

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
ST. LOUIS COMMUNITY COLLEGE  
THURSDAY, OCTOBER 18, 2018**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, October 18, 2018, at the Corporate College, 3221 McKelvey Rd., Bridgeton, MO, pursuant to notice and in accordance with Section 610.020 RSMo, as amended.

1. Call to Order/Roll Call

Mr. Rodney Gee, Chair, called the meeting to order at 7:05 p.m. The following members of the Board of Trustees were present: Mr. Rodney Gee, Chair; Dr. Kevin M. Martin, Vice Chair; Ms. Libby Fitzgerald, Trustee; Dr. Doris Graham, Trustee; Dr. Craig Larson, Trustee, and Ms. Joan McGivney, Trustee. Ms. Pam Ross, Trustee, was absent.

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

2. Welcome to Guests

Mr. Gee welcomed guests attending the meeting.

3. Adoption of Agenda/Revisions to Agenda

On motion by Dr. Martin and seconded by Dr. Larson, the Board unanimously adopted the agenda. Ms. Garrison noted that appointment of voting delegates for ACCT was on the addendum and that it would require a vote by the Board.

Following adoption of the agenda, on motion by Dr. Graham and seconded by Dr. Larson, the Board voted unanimously to appoint Mr. Gee as a voting delegate at the ACCT conference and Dr. Graham to serve as an alternate.

4. External Audit Report

Mr. Matt Wallace of KPM CPAs and Advisors provided the Board with a report of the External Audit and answered questions from the Board.

Paul Zinck, Vice Chancellor of Finance and Administration, noted the External Audit will be posted online in the next couple of days.

5. Citizens Desiring to Address the Board Regarding Agenda Items

Margaret Hvatum, Professor of Information Systems, addressed the Board regarding the lodging of Board Policy G.12.4., stating that she brought the recommendation through governance council at the request of a student and appreciates the College working together to get this policy approved.

Dr. Martin said he appreciates faculty bringing proposed revisions forward.

6. Approval of the September 27, 2018 Regular Meeting Minutes

On motion by Dr. Martin and seconded by Ms. Fitzgerald, the Board unanimously approved the September 27, 2018 Regular meeting minutes as written.

7. Approval of Resolution Re November 29, 2018 Executive Session of the Board of Trustees

On motion by Dr. Larson and seconded by Dr. Martin, the Board, by a roll-call vote, unanimously (with Ms. Ross being absent) approved the resolution scheduling an executive session on November 29, 2018, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

8. Recommended Lodging of Revised Board Policy G.12.4 Certificates/Awards

On motion by Ms. McGivney and seconded by Dr. Martin, the Board unanimously lodged revisions to Board Policy G.12.4 Certificates/Awards, 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.

10. Information Item

Mr. Dennis White presented to the Board on Alliance for Innovation and Transformation (AFIT). Dr. Elizabeth Perkins was unable to attend.

Dr. Larson thanked Dr. White for his work with AFIT and asked for continued updates to the Board of Trustees.

Mr. White said the Chancellors Leadership Academy teams would report at the end of the semester.

11. Approval of Consent Items

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

11.1 Consent Item Motion and Vote

On motion by Dr. Martin and seconded by Dr. Larson, the Board unanimously approved the Consent Agenda, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

11.2 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.

11.3 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.

#### 11.4 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.

#### 11.5 FINANCE

##### Budget

##### A. Financial Reports

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

#### 11.6 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.

#### 11.7 ACCEPTANCE OF EXTERNAL FUNDS

##### Acceptance of External Funds

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

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

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

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

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

#### 12. COMMUNICATIONS

## 12.1 Chancellor's Report

Dr. Pittman gave the following report:

### **Administrative Title Changes**

Recently there has been much dialogue around the concept of changing titles of campus leadership roles to provide better clarity around the function of each position. In particular, in listening to several stakeholders, it is apparent that there is often confusion around the “provost” title particularly with community representatives.

Hence, the Academic Affairs Structure Focus Group has met several times to discuss different ideas to better clarify the roles to the public. What the team finally recommended was to change the titles of provosts to Campus President and Chief Academic Officer. It was determined by the Leadership Teams that the titles be consistent at all 4 of our campuses. The new title has been reported at College Councils and no suggestions or other recommendations were made.

