

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
ST. LOUIS COMMUNITY COLLEGE  
THURSDAY, DECEMBER 8, 2016**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, December 8, 2016, at the Cosand Center, 300 S. Broadway, St. Louis, MO, pursuant to notice and in accordance with Section 610.020 RSMo, as amended.

1. Call to Order/Roll Call

Ms. Joan McGivney, Chair, called the meeting to order at 7:12 p.m. The following members of the Board of Trustees were present: Ms. Joan McGivney, Chair; Dr. Doris Graham, Vice Chair; Ms. Libby Fitzgerald, Trustee; Mr. Rodney Gee, Trustee; Dr. Craig Larson, Trustee, and Mr. Derek Novel, Trustee. Ms. Hattie Jackson, Trustee, was absent.

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. McGivney 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 Dr. Larson and seconded by Mr. Gee, the Board unanimously adopted the agenda as revised.

5. Approval of the November 17, 2016 Regular Meeting Minutes

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board unanimously approved the November 17, 2016 Regular meeting minutes as written.

6. Approval of Resolution Re January 19, 2017 Executive Session of the Board of Trustees

On motion by Dr. Larson and seconded by Dr. Graham, the Board, by a roll-call vote, with Ms. Jackson being absent, unanimously approved the resolution scheduling an executive session on January 19, 2017, 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.

8 Information Item

Dr. Jeff Pittman presented the Key Performance Indicators and answered questions from the Board.

9. Ratification of Trustee Travel Expenses – 2016

On motion by Mr. Gee and seconded by Ms. Fitzgerald, the Board unanimously ratified the travel expenses of the Board for 2016.

10. Approval of New Board Policy B.28 Honorary Degrees and Trustee Service Awards

On motion by Dr. Larson and seconded by Dr. Graham, the Board unanimously lodged new Board Policy B.28, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

11. Lodging of Revised Board Policy G.12.2, General Degree Requirements

Dr. Pittman asked Andrew Langreher, Vice Chancellor for Academic Affairs, to answer questions on the proposed changes to Board Policy G.12.2.

Following questions and discussion, on motion by Mr. Gee and seconded by Dr. Graham, the Board, by a vote of 4 to 2, with Ms. Fitzgerald and Mr. Novel voting “No,” and Ms. Jackson being absent, lodged revisions to Revised Board Policy G.12.2, General Degree Requirements.

12. Approval of Consent Items

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

12.1 Consent Item Motion and Vote

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board unanimously approved the consent agenda items.

12.2 ACADEMIC AFFAIRS

Approval of Program Recommendations and Revisions

The Board, by consent, approved the following Resolution:

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

12.3 HUMAN RESOURCES

Human Resource Recommendations

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

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

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

12.4 BID AWARDS

Acceptance of Bids/Ratification of Contracts

The Board, by consent, approved the following resolution:

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

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

## 12.5 FINANCE

No items this month. Financial reports will appear on a quarterly basis in November, February, May and August.

## 12.6 CONTRACTS AND/OR AGREEMENTS – ACADEMIC AFFAIRS AND WORKFORCE SOLUTIONS GROUP

### 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.

## 12.7 ACCEPTANCE OF EXTERNAL FUNDS

### Acceptance of External Funds

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

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

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

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

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

## 13. COMMUNICATIONS

### 13.1 Chancellor's Report

Dr. Pittman gave the following report:

#### **Student Advisory Committee**

On Thursday, December 1, I met with my Student Advisory Committee at the Forest Park Campus. We had a great turnout for the meeting. Topics covered included changes in student affairs, facility planning, dual credit, enrollment goals and the strategic plan. Students were very inquisitive and had several questions and suggestions for improving the student experience at STLCC.

Listed below are topics shared by students that we are following up with:

- There was interest in potentially partnering with UMSL for student dorm space
- There was much dialogue about transportation issues, and the need to consider the use of shuttles between campuses
- There was discussion about bringing back health services (i.e., a campus nurse) to the campuses
- We discussed the significance of reaching out to high schools, and expanding the Kyle Lackey model we have in place
- Bringing back campus ministry to have more prayer opportunities for students

### **Hawthorn Foundation Meeting**

On Friday, December 2, the College hosted the Board Meeting and the Lunch Reception for the Hawthorn Foundation.

During the day, I attended my first Hawthorn Board Meeting (as we are now on the Board) and also was given the opportunity to present to the entire Board. Topics I presented on included:

- A snapshot of the State of the College
- The Strategic Plan
- The State of the St. Louis Workforce Report
- Two examples of our work that aligns with economic and workforce development (the CWI and BRDG Park)
- An overview of the “Big Idea” regarding workforce training that we are working on with MCCA.

