTMENTS / FULL-TIME CLASSIFIED STAFF

05/19/16

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Shannon, Myesha	C	CO	Information & Enrollment Assistant	CU 05	\$33,714.00	Repurposed	05/20/16
Settle, Kelven	N	FP	General Maintenance Mechanic	n/a	\$26.95 / hr	Replacement	06/06/16

ADDITIONAL COMPENSATION / CLASSIFIED STAFF

NAME	LOC	TITLE	RANGE	FY16 BASE RATE	ADDITIONAL COMPENSATION RATE	COMMENTS	EFFECTIVE DATE
Morris, Victoria	MC	Media Specialist	CU 07	\$50,935.00	\$56,028.50	Additional duties of vacant position	04/18/16 – 07/04/16

FACULTY PROMOTIONS 2016-2017

-2-

Forest Park	To Assistant Professor	Brian Carter Zita Casey Michelle Parrinello-Cason Adrienne Smith	Mathematics English as a Second Language English Reading
	To Associate Professor	Layla Goushey Lori Orlando Angela Roffle W. Clarke Griffin	English Education Human Services Hospitality
	To Professor	Phyllis Ring Janis Aiello Keith Hulsey Dean Brake Mark Kruger	Dental Hygiene Nursing English as a Second Language Radiology Technology Humanities

FACULTY PROMOTIONS 2016-2017

05/19/16

Meramec	To Assistant Professor	Matt Bast Jeff Baumstark Faith Caster	Biology Biology Nursing
	To Associate Professor	Barbara Wiseheart Emily Neal Jason Allen Lisa Harden Erin LeClerc Julie Tucker Michael Swoboda	Legal Studies Political Science Biology Mathematics Interior Design Mathematics Art
	To Professor	Gerald Myers Sue Hunt-Bradford Robyn Barrett Tony Frost David Taylor Amanda White Tim Linder	Music Communications Accounting Chemistry English Sociology Art
Florissant Valley	To Assistant Professor	Jason Meyer Scott Gevaert	Mathematics Biology
	To Associate Professor	Steve Christiansen	Psychology
	To Professor	Neelima Gaurang Bhavasar Rihab Sawah	Biology Physics

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REVISIONS TO PREVIOUSLY- APPROVED ITEMS

Board of Trustees Approval on 07/23/15, page 3

Revise assignment ending date for Kelly Askey from 06/30/16 to 06/30/17

Board of Trustees Approval on 08/20/15, page 1

Revise assignment ending date for Ingrid Devlin from 05/18/16 to 05/15/17

Revise assignment ending date for Amy Freshwater from 05/18/16 to 05/15/17

Board of Trustees Approval on 12/10/15, page 3

Revise acting assignment ending date for Jeffrey Forrest from 06/30/16 to 12/31/16

Revise acting assignment ending date for Janice Nesser-Chu from 06/30/16 to 12/31/16

Revise assignment ending date for Aileen Murphy from 06/30/16 to 06/30/17

Board of Trustees Approval on 01/21/16, page 1

Revise assignment ending date for Erica Popp from 05/18/16 to 12/31/16

Board of Trustees Approval on 01/21/16, page 3

Revise sabbatical recommendation for Rebecca Helbling from Fall 2016/ Spring 2017, to Fall 2017/ Spring 2018

Board of Trustees Approval on 02/25/16, page 1

Revise pay rate for Janet Fleming from \$34,951.00 to \$37,190.00

Board of Trustees Approval on 03/24/16, page 4

Revise retirement effective date for Dahna Willis from 05/31/16 to 06/30/16

Board of Trustees Approval on 04/28/16, page 4

Revise retirement effective date for Eileen Phillips from 03/31/16 to 06/30/16

Board of Trustees Approval on 04/28/16, memo of modification

Revise assignment effective date for Mary Roman from 05/02/16 to 05/09/16

IIINFORMATION ONLY

RETIREMENTS / FULL-TIME FACULTY

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Anderhub, Beth	FP	Professor (Ultrasound)	33 years of service	06/30/16
Collins, Jennifer	FP	Assistant Professor (Physical Science)	14 years of service	05/31/16
Gardetto, Darlaine	MC	Professor (Sociology)	14 years of service	06/30/16
Hartwein, Jon	FP	Associate Professor (Radiology Technology)	29 years of service	06/30/16
Smith, Stephen W.	FP	Associate Professor (Funeral Services)	16 years of service	06/30/16
Pea, Nancy	FV	Associate Professor (Nursing)	11 years of service	06/30/16
Romero, Marco	MC	Professor (Foreign Language)	23 years of service	06/30/16

RETIREMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Finney, Eloise	FP	Academic Advisor	16 years of service	06/30/16
Overhauser, William	FV	Academic Advisor	9 years of service	05/31/16
Cunningham, Khaneetah	FV	District Manager, Student Service Compliance and Reporting	12 years of service	04/01/16

RETIREMENTS / FULL-TIME CLASSIFIED STAFF

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Sexton, Arthur	FP	Lead General Maintenance Mechanic	21 years of service	04/28/16
Tharp, Velma	MC	Accounting Clerk II	8 years of service	04/20/16

05/19/16

RESIGNATIONS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Layton, Kerry	CC	Graphic Design Lead	05/02/16
Klotz, Ryan	CC	Senior Research Associate	04/15/16
Phelps, Christine	FV	Supervisor, Deaf Services	04/22/16
Nunn, Roderick	CC	Vice Chancellor, Student Affairs	05/31/16

RESIGNATIONS / FULL-TIME CLASSIFIED STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Gruber, Jesse	MC	Groundskeeper	05/13/16
Hunter, James	FV	College Police Officer	04/11/16
Jones, Brandy	FV	Educational Assistant I (Early Care and Education)	05/13/16

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Recommendation for Award/Purchasing - Renewal

- **Supports – Courier Service District Wide**

Contract B0003288 with *PATTERSON TOWING*, for local courier services was originally approved by the Board of Trustees on June 26, 2014 with an option to renew for three (3), one (1) year periods. We request approval to exercise the second year renewal option with additional funding estimated at \$60,000.00.

Recommendation for Award/Purchasing - Renewal

- **Supports – Dislocated Worker Services**

Contract B0003417 with *FAMILY WORKFORCE CENTERS OF AMERICA*, to provide career, development, employment and training services for the Welcome Skills and Job Teams was originally approved by the Board of Trustees on June 18, 2015 with an option to renew for two (2), one (1) year periods. We request approval to exercise the first year renewal option with additional funding estimated at \$950,000.00.

Recommendation for Award/Purchasing - Extension

- **Supports – Desktop Printing District Wide**

Contract B0003099 with *RICOH USA, INC.*, for managed print services of desktop printers was originally approved by the Board of Trustees on May 16, 2013 for a period of three (3) years and one (1) month. The college is in the process of establishing a desktop printing policy that will reduce the number of printers currently supported by this contract and reduce expenses. We request approval to extend the use of this contract through December 31, 2016 which will allow time to the program to optimize desktop printing and establish a new contract for services.

Recommendation for Award/Purchasing – Purchase

- **Supports – Cosand Center Security**

Board approval is requested to use the National Joint Powers Alliance (NJPA) cooperative contract with *TYCO INTEGRATED SECURITY, LLC*, to purchase a security camera system estimated in the amount of *\$25,110.00*.

Description

This security camera system includes 11 cameras to be installed at the Cosand Center. The system has remote monitoring capabilities and integrates with the district's existing security camera system.

Funding

This expenditure will be funded from Public Safety, Pedestrian and Traffic Access Net Assets funds.

Recommendation for Award/Purchasing - Contract

- **Supports – Career and Technical Education**

Board approval is requested for the award of a contract to *PATTERSON TOWING, LLC*, for the routine operation and maintenance of the College’s Career Coach, in an amount estimated at *\$112,500.00*, annually for a period of three (3) full years and five (5) months, to begin July 1, 2016, with an option to renew for one (1) subsequent year.

Description

The Career Coach is a self-contained, interactive educational and presentation vehicle created to make prospective students aware of careers and technical training opportunities available at St. Louis Community College. All events, high school visits, work venues and community activities – are scheduled through the Department of Career and Technical Education. This vehicle is typically scheduled for use in over ninety events and serves approximately 5,800 students annually. The recommended bidder offered the only bid and meets all specifications. This contract is being awarded to a minority-owned business enterprise.

Bid – B0003506

The evaluation of this bid, which opened April 5, 2016, is listed below:

<u>Bidders</u>	<u>Annual Maintenance Cost</u>
<i>PATTERSON TOWING, LLC</i>	<i>\$112,500.00</i>

Funding

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

Advertisements

Advertisements were placed in the St. Louis American and the St. Louis Post-Dispatch.

Recommendation for Award/Purchasing - Contract

- **Supports – Information Technology District-Wide**

Board approval is requested for the award of a contract for the routine purchase of Apple microcomputer systems and components and related items to *APPLE, INC.*, in an amount estimated at **\$300,000.00**, for a period of one (1) full year to begin July 1, 2016.

Description

This contract will provide the College the ability to purchase directly from Apple, Inc., and receive exclusive educational discounts not available through resellers. It will also be used by the College's bookstores for resale to students, faculty and staff at attractive retail prices. Apple, Inc. makes this program available to Colleges and Universities. The College has been a participant in this program, with Board approval, since January 1, 1998. Apple, Inc. is the sole manufacturer and distributor of equipment through this educational program.

Funding

Expenditures against this contract will be funded from operating, auxiliary, capital, and restricted budgets.

Recommendation for Award/Purchasing

- **Supports – Human Resources Administration of Workers Compensation**

Board approval is requested for the award of a contract for administration and loss control services for Workers’ Compensation claims to **CANNON COCHRAN MANAGEMENT SERVICES, INC.**, in an amount estimated at **\$76,200.00**, for a period of four (4) years, to begin July 1, 2016.