In addition to the AASFG's recommendation, an additional recommendation from Student Affairs was to change the title of Deans of Student Affairs and Enrollment Management to Campus Vice President of Student Affairs to better align with the new Campus President title. This title would be consistent at each campus.

None of these changes would entail changes in organizational structure or in wages and benefits.

The Leadership Team has approved these changes and it is planned that they will go into effect at the beginning of the Spring Semester. I will work with Marketing and Communications to share these changes to faculty and staff and the community in the near future.

### **Professional Development Day**

This past Tuesday I am pleased to announce that we had a very successful Professional Development Day at the Meramec Campus! The day consisted of opening plenary sessions of presentations by Dr. Carol Lupardus, Mr. Brian Millner of MCCA, and the Banner 9 Implementation Team!

We also heard a wonderful keynote address by Jonathan Mooney, a writer and learning activist who did not learn to read until he was 12 years old due to several learning disabilities. Since that time, he is a graduate of Brown University with an

honors degree in English Literature, has written several books, and is an outstanding advocate for strategies to work with student with disabilities.

We also had over 70 breakout sessions led by faculty and staff on a wide variety of topics by several departments that provided institutional updates, learning activities, and pedagogical ideas for the classroom.

Many thanks to the staff of the Meramec Campus and the entire team who worked so hard to provide the faculty and staff with a great professional development day! Also, many thanks to Trustee McGivney who was present at the opening sessions.

### **Workforce 2030 Conference**

On October 16 and 17, the Missouri Chamber held its first Workforce 2030 Conference at the Renaissance Hotel by the Airport here in St. Louis. The College was asked to participate in the conference. During the break-out sessions on Wednesday morning, we presented a panel discussion entitled “Stackable Credentials: Moving Away from the 4 year Mantra.” I served as the moderator for the panel, and panelists included:

- Mareen Mazurek, Director of Communications, New Leaf Symbiotics
- Dr. Cris Handel, VP of Operations, Arvegenix, and
- Sherita Haigler, Director of the St. Louis Regional STEM Learning Ecosystem

Discussion focused on the incredible value that certificate and associate degree graduates from the Center for Plant and Life Sciences bring to start up bio-science companies in St. Louis. There was also considerable dialogue about vertical pathways for our graduates, and the need to communicate with a wide variety of constituents to attract high school graduates and adults into these amazing careers!

In addition to the morning session, the Missouri Chamber hosted the Boeing Manufacturing Day VIP Event and Reception at the Center for Workforce Innovation at Flo Valley, and we had several community and state leaders attend, including State Representatives and the Mayor of Bridgeton.

During the session, Chad Nicklaus from Boeing and I presented about the partnership that exists between us with the two pre-employment training programs. To date, we have placed 550 individuals at Boeing, many of which have attained additional education and moved on to higher level positions in the organization.

We also conducted a tour of three labs, including fabrication, composite, and Industrial Maintenance.

Many thanks to Hart Nelson and Becky Epps for making this a successful day, and also many thanks to the Culinary team who provided delicious treats during the meeting at CWI!

### **Associate for Board Relations**

It is with mixed emotions that I announce tonight will be the final appearance at the Trustee table for Rebecca Garrison, who will be retiring at the end of the year. We are very thankful for all of the wonderful service that Becky has provided the board and the College for 34 years!

I would like to introduce the next Associate for Board Relations, Ms. Jessica Grove. Jessica has a wide variety of experience that will serve the board and the College well. Most recently, she was the assistant to the MoBio Board, and has also served in an administrative role with Governor Blunt while he was in office.

Many thanks to Rebecca for a job well done, and we certainly welcome Jessica and look forward to working with her in the years ahead!

### 12.2 Board Chair's Report

I want to remind the Board that there are two Emerging Scholars Banquets coming up.

- The Forest Park Banquet is on Wednesday, October 24, 2018 at 6 p.m. in the Forest Park Campus cafeteria.
- Florissant Valley is having their Banquet on Thursday, November 1<sup>st</sup> on the Florissant Valley Campus at 6 p.m. in the Multipurpose Room.