Over one-hundred-twenty-five board and community members attended the Lunch Reception, including Trustees McGivney, Fitzgerald, Jackson and Larson. Special Guests included Governor Elect Eric Greitens (via SKYPE), Governor Jay Nixon, and Senator Jay Wasson.

### **CBHE Mission Review Update**

On Monday, December 5, I participated in a sub-committee discussion for the larger Task Force established by the CBHE for the Higher Education Mission Review.

We discussed at length the rationale for community colleges to offer Applied Bachelor Degrees. During the meeting, I shared examples of three programs that

we would like to consider in the near future, and several other programs that may change due to licensure requirements.

The 3 programs we discussed at length included Interior Design, Deaf Communications, and Construction Project Management (that would be tied to the AAS for the Trades we are implementing in the Spring).

The full Task Force meets this coming Tuesday to discuss the Sub-Committee's work. If consensus is reached, it will then go to the CBHE for approval, and then to the State House for the upcoming session to be added into Statute.

### **2017 Session of the Missouri General Assembly**

In preparation for the upcoming session, please see materials that reflect:

- The 2017 Legislative Agenda
- The Calendar of Weeks in the Capitol
- Week in the Capitol Planning Guide
- Draft of the Federal Legislative Agenda for the 115<sup>th</sup> Congress

#### **13.2 Board Chair's Report**

Board Chair McGivney gave the following report:

On Friday, December 2<sup>nd</sup>, Trustees Fitzgerald, Jackson, Larson and I attended the Hawthorne Foundation Board meeting at the Donald Danforth Plant Science Center. The Foundation's December meeting was hosted by the College.

The Hawthorn Foundation is a group of Missouri leaders in business, education, economic development, healthcare and labor, dedicated to the development of a vibrant economy for the state of Missouri.

Hosting the meeting was a wonderful opportunity to highlight the role St. Louis Community College serves in driving the economy. The Board is pleased to have our own chancellor leading the way on educating a ready-workforce for the region.

In reviewing Board accomplishments for 2016, the Board held retreats on the Shifting Enrollment, Accreditation, Strategic Planning, Buildings and Facilities and K-12 Partnerships. The Board also had a retreat tonight on Board Self - Evaluation and Employee Benefits.

I want to thank my fellow Board members and the Faculty and Staff for all of their hard work on behalf of the college, and wish everyone happy holidays!

### 13.3 Citizens Desiring to Address the Board Regarding Other Concerns

None.

### 13.4 Board Member Comments

Trustee Fitzgerald said she was excited to see the Chancellor meeting with students. She then asked him about bringing back Child Development Centers. Dr. Pittman said a proposal is being developed at Forest Park and there is interest by an outside group. Funding sources have come through and the college is in discussions to move forward.

Mr. Gee asked where the college stands on the new Department of Labor Overtime rules. Mr. Bill Miller, Associate Vice Chancellor for Human Resources, said the College was prepared to proceed on Dec. 1 and the payroll system is set up. He said the College is still tracking hours in case the new rules are implemented.

Mr. Novel advised the Board that he was in attendance at the 24-1 Clergy Coalition meeting prior to the Board Meeting. The Coalition is connecting the faith community to focus on students. He said Normandy School district is making amazing strides due to this collaboration and would like the college to get involved. He said they are looking for literacy volunteers for grades 7-8 and high school students a couple of times a week for an hour.

Mr. Novel then announced that through a partnership with Big Brothers and Big Sisters students in the class of 2020 could qualify for scholarships.

Finally, Mr. Novel asked Board members to contact him with any questions.

Ms. McGivney then reminded Mr. Novel of his request to send a congratulatory letter to the Riverview Garden's school district. Following discussion, it was the consensus of the Board to move forward with preparing the letter.

Ms. Fitzgerald reported on the Hawthorn luncheon, saying people were extremely complimentary of Dr. Pittman.

Dr. Graham told the Board that some friends whose son participates in **Great Circle**, a behavioral health organization that provides counseling, crisis programs,

support, and care to children and families, sent her a video of their autistic son talking about his experience at the Meramec Campus. He said the Meramec campus staff have made him feel he has great worth and that people treat him like they really care. She congratulated those at Meramec who worked with this student.

Dr. Graham then asked for prayers as she is having surgery on December 22.

14. NEW BUSINESS

None.

15. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Rebecca Garrison  
Associate for Board Relations



MEMORANDUM

**Board of Trustees**  
Joan McGivney, Chair  
Doris Graham, Ph.D., Vice Chair  
E. Libby Fitzgerald  
Rodney Gee  
Hattie R. Jackson  
Craig H. Larson, Ed.D.  
Derek Novel

**TO:** Board of Trustees  
**FROM:** Jeff Pittman  
**DATE:** December 8, 2016  
**SUBJECT:** Board Agenda Modifications

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Section

12.3 Appointments / Full-time Faculty:  
Pugel, Joseph; FP; Associate Professor, temporary (Funeral Services); IV-F; \$71,720.00; replacement; effective 01/09/17 – 05/15/17.

