

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
ST. LOUIS COMMUNITY COLLEGE  
THURSDAY, MARCH 22, 2018**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, March 22, 2018, at the Forest Park Campus, 5600 Oakland 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 7:08 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. Craig Larson, Trustee; Ms. Joan McGivney, Trustee (Via SKYPE), and Ms. Pam Ross, Trustee. Dr. Kevin Martin, Trustee, was absent.

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

2. Welcome to Guests

Dr. Graham welcomed guests attending the meeting.

3. Citizens Desiring to Address the Board Regarding Agenda Items

Emily Neal, Faculty, addressed the Board regarding increased cost of medical insurance benefits.

Traci Carpenter, Staff, addressed the Board regarding the increased cost of medical insurance benefits.

4. Adoption of Agenda/Revisions to Agenda

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

5. Approval of the February 22, 2018 and March 6, 2018 Meeting Minutes

On motion by Mr. Gee and seconded by Ms. McGivney, the Board unanimously approved the February 22, 2018 Regular meeting minutes and March 6, 2018 Special Meeting minutes as written.

6. Approval of Resolution Re April 26, 2018 Executive Session of the Board of Trustees

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board, by a roll-call vote, with Dr. Martin being absent, unanimously approved the resolution scheduling an executive session on April 26, 2018, 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. Nez Savala, Communications Manager, read statements of congratulations for students, staff and trustees on their recent awards and accomplishments.

8. Approval of Revised Board Policy G.12.3 Restrictions on Unspecified Electives.

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board unanimously lodged Revised Board Policy G.12.3 Restrictions on Unspecified Electives, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

9. Waiver of Lodging and Approval of Revised Board Policies H.20 Fees and Fines and H.21 Maintenance Fees

Following discussion, Mr. Gee moved approval of Board Policy H.20, "Fees and Fines," as revised, and further moved that, due to the uncertainties inherent in the State budget process, the Chancellor be authorized to reduce the fees to the Fall 2017 amounts, if feasible, without further Board approval. Dr. Larson seconded the motion, and changes to the policies were approved all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

10. Waiver of Lodging and Approval of Revised Board Policy G.12.2 General Degree Requirements

Following discussion, on motion by Ms. McGivney and seconded by Ms. Fitzgerald, the Board unanimously waived lodging and approved revised Board Policy G.12.2 General Degree requirements, all as more fully set forth in Exhibit A, attached hereto and by this reference incorporated herein.

11. Information Items

Hester Owens, Justin Rudick, Tom Dieckmann, and Carol O’Laughlin of the Chancellor’s Leadership Academy, presented their group project on course scheduling and answered questions from the Board.

12. Approval of Consent Items

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

12.1 Consent Item Motion and Vote

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board approved pulling agenda items contained within sections 12.3 and 12.4 for discussion.

Following discussion and presentations from Deb Barron, Associate Vice Chancellor for Human Resources, and Paul Zinck, Vice Chancellor for Finance and Administration, the Board decided to pull the Health Insurance portion of the Human Resources Agenda from the consent agenda for a separate vote.

On motion by Mr. Gee, and seconded by Ms. Ross, the Board approved the Medical Insurance recommendations by a vote of 4-2, with Ms. Ross and Ms. Fitzgerald voting “no,” and Dr. Martin being absent.

Ms. McGivney asked questions regarding the bid awards pertaining to the construction of the Nursing and Allied Health building. Mr. Zinck answered her questions.

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board unanimously approved the remaining consent agenda items all as more fully set forth in Exhibit A, attached hereto and by this reference incorporated herein.

## 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

No items.

## 13. COMMUNICATIONS

### 13.1 Chancellor's Report

Dr. Pittman gave the following report:

#### **SSM Lease**

We have completed arrangements for a 7-year lease at the Corporate College with SSM HealthCare, who will occupy much of the third floor of that building. The contract includes two 5-year renewable extensions.

This partnership grew out of meetings with SSM to work more closely together on our health career programs and will result in the Corporate College building being more fully utilized once SSM and the College offices from Cosand Center relocate there.

#### **Legislative Update**

I have continued to meet with individual legislators and have met with the following legislators this month:

Rep. Courtney Curtis  
Rep. Bruce DeGroot  
Sen. Jamilah Nasheed  
Sen. Maria Chapelle-Nadal  
Sen. Andrew Koenig  
Rep. Tracy McCreery  
Rep. Josh Peters

The State budget remains a work in progress. The House is restoring 60 percent of the Governor's core cuts and is delaying performance funding measures. The Senate is indicating that it would like to bring funding even with this year. These differences are expected to be worked out in conference committee in May.

There are a number of bills that are relevant to STLCC and Missouri community colleges including:

#### HB 1465 – Mission Review Bill

- Develops a collaborative framework and guidelines for colleges and universities to offer new programs and degrees.
- Will allow community colleges to offer specified bachelor's degrees (most likely in technology and allied health).
- HB 1465 has passed the House and Senate with some amendments.
- The bill is now back in the House where it is expected to be Third Read and Finally Passed (TAFP) and go to the Governor.

### SB 990

- Makes it easier for community colleges to annex area school districts.
- This bill is important for community colleges who serve students that are not included in the college's service area.
- SB 990 has been amended onto a number of bills and it is expected that it will eventually be Third Read and Finally Passed (TAFP).

### SB 549

- SB 549 is necessary to extend the sunset provisions included in our Missouri Works training program.
- Without an extension, training programs will cease next year.
- SB 549 easily passed the Senate and has been heard in the House Economic Development Committee.

### HB 411

- HB 411 would extend Access scholarship eligibility to WGU – Missouri students.
- It is expected that this bill will easily pass in the House but will run into opposition in the Senate.

### Firearm & Weapons Bills

- A number of firearm and weapons bills have been introduced.
- One of the bills includes language that colleges MAY train certain faculty and staff to carry on campus.
- At this time there is not much movement on any of these bills.

### **Cosand Center Moves**

Plans for the sale of our downtown headquarters building continue to move along as the proposed redevelopment project has received approval by the City. In preparation for vacating the Cosand Center by the end of May, a number of offices have already moved.

The Office of Institutional Development, District-wide Police, and the Chancellor's office have already moved to our Corporate College facility on McKelvey Road in Bridgeton. The Office of General Counsel has relocated to the Harrison Education Center while Risk Management, District-wide Facilities and District-Wide Auxiliary Services are now located on the Meramec campus.

Plans are well underway for the remaining Cosand Center offices to move to Corporate College, Forest Park, or Meramec.

### 13.2 Board Chair's Report

#### HLC VISIT

On February 26, the entire Board met with the accreditation team during their visit, helping the team understand how the board is fulfilling its fiduciary authority and maintaining appropriate oversight over the college. The team was impressed to have the full Board involved, and I want to thank my fellow Board members for participating in this important process.

#### Groundbreaking Ceremony

Tomorrow is an exciting day for the College, as we are scheduled to break ground on the Center for Nursing and Health Sciences. The Board is looking forward to the creation of innovative learning spaces to better serve our students. I hope to see many of you at 10 a.m. tomorrow at the Forest Park Campus.

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

Ms. Katy Smith addressed the Board regarding reduction in force in library and counseling staff across the district.

Xaiver Phillips, Student, said the MCCA Day in Jefferson City was cancelled and addressed tuition rates for DACA Students. Dr. Pittman advised Mr. Phillips that the college is bound by law to charge the international tuition rate, but has put money in the Foundation to offset the costs for the DACA students.

### 13.4 Board Member Comments

Ms. Ross thanked faculty and staff for their comments and thanked them for attending the meeting.

### 14. NEW BUSINESS

None.

### 15. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 8:36 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: March 2018  
Subject: Board Agenda Modifications

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Section/Page No

**12.3/ 1 Appointments / Full-Time Administrative / Professional Staff:**

Galliani, Gene; CC; Director, Infrastructure Technology & Architecture, A 19; \$112,500; effective: 04/09/2018

Bolar, Jamie Lynne; FP; Acting Director of Student Support Services, P 10; \$49,143; acting effective: 04/02/2018

**Appointments / Full-Time Classified Staff:**

Dollenga, Leonard; FP; Financial Aid Counselor, CU 6; \$36,000; effective: 04/12/2018

**Information Only:**

**Resignations / Administrative / Professional Staff:**

Hibbert, Danielle; FP; Learning Experience Consultant; effective: 03/09/2018

**12.4/5.5 Recommendation for Award/Purchasing - Contract**

Board approval is requested for the award of a contract for external supplemental technical services for the Information Systems Department as needed. (Attached)

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

Board approval is requested for the award of a contract for external supplemental technical services for the Information Systems Department as needed to ***SYLLOGISTEKS, OXFORD GLOBAL RESOURCES, LLC, RADGOV, INC, COOLSOFT, LLC, GATEWAY SOLUTIONS, INC, AOS*** and ***REJIS***, in an amount estimated at **\$200,000.00**, (annually) for a period of three (3) years, to begin March 23, 2018.

### **Description**

This contract will be used by the Information Technology Department to secure supplemental professional services during work volume overload or when required specific technical expertise is not available from college staff. In general, the contract vendors will be brought in to assist with equipment installation, software development, information security, program management, systems management and application development services. Seven vendors were selected to insure that the college has timely access to a broad set of specific and specialized skills and technical assistance at any given time, as the issue of availability of the individuals with appropriate skill sets can be critical at times.

