

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ST. LOUIS COMMUNITY COLLEGE
THURSDAY, SEPTEMBER 28, 2017**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, September 28, 2017, at the Harrison Education Center, 3140 Cass Ave., St. Louis, MO, pursuant to notice and in accordance with Section 610.020 RSMo, as amended.

1. Call to Order/Roll Call

Dr. Doris Graham, Chair, called the meeting to order at 7:04 p.m. The following members of the Board of Trustees were present: Dr. Doris Graham, Chair; Mr. Rodney Gee, Vice-Chair; Ms. Libby Fitzgerald, Trustee; Dr. Kevin M. Martin, Trustee; Ms. Joan McGivney, Trustee, and Ms. Pam Ross, Trustee. Dr. Craig Larson, Trustee, was absent. Also present were Dr. Jeff Pittman, Chancellor; Ms. Mary Nelson, General Counsel, and Ms. Rebecca Garrison, Associate for Board Relations.

2. Public Hearing for Setting the Tax Rate

On motion by Dr. Martin and seconded by Mr. Gee, Dr. Graham recessed the regular meeting, and a Public Hearing was held in accordance with Section 67.110, *Revised Statutes of Missouri* (1998), which requires each political subdivision to hold a public hearing, after appropriate public notice prior to fixing its property tax rates for the fiscal year. Mr. Paul Zinck, Vice Chancellor for Finance and Administration, made a presentation on the tax rate. Following the presentation, Dr. Graham asked if there were any citizens who wished to be heard concerning the proposed tax rate. STLCC Student Xavier Phillips asked about how the tax rate was set and how it compared to other area colleges. Mr. Zinck answered his questions. Having no one else asking to be heard, Dr. Graham asked for a motion to adjourn the hearing. On motion by Dr. Martin and seconded by Ms. Ross, the Board voted unanimously to adjourn the public hearing and the regular Board meeting was reconvened.

3. Approval of Resolution Setting the Tax Rate for 2017

On motion by Mr. Gee and seconded by Ms. McGivney, the Board unanimously adopted a Resolution to set the tax rate for the district for the tax year 2017 at 21.12 cents per one hundred dollars assessed valuation, for the

General Fund of the College in the form attached hereto and by this reference incorporated herein in Exhibit A.

4. Welcome to Guests

Dr. Graham welcomed guests attending the meeting.

5. Citizens Desiring to Address the Board Regarding Agenda Items

Ms. Margaret Hvatum shared an e-mail communication from Mr. Rusty Monhollon with the Missouri Department of Higher Education, stating that MDHE is not directing any institution to deactivate or eliminate programs. Dr. Pittman advised Ms. Hvatum that the Computer Science program has a low completion rate, and while Senate Bill 398 states that a college may elect to keep a program, it also adds that they can sanction the district up to one percent of state funding for not deactivating it.

6. Adoption of Agenda/Revisions to Agenda

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

7. Approval of the August 17, 2017 Board Meeting Minutes

On motion by Ms. Fitzgerald and seconded by Ms. Ross, the Board unanimously approved the August 17, 2017 meeting minutes as written.

8. Approval of Resolution Re October 19, 2017 Executive Session of the Board of Trustees

On motion by Ms. McGivney, and seconded by Ms. Ross, the Board, by a roll-call vote, (with Dr. Larson being absent) unanimously approved the resolution scheduling an executive session on October 19, 2017, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

9. Recognition of Student, Staff and Trustee Accomplishments

Ms. Nez Savala, Communications Manager, read statements of congratulations for students, staff and trustees on their recent awards and accomplishments.

Ms. Emily Neal, Political Science faculty, and a group of Phi Theta Kappa students, presented Dr. Pittman with an award from Phi Theta Kappa.

10. Approval of Trustee Travel to the Missouri Community College Association's Annual Convention

On motion by Ms. Fitzgerald and seconded by Mr. Gee, the Board unanimously approved Trustee travel to the Missouri Community College Association's Annual Convention.

11. Approval of Scheduling a Work Session on October 30, 2017

On motion by Ms. McGivney and seconded by Mr. Gee, the Board unanimously scheduled a work session on October 30, 2017 at the Cosand Center.

12. Waiver of Lodging and Approval of Revised Board Policy H.22.3 Refund of Fees, Continuing Education Non-Credit Courses

Following discussion, on motion by Ms. McGivney and seconded by Mr. Gee, the Board unanimously waived lodging and approved revisions to Board Policy H.22.3 Refund of Fees, Continuing Education Non-Credit Courses

13. Information Items

Representatives from *KAI Design and Build* gave a presentation on the Center for Nursing and Health Sciences building and answered questions from the Board.

Dr. Larry Johnson, Forest Park Provost, gave a report of activities on his campus and answered questions from the Board.

14. Approval of Consent Items

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

14.1 Consent Item Motion and Vote

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

14.2 ACADEMIC AFFAIRS

Approval of Program Recommendations and Revisions

The Board, by consent, approved the following Resolution:

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

14.3 HUMAN RESOURCES

Human Resource Recommendations

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

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

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

14.4 BID AWARDS

Acceptance of Bids/Ratification of Contracts

The Board, by consent, approved the following resolution:

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

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

14.5 FINANCE

Financial Reports

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

14.6 CONTRACTS AND/OR AGREEMENTS

Contracts and/or Agreements

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

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

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

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

14.7 ACCEPTANCE OF EXTERNAL FUNDS

Acceptance of External Funds

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

RESOLVED, that the Board of Trustees does hereby accept the grants, contracts, gifts and equipment donations for the College, all as more fully set

forth in Exhibit G, attached hereto and by this reference incorporated herein;
and

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

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

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

15. COMMUNICATIONS

15.1 Chancellor's Report

Fall Enrollment

Summary: Overall, a 1% decrease in student headcount, and an overall decrease in credit hours compared to Fall 2016.

Highlights:

- The College had increases in all student enrollment types except for continuing students (-6%) and re-entry students (-1%) compared to fall 2016
- 8% increase in new first time student applications
- 9% increase in visiting student applications
- 33% increase in dual enrollment student applications (993)

An overall 3% increase in the application to enrollment conversion rate:

- 5% increase in transfer application conversion
- 6% increase in re-entry application conversion
- 2% increase in new first-time application conversion

The increase in applications and conversion rates can be attributed to an improved student communication plan.

Wildwood BBQ Bash

I wish to thank Dr. Mike Drieth and his team, and all of those involved in planning for and executing this year's Wildwood Bash hosted for the first time at the Wildwood Campus.

We estimate over 60,000 visitors. In addition, we had a booth at the Bash and Dr. Drieth reports that many people "discovered" the Wildwood campus and inquired about the courses and programs there.

Wildwood also raised \$8,500 for student scholarships for that campus just with parking revenue generated for the weekend.

Congratulations for a successful event!

