

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ST. LOUIS COMMUNITY COLLEGE
THURSDAY, JULY 20, 2017**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, July 20, 2017, at St. Louis Community College at South County, 4115 Meramec Bottom Rd., pursuant to notice and in accordance with Section 610.020 RSMo, as amended.

1. Call to Order/Roll Call

Mr. Rodney Gee, Vice Chair, called the meeting to order at 7 p.m. The following members of the Board of Trustees were present: Mr. Rodney Gee, Vice Chair; Dr. Craig Larson, Trustee; Dr. Kevin M. Martin, Trustee, Ms. Joan McGivney, Trustee, and Ms. Pam Ross, Trustee. Board Chair Doris Graham and Trustee Libby Fitzgerald were 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

None.

3. Citizens Desiring to Address the Board Regarding Agenda Items

None.

4. Adoption of Agenda/Revisions to Agenda

On motion by Dr. Martin and seconded by Dr. Larson, the Board unanimously adopted the agenda as revised. A revision was made to the addendum. The title for Mr. William Hocker, was changed from Nursing to Information Systems.

5. Approval of the June 15, 2017 Regular Meeting Minutes and the June 16, 2017 Board Orientation Minutes

On motion by Ms. McGivney and seconded by Dr. Martin, the Board unanimously approved the June 15, 2017 regular meeting and June 16, 2017 Board Orientation minutes, after adding language to the Regular Meeting minutes stating that Dr. Graham was attending by phone and unable to vote.

6. Approval of Resolution Re August 17, 2017 Executive Session of the Board of Trustees

On motion by Ms. Ross, and seconded by Dr. Martin, the Board, by a roll-call vote, unanimously (with Dr. Graham and Ms. Fitzgerald being absent) approved the resolution scheduling an executive session on August 17, 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. Kedra Tolson, Executive Director of Marketing & Communications, read statements of congratulations for students, staff and trustees on their recent awards and accomplishments.

8. Biennial Reaffirmation of Policy on Financial Disclosure

In accordance with State Statute, the Board was requested to reaffirm Board Policy B 16, Code of Ethics. Whereupon, on motion by Ms. Ross, and seconded by Ms. McGivney, the Board unanimously reaffirmed Board Policy B.16., all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

9. Scheduling of Work Session in August

On motion by Mr. Gee and seconded by Dr. Martin, the Board unanimously approved holding a work session on August 17, 2017 at 5 p.m., prior to the Executive Session.

10. Approval of Various Working Conditions Where Applicable for IUOE Physical Plant Unit Employees

On motion by Mr. Gee and seconded by Ms. Ross, the Board unanimously approved various salary and working conditions where applicable for College employees, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

11. Information Items

The presentation on the Allied Health Building was cancelled and will be held at a future meeting.

Ms. Carol Lupardus, Meramec Campus Provost, gave updates on the Meramec and South County locations.

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. Martin and seconded by Ms. Ross, 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

Budget

A. Financial Reports

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

12.6 CONTRACTS AND/OR AGREEMENTS

Contracts and/or Agreements

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

The Board, by consent, approved the following resolution regarding the acceptance or renewal of various contracts, agreements and resolutions

between the District and various agencies, corporations and individuals located throughout the District:

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

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

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.

12. COMMUNICATIONS

12.1 Chancellor's Report

Dr. Pittman congratulated all who participated in the Enrollment Express and said he was very impressed with student affairs as they move forward on an aggressive path with the Navigate Student Portal.

Dr. Pittman also congratulated Marketing and Communications on their recent efforts with billboards, radio, digital TV, social media and e-mail campaigns. He then announced that the new web site launch will be in October of 2017.

Dr. Pittman then advised the Board that local hospital CEOs are excited about the new Allied Health Building, and announced that a district steering committee for campus building improvements has been formed.

Dr. Pittman said he and Vice Chancellor Zinck met with representatives of Standard and Poor along with Mr. Tom Lally of UMB Bank. He said he anticipates a favorable bond rating in August.

Dr. Pittman then said he met with University of Missouri President Mun Y. Choi, who has advised that Mizzou is creating a Community College pathway office at their campus.

Dr. Pittman met with Ann Brand and Zora Mulligan, Commissioner of Higher Education, regarding Senate Bill 997.

Dr. Pittman said MCCA has established the following goals: Policy, Guided Pathways, completing the Strategic Plan, public relations on the value of the Community College, moving to new Headquarters, equity sharing agreement, and developing a State-wide Workforce Network.

Dr. Pittman then read the following statement into the minutes:

As each of you know, the Governor just recently announced a 9% cut to higher education, and also elected to exercise his ability to withhold an additional 3% to the College's core funding. As a result of these cuts, the College is now facing a \$5 million reduction in State funding in its budget for the 2018 fiscal year.

On behalf of the Trustees and the administration, I think it is important that I emphasize how important the faculty and staff are to the College and the communities it serves, and emphasize how much we value each of you. We realize how much you care for our students and how hard you work to assist them in meeting their educational objectives. It is our desire to provide you with competitive pay and benefits, as we have in the past, however for this to continue

to occur, we must come to grips with the state reduction imposed on our operating revenues.

As with each of our own household budgets, we must live within our means, and must tighten our belts when our respective budgets or incomes are reduced. This same principle applies to the College's budget, and it is now time to adjust our spending to ensure a strong and bright future for the College and its students. To simply ignore our budget shortfall, or pretend it will somehow resolve itself, is unwise and untenable. We must take action.

Today at 4 p.m. we had a public workshop with the Trustees that focused on our budget situation. In response to the budget cuts the College is now facing, and declining revenues the State is facing, the Trustees have asked me to immediately focus my attention on addressing the budget shortfalls by examining several options to balance our budget, and to provide recommendations by November of this year. As expected by their exemplary leadership, the Trustees have also asked that I continue to be open and transparent through this process, comply with relevant policy, and work with all constituents implicated by the budget reduction.

I will keep each of you updated as we proceed. As we face these challenges together, we will find solutions that remain true to our Mission, Vision, and Core Values clearly expressed within our Strategic Plan. We appreciate your ideas, your cooperation, patience, and, most of all, your continued commitment to St. Louis Community College and the community it serves.

12.2 Board Chair's Report

In Dr. Graham's absence, Trustee Gee gave the following report:

The Board met with Dr. Pittman on June 17th to set goals and priorities for the coming year. Many goals were set, including accreditation, implementing the strategic plan, establishing a balanced budget, facilities improvement, and shared governance.

On behalf of the Board, I want to give best wishes to employees who are retiring on July 31st. For more than 50 years, St. Louis Community College has embraced and nurtured those who seek higher education. We as a Board appreciate that the foundation of success is built by the employees and their long-term commitment to the College.

Thank you for the many years of service and dedication to making our mission, vision and values come true for our students.

12.3 Citizens Desiring to Address the Board Regarding Other Concerns

Ellen McCloskey, Wildwood, addressed the Board regarding employee categories on the seniority list. Dr. Pittman asked Ms. McCloskey to meet with him to discuss the situation.

Ms. McCloskey then addressed the communication that went out from the chancellor that mentioned a possible reduction in force. She asked that the college wait until enrollment ends before going to the press with this information. She added that she would like a report on the impact of budget cuts at the All-College day in October.

Ms. Pam Garvey, Meramec, urged the Board not to eliminate full-time faculty. She said adjunct faculty do not commit to the college in the same manner.

Ms. Margaret Hvatum, Meramec, distributed a copy of the Computer Science program and asked that it not be deactivated and to allow students in the program to graduate.

12.4 Board Member Comments

Ms. McGivney stated that she attended a meeting with the Chamber of Commerce, the Chancellor and the President of Lewis and Clark Community College. She said the Chamber of Commerce is very supportive of Community Colleges.

Mr. Martin congratulated the young men from Normandy who were recognized by Ms. Tolson.

Mr. Martin said he is excited about the Web Site Redesign.

Mr. Martin then said that the Board has a lot of tough decisions to make, and the chancellor is being transparent and will be asking employees for input.

Mr. Martin then asked those who want Trustees to be on campus for activities should send the information to Becky Garrison, and she will advise the Board.

Mr. Gee congratulated Ms. Danielle Lusk and Ms. Mary Zabriskie for their work on the STLCC Cares packet. He said it is a phenomenal resource for those needing information on Title IX.

13. NEW BUSINESS

None.

14. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Rebecca Garrison
Associate for Board Relations

MEMORANDUM

To: Board of Trustees
FROM: Jeff Pittman
DATE: July 20, 2017
SUBJECT: Board Agenda Modifications

Board of Trustees

Doris Graham, Ph.D., Chair
Rodney Gee, Vice Chair
E. Libby Fitzgerald
Craig H. Larson, Ed.D.
Kevin M. Martin, Ed.D.
Joan McGivney
Pam Ross

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- FS/1 Information Items: Delete: Allied Health Building Update
Add: Provost Report – Carol Lupardus
- 12.2.5/3 Student Affairs: Add: Agreement with The Eyeseeme Foundation (Attached)
- 12.3/1 Appointments / Full-time Faculty:
- William Hocker; FP; Instructor II, Nursing; II A; \$53,939.00; replacement;
effective 08/15/17.
- Revise comment for David Bruce from “Replacement” to “Temporary”.
- Revise spelling of Lea Banholzer’s name.
- Additional Compensation / Administrative/ Professional Staff:
- Erika Malone; FP; Coordinator, Enrollment Management; P 09; \$55,366.30; partial duties of
vacant position; effective 07/24/17.
- 12.3/2 Appointments / Full-time Classified Staff:
- Beth Fillenwarth; W; Information & Enrollment Assistant, CU 05; \$35,901.00; replacement;
effective 07/21/17.
- 12.4/13 Bid Awards: Add: Consulting Agreement for Construction Management Services for the Allied
Health Building (Attached)

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- 12.4/14 Bid Awards: Add: Recommendation for Award/Purchasing/Renewal – Campus EAI, Consolidated Horizons, Inc., Regional Justice Information Service and Throttlenet, for external technical services. (Attached).
- 12.4/15 Bid Awards: Add: Recommendation for Award/Purchasing, License agreement with Gartner, Inc. (Attached).



St. Louis Community College

This agreement is entered into between St. Louis Community College hereinafter known as the "Institution," and The Eyeseeme Foundation hereinafter known as the "Organization," a non-profit organization within the meaning of that term as defined in the regulations governing the Federal Work Study, for the purpose of providing work to students eligible to participate in the Federal Work-Study [FWS] Program.

Schedules to be attached to this agreement from time to time must be signed by an authorized official of the institution and the organization and must set forth descriptions of the work to be performed by students under this agreement, the total number of students to be employed, the hourly rates of pay, and the average number of hours per week each student will work.

These schedules will also state the total length of time the project is expected to run, the total percent, if any, of student compensation that the organization will pay to the institution, and the total percent, if any, of the cost of employer's payroll contribution to be borne by the organization. The institution will inform the organization of the maximum number of hours per week a student may work.

Students will be made available to the organization by the institution to perform specific work assignments. Students may be removed from work on a particular assignment or from the organization by the institution, either on its own initiative or at the request of the organization. The organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education that implement those acts.

Transportation for students to and from their work assignments will not be provided by either the institution or the organization.

The organization will provide \$0 to student hourly wages. Student wages will be paid through the Federal Work Study program, as disbursed through the institution.