### **Bid – B0003694**

The evaluation of this bid, which opened Friday, March 9, 2015, is listed below:

<b><u>Bidders</u></b>	<b><u>Hourly Fee Range</u></b>	<b><u>Technical Points</u></b>
<b><i>SYLLOGISTEKS</i></b>	<b>\$37 - \$95</b>	<b>50</b>
<b><i>OXFORD GLOBAL RESOURCES, LLC</i></b>	<b>\$90 - \$240</b>	<b>50</b>
<b><i>RADGOV, INC</i></b>	<b>\$45 - \$92</b>	<b>50</b>
<b><i>COOLSOFT, LLC</i></b>	<b>\$45 - \$75</b>	<b>50</b>
<b><i>GATEWAY SOLUTIONS, INC</i></b>	<b>\$25 - \$85</b>	<b>50</b>
<b><i>AOS</i></b>	<b>\$130 - \$225</b>	<b>50</b>
<b><i>REJIS</i></b>	<b>\$77 - \$125</b>	<b>50</b>
When You Require Computer Services, LL	\$75 - \$1,055	42
SystemDomain, Inc	\$110 - \$190	45
Throttlenet	\$150	50
Neumeric Technologies Corporation	\$90 - \$150	33

### **Funding**

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

### **Advertisements**

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

**#6 Resolution Re April 26, 2018 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 611.022 (as amended 2004), schedules the holding of a closed meeting, record and vote on April 26 at 6 p.m. at the Florissant Valley campus, St. Louis, Missouri, in Private Dining Room A, 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 611.021 [1]), and the lease, purchase or sale of real estate (Section 611.021 [2]); and
- 2) to discuss action upon any personnel matters relating to the hiring, firing, disciplining or promotion of personnel, (Section 611.021 [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 611.021 [10]); and
- 4) to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, (Section 611.021 [8]); and
- 5) to hold confidential or privileged communications with the auditor, including all auditor work product (611.021 [17]), and

FURTHER RESOLVED, that notice of the closed meeting be given in accordance with R.S. Mo. Section 611.020 as amended 2004.

February 22, 2018  
Board Agenda

## #8 Recommended Approval of Revised Board Policy G.12.3 Restrictions on Unspecified Electives

### G.12.3 Restrictions on Unspecified Electives <sup>(R 9/96)</sup>

~~A maximum of four credit hours from courses numbered below 100 may apply as unspecified electives toward the associate degree. Credit hours from courses below 100 may not be applied as electives defined by discipline.~~ UNSPECIFIED ELECTIVES ARE DEFINED AS COLLEGE-LEVEL COURSES THAT ARE NOT REQUIRED, BUT CAN BE INCLUDED, WITHIN A DEGREE PROGRAM.

A maximum of nine credit hours in special ~~problems~~ TOPICS courses may apply as unspecified electives toward the associate degree. Special TOPICS ~~problems~~ courses may not be applied as electives defined by discipline.

**# 9 Recommended Lodging of Board Policy H.20 Fees and Fines and H.21 Maintenance Fees**

**H.20 Fees and Fines**

**H.20.1 Maintenance Fees** <sup>(R 5/17)</sup>

Students must have no outstanding debt with St. Louis Community College in order to register for credit or continuing education classes or programs or engage any new services from St. Louis Community College. Debt for maintenance fees incurred through returned checks, failed payment plans, or failed financial aid may cause the student to be dropped from class and refunded in accordance with the college's published guidelines. Exceptions may be granted in writing by the Chancellor or the Vice Chancellor of Finance and Administration.

- a. The maintenance fees for resident\* students of the St. Louis Community College District have been established by the Board at ~~\$93~~ **\$98** per credit hour in fall ~~2017~~ **2018**.

\*Resident students will be defined as set forth in Board Policy G.7.3, Residency Requirements.

- b. Missouri Residents who are non-residents of the St. Louis Community College District - The maintenance fee has been established by the Board at ~~\$140~~ **\$147** per credit hour in fall ~~2017-2018~~.
- c. Out-Of-State Students - The maintenance fee has been established by the Board at ~~\$198~~ **\$208** per credit hour in fall ~~2017-2018~~.
- d. International Students - The maintenance fee has been established by the Board at ~~\$208~~ **\$218** per credit hour in fall ~~2017-2018~~.

**Technology Fee** <sup>(3/16)</sup>

Each student will be assessed a fee of ~~\$10~~ **\$11** per credit hour for the support of technology effective Fall of ~~2016-2018~~. This fee shall support hardware, software, staff and maintenance costs.

**#10. Recommend Waiver of Lodging and Approval of Revised Board Policy G.12.2 General Degree Requirements**

**G.12.2 General Degree Requirements** (R 1/17) [AP G 9.2]

- a. Satisfactory completion of a minimum of 60 college credit hours in an approved program.
- b. Completion through enrollment at St. Louis Community College of at least 15 credit hours applicable to the associate degree. Exceptions require the approval of the campus chief academic officer, or his/her designee.
- c. In accordance with Missouri law, satisfactory completion of a single course on the U.S. or Missouri constitutions or American history or American institutions.
- d. For the Associate in Arts degree, **SATISFACTORY COMPLETION OF GENERAL EDUCATION REQUIREMENTS** and in compliance with the guidelines of the Coordinating Board for Higher Education, ~~satisfactory completion of at least 42 hours of general education. distributed as follows:~~  
**Foundation:**
  - ~~1. College composition I & II, oral communication I or public speaking: 9 credit hours required;~~
  - ~~2. Mathematics, 4 credit hours required;~~
  - ~~3. Humanities and fine arts: 9 credit hours required;~~
  - ~~4. Life and physical sciences: 7 credit hours required, including at least one lab course;~~
  - ~~5. Social and behavioral sciences: 9 credit hours required, including one course that meets the U.S. and Missouri constitutions requirement;~~
  - ~~6. Interdisciplinary Studies: 3 credit hours required;~~
  - ~~7. One course from the categories above that meets global/intercultural outcomes;~~
  - ~~8. Capstone course: 1 credit hour required.~~
- e. For the Associate in Applied Science degrees, satisfactory completion of a minimum of 15 credit hours of general education courses, distributed as follows:
  1. College Composition I or Career English, 3 credit hours required;
  2. U.S. and Missouri Constitutions, 3 credit hours required;
  3. Natural Science and Mathematics, 3 credit hours required;
  4. Credit hours selected from one or more of the following categories to equal twenty-five percent or more of the total credit hours for the program: Humanities, Communication, Natural Science, mathematics, and/or social science (for example, a program with 60 credit hours must have at least 15 total credit hours of general education).
- f. For the Associate of Fine Arts, satisfactory completion of a minimum of 15 credit hours of general education courses distributed as follows:
  1. College Composition I or Career English, 3 credit hours required;
  2. U.S. and Missouri Constitutions, 3 credit hours required;
  3. Natural Science and Mathematics, 6 credit hours required;
  4. Credit hours selected from one or more of the following categories to equal twenty-five percent or more of the total credit hours for the program: Humanities, Communication, Natural Science, Mathematics, and/or Social Science (for example, a program with 60 credit hours must have at least 15 total credit hours of general education).

- g. For the Associate of Science degrees, satisfactory completion of a minimum of 15 credit hours of general education courses distributed as follows:
1. College Composition I or Career English, 3 credit hours required;
  2. U.S. and Missouri Constitutions, 3 credit hours required;
  3. Mathematics: Analytical Geometry and Calculus 1, 5 credit hours required;
  4. Science, 7 credit hours required;
  5. Credit hours selected from one or more of the following categories to equal twenty-five percent or more of the total credit hours for the program: Humanities, Communication, Natural Science, Mathematics, and/or Social Science (for example, a program with 60 credit hours must have at least 15 total credit hours of general education).
- h. For the Associate of Arts in Teaching degree, satisfactory completion of ~~42 credit hours of~~ general education **REQUIREMENTS IN COMPLIANCE WITH THE GUIDELINES OF THE COORDINATING BOARD FOR HIGHER EDUCATION. , distributed as follows:**
- ~~1. College composition I & II, Oral communication I or Public Speaking 9 credit hours required;~~
  - ~~2. Mathematics, 4 credit hours required;~~
  - ~~3. Humanities and fine arts: 9 credit hours required;~~
  - ~~4. Life and physical sciences: 7 credit hours required; including at least one lab course;~~
  - ~~5. Social and behavioral sciences: 9 credit hours required, including one course that meets the U.S. and Missouri constitutions requirement;~~
  - ~~6. Interdisciplinary studies: 3 credit hours required;~~
  - ~~7. One course from the categories above that meets global/intercultural outcomes;~~
  - ~~8. Capstone: 1 credit hour.~~
- i. Notwithstanding Missouri law, the degree requirements for the Associate of Applied Science-Skilled Trades Industrial Occupations Technology Apprenticeship Program Agreement Degree will be governed by the requirements of the specific apprenticeship program as approved by the program's managing authority and additional educational requirements as reviewed by appropriate faculty and as outlined in an agreement between the college and the apprenticeship program authority.