STLCC Employee Giving

- This year's *One Club* campaign kicked off in March with a "Thank You" party at Bissinger's Handcrafted Chocolatier which included tours of the chocolate factory with STLCC alum, Dave Owens. Over 100 employees attended the event.
- In April each campus provost personally encouraged (and challenged) employees to give to the One Club. The campaign used social media, emails, personal phone calls, and hand written cards to raise awareness and support for the campaign.
- Total employee giving went up 36% to \$87,150, though participation went up slightly to 32%. Employees contributing 1% of their salary went up 147% in FY17 (from 7 employees to 17).

STLCC Employee Giving

Year	Employees	Employee Givers	Employee Participation	Contribution Total
FY15	1,233	285	23%	\$38,647
FY16	1,194	349	30%	\$59,577
FY17	1,244	395	32%	\$87,150,

St. Louis American Gala

This year's *St. Louis American* Gala was a delightful evening of entertainment and multiple scholarships awarded throughout the evening.

Dr. Kevin Martin was also recognized with an "Excellence in Education" award at the event. We also want to thank Trustee Ross for being present at the event.

Our 2017 Dr. Donald M. Suggs recipient is Amica Johnson, who is a mother of 3, works part time, is enrolled in 17 hours this fall, carries a 3.5 GPA, has already completed both a CNA and a CMT, and has an objective of becoming a registered nurse.

Congratulations to both Amica and Dr. Martin for their awards this past Saturday evening!

I would like to recognize students who came out to the meeting this evening.

Budget Response Team Update

As many of you know, the College is facing a \$5MM shortfall in its budget due to tax revenue declines at the State, and is also addressing changing federal accounting standards that require us to address our share of the unfunded PSRS pension liability in our financial statements. The change in accounting standards has changed our net unrestricted balances, and we need to adjust our budget to bring this amount in alignment with Board Policy.

To address these budget issues, we have established a Budget Response Team and also 5 work teams to discuss the budget situation and generate input and ideas regarding how best to address the budget shortfalls.

The purpose of the budget response team is to consider options and present recommendations to the Trustees at their November meeting. The team has established goals, guiding principles, a review of policy, administrative procedures, labor agreements and other applicable information.

The Budget Response Team has established the following work groups to provide input into the process and assist with formulating a recommendation to the Trustees:

- **Employee Optimization Work Group** (Paul Zinck and Steve Long – Champions)
- **Employee Benefits Analysis Work Group** (Paul Zinck and Kedra Tolson– Champions)
- **Employee Overload/Overtime/Sabbatical Analysis Work Group** (Andrew Langrehr and Tony Cruz – Champions)
- **Program Review/Consolidation Work Group** (Andrew Langrehr and Steve Long – Champions)
- **Departmental Outsourcing and Consolidation Work Group**(Keith Hacke and Paul Zinck – Champions)

The composition of each work group is listed below:

- **Employee Optimization Work Group**
 - Paul Zinck and Steve Long - Champions
 - Tony Cruz
 - Kedra Tolson
 - Mary Nelson
 - Larry Johnson
 - Bob Thumith
 - 1 representative from each full-time employee bargaining unit
 - 1 faculty representative from the College Academic Council (CAC)
 - 1 non-faculty member from the College Institutional Affairs Council (CIAC)
- **Employee Benefits Analysis Work Group**
 - Paul Zinck and Kedra Tolson - Champions
 - Current Employee Benefits Advisory Committee
- **Employee Overload/Overtime/Sabbatical Analysis Workgroup**
 - Andrew Langrehr and Tony Cruz - Champions
 - 1 College Chief Academic Officer
 - 2 Division Deans
 - 2 Academic Department Chairs/Coordinators
 - 1 NEA Representative
 - 1 Counseling Chair
 - 1 Student Affairs Representative
 - 1 Facilities Manager
 - 1 Information Technology representative
 - 1 Police department representative

- 1 Human Resources representative
- **Program Review/Consolidation Work Group**
 - Andrew Langrehr and Steve Long - Champions
 - 1 College Chief Academic Officer
 - 1 Associate Vice Chancellor for Academic Affairs
 - 1 Academic Dean
 - 2 Faculty
 - 1 NEA Representative
 - 1 Workforce Solutions Group Representative (in addition to Steve Long)
 - 1 Finance Representative
 - 1 Information Technology representative
- **Departmental Outsourcing and Consolidation Work Group**
 - Keith Hacke and Paul Zinck - Champions
 - 1 Facilities representative
 - 1 Auxiliary Services representative
 - 1 Controller and/or Purchasing representative
 - 1 Information Technology representative
 - 1 Workforce Solutions Group representative
 - Tony Cruz and 1 Student Affairs representative
 - 1 Provost or a Dean
 - 1 Faculty member
 - Dean Patrick Mallory
 - Dennis Dill
 - 1 Representative from Classified Union groups who will be impacted by outsourcing
 - 1 Police Department Representative

As we progress, we will keep you updated as the Work Groups and the Budget Response Team continues their work. Members of the Budget Response Team include Anthony Cruz, Keith Hacke, Andrew Langrehr, Steve Long, Mary Nelson, Kedra Tolson, Paul Zinck and myself.

15.2 Board Chair's Report

On behalf of the Board, I would like to extend Congratulations to Trustee Kevin Martin! Dr. Martin is the recipient of the 2017 Salute to Excellence in Education

Award. It is a great honor to see him recognized for his hard work and dedication to educating students, and we are proud to have him on our Board.

It was a busy month for our Foundation. The Annual Golf Tournament was very successful. Thanks to all who came out and “*Teed up*” for Tuition! The outing had a record-breaking year, with 38 percent more golfers on the course and gross revenue of 78,000 up 35 percent from last year. In addition, auction proceeds were up 66 percent.

The Foundation also held its annual Wine and Cheese reception this month, hosted by Acturis and Foundation Board member Traci O’Bryan.

On behalf of the Board, I would like to thank the Foundation staff for their hard work in planning these events and for everything they do to support our students.

Dr. Martin and I recently represented the College at the Association of Community College Trustees’s conference. I continued my responsibilities with the Diversity Committee and Dr. Martin attended a special session on Policy Guidelines for Fiscal Health and Management.

15.3 Citizens Desiring to Address the Board Regarding Other Concerns

Faculty members Doug Hurst, Elida Kraja, Sophia Perroutsakos, Ellen McCloskey, and Jeff Papier addressed the Board regarding fostering student success, providing a premier student experience, climate and culture, low enrollment, developing a growth model, resources, budgeting based on number of students, market adjustments, marketing the college, and reduction in force.

Adjunct Faculty members Steve Taylor, Gerard Ritzka, Christian Hobknach, Brett Williams, Ed Hugill, Kathy Ratino, Susan Dawson, and Steven Thomas spoke regarding union negotiations, specifically stating that adjunct faculty want three percent retroactive pay through January, sensible pay dates, a \$100 per credit hour class cancellation fee and for the college to bargain with them. They also addressed space for adjunct faculty offices.