If you have not RSVP'd, please inform Becky or Jessica as soon as possible of your plans to attend.

I want to congratulate Dr. Doris Graham, who will receive the "Apple for the Teacher" Award from the Alpha Zeta Chapter of Iota Phi Lambda Sorority on November 17, 2018. The Apple for the Teacher award is a tribute to educators in observance of American Education Week. The theme for the awards celebration is "Great Public Schools are a basic right and our responsibility and education is the Foundation for every child's success." As you will recall, Dr. Graham served in the St. Louis Public School District for 38 years.

I would also like to thank Joan McGivney for representing the Board at Professional Development Day.

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

Blessing Naasah addressed the Board regarding a grade that is impacting her completion of the Nursing Program. She provided the Board with a written statement.

Nekaoloo Naasah, husband of Blessing Naasah, also asked the Board of Trustees to review his wife's statement.

### 10.4 Board Member Comments

Dr. Martin thanked College employees for the recommendation for title changes which will be well received in the community.

Dr. Graham thanked the faculty and staff for their hard work and noted they are doing a great job. Dr. Graham also expressed her appreciation for Dr. Pittman and his work with the College.

After hearing the remarks from Ms. Naasah, Dr. Graham told a related story and said that she believes there is a solution for every problem.

Ms. Fitzgerald remarked that she truly enjoys meeting College graduates around the community and seeing them doing so well in their careers.

Ms. McGivney said she enjoyed staff development, and it was good to hear things from different perspective, as everyone is unique.

Ms. McGivney advised the Board that Ms. Denise House, recipient of the BOT Scholarship, sends her appreciation to the Board. Ms. House has received her degree and is working at the Forest Park Campus in Academic Support.

## 11. NEW BUSINESS

None

## 12. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Jessica Grove  
Associate for Board Relations

**Board of Trustees**

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

**MEMORANDUM**

To: Board of Trustees  
From: Jeff Pittman  
Date: October 18, 2018  
Subject: Board Agenda Modifications

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Page 1 Add: Recommended Approval of Voting Delegate/Alternate for the Association of Community College Trustees

**Appointments/Full-time Classified Staff**

11.3/P.1 Add: Rogers, Leslie; FP, CU-4, Administrative Clerk II, CU-5; \$32,066; effective: 11/05/2018- Replacement.

## **#7 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 November 29, 2018 at 6:00 p.m., at the Corporate College, in the 2<sup>nd</sup> Floor 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.

October 18, 2018  
Board Agenda

**# 8 Recommended Lodging of Revised Board Policy G.12.4 Certificates/Awards**

~~At least two-thirds of all credit hours required for Certificates of Specialization and Proficiency must be completed through enrollment at St. Louis Community College.~~

FOR STUDENTS SEEKING AN ASSOCIATE'S DEGREE OR CERTIFICATE OF PROFICIENCY, 15 CREDIT HOURS MUST BE COMPLETED AT STLCC. FOR STUDENTS SEEKING A CERTIFICATE OF SPECIALIZATION, 9 CREDIT HOURS MUST BE COMPLETED AT STLCC.

## *Academic Affairs*

**◆The college recommends that the Board of Trustees approve the revision of the Diagnostic Medical Sonography Certificate of Proficiency program submitted by the District Curriculum Committee.**