Appointments / Full-time Administrative / Professional Staff:  
Bevineau, Beverly; CC; Labor & Employee Relations Specialist; P 10; \$53,147.00; new position; effective 12/09/16.

Classification Review / Full-time Administrative / Professional Staff:  
Powers, Marilyn; CC; Total Compensation Specialist; P 10; \$58,679.00; reorganization; effective 11/01 /16.

Appointments / Full-time Classified Staff:  
Callant, Diane; FV; Student Services Assistant II; CU 04; \$31,437.00; replacement; effective 01/03/17.

Banks, Willie; FV; Financial Aid Counselor; CU 06; \$36,865.00; replacement; effective 01/15/17.

Wright, Mikia; FP; Financial Aid Counselor; CU 06; \$36,865.00; replacement; effective 01/23/17.

Additional Compensation / Full-time Administrative / Professional Staff:  
Jackson, Carolyn; FP; Senior Project Associate II, temporary (Upward Bound); P 11; \$68,880.90; partial duties of vacant position; effective 09/26/16 – 03/15/17.

Bolar, Jamie; FP; Project Associate I, temporary (TRIO); P 07; \$45,320.00; partial duties of vacant position; effective 09/20/16 – 03/15/17.

Logan, Deborah; FP; Coordinator, Enrollment Management; P 09; \$57,027.30; partial duties of vacant position; effective 08/01/16 – 03/15/17.

**#6 Resolution Re 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 January 19, 2017 at 6 p.m. at the Cosand Center, 300 S. Broadway, in the Executive Board 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 [9]); and
- 4) to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, (Section 610.021 [13]); and
- 5) to hold confidential or privileged communications with the auditor, including all auditor work product (610.021 [17]), and

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

December 8, 2016  
Board Agenda

**# 10 Recommended Approval of New Board Policy – B.28 Granting of Honorary Degrees and Trustee Service Awards**

*General Guidelines – Honorary Degrees*

- The authority to award honorary degrees rests with the Board of Trustees. The College shall grant no more than one honorary degree to an individual in his/her lifetime. A record of previous honorary degree recipients, along with any other consideration, shall be maintained by the Board Secretary.
- The Chancellor shall appoint a committee of 9 members comprised of representatives from each campus to solicit suggestions from all sources for honorary degree recipients. Committee members shall serve at the pleasure of the Chancellor for a term of no more than two years. Membership could include faculty, senior administrators, staff, students and/or a Board of Trustee member. The committee shall adhere to strict rules of confidentiality.
- After preparing its recommendations, the Committee shall present to the Chancellor the names of nominees by February 1. Following background research and other appropriate due diligence, the Chancellor will forward the name or names of viable nominees to the Board of Trustees for approval at the Board's next regular meeting. Typically, one recipient will be recognized each year, but may not occur every year.
- Once the Board has approved the nominees, the Chancellor shall personally notify the honoree(s) of such recognition.
- The format of the honorary degree itself is to be the same as that for degrees awarded students and shall be presented at the College's annual graduation ceremony.
- Any honorary degree shall not be awarded in absentia unless specifically recommended by the Committee and approved by the Chancellor and Chairman of the Board of Trustees. Should an honorary degree designee be unable to accept in the year the degree is awarded, the name shall be resubmitted for Committee approval if the Committee recommends conferring the degree in a later year.
- The following guidelines are suggested in selecting honorary degree recipients:
- Persons who have rendered distinctive service to the College, to the St. Louis Community College district or to the State of Missouri;
- Persons who have achieved distinguished scholarly or artistic achievements, regional, national or international contributions to the public arena; and/or substantial contributions to the St. Louis Community College district;
- Alumni whose work has been influential and had a significant and lasting positive impact on significant issues of concern to the College and the St. Louis community it serves;
- A person of high distinction, from the St. Louis Region, the nation or abroad, who is not necessarily associated with the College or the State of Missouri;
- As a general policy, honorary degrees should not be awarded to active members of the College trustees, faculty or staff for career distinction achieved at the

College unless retired from the College for three years nor to political officials unless retired from political life.