Institutional Printed Name St. Louis Community College

Institutional Signature & Date *A. Cruz* 6/20/17

Organization Printed Name The Eyeseeme Foundation

Organization Signature & Date *Jeffrey B...* 5/31/17

Recommendation for Award/Physical Facilities Consulting Agreement A17-0300

Board approval is requested for award of **CONSULTING AGREEMENT A17 0300, CONSTRUCTION MANAGEMENT SERVICES FOR THE ALLIED HEALTH BUILDING**, to the firm of **TARLTON**; plus approval of a negotiated fee of 2.95% of construction cost for Construction Management Services. At the current cost of construction estimate, this fee is estimated at **\$943,322.00**. The final fee amount will be determined by the bid cost of construction. In addition, approval is requested for actual costs to provide General Conditions for the project in the Not-to-Exceed Amount of **\$2,382,576.00**, for a total recommendation of **\$3,325,898.00** to **TARLTON**.

General Selection Process:

College Board Policy I.8 requires utilizing a procedure involving both demonstrated competence and qualifications when selecting all types of consultants.

In order to evaluate and select a qualified consulting firm to perform this work, the College used the following selection process/procedure for this particular agreement:

The first step or initial submittal was based upon the qualifications of the firm (team). The second step involved review and screening by a committee composed of District-wide and Campus Facilities staff. The third and final step, interviews with the highest ranked firms, was conducted by the committee.

Evaluation Steps:

In order to start the selection process for a construction management firm for the Construction of the New Allied Health Building, the College issued a Request for Qualifications (RFQ). Submittals were received from five firms on May 19, 2017 (Step I). The Review Committee narrowed the list of firms down to four by evaluating their qualifications, previous experience in both educational and laboratory projects, demolition experience, LEED certification, and experience in providing owner’s representative and construction management services. (Step II).

Final Selection:

Four firms moved on to the final step (Step III) and were interviewed by the Committee on June 22 and 23, 2017. This committee ranked the firms according to their qualifications, project team, similar construction experience, and a preliminary discussion of their plan to provide construction services for the Allied Health building project. The results were as follows:

<u>Firm</u>	<u>Total Points</u>
1. Tarlton (WBE)	435
2. McCarthy	414
3. SM Wilson	403
4. Kwame (MBE)	385

Scope of Services:

The Construction Management firm shall perform the following services:

Construction Management Services: \$943,322.00 (2.95% of Cost of Construction, finalized at Bidding)

Pre-construction Services:

- Cost estimates, buildability reviews, value engineering analysis
- Participate in design reviews, material selection, code analysis.
- Construction document review.
- Bid packaging of final construction documents, including labor market review, individual scope delineation for packages, submittal requirements (including LEED), sequence of construction activities, pre-qualification of contractors, diversity outreach for bidders, pre-bid meetings.
- Bid analysis and recommendation of award.
- Drawing review, approval, and permitting.

Construction Services:

- Assist in the preparation and execution of sub-contracts and purchase orders.
- Provide a full-time superintendent for the jobsite.
- Develop and administer jobsite safety program.
- Scheduling, coordination, and direction of sub-contractor work.
- Conduct regular progress meetings.
- Process and track submittals.
- Process and track all LEED submittals for construction points.
- Evaluate and make recommendations on change proposals.
- Review and process pay requests.
- Facilitate resolution of RFIs and delay claims.
- Provide closeout services and documentation.
- A reimbursable allowance of \$9,000.

Construction General Conditions: NTE \$2,382,576.00

As part of this agreement, Tarlton will provide General Conditions for the project, including, but not limited to:

- On-site project management/ owner's representative services
- Jobsite security
- Dumpsters and waste removal
- General cleanup services
- Temporary worksite facilities (construction trailer)
- Temporary jobsite services
- Permits and Fees
- Quality Control Testing

This consulting agreement has been formulated to allow the pre-construction services to start immediately upon Board approval.

Reasoning:

Some of the reasons the selection panel recommends the firm of Tarlton are as follows:

- Tarlton presented an experienced, diverse project team with roles clearly defined, and an ability to staff the job properly, with a team with prior experience in working together.
- Tarlton presented a well-developed plan for subcontractor packages, and presented projected cost savings from their approach.
- They presented a clear understanding of the LEED requirements, and are aware of the challenges presented with the newest version of this rating system.

Funding:

This project will be funded from capital budgets.

Recommendation for Award/Purchasing – Renewal

- Supports: Cosand Center Relocation Services and Information Technology Services

Contract B0003379 with *CAMPUS EAI, CONSOLIDATED HORIZONS, INC., REGIONAL JUSTICE INFORMATION SERVICE* and *THROTTLENET*, for external supplemental technical services was originally approved by the Board of Trustees on May 28, 2015, for an amount estimated at **\$150,000.00**, for a period of three (3) years. The current award balance is **\$40,330.00**; we request approval for an increase to the award amount estimated at **\$200,000.00** for contracted professional Program/Project Manager Services to coordinate the move of the district's data center from the Cosand Center. This function is critical during the move process to reduce risk and address business continuity during the move.

Recommendation for Award/Purchasing - Contract

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

Board approval is requested for the sole source award of a license agreement for Executive Programs and Core IT Research for Higher Education to **GARTNER, INC.**, in an amount estimated at **\$99,500.00**, for a period of one (1) year, to begin July 21, 2017.

Description

This contract will be used by Information Technology (IT) staff to assist in evaluating IT service agreements. This license agreement provides access to the Gartner Magic Quadrant solution which gives a snapshot of various IT markets to guide technology decisions. This solution also has interactive features to enable the weighting of critical capabilities to more accurately reflect the college's specific business needs. The college expects the use of this license agreement to result in a reduction of fees for IT related services that will exceed the cost of this agreement.

Funding

This purchase was funded from current operating budgets.

#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 closed meetings, record and vote on August 17, 2017 at 6 p.m., at the Corporate College, 3221 McKelvey Rd., Bridgeton, MO, Bridgeton, MO 63044 in the Second 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.

July 20, 2017
Board Agenda

8. Biennial Reaffirmation of Policy on Financial Disclosure Required by the State of Missouri

B.16 Code of Ethics^(R6/16)

B.16.1 Declaration of Policy

The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain St. Louis Community College ("College") officials and employees of private financial or other interests in matters affecting the College.

B.16.2 Conflicts of Interest

- a. All members of the Board of Trustees as well as employees of the College must comply with section 105.454 of *Missouri Revised Statutes* on conflicts of interest as well as any other state law governing official conduct.
- b. Pursuant to section 105.460 of *Missouri Revised Statutes*, any member of the Board of Trustees who has a substantial personal or private interest in any measure proposed or pending before the Board must, prior to passing on the measure, disclose that interest in writing to the secretary of the Board, and such disclosure will be recorded in the minutes of the College.

"Substantial personal or private interest" is any interest in a measure which results from ownership by the individual, his/her spouse, or his/her dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more per year from any individual, partnership, organization, or association within any calendar year.

B.16.3 Disclosure Reports ^(R6/16)

Each College trustee, the chancellor, vice chancellors, 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:

- a. For such person, and all persons within the first degree of consanguinity or affinity (spouse, parents or children) of such person, the date and the identities of the parties to each transaction with a total value in excess of \$500, if any, that such person had with the College, other than compensation received as an employee or payment of any tax, fee or penalty due to the College, and other than transfers for no consideration to the College.

- b. The date and the identities of the parties to each transaction known to the person with a total value in excess of \$500, if any, that any business entity in which such person had a substantial interest, had with the College, other than payment of any tax, fee or penalty due to the College or transactions involving payment for providing utility service to the College, and other than transfers for no consideration to the College.
- c. The chancellor and the chief purchasing officer also will disclose by May 1 for the previous calendar year the following information:
 1. The name and address of each of his/her employers from whom income of \$1,000 or more was received during the year covered by the statement;
 2. The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which he/she owned 10 percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which he/she owned 2 percent or more of any class of outstanding stock, limited partnership units or other equity interests;
 3. The name and address of each corporation for which he/she served in the capacity of a director, officer or receiver.

B.16.4 Filing of Reports (R 6/97)

The financial interest statements will be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year.

1. Every person required to file a financial interest statement will file the statement annually not later than May 1 and the statement will cover the calendar year ending the immediately preceding December 31; provided that such person may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
2. Each person appointed to office will file the statement within 30 days of such appointment or employment covering the calendar year ending the previous December 31.

Financial disclosure reports giving the financial information required in section 16.3 will be filed in duplicate with the College's custodian of records and with the Missouri Ethics Commission. The reports will be available for public inspection and copying during normal business hours.

B.16.5 Reaffirmation of Policy (8/09)

A certified copy of this policy adopted prior to September 15 biennially, shall be sent within 10 days of its adoption to the Missouri Ethics Commission.

RESOLUTION

relating to

PROVISIONS OF BOARD POLICY

applicable to

PHYSICAL PLANT BARGAINING UNIT EMPLOYEES

ST. LOUIS COMMUNITY COLLEGE

2017-2022

Prepared as a Result of Discussions Between and Recommendations of
Representatives of: ST. LOUIS COMMUNITY COLLEGE

and

THE INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL #148 AFL-CIO

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RESOLUTION
Concerning the Physical Plant Bargaining
Unit Approved by the Board of Trustees

July 1, 2017

PREAMBLE

WHEREAS, certain employees of St. Louis Community College, hereinafter called "Physical Plant Bargaining Unit" did on the 21st day of May, 1968, select in an election by secret ballot, Stationary Local No. 2, (Now Local 148) International Union of Operating Engineers, AFL-CIO, hereinafter called "Union", as their exclusive bargaining representative; and

WHEREAS, it was agreed upon that the appropriate unit would include power and utility, maintenance, housekeeping, grounds, and warehouse and receiving employees, at Florissant Valley, Forest Park, Wildwood and Meramec, all a part of St. Louis Community College; and

WHEREAS, the previous Resolution regarding the salaries and other conditions of employment will expire by its terms on June 30, 2017; and

WHEREAS, representatives of the Board of Trustees of St. Louis Community College, hereinafter called "College", have met, conferred and discussed with the bargaining representatives of the affected employees, the changes to be made in the previous Resolution and by submission of this Resolution reduced the discussion to writing; and

WHEREAS, the Board of Trustees previously voted and agreed to make this Resolution effective July 1, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the following be and hereby is approved and adopted by the Board of Trustees of the College with respect to employees of the Physical Plant Bargaining Unit relative to salaries and other conditions of employment superseding all previous Resolutions with respect to the Physical Plant Bargaining Unit.

ARTICLE I. RECOGNITION

Section 1

The College agrees to recognize and does hereby recognize the Union, its agent, representatives or successors as the exclusive bargaining representative for and on behalf of the employees hereinafter defined.

Section 2

The term "employee" as used in this Resolution shall include all employees in the Physical Plant Bargaining Unit located at Florissant Valley, Forest Park, Wildwood and Meramec, in the following job classifications: Stationary Engineer, General Maintenance Helper, Groundskeeper, Housekeeper, Receiving and Shipping Clerk, Stock Clerk and General Maintenance Mechanic.

ARTICLE II. REPRESENTATION AND SHOP STEWARDS

Section 1

In dealing with the College, the Union shall be represented by employee shop stewards who shall be selected in any manner determined by the Union. The Union will maintain and provide to the college a current list of active union representatives on a quarterly basis or at the time changes in shop stewards occur.