Program: Diagnostic Medical Sonography  
Certificate of Proficiency

Effective: Spring 2019 pending BOT approval

**Impact Statement**

This program is being revised to include a one-credit hour increase for applications courses that have recently been revised to include more content necessary for student success.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
DMS 103	Ultrasound Physics and Instrumentation I	2	DMS 103	Ultrasound Physics and Instrumentation I	2
DMS 104	Ultrasound Physics and Instrumentation II	2	DMS 104	Ultrasound Physics and Instrumentation II	2
DMS 201	Ultrasound Physics and Instrumentation III	2	DMS 201	Ultrasound Physics and Instrumentation III	2
<i>Select one of the following options:</i>			<i>Select one of the following options:</i>		
<i>Cardiac Sonography Option:</i>			<i>Cardiac Sonography Option:</i>		
DMS 127	Introduction to Sonography	3	DMS 127	Introduction to Sonography	3
DMS 112	Cardiac Sonography I	3	DMS 112	Cardiac Sonography I	3
DMS 113	Cardiac Sonography Scanning Techniques I	2	DMS 113	Cardiac Sonography Scanning Techniques I	2
DMS 114	Cardiac Sonography Practicum I	2	DMS 114	Cardiac Sonography Practicum I	2
DMS 115	Cardiac Sonography II	3	DMS 115	Cardiac Sonography II	3
DMS 116	Cardiac Sonography Scanning Techniques II	1	DMS 116	Cardiac Sonography Scanning Techniques II	1
DMS 117	Cardiac Sonography Clinical Applications	2	DMS 117	Cardiac Sonography Clinical Applications	3
DMS 118	Cardiac Sonography Practicum II	3	DMS 118	Cardiac Sonography Practicum II	3
DMS 207	Cardiac Sonography III	2	DMS 207	Cardiac Sonography III	2
DMS 208	Cardiac Sonography Practicum III	4	DMS 208	Cardiac Sonography Practicum III	4
DMS 209	Cardiac Sonography IV	4	DMS 209	Cardiac Sonography IV	4
DMS 126	Introduction to Vascular Sonography	3	DMS 126	Introduction to Vascular Sonography	3

DMS 128	Introduction to Vascular Sonography Scanning Techniques	1		DMS 128	Introduction to Vascular Sonography Scanning Techniques	1	
DMS 211	Cardiac Sonography Practicum IV	3		DMS 211	Cardiac Sonography Practicum IV	3	
<i>Medical Sonography Option:</i>				<i>Medical Sonography Option:</i>			
DMS 127	Introduction to Sonography	3		DMS 127	Introduction to Sonography	3	
DMS 105	Medical Sonography I	3		DMS 105	Medical Sonography I	3	
DMS 106	Medical Sonography Scanning Techniques I	2		DMS 106	Medical Sonography Scanning Techniques I	2	
DMS 107	Medical Sonography Practicum I	2		DMS 107	Medical Sonography Practicum I	2	
DMS 108	Medical Sonography II	3		DMS 108	Medical Sonography II	3	
DMS 109	Medical Sonography Scanning Techniques II	1		DMS 109	Medical Sonography Scanning Techniques II	1	
DMS 110	Medical Sonography Clinical Applications	2		DMS 110	Medical Sonography Clinical Applications	3	
DMS 111	Medical Sonography Practicum II	3		DMS 111	Medical Sonography Practicum II	3	
DMS 202	Medical Sonography III	2		DMS 202	Medical Sonography III	2	
DMS 203	Medical Sonography Practicum III	4		DMS 203	Medical Sonography Practicum III	4	
DMS 204	Medical Sonography IV	4		DMS 204	Medical Sonography IV	4	
DMS 126	Introduction to Vascular Sonography	3		DMS 126	Introduction to Vascular Sonography	3	
DMS 128	Introduction to Vascular Sonography Scanning Techniques	1		DMS 128	Introduction to Vascular Sonography Scanning Techniques	1	
DMS 206	Medical Sonography Practicum IV	3		DMS 206	Medical Sonography Practicum IV	3	
<b>Program total</b>			<b>42 credits</b>	<b>Program total</b>			<b>43 credits</b>