Description

This contract will be used by the college’s Human Resources Department to administer College Workers’ Compensation claims in compliance with the State of Missouri’s Workers’ Compensation Act. It will also be used to help control loss and injury by identifying potential areas of risk and then developing programs to reduce that risk. The recommended bidder meets all requirements of the bid.

Bid – B0003521

The evaluation of this bid, which opened March 25, 2016, is listed below:

<u>Bidders</u>	<u>Four Year Estimated Fees</u>
<i>CANNON COCHRAN MANAGEMENT SERVICES, INC.</i>	\$ 76,200.00
Corporate Claims Management, Inc.	80,840.00
PMA Companies	93,920.00
Gallagher Bassett Services, Inc.	141,181.00
Tristar Risk Management	142,000.00

Funding

All expenditures against this contract will be funded from current operating budgets.

Advertisements

Advertisements were placed in the St. Louis Post-Dispatch and St. Louis American.

Recommendation for Award/Purchasing - Contract

- Supports: Assessment Departments – District Wide

Board approval is requested for the award of a contract for the routine purchase of test materials to *NCS PEARSON INC./CLINICAL ASSESSMENT, PAR, INC., EDITS, APPERSON, INC. SCANTRON CORPORATION* and *DATA RECOGNITION* in an amount estimated at **\$100,000.00**, with no guaranteed amount to any one bidder, for a period of three (3) full years, to begin July 1, 2016.

Description

This contract will provide assessment testing materials for use by the Assessment departments at all College locations. All responding bidders are recommended for award to provide access to all testing materials as needed. One woman-owned business enterprise is being awarded in this bid process.

Bid – B0003527

The evaluation of this bid, which opened April 6, 2016, is listed below:

<u>Bidders</u>	<u>Description</u>	<u>Pricing Range</u>
<i>NCS PEARSON INC./ CLINICALASSESSMENT</i>	Career Assessment Inv. (CAI)	\$ 6.65 - \$ 74.29
	Campbell Interest/Skill Survey(CISS)	8.85 - 79.12
	Basic Achievement Skills Inv.(BASI)	4.15 - 40.00
	Differential Aptitude Tests (DAT)	23.00 - 196.00
<i>PAR, INC.</i>	Self-Directed Search SDS	6.95 - 9.95
<i>EDITS</i>	CAPS/COPS/COPEs	192.50 - 277.50
<i>APPERSON, INC.</i>	Scantron Compatible Forms	10.50 - 59.00
<i>SCANTRON CORPORATION</i>	Scantron Testing Materials	15.00 - 80.00
<i>DATA RECOGNITION</i>	DRC/CTB Test Materials	228.00 - 1,175.00

Funding

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

Advertisements

Newspaper advertisements were placed in the St. Louis American and the St. Louis Post-Dispatch.

Recommendation for Award/Purchasing – Contract

- Supports: Culinary Department at Forest Park

Board approval is requested for the award of a contract for the routine purchase of chef’s cutlery sets consisting of 27 pieces and a culinary bag to **FRIEDR. DICK CORP.**, in an amount estimated at **\$150,000.00** for a period of three (3) full years, to begin on July 1, 2016

Description

This contract will enable the students of the Forest Park Hospitality Program to obtain the required basic cutlery sets that are initially used in classroom instruction and thereafter taken to their place of employment as tools of their profession. Two lower bid vendors were not chosen for the following reasons: (1) Quality of the knives is first and foremost and the recommended product was notably more durable when tested, and, (2) the butcher knife is more flexible allowing for more uses and durability and the scale has the option for a power plug, which is necessary for long term use.

Bid – B0003501

The evaluation of this bid, which opened February 25, 2016, is listed below:

<u>Bidders</u>	<u>1st Year Individual Chefs Cutlery Set Price</u>	<u>2nd / 3rd Year Escalation</u>	<u>3 Year Estimate (450 sets)</u>
FRIEDR. DICK CORP.	\$299.35	0	\$134,707.50
Ford Hotel Supply Co.	249.00	0	112,050.00
Need-A-Uniform	269.00	0	121,050.00

Funding

Expenditures against this contract will be paid by the students. No College funds are involved.

Advertisement

Newspaper advertisements were placed in the St. Louis American and the St Louis Post-Dispatch.

Recommendation for Award/Purchasing - Contract

- Supports: Meramec Student Activities

Board approval is requested for the award of a contract for the routine rental of feature films for public performances to *SWANK MOTION PICTURES* and *CRITERION PICTURES USA* in an amount estimated at **\$35,000.00**, to be split between the two vendors with no guaranteed amount to any vendor, for a period of three (3) full years, to begin July 1, 2016.

Description

This contract will be used by the Student Activities Department at Meramec for the rental of feature films for public performances. Although the bid was sent to six (6) potential bidders, only two responses were received. The two responding bidders are recommended for award because they hold exclusive distribution rights for the films in their inventory with different providers

Bid – B0003528

The evaluation of this bid, which opened Monday, April 4, 2016, is listed below:

<u>Bidders</u>	<u>Price Range</u>
<i>SWANK MOTION PICTURES (Walt Disney, Universal, Warner Brothers, Paramount, Lion’s Gate, MGM, etc.)</i>	<i>\$275.00 to \$575.00</i>
<i>CRITERION PICTURES USA (20th Century Fox, Fox Searchlight, Dream Works Animation, Samuel Goldwyn Limited)</i>	<i>\$150.00 to \$850.00</i>

Funding

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

Recommendation for Award/Purchasing - Contract

- Supports: Counseling Departments - District Wide

Board approval is requested for the award of a contract for the routine purchase of assessment testing materials under Board Policy “H.5.1 Restrictions for Purchases exceeding \$5,000.00/Academic Selection” to ***CPP, INC. (CONSULTING PSYCHOLOGISTS PRESS INC.)*** in an amount estimated at **\$25,000.00**, for a period of one (1) full year, beginning July 1, 2016.

Description

This contract will be used by various counseling departments at all College locations using the SkillsOne site to administer the Strong Profile and Myers-Briggs Type Indicator (MBTI) testing materials for student career assessment. These testing materials are administered only through this company and were, therefore, not competitively bid.

Bid – B0003534

The evaluation of this bid, which opened April 15, 2016, is listed below:

<u>Item</u>	<u>Qty.</u>	<u>Pricing/Discounts</u>
SkillsOne Site Fee	3	\$100.00 each
MBTI Interpretive Report Administration Materials		Volume Discount/Order
Strong Profile Administration		Volume Discount/Order

Funding

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

Recommendation for Award/Purchasing - Contract

- Supports: Marketing and Communications Departments - District Wide

Board approval is requested for the award of a contract for marketing services in an amount estimated at **\$500,000.00**, for a period of one (3) full years with three (3) optional one (1) year renewal terms, to begin May 20, 2016, to the following firms on a section by section basis with no guaranteed amount to any one vendor:

Research /Consumer Insights/Branding Services

SIMPSON SCARBOROUGH
WEBER SHANDWICK
INTERACT
THE MARTEC GROUP
MEDIA CROSS

Creative Services

CANNONBALL
MEDIA CROSS
UPBRAND
HLK
PARADOWSKI
AD SAVANTS

Description

This contract will be used by the Communications and Marketing Departments district-wide to provide auxiliary support in the development of critical strategic communications plans and production of marketing communications materials. In addition to helping establish and build the college’s institutional positioning and image, the selected marketing partners will provide support to Enrollment Management and the STLCC Foundation and will utilize services from the selected firms to assist in planning and producing appropriate marketing materials.

Bid – B0003507

The evaluation of this bid, which opened March 4, 2016, is listed below:

Research/Consumer Insights/Branding Services

<u>Bidders</u>	<u>Fees</u> <u>Research/Insights</u>	<u>Fees</u> <u>Branding</u>	<u>Technical Points</u> <u>(120 Possible)</u>
INTERACT	90,000.00	18,000.00	102
SIMPSON SCARBOROUGH	168,000.00	56,000.00	118
MARTEC GROUP	145,000.00	58,000.00	113
MEDIA CROSS	106,000.00	33,400.00	100
WEBER SHANDWICK	158,000.00	105,000.00	110
JMC Brands	84,500.00	80,625.00	90
HLK	130,000.00	115,000.00	85
Cohl Group	205,000.00	120,000.00	82
UPBrand	105,000.00	35,250.00	76
Avant	76,340.00	93,140.00	74

Research/Consumer Insights/Branding Services (continued)

Bidders	Fees Research/Insights	Fees Branding	Technical Points (120 Possible)
AMG	72,100.00	53,500.00	66
Falk Harrison	no bid	112,500.00	48
2Balance	170,000.00	15,500.00	43
Switch	no bid	35,000.00	34
Brighton	100,000.00	125,000.00	64
Aeffect	125,000.00	*	49
Alter Agents	208,360.00	no bid	45
Cicero	266,500.00	no bid	45
Atomic Dust	no bid	60,000.00	41
Vandiver	100,000.00	no bid	40
Paradowski	250,000.00	75,000.00	38
Dovetail	*	60,000.00	37
Boxing Clever	no bid	90,800.00	37
Hot in the Kitchen	*	52,800.00	35
Kerry Group	*	35,000.00	34
Brand IQ	80,250	*	30
Ad Savants	no bid	43,000.00	30
Werremeyer	no bid	92,500.00	30
Bernstein	*	*	0
Abstrakt Marketing	*	*	0
Buck Consultants	*	no bid	0
Northern Magnolia	*	*	0
Elasticity	*	*	0

*Proposal incomplete and/or no direct research provided

Research/Consumer Insights/Branding Services (continued)