Section 2

The authority of the shop steward so designated by the Union shall be limited to and shall not exceed the following duties and activities:

- a. The investigation and presentation of grievances in accordance with the grievance procedure hereinafter contained.
- b. The collection of dues when authorized by the Union.
- c. Transmission of messages and information originating with and authorized by the Union or its officers.

Section 3

The shop steward shall not be absent from his/her place of work during normal working hours for the performance of his/her duties unless an emergency exists and he/she has the express permission of the immediate supervisor.

ARTICLE III.

WAGES

Section 1

The proper rate of pay for each Physical Plant job classification shall be as follows:

	Current Assignments Effective <u>October 9, 2016</u>	New Assignments Effective <u>November 17, 2016</u>
Stationary Engineer	\$ 32.67	\$ 32.67
General Maintenance Mechanic	\$ 30.85	\$ 30.85
General Maintenance Helper	\$ 22.76	\$ 22.76
Groundskeeper	\$ 20.44	\$ 18.00
Receiving and Shipping Clerk	\$ 25.09	\$ 17.00
Housekeeper		
Step D	\$ 19.16	
Step C	\$ 17.48	
Step B	\$ 16.77	
Step A	\$ 16.66	\$ 13.00
Probationary Rate	\$ 13.51	\$ 11.58

*Note: Housekeepers in “B, C & D” Step rates are grandfathered at respective rates (no progression). Housekeepers hired on or after November 17, 2016 are eligible for only the Step “A” rate.

*Note: Employees designated as a lead person in a particular job classification shall receive five percent (5.0%) per hour above the base rate of the employee’s current job classification or, in the case of a lead housekeeper, above his/her current step rate.

2017-2022 Salary Provisions

During the term of this Joint Resolution prior to the start of each Fiscal Year, or at any other time the College wishes to engage in discussions over salary matters, the College representatives and representatives of the Physical Plant Bargaining Unit will enter discussions limited to salary only.

Salary Schedule Placement for Housekeepers

A Housekeeper hired after June 30, 2010 who is employed for less than six (6) months shall be considered a probationary employee and shall remain at the probationary rate on the salary schedule until completion of the six (6) month probationary period at which time the Housekeeper shall be placed on Step A if he/she is retained. Employees hired before July 1, 2010 who are employed for less than ninety (90) days shall be considered a probationary employee and shall remain at the probationary rate on the salary schedule until successful completion of the probationary period.

Section 2

All employees hired after June 30, 2010 and who are employed for less than six (6) months shall be considered probationary employees and the proper rate for such employees shall be 10% less than the proper hourly rate for other employees or a rate specified in this resolution in the respective job classification within the Physical Plant Bargaining Unit. No new employee shall be

employed at any job classification within the bargaining unit at a higher rate than the lowest hourly paid employee in the job classification.

Employees hired before July 1, 2010 shall have a probationary period of ninety (90) days.

Section 3

A premium shall be paid for certain work performed as follows:

- a. All employees who are scheduled to start work during the period 1:00 p.m. through 8:59 p.m. inclusive will be paid a four percent (4%) premium in addition to their base rate.
- b. All employees who are scheduled to start work during the period 9:00 p.m. through 4:59 a.m. inclusive will be paid a six percent (6%) premium in addition to their base rate.
- c. If an employee is called in to work prior to his/her regularly assigned work schedule, the employee will be paid the appropriate premium, if any, applicable to the employee's starting time for the hours actually worked prior to his/her regular work schedule. In no case, however, shall the employee be paid less than his/her normal rate including premium, if any, for performing such work.

If an employee is required to continue working for an additional full eight (8) hours beyond his/her regularly assigned work schedule, the appropriate premium will be paid for the additional work if it would result in an increase. In no case, however, shall the employee be paid less than his/her normal rate of pay including premium, if any, for performing such work.

- d. Premiums shall be considered in computing overtime.

ARTICLE IV.

CHECK-OFF

Section 1

The College shall continue to deduct any back unpaid union dues and initiation fees owed to the Union (provided such indebtedness for dues or initiation fees was incurred during employment with the College) as well as current monthly Union dues and initiation fees and/or uniform assessments from the paycheck of employees who have signed proper legal authorizations for such work deductions and who are covered by this Resolution. Check-off forms will be furnished by the union and approved by the College. The College will remit, monthly when deducted, all such Union dues and initiation fees and uniform assessments.

Section 2

The College will recognize any authorization for deduction from wages which is signed by the employee and is in compliance with State law. No such authorizations shall be recognized if in violation of State law. No deductions shall be made which are prohibited by applicable law.

ARTICLE V.

HOURS OF WORK

Section 1

A Physical Plant Unit employee shall be assigned a regular work schedule of eight (8) consecutive hours on each of five (5) days in a work week with two (2) consecutive days off in any work week whenever the regularly scheduled days off are not Saturday and Sunday. In those cases where a work schedule change must be made for only one (1) full work week, it may be necessary for the College to split the employee's two (2) days off within that work week; however, workweeks during which such split days off may occur shall be limited to no more than three (3) occurrences per employee within a fiscal year except in the case of emergencies.

Whenever a change in the employee's regular work schedule is made by the College with less than one week (7 days) prior notice to the employee, the employee shall be paid at a rate of time and one-half for the first day of such change. This provision is not applicable when overtime is required or when an employee is called in to work hours which are outside of and do not adjoin his/her regular work schedule.

Section 2

The work week for Physical Plant Unit employees shall start on Sunday at 12:01 a.m. and end on Saturday at 12:00 midnight.

Section 3

Stationary Engineers on watch shall work a rotating schedule with at least two (2) consecutive days off in any work week.

Section 4

Employees who shall report for work not having been notified on the preceding day or prior thereto not to report to work shall receive at least four (4) hours work or pay therefor at the straight time rate.

Any employee who is called in to work hours which are outside his/her normal work schedule and do not adjoin his/her regular work schedule shall receive at least four (4) hours work or pay of which time and one-half will be paid for all hours actually worked.

Section 5

The College shall attempt to equalize all overtime opportunities within each classification for employees regularly assigned at a campus. The College shall notify two (2) days in advance those Unit employees who are assigned to work such overtime unless such notification cannot be given due to unexpected circumstances. Any assigned employee who elects not to work the overtime hours and any employee who fails to work the assigned overtime hours shall be considered as having worked the overtime for purposes of equalization. In the event an insufficient number of employees elect to work the necessary overtime, employees regularly assigned to the campus will be required to work the overtime in reverse order of classification seniority with the least senior employee being required to work the overtime. If an employee is not able to work the assigned overtime hours due to service on a College committee, the overtime hours not worked shall not be counted for purposes of equalization.

Whenever it is necessary for an employee to continue work on an assignment beyond the end of the employee's regular work schedule, such employee shall continue to perform the work on an overtime basis after the employee has completed eight (8) hours of work that day. Employees will be notified as early in their work schedule as possible whenever such overtime work may be required at the end of their normal work schedule. Such overtime worked shall be counted for purposes of overtime equalization records at the employee's regularly assigned campus.

Whenever an employee is temporarily assigned to another campus, the College will provide overtime opportunities for the employee at the employee's regularly assigned campus when feasible.

For purposes of equalization, a new probationary employee shall be charged on the first day of work with a number of overtime hours equal to the maximum number of overtime hours worked since the prior July 1 by an employee in his/her classification. For purposes of equalization, an employee who is permanently transferred to another campus shall be charged on the first day such transfer is effective with a number of overtime hours equal to the average number of overtime hours worked by employees in his/her classification at the new campus. Such average shall be computed by dividing the total number of overtime hours worked since the previous July 1 by the current number of employees in the classification who worked the overtime hours.

For record-keeping purposes, on July 1 of each year, a list of all employees within each classification at a campus shall be posted at the campus and, thereafter, on an on-going basis, all overtime worked by an employee or overtime opportunities charged to an employee shall be posted on the list.

(When a premium rate is paid for work schedule changes with less than one week (7days) prior notice, only the premium portion of the hours for which the premium is paid will be charged for overtime equalization purposes since such hours are not actually overtime hours.)

Section 6

Employees, except for Stationary Engineers on watch, shall be entitled to a fifteen (15) minute break period within each four (4) hour period of work except in emergencies. Stationary Engineers on watch shall eat during working time. All other employees, including Stationary Engineers not on watch will receive a one-half (1/2) hour unpaid lunch period.

Section 7

Employees shall be entitled to a meal allowance in the amount of five dollars (\$5.00) whenever the workday is ten (10) or more consecutive hours of actual work.

Section 8

All work performed in excess of eight (8) hours per day or forty (40) hours per week shall be considered as overtime work and a Unit employee shall be paid at the rate of time and one-half for each overtime hour or fraction thereof worked. Overtime pay shall not be paid twice for the same hours.

Paid holidays and paid vacation time shall be considered as time worked for purposes of overtime pay eligibility. Whenever a holiday occurs on a day which is an employee's regular day off, the eight (8) paid hours for the holiday shall not count as time worked for purposes of overtime pay eligibility.

ARTICLE VI. HOLIDAYS

Section 1 The following days shall be considered holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	The day after Thanksgiving
Spring Holiday (as designated in the academic calendar)	The day before Christmas
Memorial Day	Christmas Day
Independence Day	

Section 2

Whenever one of the holidays listed in Section 1 above falls on a Saturday or Sunday and local, state and/or federal authorities designate its observance on another day, the day so designated will be considered the holiday.

Section 3

Each employee in a pay status who does not work on a holiday shall be paid for eight (8) hours at his/her respective job classification rate including lead premium, if any, excluding overtime and work schedule premiums subject, however, to the following conditions and limitations: a. The employee must work the last day prior to the holiday and first scheduled work day after the holiday unless he/she shall furnish his/her immediate supervisor with acceptable evidence that he/she was, due to illness, unable to work on such a day.

- b. He/she will not be paid if the holiday occurs when he/she is scheduled to work and does not report to work.
- c. Whenever a holiday falls during an employee's vacation period, the day shall not be charged against accrued vacation.

Section 4

Employees who are required to work on any College holiday shall receive the pay for said holiday plus pay at the rate of time and one-half for the hours worked.

Section 5

Except under unusual circumstances, the College will be officially closed during the Christmas-New Year's period as defined in the Administrative Calendar. The days which fall within this time period when the College is closed will be considered holidays.

ARTICLE VII. VACATIONS

Section 1

Vacation time with regular pay including lead premium, if any, and exclusive of overtime and work schedule premiums shall be provided to each employee as follows:

- a. During the first four (4) years of employment, employees shall receive twelve (12) days of vacation per year.
- b. From the fifth year of service through the seventh year of service, employees shall receive fifteen (15) days of vacation each year.
- c. From the eighth year of service through the thirteenth year of service, employees shall receive eighteen (18) days of vacation each year.
- d. From the fourteenth year of service, employees shall receive twenty-two (22) days of vacation each year.

Section 2

A. Employees shall select vacations on the basis of current classification seniority as determined under Article IX of this Resolution. Selection of vacations in increments of five (5) days or more shall be made during the last two (2) weeks in January in each year. If any employee elects to split his/her vacation, the employee may select the first vacation period based upon his/her current classification seniority; the employee will then go to the end of the current classification seniority list for his/her second selection.

B. Employees may request vacation in increments of four (4) hours to four (4) days; however, such requests are subject to approval by the employee's supervisor and in order to receive consideration the request must be submitted in writing at least seventy-two (72) hours in advance of the day(s) requested but no more than 90 calendar days in advance of the day(s) requested. The supervisor shall advise the employee of a decision regarding the request within forty-eight (48) hours of the receipt of the request. This also applies to situations where an employee wishes to move his/her vacation or select additional vacation increments of five (5) days or more.