## *Academic Affairs*

**◆The college recommends the Board of Trustees approve the revision of the Baking and Pastry Arts Associate in Applied Science program submitted by the District Curriculum Committee.**

Program: Baking and Pastry Arts  
Associate in Applied Science

Effective: Fall 2018 pending BOT approval

**Impact Statement**

This program revision is to modify the courses required to complete this program. This revision will add one new course, Artistic Concepts in Pastry. This course will develop graduates' artistic mindset, which is a crucial skill-set sought by employers of pastry professionals. In addition, the Baking and Pastry Arts program will guide graduates to specific general education courses. In specifying the general education courses, the Hospitality Studies department will partner across disciplines and modify a section of each required course to be taught with a culinary/pastry/hospitality focus.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
ENG 101	College Composition I	3	ENG 101	College Composition I	3
COM 101 OR	Oral Communication I	3	COM 101	Oral Communication I	3
COM 107	Public Speaking		MTH 108	Elementary Applied Mathematics (or Higher Level Mathematics)	3
MTH 108	Elementary Applied Mathematics (or Higher Level Mathematics)	3	BIO 177	Food Science	3
XXX xxx	Natural Science or Mathematics	3	SOC 101	Introduction to Sociology	3
XXX xxx	Social Science	3	HST 102	United States History from 1865 to the Present	3
XXX xxx	Missouri State Requirement	3	HTM 100	Introduction to the Hospitality Industry	3
XXX xxx	Physical Education Activity	2	CUL 101	Safety and Sanitation	1
HTM 100	Introduction to the Hospitality Industry	3	DIT 115	Principles of Nutrition	3
CUL 101	Safety and Sanitation	1	HTM 120	Supervision and Leadership in the Hospitality Industry	3
HTM 120	Supervision and Leadership in the Hospitality Industry	3	HTM 200	Procurement in the Hospitality Industry	3

HTM 210	Hospitality Financial Planning and Cost Control	3		HTM 210	Hospitality Financial Planning and Cost Control	3	
HTM 125	Nutrition for the Culinarian	3		BAP 101	Introduction to Baking Theory	3	
HTM 200	Procurement in the Hospitality Industry	3		BAP 105	Breads, Rolls, and Bakeries	3	
HTM 105	Professionalism in the Hospitality Industry	1		BAP 110	Production Pastry Techniques	3	
BAP 101	Introduction to Baking Theory	3		BAP 115	Cake Production and Decoration	3	
BAP 105	Breads, Rolls, and Bakeries	3		BAP 160	Artistic Concepts in Pastry (Artistic Concepts in Pastry)	3	
BAP 110	Production Pastry Techniques	3		BAP 201	Artisan and Decorative Bread	2	
BAP 115	Cake Production and Decoration	3		CUL 150	Culinary Essentials	3	
CUL 150	Culinary Essentials for the Pastry Arts	3		BAP 205	Ice Cream and Frozen Desserts	2	
BAP 201	Artisan and Decorative Bread	2		BAP 210	Chocolate Candies and Showpieces	2	
BAP 205	Ice Cream and Frozen Desserts	2		BAP 215	Plated Desserts	2	
BAP 210	Chocolate Candies and Showpieces	2		BAP 220	Sugar Candies and Showpieces	2	
BAP 215	Plated Desserts	2		BAP 260	Baking and Pastry Arts Capstone	3	
BAP 220	Sugar Candies and Showpieces	2					
BAP 260	Baking and Pastry Arts Capstone	3					
<b>Program total</b>			<b>65 credits</b>	<b>Program total</b>			<b>65 credits</b>

**◆The college recommends the Board of Trustees approve the revision of the Culinary Arts Associate in Applied Science program submitted by the District Curriculum Committee.**

Program: Culinary Arts  
Associate in Applied Science

Effective: Fall 2018 pending BOT approval

**Impact Statement**

This program revision is to modify the courses required to complete this program. This revision will lower three of the advanced culinary courses from 3 credit hour value to 2, to add two new 2 credit hour courses, Nutritional Cooking and Introduction to a la Carte Cooking. These new courses will augment the advanced culinary skills needed to be successful in the culinary industry, while deploying a practical exam to prepare graduates for certification through the American Culinary Federation. In addition, the Culinary Arts program will now guide graduates to specific general education courses.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG 101	College Composition I	3	ENG 101	College Composition I	3
COM 101 OR	Oral Communication I	3	COM 101	Oral Communication I	3
COM 107	Public Speaking		MTH 108	Elementary Applied Mathematics (or Higher Level Mathematics)	3
MTH 108	Elementary Applied Mathematics (or Higher Level Mathematics)	3	BIO 177	Food Science	3
XXX xxx	Natural Science or Mathematics	3	SOC 101	Introduction to Sociology	3
XXX xxx	Missouri State Requirement	3	HST 102	United States History from 1865 to the Present	3
XXX xxx	Social Science	3	HTM 100	Introduction to the Hospitality Industry	3
XXX xxx	Physical Education Activity	2	CUL 101	Safety and Sanitation	1
HTM 100	Introduction to the Hospitality Industry	3	DIT 115	Principles of Nutrition	3
HTM 120	Supervision and Leadership in the Hospitality Industry	3	HTM 120	Supervision and Leadership in the Hospitality Industry	3
HTM 210	Hospitality Financial Planning and Cost Control	3	HTM 210	Hospitality Financial Planning and Cost Control	3
HTM 200	Procurement in the Hospitality Industry	3	HTM 200	Procurement in the Hospitality Industry	3
HTM 125	Nutrition for the Culinarian	3	HTM 230	Bar and Beverage Management	3
HTM 105	Professionalism in the Hospitality Industry	1	CUL 110	Food Preparation Practical I	3
CUL 101	Safety and Sanitation	1	CUL 115	Food Preparation Practical II	3
CUL 110	Food Preparation Practical I	3	CUL 120	Food Preparation Practical III	3
CUL 115	Food Preparation Theory & Practical II	3	BAP 150	Bakeshop Basics for Culinarians	3
CUL 120	Food Preparation Theory & Practical III	3	CUL 201	Garde Manger	2
BAP 150	Bakeshop Basics for Culinarians	3	CUL 205	Global Cuisine	2
CUL 201	Garde Manger	3	CUL 210	Nutritional Cooking	2
CUL 205	Global Cuisine	3	CUL 215	American Regional Cuisine	2
CUL 215	American Regional Cuisine	3	CUL 220	Introduction to a la Carte Cooking	2
CUL 250	Culinary Arts Capstone	6	CUL 250	Culinary Arts Capstone	6
<b>Program total</b>		<b>64 credits</b>	<b>Program total</b>		<b>65 credits</b>

**◆The college recommends the Board of Trustees approve the revision of the Hospitality Management Associate in Applied Science program submitted by the District Curriculum Committee.**

Program: Hospitality Management  
Associate in Applied Science

Effective: Fall 2018 pending BOT approval

**Impact Statement**

This program revision is to modify and update the curriculum based on industry research, consultant collaboration, advisory committee input, and a program viability study conducted in the spring of 2017. This request for program revision is related to the existing Hospitality Studies program that currently offers an AAS in Hospitality and Tourism. The proposed change will consolidate the four focus areas (event planning, food and beverage management, hotel management, and travel & tourism) into one all-inclusive AAS degree. This new curriculum will provide a pathway that fulfills the hospitality industry need for entry-level employment.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
ENG 101	College Composition I	3	ENG 101	College Composition I	3
COM 101 OR	Oral Communication I	3	COM 101	Oral Communication I	3
COM 107	Public Speaking		MTH 108	Elementary Applied Mathematics (or higher)	3
MTH 108	Elementary Applied Mathematics (or higher)	3	BIO 177	Food Science	3
XXX xxx	Social Science	3	SOC 101	Introduction to Sociology	3
XXX xxx	Natural Science or Mathematics	3	HST 102	United States History from 1865 to the Present	3
XXX xxx	Missouri State Requirement	3	ACC 100	Applied Accounting	3
XXX xxx	Physical Education Activity		HTM 100	Introduction to the Hospitality Industry	3
ACC 100	Applied Accounting	3	CUL 101	Safety and Sanitation	1
IS 123	Introduction to Windows	1	CUL 150	Culinary Essentials	3
IS 151	Computer Applications in Business	4	HTM 115	Hospitality Customer Service and Guest Relations	3
HTM 100	Introduction to the Hospitality Industry	3	HTM 120	Supervision and Leadership in the Hospitality Industry	3
HTM 105	Professionalism in the Hospitality Industry	1	HTM 200	Procurement in the Hospitality Industry	3
HTM 110	Negotiations in the Hospitality Industry	2	HTM 205	Legal Aspects of Hospitality	3
HTM 115	Hospitality Customer Service and Guest Relations	3	HTM 210	Hospitality Financial Planning and Cost Control	3
HTM 120	Supervision and Leadership in the Hospitality Industry	3	HTM 215	Hospitality Sales and Marketing	3

HTM 200	Procurement in the Hospitality Industry	3		HTM 225	Hotel Operations	3
HTM 205	Legal Aspects of Hospitality	3		HTM 230	Bar and Beverage Management	3
HTM 210	Hospitality Financial Planning and Cost Control	3		HTM 240	Workplace Learning: Hospitality	4
HTM 215	Hospitality Sales and Marketing	3		HTM 245	Meetings and Event Planning	3
Select one of the following focus areas:		12-14		HTM 275	Travel and Tourism	3
<i>Hotel Management</i>				HTM 280	Foodservice Management Lab	3
<i>Food and Beverage</i>						
<i>Event Planning</i>						
<i>Travel and Tourism</i>						
<b><i>Hotel Management</i></b>						
CUL 101	Safety and Sanitation	1				
HTM 240	Workplace Learning: Hospitality	2				
HTM 220	Hotel Facilities Management	3				
HTM 225	Hotel Operations	3				
XXX xxx	Elective	3				
<b><i>Food and Beverage Management</i></b>						
CUL 101	Safety and Sanitation	1				
HTM 240	Workplace Learning: Hospitality	2				
HTM 230	Bar and Beverage Management	3				
HTM 235	Foodservice Design and Layout	3				
XXX xxx	Elective	3				
<b><i>Event Planning Management</i></b>						
HTM 245	Event Planning I	3				
HTM 250	Event Planning II	3				
HTM 255	Event Planning III	3				
XXX xxx	Elective	3				
<b><i>Travel and Tourism</i></b>						
HTM 260	Travel and Tourism Foundations	6				
HTM 270	Travel and Tourism Computer Systems	5				
HTM 265	Travel and Tourism Destination Geography	3				
<b>Program total</b>		<b>64-66 credits</b>		<b>Program total</b>		<b>65 credits</b>

**◆The college recommends the Board of Trustees approve the revision of the Legal Studies for the Paralegal Associate in Applied Science program submitted by the District Curriculum Committee.**