Creative Services

<u>Bidders</u>	<u>Professional Fees</u>	<u>Fee Points</u>	<u>Technical Points (60 Possible)</u>	<u>Total Points</u>
<i>CANNONBALL</i>	<i>291,875.00</i>	<i>24.26</i>	<i>57</i>	<i>81.26</i>
<i>UPBRAND</i>	<i>217,450.00</i>	<i>11.97</i>	<i>52</i>	<i>63.97</i>
<i>HLK</i>	<i>238,000.00</i>	<i>8.63</i>	<i>55</i>	<i>63.63</i>
<i>PARADOWSKI</i>	<i>125,000.00</i>	<i>8.96</i>	<i>50</i>	<i>58.96</i>
<i>MEDIA CROSS</i>	<i>317,400.00</i>	<i>11.78</i>	<i>47</i>	<i>58.78</i>
<i>AD SAVANTS</i>	<i>22,500.00</i>	<i>6.22</i>	<i>49</i>	<i>55.22</i>
Falk Harrison	109,000.00	20.79	30	50.79
Werremeyer	69,500.00	30.37	20	50.37
jmc brands	7,000.00	20.00	35	55.00
Switch	276,300.00	8.59	45	53.59
Weber Shandwick	270,000.00	8.09	43	51.09
Brighton	209,510.00	11.67	39	50.67
Dovetail	35,000.00	4.00	45	49.00
Elasticity	12,840.00	10.90	38	48.90
Buck	22,000.00	6.36	42	48.36
Kerry group	200,000.00	11.25	35	46.25
Hot in the Kitchen	15,000.00	9.33	31	40.33
Boxing Clever	214,700.00	5.22	35	40.22
AMG	12,500.00	11.20	28	39.20
Cohl	39,000.00	3.59	33	36.59
Northern Magnolia	200,000.00	11.25	36	47.25
2Balance	20,000.00	7.00	26	33.00
Interact	*			
Abstrakt	*			
Bernstein Rein	*			
Brand IQ	*			

*Proposal incomplete and/or no cost estimate provided

Funding

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

Advertisement

Newspaper advertisements were placed in the St. Louis American and St Louis Post-Dispatch.

Recommendation for Award/Purchasing – Additional Funds

- Supports: IT, Art and Media/Library Departments– District Wide

Contract CNR01341 with E and I Cooperative Services' Master Agreement Contract with B & H Photo, was originally approved by the Board on January 21, 2016 for an estimated amount of \$60,000.00, for the purchase of audio, video, photo equipment and supply items, for a period of one year, beginning February 1, 2016. As the current award balance remaining is \$1,648.79; we request approval to add additional funds estimated at \$60,000.00 to the award amount.

Recommendation for Award/Purchasing – Additional Funds

- Supports: District-wide Information Technology Purchases

Contract Q043003 with **DELL MARKETING** for the district-wide purchase of Dell microcomputer equipment, printers and file servers was originally approved by the Board on January 21, 2016 for an estimated amount of \$1,000,000.00, for a period of one full year, beginning February 1, 2016. As the current award balance remaining is \$396,462.73; we request approval to add additional funds estimated at \$500,000.00 to the award amount.

Recommendation for Award/Physical Facilities:

Board approval is requested to award 18 Indefinite Quantity (Open-end) Consulting Agreements for Architectural, Engineering and Technical services. The consulting work will be divided between the various firms on an as-needed basis with actual amounts not specified nor guaranteed.

Architects, Engineers, and Other Consulting Services:

A committee evaluated 46 firms based upon professional qualifications, Minority Business Enterprise/Women’s Business Enterprise (MBE/WBE) status, experience with open-end consulting agreements, types of services available, specialties experience, experience with renovation/repair projects, previous educational clients, and capabilities, manpower and resources and recommend the following firms (listed by type) to receive Open-End Agreements for Fiscal Year 2017, with an option to renew 1 to 2 years:

Architects

Arcturis (WBE)
Etegra, Inc. (DBE/MBE)
Grice –Trivers Joint Venture Architects (MBE)
Hastings + Chivetta Architects, Inc.
Hoener Associates, Inc.
Oculus, Inc. (WBE)

Engineers

BRiC Partnership, LLC
Horner and Shifrin, Inc.
Ross & Baruzzini, Inc.
Webb Engineering Services, Inc. (MBE)
William Tao & Associates, Inc.

Landscape Architect

Kathy Williams and Associates (WBE)

Civil and Structural Engineers

David Mason & Associates (MBE)

Architects and Engineers

KAI Design & Build (MBE)

Environmental/Geotechnical

Geotechnology, Inc.
John A. Jurgiel & Associates, Inc.
NPN Environmental Engineers, Inc.
SCI Engineering, Inc.

These firms will perform a variety of technical, architectural, engineering, and testing services pertaining to various capital projects for renovation, repair and maintenance of college facilities throughout the district. These agreements allow us to respond quickly to facilities consulting demands. The fees will be expended on an “as-needed” basis for outside consulting work in response to Physical Facilities’ projects and/or educational program demands. Charges for each individual project will be handled separately by setting Not to Exceed limits at the beginning of each job with the final billings to be on a “time charged” basis. The cost of the consulting fees will be included in the estimates for the individual capital projects.

Funding:

Fund sources are: operating, capital, auxiliary, public safety, pedestrian, traffic access, energy loans, rental and external funds depending on the location and type of the project.

Recommendation for Award/Physical Facilities:

Board approval is requested for award of a concrete maintenance contract at various locations on the Forest Park campus to **Raineri Construction, LLC** in an amount of **\$22,228.80**.

Description:

This contract will cover general concrete repairs and replacement including the plaza, roadway and drainage inlet repairs, correction of uneven sidewalks, curb replacement, and sealing all new concrete work. The scope of work was developed following recent site visits and receiving input from the campus.

Repairs at Forest Park were included in the bid specifications for the district wide concrete repairs which were opened March 31, 2016. Prices for the Forest Park repairs exceeded the available budget and were not included in the April 28, 2016 BOT recommendation. The scope of work for these repairs was reduced and offered for rebid to the three firms that submitted bids for the original scope of work. In order to retain all aspects of the original contract, a credit change order will be issued to reflect the new scope of work.

Bid – F 16 004Z, Repairs to Concrete, St. Louis Community College at Forest Park

The results of this bid, which opened March 31, 2016, are listed below:

<u>Contractors:</u>	<u>Original Bid</u>	<u>Credit Change Order</u>	<u>Reduced Scope of Work</u>
Raineri Construction, LLC	\$ 59,508.00	\$ 37,279.20	\$ 22,228.80
C. Rallo Contracting Company	65,200.00	11,200.00	54,000.00
The Harlan Company	95,800.00	No Bid	No Bid

Funding:

This project will be funded from capital budgets.

Advertisements:

The College places newspaper advertisements, in compliance with Board policy, on those bids estimated to exceed \$15,000.00.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested of **four consulting agreement for environmental services**, all 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:

Professional Services Industries, Inc.

A15-0273 PSI #15 - Fire Door Sampling, Meramec \$ 342.45

Prior to installing a requested dead bolt lock in an office door, the door was tested for asbestos. No asbestos was found and campus maintenance completed the work order.

A15-0273 PSI #17 - Air Monitoring & Oversight for Science Lab Abatement, DW 10,398.50

This agreement provided required air monitoring and third party oversight for the science lab abatement completed over spring break. The remainder of the abatement will occur after the spring semester and the air monitoring and oversight is estimated to cost \$6,200.00. The final cost of the remaining monitoring and oversight will be issued as an amendment to this agreement.

Professional Services Industries, Inc., Total 10,740.95

NPN Environmental

NPN #22, Testing of Cove Base Mastic in Communications South, Meramec 300.00

Campus staff were concerned that mastic on flooring base being removed contained asbestos. No asbestos was found and campus maintenance completed the work order

NPN #24, Work Plan for Theater Hall Abatement, Meramec 2,500.00

In order to replace the suspended ceiling in the Theater hallway this summer, an area above a portion of the existing ceiling will need to be abated. This consultant will prepare the necessary plans and specifications for this abatement.

NPN Environmental Total 2,800.00

Total Ratifications \$ 13,540.95

Funding:

These projects were funded from operating and capital budgets.

Request for Approval/Disposal of Surplus Property

Board approval is requested to dispose of surplus property by recycling per contract as listed on the following pages. This property has been declared excess and posted internally for redistribution.