- C. After a vacation request has been approved by the supervisor, another employee may not displace that employee for those vacation dates.
- D. Consideration may be given by the supervisor to a vacation request of four (4) hours to four (4) days which is submitted in the case of an unexpected emergency.
- E. All vacation approval is subject to the needs of the College.

Section 3

Vacation time may be accrued up to a maximum of twice the normal year's vacation accrual; however, vacation should be taken each year except in extenuating circumstances as may be approved by the appropriate supervisor. As of the last payroll reporting date in September of each year, the number of vacation days which may be carried forward may not exceed a maximum of twice the normal year's vacation accrual.

Section 4

Upon any severance of employment, accrued vacation will be included in the last paycheck but shall be limited to the maximum accrual allowed under Section 3 above.

Section 5

Probationary employees may not use vacation time during the probationary period nor shall they be entitled to any reimbursement for vacation accrued if severance occurs prior to the end of said probationary period.

Section 6

Vacation days may be used during a continuing illness when all sick leave days have been used, if the employee requests it in writing, and the request is approved by the College.

ARTICLE VIII. LEAVES

Section 1

Sick leave shall accrue at the rate of 1.2 days for each month of service. Only accrued sick leave may be used and an accumulation of one hundred and twenty (120) sick days may be made. No payment for unused time accrued may be made.

Section 2

Accrued sick leave may be utilized by a Unit employee when absent due to his/her own illness or injury or when compelled to be absent due to illness or injury of an immediate family member. Members of the immediate family are hereby defined as: mother, father, step parents, foster parents, husband, wife, son, daughter, step children, foster children, brother, sister, current mother-in-law, current father-in-law, grandparents and any relative living in the immediate household.

Section 3

Sick leave pay must be authorized by the appropriate supervisor. An employee absent due to illness, injury, or bereavement may be required to provide a physician's certificate or such other satisfactory evidence to substantiate such absence.

Section 4

Any employee absent from work due to an injury or serious illness must provide, before returning to work, a physician's release acceptable to the College.

Section 5

Bereavement - A Unit employee shall be entitled to a maximum of four (4) days leave of absence with pay for missed work days beginning on the day of death up to and including the day of the funeral for bereavement purposes at the death of an immediate family member as defined under Section 2 above. An employee shall be entitled to one (1) day or eight (8) hours of leave without loss of pay for bereavement purposes at the time of death of a current daughter-in-law, current son-in-law or grandchild when the employee must be absent from work. Additional bereavement leave shall not exceed three (3) days and shall be deducted from the employee's accrued sick leave.

Section 6

Personal Leave - Any employee in the Physical Plant Bargaining Unit shall be entitled to utilize from accumulated sick leave up to three (3) days (24 hours) per year as personal leave. An employee who has completed at least five (5) consecutive full years of service may use one (1) additional day for a total of four (4) days (32 hours) per fiscal year for personal reasons and upon completion of ten (10) consecutive full years of service may use one (1) additional day for a total of five (5) days (40 hours) per fiscal year for personal reasons. An employee who is absent from work for no more than fifty-six (56) hours, exclusive of vacation, personal leave and bereavement leave within a fiscal year (July 1 through June 30) shall be granted one (1) additional day of personal leave for use within the subsequent fiscal year.

Personal leave may be requested in increments of at least one (1) hour. Use of personal leave will be deducted from an employee's accrued sick leave. Such requests are subject to approval by the employee's immediate supervisor, and in order to be considered, must be submitted in writing at least twenty-four (24) hours in advance of the time requested. Consideration may be given by the supervisor to a personal leave request which is submitted in the case of an unexpected emergency.

Section 7

Leave of Absence - During an unpaid leave of absence, insurance coverages may be continued at the full expense of the employee for up to one year in accordance with College policy in effect at the time of the leave. Staff on military leave of absence may continue coverage in accordance with the College policy regarding such leave.

ARTICLE IX.

SENIORITY

Section 1

"**Hire Date Seniority**" shall commence on the Board approved initial date of full-time employment with the College and shall be maintained unless continuity of service is interrupted according to the terms of Article IX, Section 7 of this Resolution, provided that a Unit employee (hired after June 30, 2010) shall have completed a probationary period of six (6) months of continuous employment. Any period(s) of temporary service shall not be considered full-time for seniority purposes. Hire date seniority shall be applicable College-wide. Employees hired before July 1, 2010 shall have a probationary period of ninety (90) days.

"**Classification Seniority**" shall commence on the Board approved initial date of full-time employment in a job classification. An employee shall accrue classification seniority in the job classification unless continuity of service is interrupted according to the terms of Article IX, Section 7 of this Resolution. A Unit employee who voluntarily downgrades to a lower job classification shall forfeit classification seniority in the former classification. Classification seniority shall be applicable College-Wide.

Hire date seniority and classification seniority lists shall be prepared by the College for all full-time Unit employees on a College-wide basis. The College will provide the Union with these seniority lists on a quarterly basis.

Section 2

Layoffs - In the event the College deems it necessary to lay off an employee(s) for a period of more than seven (7) consecutive days, such layoff shall be made College-wide on the basis of classification seniority. Probationary employees shall be laid off first within a specific job classification. Any further layoffs shall be made on the basis of the least-senior employee currently working in the job classification; provided, however, that any employee so laid off may displace a less senior employee College-wide on the basis of classification seniority in a lateral or lower job classification in which the employee previously worked if qualified to perform the work. The College agrees to give reasonable notice of any layoffs.

Temporary Layoffs - Layoffs of less than seven (7) days shall be made within a job classification at a campus by laying off the least senior employee currently working in the job classification on the basis of classification seniority, but there shall be no right in such instance for the employee laid off to work at a lateral or lower classification. Layoffs shall not result in the promotion of any employee to a higher job classification.

Recall - In all cases, the College shall recall laid off employees on the basis of classification seniority in the reverse order of their layoff, and to the extent feasible in the judgment of the College in accomplishing the recall shall return to their former work schedules those employees who in the process of layoff may have been transferred to a different work schedule. Notice of recall to a laid off employee shall be made by telephone, or if said employee cannot be reached, by certified mail to his/her last known address. If said employee shall fail to return to work within five (5) working days of the mailing of such request, all employment rights of such employee may be terminated. It shall be the employee's responsibility to keep the College notified at all times of changes in his/her telephone number and mailing address, and failure to do so shall relieve the College of any responsibility to recall such

employee.

Section 3

Vacancies - When a permanent vacancy occurs within any job classification, a notice of such job vacancy shall be posted on a College-wide basis for a period of five (5) working days and notification given to all Union shop stewards at the campus where the vacancy exists. The job vacancy posting shall include a complete job description and any specific skills or qualifications which might be required for the position. A unit employee who wishes to be considered for a job must place a completed job vacancy application form in the campus bid box during the five working days that the job vacancy is posted. At the end of the five working day period, a member of management (or his/her designee) and a union representative will open the bid box, remove the application forms, and send them to the Human Resources Department. A Unit employee of the College desiring to submit a lateral transfer request or a bid for such job may do so in writing within such period.

A. Lateral transfer requests will be considered first and the senior employee based on classification seniority and who is best qualified shall be transferred to the job when it becomes vacant. An employee whose lateral transfer request is honored shall not be eligible for another voluntary lateral transfer for one (1) year following the effective date of the lateral transfer. If a lateral transfer occurs, employees who submitted bids for the job will then be given consideration for the resulting vacancy, if any.

B. Bidding on a College-wide basis will be permitted to a higher or lower job classification. The senior employee based on hire date seniority who bids for such job and who is best qualified shall be assigned to such job when it becomes vacant. Thereafter, for a period of ninety (90) work days, such employee shall be considered in a trial position and during said ninety (90) work days shall receive the appropriate rate for said job classification. If during said ninety (90) work day period said employee shall be deemed not competent to handle the new classification or if the employee so requests, the College shall return him/her to his/her former job classification, and the position shall be again posted as vacant.

An employee on lay off status with recall rights may submit a bid on any posted Unit job vacancy and if awarded the position shall forfeit recall rights to any other job classifications. Probationary employees may not submit transfer requests or bids for job vacancies.

Section 4

When a permanent vacancy occurs for any lead person, the vacancy may be filled first from the classification on the campus on the basis of classification seniority or in the case of College-wide departments from the department on the basis of classification seniority; if not so filled, then the lead opportunity shall be posted and filled in the same manner as in the case of permanent vacancies specified in Section 3. In any case, the senior employee who is best qualified will be granted the lead opportunity.

Section 5

If a vacancy for any work schedule is not filled in accordance with the bidding procedure, then said vacancy may be filled at the discretion of the College by an employee from another work schedule from the same classification, by transferring the least senior employee on the basis of classification seniority provided, however, that the College shall give at least two (2) weeks notice in the event of such change as required by Article V. Hours of Work, Section 1.

Section 6

Temporary replacements may be employed for Unit employees who are absent for periods of time. The vacancy posting provisions are not applicable in such situations. If an internal reassignment is not used to meet the temporary staffing need, the College will advise the Union Business Representative of the need for a temporary replacement if such need is for longer than three (3) days. The Union may recommend qualified individuals who will be considered. Temporary replacements will be paid at the probationary rate appropriate for the assigned classification for the duration of such temporary employment.

Section 7

Continuity of service is broken with respect to any employee upon termination of employment with the College as a result of voluntary resignation or discharge for cause. Continuity of service with respect to employees who have been laid off is broken if they do not resume their duties with the College within one (1) year following the layoff. Continuity of service is broken in the event an employee is absent from his/her duties on an approved leave of absence and does not return to work within one (1) year from the last day of work. Termination of employment shall occur whenever continuity of service is broken.

Section 8

Temporary Reassignment and Transfer - The College reserves the right to temporarily reassign or to transfer Unit employees to another department, site or campus when it is deemed to be in the best interests of the College. The administration will designate the job classifications, departments and campuses to be involved in the reassignment or transfer activity. A Unit employee who is reassigned or transferred will retain his/her seniority in accordance with the provisions of Section 1 of this article.

An employee may be reassigned to work in his/her current classification or in a lower classification or higher classification in another department or at another campus or site on a temporary basis as deemed necessary by the College. If the employee is reassigned to work in a lower classification, the employee will continue to be paid at the rate of the former classification for the duration of the assignment. If the reassignment is to work in a higher classification, the employee will be paid at the rate of the higher classification for the duration of the assignment. The College will review the status of a temporary reassignment with the affected employee if the reassignment has lasted for ninety (90) calendar days.

An employee may voluntarily request consideration for a transfer when a full-time position in which the employee is interested and for which he/she is qualified is identified and announced as a transfer opportunity by the college.

An involuntary transfer will generally occur in the event a voluntary transfer does not occur. In cases of involuntary transfer to the same job classification in a different department or to a different campus, the least senior employee, based on classification seniority and qualifications to perform the work, in the job classification at the location from which the transfer will occur will be transferred.

Affirmative action goals will be taken into account to modify transfers when deemed necessary in the judgment of the administration.

ARTICLE X.

DISCHARGE AND DISCIPLINARY ACTION

Section 1

The College will normally utilize the concept of progressive disciplinary action when addressing infractions and/or performance issues of non-probationary employees. However, depending on the seriousness of the infraction, disciplinary steps may be bypassed and immediate written reprimand, suspension or dismissal may result.