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

Program: Network Engineering  
Associate in Applied Science

Effective: Spring 2019 pending BOT approval

**Impact Statement**

This program is being revised to include current course offerings and to update student learning outcomes.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG 101	College Composition I	3	ENG 101	College Composition I	3
ENG 102 <i>OR</i>	College Composition II	3	ENG 102 <i>OR</i>	College Composition II	3
ENG 103	Report Writing		ENG 103	Report Writing	
MTH 160	Precalculus Algebra	4	MTH 160	Precalculus Algebra	4
MTH 186	Survey of Calculus	4	XXX xxx	Social & Behavioral Sciences: Civics Requirement	3
XXX xxx	Missouri State Requirement	3	XXX xxx	Natural Science/Math Elective	3
XXX xxx	Social Science Elective	3	IS 112	Software and Hardware Architecture	3
XXX xxx	Physical Education Activity	2	IS 130	Hardware and Software Support	3
IS 112	Software and Hardware Architecture	3	IS 237	Fundamentals of Information Assurance/Security	3
IS 130	Hardware and Software Support	3	IS 229	Unix/Linux I	3
IS 237	Fundamentals of Information Assurance/Security	3	IS 264	Unix/Linux II	3
IS 229	Unix/Linux I	3	IT 101	Cisco Networking Academy I: Introduction to Networks	5
IS 264	Unix/Linux II	3	IT 102	Desktop Client Support	3
IT 101	Cisco Networking Academy I: Introduction to Networks	5	IT 201	Cisco Networking Academy II: Routing and Switching Essentials	5
IT 102	Desktop Client Support	3	IT 210	Firewall and VPN Security	3
IT 201	Cisco Networking Academy II: Routing and Switching Essentials	5	<i>Select one of the following focus areas:</i>		
IT 210	Firewall and VPN Security	3	<i>Server Focus:</i>		
<i>Select one of the following focus areas:</i>			IT 211	Introduction to Virtualization and Cloud Computing	4
<i>Server Focus:</i>			IT 240	Windows Server: Installation and Configuration	3

IT 140	Windows Server Configuring Active Directory	3		IT 241	Windows Server: Administration	3
IT 142	Windows Server Configuring Infrastructure	3		IT 242	Windows Server: Advanced Services Configuration	3
IT 246	Windows Server Administration	3		<i>Infrastructure Focus:</i>		
IT 211	Introduction to Virtualization and Cloud Computing	4		IT 202	Cisco Networking Academy III: Scaling Networks	5
<i>Infrastructure Focus:</i>				IT 203	Cisco Networking Academy IV: Connecting Networks	5
IT 202	Cisco Networking Academy III: Scaling Networks	5		IT 235	Network Infrastructure Design	3
IT 203	Cisco Networking Academy IV: Connecting Networks	5		<i>Security Focus:</i>		
IT 235	Network Infrastructure Design	3		IT 120	Enterprise Security Management	3
<i>Security Focus:</i>				IT 121	Secure E-Commerce and E-Government	3
IT 120	Enterprise Security Management	3		IT 208	Cisco Networking Academy: CCNA Security	5
IT 121	Secure E-Commerce and E-Government	3		IT 216	Digital Forensics	3
IT 208	Cisco Networking Academy: CCNA Security	5				
IT 216	Digital Forensics	3				
<b>Program total</b>		<b>66-67 credits</b>		<b>Program total</b>		<b>60-61 credits</b>

**◆The college recommends that the Board of Trustees approve the revision of the Network Engineering Certificate of Proficiency program submitted by the District Curriculum Committee.**

Program: Network Engineering  
Certificate of Proficiency

Effective: Spring 2019 pending BOT approval

**Impact Statement**

This program is being revised to be a stackable credential to the Network Engineering AAS program and to update student learning outcomes.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
IS 130	Hardware and Software Support	3	IS 112	Software and Hardware Architecture	3
IT 102	Desktop Client Support	3	IS 130	Hardware and Software Support	3
IT 142	Windows Server Configuring Infrastructure	3	IS 229	Unix/Linux I	3
IT 101	Cisco Networking Academy I: Introduction to Networks	5	IS 237	Fundamentals of Information Assurance/Security	3
IT 201	Cisco Networking Academy II: Routing and Switching Essentials	5	IS 264	Unix/Linux II	3
IS 229	Unix/Linux I	3	IT 102	Desktop Client Support	3
IS 264	Unix/Linux II	3	IT 101	Cisco Networking Academy I: Introduction to Networks	5
IS 237	Fundamentals of Information Assurance/Security	3	IT 201	Cisco Networking Academy II: Routing and Switching Essentials	5
IT 210	Firewall and VPN Security	3	IT 210	Firewall and VPN Security	3
IT 211	Introduction to Virtualization and Cloud Computing	4			
<b>Program total</b>		<b>35 credits</b>	<b>Program total</b>		<b>31 credits</b>