PDF#	Description	Property Tag	Location	Condition	Purchased Date	Original Cost	Book Value
60653	TUHNAUER AUTOCLAVE	011664	MC	Poor	4/9/2002	\$ 35,442.00	\$ 580.13
40848	HUMAN PATIENT SIMULATOR, METI	014852	FP	Poor	12/7/2005	\$ 150,000.00	\$ -
160421	DELL POWER EDGE M1000E	015335	FV	Poor	2/27/2008	\$ 12,933.84	\$ -
160421	SAN EQUIPMENT	015337	FV	Poor	2/8/2008	\$ 21,507.75	\$ -
160421	SAN EQUIPMENT	015338	FV	Poor	2/8/2008	\$ 28,806.17	\$ -
160421	SAN EQUIPMENT	015322	FV	Poor	2/19/2008	\$ 21,967.88	\$ -
160421	SAN EQUIPMENT	015321	FV	Poor	2/19/2008	\$ 25,175.15	\$ -
160421	EMC SWITCH	015323	FV	Poor	2/19/2008	\$ 42,228.72	\$ -
160421	SAN EQUIPMENT	015339	FV	Poor	5/1/2008	\$ 8,344.05	\$ -
160421	APC SYMMERTA LX	014985	FV	Poor	6/1/2005	\$ 9,225.49	\$ -
160421	DELL BASE UNIT ML6020 CONTOL MODULE	015317	FV	Poor	10/8/2007	\$ 31,653.22	\$ -

BUSINESS AND FINANCE

Budget

1. Budget Status Summary Report General Operating Fund
2. Budget Status Reports-Student Technology Fee
3. Budget Status Reports-College and Student Activities
4. Budget Status Reports-Public Safety, Pedestrian and Traffic Access
5. Budget Status Reports-Rental of Facilities
6. Budget Status Report-Student Financial Aid Fund
7. Corporate Center-Managed Property Operating Report
- 8-9. Budget Status Report-Workforce Solutions Group, Operating and Restricted
10. Budget Status Report-Restricted General Fund
11. Budget Status Report-Auxiliary Enterprise Fund
12. Budget Status Report-Capital Fund
13. Budget Status Report-Agency Fund
14. Revenues/Expenditures Report-Self-Funded Insurance
- 15-18. Investment Report

Ratifications

19. Ratification of Investments/Daily Repurchase Agreements

St. Louis Community College
Budget Status Summary Report - General Operating Fund
For the Period July through March,

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual to Date**	% of Amended Budget	Amount
Revenues					
Local Taxes	\$ 60,156,723	\$ 54,728,327	\$ 53,779,972	89.4%	\$ 54,812,076
State Aid	45,826,560	33,837,293	34,178,180	74.6%	32,797,167
Maintenance Fees	42,733,446	33,012,042	31,640,395	74.0%	32,696,009
Bad Debt	(750,000)	(402,686)	(263,304)	35.1%	(222,278)
Other	4,120,881	2,916,819	2,855,247	69.3%	2,638,282
Total Revenue	152,087,610	124,091,795	122,190,490	80.3%	122,721,256
Expenditures					
Salaries and Wages	96,261,270	71,295,529	64,090,323	66.6%	64,540,968
Staff Benefits	28,091,513	20,852,019	17,381,541	61.9%	18,768,677
Operating	24,437,280	16,139,455	14,488,243	59.3%	14,706,863
Total Expenditures	148,790,063	108,287,003	95,960,107	64.5%	98,016,508
Transfers To (From)					
To Capital Fund	8,360,272	8,360,272	8,360,272	100.0%	4,081,022
To Leasehold Bonds	3,249,664	3,249,664	3,249,664	100.0%	3,261,291
To Scholarships	843,005	828,301	798,556	94.7%	800,058
From Designated	(400,000)	(400,000)	(400,000)	100.0%	(600,000)
From Auxiliary Services Total	(125,000)	(125,000)	(125,000)	100.0%	(125,000)
Transfers	11,927,941	11,913,237	11,883,492	99.6%	7,417,371
Total Expense and Transfers	160,718,004	120,200,240	107,843,599	67.1%	105,433,879
Net Increase / (Decrease)	\$ (8,630,394)	\$ 3,891,555	14,346,891		17,287,377
Net Position as of July 1			(27,320,024)		(27,165,121)
Net Position as of March 31			\$ (12,973,133)		\$ (9,877,744)

*Includes Board approved adjustments and transfers from other funds.

**Does not include encumbrances.

**St. Louis Community College
Budget Status Report - Technology Fee
For the Period July through March,**

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
<u>Revenues</u>					
College Technology Fees	\$ 2,979,368	\$ 3,040,146	\$ 2,204,732	74.0%	\$ 2,752,142
Total Revenues	<u>2,979,368</u>	<u>3,040,146</u>	<u>2,204,732</u>	74.0%	<u>2,752,142</u>
<u>Expenditures</u>					
Salaries	703,467	489,901	416,012	59.1%	291,388
Benefits	218,027	150,188	130,134	59.7%	96,303
Operating	1,522,464	1,267,310	707,889	46.5%	733,201
Total Expenditures	<u>2,443,958</u>	<u>1,907,399</u>	<u>1,254,035</u>	51.3%	<u>1,120,892</u>
<u>Transfers To (From)</u>					
To Capital Fund	535,410	535,410	535,410	100.0%	591,632
Total Transfers	<u>535,410</u>	<u>535,410</u>	<u>535,410</u>	100.0%	<u>591,632</u>
Total Expense and Transfers	<u>2,979,368</u>	<u>2,442,809</u>	<u>1,789,445</u>	60.1%	<u>1,712,524</u>
Net Increase / (Decrease)	<u>\$ -</u>	<u>\$ 597,337</u>	<u>415,287</u>		<u>1,039,618</u>
Net Position as of July 1			<u>1,733,529</u>		<u>1,067,076</u>
Net Position as of March 31			<u>\$ 2,148,816</u>		<u>\$ 2,106,694</u>

St. Louis Community College
Budget Status Report - College and Student Activities
For the Period July through March,

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
<u>Revenues</u>					
Student Activity Fees	\$ 1,276,872	\$ 935,532	\$ 944,885	74.0%	\$ 934,770
Other	-	-	7,693	0.0%	4,655
Total Revenues	<u>1,276,872</u>	<u>935,532</u>	<u>952,578</u>	74.6%	<u>939,425</u>
<u>Expenditures</u>					
Salaries	58,101	39,828	68,227	117.4%	63,088
Benefits	4,678	3,207	5,492	117.4%	5,079
Operating	475,657	287,919	276,515	58.1%	218,411
Student Activities Budget - Agency	538,436	185,867	421,429	78.3%	496,311
Total Expense	<u>1,076,872</u>	<u>516,821</u>	<u>771,663</u>	71.7%	<u>782,889</u>
<u>Transfers To (From)</u>					
To General Operating	200,000	200,000	200,000	100.0%	200,000
Total Transfers	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	100.0%	<u>200,000</u>
Total Expense and Transfers	<u>1,276,872</u>	<u>716,821</u>	<u>971,663</u>	76.1%	<u>982,889</u>
Net Increase / (Decrease)	<u>\$ -</u>	<u>\$ 218,711</u>	<u>(19,085)</u>		<u>(43,464)</u>
Net Position as of July 1			<u>265,815</u>		<u>295,387</u>
Net Position as of March 31			<u>\$ 246,730</u>		<u>\$ 251,923</u>

St. Louis Community College
Budget Status Report - Public Safety, Pedestrian and Traffic Access
For the Period July through March,

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
<u>Revenues</u>					
College Activity Fees	\$ 823,482	\$ 852,177	\$ 692,098	84.0%	\$ 402,694
Total Revenues	<u>823,482</u>	<u>852,177</u>	<u>692,098</u>	84.0%	<u>402,694</u>
<u>Expenditures</u>					
Supplies and Services	610,670	248,191	440,458	72.1%	33,048
Total Expenditures	<u>610,670</u>	<u>248,191</u>	<u>440,458</u>	72.1%	<u>33,048</u>
<u>Transfers To (From)</u>					
To Capital Fund	212,812	212,812	212,812	100.0%	207,671
Total Transfers	<u>212,812</u>	<u>212,812</u>	<u>212,812</u>	100.0%	<u>207,671</u>
Total Expense and Transfers	<u>823,482</u>	<u>461,003</u>	<u>653,270</u>	79.3%	<u>240,719</u>
Net Increase / (Decrease)	<u>\$ -</u>	<u>\$ 391,174</u>	38,828		161,975
Net Position as of July 1			<u>1,913,174</u>		<u>1,813,024</u>
Net Position as of March 31			<u>\$ 1,952,002</u>		<u>\$ 1,974,999</u>

St. Louis Community College
Budget Status Report - Rental of Facilities
For the Period July through March,

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
<u>Revenues</u>					
Other Revenue	\$ 127,000	\$ 59,665	\$ 97,990	77.2%	\$ 139,165
Total Revenues	<u>127,000</u>	<u>59,665</u>	<u>97,990</u>	77.2%	<u>139,165</u>
<u>Expenditures</u>					
Salaries	48,423	30,478	17,579	36.3%	17,039
Benefits	6,192	2,818	1,669	27.0%	2,225
Operating	72,385	165,064	73,659	101.8%	11,615
Total Expenditures	<u>127,000</u>	<u>198,360</u>	<u>92,907</u>	73.2%	<u>30,879</u>
Net Increase / (Decrease)	<u>\$ -</u>	<u>\$ (138,695)</u>	5,083		108,286
Net Position as of July 1			<u>368,954</u>		<u>224,274</u>
Net Position as of March 31			<u>\$ 374,037</u>		<u>\$ 332,560</u>

St. Louis Community College
Budget Status Report - Student Financial Aid
For the Period July through March,

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
Revenues / Resources					
Grants and Contracts	\$ 35,522,783	\$ 34,191,048	\$ 30,313,919	85.3%	\$ 33,614,678
Other Revenue	-	-	67,840	0.0%	63,986
Total Revenues	35,522,783	34,191,048	30,381,759	85.5%	33,678,664
Expenditures					
Salaries	856,893	598,246	389,454	45.4%	408,099
Benefits	75,800	52,921	31,351	41.4%	32,853
StudentAid	35,519,095	33,792,366	30,241,341	85.1%	34,277,673
Total Expenditures	36,451,788	34,443,533	30,662,146	84.1%	34,718,625
Transfers To (From)					
From General Operating	(843,005)	(828,300)	(798,556)	94.7%	(800,058)
From Auxiliary Services	(86,000)	(86,000)	(86,000)	100.0%	(86,000)
Total Transfers	(929,005)	(914,300)	(884,556)	95.2%	(886,058)
Net Increase / (Decrease)	\$ -	\$ 661,815	604,169		(153,903)
Net Position as of July 1			1,368,860		1,331,484
Net Position as of March 31			\$ 1,973,029		\$ 1,177,582
Revenues / Resources					
Pell Grants	\$ 34,020,000	\$ 27,937,825	\$ 29,117,330	85.6%	\$ 32,106,747
Federal Work Study	716,098	856,893	410,054	57.3%	856,893
Supplemental Education					
Opportunity Grant (SEOG)	786,685	585,228	786,535	100.0%	651,038
Other	-	-	67,840	0.0%	63,986
Total Revenues	\$ 35,522,783	\$ 29,379,946	\$ 30,381,759	85.5%	\$ 33,678,664
Transfers					
Board of Trustees Scholarships	\$ (767,205)	\$ (767,205)	\$ (767,205)	100.0%	\$ (767,205)
Auxiliary Service Scholarships	(86,000)	(86,000)	(86,000)	100.0%	(86,000)
College Match - FWS Employer Taxes	(75,800)	(46,695)	(31,351)	41.4%	(32,853)
Total Transfers and Carry Forward	\$ (929,005)	\$ (899,900)	\$ (884,556)	95.2%	\$ (886,058)