If an employee is suspended from employment with a recommendation made to terminate his/her employment, the College shall notify the appropriate shop steward immediately. If not later than forty-eight (48) hours after the shop steward has been notified, the Union or the employee shall claim that the suspension with a recommendation for discharge was unjust, such suspension with discharge recommendation shall constitute a grievable action arising under Article XI, Grievance Procedure. Any grievance initiated shall be filed at Step 3 of the grievance procedure.

The Union representative shall present in writing to the Vice Chancellor for Finance & Business Services the following:

- a. The date and nature of the incident giving rise to the suspension with a recommendation for discharge.
- b. The reasons why the suspension with a recommendation for discharge is unjust.
- c. The relief sought.

The forty-eight (48) hour time period specified above may be extended by the mutual agreement of the Union representative and the Vice Chancellor for Finance and Business Services.

Section 2

If the discharge has been processed in accordance with the grievance procedure and if it is determined in accordance with said grievance procedure that the discharge was unjust, the College shall reinstate the employee with payment for all working time lost, or in such other manner as shall be determined at the appropriate step of the grievance procedure.

Section 3

In the case of probationary employees, suspension with a recommendation for termination may occur at any time during the probationary period. An employee who is suspended with a recommendation for termination during the probationary period shall have no recourse to the grievance procedure to contest such action.

ARTICLE XI.

GRIEVANCE PROCEDURE

Section 1

The Union and the College agree that during the term of this Resolution there shall be no strikes, lockouts, tie-ups, slow-downs or similar actions taken by either party. Should any differences arise between the College and the Union or any employee or employees as to the meaning or application of this Resolution, said differences shall be settled through the following procedure:

An employee shall seek to resolve a complaint or concern with the appropriate supervisor by informal discussion and the employee may involve his/her shop steward in this effort. In the event no satisfactory resolution occurs, the employee may initiate the formal grievance procedure.

A formal grievance must be submitted in writing on the Unit grievance form indicating the nature of the grievance, the date of the incident giving rise to the grievance, the provisions of this Resolution under which the grievance is entered, the date on which the matter was discussed with the immediate supervisor and the remedy sought. In order to be timely, the grievance must be submitted by the employee to his/her immediate supervisor within five (5) days of the occurrence giving rise to the grievance or within five (5) days of the date on which the employee should have known of such occurrence.

Step 1

If the employee and the Union are not satisfied with the response from the immediate Supervisor and wish to pursue the grievance, the Union must submit the grievance directly to the Manager of Facilities within three (3) days following receipt of the Supervisor's decision.

Within four (4) days following receipt of the grievance, the appropriate Manager of Facilities shall hold a conference with the employee and a Union representative and within four (4) days following the conference shall give a written response to the employee and the Union.

Step 2

If the employee and the Union wish to pursue the grievance to Step 2, the Union must submit the grievance to the Associate/Director of Human Resources within three (3) days following receipt of the response given by the Manager at Step 1.

Within four (4) days following receipt of the grievance, the Associate/Director of Human Resources and the Sr. Manager of Facilities shall hold a conference with the employee and Union representative and within four (4) days following the conference shall give a written response to the employee and the Union.

Step 3

If the employee and the Union are not satisfied with the Step 2 response and wish to pursue the grievance, the Union must submit the grievance directly to the Vice Chancellor of Finance and Administration at Step 3 within three (3) days following receipt of the Step 2 response.

Within four (4) days following receipt of the grievance, the Vice Chancellor of Finance and Administration or a designee shall hold a conference with the employee and the Union representative and within four (4) days following the conference shall give a written response to the employee and the Union.

If the employee and Union are not satisfied with the response and wish to proceed to arbitration, the Union must submit notification to the Director of Human Resources within thirty (30) days following receipt of the response from the Vice Chancellor of Finance and Administration or his/her designee.

Arbitration

An impartial arbitrator will be selected by mutual agreement of the College and the Union. In the event that the parties are unable to agree upon an impartial arbitrator within five (5) days of their effort to do so, then a joint written request will be submitted to the Federal Mediation and Conciliation Service to furnish a panel of seven (7) names of persons to serve as such arbitrator. The parties, by alternately striking names, shall select the impartial arbitrator to hear the grievance. The decision of the arbitrator will be final and binding on both parties. All expenses of the hearing (including compensation of the arbitrator) will be borne equally by the parties. If the grievance involves an alleged violation of any section or sections of this Resolution, the arbitrator shall be authorized to interpret such section or sections, but he/she shall have no authority to add to, subtract from, or in any way change or modify the terms of this Resolution.

Section 2

By mutual agreement between the College and the Union, the time limits provided in Steps 1, 2, 3 and Arbitration may be extended. Grievances not presented to the next succeeding step as provided above, shall be considered settled on the basis of the decision last made and shall not be eligible for further appeal unless an extension of time has been mutually agreed upon.

Section 3

Days as referred to throughout this grievance procedure shall be calendar days, but shall not include Saturdays, Sundays or the holidays recognized by this Resolution.

Section 4

Because of the nature of the issue in a particular grievance, it is understood that there may be cases when the Management team of the District group more appropriately hears the grievance of a campus employee, or when the grievance of a district employee is more appropriately heard by the Management team of the Campus. This exception must be approved by the parties at the outset of the grievance procedure.

ARTICLE XII. MILITARY LEAVE OF ABSENCE

Employees enlisting or entering the military or naval services of the United States pursuant to the provisions of the Selective Service Act of 1948, as amended, shall be granted all rights and privileges provided by the Act.

ARTICLE XIII. ABSENCE FOR JURY DUTY

In the event any employee shall be summoned as a juror, he/she shall suffer no loss of pay for necessary absence from his/her employment with the College. The employee will be allowed to retain both the College salary and jury pay, provided he/she gives his/her supervisor at least seventy-two

(72) hours notice prior to the date of the employee's jury summons. In the event no notice is given, the amount of the voucher or warrant issued to the employee for services as a juror will be deducted from the employee's pay for the time involved.

ARTICLE XIV. NOTIFICATION OF ABSENCE FROM WORK

An employee, when absent from work for any reason, must notify his/her supervisor in accordance with posted College rules regarding notification.

ARTICLE XV. MANAGEMENT RIGHTS

The conduct of the affairs of the College and management of its personnel and operations, including the right to hire, suspend or discharge for cause, or to transfer, to promote or demote, and the right to relieve employees from duty because of lack of work or for other legitimate reasons is vested exclusively in the College and its Board of Trustees, except to the extent provided in the Resolution.

ARTICLE XVI. INSURANCE PROGRAMS

All employees of the Physical Plant Bargaining Unit may participate in the medical, dental, life, vision, long-term disability, and voluntary accidental death and dismemberment insurance plans in existence for all employees of the College. The amount and the extent of said benefits shall be governed by the appropriate contracts entered into between the College and its insurance carriers. Participation in the insurance plans shall be voluntary on the part of each individual employee.

Emeritus staff are those staff who have retired after ten years of service to the College and are eligible to receive a retirement allowance from the Non-Certificated Retirement Plan or the Public School Retirement Plan of Missouri.

Emeritus staff may continue participation in the College's group medical insurance plan upon retirement. The emeritus staff member electing continued medical coverage would pay the full premium costs for such coverage. An emeritus staff member shall have up to one year from retirement (effective date of leaving the College) to elect to continue in the medical plan. If this election is exercised after the COBRA entitlement period, coverage would become effective on the date of enrollment if the coverage had lapsed since his/her retirement.

ARTICLE XVII. PENSION PLAN

The College has adopted a retirement program for all its non-certificated employees and all members of the Physical Plant Bargaining Unit are eligible to participate in the plan in accordance with its terms. The College agrees that the Union, through its representatives, may continue to participate in meetings and discussions held with respect to said pension and retirement plan.

ARTICLE XVIII. WAIVER OF TUITION AND MAINTENANCE FEES FOR ATTENDING COLLEGE COURSES

All full-time employees may attend courses at any campus of the College which are offered, at hours outside their assigned working hours, without the payment of tuition or maintenance fees. The immediate family of all full-time employees (which shall include spouse and any dependent child as

defined by the Internal Revenue Code of the United States) may also attend courses offered by the College without payment of either tuition or maintenance fees. All such persons, while attending any classes, shall be subject to the same rules and regulations and entrance requirements as the regular students of the College.

ARTICLE XIX. MISCELLANEOUS

Section 1

Lead classifications will be filled where lead work is being performed in the classification by a member of the Physical Plant Bargaining Unit.

Section 2

Except for grounds and warehouse, no supervisors will perform the work of the Physical Plant Bargaining Unit employees, except during emergencies or training of new employees. Employment of students for part-time work shall also be limited to grounds and warehouse.

Employees in lead classifications will assist the supervisor in scheduling work and hours, but will have no disciplinary powers or responsibilities. All employees in lead classifications shall perform regular Physical Plant Bargaining Unit work.

Section 3

No letter of reprimand shall be utilized for any disciplinary reason after two (2) years following the date of the letter of reprimand. No letter of reprimand shall be utilized for promotion, lateral transfer, demotion or layoff considerations after two (2) years following the date of the letter of reprimand.

Section 4

A. Neither the College nor the Union will discriminate against any employee with respect to the employee's race, color, creed, sex, age, religion, national origin or ancestry, sexual orientation, disability, status as a disabled or Vietnam era veteran or union membership.

B. St. Louis Community College Non-Discrimination Statement

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination.

For information contact:

Employment ADA Compliance Officer

Manager of Employment & Recruiting

300 S. Broadway

St. Louis, MO 63102-2800

(314) 539-5214

Section 504/Title II Coordinator
Vice Chancellor Student Affairs
300 South Broadway
St. Louis, MO 63102-2800
314- 539- 5364

Section 5

If any provision of this Resolution is, or at any time becomes contrary to law, then such provision shall not be applicable except to the extent permitted by law.

Section 6

The Union will distribute the Resolution to the bargaining group.

Section 7

Five (5) uniforms will be issued to each employee in September of each year. Employees may substitute other appropriate work apparel such as boots, jackets, etc. The total value of work apparel issued annually will not exceed the current cost of five (5) uniforms. All work apparel must be ordered in the employee's current size.

Employees are expected to be in College uniforms that are clean and in good condition to the extent possible while on duty at the College.

Section 8

An employee scheduled to work but who is not required to work on a day when the employee's assigned work location is declared closed due to inclement weather or other unexpected emergency shall receive pay at the straight time hourly rate. An employee will be paid eight (8) hours of regular pay and pay at the rate of time and one-half for any hours of work required on a day when the employee's assigned work location is declared closed due to inclement weather or other unexpected emergencies when such day is a regularly scheduled work day for the employee.

Section 9

Whenever the College may deem it to be in the best interests of the institution to offer a voluntary early retirement incentive plan, full consideration will be given to full-time Unit employees and the College will seek input from the Unit with regard to any plan which might be applicable to full-time employees prior to plan implementation.

Section 10

The College is committed to compliance with the Americans with Disabilities Act and the Family and Medical Leave Act. Eligible employees will be provided benefits and privileges in accordance with the provisions of the Acts and any applicable Board policies and Administrative Procedures.