Program: Legal Studies for the Paralegal Associate in Applied Science

Effective: Fall 2018 pending BOT approval

**Impact Statement**

This program is being revised to comply with Higher Learning Commission standards and to reflect current best practices and trends in the legal profession.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG 101	College Composition I	3	ENG 100 OR	Career English (recommended)	3
ENG 102	College Composition II	3	ENG 101	College Composition I	
HST 101 OR	United States History to 1865	3	ENG 103 OR	Report Writing (recommended)	3
HST 102	United States History from 1865 to the Present		ENG 102	College Composition II	
ECO 140 OR	Introduction to Economics	3	PSY 200 OR	General Psychology	3
ECO 151	Principles of Macroeconomics		SOC 103	Work and Society	
PSC 101 OR	Introduction to American Politics	3	XXX xxx	Science or Math Elective <sup>1</sup>	3
PSC 205	Constitutional Issues		XXX xxx	Missouri State Requirement	3
PSY 200 OR	General Psychology	3	BUS 101 OR	Small Business Management (recommended)	3
SOC 101 OR	Introduction to Sociology		BUS 104	Introduction to Business Administration	
SOC 103	Work and Society		BUS xxx	Business Electives	6
XXX xxx	MTH Elective (BUS 103 recommended)	3	COM xxx	Communications Elective	3
XXX xxx	Science or Math Elective	3	LGL 110	Introduction to Law	3
BLW 101	Business Law I	3	LGL 111	Law Office Management	3
XXX xxx	Business Electives	6	LGL 113	Computers and the Law	3
XXX xxx	Physical Education Activity	2	LGL 217	Legal Research	3
LGL 104	Introduction to Civil Trial Procedures	3	LGL 218	Legal Writing	3
LGL 108	Introduction to Law for the Paralegal	3	LGL 235	Civil Litigation	3
LGL 106	Computers and the Law	3	<b><i>Select 15 credit hours of the following:</i></b>		15
LGL 217	Legal Research	3	<i>Group I Electives (select at least two courses from the Group I Electives)</i>		
LGL 218	Legal Writing	3	LGL 112	Contract Law	
XXX xxx	Elective	3	LGL 202	Wills, Trusts, and Probate	

Select 12 credit hours of the following:	12	LGL 211	Tort Law	
LGL 202	Wills, Trusts and Probate		LGL 228	Family Law
LGL 205	Real Estate Law		<i>Group II Electives</i>	
LGL 206	Administrative Law		LGL 205	Real Estate Law
LGL 228	Family Law		LGL 206	Administrative Law
LGL 211	Tort Law		LGL 230	Employment Law
LGL 230	Employment Law		LGL 236	Topics in Law
LGL 216	Advanced Civil Litigation		LGL 240	Advanced Civil Litigation
LGL 219	Workplace Learning: Paralegal		LGL 280	Paralegal Clinical Studies
LGL 233	Bankruptcy		LGL 290	Workplace Learning: Paralegal
LGL 232	Contracts			
LGL 220	Criminal Law and Procedure for the Paralegal			
LGL 222	Legal Research on the Internet			
LGL 223	Evidence			
LGL 107	Alternative Dispute Resolution			
LGL 224	Environmental Law			
LGL 225	Administrative Law			
LGL 226	Law Office Administration			
<b>Program total</b>	<b>65 credits</b>	<b>Program total</b>	<b>60 credits</b>	

**◆The college recommends the Board of Trustees approve the revision of the Legal Studies for the Paralegal Certificate of Proficiency program submitted by the District Curriculum Committee.**

Program: Legal Studies for the Paralegal  
Certificate of Proficiency

Effective: Fall 2018 pending BOT approval

**Impact Statement**

This program is being revised to comply with Higher Learning Commission standards and to reflect current best practices and trends in the legal profession.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
LGL 104	Introduction to Civil Trial Procedures	3	ENG 100 OR	Career English	3
LGL 108	Introduction to Law for the Paralegal	3	ENG 101	College Composition I	
LGL 106	Computers and the Law	3	LGL 110	Introduction to Law	3
LGL 217	Legal Research	3	LGL 111	Law Office Management	3
LGL 218	Legal Writing	3	LGL 113	Computers and the Law	3
<i>Select 15 credit hours of the following:</i>		15	LGL 217	Legal Research	3
LGL 202	Wills, Trusts and Probate		LGL 218	Legal Writing	3
LGL 205	Real Estate Law		LGL 235	Civil Litigation	3
LGL 206	Administrative Law		<i>Legal Studies Electives</i>		12

LGL 228	Family Law			<i>Group One Electives (select at least two courses from the Group One Electives)</i>	
LGL 211	Tort Law		LGL 112	Contract Law	
LGL 230	Employment Law		LGL 202	Wills, Trusts, and Probate	
LGL 216	Advanced Civil Litigation		LGL 211	Tort Law	
LGL 219	Workplace Learning: Paralegal		LGL 228	Family Law	
LGL 233	Bankruptcy		<i>Group Two Electives</i>		
LGL 232	Contracts		LGL 205	Real Estate Law	
LGL 220	Criminal Law and Procedure for the Paralegal		LGL 206	Administrative Law	
LGL 222	Legal Research on the Internet		LGL 230	Employment Law	
LGL 223	Evidence		LGL 236	Topics in Law	
LGL 107	Alternative Dispute Resolution		LGL 240	Advanced Civil Litigation	
LGL 224	Environmental Law		LGL 280	Paralegal Clinical Studies	
LGL 225	Administrative Law		LGL 290	Workplace Learning: Paralegal	
LGL 226	Law Office Administration				
<b>Program total</b>		<b>30 credits</b>	<b>Program total</b>		<b>33 credits</b>

**◆The college recommends the Board of Trustees approve the revision of the General Transfer Studies Associate in Arts program submitted by the District Curriculum Committee.**

Program: General Transfer Studies  
Associate in Arts

Effective: Fall 2018 pending BOT approval

**Impact Statement**

This program is being revised to align St. Louis Community College with the CORE 42 general education block released by the Missouri Department of Higher Education in January 2018 as required by Senate Bill 997.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
ENG 101	College Composition I	3	ENG 101	College Composition I	3
ENG 102	College Composition II	3	ENG 102	College Composition II	3
COM 101 OR	Oral Communication I	3	COM 101 OR	Oral Communication I	3
COM 107	Public Speaking		COM 107	Public Speaking	
MTH xxx	Mathematics Requirement	4	MTH 160 OR	Precalculus Algebra	4
XXX xxx	Social and Behavioral Sciences (including 3 credit hours that satisfy the Missouri constitution requirement)	9	MTH 161 OR	Quantitative Reasoning	
XXX xxx	Humanities and Fine Arts	9	MTH 180 OR	Introductory Statistics	

XXX xxx	Life and Physical Sciences (One lab course required)	7		MTH 185	Precalculus		
IDS xxx	Interdisciplinary Studies	3		XXX xxx	Social and Behavioral Sciences (including 3 credit hours that satisfy the Missouri constitution requirement)	9	
GEN 200	Capstone	1		XXX xxx	Humanities and Fine Arts	9	
XXX xxx	Electives	18		XXX xxx	Natural Sciences (One lab course required)	7	
				XXX xxx	CORE 42 Elective (Any course designated with a MOTR number to reach 42 credit hours)	4	
				XXX xxx	Electives	18	
<b>Program total</b>			<b>60 credits</b>	<b>Program total</b>			<b>60 credits</b>

**◆The college recommends the Board of Trustees approve the revision of the Radiologic Technology Associate in Applied Science program submitted by the District Curriculum Committee.**

Program: Radiologic Technology  
Associate in Applied Science

Effective: Fall 2018 pending BOT approval

**Impact Statement**

This program is being revised to align curriculum with that of Radiologic Technology programs offered at other institutions.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
ENG 101	College Composition I	3	ENG 101	College Composition I	3
COM 101	Oral Communication I	3	COM 101	Oral Communication I	3
MTH 124	Technical Mathematics I (or higher)	3-4	MTH 140	Intermediate Algebra (or higher)	3
BIO 207	Anatomy and Physiology I <sup>2</sup>	4	BIO 207	Anatomy and Physiology I	4
BIO 208	Anatomy and Physiology II	4	BIO 208	Anatomy and Physiology II	4
PSY 200	General Psychology	3	PSY 200	General Psychology	3
XXX xxx	Missouri State Requirement	3	XXX xxx	Missouri State Requirement	3
XXX xxx	Physical Education Activity	2	XRT 101	Radiographic Procedures I	4
XRT 101	Radiographic Procedures I	4	XRT 102	Radiographic Procedures II	3
XRT 102	Radiographic Procedures II	3	XRT 103	Radiographic Procedures III	3
XRT 103	Radiographic Procedures III	3	XRT 104	Principles of Radiographic Exposure I	3

XRT 104	Principles of Radiographic Exposure I	3		XRT 105	Principles of Radiographic Exposure II	3	
XRT 105	Principles of Radiographic Exposure II	3		XRT 107	Radiologic Physics I	2	
XRT 107	Radiologic Physics I	2		XRT 108	Radiologic Physics II	2	
XRT 108	Radiologic Physics II	2		XRT 111	Clinical Education I	2	
XRT 111	Clinical Education I	2		XRT 112	Clinical Education II	2	
XRT 112	Clinical Education II	2		XRT 116	Clinical Education III	3	
XRT 116	Clinical Education III	3		XRT 121	Radiographic Image Evaluation I	2	
XRT 121	Radiographic Image Evaluation I	2		XRT 122	Radiographic Image Evaluation II	2	
XRT 122	Radiographic Image Evaluation II	2		XRT 207	Radiologic Pathology	2	
XRT 207	Radiologic Pathology	2		XRT 208	Advanced Imaging Modalities	2	
XRT 208	Advanced Imaging Modalities	2		XRT 209	Radiobiology	2	
XRT 209	Radiobiology	2		XRT 211	Radiologic Technology Review	3	
XRT 211	Radiologic Technology Review	3		XRT 212	Professional Development in Radiography	2	
XRT 212	Professional Development in Radiography	2		XRT 213	Clinical Education IV	3	
XRT 213	Clinical Education IV	3		XRT 214	Clinical Education V	3	
XRT 214	Clinical Education V	3		XRT 215	Clinical Education VI	2	
XRT 215	Clinical Education VI	2					
<b>Program total</b>			<b>75-76 credits</b>	<b>Program total</b>			<b>73 credits</b>