**St. Louis Community College
Revenues / Expenditures Report
Corporate College - Managed Property Operating Report
For the Period July through December,**

	Fiscal Year 2016	Fiscal Year 2015
<u>Revenues</u>		
Lease Income	\$ 663,104	\$ 247,514
Total Revenues	663,104	247,514
<u>Expenditures</u>		
Salaries and Wages	41,005	-
Staff Benefits	11,400	-
Operating	595,539	252,522
Total Expenditures	647,944	252,522
<u>Transfers To (From)</u>		
From General Operating	-	-
Total Transfers	-	-
Total Expense and Transfers	647,944	252,522
Net Increase / (Decrease)	15,160	(5,008)
Net Position as of July 1	-	-
Net Position as of December 31	\$ 15,160	\$ (5,008)

**St. Louis Community College
Budget Status Report - Workforce Solutions Group - Operating
For the Period July through March,**

	Fiscal Year 2016			Fiscal Year 2015
	Amended Budget	Allocated Budget	Actual To Date	Actual To Date
<u>Revenues / Resources</u>				
Other Revenue	\$ 100,000	\$ 72,522	\$ 38,820	\$ 157,616
Total Revenues	100,000	72,522	38,820	157,616
<u>Expenditures</u>				
Salaries	1,133,181	858,867	796,587	799,711
Benefits	234,388	184,940	169,541	169,818
Supplies and services	123,348	826,519	172,870	236,663
Administrative and Indirect Cost Recove	(955,266)	(647,484)	(575,784)	(641,771)
Institutional Contributions - Match	(630,000)	-	(294,426)	-
Total Expenditures	(94,349)	1,222,842	268,788	564,421
<u>Transfers To (From)</u>				
To General Operating	200,000	200,000	200,000	200,000
Total Expense and Transfers	105,651	1,422,842	468,788	764,421
Net Increase / (Decrease)	\$ (5,651)	\$ (1,350,320)	(429,968)	(606,805)
Net Position as of July 1			2,591,702	2,495,886
Net Position as of March 31			\$ 2,161,734	\$ 1,889,081
Division Allocation - Revenue			Operating	
Community Service			\$ 12,719	
Corporate Services			26,101	
Total Division Allocation			\$ 38,820	
Division Allocation - Expenditures				
Community Service			\$ 73,913	
Corporate Services			194,875	
Total Division Allocation			\$ 268,788	

St. Louis Community College
Budget Status Report - Workforce Solutions Group - Restricted
For the Period July through March,

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
<u>Revenues / Resources</u>					
Grants and Contracts	\$ 9,996,172	\$ 4,942,688	\$ 8,323,573	83.3%	\$ 7,728,301
Total Revenues	<u>9,996,172</u>	<u>4,942,688</u>	<u>8,323,573</u>	83.3%	<u>7,728,301</u>
<u>Expenditures</u>					
Salaries	3,491,928	1,292,016	3,288,168	94.2%	3,489,943
Benefits	737,689	328,983	747,890	101.4%	775,324
Operating	4,811,289	2,650,797	4,287,515	89.1%	3,542,170
Administrative and Indirect Cost Recove	955,266	-	-	0.0%	(79,136)
Total Expenditures	<u>9,996,172</u>	<u>4,271,796</u>	<u>8,323,573</u>	83.3%	<u>7,728,301</u>
Net Increase / (Decrease)	<u>\$ -</u>	<u>\$ 670,892</u>	-		-
Net Position as of July 1			-		-
Net Position as of March 31			<u>\$ -</u>		<u>\$ -</u>

Division Allocation - Revenue

Community Service	\$ 5,349,327
Corporate Services	2,974,246
Total Division Allocation	<u>\$ 8,323,573</u>

Division Allocation - Expenditures

Community Service	\$ 5,349,328
Corporate Services	2,974,245
Total Division Allocation	<u>\$ 8,323,573</u>

**St. Louis Community College
Budget Status Report - Restricted General Fund
For the Period July through March,**

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
<u>Revenues / Resources</u>					
External Sources	\$ 3,202,426	\$ 2,114,378	\$ 2,304,297	72.0%	\$ 2,501,151
Total Revenue / Resources	<u>3,202,426</u>	<u>2,114,378</u>	<u>2,304,297</u>	72.0%	<u>2,501,151</u>
<u>Expenditures</u>					
Salaries	1,175,617	852,854	1,348,971	114.7%	1,527,927
Benefits	250,580	187,416	289,707	115.6%	359,775
Operating	1,627,541	902,010	833,151	51.2%	1,002,178
Capital	148,688	116,574	115,549	77.7%	114,871
Institutional Match	-	-	(276,591)	0.0%	(496,771)
Total Expenditures	<u>3,202,426</u>	<u>2,058,854</u>	<u>2,310,787</u>	72.2%	<u>2,507,980</u>
Net Increase / (Decrease)	<u>\$ -</u>	<u>\$ 55,524</u>	(6,490)		(6,829)
Net Position as of July 1			<u>43,391</u>		<u>49,544</u>
Net Position as of March 31			<u>\$ 36,901</u>		<u>\$ 42,715</u>

* Revenues will lag expenditures due to grants being funded on a reimbursement basis.

St. Louis Community College
Budget Status Report - Auxiliary Enterprise Fund
For the Period July through March,

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
<u>Revenues</u>					
College Activity Fees	\$ 425,624	\$ 443,662	\$ 314,962	74.0%	\$ 486,329
Auxiliary Services Revenues	10,005,087	8,938,995	7,473,263	74.7%	8,696,619
Total Revenues	10,430,711	9,382,657	7,788,225	74.7%	9,182,948
Net Revenues	10,430,711	9,382,657	7,788,225		7,386,275
<u>Expenditures</u>					
Salaries and Wages	1,631,907	1,170,499	1,155,333	70.8%	1,149,868
Staff Benefits	403,085	283,855	268,207	66.5%	276,443
Operating	8,082,533	6,031,392	6,127,570	75.8%	7,445,649
Total Expenditures	10,117,525	7,485,746	7,551,110	74.6%	8,871,960
<u>Transfers</u>					
To General Operating	125,000	125,000	125,000	100.0%	125,000
To Maintenance Repair and Capital	95,000	95,000	95,000	100.0%	95,000
To Student Aid	86,000	86,000	86,000	100.0%	86,000
Total Transfers	306,000	306,000	306,000	100.0%	306,000
Total Expenditures & Transfers	10,423,525	7,791,746	7,857,110	75.4%	9,177,960
Net Increase / (Decrease)	\$ 7,186	\$ 1,590,911	(68,885)		4,988
Net Position as of July 1			4,866,554		4,618,042
Net Position as of March 31			\$ 4,797,669		\$ 4,623,029

**St. Louis Community College
Budget Status Report - Capital Fund
For the Period July through March,**

	Fiscal Year 2016			Fiscal Year 2015	
	Amended Budget	Allocated Budget	Actual To Date	% of Budget To Date	Actual To Date
<u>Expenditures</u>					
Operating	\$ 9,203,494	\$ 5,721,294	\$ 5,476,887	59.5%	\$ 3,130,768
Leasehold Bonds	3,249,664	3,283,867	3,181,516	87.2%	3,295,616
Total Expenditures	<u>12,453,158</u>	<u>9,005,161</u>	<u>8,658,403</u>	66.7%	<u>6,426,384</u>
<u>Transfers and Carry Forward</u>					
Carry forward	(18,205,463)	-	-		
Transfer from Current Operating	(8,360,272)	(8,360,272)	(8,360,272)	100.0%	(4,081,022)
Transfer from Current Operating	(3,249,664)	(3,249,664)	(3,249,664)	100.0%	(3,261,291)
Transfer from Pedestrian & Traffic	(212,812)	(212,812)	(212,812)	100.0%	(207,671)
Transfer from Auxiliary Services	(95,000)	(95,000)	(95,000)	100.0%	(95,000)
Transfer from Technology	(535,410)	(535,410)	(535,410)	100.0%	(591,632)
Total Transfers and Carry Forward	<u>(30,658,621)</u>	<u>(12,453,158)</u>	<u>(12,453,158)</u>	40.6%	<u>(8,236,616)</u>
Net Increase / (Decrease)	<u>\$ (18,205,463)</u>	<u>\$ (3,447,997)</u>	<u>\$ (3,794,755)</u>		<u>\$ (1,810,232)</u>