Section 11

Physical Plant Unit staff may receive additional compensation for teaching and coaching activities for a maximum of nine (9) semester credit hours or the¹⁹ equivalent contact hours per semester, summer session or intersession not to exceed a total of¹⁹ eighteen (18) credit hours or the equivalent per

fiscal year. The Vice Chancellor, Finance and Business Services, will approve of this activity and certify that it will not interfere with the individual's full discharge of his/her regular position responsibilities.

Section 12

The College agrees to pay license renewal fees for Physical Plant employees required to possess a license in the performance of their jobs. A list is established for which licenses are covered for this provision. Mutual agreement by the College and the Union is required to add licenses to the list. In no case, however, will a basic driver's license be part of this list.

ARTICLE XX. TERMINATION

Section 1

The effective date of this Resolution shall be July 1, 2017 as authorized by the Board of Trustees. This Resolution shall remain in full force and effect through 11:59 P.M. on the thirtieth (30th) day of June 2022. Upon at least sixty (60) days prior to June 30, 2022, written notice may be submitted to the College by the Union stating a desire to open discussions concerning the entire Resolution for a period commencing July 1, 2022.

Section 2

All notices pursuant to this Resolution and pursuant to any desire to open discussions relative to salary and other conditions of employment within the time period specified in Section 1 above, shall be made by registered or certified mail to the College addressed to the Director of Human Resources, 300 South Broadway, St. Louis, MO 63102, and the Union by addressing the Business Manager of Local No 148, The International Union of Operating Engineers, 11000 Lin Valle Drive, St. Louis, MO 63123. Either party may, by like written notice, change the address to which said notice shall be given.

All of the aforesaid are Joint Recommendations and are made on behalf of the College and Local 148 of the International Union of Operating Engineers Bargaining Unit employees on this 20 day of July, 2017 by the undersigned representatives.

ST. LOUIS COMMUNITY COLLEGE

INTERNATIONAL UNION OF OPERATING ENGINEERS; LOCAL 148

Louis A. Graham

Michael E. Yates

Chairman St. Louis Community College Board of Trustees

Secretary, St. Louis Community College Board of Trustees

Attachments:
Appendix A
LOU dated 06/09/10
Grievance Form (revised 07/01/2014)

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ST. LOUIS COMMUNITY COLLEGE

**INTERNATIONAL UNION OF OPERATING
ENGINEERS; LOCAL 148**

Chairman St. Louis Community College
Board of Trustees

Secretary, St. Louis Community College
Board of Trustees

Attachments:
Appendix A
LOU dated 06/09/10
Grievance Form (revised 07/01/2014)

Appendix A

Guidelines for Employee Medical Leave, Family Medical Leave (non FMLA) & Medical Releases

If an employee reaches an accrued medical leave usage level of 56 hours in a fiscal year (including employee medical and family medical), the employee will be notified by his/her immediate supervisor or manager that they have reached the 56-hour accrued usage level and are no longer eligible to earn an extra day of personal leave in said fiscal year. They will also be required to provide a medical excuse from an appropriate medical professional currently treating them or their qualified dependent's condition or illness (the cause of their absence from work) for all future medical leave use. This requirement will continue for three calendar months or until June 30, whichever occurs first.

If an employee's accrued medical leave usage level reaches or exceeds 72 hours in any fiscal year, a medical excuse will be required for six calendar months. If the usage level reaches or exceeds 88 hours in any fiscal year, a medical excuse will be required for twelve calendar months.

Accrued medical leave usage will be reset to zero at the start of every fiscal year (July 1) for all employees not under one of the documentation periods described above.

Employees will be notified when they are no longer required to provide a medical excuse for absences per the above guidelines.

The College reserves the right to request a medical excuse at any time for the occurrence of any unusual or serious illness, accident, condition and/or probable cause of medical leave abuse.

The College may take additional appropriate progressive corrective action at any time, depending upon the cause and severity of medical leave use/abuse.

Exceptions to the guidelines above may be possible and are at the full discretion of the College, depending upon extenuating circumstances.

Medical conditions and treatments approved for and protected under the Family Medical Leave Act are exempt and will not be counted toward accrued medical leave usage for the duration of their protection period.

Academic Affairs

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

Program: Dental Hygiene
Associate in Applied Science

Effective: Fall 2018 pending BOT approval

Impact Statement

This program is being revised to ensure that the STLCC Dental Hygiene Program is up to current educational standards and curriculum guidelines as stated by the Commission on Dental Accreditation (CODA) and the American Dental Education Association (ADEA).

Current Program			Revised Program		
Courses		Credits	Courses		Credits
BIO 203	General Microbiology	4	COM 101	Oral Communication I	3
COM 101	Oral Communication I	3	ENG 101	College Composition I	3
ENG 101	College Composition I	3	PSY 200	General Psychology	3
PSY 200	General Psychology	3	SOC 101	Introduction to Sociology	3
SOC 101	Introduction to Sociology	3	XXX xxx	Missouri State Requirement	3
XXX xxx	Missouri State Requirement	3	DHY 150	Concepts in Clinical Dental Hygiene I: Pre-clinic	3
XXX xxx	Physical Education Activity	2	DHY 152	Clinical Dental Hygiene I: Pre-clinic	3
DHY 120	Concepts of Pre-Clinical Dental Hygiene I	3	DHY 154	Periodontics I	2
DHY 121	Clinical Application Lab I	1	DHY 155	Dental Radiology	2
DHY 125	Periodontics I	2	DHY 156	Dental Radiology Lab	1
DHY 126	Dental Radiology I	2	DHY 157	Oral Anatomy	2
DHY 127	Oral Anatomy	3	DHY 158	Biomedical Sciences for the Dental Hygienist	2
DHY 128	Biomedical Sciences for the Dental Hygienist	2	DHY 159	Dental Medical Emergencies	1
DHY 129	Dental-Medical Emergencies	1	DHY 160	Concepts in Clinical Dental Hygiene II	3
DHY 130	Concepts of Clinical Dental Hygiene II	3	DHY 162	Clinical Dental Hygiene II	5
DHY 131	Clinical Applications Lab II	1	DHY 164	Periodontics II	2
DHY 132	Clinical Dental Hygiene II	4	DHY 167	Anatomy and Embryology of the Head and Neck	3
DHY 136	Dental Nutrition and Biochemistry	3	DHY 168	General and Oral Pathology	2
DHY 137	Anatomy and Embryology of the Head and Neck	2	DHY 169	Ethics in Dental Hygiene	1

DHY 138	General and Oral Pathology	2		DHY 172	Clinical Dental Hygiene: Summer Clinic	2	
DHY 142	Clinical Dental Hygiene Summer	2		DHY 273	Pain Control	2	
DHY 215	Pain Control	2		DHY 250	Concepts in Clinical Dental Hygiene III	2	
DHY 220	Concepts of Clinical Dental Hygiene III	2		DHY 251	Clinical Applications Lab III	1	
DHY 221	Clinical Applications Lab III	1		DHY 252	Clinical Dental Hygiene III	5	
DHY 222	Clinical Dental Hygiene III	4		DHY 257	Dental Materials	1	
DHY 223	Community Public Health	2		DHY 258	Dental Pharmacology	2	
DHY 225	Periodontics II	2		DHY 259	Dental Nutrition & Biochemistry	2	
DHY 226	Dental Radiology II	1		DHY 260	Concepts IV: Transitioning into Professional Dental Hygiene Practice	2	
DHY 228	Dental Pharmacology	2		DHY 262	Clinical Dental Hygiene IV	5	
DHY 230	Transition into Professional Dental Hygiene Practice	2		DHY 263	Dental Public Health	2	
DHY 232	Clinical Dental Hygiene IV	4					
Program total			74 credits	Program total			73 credits

HUMAN RESOURCES AGENDA SUMMARY

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APPOINTMENTS / FULL-TIME FACULTY

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Bruce, David	N	MC	Assistant Professor (Criminal Justice)	III-I	\$66,703.00	Replacement	08/15/17
Stephens, Christina	N	MC	Assistant Professor (Nursing)	III-I	\$66,703.00		08/07/17
Banholzer, Lea	N	FP	Assistant Professor (Nursing)	III-I	\$64,716.00		08/07/17
Pilarcik-Tellez, Elizabeth	C	FV	Instructor II	II-III	\$55,564.00	Temporary	08/14/17

APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Harris, Shantelle	C	WW	Interim Lead Financial Aid Counselor	P 10	\$49,143.00	Replacement	08/01/17
Owens, Seth	N	CO	Truck Driving Trainer	P 09	\$53,000.00	Replacement	07/21/17
Hynes, Joni	N	FP	Coordinator, Library Services	P 08	\$40,619.00	Replacement	08/07/17
Schrum, Matthew	N	CC	Applications & Systems Analyst/Programmer – Senior	P 11	\$66,000.00	Replacement	07/24/17
Berman, Rachel	N	FV	Educational Assistant	P 07	\$36,920.00	Replacement	08/02/17
Bain, Ashley	C	M	Campus Coordinator, MARCOM	P 11	\$62,000.00	Replacement	07/24/17
Campbell, Kaiisha	N	FV	Childcare Specialist	P 08	\$36,920.00	Replacement	08/01/17

ADDITIONAL COMPENSATION / ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOC	TITLE	RGE	FY18 BASE RATE	ADDITIONAL COMPENSATION RATE	COMMENTS	EFFECTIVE DATE
Schmitt, John	MC	Project Associate II (Center for Advanced Imaging)	P 08	\$43,954.00	\$48,349.40	assuming partial duties of vacant position	07/31/17 – 12/31/17
Townsend, Susan	WW	Manager, Instructional Resources & Academic Support Services	P 12	\$62,830.00	\$69,113.00	assuming partial duties of vacant position	08/01/17 – 12/31/17

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APPOINTMENTS / FULL-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Bell-Foster, Brenda	N	FP	Secretary (Information Systems/ Math)	CU 04	\$31,437.00	Replacement	08/01/17
Holden, Brooke	C	MC	Secretary	CU 04	\$32,498.00	Replacement	08/01/17
Williams, Joan	C	MC	Administrative Assistant I	CN 07	\$43,260.00	Replacement	08/01/17
Haywood, Kevin	N	FV	General Maintenance Mechanic	n/a	\$28.05 / hr	Replacement	08/01/17
Klenke, James	N	FV	Supervisor-Facilities	CN 09	\$44,661.00	Replacement	08/01/17
Cozart, Angelia	C	M	Business Services Specialist	CU 05	\$36,517.00	Replacement	08/01/17
Eckenstein, Alexa	N	FV	Educational Assistant I	CU 05	\$34,398.00	Replacement	07/24/17

APPOINTMENTS / PART-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Schmidt, Sandra	C	MC	Information & Enrollment Assistant, part-time, continuing	OC 05	\$16.14/ hr	Reorganization	07/21/17
Van Matre, Susan	C	MC	Information & Enrollment Assistant, part-time, continuing	OC 05	\$15.14/ hr	Reorganization	07/21/17
Kuhlmann, Kaitlin	C	MC	Information & Enrollment Assistant, part-time, continuing	OC 05	\$14.96/ hr	Reorganization	07/21/17

Revisions to Previously Approved Items

Board of Trustees approval on 07/14/15, page 3:

Revise Additional compensation ending date for Joan Williams to 07/31/17

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PROBATIONARY TO NON-PROBATIONARY STATUS / FULL-TIME CLASSIFIED STAFF