**◆The college recommends the Board of Trustees approve the revision of the Associate of Arts in Teaching program submitted by the District Curriculum Committee.**

Program: Associate of Arts in Teaching  
Associate of Arts

Effective: Fall 2018 pending BOT approval

**Impact Statement**

This program is being revised to align St. Louis Community College with the CORE 42 general education block released by the Missouri Department of Higher Education in January 2018 as required by Senate Bill 997.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
ENG 101	College Composition I	3	ENG 101	College Composition I	3
ENG 102	College Composition II	3	ENG 102	College Composition II	3
MTH 160	College Algebra	4	MTH 160	Precalculus Algebra	4
COM 101 OR	Oral Communication I	3	COM 101 OR	Oral Communication I	3

COM 107	Public Speaking			COM 107	Public Speaking	
PSC 101	Introduction to American Politics	3		PSC 101	Introduction to American Politics	3
HST 101 OR	United States History to 1865	3		HST 101 OR	United States History to 1865	3
HST 102	United States History from 1865 to the Present			HST 102	United States History from 1865 to the Present	
PSY 200	General Psychology	3		PSY 200	General Psychology	3
PSY 203 OR	Child Psychology	3		XXX xxx	Humanities and Fine Arts	9
PSY 205 OR	Human Growth and Development			<i>Select one of the following pathways:</i>		11
PSY 214	Adolescent Psychology			<i>Elementary Education Pathway</i>		
XXX xxx	Humanities and Fine Arts	9		Natural Sciences CORE 42 course with laboratory		
XXX xxx	Life and Physical Sciences	7-8		Natural Sciences CORE 42 course with laboratory		
IDS xxx	Interdisciplinary Studies	3		CORE 42 Elective (any course to reach 42 MOTR credits)		
GEN 200	Capstone	1		<i>Secondary Education Pathway</i>		
XXX xxx	Physical Education Activity	2		Natural Science CORE 42 course		
EDU 210	Teaching Profession with Field Experience	3		Natural Science CORE 42 course with laboratory		
EDU 211	Foundations of Education in a Diverse Society	3		CORE 42 Elective (any course to reach 42 MOTR credits)		
EDU 218	Educational Technology	3		EDU 210	Teaching Profession with Field Experience	3
EDU 227	Educational Psychology	3		EDU 211	Foundations of Education in a Diverse Society	3
<i>Education Electives (One of the following must be completed):</i>		3		EDU 218	Educational Technology	3
EDU 219	Education of Exceptional Learners			EDU 227	Educational Psychology	3
EDU 228	Multicultural Education			PSY 205 OR	Human Growth and Development	3
				PSY 203 OR	Child Psychology	
				PSY 214	Adolescent Psychology	
				XXX xxx	Elective	2-3
<i>Education Electives (One of the following must be completed):</i>				<i>Education Electives (One of the following must be completed):</i>		3
				EDU 219	Education of Exceptional Learners	
				EDU 228	Multicultural Education	
<b>Program total</b>		<b>62-63 credits</b>		<b>Program total</b>		<b>62-63 credits</b>

## HUMAN RESOURCES AGENDA SUMMARY

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

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Brooks, Pamela	N	FV	Enrollment Services Coordinator	P 10	\$49,143.00	Replacement	03/26/2018
Stewart, Shantana	N	FV	Campus Marketing & Communications Cord	P 11	\$62,000.00	Replacement	04/06/2018

**APPOINTMENTS / FULL-TIME CLASSIFIED STAFF**

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Rivera, Jason	C	MC	End User Technology Specialist	CU 09	\$44,649.00	Replacement	04/27/2018
Stewart, Greg	N	FP	Stationary Engineer	n/a	\$29.70 / hr	Replacement	03/26/2018
Flynn, Raymond	N	MC	Stationary Engineer	CU 04	\$29.70 / hr	Replacement	04/09/2018
Lashly, Nathan	N	MC	Groundskeeper	n/a	\$16.36 / hr	Replacement	04/09/2018
Maul, Sam	N	FV	Groundskeeper	n/a	\$16.36 / hr	Replacement	04/09/2018
Crandall, Kelly	C	MC	Supervisor of Facilities	N 09	\$47,168.00	Replacement	04/09/2018
Renz, Yvonne	C	CO	Information & Enrollment Assistant	CU 05	\$34,398.00	Replacement	04/30/2018
Jones, Ella	N	FP	Financial Aid Counselor	CU 06	\$36,000.00	Replacement	03/26/2018

REVISIONS TO PREVIOUSLY – APPROVED ITEMS

Board of Trustees approval on 1-18-18, page 2:  
 Additional compensation ending for Jennifer Orzel on 3-31-18  
 Board of Trustees approval on 2-22-18, page 2:  
 Additional compensation ending for Karen Wade on 3-15-18

03/22/2018

**APPOINTMENTS / PART-TIME CLASSIFIED STAFF**

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Chaney, Kimberly	C	WW	Secretary, PT	CU 04	\$13.16 /hr	Replacement	03/23/2018

03/22/2018

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

NAME	LOC	TITLE	PAY RATE	COMMENTS	EFFECTIVE DATE
McGuirk, Joseph	FV	Stationary Engineer	\$32.67 / hr	Completion of probationary period	03/06/2018
Eckardt, Timothy	FV	General Maintenance Mechanic	\$30.85 / hr	Completion of probationary period	03/12/2018
Strauser, Brandon	MC	General Maintenance Mechanic	\$30.85 / hr	Completion of Probationary period	02/28/2018
George, Steven	MC	General Maintenance Mechanic	\$30.85 / hr	Completion of Probationary period	02/21/2018
Wea, Melvin	MC	Housekeeper	\$13.00 /hr	Completion of Probationary period	03/28/2018

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**INFORMATION ONLY**

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**RESIGNATIONS / ADMINISTRATIVE / PROFESSIONAL STAFF**

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NAME	LOCATION	TITLE	EFFECTIVE DATE
De Vore, Erin	CO	Continuing Education Program Planner	03/23/2018

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**RESIGNATIONS / CLASSIFIED STAFF**

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NAME	LOCATION	TITLE	EFFECTIVE DATE
Georg, Michael	MC	End User Technology Specialist	03/16/2018

03/22/2018

RECOMMENDATION FOR MEDICAL BENEFITS PLAN ANNUAL RENEWAL AND DESIGN CHANGES

In February of 2017, the Board approved award of a contract to Cigna for medical and pharmaceutical claims administration and provider networks, for a period of three (3) full years beginning June 1, 2017.

In consultation with Arthur J. Gallagher, Administration brings forth the following recommendations in response to the Board of Trustee directive of November 30, 2017, to seek healthcare cost savings in the amount of \$900,000. After reviewing claims experience and trends, Board Policies and Administrative Procedures regarding medical benefits, and in consideration of the financial impact to both the College and employees, it is recommended that these cost savings be realized over the next three year period. These saving will be realized through a combination of contribution structure changes, plan design changes and additional plan options such as implementing a Qualified High Deductible Health Plan (QHDHP) in 2019-2020. In addition, communications will be enhanced regarding our current “Vitality” wellness program to promote preventive health measures. Therefore, effective June 1, 2018, it’s recommended that the current rate structure and plan design be replaced with the proposed changes summarized as follows:

**6/1/2018 through 5/31/2019**

**Proposed Contribution Structure: ER Contributes - 87% EE / 55% Dependent for Actives**

Rate Tier	Employees	Current Funding Rate	Proposed Funding Rate	Current Employer Contribution (90%)	Proposed Employer Contribution (87%)	Current Employee Contribution (10%)	Proposed Employee Contribution (13%)
Single	659	\$688.89	\$707.06	\$620.00	\$615.14	\$68.89	\$91.92
Single & Spouse	117	\$1,509.75	\$1,549.56	\$1,112.52	\$1,078.52	\$397.23	\$471.05
Single & Children	137	\$1,318.22	\$1,352.98	\$997.60	\$970.40	\$320.62	\$382.58
Family	198	\$1,790.22	\$1,837.43	\$1,280.80	\$1,236.84	\$509.42	\$600.59
Total Monthly	1,111	\$1,165,679	\$1,196,420	\$929,014	\$909,403	\$236,665	\$287,018
Total Annual		\$13,988,148	\$14,357,046	\$11,148,173	\$10,912,833	\$2,839,974	\$3,444,212
<b>Annual Changes</b>			<b>\$368,898</b>		<b>(\$235,340)</b>		<b>\$604,238</b>
<b>% of Changes</b>			<b>2.6%</b>		<b>-2.1%</b>		<b>21.3%</b>

6/1/2018 through 5/31/2019

Proposed Plan Changes: \$350/\$700 in-network deductible, \$250 ER Copay, \$15/\$25 OV Copays, \$10/\$25/\$45 Rx Copays

	Current	Proposed	Estimated % Claims Savings	Estimated Annual Claims Savings
In-Network Deductible	\$250/\$500	\$350/\$700	.42%	\$65,790
Emergency Room Copay	\$150	\$250	.23%	\$36,278
Office Visit	\$15/\$15 (specialist)	\$15/\$25 (specialist)	.20%	\$30,975
Pharmacy Copay	\$10/\$25/\$40	\$10/\$25/\$45	.12%	\$18,213
<b>Projected Annual Savings</b>				<b>\$151,256</b>

Replacing the current rate tier and plan design for all employees will:

- Reduce the cost of coverage to the College by \$235,340 or 2.1%, of which \$151,256 is realized by plan design changes.
- Increase the level of consumerism by exposing all employees to a higher deductible amount (\$350/\$700 in-network).
- Maintain the overall competitiveness of the College medical benefit offering, while maintaining an excellent plan relative to benchmarks.
- Comply with the group insurance cost-sharing provisions of Board Policy C.27 (the College pays up to 80% of the premium for employee only coverage and 50% of the premium for dependent coverage).