**St. Louis Community College
Budget Status Report - Agency Fund
For the Period July through March,**

	Fiscal Year 2016				Fiscal Year 2015
	Amended Budget	Allocated Budget	Actual To Date	% of Amended Budget	Actual To Date
<u>Funds available</u>					
Other Income	\$ -	\$ -	\$ 30,850		\$ 60,928
Total funds available	<u>-</u>	<u>-</u>	<u>30,850</u>		<u>60,928</u>
<u>Expenditures</u>					
Expenditures	538,436	308,703	329,360	61.2%	313,544
Total Expenditures	<u>538,436</u>	<u>308,703</u>	<u>329,360</u>	61.2%	<u>313,544</u>
<u>Transfers</u>					
From Current Operating	538,436	418,202	437,002	81.2%	450,001
Total Transfers	<u>538,436</u>	<u>418,202</u>	<u>437,002</u>	81.2%	<u>450,001</u>
Net Increase / (Decrease)	<u>\$ -</u>	<u>\$ 109,499</u>	<u>138,492</u>		<u>197,385</u>
Net Position as of July 1			<u>426,717</u>		<u>292,962</u>
Net Position as of March 31			<u>\$ 565,209</u>		<u>\$ 490,347</u>

**St. Louis Community College
Revenues / Expenditures Report
Self-Funded Insurance
For the Period July through March,**

	Fiscal Year 2016	Fiscal Year 2015
<u>Revenue</u>		
Contributions Employee	\$ 3,951,351	\$ 3,606,208
Contributions Employer	9,139,124	8,094,124
Total Revenue	13,090,475	11,700,332
<u>Expenditures</u>		
Medical	8,124,965	7,217,854
Pharmacy	3,241,205	2,856,156
TP Administration	805,804	720,254
Reform Expense	153,672	61,594
Total Expenditures	12,325,646	10,855,858
Net Increase / (Decrease)	764,829	844,474
Net Position as of July 1	(547,907)	(1,324,289)
Net Position as of March 31	\$ 216,922	\$ (479,815)

St. Louis Community College
Investment Report
as of March 31, 2016

Investment Type Investment Description	Purchase Date	Maturity Date	Par Value	Principal Cost	Book Value	Market Value	Market Gain/(Loss)	Yield to Maturity	% of Portfolio
Certificates of Deposit									
Pyramax Bank - Greenfield, WI	3/28/2013	3/28/2017	245,000	245,000	245,000	245,000	0	0.750%	0.266%
CIT Bank - Salt Lake City, UT	12/4/2013	12/4/2017	245,000	245,000	245,000	245,000	0	1.450%	0.266%
Medallion Bank - Salt Lake City, UT	12/3/2013	12/5/2016	245,000	245,000	245,000	245,000	0	1.000%	0.266%
Sandhills Bank - Bethune, SC	2/26/2014	8/26/2016	245,000	245,000	245,000	245,000	0	0.500%	0.266%
Barclay's Bank/Delaware - Wilmington, DE	4/15/2014	4/15/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
Goldman Sachs Bank - New York, NY	4/23/2014	4/24/2017	245,000	245,000	245,000	245,000	0	1.050%	0.266%
LCA Bank Corporation - Troy, MI	4/25/2014	10/25/2016	245,000	245,000	245,000	245,000	0	0.700%	0.266%
Synovus Bank GA - Columbus, GA	6/25/2014	12/27/2016	245,000	245,000	245,000	245,000	0	0.800%	0.266%
Citizens State Bank - Okemah, OK	7/21/2014	7/21/2016	245,000	245,000	245,000	245,000	0	0.650%	0.266%
Privatebank & Trust Co. - Chicago, IL	7/21/2014	7/21/2016	245,000	245,000	245,000	245,000	0	0.750%	0.266%
GE Capital Bank - Salt Lake City, UT	8/22/2014	8/22/2016	245,000	245,000	245,000	245,000	0	0.850%	0.266%
Peoples United Bank - Bridgeport, CT	10/29/2014	10/31/2016	245,000	245,000	245,000	245,000	0	0.850%	0.266%
First Bank of Highland - Highland Park, IL	10/29/2014	4/29/2016	245,000	245,000	245,000	245,000	0	0.500%	0.266%
American Express Bank - Salt Lake City, UT	11/6/2014	11/6/2017	245,000	245,000	245,000	245,000	0	1.450%	0.266%
Cardinal Bank - McLean, VA	11/12/2014	11/14/2016	245,000	245,000	245,000	245,000	0	0.800%	0.266%
Ridgestone Bank - Brookfield, WI	11/24/2014	4/25/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
Merrick Bank - South Jordan, UT	1/30/2015	1/30/2017	245,000	245,000	245,000	245,000	0	0.750%	0.266%
Brookline Bank - Brookline, MA	1/23/2015	7/22/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
Bank Rhode Island - Providence, RI	1/6/2015	7/6/2016	245,000	245,000	245,000	245,000	0	0.650%	0.266%
Apple Bank for Savings - New York, NY	2/4/2015	8/4/2016	245,000	245,000	245,000	245,000	0	0.400%	0.266%
Southern First Bank - Greenville, SC	2/6/2015	8/8/2016	245,000	245,000	245,000	245,000	0	0.600%	0.266%
Banco Poplar North American - New York, NY	2/18/2015	8/18/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
Everbank - Jacksonville, FL	2/27/2015	2/27/2017	245,000	245,000	245,000	245,000	0	0.800%	0.266%
Morton Community Bank - Morton, IL	2/18/2015	8/18/2017	245,000	245,000	245,000	245,000	0	0.900%	0.266%
Ally Bank - Midvale, UT	2/26/2015	8/28/2017	245,000	245,000	245,000	245,000	0	1.050%	0.266%
First Kentucky Bank - Mayfield, KY	2/6/2015	2/6/2018	245,000	245,000	245,000	245,000	0	1.000%	0.266%
Bank United - Miami Lakes, FL	3/20/2015	9/20/2016	245,000	245,000	245,000	245,000	0	0.600%	0.266%
BMW Bank North Amer - Salt Lake City, UT	3/11/2015	3/13/2017	245,000	245,000	245,000	245,000	0	0.900%	0.266%
Community & Southern Bank - Atlanta, GA	4/15/2015	10/14/2016	245,000	245,000	245,000	245,000	0	0.600%	0.266%
Clayton Bank & Trust - Knoxville, TN	4/22/2015	10/24/2016	245,000	245,000	245,000	245,000	0	0.500%	0.266%
Cortland Svgs & Banking - Cortland, OH	4/23/2015	10/24/2016	245,000	245,000	245,000	245,000	0	0.500%	0.266%
Bank of India - New York, NY	5/21/2015	5/18/2016	245,000	245,000	245,000	245,000	0	0.500%	0.266%
Fidelity Bank - Atlanta, GA	5/21/2015	11/21/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
Bank of Baroda - New York, NY	5/29/2015	5/27/2016	245,000	245,000	245,000	245,000	0	0.500%	0.266%
Bank of North Carolina - High Point, NC	6/19/2015	9/19/2016	245,000	245,000	245,000	245,000	0	0.500%	0.266%
GNB Bank - Grundy Center, IA	6/29/2015	10/31/2016	245,000	245,000	245,000	245,000	0	0.700%	0.266%
Farmers Trust & Savings - Spencer, IA	6/5/2015	12/5/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
Compass Bank - Birmingham, AL	6/5/2015	6/5/2017	245,000	245,000	245,000	245,000	0	0.950%	0.266%
Discover Bank - Greenwood, DE	6/17/2015	6/19/2017	245,000	245,000	245,000	245,000	0	1.050%	0.266%
Farmers & Merch Bank - Upperco, MD	6/29/2015	6/29/2017	245,000	245,000	245,000	245,000	0	0.950%	0.266%
Franklin Synergy Bank - Franklin, TN	7/22/2015	10/23/2017	245,000	245,000	245,000	245,000	0	1.200%	0.266%
Bank of China/New York	7/22/2015	7/22/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
Capital One - McLean, VA	7/22/2015	7/24/2017	245,000	245,000	245,000	245,000	0	1.150%	0.266%
Bank Hapoalim - New York, NY	7/29/2015	7/29/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
Israel Discount Bank of NY- New York, NY	8/19/2015	2/21/2017	245,000	245,000	245,000	245,000	0	0.900%	0.266%
Sterling Bank - Poplar Bluff, MO	8/19/2015	8/19/2016	245,000	245,000	245,000	245,000	0	0.700%	0.266%