NAME	LOC	TITLE	PAY RATE	COMMENTS	EFFECTIVE DATE
McGuirk, Norbert	FP	Stationary Engineer	\$32.67 / hr	Completion of probationary period	06/05/17
Wille, Eric	FP	General Maintenance Mechanic	\$30.85 / hr	Completion of probationary period	07/03/17
Espy, Patrick	FP	General Maintenance Mechanic	\$30.85 / hr	Completion of probationary period	06/05/17
Beasley, Tiffany	FP	Housekeeper	\$16.66 / hr	Completion of probationary period	05/07/17
Jones, Stanley	FP	Housekeeper	\$16.66 / hr	Completion of probationary period	04/25/17
Walker, Eboni	FP	Housekeeper	\$16.66 / hr	Completion of probationary period	05/07/17
Young, Antionette	FP	Housekeeper	\$16.66 / hr	Completion of probationary period	05/01/17

07/20/17

INFORMATION ONLY**RESIGNATIONS / FULL-TIME FACULTY**

NAME	LOCATION	TITLE	EFFECTIVE DATE
Daugherty, Seth	FP	Assistant Professor (Math)	07/16/17
Oliver, Lonetta	FV	Associate Professor (English)	06/30/17
Miller, Donda	FV	Associate Professor (Early Childhood)	07/28/17

RETIREMENTS / ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Gilbers, Bernard	FP	Manager, Microcomputer Network Services	4 years of service	06/30/17

RESIGNATIONS / ADMINISTRATIVE/ PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Chambers, Eric	CC	Senior Research Associate	06/30/17
Watson-Collins, Elizabeth	FV	Educational Assistant III (Life Sciences)	08/01/17
Marshall, Jasmin	FV	Asst Mgr Child Dev Ctr	06/30/17

RESIGNATIONS / CLASSIFIED STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Dockins, Jessica	W	Laboratory Technician	06/09/17
Roam, Sarah	FV	Educational Assistant I (Early Care & Education)	06/29/17
Bradford, John	MC	End-User Technology Specialist	06/30/17

INFORMATION ONLY

2017 VOLUNTARY SEPARATIONS PENDING SIGNED AGREEMENTS AND RELEASES

NAME	LOCATION	TITLE	YEARS OF SERVICE	EFFECTIVE DATE
<u>Administrative</u>				
Benesh, Gina	CC	Director of Grants	17	July 31, 2017
Featherson, Vincent	FP	Academic Dean - Allied Health	27	July 31, 2017
Johnson, Yvonne	MC	Academic Dean	10	July 31, 2017
Long, Stephen M	CO	Assoc VC, Workforce Solutions	28	December 31, 2017
Miller, William	CC	Associate Vice Chancellor, HR	5	July 31, 2017
Van Reed, Jay R	CC	Assoc Dir Info Tech Infrastruc	19	July 31, 2017
<u>Professional</u>				
Arthur, Mary L	MC	Info Tech Support Proj Coor	38	December 31, 2017
Bayer, Christine M	FP	Supv Campus Com Ctr & Satell	30	December 31, 2017
Burroughs, Gena F	FV	Enrollment Center Coordinator	28	December 31, 2017
Cross, V David	FP	Project Associate II	16	December 31, 2017
Cundiff, Mike B	MC	Enrollment Services Manager	20	December 31, 2017
Darr, Sarah	CC	Application/Sys Analyst/Pgm Sp	32	July 31, 2017
Fowler, Karin L	CO	Senior Project Associate II	28	December 31, 2017
Kennedy, Susan E	CC	Supv Gen Accounting	31	July 31, 2017
Mahoney, Douglas J	FV	Mgr Campus Bus Svc	20	December 31, 2017
Martin, Michael D	FV	Supv Camp Wrt Ctr	15	July 31, 2017
Miller, Donna	FV	Child Care Specialist	23	July 31, 2017
McVey, Matthew H	FV	Supv Ph Ed Ath Fac Sup	21	July 31, 2017
Morgan, Carol A	FV	Academic Advisor	38	December 31, 2017
Nauman, Helen M	WW	Lead Financial Aid Counselor	19	July 31, 2017
Pahl, John J	CC	Manager, Total Compensation	6	December 31, 2017
Ritchie, Mary J	FP	Project Associate II	28	December 31, 2017
Sterett, Diane M	CO	Continuing Ed Program Planner	21	December 31, 2017
Turner, Linda S	FP	Mgr Assessment	35	July 31, 2017
Walsh, Michela J	FV	Mgr Career & Emp Svc	24	December 31, 2017
Wittendorfer, Irma	CC	Buyer	32	December 31, 2017
Zanitsch, Joseph L	CC	Oracle & Database Sys Admin	30	July 31, 2017

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NAME	LOCATION	TITLE	YEARS OF SERVICE	EFFECTIVE DATE
<u>Classified</u>				
Bannister, Dennis	MC	Supervisor, Facilities	39	July 31, 2017
Brown, Evelyn S	FP	Sr Cashier	34	December 31, 2017
Hodge, Joyce Ann	FP	Adm Asst-Vice-President's Ofc	23	December 31, 2017
Losciuto, Anthony	FV	Sr Cashier	22	July 31, 2017
O'Neill, Timothy P	MC	Copy Center Supv	36	December 31, 2017
Watson, Deborah	MC	Administrative Assistant	17	July 31, 2017
Altes, Barbara A	MC	Information & Enrollment Asst	16	December 31, 2017
Balloni, Pamela R	MC	Administrative Secretary II	23	December 31, 2017
Barban, JoAnn L	CC	Administrative Clerk II	22	July 31, 2017
Belz, Philip N	WW	End User Technology Specialist	34	July 31, 2017
Betz, Pamela Christina	FV	Secretary	15	July 31, 2017
Bober, Karen E	FV	Coordinator Campus Bookstore	14	July 31, 2017
Brew, Clare	FV	Stu Adm/Reg Assist II	9	July 31, 2017
Cobbs, Shirley M	FP	Accounting Clerk II	22	December 31, 2017
Dismuke, Carol J	MC	Secretary	22	December 31, 2017
Drake, Ola M	FP	Financial Aid Counselor	40	July 31, 2017
Duane, Deborah F	MC	Business Services Specialist	20	July 31, 2017
Foreman, Carol A	FP	Secretary	23	July 31, 2017
Freeman, Elizabeth	MC	Library Specialist	37	December 31, 2017
Garner, Esther	FP	Coordinator Campus Bookstore	34	December 31, 2017
Graham, Roseann	FV	Secretary	41	July 31, 2017
Harris, Mary D	CC	Administrative Clerk II	29	July 31, 2017
Heyer, Julie B	MC	Secretary-PSRS	13	December 31, 2017
Hill, Rosemary H	FP	Stu Adm Reg Asst III	38	December 31, 2017
Hopkins, Vicki A	FP	Admissions Rep II	24	July 31, 2017
Johns, Catherine A	MC	Stu Adm Reg Asst II	23	December 31, 2017
Kennedy, Robert E	CO	End-User Technology Specialist	22	December 31, 2017
Laubenthal, Mary T	FP	Financial Aid Counselor	27	July 31, 2017
Lungwitz, Vicki L	MC	College Police Dispatcher	18	July 31, 2017
Mayhall, Henry J	CC	End-User Technology Specialist	7	December 31, 2017
McFall, Pauline	FV	Administrative Clerk II	10	December 31, 2017
McGinnis, Linda	MC	Secretary	43	July 31, 2017

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NAME	LOCATION	TITLE	YEARS OF SERVICE	EFFECTIVE DATE
<u>Classified</u>				
McGuinness, Gary	CC	Architectural Technician	17	July 31, 2017
McNamara, Janet M	MC	Educational Assistant II	19	December 31, 2017
McVey, Joan M	FV	Financial Aid Counselor	18	July 31, 2017
Meyer, Bonnie L	FP	Secretary	17	July 31, 2017
Miller, Franczella M	FP	Financial Aid Counselor	41	July 31, 2017
Moore, Jo	MC	Stu Act Asst II	45	July 31, 2017
Moore, Mary J	MC	Financial Aid Counselor	21	July 31, 2017
Morrison, Andrea R	CO	Business Services Specialist	23	December 31, 2017
Neale, Debora	FV	Business Services Specialist	17	July 31, 2017
Pope, Sharon	MC	Business Services Specialist	15	July 31, 2017
Reed, Sarah A	FP	Business Services Specialist	39	December 31, 2017
Sczesniak, Barbara	FV	Administrative Clerk II	24	July 31, 2017
Sharpe, Caren C	MC	Admin Secy/REJIS Coor	27	July 31, 2017
Slattery, Mary J	FV	Stu Adm Reg Asst II	17	December 31, 2017
Smith, Christine M	MC	Library Associate	44	December 31, 2017
Turner, Donna A	FP	Financial Aid Counselor	31	July 31, 2017
Wagner, Mary Ann	MC	Secretary	13	December 31, 2017
Walker, Cathryn S	FP	Administrative Secretary II	23	December 31, 2017
Wehling, Evale	CC	Instructional Resources Spec	32	July 31, 2017
White, Kevin D	FP	Media Technician II	31	December 31, 2017
Woodworth, Janet Marie	FP	Secretary	50	December 31, 2017
Wright, Leslie A	FV	Stu Adm Reg Asst II	16	December 31, 2017
Travis, Juanita	FP	Secretary	5	July 31, 2017
<u>Physical Plant</u>				
Gowen, Eldon	FV	General Maintenance Mechanic	39	July 31, 2017
Krumlinde, Dennis C	MC	General Maintenance Mechanic	22	July 31, 2017
Kuchar, Michael C	MC	General Maintenance Mechanic	34	December 31, 2017
Jones, William T	FP	Groundskeeper	20	July 31, 2017
Loos, Richard K	MC	Lead Gen Main Mechanic	31	July 31, 2017
Martin, Ronald R	FV	General Maintenance Helper	23	July 31, 2017
McElmurry, Diana	FV	Lead Housekeeper	20	July 31, 2017

07/20/17

NAME	LOCATION	TITLE	YEARS OF SERVICE	EFFECTIVE DATE
Miller, Sylvester	FP	Receiving and Shipping Clerk	37	July 31, 2017
Moore, Mary A	MC	Housekeeper	21	July 31, 2017
Rainwater, Howard L	FV	Stationary Engineer	19	December 31, 2017
Richardson, Rhoda Jarmilla	MC	Lead Housekeeper	23	July 31, 2017
Rowland, Stephen F	FV	Groundskeeper	28	July 31, 2017
Shackelford, Donald L	FP	Lead Maintenance Mechanic	39	July 31, 2017
Smith, Faye M	MC	Housekeeper	23	July 31, 2017
Smith, Herman L	FP	Lead Housekeeper	41	July 31, 2017
Tiemann, John A	FV	General Maintenance Mechanic	38	July 31, 2017
Wells, Michael Anthony	FV	Housekeeper	12	July 31, 2017
Wibbenmeyer, Michael L	MC	Lead Stationary Engineer	23	July 31, 2017
Williams, Ronald J	MC	General Maintenance Mechanic	21	July 31, 2017
Wright, Carlotta M	MC	Housekeeper	19	July 31, 2017