### **Benefits Implementation TimeLine**

- March 2018 – Trustee approval of plan changes and funding rates
- March 2018 – April 2018 – Employee education through email, benefits materials, and benefit education sessions
- April 2018 – Open enrollment for plan year 2018-2019
- April – May 2018 – Necessary HR and Payroll processes
- May 2018 – Required changes to payroll deductions for plan year beginning June 1
- June 1, 2018 – Plan year 2018-2019 begins

### **Approval of the Board**

We recommend approval of the Board for premium rates and plan design recommendations for the 2018-2019 health plan.

**Recommendation for Award/Purchasing –**

- Supports: Workforce Solutions Group State of the St. Louis Workforce Event

**Contract B0003635** with *SINGO SOLUTION, INC.*, to perform telephone surveys of regional employers was originally approved by the Board of Trustees on April 20, 2017, for an annual amount estimated at \$35,850.00, for a period of one (1) year with two (2) optional one (1) year renewals, which began April 24, 2017. We request approval to exercise the first year renewal option of this contract with an addition of funds estimated at **\$35,850.00**.

**Recommendation for Award/Purchasing - Contract**

- Supports: Institutional Research and Workforce Solutions

Board approval is requested for the award of a subscription for a labor market tool to **CHMURA ECONOMICS & ANALYTICS**, in an amount estimated at **\$37,665.00**, for a period of three (3) full years, to begin March 31, 2018.

**Description**

This labor market tool will be used for data-informed decision making, including evaluation of current educational programs for relevance to local labor market demand and identification of training gaps for development of new offerings. The recommended bidder offered the best overall product and pricing.

**Bid – B0003690**

The evaluation of this bid which opened on Monday, February 19, 2018 is as follows:

<b><i>Bidders</i></b>	<b><i>Technical Points</i></b>	<b><i>Fees</i></b>
<b><i>CHMURA ECONOMICS &amp; ANALYTICS</i></b>	<b><i>60</i></b>	<b><i>\$37,665.00</i></b>
Economic Modeling, LLC	55	44,010.00

**Funding**

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

### **Recommendation for Award/Purchasing-Purchase**

- Supports: District Wide Facilities Departments

Board approval is requested to use the **State of Missouri Cooperative Contract CC180234001**, to purchase of three (3) ¾ ton trucks from **CAPITOL CHRYSLER JEEP DODGE RAM**, in an amount estimated at **\$75,846.00**.

### **Description**

These trucks will be used by the Facilities Departments at the Forest Park, Florissant Valley and Meramec campuses for routine operations and snow removal activities. The trucks being replaced are in poor condition; they were purchased in 2000 and 2001 and will be sold at auction as surplus.

### **Funding**

This expenditure is being funded by capital budgets.

**Recommendation for Award/Purchasing-Contract**

- Supports: Meramec Theatre Department

Board approval is requested to award the purchase of lighting equipment for Meramec Theatre to **BLUE PLANET LIGHTING**, in an amount estimated at **\$38,970**.

**Description**

This purchase will be used primarily by the college’s Theatre Department at the Meramec campus to improve the lighting system to enhance and grow theatrical productions which contributes to student retention. The recommended bidder offered the best overall price and meets all bid specifications.

**Bid – B0003692**

The evaluation of this bid which opened March 2, 2018, is listed below:

<b><u>Bidders</u></b>	<b><u>Total Price</u></b>
<b>BLUE PLANET LIGHTING</b>	<b>\$ 38,970.00</b>
McClelland Sound, Inc.	39,060.00
Technical Production, Inc.	39,852.00
BMI	39,947.46
B & H Photo	41,684.82
Vincent Lighting System	42,012.00
ISI Install	42,126.00
Cine Services, Inc.	42,756.00
Stage Lighting Store	44,745.60
Logistics System Sound & Lighting	56,062.64

**Funding**

Expenditures will be funded from Theatre Chauvet Maverick MK2 Spot capital funds.

**Recommendation for Award-Purchasing**

- Supports: Engineering and Design, Purchasing and Human Resources Departments

Board approval is requested for the award of a blanket order agreement for classified advertising services to the *ST. LOUIS POST-DISPATCH*, in an estimated at **\$200,000.00**, for a period of three (3) full years, to begin May 1, 2018.

Award of this blanket order agreement will allow the College to meet its legal requirements for advertising bids, construction projects and employment opportunities. Although the St. Louis Post-Dispatch is not the only newspaper in which the College advertises, it is the only hard copy newspaper of daily general circulation to the entire St. Louis metro area.

**Blanket Order – PD201821 Rate Schedule**

<b>Publishing Schedule</b>	<b>Contract A:</b>	<b>Contract B:</b>
	<b>Commercial Rate</b>	<b>Recruitment Rate</b>
1 Time Sunday Only	\$ 11.41	\$ 10.73
1 Time Daily Only	9.20	8.12
2 or 3 Consecutive	7.08	6.63
4 to 6 Consecutive	6.04	5.75
7 to 13 Consecutive	5.57	5.41
14 to 27 Consecutive	5.25	5.14
28 or More Consecutive	5.17	5.02

**Funding**

Purchases made against this blanket order agreement will be funded from current operating budgets.

**Recommendation for Ratification/Physical Facilities:**

Board ratification is requested for award of a change order for additional work to Contract #F 18 505A – Science Lab Renovations, Phase 3; St. Louis Community College at Florissant Valley.

**Description:**

Contract F 18 505A was approved by the Board of Trustees at its January 18, 2018 meeting. The existing wall between science labs was built directly on top of existing casework between the two rooms. In order to replace the countertop and casework in the lab to be renovated, the existing wall will require partial demolition, and the countertop and casework in the adjoining room will be replaced as well. The proposed change order was reviewed by Engineering and Design and the architect and the cost was deemed appropriate.

<u>Contractor</u>	<u>Original Contract Amount</u>	<u>Change Order Amount</u>	<u>New Total</u>
Brady Construction Company	\$493,291.00	\$20,192.00	\$513,483.00

**Funding:** This project will be funded by the State Board of Public Building Bond.

**Recommendation for Ratification/Physical Facilities:**

Board ratification is requested for one open-end consulting agreement for civil engineering services and one open-end architectural agreement, both 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:**

**SCI Engineering, Inc.**

**A17-0296 SCI #11 – Supplemental Geotechnical Exploration for Health Sciences Building (FP)** **\$ 19,750.00**

The site for the Health Sciences Building overlies a known area of historical subsurface mining activity. Consultant will conduct an Electrical Resistivity Tomography (ERT) survey at four traverses extending across the Center for Nursing and Health Sciences building site for the purpose of collecting supplementary subsurface data to further evaluate the presence of prior mining activity. Test results will be analyzed, and the findings and recommendations, along with supporting data, will be presented in a letter report, which will address the likelihood of previous mining activity on the property and recommended mitigation measures and alternative foundation options, if necessary.

**Hastings + Chivetta Architects**

**A17-0287 H+C #2 – Design Build Documents for Finance Suite Renovations (Corporate College)** **\$26,000.00**

Consultant will produce construction documents to remodel an office area at McKelvey. The remodel will include the addition of partitions. Additionally, new finishes and ceilings will be addressed as well as new electrical outlets and lighting in the new spaces. New network pathways may also be required as well as minimal reworking of the HVAC and sprinkler system.

**Total Ratifications:** **\$45,750.00**

**Funding:**

These projects were funded from operating and capital budgets.

**Recommendation for Ratification/Physical Facilities:**

Board ratification is requested for award of a contract for renovations to create office space in the F Tower and Student Center at the Forest Park campus to the following firm:

**Qualified Bidder**

**Contract Amount**

Wachter, Inc.

\$139,400.00

**Description:**

At its January 18, 2018 regular meeting, the Board of Trustees approved a request to proceed with several campus renovation projects on an expedited basis, with the understanding that individual bid awards will be subject to Board approval or ratification. One of those projects is the creation of office space in the F Tower and Student Center at Forest Park to provide space for Academic Affairs and Student Services staff.

The F111, F113, and F115 complex will be renovated to provide office space for Academic Affairs staff. The renovations include new finishes; flooring, ceiling and lighting, wall repair and painting, as well as mechanical, electrical and data upgrades. Three private offices shall be constructed. Cubicles for other staff members in this area will be relocated from the Cosand Center.

The existing game room, lounges, and seminar rooms in the Student Center will be renovated to provide office space for Academic Affairs and Student Services staff. The renovations will include construction of walls to create seven individual offices, and a conference room. Limited finish work will be performed; existing flooring, ceiling, and wall finishes will remain in most areas. Necessary mechanical, electrical, and data upgrades will be performed. Cubicles for other staff members in this area will be relocated from the Cosand Center.

**Bid – F 18 405, Renovation to Create Office Space in F Tower and Student Center**

The results of this bid, which opened February 13, 2018, are listed below:

<b><u>Contractors:</u></b>	<b><u>Total</u></b>
Budget Blinds of St. Louis	\$ 388.00*
<b>Wachter, Inc.</b>	<b>\$139,400.00</b>
John Kalicak Construction, Inc.	\$139,426.00
Atlas Building Group, LLC	\$139,800.00
KAI Design & Build	\$168,900.00

\*The bid submitted by Budget Blinds of St. Louis was rejected as it did not cover all aspects of the project.