Students Spencer Cook, Xavier Phillips, Katherine Johnson, Maria Rupp, Clayton Higginbotham (Alum), Jesse Davlin, Emma Platte, Amber Buckner, Emma Price, Cat Manes, Austin Allison, Luke Barber, Michael Marino, Isaiah Wilson, Ian Buschmann, Chancellor Boyer and Rebecca Balin addressed the Board regarding reduction in force, faculty influence on student learning, standing in solidarity with

faculty, student engagement, adjunct faculty wages, music and art education programs, stability, political climate, employee rights, accessibility for students with disabilities, high caliber of programs, state budget cuts, how budget cuts impact students, the Fair Labor Standards Act, the college serving a fractured community, and quality of education.

Citizens Kathi Buckner and Gail Rock spoke in support of full-time and adjunct faculty.

15.4 Board Member Comments

Dr. Graham thanked everyone who addressed the Board. She told them they were very passionate and the Board heard their voices. She thanked Board members for listening. She asked speakers the next time they come to the podium, to be courteous and kind and not say anything negative about Board members or the Chancellor.

Dr. Martin congratulated graduates of the Early College from Forest Park. And added that he will be excited to see them walk across the stage in May and is very proud. He added that he is also happy to see the Forest Park Library getting updated and appreciates the expansion of community relationships at Forest Park.

As a new trustee, Dr. Martin said he attended the ACCT conference as he is learning his role and how to expand impact. He said Dr. Pittman has expanded his knowledge base.

He mentioned that Dr. Perkins and Dr. Johnson are working with developmental education reform, which was covered quite extensively at the conference. He said the Community College is outdated with practices and it is about the students at the end of the day.

Dr. Martin said he appreciates the participants in the budget response teams. He said the Board does not take the budget lightly and appreciates the administration being transparent, inviting faculty and staff to participate in the process. He said he realizes that the college is on a fast timeline, but the cuts are causing the college to act quickly.

Dr. Martin said he appreciates the adjunct faculty speaking, and believes they will get to resolution in time. He added that the Board does hear and appreciates everyone's passion, and follows up with e-mails and responses to Dr. Pittman. He said if you need to reach out to a Board member, contact Becky.

Ms. Fitzgerald thanked everyone for their comments. She said their voices were heard, and while the Board does not address them publicly, they will talk among themselves.

Ms. Ross said she is very proud of students who spoke. She added that they spoke with eloquence, and their personal involvement makes them a citizen in the best way. She said she appreciates their comments.

Dr. Graham said she appreciated all of the comments everyone made, and appreciates students who came to the meeting with “Adopt a School” shirts. She added that she is very thankful for the provost of Forest Park and his excellent presentation. She said she is also very thankful for our chancellor being so responsive to the faculty, staff and trustees. She asked those who said they could not get a meeting with him to follow up and call Yvonne. She said she is glad to see solidarity of adjunct, full-time faculty and students.

Ms. Fitzgerald added that the Forest Park presentation was excellent, and it is wonderful to hear all the exciting things going at Forest Park.

Trustee Gee personally thanked students for speaking, and made the following statement:

“I think what I saw today was our students educating us and our full-time faculty. You stated great positions. We are learning from you as well. Full-time faculty and adjuncts are great. We are one family and trying to do our best. We have a wonderful leader in Dr. Pittman.

I have been associated with college for 15 years, first within the community, then in serving on the Foundation 13 years and now as a Trustee. In my 15 years, this is the first time I have seen the college be forced into this kind of financial position.

Our voices need to be heard at the State level. That is part of the process, and our governor and representatives need to hear our voices. We have a specified Community College day down in Jefferson City, but we do not need to wait until that day. As a Board we need to make our representative’s information available to students.

We do need to meet the needs of industry who are asking us to build a new building. We can’t ignore that. There are opportunities to connect in the community. We have to better serve the community.

I am imploring to have your voices heard. Jefferson City needs to hear your voices and why. We appreciate you.”

Dr. Pittman said he appreciates everyone’s time in coming out today and patience as the Board heard each of the speakers. He asked the students if they knew who their legislators were, and advised that it will be a benefit to contact them. He said the College does not want to endure budget cuts, and it would be helpful if students contact the legislatures. It will be a great benefit to the college.

Dr. Graham thanked the Board for flowers. She explained that they were in congratulations for being cured of breast cancer.

16. NEW BUSINESS

None.

17. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 10:22 p.m.

Respectfully submitted,



Rebecca Garrison
Associate for Board Relations

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

MEMORANDUM

To: Board of Trustees
FROM: Jeff Pittman
DATE: September 28, 2017
SUBJECT: Board Agenda Modifications

Page No.

1 Appointments / Full-time Administrative/ Professional Staff:

Jennifer Reynolds Reed; CC; Marketing Manager; P 13; \$75,000.00; replacement; effective 10/04/17.

Piedimonte, Kayla; CC; Email & Graphic Communications Specialist; P 08; \$40,619.00; repurposed; effective 10/04/17.

2 Appointments / Full-time Classified Staff:

Ryan Ploesser; WW; Housekeeper; \$11.58/ hr; replacement; effective 10/09/17.

Johnny Harris; MC; Housekeeper; \$11.58/ hr; replacement; effective 10/02/17.

Melvin Wea; MC; Housekeeper; \$11.58/ hr; replacement; effective 09/29/17.

**RESOLUTION OF THE ST. LOUIS COMMUNITY COLLEGE
SETTING TAX RATE FOR 2017**

WHEREAS, the Community College District of St. Louis, St. Louis County, Missouri (hereinafter referred to as the “St. Louis Community College” or the “District”), at its regular meeting of the Board of Trustees (the “Board”) duly called and held on September 28, 2017 did adopt for the fiscal year ending June 30, 2018, a budget which calls for an expenditure of \$154,347,984; and

WHEREAS, it is necessary to partially fund said budget through General Fund tax revenues to be collected throughout the District; and

WHEREAS, the Board has the power under the Missouri Revised Statutes, as amended (“R.S.Mo.”) Section 178.870 to levy a tax of up to 10 cents per hundred dollars of assessed valuation on all taxable property within the District without voter approval; and

WHEREAS, based on an election duly called and held on February 3, 1970, the voters of the District authorized the District to levy a total of up to 15 cents per hundred dollars of assessed valuation of taxable property within the District; and

WHEREAS, based on an election duly called and held on August 5, 1980, the voters of the District authorized the District to levy a total of up to 20 cents per hundred dollars of assessed valuation of taxable property within the District, and

WHEREAS, based on an election duly called and held on November 5, 1984, the voters of the District authorized the District to levy a total of up to 30 cents per hundred dollars of assessed valuation of taxable property within the District, and which is the rate approved in the last previous school election; and