**HUMAN RESOURCES AGENDA SUMMARY**

APPOINTMENTS / FULL-TIME ADMINISTRATIVE/PROFESSIONAL STAFF	13
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**APPOINTMENTS / FULL-TIME ADMINISTRATIVE/PROFESSIONAL STAFF**

<b>NAME</b>	<b>CURRENT/NEW EMPLOYEE</b>	<b>LOC</b>	<b>TITLE</b>	<b>RANGE</b>	<b>PAY RATE</b>	<b>COMMENTS</b>	<b>EFFECTIVE DATE</b>
Beelek, Rory	New Employee	CO	Director of Grants	A-15	\$80,065	Replacement	10/22/2018
Owens, Seth	Current Employee	CO	Supervisor, Professional Truck Driving Program	P-10	\$63,000	Replacement	10/19/2018
Dutt, Nicole	Current Employee	FP	Coordinator Degree Audit Systems and Processes	P-10	\$50,000	Replacement	10/19/2018
Cornwell, Nicole	New Employee	MC	Academic Advisor	P-8	\$40,619	New Position	10/25/2018
Keffer, Shari	New Employee	CO	Coordinator, Budget	P-14	\$78,000	Replacement	11/12/2018
Armstead, Scott	Current Employee	MC	District Wide-Coordinator, Assistive Technology	P-9	\$44,679	Reorganization	10/19/2018
Simmons, Xia	New Employee	FP	Admissions Advisor I	P-7	\$36,920	Replacement	10/22/2018
Primous, Ena	Current Employee	CO	DW Business Manager	P-12	\$65,327	Re-Organization	10/19/2018
Kettenacker, Victoria	Current Employee	CO	Business Manager, Academic Affairs	P-13	\$80,000	Re-Organization	10/19/2018
Vandiver, Erica	New Employee	CO	Business Manager, Student Affairs	P-12	\$64,000	Re-Organization	10/22/2018
Anderson, Oliva	Current Employee	MC	Business Services Supervisor-MC	P-8	\$45,000	Re-Organization	10/22/2018
Orzel, Jennifer	Current Employee	FV	Business Services Supervisor-FV	P-8	\$45,000	Re-Organization	10/22/2018
Stegeman, Melanie	Current Employee	FP	College Registrar	P-14	\$87,000	Reclassification	10/19/2018

**APPOINTMENTS / FULL-TIME CLASSIFIED STAFF**

<b>NAME</b>	<b>CURRENT/NEW EMPLOYEE</b>	<b>LOC</b>	<b>TITLE</b>	<b>RANGE</b>	<b>PAY RATE</b>	<b>COMMENTS</b>	<b>EFFECTIVE DATE</b>
Cary, Timothy	Current Employee	FP	Facilities Support Assistant-Physical Plant	C-5	\$40,000	Replacement	10/19/2018

**ADDITIONAL COMPENSATION / PROFESSIONAL STAFF**

<b>NAME</b>	<b>LOC</b>	<b>TITLE</b>	<b>BASE RATE</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATE</b>
Bird, Amy	FV	MGR, Disability Support Services	\$66,281	\$72,909*	10/19/2018-06/30/2019

\*REFLECTS A 10% INCREASE TO BASE SALARY

**REVISIONS TO PREVIOUSLY – APPROVED ITEMS**

Board of Trustees approval of Neidra Butler on 09/27/2018,  
page 1: Start date revised to 09/01/2018.

Board of Trustees approval of Tiffini Rushing on 09/27/2018,  
page 2: Revised salary of \$37,080

**INFORMATION ONLY**

**RESIGNATIONS / ADMINISTRATIVE / PROFESSIONAL STAFF**

<b>NAME</b>	<b>LOCATION</b>	<b>TITLE</b>	<b>EFFECTIVE DATE</b>
Boyd, Antoinette	FV	Career & Employment Services Specialist	10/12/2018
Bufalo, Rachel	CO	Continuing Education Program Planner	10/05/2018

## **Recommendation for Award/Purchasing – Additional Funds**

- **Supports – Marketing and Communications**

**Contract B0003507** with *SIMPSON SCARBOROUGH, PARADOWSKI*, and *AD SAVANTS*, for marketing services was originally approved by the Board of Trustees on May 19, 2016, for a period of three (3) full years, with an option to renew for one (1) year, which began May 20, 2016. The award balance has been depleted. We request approval to add additional funds estimated at **\$50,000.00** to the award amount.