**Funding:**

This project will be funded from operating and 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/Physical Facilities:**

Board approval is requested for award of **CENTER FOR NURSING AND HEALTH SCIENCES**, Bid Release 1, to the following firms:

**F 18 406, CENTER FOR NURSING AND HEALTH SCIENCES**

	<u>Qualified Bidder</u>	<u>Bid Amount</u>
BP 03A, Foundations/Flatwork/Site	<b>VEE-JAY CONTRACTING</b>	<b>\$1,093,293.00</b>
BP 04A, Masonry	<b>HEITKAMP MASONRY, INC.</b>	<b>\$ 201,090.00</b>
BP 05A, Structural Steel	<b>KUPFERER BROTHERS</b>	<b>\$2,536,010.00</b>
BP 07A, Membrane Roofing	<b>BADE ROOFING</b>	<b>\$ 332,717.00</b>
BP 07B, Sheet Metal and Flashing	<b>HYDE SHEET METAL</b>	<b>\$1,761,374.00</b>
BP 08A, Glass and Glazing	<b>MISSOURI VALLEY GLASS</b>	<b>\$2,221,023.00</b>
BP 14A, Elevators	<b>KONE</b>	<b>\$ 530,000.00</b>
BP 21A, Fire Protection	<b>PIPE SYSTEMS</b>	<b>\$ 537,677.00</b>
BP 22A, Plumbing	<b>FRANKLIN MECHANICAL</b>	<b>\$1,291,167.00</b>
BP 23A, Mechanical	<b>WIEGMANN &amp; ASSOCIATES</b>	<b>\$4,118,313.00</b>
BP 26A, Electrical	<b>SCHAEFFER ELECTRIC</b>	<b>\$3,791,900.00</b>
BP 31A, Earthwork/ Utilities	<b>BOMMARITO</b>	<b>\$ 985,000.00</b>
	<b>BID RELEASE 1 CONTRACT TOTAL</b>	<b><u>\$19,399,564.00</u></b>

Plans and Specifications were prepared by the KAI Design Build Team. The packages were delineated and bid by the College's Construction Manager, Tarlton Corporation. There will be approximately 22 separate bid packages released and bid to specialty trade contractors. The packages in Bid Release 1 represent the initial work needed, work of greatest duration, or construction that includes long lead time items. The bid results/ recommendations were compared to existing project estimates to ensure that the acceptance of future bid packages will remain within the project budget.

Contractors were evaluated on bid price as well as overall capabilities, MBE/WBE participation, experience in in construction of specialty lab space, experience with LEED (Leadership in Energy and Environmental Design) projects, available resources to meet the project's schedule, and approach to safety, quality, and cost control. The recommendation represents the contractor with the best bid, given these factors.

**The Project:**

This project includes the construction of a complete new educational facility consisting of a four story, 98,000 sq. ft. building and site improvements, to house district Health Sciences programs. The facility includes spaces for classrooms, computer labs, and program space for the Nursing, Surgical Technology, Respiratory Care, Diagnostic Medical Sonography, EMS, Paramedic, Clinical Laboratory Technology, Radiology, and Dental Hygiene and Dental assisting programs. Science laboratories, simulation spaces, and the dental clinic are included in these programs. Faculty and administrative offices, conference rooms, student services/academic support areas, and future build out space are also included.

**CENTER FOR NURSING AND HEALTH SCIENCES**

Bid Release 1 (Continued)

The project will also include the necessary site development work such as roadways, sidewalks, underground utilities and utility relocation, site lighting, environmental planting areas, and landscaping. After the building is constructed, the A & B Tower sections of the East Wing will be demolished, the building capped, and an entrance to the campus from Oakland will be constructed.

**LEED (Green Building) Requirements:**

The building shall receive a LEED (Leadership in Energy and Environmental Design) rating from the United States Green Building Council. It will employ environmentally friendly design techniques including water and energy conservation, enhanced interior air quality, and the use of environmental and recycled materials. The contractors and our construction manager will be responsible for documentation and submittals relating to several of the rating points.

**Construction Materials/Methods:**

All work will conform to ADA standards, seismic regulations and will meet National Electric Code, and all other local and state codes. The new building incorporates reinforced concrete foundations, exterior walls of brick, metal or cementitious panels, steel structure, metal/concrete deck, single ply roof membrane over insulation, upper floor plus roof supported by steel bar joists, interior walls of gypsum wallboard on metal studs, suspended ceilings, energy efficient air conditioning, three phase grounded electrical system, recessed LED lighting for classrooms/labs, and automatic fire sprinkler system throughout the building. This facility will utilize the latest telecommunications equipment and technology in all areas.

**Related Work:**

Movable furniture and certain technical equipment are not included within the construction contracts and are budgeted separately. The Architectural/Engineering fees for KAI Design Build and the Construction Management fees and general conditions for Tarlton were previously approved by the Board of Trustees.

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**CENTER FOR NURSING AND HEALTH SCIENCES**

Bid Release 1 (Continued)

**Detail of Bidding Packages:**

**BP 03A – Concrete Foundations, Building Flatwork and Ground Improvements**

Description: This package includes vertical concrete, concrete flatwork, reinforcing, and waterproofing.

**Qualified Bids**

**VEE-JAY CEMENT CONTRACTING COMPANY, INC.**  
Musselman & Hall

**Base Bid**

**\$ 1,093,293.00**  
2,217,460.00

**BP 04A – Masonry**

Description: This package includes the masonry veneer on the building.

**Qualified Bids**

**HEITKAMP MASONRY, INC.**  
John J. Smith masonry  
Toenjes Brick Contracting  
Grant Contracting Company

**Base Bid**

**\$201,090.00**  
259,816.00  
305,750.00  
383,777.00

**BP 05A – Structural Steel**

Description: This package includes steel fabrication and erection, and metal decking.

**Qualified Bids**

Blattner Steel  
**#KUPFERER BROTHERS IRON WORKS, INC.**  
Ben Hur Steel Works LLC  
Weaver Steel Construction  
Wilson Structural Steel, LLC (disqualified due to exclusions and conditions in their bid)

**Base Bid**

2,476,400.00  
**\$2,536,010.00**  
3,108,000.00  
3,272,137.00

# Kupferer Brothers was recommended by the College's Construction Manager, for base bid plus a voluntary alternate to include \$354,972 in MBE participation versus the low qualified bidder's inclusion of \$0.00.

**BP 07A – Membrane Roofing**

Description: This package includes the building's roof system.

**Qualified Bids**

**BADE ROOFING**  
Jim Taylor, Inc.  
Missouri Builders Service, Inc.  
Geissler Roofing  
Bi-State Roof Systems  
D.E. Martin Roofing  
RSS Roofing Services & Solutions LLC

**\$ 332,717.00**  
376,180.00  
383,864.00  
388,210.00  
461,536.00  
463,499.00  
469,900.00

**CENTER FOR NURSING AND HEALTH SCIENCES**

Bid Release 1 (Continued)

**BP 07B – Sheet Metal and Flashing**

Description: This package includes metal screens, metal panels and sheet metal flashing and copings.

**Qualified Bids**

**HYDE SHEET METAL** **\$1,761,374.00**

**BP 08A – Glass and Glazing**

Description: This package includes exterior storefront and curtainwall, interior glazing, doors and automatic operators, and sunshades

**Qualified Bids**

**MISSOURI VALLEY GLASS** **\$2,221,023.00**

**BP 14A – Elevators**

Description: This package includes the elevators and conveying equipment in the building.

**Qualified Bids**

**KONE** **\$ 530,000.00**

Otis Elevator (disqualified due to lack of bid security)

**BP 21A – Fire Protection**

Description: This package includes sprinklers and associated equipment.

**Qualified Bids**

Ahern Fire Protection

**## PIPE SYSTEMS MECHANICAL**

Ardor (disqualified due to lack of bid security)

## Pipe Systems was recommended by the College’s Construction Manager, as they included \$165,300.00 in MBE participation and \$372,377.00 in WBE participation versus the low qualified bidder’s inclusion of \$0.00.

**Base Bid**

495,087.00

**\$537,677.00**

**BP 22A – Plumbing**

Description: This package includes plumbing work, plumbing excavation, fire caulking.

**Qualified Bids**

**FRANKLIN MECHANICAL**

C & R Mechanical

DeLuca Plumbing LLC

Parkway Construction Services

B.E. Scaife Plumbing Company, Inc.

**Base Bid**

**\$ 1,291,167.00**

1,570,700.00

1,600,300.00

1,710,000.00

1,787,400.00

**CENTER FOR NURSING AND HEALTH SCIENCES**

Bid Release 1 (Continued)

**BP 23A – Mechanical**

Description: This package includes mechanical work; mechanical piping, ductwork, HVAC equipment and installations.

**Qualified Bids**

**WIEGMANN & ASSOCIATES, INC.**

C & R Mechanical Company

Rock Hill

Jarrell Mechanical

Mechanical Solutions, Inc.

**Base Bid**

**\$ 4,118,313.00**

4,289,175.00

4,356,000.00

4,439,366.00

4,850,260.00

**BP 26A – Electrical**

Description: This package includes power, lighting, low voltage wiring, communications, audio-visual installations, electronic safety and security, lightning protection, and fire alarms.

**Qualified Bids**

**SCHAEFFER ELECTRIC**

Briner Electric

Power Up Electrical

Kaemmerlen

Sachs Electric

Aschinger Electric (disqualified due to lack of bid security)

**Base Bid**

**\$ 3,791,900.00**

4,099,075.00

4,487,700.00

4,595,000.00

4,937,378.00

**BP 31A – Earthwork/ Utilities**

Description: This package includes excavation/ cut and fill work, erosion control, and site sewers.

**Qualified Bids**

**BOMMARITO CONSTRUCTION**

Kuesel Excavating

J.H. Berra Construction Company, Inc.

Castle Contracting

**Base Bid**

**\$ 985,000.00**

1,120,000.00

1,232,850.00

1,323,000.00

**Funding:**

This project will be funded from leasehold revenue bonds.