WHEREAS, because of the general reassessment of real property and due to the provisions of R.S.Mo. Section 137.073, as amended, the authorized rate of levy for the District was revised in 1985 to 22 cents, revised again in 1989 to 24 cents, and further revised in 2008 to 22 cents; and

WHEREAS, the District’s tax rate for the year 2017 has been calculated in accordance with R.S.Mo. Section 137.115, as amended; and

WHEREAS, pursuant to R.S.Mo. Sections 67.110 and 137.073, as amended, the 2017 ad valorem property tax rate to be fixed is as follows:

For the General Fund **21.12** cents

NOW, THEREFORE, BE IT RESOLVED by the Board of the St. Louis Community College as follows:

Section 1. That pursuant to the provisions of Article X, Sections 11(a), 11(b), 11(c) and 11(e) of the Constitution of Missouri, as amended, and R.S.Mo. Sections 164.011, 164.041, 164.161, 164.291, 178.770, 178.870 and 178.880, as amended, further pursuant to the authority granted to the District and its Board by voters at elections duly called and held on February 3, 1970, August 5, 1980 and November 5, 1984, and further pursuant to the provisions of R.S.Mo. Sections 137.073 and 67.110 as amended, the Board hereby finds and determines and hereby establishes and orders that a tax for the benefit of the District for the year 2017 be levied and collected as follows.

For the General Fund of the said St. Louis Community College, an operating tax at the rate of **21.12** cents on each one hundred dollars of the properties hereinafter described in Section 2;

Section 2. The tax hereinabove authorized to be levied and collected shall be levied and collected for 2017 at the rate hereinabove specified in Section 1, on each one hundred dollars of:

The assessed value of all real, personal and other property, within the corporate limits of the St. Louis Community College, including properties made taxable by law for state purposes, including, but not by way of limitation, all real and tangible personal property owned by railroads, street railways, boats, vessels, aircraft, bridge companies, electric light and power companies, electric transmission line companies, pipe line companies, express companies, air line companies, and other companies and public utilities whose property is assessed by the State Tax Commission.

Section 3. That the Assessor of the City of St. Louis, the Director of the Department of Revenue of the County of St. Louis, the Assessor of Jefferson County and the Assessor of Franklin County, and all other officers in said city and counties charged by law with the assessment of taxes, be and they are hereby requested and directed to enter upon the assessment books of taxable property in said city and counties, before delivering the same to the collector or other officials charged with the duty of collecting taxes, the tax levied and to be collected pursuant to Section 1 and 2 hereof.

Section 4. That the Secretary and the Treasurer of this Board be and hereby are directed to forthwith furnish a copy of this resolution, duly certified according to law to the Comptroller, the City Register and Collector of Revenue, the Assessor and License Collector of the City of St. Louis, and the County Clerks, the Assessors and the Collectors of St. Louis County, Franklin County and Jefferson County on or before October 1, 2017.

Trustee _____ moved to adopt the foregoing resolution, and the resolution as amended, being put to a roll call vote, the result was as follows:

Those voting YES:

Those ABSENT:

Those voting NO:

The motion having received the approval of the Board, President of the Board declared the motion carried and the resolution duly adopted this 28th day of September, 2017.

This is to certify that the foregoing is a true and correct copy of the proceedings held and the resolution adopted by the Board of Trustees of the St. Louis Community College, at its meeting duly called and held on September 28, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the District this 28th day September of 2017.

Rebecca Garrison
Secretary, Board Of Trustees
St. Louis Community College

Subscribed and sworn to before me this ____ day of _____ 2017.

Notary Public

My commission expires: _____

#8 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 October 19, 2017 at 6 p.m., at the Cosand Center, 300 S. Broadway, St. Louis, MO, in the Executive Board Room, for the following reasons:

- 1) to discuss legal actions, causes of action or litigation involving St. Louis Community College and to hold any confidential or privileged communications with the attorney for the College (Section 610.021 [1]), and the lease, purchase or sale of real estate (Section 610.021 [2]); and
- 2) to discuss action upon any personnel matters relating to the hiring, firing, disciplining or promotion of personnel, (Section 610.021 [3]); and
- 3) to discuss pending and future discussion and negotiations with employee groups of St. Louis Community College and the work product related thereto (Section 610.021 [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.

September 28, 2017
Board Agenda

**#12 Recommended Waiver of Lodging and Approval of Revised Board Policy
H.22.3 Refund of Fees (Continuing Education Non-credit Courses) (R 5/97)**

<u>Time of Official Withdrawal</u>	<u>Percentage Refund</u>
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Before the first class meeting.	100%
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THREE BUSINESS DAYS BEFORE THE FIRST CLASS MEETING. MUST BE SUBMITTED IN WRITING.	100%
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From the time of the first class meeting and before the second class meeting.	50%
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From the time of the second class meeting and thereafter.	None
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TWO BUSINESS DAYS BEFORE THE FIRST CLASS MEETING OR AFTER THE CLASS HAS BEGUN.	NONE
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***SOME SPECIAL PROGRAMS AND CLASSES MAY REQUIRE A LONGER DEADLINE FOR WITHDRAWAL. THIS DEADLINE WILL BE CLEARLY PRINTED IN THE COURSE DESCRIPTION.**

CONTINUING EDUCATION REFUND FOR EXCEPTIONAL CIRCUMSTANCES

A STUDENT MAY RECEIVE EITHER A FULL OR PARTIAL REFUND FOR EXCEPTIONAL CIRCUMSTANCES. REQUESTS FOR REFUNDS MUST BE SUBMITTED IN WRITING WITHIN 10 BUSINESS DAYS OF CLASS START DATE. SUPPORTING DOCUMENTATION MAY BE REQUIRED. THE REQUEST FOR REFUNDS UNDER EXCEPTIONAL CIRCUMSTANCES WILL BE REVIEWED AND, WHERE MERITED, APPROVED BY THE ASSOCIATE VICE CHANCELLOR OF WORKFORCE SOLUTIONS.