- Each year, the Board may also wish to consider recognizing one deserving individual or organization with a “Trustees’ Service Award” for exceptional support, service, or cooperation with the College, to the lasting benefit of its students.
- Recipients of the “Trustees’ Service Award” may be selected by the following procedure:
  - By February 1, any sitting Trustee may nominate individuals or organizations for recognition by submitting a letter of nomination to the Board Secretary.
  - All of the nominees should be subject to background research and appropriate due diligence.
  - Once the background research has been completed, a list of viable nominees shall be submitted by the Chancellor to the Board for consideration at its next regular meeting. Award recipients shall be determined by a unanimous vote of the Board.
  - The Chancellor shall notify the honorees on behalf of the Board. The Award(s) may be presented at a monthly Board meeting or whenever the Board deems appropriate.
  - The “Trustees’ Service Award” will consist of an appropriate resolution/certificate signed by sitting Trustees and the Chancellor, and sealed and certified by the Board Secretary.

## # 11 Recommended Lodging of Revised Board Policy G.12.2 General Degree Requirements

The minimum number of credits for an associate degree was reduced to 60 credit hours in June of 2016. The State of Missouri Requirement for general education for associate degrees other than the Associate in Arts and the Associate in Teaching is a minimum of twenty-five percent of the total credits in the program. Thus, because the minimum number of credits in the program as lowered from 64 to 60, the minimum number of general education credit hours in the Associate in Science, the Associate in Fine Arts and the Associate in Applied science were changed accordingly.

This recommended change to Board Policy is only a change to the minimum requirements for graduation. If adopted, it does not change any individual program or remove any PE courses from our catalog. Any program wishing to change general education requirements or remove physical education would be required to go through the established curriculum revision process, thus, empowering faculty to make decisions about the curriculum.

### **G.12.2 General Degree Requirements** (R 6/16) [AP G 9.2]

- a. Satisfactory completion of a minimum of 60 college credit hours in an approved program.
- b. Completion through enrollment at St. Louis Community College of at least 15 credit hours applicable to the associate degree. Exceptions require the approval of the campus 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:  
Foundation:
  1. College composition I & II, oral communication I, **OR PUBLIC SPEAKING and mathematics 9 CREDIT HOURS REQUIRED;**
  2. **MATHEMATICS, 4 CREDIT HOURS REQUIRED;**
  3. Humanities and fine arts: 9 credit **HOURS REQUIRED;**
  4. Life and physical sciences: 7 credit **HOURS REQUIRED**, including at least one lab course;
  5. Social and behavioral sciences: 9 credit **HOURS REQUIRED**, including one course that meets the US and Missouri constitution requirement;
  6. Interdisciplinary Studies: 3 credit **HOURS REQUIRED;**
  7. One course from the categories above that meets global/intercultural outcomes;
  8. Capstone course: 1 credit **HOUR REQUIRED.**

- f. For the Associate in Applied Science degrees, satisfactory completion of a minimum of ~~18~~ **15** 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.~~
- 1. COLLEGE COMPOSITION I OR CAREER ENGLISH, 3 CREDIT HOURS REQUIRED;**
  - 2. US AND MISSOURI CONSTITUTIONS, 3 CREDIT HOURS REQUIRED;**
  - 3. NATURAL SCIENCE AND MATHEMATICS, 3 CREDIT HOURS REQUIRED;**
  - 4. CREDIT HOURS SELECTED FROM ONE OR MORE THE FOLLOWING CATEGORIES TO EQUAL TWENTY-FIVE PERCENT OR MORE OF THE TOTAL CREDIT HOURS FOR THE PROGRAM: HUMANITIES, COMMUNICATION, NATURAL SCIENCE, MATHEMATICS, AND/OR SOCIAL SCIENCE (FOR EXAMPLE, A PROGRAM WITH 60 CREDIT HOURS MUST HAVE AT LEAST 15 TOTAL CREDIT HOURS OF GENERAL EDUCATION).**
- g. For the Associate of Fine Arts, satisfactory completion of a minimum of ~~24~~ **15** credit hours of general education courses distributed as follows:
- ~~1. Communications: (6 credit hours) college composition I and II;~~
  - ~~2. Humanities: (6 credit hours);~~
  - ~~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.~~
- 1. COLLEGE COMPOSITION I OR CAREER ENGLISH, 3 CREDIT HOURS REQUIRED;**
  - 2. US AND MISSOURI CONSTITUTIONS, 3 CREDIT HOURS REQUIRED;**
  - 3. NATURAL SCIENCE AND MATEHMATICS, 6 CREDIT HOURS REQUIRED;**
  - 4. CREDIT HOURS SELECTED FROM ONE OR MORE THE FOLLOWING CATEGORIES TO EQUAL TWENTY-FIVE PERCENT OR MORE OF THE TOTAL CREDIT HOURS FOR**

**THE PROGRAM: HUMANITIES, COMMUNICATION, NATURAL SCIENCE, MATHEMATICS, AND/OR SOCIAL SCIENCE (FOR EXAMPLE, A PROGRAM WITH 60 CREDIT HOURS MUST HAVE AT LEAST 15 TOTAL CREDIT HOURS OF GENERAL EDUCATION).**