### **Funding**

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

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

- **Supports: Delivery of Microsoft Products and Applications**

The sole source award of a Microsoft support services contract to *MICROSOFT CORPORATION*, was originally approved by the Board of Trustees on September 27, 2018 for a period of one year in an amount estimated at \$63,880.00 to begin November 17, 2018. We request approval to amend the contract period to one (1) year and eight (8) months and to amend the award amount to \$86,250.00.

### **Funding**

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

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

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

**Contract B0003529** with *WARNER COMMUNICATIONS CORPORATION* for the purchase of 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 an option to renew for a second, third, fourth, and fifth year, to begin December 16, 2016. The current contract balance is \$23,715.50. We are requesting approval to exercise the third year renewal option.

### **Funding**

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

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

- **Supports: Charter Bus Service District Wide**

**Contract B0003726** with *HUSKEY TRAILWAYS*, for athletics bus travel and *WINDSTAR LINES*, for backup and departmental travel needs, was originally approved by the Board of Trustees on September 27, 2018 for a period of three (3) years in an amount estimated at \$146,316.00 to begin October 1, 2018. We request approval to amend the contract period to one (1) year.

### **Funding**

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

**Recommendation for Award/Purchasing – Contract**

- Supports: Workforce Solutions Group

Board approval is requested for the award of a contract for the routine purchase of assessment testing materials to *ACT, INC.*, in an amount estimated at **\$49,500.00**, annually, for a period of three (3) years, beginning October 19, 2018.

**Description**

This contract will be used by the Workforce Solutions Group to administer assessments to measure foundational skills required for successful completion of many of the programs offered. The College-wide standard tests are purchased under Board Policy H.5.1 (Restrictions for Purchases Exceeding \$5000/Academic Selections) and are administered only through ACT, Inc., precluding the competitive bid process.

**Blanket Order - B0003709**

<u>Item</u>	<u>Estimated Quantity</u>	<u>Pricing</u>	<u>Total</u>
Workeys Scoring Sheets	5,500	9.00	49,500.00

**Funding**

This expenditure will be funded from current operating budgets.

**Recommendation for Approval/Physical Facilities:**

Board approval is requested for **one architectural/ engineering agreement** in the amount of **\$135,000**.

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 approval of consulting agreements over \$50,000.

**Description:**

**KAI Design + Build**

**A19-0312 KAI #1 – Design Work for Science Lab Relocation at Forest Park**

There are eight science labs and support spaces in the A and B Tower areas of the East Wing at the Forest Park campus that will not be relocated to the new Center for Nursing and Health Sciences. These spaces will be re-located to elsewhere on campus, in many cases using renovated space vacated by labs that are moving to the new building. This agreement will provide construction documents for the renovations for these labs and support spaces. The renovation work will be bid and Board approval requested for completion by the start of the Fall semester of 2019.

KAI was chosen from the open end consultant list as they are the architect of record for the Center for Nursing and Health Sciences, and as such, are familiar with the requirements for these spaces.

**Total Approval:**

**\$135,000.**

**Funding:**

This project is funded from certificates of participation.

**Recommendation for Approval/Physical Facilities:**

Prior Board approval is requested for award of an Emergency Repair Contract - Replacement of Roofing System on Communications North Building; St. Louis Community College at Meramec, to a contractor to be determined, in the estimated amount of **\$340,000**

**Description:**

While the Communications North roof is still under warranty, the warranty company has been slow to respond to frequent leak issues. A thermal scan performed by the College's roof consultant revealed numerous areas of wet material below the membrane, as well as signs that the membrane itself is deteriorating and the roof system is failing. The warranty company has indicated that they are willing to make only superficial repairs to the membrane, without addressing the underlying roof system failure.