Academic Affairs

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

Program: Respiratory Care
 Associate in Applied Science

Effective: Fall 2018 pending BOT approval

Impact Statement

This program is being revised to ensure that the STLCC Respiratory Care Program is up to current educational standards and curriculum guidelines as stated by the Commission on Accreditation for Respiratory Care (CoARC). The program revision includes a decrease in credit hours from 78 to 70 total hours.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG:101	College Composition I	3	ENG:101	College Composition	3
ENG:102	College Composition II	3	ENG:102/ COM:117/ COM:200	College Composition II / Healthcare Communication / Communication Between Cultures	3
MTH:124	Technical Mathematics I (or higher)	3-4	BIO:207	Anatomy & Physiology I	4
CHM:101	Fundamentals of Chemistry I	5	BIO:208	Anatomy & Physiology II	4
BIO:203	General Microbiology I	4	PSY:200	General Psychology	3
BIO:207	Anatomy & Physiology I	4	XXX:xxx	Missouri State Requirement	3
BIO:208	Anatomy & Physiology II	4	RC:100	Foundations of Respiratory Care	3
XXX:xxx	Missouri State Requirement	3	RC:110	Cardiopulmonary Anatomy & Physiology	3
PSY:200	General Psychology	3	RC:120	Respiratory Care Practices I	5
XXX:xxx	Physical Education Activity	2	RC:130	Patient Assessment	3

RTH:120	Introduction to Respiratory Care and Respiratory Physics	5		RC:140	Respiratory Pharmacology	2
RTH:121	Orientation to the Hospital	2		RC:150	Respiratory Care Practices II	4
RTH:125	Airway Management	3		RC:160	Mechanical Ventilation I	4
RTH:126	Introduction to Mechanical Ventilation	3		RC:170	Respiratory Care Clinical Practice I	1
RTH:127	Respiratory Pharmacology	2		RC:180	Cardiopulmonary Diseases	3
RTH:128	Arterial Blood Gases	2		RC:190	Respiratory Care Clinical Practice II	1
RTH:131	Pediatric Respiratory Care	3		RC:200	Adult Critical Care	3
RTH:140	Respiratory Care Clinical I	1		RC:210	Mechanical Ventilation II	4
RTH:146	Clinical Level II	3		RC:220	Neonatal and Pediatric Respiratory Care	3
RTH:220	Pulmonary Pathophysiology	3		RC:230	Respiratory Care Clinical Practice III	2
RTH:221	Critical Care Monitoring	2		RC:240	Respiratory Care Specialties	3
RTH:222	Cardiopulmonary Physiology	2		RC:250	Respiratory Care Capstone	4
RTH:223	Mechanical Ventilation: A Clinical Approach	4		RC:260	Respiratory Care Clinical Practice IV	2
RTH:225	Pulmonary Function Testing	3				
RTH:228	N.B.R.C. Review	2				
RTH:240	Respiratory Care Clinical III	2				
RTH:245	Respiratory Care Clinical IV	2				
TOTAL CREDIT HOURS		78		TOTAL CREDIT HOURS		70

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

Program: Funeral Service Education
Associate in Applied Science

Effective: Spring 2018 pending BOT approval

Impact Statement

This program is being revised in an effort to improve National Board scores and to ensure all American Board of Funeral Service Education (ABFSE) curriculum content is covered.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG:100 <i>OR</i>	Career English	3	BIO:111	Introductory Biology I	4
ENG:101	College Composition I	3	ENG:100 <i>OR</i>	Career English	3
COM:101	Oral Communication I	3	ENG:101	College Composition i	3
BIO:103	Problems in Anatomy	3	MTH:108	Elementary Applied Mathematics	3
XXX:xxx	Missouri State Requirement	3	PSY:200	General Psychology	3
PSY:200	General Psychology	3	XXX:xxx	Missouri State Requirement	3
IS:116	Computer Literacy	3	IS:116	Computer Literacy	3
MTH:108	Elementary Applied Mathematics	3	COM:101	Oral Communication I	3
BIO:111	Introductory Biology I	4	ACC:100	Applied Accounting	3
XXX:xxx	Physical Education Activity	2	FSE:101	History and Sociology of Funeral Service	3
ACC:100	Applied Accounting	3	BIO:103	Problems in Anatomy	3
FSE:101	History and Sociology of Funeral Service	3	FSE:102	Dynamics of Grief Management	3
FSE:103	Funeral Directing	2	FSE:103	Funeral Directing	3
FSE:107	Funeral Service Merchandising	2	FSE:104	Funeral Directing practicum	2
FSE:104	Funeral Directing Practicum	2	FSE:105	Funeral Directing practicum II	2
FSE:106	Mortuary Law and Ethics	3	FSE:106	Mortuary Law and Ethics	3
FSE:105	Funeral Directing Practicum II	2	FSE:107	Funeral Service Merchandising	2
FSE:102	Dynamics of Grief Management	3	FSE:201	Funeral Home Management	3
FSE:201	Funeral Home Management	2	FSE:210	Embalming	3

FSE:202	Embalming I	2	FSE:203	Embalming Practicum I	2
FSE:203	Embalming Practicum I	2	FSE:205	Embalming Practicum II	2
FSE:204	Embalming II	2	FSE:206	Restorative Art	4
FSE:205	Embalming Practicum II	2	FSE:211	Microbiology for Funeral Service	3
FSE:207	Microbiology and Pathology for Funeral Service	3	FSE:209	Pathology for Funeral Service	3
FSE:206	Restorative Art	4	FSE:208	Funeral Service Seminar	3
FSE:208	Funeral Service Seminar	2	FSE:108	Embalming Chemistry	2
TOTAL CREDIT HOURS		66	TOTAL CREDIT HOURS		71

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

Program: Funeral Directing
Certificate of Specialization

Effective: Spring 2018 pending BOT approval

Impact Statement

This program is being revised in an effort to improve National Board scores and to ensure all American Board of Funeral Service Education (ABFSE) curriculum content is covered.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ACC:100	Applied Accounting	3	COM:101	Oral Communication I	3
COM:101	Oral Communication I	3	PSY:200	General Psychology	3
PSY:200	General Psychology	3	ACC:100	Applied Accounting	3
IS:116	Computer Literacy	3	IS:116	Computer Literacy	3
FSE:101	History and Sociology of Funeral Service	3	FSE:101	History and Sociology of Funeral Service	3
FSE:102	Dynamics of Grief Management	3	FSE:107	Funeral Service Merchandising	2
FSE:106	Mortuary Law and Ethics	3	FSE:201	Funeral home Management	3
FSE:107	Funeral Service Merchandising	2	FSE:106	Mortuary Law and Ethics	3
FSE:201	Funeral Home Management	2	FSE:102	Dynamics of Grief Management	3
FSE:103	Funeral Directing	2	FSE:103	Funeral Directing	3
TOTAL CREDIT HOURS		27	TOTAL CREDIT HOURS		29

HUMAN RESOURCES AGENDA SUMMARY

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09/28/17

APPOINTMENTS / FULL-TIME FACULTY

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Nixon, Carol	C	FV	Assistant Professor, temporary (Family & Consumer Sciences)	III-D	\$63,168.00	Replacement	08/15/17 – 05/17/18

APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Smith, Jeffrey R.	C	FV	Manager, Facilities	P 13	\$70,000.00	Replacement	10/02/17
Gillis-Davis, Lisa	N	MC	Manager, Academic Advising	P 12	\$64,000.00	Replacement	10/09/17
Swadener, Mark	N	CC	Supervisor, General Accounting	P 10	\$68,000.00	Replacement	10/02/17
Nesler, Stephanie	N	W	Coordinator, Dual Credit/ Enrollment Partnerships	P 09	\$50,160.00	Replacement	10/02/17