**St. Louis Community College
Investment Report
as of March 31, 2016**

Investment Type Investment Description	Purchase Date	Maturity Date	Par Value	Principal Cost	Book Value	Market Value	Market Gain/(Loss)	Yield to Maturity	% of Portfolio
United Bankers Bank - Bloomington, MN	9/30/2015	9/29/2017	245,000	245,000	245,000	245,000	0	1.050%	0.266%
Beal Bank - Plano, TX	9/30/2015	9/28/2016	245,000	245,000	245,000	245,000	0	0.550%	0.266%
American Expr Centurion - Salt Lake City, UT	9/16/2015	9/17/2018	245,000	245,000	245,000	245,000	0	1.600%	0.266%
TCF National Bank - Sioux Falls, SD	9/23/2015	9/25/2017	245,000	245,000	245,000	245,000	0	1.000%	0.266%
Comenity Capital Bank - Salt Lake City, UT	10/13/2015	10/13/2017	245,000	245,000	245,000	245,000	0	1.100%	0.266%
BMO Harris Bank - Chicago, IL	10/7/2015	4/7/2017	245,000	245,000	245,000	245,000	0	0.900%	0.266%
Aimbank - Littlefield, TX	10/28/2015	4/28/2017	245,000	245,000	245,000	245,000	0	0.700%	0.266%
First Nat'l Bank - Paragould, AR	10/28/2015	4/28/2017	245,000	245,000	245,000	245,000	0	0.750%	0.266%
Capital One - Glen Allen, VA	10/30/2015	10/22/2018	245,000	245,000	245,000	245,000	0	1.600%	0.266%
Beal Bank USA - Las Vegas, NV	11/4/2015	8/3/2016	248,000	248,000	248,000	248,000	0	0.500%	0.269%
USAmeribank - Largo, FL	11/20/2015	12/20/2016	245,000	245,000	245,000	245,000	0	0.650%	0.266%
Peoples Bk N Alabama - Cullman, AL	11/9/2015	5/9/2017	245,000	245,000	245,000	245,000	0	0.700%	0.266%
First Source Bank - South Bend, IN	11/18/2015	5/18/2017	245,000	245,000	245,000	245,000	0	0.750%	0.266%
Wex Bank - Midvale, UT	11/20/2015	11/20/2017	245,000	245,000	245,000	245,000	0	1.050%	0.266%
Wells Fargo Bank - Sioux Falls, SD	11/18/2015	11/20/2017	245,000	245,000	245,000	245,000	0	1.250%	0.266%
Sallie Mae Bank - Salt Lake City, UT	11/4/2015	11/5/2018	245,000	245,000	245,000	245,000	0	1.600%	0.266%
Bank of Buffalo - Buffalo, KY	11/23/2015	11/24/2017	245,000	245,000	245,000	245,000	0	1.050%	0.266%
Key Bank - Cleveland, OH	11/25/2015	11/27/2017	245,000	245,000	245,000	245,000	0	1.200%	0.266%
Firstbank Puerto Rico - Santurce, PR	11/18/2015	11/19/2018	245,000	245,000	245,000	245,000	0	1.500%	0.266%
MB Financial Bank - Chicago, IL	11/20/2015	11/20/2018	245,000	245,000	245,000	245,000	0	1.300%	0.266%
Illinois National Bank - Springfield, IL	11/27/2015	11/27/2018	245,000	245,000	245,000	245,000	0	1.500%	0.266%
Synchrony Bank - Draper, UT	11/20/2015	11/20/2020	245,000	245,000	245,000	245,000	0	2.200%	0.266%
Berkshire Bk - Pittsfield, MA	12/11/2015	9/9/2016	245,000	245,000	245,000	245,000	0	0.600%	0.266%
Pulaski Bank - St. Lous, MO	12/23/2015	9/23/2016	245,000	245,000	245,000	245,000	0	0.700%	0.266%
Green Bank - Houston, TX	12/30/2015	9/30/2016	245,000	245,000	245,000	245,000	0	0.800%	0.266%
Bank of America - Charlotte, NC	12/9/2015	12/9/2016	245,000	245,000	245,000	245,000	0	0.700%	0.266%
Mercantile Commercebank - Coral Gables, FL	12/23/2015	3/23/2017	245,000	245,000	245,000	245,000	0	0.850%	0.266%
Platinum Bank - Brandon, FL	12/14/2015	5/16/2017	245,000	244,660	244,612	245,000	388	0.800%	0.266%
Mountain Commerce Bank - Erwin, TN	12/14/2015	5/22/2017	245,000	244,634	244,611	245,000	389	0.800%	0.266%
First Business Bank - Madison, WI	12/14/2015	6/19/2017	245,000	246,202	245,000	245,000	0	1.000%	0.266%
State Bank India - Chicago, IL	12/15/2015	12/16/2019	245,000	245,000	245,000	245,000	0	2.100%	0.266%
Iberiabank - Lafayette, LA	1/14/2016	7/14/2017	245,000	245,000	245,000	245,000	0	1.000%	0.266%
Essa Bank & Trust - Stroudsburg, PA	1/28/2016	7/27/2017	245,000	245,000	245,000	245,000	0	1.000%	0.266%
Iowa State Savings Bank - Creston, IA	1/29/2016	7/31/2017	245,000	245,000	245,000	245,000	0	0.950%	0.266%
Independent Bk - Memphis, TN	1/22/2016	11/23/2018	245,000	245,000	245,000	245,000	0	1.300%	0.266%
JP Morgan Chase Bank - Columbus, OH	1/21/2016	1/21/2019	245,000	245,000	245,000	245,000	0	1.000%	0.266%
Lakeside Bank - Chicago, IL	1/29/2016	1/29/2020	245,000	245,000	245,000	245,000	0	1.500%	0.266%
Connectone Bank - Englewood Cliffs, NJ	2/29/2016	2/28/2018	245,000	245,000	245,000	245,000	0	1.000%	0.266%
Katahdin Trust - Patten ME	2/29/2016	8/29/2018	245,000	245,000	245,000	245,000	0	1.150%	0.266%
Georgia Bank & Trust - Augusta, GA	2/24/2016	2/24/2017	245,000	245,000	245,000	245,000	0	0.600%	0.266%
Safra National Bank - New York, NY	2/16/2016	5/16/2017	245,000	245,000	245,000	245,000	0	0.850%	0.266%
Security Bank & Trust - Miami, OK	2/12/2016	5/12/2017	245,000	245,000	245,000	245,000	0	0.800%	0.266%
Oriental Bank - San Juan, PR	2/10/2016	8/11/2017	245,000	245,000	245,000	245,000	0	1.000%	0.266%
Cadence Bank - Birmingham, AL	2/10/2016	2/12/2018	245,000	245,000	245,000	245,000	0	1.250%	0.266%
Southern States Bank - Anniston, AL	2/5/2016	2/3/2017	245,000	245,000	245,000	245,000	0	0.650%	0.266%
Main Street Bank - Wheeling, WV	2/4/2016	2/4/2019	245,000	245,000	245,000	245,000	0	1.500%	0.266%
United Bank - Rockville, CT	2/3/2016	8/3/2017	245,000	245,000	245,000	245,000	0	0.950%	0.266%
Mediapolis Savings - Mediapolis, IA	3/10/2016	3/10/2017	245,000	245,000	245,000	245,000	0	0.650%	0.266%

**St. Louis Community College
Investment Report
as of March 31, 2016**

Investment Type Investment Description	Purchase Date	Maturity Date	Par Value	Principal Cost	Book Value	Market Value	Market Gain/(Loss)	Yield to Maturity	% of Portfolio	
Sonabank - Charlottesville, VA	3/14/2016	9/14/2017	245,000	245,000	245,000	245,000	0	0.750%	0.266%	
Stearns Bank - Saint Cloud, MN	3/14/2016	9/14/2017	245,000	245,000	245,000	245,000	0	0.750%	0.266%	
Total Certificates of Deposit			23,523,000	23,523,495	23,522,224	23,523,000	776	0.899%	25.498%	
Commercial Paper										
Credit Agricole CIB NY	1/25/2016	6/27/2016	1,000,000	996,663	998,115	998,115	-	0.783%	1.082%	
Abbey Nat'l Treasury Serv	2/2/2016	7/13/2016	1,000,000	996,670	997,883	997,883	-	0.742%	1.082%	
Toyota Motor Credit Corp	1/25/2016	7/21/2016	1,000,000	996,292	997,687	997,687	-	0.753%	1.081%	
			3,000,000	2,989,625	2,993,685	2,993,685	-	0.097%	3.245%	
U.S. Treasury Securities										
U.S Treasury Notes	07/31/15	07/31/16	800,000	809,156	803,039	803,000	(39)	1.500%	0.870%	
Total U.S. Treasury Securities			800,000	809,156	803,039	803,000	(39)	0.052%	0.870%	
U.S Agency Securities										
Federal Home Loan Bank	FHLB	02/25/13	08/25/16	2,000,000	2,000,000	2,000,000	1,996,840	(3,160)	0.540%	2.164%
Federal Home Loan Bank	FHLB	02/27/13	02/27/18	1,000,000	1,000,000	1,000,000	999,920	(80)	1.000%	1.084%
Federal Farm Credit Bank	FFCB	01/28/15	11/07/16	1,000,000	999,875	999,545	996,870	(2,675)	0.540%	1.081%
Federal Farm Credit Bank	FFCB	02/06/15	09/06/16	1,000,000	1,000,000	1,000,000	998,050	(1,950)	0.420%	1.082%
Federal Home Loan Bank	FHLB	02/09/15	08/09/16	1,000,000	1,000,000	1,000,000	998,530	(1,470)	0.450%	1.082%
Federal Farm Credit Bank	FFCB	06/25/15	05/09/16	500,000	501,087	500,132	499,970	(162)	0.650%	0.542%
Federal Home Loan Bank	FHLB	06/25/15	06/24/16	500,000	499,750	499,942	499,995	53	0.375%	0.542%
Federal Home Loan Bank	FHLB	06/29/15	12/29/17	2,000,000	2,000,000	2,000,000	2,000,480	480	1.000%	2.168%
Fed Nat'l Mtg Assn Step Up	FNMA	09/30/15	09/28/18	2,000,000	2,000,000	2,000,000	1,993,720	(6,280)	0.500%	2.161%
Fed Nat'l Mtg Assn Step Up	FNMA	10/28/15	10/28/20	1,000,000	1,000,000	1,000,000	992,890	(7,110)	1.125%	1.076%
Federal Farm Credit Bank	FFCB	11/25/15	04/25/17	2,000,000	2,000,000	2,000,000	1,994,840	(5,160)	0.750%	2.162%
Federal Farm Credit Bank	FFCB	11/16/15	09/11/17	1,000,000	1,001,688	999,920	995,960	(3,960)	0.990%	1.080%
Federal National Mortgage Corp	FNMC	11/19/15	09/28/17	850,000	850,992	849,829	846,898	(2,932)	1.000%	0.918%
Federal Home Loan Mgmt Corp	FHLM	11/19/15	04/30/18	250,000	249,385	249,361	249,323	(39)	1.020%	0.270%
Federal Nat'l Mortgage Step UP	FNML	11/23/15	11/23/18	1,000,000	1,000,000	1,000,000	997,760	(2,240)	0.750%	1.082%
Federal Home Loan Mtg Corp	FHLM	11/30/15	11/26/18	1,000,000	1,000,000	1,000,000	999,690	(310)	0.625%	1.084%
Federal Home Mortgage Corp	FHMC	11/30/15	11/27/18	1,000,000	1,000,000	1,000,000	996,950	(3,050)	1.350%	1.081%
Federal Home Loan Bank	FHLB	12/15/15	12/15/16	1,000,000	1,000,000	1,000,000	999,160	(840)	0.750%	1.083%
Federal Farm Credit Bank	FFCB	12/16/15	05/30/17	340,000	339,178	339,251	338,351	(900)	0.750%	0.367%
Federal Farm Credit Bank	FFCB	12/01/15	06/01/17	1,000,000	1,000,000	1,000,000	996,170	(3,830)	0.840%	1.080%
Federal Farm Credit Bank	FFCB	12/01/15	06/01/18	1,000,000	1,000,000	1,000,000	993,350	(6,650)	1.180%	1.077%
Fed Home Loan Mtg Corp	FHLMC	12/24/15	12/24/18	1,000,000	1,000,000	1,000,000	999,840	(160)	0.850%	1.084%
Fed Nat'l Mtg Assn Global	FNMA	01/08/16	04/27/17	500,000	502,562	501,197	502,285	1,088	1.125%	0.544%
Federal Home Loan Mtg	FHLM	01/29/16	01/29/19	1,000,000	1,000,000	1,000,000	999,660	(340)	0.750%	1.084%
Federal Nat'l Mortgage Assn.	FNMA	02/18/16	01/30/18	250,000	253,075	252,690	252,145	(545)	2.000%	0.273%
Federal Nat'l Mortgage Assn.	FNMA	02/09/16	10/07/19	1,000,000	1,015,684	1,006,964	1,002,700	(4,264)	2.000%	1.087%
Federal Nat'l Mortgage Assn	FNMA	01/21/16	10/29/19	1,000,000	1,008,079	1,001,007	1,001,130	123	2.000%	1.085%
Federal Nat'l Mortgage Assn	FNMA	03/10/16	08/23/19	1,000,000	999,600	999,607	999,250	(357)	0.750%	1.083%
Federal Nat'l Mortgage Assn	FNMA	03/28/16	09/28/18	1,000,000	1,000,000	1,000,000	1,000,290	290	1.200%	1.084%
Federal Home Loan Bank	FHLB	03/29/16	03/29/19	1,000,000	1,000,000	1,000,000	1,001,110	1,110	1.375%	1.085%
Fed Home Loan Mtg Corp	FHLMC	03/29/16	03/29/19	1,000,000	1,000,000	1,000,000	999,600	(400)	0.800%	1.084%
Federal Home Loan Bank	FHLB	03/30/16	06/30/17	1,000,000	1,000,000	1,000,000	1,000,310	310	0.850%	1.084%
Federal Nat'l Mortgage Assn	FNMA	03/30/16	09/30/19	1,000,000	1,000,000	1,000,000	1,001,930	1,930	1.500%	1.086%
Federal Home Loan Mtg	FHLM	03/31/16	03/09/18	1,000,000	1,000,000	999,250	998,620	(630)	0.500%	1.082%
Total U.S. Agencies			34,190,000	34,220,954	34,198,695	34,144,586	(54,109)	0.911%	37.011%	
Total Investments before Repurchase Agreements			61,513,000	61,543,230	61,517,643	61,464,271	(53,371)	0.907%	66.625%	