- h. For the Associate of Science degrees, satisfactory completion of a minimum of ~~24~~ 15 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.~~
- 1. COLLEGE COMPOSITION I OR CAREER ENGLISH, 3 CREDIT HOURS REQUIRED;**
  - 2. US AND MISSOURI CONSTITUTIONS, 3 CREDIT HOURS REQUIRED;**
  - 3. MATHEMATICS: ANALYTICAL GEOMETRY AND CALCULUS 1, 5 CREDIT HOURS REQUIRED;**
  - 4. SCIENCE, 7 CREDIT HOURS REQUIRED;**
  - 5. CREDIT HOURS SELECTED FROM ONE OR MORE OF THE FOLLOWING CATEGORIES TO EQUAL TWENTY-FIVE PERCENT OR MORE OF THE TOTAL CREDIT HOURS FOR THE PROGRAM: HUMANITIES, COMMUNICATION, NATURAL SCIENCE, MATHEMATICS, AND/OR SOCIAL SCIENCE (FOR EXAMPLE, A PROGRAM WITH 60 CREDIT HOURS MUST HAVE AT LEAST 15 TOTAL CREDIT HOURS OF GENERAL EDUCATION.**
- 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 I OR PUBLIC SPEAKING and mathematics 9 CREDIT HOURS REQUIRED;**
  - 2. MATHEMATICS, 4 CREDIT HOURS REQUIRED**
  - 3. Humanities and fine arts: 9 credit hours REQUIRED;**
  - 4. Life and physical sciences: 7 credit hours REQUIRED;** including at least one lab course;
  - 5. Social and behavioral sciences: 9 credit hours REQUIRED,** including one course that meets the US and Missouri constitution requirement;
  - 6. Interdisciplinary studies: 3 credit hours REQUIRED;**
  - 7. Once course from the categories above that meets global/intercultural outcomes;**
  - 8. Capstone: 1 credit hour REQUIRED.**

## *Academic Affairs*

**◆The college recommends that the Board of Trustees approve the proposed Academic Calendar for 2018-2019**

### **Academic Calendar 2018-2019**

*\*Please note that there are various lengths of classes and various start, midterm, withdrawal, and finish dates for classes. Check class schedules for more specific information.*

#### **Fall Semester 2018**

Faculty/Staff Service Days	Mon-Fri	Aug 13-17
*First Day of Semester Classes	Mon	Aug 20
Labor Day Holiday (College closed)	Sat-Mon	Sept 1-3
First Day of 12-Week Classes	Mon	Sept 17
Midterm	Fri	Oct 12
Midterm Grades Due	Mon	Oct 15
First Day of 2 <sup>nd</sup> 8-Week Classes	Mon	Oct 15
Professional Development Day (No classes)	Tues	Oct 16
Withdrawal Deadline for Full-Semester Classes	Fri	Nov 16
Fall Break (No classes)	Wed	Nov 21
Thanksgiving Holiday (College closed)	Thur-Sun	Nov 22-25
Last Day of Semester Classes	Sun	Dec 9
Final Exams	Mon-Sun	Dec 10-16
Grades Due	Mon	Dec 17
Official Degree Conferral Date	Thur	Dec 20
Winter Holiday (College closed)	Sat-Tue	Dec 22-Jan 1

#### **Spring Semester 2019**

College Opens	Wed	Jan 2
Faculty/Staff Service Days	Mon-Fri	Jan 14-18
Martin Luther King, Jr. Holiday (College closed)	Mon	Jan 21
*First Day of Semester Classes	Tues	Jan 22
First Day of 12-Week Classes	Mon	Feb 11
Presidents' Day Holiday (College closed)	Mon	Feb 18
Midterm	Fri	Mar 15
Midterm Grades Due	Mon	Mar 18
Spring Break (No classes)	Mon-Sun	Mar 18-24
Staff Development Day (Selected offices closed)	Tues	Mar 19
Spring Holiday (College closed)	Fri-Sun	Mar 22-24
First Day of 2 <sup>nd</sup> 8-Week Classes	Mon	Mar 25
Withdrawal Deadline for Full-Semester Classes	Fri	Apr 19
Last Day of Semester Classes	Sun	May 12
Final Exams	Mon-Sun	May 13-19
Grades Due	Mon	May 20

Official Degree Conferral Date	Thur	May 23
Commencement Ceremony	Sun	May 19 (Tentative)

**Summer 2019**

First Day of 3-Week Classes	Tues	May 21
Memorial Day (College closed)	Mon	May 27
Grades Due for 3-Week Classes	Sun	Jun 9
*First Day of Summer Classes	Mon	Jun 10
Independence Day Holiday (College closed)	Thur	Jul 4
Summer Break (No classes)	Fri	July 5
Last Day of Summer Term	Sun	Aug 4
Grades Due for Summer Classes	Mon	Aug 5
Official Degree Conferral Date	Thur	Aug 8