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09/28/17

APPOINTMENTS / FULL-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Bell, Harold	N	MC	Financial Aid Counselor	CU 06	\$36,000.00	Replacement	10/16/17
Ray, Latoria	N	FP	Financial Aid Counselor	CU 06	\$36,000.00	Replacement	10/02/17
Rushing, Tiffini	N	FV	Financial Aid Counselor	CU 06	\$36,000.00	Replacement	10/02/17
Teare, Philip	N	FP	Financial Aid Counselor	CU 06	\$36,000.00	Replacement	10/02/17
Walls, Chiquita	N	FP	Financial Aid Counselor	CU 06	\$36,000.00	Replacement	10/02/17
Washington, DeAnna	N	FP	Financial Aid Counselor	CU 06	\$36,000.00	Replacement	10/02/17
James, Angeline	C	CC	Administrative Clerk II (Engineering Design)	CU 04	\$34,477.00	Replacement	10/02/17
Callant, Diane	C	FV	Secretary (Access Office)	CU 04	\$31,437.00	Replacement	10/02/17
Kelley, Daniel	C	FV	Lead Stationary Engineer	n/a	\$34.30 / hr	Lead responsibility	10/08/17
Steele, Barbara	C	FV	Lead Groundskeeper	n/a	\$18.90 / hr	Lead responsibility	10/08/17
Harmon, Rhonda	C	FV	Lead Housekeeper	n/a	\$17.49 / hr	Lead responsibility	10/02/17
Wilson, Trevor	N	FV	Groundskeeper	n/a	\$16.36 / hr	Replacement	10/02/17
Canamore, Alisha	N	MC	Housekeeper	n/a	\$11.58 / hr	Replacement	09/29/17
Chapman, Pamela	N	MC	Housekeeper	n/a	\$11.58 / hr	Replacement	10/02/17
Murphy, Erica	N	MC	Housekeeper	n/a	\$11.58 / hr	Replacement	10/09/17

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09/28/17

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

NAME	LOC	TITLE	PAY RATE	COMMENTS	EFFECTIVE DATE
Steele, Barbara	FV	Groundskeeper	\$18.00 / hr	Completion of probationary period	07/2317

REVISIONS TO PREVIOUSLY- APPROVED ITEMS

Board of Trustees approval on 06/15/17/17, page 1:

Revise pay rate for Katie Schaben from \$36,865.00 to \$37,937.00.

Board of Trustees approval on 08/17/17, page 1:

Revise effective date for Timothy Eckardt from 09/05/17 to 09/11/17.

Board of Trustees approval on 08/17/17, page 2:

Revise additional compensation ending date for Vicki Kettenacker from 08/31/17 to 09/30/17.

Board of Trustees approval on 08/17/17, memo of agenda modifications:

Revise effective date for Michael McCluskey from 09/01/17 to 08/28/17.

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IIINFORMATION ONLY

RESIGNATIONS / FACULTY

NAME	LOCATION	TITLE	EFFECTIVE DATE
Cohen, Richard	FV	Assistant Professor (Family & Consumer Sciences)	07/31/17

RESIGNATIONS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Bennett, Scott	FV	Manager, Facilities	08/17/17
Campbell, Kaiisha	FV	Child Care Specialist	09/02/17
Condra, Rachel	CC	Digital Content Writer	09/07/17
Gosling, Lauren	CC	Director, Digital Services	09/07/17
Robinson, Collin	FP	Project Associate I (VP, Student Affairs Office)	09/01/17
Voorhees, Heather	MC	Educational Assistant III (Math Lab)	09/01/17
Standen, Gilbert	CC	Oracle & Database System Administrator	09/13/17

RESIGNATIONS / FULL-TIME CLASSIFIED STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Gunn, Celestia	FV	Administrative Secretary (Dean, Bus & Human Dev Office)	07/31/17
Rardin, Curtis	FV	Bookstore Assistant I	09/01/17
Settle, Kelvin	FP	Stationary Engineer	08/28/17
Stuart, Jonathan	FV	College Police Officer	08/11/17
Walker, Eboni	FP	Housekeeper	08/28/17

Recommendation for Award/Purchasing – Contract

- Supports: College District-Wide Maintenance Departments

Board approval is requested for the award of a contract for the routine purchase of hardware items to ***BUYER INDUSTRIAL & INSTITUTIONAL SUPPLY, HANDYMAN HARDWARE, INC.*** and ***NEW MARKET HARDWARE***, in an amount estimated at ***\$270,000.00*** to be split between three (3) bidders with no guaranteed amount to any one vendor, for a period of three (3) full years, to begin October 1, 2017.

Description

This contract will be used by the College’s District-wide Maintenance Department for the purchase of hardware supplies and small equipment items. Awarding this contract to the three responding bidders will provide the College with maximum accessibility for pick-up and delivery to all campus locations and access to the widest range of products and savings. The recommended bidders met all requirements of the bid.

Bid – B0003647

The evaluation of this bid, which opened July 19, 2017, is listed below:

<u>Bidders</u>	<u>Sample Pricing/ 44 Common Items</u>	<u>Total Point Score</u>
<i>BUYERS INDUSTRIAL & INSTITUTIONAL SUPPLY, L.L.C.</i>	<i>\$378.91</i>	<i>100.00</i>
<i>HANDYMAN HARDWARE, INC.</i>	<i>407.29</i>	<i>93.03</i>
<i>NEW MARKET HARDWARE</i>	<i>505.32</i>	<i>74.98</i>

Funding

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

Advertisements

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

Recommendation for Award/Purchasing - Contract

- Supports: May Graduation Commencement Students – District Wide

Board approval is requested for the award of a contract to **GRAD IMAGES**, for the routine purchase of graduation photography services, in an amount estimated at **\$100,000.00**, for a period of four (4) years, covering annual May graduation commencements for years 2018, 2019, 2020 and 2021, beginning September 30, 2017.

Description

This contract will provide photography services for our annual May Graduation Commencement. All financial transactions will take place directly between the students and **GRAD IMAGES**. The recommended bidder meets all the requirements of the bid. No known minority-owned or woman-owned business enterprise participated in this bid process.

Bid – B0003642

The evaluation of this bid, which opened June 27, 2017, is listed below:

<u>Bidders</u>	<u>Sample Pricing/ High Volume Packages</u>	<u>Total Points Scored</u>
<i>GRAD IMAGES</i>	<i>\$117.70</i>	<i>100.00</i>
Trotter Photo of St. Louis, Inc.	121.50	98.44
Life Touch National School Studios Inc.	138.20	92.58
Kabance Photo Services, Inc.	232.00	84.37

Funding

All financial transactions will be made directly between the students and **GRAD IMAGES**.