In order to protect the building contents, including the major renovation currently underway, our roof consultant is recommending a complete roof replacement and to seek reimbursement from the existing roofing manufacturer. The roof consultant performed a detailed documentation of the roof condition to justify this reimbursement, developed specifications, and will inspect the completed installation.

The contract will be presented for ratification at the November 29, 2018 Board of Trustees meeting.

**Funding:**

This project will be funded from operating and capital budgets.

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

## **Contracts/Agreements - VCFA**

**Agreement between St. Louis Community College and Commercial ProServices Group, LLC**  
Board approval is requested for a contractual relationship between **St. Louis Community College and Commercial ProServices Group, LLC** to provide Footprints migration services from version V11 to V12. The college uses the Footprints platform to manage technology service tickets. This migration will provide additional features to make key information readily available and create searchable knowledge bases for different users. The cost of this service is estimated at **\$18,000.00**.

**Agreement between St. Louis Community College and Ruffalo Noel Levitz**  
Board approval is requested for an agreement between **St. Louis Community College and Ruffalo Noel Levitz** for participating in the Student Satisfaction Inventory (SSI) for the collection of information about student priorities and satisfaction. The SSI is administered online by Ruffalo Noel Levitz. The data is collected and analyzed by Ruffalo Noel Levitz and institutions receive the raw data and additional reports as requested. The information gathered will aid in developing and enhancing student experiences at St. Louis Community College. The information gathered is also utilized as part of the College's Strategic Plan for 2017 – 2020. The term for services is one semester, spring 2019. The estimated cost is **\$11,000.00**. Because costs are calculated based on the number of completed surveys, exact costs cannot be determined until after implementation.

*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>
Metro Cardiovascular Incorporated	Dietetic Technology	08/21/18
Creve Coeur Fire Protection District	Emergency Medical Services	05/03/18
NHC Town & Country	Dietetic Technology	09/10/18

**Articulation Agreement – University of Missouri-Columbia, Sinclair School of Nursing**

The college recommends that the Board of Trustees approve an articulation agreement between St. Louis Community College and the University of Missouri, Sinclair School of Nursing in Columbia, MO. This agreement will provide a seamless transfer for students who complete the Associate in Applied Science degree in Nursing wishing to pursue a Bachelor of Science degree in Nursing and/or a Master of Science in Nursing with an emphasis in Nurse Education MS(N).

## ***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>
Hussman Corporation	Instructor-led Cell Operator Training program.	Workforce Solutions Group	September 25, 2018 through December 31, 2018	\$8,750

**Manager: Don Robison**

### **Contracts & Agreements**

#### **Agreement between St. Louis Community College and Mission: St. Louis**

It is recommended that the Board of Trustees approve an agreement between St. Louis Community College and Mission: St. Louis to utilize funds awarded by the Missouri Division of Workforce Development to provide life skill classes, career services, transitional jobs and supportive services during the time period of July 1, 2018 through May 31, 2019 for the agreement amount of \$410,000.

***Institutional Development***

**Acceptance of External Funds**

<b><u>AGENCY</u></b>	<b><u>AMOUNT</u></b>	<b><u>PURPOSE</u></b>	<b><u>FUND</u></b>
Missouri Department of Elementary and Secondary Education	\$ 713,022.00	Grant to St. Louis Community College for the CTE Base and Performance Award. The grant will support salaries and fringe benefits for certified CTE health sciences staff. The Workforce Solutions Group will receive a portion of the funding to support initiatives with labor organizations and apprenticeship training programs.  <b>Project Period: 07/01/2018-06/30/2019</b> <b>Project Director: Brett Richardson</b>	Restricted
U.S. Department of Education	\$ 40,000.00	Grant to St. Louis Community College at Forest Park for the TRiO Upward Bound STEM Skill Enhancement Experience (SSEE) Award. The one-time allocation will supplement the Upward Bound program with enhanced computer sciences and technology activities that will support the development of critical thinking and problem-solving skills, and help students advance from users of technology to developers of technology.  <b>Project Period: 09/01/2018-08/31/2019</b> <b>Project Director: Carolyn Jackson</b>	Restricted