Faculty

Breed, Gwen E	FP	Professor	22	December 31, 2017
Burkhardt, Charles	FV	Professor	17	July 31, 2017
Corich, Evelyn F	FP	Associate Professor	16	December 31, 2017
Gerstenecker, Dale M	FV	Associate Professor	27	July 31, 2017
Goessling, Steven P	FP	Assistant Professor	15	December 31, 2017
Graul, Julie L	FV	Associate Professor	21	December 31, 2017
Grote, Terri J	FP	Assistant Professor	19	December 31, 2017
Keller, Margaret L	MC	Professor	23	December 31, 2017
Leech, Melissa L	MC	Assistant Professor	11	December 31, 2017
McDonald, Chris	FV	Assistant Professor	19	December 31, 2017
Miinch, Patricia	FV	Assistant Professor	6	July 31, 2017
Moody, Carla J	FP	Instructor II	23	December 31, 2017
Popper, Regina W	FV	Professor	18	July 31, 2017
Salmon, Harold E	MC	Professor/Counselor	32	July 31, 2017
Steiner, Hope E	MC	Professor/Counselor	35	July 31, 2017

Recommendation for Award/Purchasing – Insurance

- Supports: Intercollegiate Athletic Teams – District Wide

Board approval is requested for the renewal of intercollegiate athletic medical excess insurance with *AETNA, INC.*, in an estimated amount of **\$39,585.00** and catastrophic insurance with, *MUTUAL OF OMAHA*, in an amount estimated at **\$6,730.00**, for a total estimated amount of **\$46,315.00**, for a period of one (1) full year, to begin July 1, 2017.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

- Supports: Workers Compensation – Human Resources

Board approval is requested for the renewal of workers compensation excess insurance with, *SAFETY NATIONAL CASUALTY CORPORATION*, in an amount estimated at *\$114,614.00*, for a period of one (1) full year, to begin July 1, 2017.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

Supports: Legal Services

Board approval is requested for the renewal of fiduciary liability insurance with, ***FEDERAL INSURANCE COMPANY (CHUBB)***, in an amount estimated at ***\$4,090.00***, for a period of one (1) full year, to begin July 1, 2017.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

- Supports: Finance and Administration Services – District Wide

Board approval is requested for the renewal of crime/kidnap/ransom insurance with, **FEDERAL INSURANCE COMPANY (CHUBB)**, in an amount estimated at **\$16,765.00**, for a period of one (1) full year, to begin July 1, 2017.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

- Supports: Facilities and Administrative Services District Wide

Board approval is requested for the renewal of foreign liability insurance with, **FEDERAL INSURANCE COMPANY (CHUBB)**, in an amount estimated at **\$3,003.00**, for a period of one (1) full year, to begin July 1, 2017.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

- Supports: Facilities District Wide

Board approval is requested for the renewal of inland marine insurance with, ***TRAVELERS INSURANCE COMPANY***, in an amount estimated at ***\$2,500.00***, for a period of one (1) full year, to begin July 1, 2017.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

- Supports: Facilities District Wide

Board approval is requested for the renewal of property insurance offered by the Midwestern Higher Education Compact through the ***LEXINGTON AND ZURICH INSURANCE COMPANIES***, in an amount estimated at ***\$208,493.00***, for a period of one (1) full year, to begin July 1, 2017.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Physical Facilities:

Board approval is requested for award of a contract to Renovate the Instructional Greenhouse to **Brady Construction, Inc.**, in an amount of **\$145,136.00**.

Description:

This project continues the renovation of science labs utilizing State Board of Public Building Bond funding. The instructional greenhouse at Forest Park will be renovated, receiving new and repaired finishes – flooring, wall repair, new doors, casework (growing tables), built-in equipment including mechanical shades, plumbing, electrical, and mechanical upgrades. A new evaporative cooling system will be added to the greenhouse. Additional labs may be renovated in the summer of 2018, pending Board of Public Building Bond approval.

Plans and specifications were prepared by Oculus Architects and the Physical Facilities/Engineering and Design Department.

The results of this bid, which opened July 6, 2017, are listed below:

<u>Contractors:</u>	<u>Base Bid</u>
Brady Construction, Inc.	\$145,136.00
Atlas Building Group	\$163,700.00
Wachter, Inc.	\$173,205.00
John Kalicak	\$219,026.00

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.

Recommendation for Award/Physical Facilities:

Board approval is requested for award of a contract to replace flooring in the Library on the Forest Park campus, to the following firm:

<u>Qualified Bidder</u>	<u>Contract Amount</u>
Country Side Flooring America	\$ 37,565.00

Description:

The existing carpet on the entry level of the library building at Forest Park is very worn and soiled. This contract will replace the flooring with modular carpet and vinyl flooring products.

Bid – F 18 402, New Flooring in Forest Park Library Entry Level

The results of this bid, which opened June 29, 2017, are listed below:

<u>Qualified Bidder</u>	<u>Base Bid</u>
Country Side Flooring America	\$37,565.00
Stephens Floor Covering	\$37,825.00
Flooring System, Inc.	\$48,530.00

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 Award/Maintenance/Physical Facilities:

Board approval is requested to exercise the year renewal option and extend **Service Agreement M-288 – Elevator Maintenance Service, St. Louis Community College District Wide** with **KONE, Inc.** at an annual cost of **\$87,688.44**.

Description:

This agreement provides full coverage elevator maintenance services including preventative maintenance such as cleaning and lubrication, call back service and parts for 49 elevators and lifts. The initial agreement received Board approval on June 12, 2014 with renewal options for up to five additional years. KONE has provided a reduction in cost of 5.2% for FY 18.

Funding:

This project will be funded from operating budgets.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for one professional civil engineering agreement and two consulting agreements, 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:

Wm TAO & Associates

A17-0298 TAO #3 – Tunnel and Utility Repairs at Meramec **\$39,860.00**

Consultant will prepare bidding documents for the repair/replacement of electrical conduit and piping in sections of the Meramec utility tunnel, as well as investigate and estimate possible structural repairs to the tunnel.

NPN Environmental

A17-0293 NPN #10 – Specifications and Project Oversight for Tile and Mastic Abatement in Florissant Valley Business Building **\$18,500.00**

Consultant will prepare asbestos abatement bid specifications, conduct abatement contractor bid walk, conduct contractor oversight and air monitoring during ACM removal (three weeks), and prepare final report documentation.

Ross & Baruzzini

A17-0295 RBI #2 – Science West AHU Replacement (Meramec) **\$27,500.00**

The air handler unit is original equipment that provides heated and cooled air to the Science West building. In recent years the unit has required more maintenance and the facility has experienced indoor air quality issues related in part to this air distribution system. The consultant will prepare construction documents for bidding the replacement of the air handling unit. The new unit will require less maintenance, be properly sized and more energy efficient.

Total Ratifications: **\$85,860.00**

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
HP ProLiant DL585 G2- Rack	015230	Cosand	Poor	9/19/2007	\$ 15,542.80 \$	-
HP ProLiant DL585 G2- Rack	015231	Cosand	Poor	9/19/2007	\$15,542.80 \$	-
Dell Power Edge M1000e	015336	Cosand	Poor	3/3/2008	\$13,042.94 \$	-
HP ProLiant DL585 G2- 4 Processor Server	015289	Cosand	Poor	1/22/2009	\$15,774.08 \$	-
HP ProLiant DL580 G4	014479	Cosand	Poor	1/19/2007	\$ 14,851.00 \$	-
HP ProLiant BL25p Server Blade	014930	Cosand	Poor	6/1/2006	\$ 6,584.02 \$	-
HP ProLiant BL25p Server Blade	014929	Cosand	Poor	6/1/2006	\$ 6,584.02 \$	-
HP ProLiant BL25p Server Blade	014933	Cosand	Poor	6/1/2006	\$ 6,584.02 \$	-
HP ProLiant BL25p Server Blade	014939	Cosand	Poor	6/1/2006	\$ 6,584.02 \$	-
Cisco Security Mars 110 Series	015267	Cosand	Poor	10/29/2008	\$ 32,450.00 \$	-
HP ProLiant DL380 G4 Storage	014920	Cosand	Poor	1/26/2006	\$ 9,118.20 \$	-
VLS6653 Virtual Tape Library	016005	Cosand	Poor	6/30/2008	\$ 92,039.00 \$	-
MDG ServeRX Medication Cabinet	015032	FP	Poor	2/23/2010	\$33,337.50 \$	10,223.26

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

Ratification of Agreement Between Vector Communications Corporation (VCC) and St. Louis Community College

Board ratification is requested for an agreement between **Vector Communications Corporation and St. Louis Community College** for providing media relations, training and community outreach consulting services. The term for services is one year, which began July 1, 2017 at an hourly cost of \$120.00/hour for consulting services and \$65.00/hour for project coordinating services; the total cost is estimated at **\$62,500.00**.

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.

Participant	Program	Effective Date
St. Luke's Hospital	Health Care Programs	08/01/17 to 07/31/19
Washington University School of Medicine	Surgical Technology	02/10/17
Chamberlain College of Nursing	Nursing	05/05/17
Physical Therapy Spine and Sports Medicine	Physical Therapist Assistant	04/20/17

Workforce Solutions Group

Ratification of Direct Pay Agreements

<u>Funding Source</u>	<u>Title of Program and/or Purpose</u>	<u>Campus</u>	<u>Date</u>	<u>Amount</u>
Bunge North America, Inc.	Training seminars for adult learners in the areas of Conversational Spanish and the Culture of Mexico. Manager: Don Robison	Workforce Solutions Group	May 19, 2017 through December 31, 2017.	\$3,000
Dohmen Life Science Services	Co-facilitation of the Dohmen's Management Development Boot Camp sessions. Manager: Don Robison	Workforce Solutions Group	June 6, 2017 through June 30, 2017	\$3,200
Mercy Clinic East Communities	Professional Educational Services Proposal for Medical Assistant Training. Manager: Steve Long	Workforce Solutions Group	July 17, 2017 through December 15, 2017	\$59,100
Nova Marketing Services	Communications Skills Training sessions customized for client. Manager: Don Robison	Workforce Solutions Group	May 30, 2017 through August 31, 2017.	\$2,550
Virbac Corporation	Professional Education Services Proposal for Supervisor Training. Manager: Don Robison	Workforce Solutions Group	May 15, 2017 through December 31, 2017	\$4,800

Institutional Development

Acceptance of External Funds

<u>AGENCY</u>	<u>AMOUNT</u>	<u>PURPOSE</u>	<u>FUND</u>
Missouri Department of Elementary and Secondary Education	\$ 186,720.61	Grant to St. Louis Community College to provide a comprehensive Adult Education and Literacy (AEL) program for nine school districts: Affton, Bayless, Ferguson-Florissant, Kirkwood, Lindbergh, Mehlville, St. Louis City, Valley Park and Webster Groves. The College's AEL program administers classes in Adult Education, High School Equivalency (HSE) preparation and English as a Second Language (ESL). Project Period: 07/01/2017-06/30/2018 Project Director: Karl Steenburg	Restricted
Productive Living Board of St. Louis County	\$ 152,872.00	Grant to St. Louis Community College to provide St. Louis County residents with disabilities, a variety of vocational enhancement services through STLCC ACCESS Services under Continuing Education. Services are provided at any location where the Continuing Education student is enrolled. Funding is tax-payer supported. Project Period: 07/01/2017-06/30/2018 Project Director: Anne Marie Schreiber	Restricted
Missouri Department of Elementary & Secondary Education	\$ 155,111.17	Grant to St. Louis Community College for the Vocational-Technical Education Enhancement. The award will be used specifically for classroom/lab equipment, supplies and other eligible items in support of students enrolled in CTE programs: Automotive Technology, Culinary Arts, Emergency Medical Technology and Information Technology. Project Period: 07/01/2017-06/30/2018 Project Director: Brett Richardson	Restricted