Advertisements

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

Recommendation for Award/Purchasing – Contract Renewal

- Supports: Maintenance Departments – District Wide

Board approval is requested to allow the continued use of the Western States Contracting Alliance (WSCA-NASPO) cooperative purchasing contract with **LOWE’S** for the purchase of hardware supply and small equipment items for a period of three (3) full years, for an amount estimated at **\$50,000.00**, to begin October 1, 2017.

Description

This contract will be used by the College’s District-Wide Maintenance Department for the purchase of hardware supplies and small equipment items. Usage of this contract will supplement the current hardware contract and broaden our access to a wider range of industrial supplies and savings.

Product Categories

Discount Offered

All stocked Products

5% Point of Sale Discount

Funding

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

Advertisements

The Western States Contracting Alliance (WSCA) managed all aspects of their bid process, including placement of all notices and advertisements.

Recommendation for Award/Purchasing – Contract Renewal

- Supports: Allied Health, Nursing, Childcare & Teacher Education Programs and Human Resources – District-Wide

Contract B0003564 with *CASTLE BRANCH*, for background checks, drug testing and immunization tracking services, was originally approved by the Board of Trustees on November 17, 2016, for a period of one (1) full year, with option to renew for four (4) consecutive years, beginning February 1, 2017 with an annual award amount of \$75,000.00. The vendor has performed to the College's satisfaction, therefore, we are requesting approval to exercise the second year renewal option with additional second year funding estimated at \$75,000.00.

Recommendation for Award/Purchasing – Contract Renewal

- Supports: Police, IT, Maintenance and Building & Grounds - District-Wide

Contract B0003529 with *WARNER COMMUNICATIONS CORPORATION* for the purchase two-way radio communication equipment, maintenance and service, was originally approved by the Board of Trustees on August 18, 2016, for an annual award amount estimated at \$45,000.00 for a period of one (1) full year, with option to renew for a second, third, fourth and fifth year, to begin December 16, 2016. The current contract balance is \$36,532.00. Therefore, we are requesting approval to exercise the second year renewal option with no additional award amount at this time.

Recommended for Award/Purchasing -Additional Funds

- Supports: Campus Police Departments

Contract B0003413 with *CONCENTRA MEDICAL CENTERS*, was originally approved by the Board of Trustees on July 23, 2015 for an estimated amount of ***\$35,000.00***, for drug and alcohol testing services, for a period of three (3) full years, beginning October 1, 2015. As the current contract balance is approximately \$2,136.85 and the contract period is effective till September 30, 2018, we request approval to add additional funds estimated at ***\$10,000.00*** to the award amount.

Recommendation for Award/Purchasing - Contract

- Supports: Environmental Health and Safety District Wide

Board approval is requested for use of three (3) State of Missouri cooperative contracts for hazardous waste disposal and recycling services, for a combined amount estimated at \$30,000.00, for a period of six (6) months, to begin October 1, 2017 with an option to renew until March 31, 2018. The contracts were awarded to the following bidders by the State of Missouri Office of Administration, Division of Purchasing and Material Management:

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

Description

These contracts will be used by the college for the routine disposal of hazardous waste, to include, but not limited to, paints, solvents, pesticides, reactives, PCBs, motor oil, capacitors and transformers. The contracts will also provide analytical services on any questionable or unknown materials, so that subsequent disposal can be properly managed. The Risk Management and Physical Facilities Departments at all college locations will cooperatively manage the college's use of all services.

Funding

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

Advertisements

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

Recommendation for Award/Purchasing - Renewal

- Supports: IT – District Wide

State of Missouri Prime Vendor Contract C211034001 with **WORLD WIDE TECHNOLOGY, INC.**, for the purchase of microcomputer systems, components and related items was originally approved by the Board of Trustees on July 28, 2011, for a period of two (2) years with three (3) optional renewals. The State of Missouri has extended the contract through December 31, 2017; we request approval to continue use of this contract through the end of the contract period with additional funding estimated at \$1,500,000.00.

Recommendation for Award/Purchasing – Contract

- Supports: IT Infrastructure – College Wide

Board approval is requested to allow the use of the **MITCA MEMBER PARTICIPATION CONTRACT** (collectively "Agreement") between **CENTURYLINK COMMUNICATIONS, LLC f/k/a QUEST COMMUNICATIONS COMPANY, LLC (Century Link)**, Contract Number 138AN-TISA2013-0416 to begin October 1, 2017, for a period of three (3) full years, for a total amount estimated at \$30,000.00.

Description

This contract will be used by the IT Infrastructure to provide Long Distance calls from the College phones.

Services Provided:

Two circuits from REJIS to CenturyLink for up to a total of 46 simultaneous Long Distance calls.

Funding

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

Advertisement

This contract was advertised and let by MITCA Cooperative Services

Recommendation for Award/Purchasing – Contract

- Supports: Foundation

Board approval is requested to award a contract to *DINI PHERIS* for fundraising consulting services, on an “as needed” basis, to begin October 1, 2017, for a period of one (1) full year, for a total amount estimated at \$39,000.00

Description

This contract will be used by the College Foundation to conduct a feasibility study for a capital campaign to raise money needed to support student success at St. Louis Community College to include scholarships, workforce development and capital improvements. The recommended bidder met all the specifications of the bid and achieved the highest score, which was scored as follows:

Price	50%
Relevant Experience.....	15%
Work Understanding	15%
Organization/Structure	5%
Qualification of Firm/Staff	5%
Compatibility	5%
<u>Feasibility Study Timeline.....</u>	<u>5%</u>
Total Possible	100%

Bid – B0003648

The evaluation of this bid, which opened July 25, 2017, is listed below:

<u>Bidders</u>	<u>Price/50%</u>	<u>Score</u>	<u>Other/50%</u>	<u>Total Score/100%</u>
<i>DINI PHERIS</i>	39,000.00	28%	50%	78%
Brakeley Briscoe Inc.	33,000.00	33%	41%	74%
MJ&A	22,000.00	50%	21%	71%
EDM Consulting	22,500.00	49%	21%	70%
Rich Gross	29,000.00	38%	31%	69%
JGA	56,000.00	20%	40%	60%
Zilo Group	29,925.00	37%	10%	47%

Funding

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

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for one professional civil engineering agreement, 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.

Description:

BRiC Partnership LLC

A17-0282 BRI #1 – HVAC Upgrades in Communications North **\$15,400.00**
(Meramec)

Consultant will provide professional civil engineering services regarding HVAC upgrades for first-floor offices in the Communications North building. The Consultant will study heat issues in the computer help desk area and will make recommendations to correct the issues. The agreement includes design work and limited construction management for the new system.

Total Ratification: **\$15,400.00**

Funding:

This project was funded from operating and capital budgets.

Recommendation for Ratification of Emergency Repair Contract/Physical Facilities:

Board ratification is requested for one Emergency Repair Contract issued to **Raineri Construction LLC** in the amount of **\$21,739.30**.