**St. Louis Community College
Investment Report
as of March 31, 2016**

Investment Type Investment Description	Purchase Date	Maturity Date	Par Value	Principal Cost	Book Value	Market Value	Market Gain/(Loss)	Yield to Maturity	% of Portfolio
<u>Repurchase Agreements</u>	03/31/16	04/01/16	30,790,000	30,790,000	30,790,000	30,790,000	0	0.450%	33.375%
Total Investments			<u>92,303,000</u>	<u>92,333,230</u>	<u>92,307,643</u>	<u>92,254,271</u>	<u>(53,371)</u>	<u>1.96%</u>	<u>100.000%</u>

Ratification of Investments

Executed During the Month of January - March 2016

Daily Repurchase Agreements *

Purchased Through:	UMB Bank
Purchase Date:	Daily throughout month
Maturity Date:	Overnight
Average Amount Invested:	\$41,831,735.00
Interest Earned:	\$45,640.17
Average Rate Earned:	0.45%
Range of Rates Earned:	0.45%

Other Investments

Fund	Purchase Date	Type of Investment	Par Value	Cost of Investment	Maturity Date	Investment Yield
Iberiabank	1/14/2016	CD	245,000.00	245,000.00	7/14/2017	1.000%
Essa Bank & Trust	1/28/2016	CD	245,000.00	245,000.00	7/27/2017	1.000%
Iowa State Savings Bank	1/29/2016	CD	245,000.00	245,000.00	7/31/2017	0.950%
Independent Bank	1/22/2016	CD	245,000.00	245,000.00	11/23/2018	1.300%
JP Morgan Chase Bank	1/21/2016	CD	245,000.00	245,000.00	1/21/2019	1.000%
Lakeside Bank	1/29/2016	CD	245,000.00	245,000.00	1/29/2020	1.500%
Credit Agricole CIB NY	1/25/2016	Commercial Paper	1,000,000.00	996,663.33	6/27/2016	0.783%
Toyota Motor Credit Corp	1/25/2016	Commercial Paper	1,000,000.00	996,291.67	7/21/2016	0.753%
Fed Nat'l Mortgage Assn	1/8/2016	Agency	500,000.00	502,561.69	4/27/2017	1.125%
Federal Home Loan Mtg Step Up	1/29/2016	Agency	1,000,000.00	1,000,000.00	1/29/2019	0.750%
Fed Nat'l Mortgage Assn	1/21/2016	Agency	1,000,000.00	1,008,079.05	10/29/2019	2.000%
United Bank	2/3/2016	CD	245,000.00	245,000.00	8/3/2017	0.950%
Main Street Bank Corp	2/4/2016	CD	245,000.00	245,000.00	2/4/2019	1.500%
Southern States Bank	2/5/2016	CD	245,000.00	245,000.00	2/3/2017	0.650%
Oriental Bank	2/10/2016	CD	245,000.00	245,000.00	8/11/2017	1.000%
Cadence Bank	2/10/2016	CD	245,000.00	245,000.00	2/12/2018	1.250%
Security Bank & Trust	2/12/2016	CD	245,000.00	245,000.00	5/12/2017	0.800%
Safra National Bank	2/16/2016	CD	245,000.00	245,000.00	5/16/2017	0.850%
Georgia Bank & Trust	2/24/2016	CD	245,000.00	245,000.00	2/24/2017	0.600%
Connectone Bank	2/29/2016	CD	245,000.00	245,000.00	2/28/2018	1.000%
Katahdin Trust	2/29/2016	CD	245,000.00	245,000.00	8/29/2018	1.150%
Abbey Nat'l Treasury Serv	2/2/2016	Commercial Paper	1,000,000.00	996,670.00	7/13/2016	0.742%
Fed Nat'l Mortgage Assn	2/18/2016	Agency	250,000.00	253,325.00	1/30/2018	2.000%
Fed Nat'l Mortgage Assn	2/9/2016	Agency	1,000,000.00	1,015,684.03	10/7/2019	2.000%
Mediapolis Savings Bk	3/10/2016	CD	245,000.00	245,000.00	3/10/2017	0.650%
Sonabank	3/14/2016	CD	245,000.00	245,000.00	9/14/2017	0.750%
Stearns Bank	3/14/2016	CD	245,000.00	245,000.00	9/14/2017	0.750%
Fed Nat'l Mortgage Assn Step Up	3/10/2016	Agency	1,000,000.00	999,954.17	8/23/2019	0.750%
Fed Home Loan Mortgage	3/28/2016	Agency	1,000,000.00	1,000,000.00	9/28/2018	1.200%
Fed Home Loan Bank	3/29/2016	Agency	1,000,000.00	1,000,000.00	3/29/2019	1.375%
Fed Home Loan Mtg Corp Step Up	3/29/2016	Agency	1,000,000.00	1,000,000.00	3/29/2019	0.800%
Federal Home Loan Bank	3/30/2016	Agency	1,000,000.00	1,000,000.00	6/30/2017	0.850%
Fed Home Loan Mortgage	3/30/2016	Agency	1,000,000.00	1,000,000.00	9/30/2019	1.500%
Federal Home Loan Mtg Step Up	3/31/2016	Agency	1,000,000.00	999,555.56	3/9/2018	0.500%

* A **repurchase agreement** is the sale of a security (such as a Treasury bill or Treasury bond) to the college by the college's bank, UMB, with an agreement to buy it back at a later date at a price greater than the original sale price. The difference in the purchase and sale price represents our income on the investment. For example, at the end of each day, the balance of funds in our bank account is used to purchase U.S. Securities from UMB with an agreement that the bank will buy them back the following morning for the amount paid plus interest. Our interest for July was approximately .20% per annum.

Academic Affairs

Contracts and Agreements

Dual Credit Course Agreement for BIO: 104 Basic Laboratory Methods in Biotechnology

It is recommended that the Board of Trustees approve the dual credit agreement between St. Louis Community College and Pattonville School District. This agreement will allow students who participate in the PLTW - Medical Interventions course to earn three (3) credit hours in BIO: 104 Basic Laboratory Methods in Biotechnology for a \$25.00 fee per credit hour.

Dual Credit Course Agreement for PSC: 101 Introduction to American Government

It is recommended that the Board of Trustees approve the dual credit agreement between St. Louis Community College and the Maplewood – Richmond Heights School District. This agreement will allow students who participate in the American Government course to earn three (3) credit hours in PSC: 101 Introduction to American Government for a \$25.00 fee per credit hour.