## HUMAN RESOURCES AGENDA SUMMARY

APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF	1
CLASSIFICATION REVIEW / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF	1
APPOINTMENTS / FULL-TIME CLASSIFIED STAFF	6
ADDITIONAL COMPENSATION / CLASSIFIED STAFF	1
PROBATIONARY TO CONTINUING / FULL-TIME CLASSIFIED STAFF	4
APPOINTMENTS / PART-TIME CLASSIFIED STAFF	1
REVISIONS TO PREVIOUSLY APPROVED ITEMS	4
INFORMATION ONLY:	
RESIGNATIONS / FULL-TIME FACULTY	1
RESIGNATIONS / FULL-TIME CLASSIFIED STAFF	2

12/08/16

## APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Dingman, Renee	C	FP	Disability Support Specialist	P 09	\$49,473.00	Replacement	01/03/17

## CLASSIFICATION REVIEW / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Kitchen, Troy	C	CO	Manager, Automated Controls, Industrial Maintenance & Robotics Training	P 12	\$75,000.00	Reclassification	12/09/16

-1-

## APPOINTMENTS / FULL-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Byington, Ashley	N	MC	Financial Aid Counselor	CU 06	\$36,000.00	Replacement	01/03/17
Simmons, Arnetta	C	FP	Educational Assistant I, temporary	CU 05	\$34,398.00	TRIO	12/09/16
Camp, Pamela	N	FP	Secretary (Nursing / Physical Ed.)	CN 04	\$34,477.00	Replacement	01/03/17
Fowler, Cheryl	C	CC	Human Resources Records Clerk	CN 04	\$32,136.00	Replacement	12/12/16
Wille, Eric	N	FP	General Maintenance Mechanic	n/a	\$28.05 / hr	Replacement	01/03/17
Kacie, Howard	C	MC	Housekeeper	n/a	\$11.58 / hr	Replacement	01/03/17

ADDITIONAL COMPENSATION / CLASSIFIED STAFF

12/08/16

NAME	LOC	TITLE	RGE	FY17 BASE RATE	ADDITIONAL COMPENSATION RATE	COMMENTS	EFFECTIVE DATE
Martin, Jeffrey	FV	Supervisor, Facilities	CN 09	\$49,453.00	\$54,398.30	assuming partial duties of vacant position	12/01/16 - 02/17/17

PROBATIONARY TO CONTINUING / FULL-TIME CLASSIFIED STAFF

-2-

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Grass, Robert	C	FP	General Maintenance Mechanic	n/a	\$30.85 / hr	End of probation	11/16/16
Parker, David	C	FP	General Maintenance Mechanic	n/a	\$30.85 / hr	End of probation	11/02/16
White, Terron	C	FP	General Maintenance Mechanic	n/a	\$29.95 / hr	End of probation	09/14/16
Settle, Kelvin	C	FP	General Maintenance Mechanic	n/a	\$30.85 / hr	End of probation	12/06/16

APPOINTMENTS / PART-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Diecker, Kimberly	N	CC	Administrative Secretary, part-time, continuing	OC 05	\$15.41 / hr	Replacement	01/13/17

REVISIONS TO PREVIOUSLY- APPROVED ITEMS

Board of Trustees Approval on 06/23/16, page 4:

Revise acting assignment ending date for Angelic Cole from 12/31/16 to 06/30/17.

Board of Trustees Approval on 09/28/16, page 3:

Revise acting assignment ending date for Julie Massey from 12/31/16 to 02/28/17.

Revise acting assignment ending date for Mysha Clincy from 12/31/16 to 02/28/17.

Board of Trustees Approval on 11/17/16, page 2:

Revise probation ending date for Lamarril McCullough from 10/24/16 to 10/07/16.

INFORMATION ONLY

RESIGNATIONS / FULL-TIME FACULTY

NAME	LOCATION	TITLE	EFFECTIVE DATE
Hepner, Michael	MC	Assistant Professor (Criminal Justice)	12/31/16

RESIGNATIONS / FULL-TIME CLASSIFIED STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Cole, Tracey	FV	Financial Aid Counselor	10/28/16
Parrett, Tiffany	CC	Fiscal Services Specialist	12/09/16

**Recommendation for Award/Purchasing - Renewal**

Supports: Marketing and Communications Departments College-Wide

**Contract B0003415** with *DICOM MARKETING SERVICES, INC.*, for media buying services was originally approved by the Board of Trustees on November 19, 2015, for a period of one (1) year with two (2) optional renewals. We request approval exercise the first renewal option with an addition of funds estimated at **\$600,000.00**.