Description:

During annual concrete maintenance work, a structural issue was discovered below a sidewalk at the Forest Park Theater. Upon the recommendation of a structural engineering consultant, the contractor was authorized to proceed on a time and materials basis to complete the work before the start of the Fall semester. The final contract amount was reviewed and approved by the Engineering and Design Department.

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
60232	IPSO WE233/S Washer/Extractor	014422	MC	Poor	1/28/2005	\$ 5,840.00	\$ -

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

Contracts and Agreements

Approval of Agreement between Quest Management Consultants and St. Louis Community College

Board approval is requested for an agreement between **Quest Management Consultants and St. Louis Community College** to conduct a search for the Associate Vice Chancellor, Human Resources vacancy at a cost of **\$25,000 plus expenses**.

Academic Affairs

Contracts and Agreements

Clinical Agreements

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

Participant	Program	Effective Date
Shared Blessings Shelter	Human Services	08/09/17
Criminal Justice Ministries	Human Services	08/21/17
Young Life St. Louis	Human Services	08/21/17
Fox School District	Occupational Therapy Assistant	08/25/17

Agreement between St. Louis Community College and Global Spectrum, L.P. (Chaifetz Arena at St. Louis University)

It is recommended that the Board of Trustees approve an agreement between St. Louis Community College and Global Spectrum, L.P. (Chaifetz Arena at St. Louis University) to provide the facility and services for the College’s annual commencement ceremony to be held on Friday, May 11, 2018, at a cost of \$13,000.00 for rental of the facility.

Memorandum of Understanding between St. Louis Community College and the Curators of the University of Missouri on behalf of the University of Missouri -St. Louis

It is recommended that the Board of Trustees ratify a Memorandum of Understanding (MOU) between St. Louis Community College (STLCC) and the Curators of the University of Missouri on behalf of the University of Missouri-St. Louis (UMSL). This MOU allows the “We Teach MO” program, offered through UMSL, to be taught on the Florissant Valley (FV) campus in an effort to increase the number of skilled instructors in the areas of science, technology, engineering, and math. As part of the agreement, STLCC will provide an opportunity for STLCC students interested in STEM programs/classes to enroll in the class taught through UMSL but offered on the STLCC-FV campus. The students accepted into the program will be able to take the course under a scholarship program offered by UMSL and STLCC will provide the classroom and

classroom supplies (as mutually agreed upon before the beginning of the semester). Students may also transfer the one-credit hour course to STLCC to be used an elective course.

Articulation Agreement – Webster University

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

Articulation Agreement – Webster University

It is recommended that the Board of Trustees approve an articulation agreement between St. Louis Community College and Webster University. This agreement will allow students who complete the Associate in Applied Science degree in Business Administration-Management to transfer seamlessly to Webster University Bachelor of Arts degree in Management.

Articulation Agreement – Webster University

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

Articulation Agreement – Webster University

It is recommended that the Board of Trustees approve an articulation agreement between St. Louis Community College and Webster University. This agreement will allow students who complete the Associate in Applied Science degree in Business Administration-Management to transfer seamlessly to Webster University Bachelor of Arts degree in Entrepreneurship.

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>
Anheuser-Busch, Inc.	To provide instructional design and curriculum development services. Manager: Don Robison	Workforce Solutions Group	August 2, 2017 through January 31, 2018.	\$35,200
Dohmen Life Science Services	On-site delivery of Dohmen's Management Development Boot Camp. Manager: Don Robison	Workforce Solutions Group	July 20, 2017 through September 30, 2017	\$2,380
GKN Aerospace	Professional educational services in the areas of composite fabrication and assembly training. Manager: Don Robison	Workforce Solutions Group	July 17, 2017 through September 30, 2017	\$31,440
Midwest Industrial Rubber	Professional services in the areas of training facilitation, self-paced E-Learning and consultation services. Manager: Don Robison	Workforce Solutions Group	August 17, 2017 through June 30, 2018	\$17,570
SSM Health	Medical Assistant and Patient Care Technician Training Program. Manager: Steve Long	Workforce Solutions Group	April 1, 2017 through March 31, 2019	\$36,000

Workforce Solutions Group

Contracts and/or Agreements

Agreement between St. Louis Community College and Mercy Clinic East Communities

It is recommended that the Board of Trustees ratify an affiliation agreement effective July 1, 2017 between St. Louis Community College and Mercy Clinic East Communities for the purpose of development and training of students enrolled in the Medical Assistant Program.

Institutional Development

Acceptance of External Funds

<u>AGENCY</u>	<u>AMOUNT</u>	<u>PURPOSE</u>	<u>FUND</u>
U.S. Department of Education	\$ 243,986.00	<p>Grant to St. Louis Community College for the Florissant Valley campus to participate in the TRiO Student Support Services (SSS) Program. The purpose of the SSS Program is to provide academic and other support services to low-income, first-generation students, and/or students with disabilities to increase student retention and graduation rates, facilitate their transfer from two-year to four-year colleges, and foster an institutional climate supportive of their success. The Florissant Valley campus will provide student support services to 160 eligible students. Program services include academic tutoring, intrusive academic advising and counseling, financial literacy, transfer assistance, career exploration, cultural/academic enrichment, and mentoring. <i>This award represents the third year of a five-year grant.</i></p>	Restricted

Project Period: 9/01/2017-8/31/2018
Project Director: Rosita Lewis

U.S. Department of Education	\$ 225,064.00	<p>Grant to St. Louis Community College for the Forest Park campus to participate in the TRiO Student Support Services (SSS) Program. The purpose of the SSS Program is to provide academic and other support services to low-income, first-generation students, and/or students with disabilities to increase student retention and graduation rates, facilitate their transfer from two-year to four-year colleges, and foster an institutional climate supportive of their success. The Forest Park campus will provide student support services to 144 eligible students. Program services include academic tutoring, intrusive academic advising and counseling, financial literacy, transfer assistance, career exploration, cultural/academic enrichment, and mentoring. <i>This award represents the third year of a five-year grant.</i></p>	Restricted
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Project Period: 9/01/2017-8/31/2018
Interim Project Director: Carolyn Jackson

U.S. Department of Education	\$ 224,817.00	<p>Grant to St. Louis Community College for the Meramec campus to participate in the TRiO Student Support Services (SSS) Program. The purpose of the SSS Program is to provide academic and other support services to low-income, first-generation students, and/or students with disabilities to increase student retention and graduation rates, facilitate their transfer from two-year to four-year colleges, and foster an institutional climate supportive of their success. The Meramec campus will provide student support services to 160 eligible students. Program services include academic tutoring, intrusive academic advising and counseling, financial literacy, transfer assistance, career exploration, cultural/academic enrichment, and mentoring. <i>This award represents the third year of a five-year grant.</i></p>	Restricted
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Project Period: 9/01/2017-8/31/2018
Project Director: Sanela Mesic