**Advertisements:**

The College places newspaper advertisements, in compliance with Board policy, on those bids estimated to exceed \$15,000.00. Plans were made available through the CrossRhodes plan room and Tarlton's website. CrossRhodes made an e-mail notification to all local MBE/WBE/DBE businesses

**Recommendation for Ratification/Physical Facilities:**

Board ratification is requested for award of a contract for work to be done in the garage stair towers at the Forest Park campus to the following firm:

<b><u>Qualified Bidder</u></b>	<b><u>Base Bid</u></b>	<b><u>Alternate #1</u></b>	<b><u>Contract Amount</u></b>
<b>Jackson Building Group</b>	<b>\$63,250.00</b>	<b>\$26,000.00</b>	<b>\$89,250.00</b>

**Description:**

The existing roof structure for the stair towers at the Forest Park parking structure is an open roof deck, which provides nesting areas for birds. This creates an unsightly and unhygienic situation in the stair towers. The base bid included enclosing the soffit to eliminate these nesting areas in the main (northwest) stairwell, and energy efficient lighting in the stairwells and elsewhere in the garage. The alternate added installation of the soffit in the southeast stairwell. Plans and specifications were prepared by Engineering & Design and Etegra architects.

**Bid – F 18 403, Garage Stair Towers**

The results of this bid, which opened March 6, 2018, are listed below:

<b><u>Contractors:</u></b>	<b><u>Base Bid</u></b>	<b><u>Alternate #1</u></b>	<b><u>Contract Amount</u></b>
<b>Jackson Building Group</b>	<b>\$63,250.00</b>	<b>\$26,000.00</b>	<b>\$ 89,250.00</b>
John Kalicak Construction, Inc.	69,226.00	24,626.00	93,852.00
KAI Design Build	76,100.00	23,800.00	99,900.00
Atlas Building Group	77,777.00	31,777.00	109,554.00

**Funding:**

This project will be funded from operating and capital budgets.

**Advertisements:**

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

**Recommendation for Ratification/Physical Facilities:**

Board ratification is requested for award of a contract for replacement of chiller controls at the Meramec campus to the following firm:

<b><u>Qualified Bidder</u></b>	<b><u>Contract Amount</u></b>
<b>Integrated Facility Services</b>	<b>\$81,450.00</b>

**Description:**

The existing controller for a redundant chiller at Meramec has failed leaving the chiller inoperable. The controller needs to be replaced as repair parts are unavailable. This project calls for complete replacement of the controller including main control panel and cabinet, variable frequency drive, wiring, automatic valves, gauges and safety switches. Also included is programming the controller into the existing Building Automation System, start up, and training. The specialized nature of the programming limited the number of bid responses received, but the final cost was consistent with the estimate provided by the design engineer. Plans and specs were prepared by Engineering & Design and BRiC Partnership consulting engineers.

**Bid – F 18 601, Replace Chiller Controls**

The results of this bid, which opened March 6, 2018, are listed below:

<b><u>Contractors:</u></b>	<b><u>Total</u></b>
<b>Integrated Facility Services</b>	<b>\$81,450.00</b>

**Funding:**

This project will be funded from operating and capital budgets.

**Advertisements:**

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

**Recommendation for Ratification/Physical Facilities:**

Board ratification is requested for award of a contract for replacement of the feeder cable at the Business Administration building at the Meramec campus to the following firm:

<b><u>Qualified Bidder</u></b>	<b><u>Contract Amount</u></b>
Schneider Electric of St. Louis, LLC	\$99,420.00

**Description:**

The existing buried conduit containing the feeder cable to the Business Administration and Social Science buildings has deteriorated and is allowing groundwater to leak into electrical panels in the tunnel. This project will re-route this cable through the crawlspace of the BA building, abandoning the deteriorated conduit. Plans and specs were prepared by Engineering & Design and William Tao consulting engineers.

**Bid – F 18 603, Replacement of Feeder Cable at BA Building**

The results of this bid, which opened March 8, 2018, are listed below:

<b><u>Contractors:</u></b>	<b><u>Total</u></b>
Schneider Electric of St. Louis, LLC	\$ 99,420.00
Schaeffer Electric Company	\$130,635.00

**Funding:**

This project will be funded from operating and capital budgets.

**Advertisements:**

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

## 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.

<u>PDF#</u>	<u>Description</u>	<u>Property Tag</u>	<u>Location</u>	<u>Condition</u>	<u>Purchased Date</u>	<u>Original Cost</u>	<u>Book Value</u>
10-1001-2003:	CIM Automated Manufacturing Intelitek ProLite Mill	013906	FV	Poor	12/16/2003	\$ 31,806.00	\$ 1,767.00

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

### **Agreement between St. Louis Community College and UMB Bank**

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

### **Ratification of Agreement between Ooey Gooley and St. Louis Community College**

It is recommended that the Board of Trustees ratify an agreement between **Ooey Gooley** and **St. Louis Community College** for a one-day training workshop for early childhood educators on **March 10, 2018** at St. Louis Community College - Florissant Valley. Ms. Lisa Murphy is the keynote for this event/program and the cost is **\$5,000.00**. This program will be funded from the Trained Educators Achieve More grant.

### **Recommended Approval of Agreement between St. Louis Community College and TSI Global Companies**

Agreement between St. Louis Community College and TSI Global Companies Board approval is requested for additional contractual relationship between St. Louis Community College and TSI Global Companies, to provide IT services. These services are required to bridge service gaps due to excessive End User Technologist position vacancies in Information Technology. Specifically, these positions have had a +50% attrition rate and are required for direct faculty/student support as well as the personnel moves from the Cosand Center. The fees for these backfill services are estimated at \$25,000.00 per month for professional services until full time staffing is recruited and hired.

### **Agreement between St. Louis Community College and Oxford Global Resources, LLC.**

Board approval is requested for additional contractual relationship between **St. Louis Community College and Oxford Global Resources, LLC**, to provide IT services. These services are required to bridge service gaps due to VSIP and position vacancies in Information Technology Departments. The fees for these services are estimated at **\$60,000.00 for professional services plus \$12,000.00 for travel expenses through April 30, 2018.**

*Academic Affairs*

**Contracts and Agreements**

**Clinical Agreements**

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

<b>Participant</b>	<b>Program</b>	<b>Effective Date</b>
A Red Circle	Human Services	01/24/18
Lorenzo's Trattoria	Dietetic Technology	01/16/18
McDaniel Nutrition Therapy	Dietetic Technology	01/22/18
Jay B Smith Funeral Home	Funeral Services	01/01/18
St. Louis Children's Hospital	Paramedic	09/21/17

## **Workforce Solutions Group**

### **Ratification of Direct Pay Agreements**

<b><u>Funding Source</u></b>	<b><u>Title of Program and/or Purpose</u></b>	<b><u>Campus</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
Dohmen Life Science Services	Curriculum development services project to expand Dohmen's Management Training Boot Camp.	Workforce Solutions Group	February 8, 2018 through June 30, 2018	\$14,880

**Manager: Eric Whitehead**

Metro	Assessment instrument administration and scoring for applicants to the Diesel Mechanic's Training Program.	Workforce Solutions Group	January 11, 2018 through December 31, 2018	\$9,330
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**Manager: Eric Whitehead**

Packaging Concepts, Inc.	Professional Education Training Services in Lean, 5S and other continuous improvement projects.	Workforce Solutions Group	October 25, 2017 through June 30, 2018	\$9,375
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**Manager: Eric Whitehead**

### **Contracts and/or Agreements**

#### **Agreement renewal between St. Louis Community College and ACT WorkKeys**

It is recommended that the Board of Trustees ratify the Workforce Solutions Group's renewal of the ACT Standard Agreement for Use of WorkKeys. This agreement provides access to ACT paper-based and online WorkKeys assessments which are used by Workforce Solutions Group projects and training programs. There is no cost for the agreement renewal, but WorkKeys assessments will be purchased for testing of students and participants in training programs. This agreement is effective February 1, 2018 and shall remain in effect for three years.

#### **Agreement between St. Louis Community College and Franklin Drain Services Company**

It is requested that the Board of Trustees ratify an agreement between St. Louis Community College and Franklin Drain Services Company for providing employee training services for Commercial Driver's Licenses (CDL) for the amount of \$3,010 per class effective January 24, 2018 – February 28, 2019.

## ***Workforce Solutions Group***

### **Professional Services Agreement – FocusPath**

**January 2018 – May 2018** - It is requested that the Board of Trustees ratify a professional services agreement with Ramesh Kumar of FocusPath from January 2018 – May 2018, in an amount not to exceed \$25,000. FocusPath will provide in class instruction and books for Continuing Ed Project Management training and access to online test questions for student test preparation at St. Louis Community College – Corporate College. These services will be paid for through funding provided by the STLCC Continuing Education student fees.

### **Professional Services Agreement – Are We There Yet (LLC)**

**January 2018 – May 2018** -- It is requested that the Board of Trustees ratify a professional services agreement with Dea Hoover of Are We There Yet (LLC) from January 2018 – May 2018, in an amount not to exceed \$25,500. Are We There Yet (LLC) will provide Professional Tour Guide Dea Hoover, motor coach transportation, all listed attractions, speakers, experiences, inclusive lunch, and all gratuities to driver and guide for Continuing Ed tours and trips. These services will be paid for through funding provided by the STLCC Continuing Education student fees.

### **Professional Services Agreement – MK Education**

**January 2018 – May 2018** It is requested that the Board of Trustees ratify a professional services agreement with Mayur Shah of MRxl Corporation and Kushan LLC from January 2018 – May 2018 in an amount not to exceed \$117,000. MK Education will provide curriculum and updates, instructor/student access to the MK Education LMS system, video lectures, and instructor manuals, course materials excluding textbooks, lab supplies, student recruitment, externship management and quality assurance for instruction of Pharmacy Technician Flipped Training program and Central Sterile Processing Flipped Training Program at STLCC Forest Park campus. These services will be paid for through funding provided by the STLCC Continuing Education student fees.

### **Professional Services Agreement – SharkFitness (LLC)**

**January 2018 – May 2018** - It is requested that the Board of Trustees ratify a professional services agreement with Keath Hausher of SharkFitness from January 2018 – May 2018 in an amount not to exceed \$115,000. SharkFitness will provide instruction, equipment and curriculum for Continuing Ed boot camp fitness classes at the Meramec campus. These services will be paid for through funding provided by the STLCC Continuing Education student fees.