**Recommendation for Award/Purchasing - Renewal**

Supports: Art, Graphic, Drafting, Horticulture and Engineering Departments College-Wide

**Contract B0003333** with ***ROTOLITE OF ST. LOUIS INC., ROBERT BULLIVANT GALLERY AND CONSULTING, LLG*** and ***COUNTY BLUE REPROGRAPHICS***, for purchase, repair and maintenance services for Hewlett Packard, Cannon and Epson wide format printers, was originally approved by the Board of Trustees on January 29, 2015, for a period of one (1) full year with option to renew for a second and third year. The second year renewal option was approved on January 21, 2016. We, therefore, request approval to exercise the third renewal option with an addition of funds estimated at **\$40,000.00**.

**Recommendation for Award/Purchasing – Contract**

Supports: Risk Management and Physical Facilities Departments College-Wide

Board approval is requested for use of four (4) State of Missouri cooperative contracts for hazardous waste disposal and recycling services, for a combined amount estimated at **\$40,000.00**, for a period of three (4) months, to begin **December 12, 2016** with two, one year renewal options. The contracts were awarded to the following bidders by the State of Missouri Office of Administration, Division of Purchasing and Material Management:

<b><u>State of Missouri Contractor Vendors</u></b>	<b><u>Contract Number</u></b>
<i>CLEAN HARBORS ENVIRONMENTAL SERVICES</i>	<i>C315016001</i>
<i>HERITAGE ENVIRONMENTAL SERVICES, INC.</i>	<i>C315016002</i>
<i>STERICYCLE ENVIRONMENTAL SOLUTIONS, INC.</i>	<i>C315016004</i>
<i>VEOLIA ES TECHNICAL SOLUTIONS, LLC</i>	<i>C315016005</i>

**Description**

These contracts will be used by the college for the routine disposal of hazardous waste, to include, but not limited to, paints, solvents, pesticides, reactives, PCBs, motor oil, capacitors and transformers. The contracts will also provide analytical services on any questionable or unknown materials, so that subsequent disposal can be properly managed. The Risk Management and Physical Facilities Departments at all college locations will cooperatively manage the college’s use of all services. These companies are neither known minority-owned nor woman owned business enterprises.

**Funding**

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

**Advertisements**

State of Missouri Office of Administration, Division of Purchasing and Material Management was responsible for the management of all activities related to this bid, including placement of all advertisements.

## **Recommendation for Award/Purchasing – Contract**

Board approval is requested for the sole source award of a Banner System Support Services contract to *ELLUCIAN*, in an amount estimated at **\$207,670.00**, for a period of one (1) years, to begin January 1, 2017.

### **Description**

This contract will be used by the Information Technology staff district-wide and will provide up to 1,093 hours of consulting, technical support, and training services related to the Banner System. These services are required to ensure the continual functionality of the Banner System. This vendor is neither a known minority-owned nor a woman-owned business enterprise.

### **Funding**

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

**Recommended for Award/Purchasing**      **Additional Funds**

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

**Contract CNR01341** with E & 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, for the purchase of audio, video, photo equipment and supply items, for a period of one year, beginning February 1, 2016. The Board approved an additional award amount on May 20, 2016 in the amount of \$60,000.00 making the total award amount to date of \$120,000.00. As the current contract balance remaining is \$4,900.00 and the contract is in effect till January 31, 2017; we request approval to add additional funds estimated at \$30,000.00 to the award amount.

## **Recommendation for Award/Purchasing – Insurance**

Board approval is requested for the renewal of general liability insurance with **MOPERM (Missouri Public Entity Risk Management Fund)**, in an amount estimated at **\$442,592.00**, for a period of one (1) full year, from **January 1, 2017 through December 31, 2017**.

### **Description**

The plan provides the District with the following coverages: general liability, public officials errors and omissions (includes faculty), law enforcement liability, automobile liability, professional liability (includes nurses and allied health students), employment practice liability benefits liability, and medical malpractice.

### **Funding**

This expenditure will be funded from current operating budgets.

**Recommendation for Ratification/Physical Facilities:**

Board ratification is requested of **two consulting agreements for environmental services and one consulting agreement for civil engineering services**, all under \$50,000.

College Board Policy I.8 – Selection of Architectural and Engineering (A/E) Services for Physical Facilities Projects 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:**

**NPN Environmental**

**A17-0293 NPN #6 – Asbestos Sampling of Suspect Dust/Debris in Theatre/Room 106 – Forest Park** **\$750.00**

Consultant conducted asbestos sampling of suspect dust/debris in the Theatre/Room 106 at the Forest Park campus. Upon conclusion of the sampling Consultant provided letter report documentation. No asbestos was detected in the sample and thus no further action was required.

**A17-0293 NPN #7 – Indoor Air Quality (“IAQ”) Investigation in Communications North 117 and Science West 114 – Meramec** **\$716.50**

Consultant collected lift tape samples of suspect mold growth in CN 117 and SW 114 which were submitted for analysis under a 24-hour rush turnaround. A letter report of finds and recommendations was prepared and submitted. The campus cleaned the area as recommended by the consultant.

**Total NPN Environmental Ratifications:** **\$ 1,466.50**

**Webb Engineering Services, Inc.**

**A17-0297 WEB #1 – Consulting Services for Preliminary Design Study for Storm Inlet, Piping and Headwall Failures (Florissant Valley)** **\$15,500.00**

Staff has reported that there are storm water problems at two campus locations – an inlet and storm pipe failure at creek discharge near Parking Lot P-16 and a headwall failure near Parking Lot P-15. The environmental consultant will evaluate both locations and will prepare a preliminary design report which will include recommendations and opinion of cost.

**Total Ratifications:** **\$16,966.50**

**Funding:**

These projects were funded from operating and capital budgets.

**Recommendation for Award/Physical Facilities:**

Board approval is requested for award of a contract to Renovate Organic Chemistry Labs, to **Atlas Building Group Inc.**, in an amount of **\$479,800.00**.

**Description:**

This project continues the renovation of science labs utilizing State Board of Public Building Bond funding. A large Organic Chemistry Lab, and a smaller Organic Chemistry Instrument Lab, both at Meramec, will be renovated, receiving new finishes – lighting, flooring, painting, casework (cabinetry), built-in equipment including fume hoods, necessary technology, plumbing, electrical, and mechanical upgrades. Additional labs may be renovated in the summer of 2018, pending Board of Public Building Bond approval.

Contractors were evaluated on bid price as well as overall MBE/WBE participation, experience in lab renovations and other interior construction, and available resources to meet the project’s schedule. The recommendation represents the contractor with the best bid, given these factors.

Plans and specifications were prepared by KWAME Building Group, Michael Roth and Associates, Architects and Planners, Inc., and the Physical Facilities/Engineering and Design Department.

The results of this bid, which opened November 15, 2016, are listed below:

<b><u>Contractors:</u></b>	<b><u>Base Bid</u></b>
<b>Atlas Building Group, LLC</b>	<b>\$ 479,800.00</b>
Brady Construction, Inc.	\$ 494,535.00
Wachter, Inc.	\$ 505,170.00
ICS Construction Services, Ltd.	\$ 533,000.00
Demien Construction Company	\$ 536,000.00
Kennedy Associates/Architects, Inc.	\$ 560,934.00
John Kalicak Construction, Inc.	\$ 585,226.00
Volk Construction Company	\$ 623,900.00
Jackson Building Group, Inc.	\$ 692,000.00

**Funding:**

This project will be funded from State Board of Public Building Bond funding.

**Advertisements:**

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

No Items this Month  
Financial Reports will appear on a  
Quarterly Basis,  
in November, February, May and  
August

## *Academic Affairs*

### **Contracts and Agreements**

#### **Clinical Agreements**

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

<b>Participant</b>	<b>Program</b>	<b>Effective Date</b>
Freeman Health System	Diagnostic Medical Sonography	11/01/16 to 11/01/17
Gateway Regional Medical Center	Diagnostic Medical Sonography	10/17/16 to 10/16/21
Alexian Brothers Sherbrooke Village Concept Rehab	Occupational Therapy Assistant	11/02/16
Foster's Services for Funerals	Funeral Services	11/01/16

#### **Articulation Agreement – Southern Illinois University Carbondale**

It is recommended that the Board of Trustees approve an articulation agreement between St. Louis Community College and Southern Illinois University Carbondale. This agreement will allow students who complete the Associate in Arts Degree in General Transfer Studies to transfer seamlessly to Southern Illinois University Carbondale Bachelor of Science in Architectural Studies.

*Institutional Development*

**Acceptance of External Funds**

<b><u>AGENCY</u></b>	<b><u>AMOUNT</u></b>	<b><u>PURPOSE</u></b>	<b><u>FUND</u></b>
Missouri Department of Elementary and Secondary Education	\$ 17,500.00	Grant to St. Louis Community College to operate a comprehensive Adult Education and Literacy (AEL) Program for the Affton, Bayless, Ferguson-Florissant, Kirkwood, Lindbergh, Mehlville, St. Louis City, Valley Park, and Webster Groves school districts. The College's AEL program administers classes in Adult Education, High School Equivalency (HSE) preparation and English as a Second Language. <i>This award represents additional funds for the second time in the duration of the grant (original award approved at September 2016 Board meeting).</i>	Restricted

**Project Period: 07/01/16-06/30/17**  
**Project Director: Karl Steenberg**