

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ST. LOUIS COMMUNITY COLLEGE
THURSDAY, APRIL 26, 2018**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, April 26, 2018, at the Florissant Valley Campus, 3400 Pershall Road, Ferguson, 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 7:10 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); Dr. Kevin M. Martin, Trustee, and Ms. Pam Ross, Trustee.

Also present were Dr. Andrew Langrehr, Vice Chancellor of Academic Affairs; Ms. Mary Nelson, General Counsel; and Ms. Yvonne Bloom, Administrative Associate to the Chancellor.

2. Welcome to Guests

Dr. Graham welcomed guests attending the meeting. Dr. Graham also reported that Dr. Andrew Langrehr would be representing Dr. Pittman this evening because Dr. Pittman is in Indiana due to a family medical emergency.

3. Certification of April 3, 2018 Election Results

Mr. Gee read the certified election results from the April 3, 2018 election for Sub District 1.

Whereupon, on motion by Mr. Gee, and seconded by Dr. Larson, the Board, by a roll-call vote, unanimously approved the resolution certifying the election results, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

A. Oath of Office – Dr. Doris A. Graham

Mr. Gee administered the Oath of Office to Dr. Graham. Thereafter, Dr. Graham assumed her seat as a member of the Board of Trustees. A copy of the signed Oath of Office is attached hereto and by this reference incorporated herein.

4. Citizens Desiring to Address the Board Regarding Agenda Items

None.

5. Adoption of Agenda/Revisions to Agenda

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

- Page 5 of the SEIU Union Agreement should list the Vice Chancellor of *Student Affairs* as the Section 504/Title II Coordinator
- Delete agenda item 11 – Discussion of Survey Results Regarding Revision of Board Policy A.P. 13 – Consideration of Issues Presented by the Public

6. Approval of the March 22, 2018 Meeting Minutes

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

7. Approval of Resolution Re May 17, 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, unanimously approved the resolution scheduling an executive session on May 17, 2018, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

8. Recognition of Student, Staff and Trustee Accomplishments

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

9. Information Items

Kedra Tolson, Executive Director of Marketing and Communications; George Sackett, Senior Content Administrator; and Ben Shasserre, Senior Web Designer presented the new STLCC Web site, scheduled to launch on April 27.

10. Approval of the Joint Resolution between the College and Service Employees International Union, Local 1

On motion by Dr. Martin and seconded by Ms. Fitzgerald, the Board unanimously approved the Joint Resolution between the College and Service Employees International Union, Local 1 all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

11. Discussion of Survey Results Regarding New Board Policy A.P.13 Consideration of Issues Presented by the Public

This item was removed as indicated in Agenda item 5 above.

12. Waiver of Lodging and Approval of revised Board Policy G.12.7 Graduation Requirements

Following discussion, on motion by Dr. Larson and seconded by Ms. Ross, the Board unanimously approved waiver of lodging and approval of revised Board Policy G.12.7 Graduation Requirements.

13. Lodging of New Board Policies J.1 Information Technology Policies, Standards, guidelines and Procedures; J.2 Information Security; J.3 Responsible Use of Information Technology; J.3.1 Prohibited Activities; J.3.2 Incidental Personal Use; J.3.3 Privacy and Monitoring, and J.4 Identity and Access Management

On motion by Ms. McGivney and seconded by Mr. Gee, the Board unanimously lodged revised Board Policies J.1 through J.4 all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

14. Lodging of Revised Board Policies C.10.1 Controlled Use of Computer Systems and G.16.5 Computer Systems and Network Use

On motion by Mr. Gee and seconded by Ms. Ross, the Board unanimously lodged revised Board Policies C.10.1 Controlled Use of Computer Systems and G.16.5 Computer Systems and Network Use all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

15. Recommended Approval of Trustee Travel to the MCCA and ACCT Conferences

On motion by Ms. Fitzgerald, and seconded by Ms. Ross, the Board unanimously approved trustee travel to the MCCA and ACCT Conferences.

16. Approval of Consent Items

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

16.1 Consent Item Motion and Vote

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

16.2 ACADEMIC AFFAIRS

Approval of Program Recommendations and Revisions

No items.

16.3 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 B 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.

16.4 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 C attached hereto and by this reference incorporated herein, to the lowest responsible bidder for the amounts indicated thereon and all in accordance with District specifications specified in the contract numbers indicated; said funds to be paid from the funds set forth in each item of Exhibit C; and

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

16.5 FINANCE

Budget

A. Financial Reports

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

16.6 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 D 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.

16.7 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 E, 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.

17. COMMUNICATIONS

17.1 Chancellor's Report

Dr. Langrehr gave the following report:

Congratulations Dr. Doris Graham!

Congratulations to Dr. Graham for winning her election this month. We are thankful for her past service to the College and look forward to her continued leadership during her next term of office.

New Website

My thanks and congratulations to the Marketing team, the support and assistance of IT, and the hundreds of faculty and staff who assisted with the College's new Website. I would also like to thank Dr. Martin, who has been our Board Liaison for the project and has provided advice and guidance for the project.

Bowling for Scholars

Thank you to the many faculty, staff, and friends of the College who participated in the annual Bowling for Scholars event last Friday. Thank you to the foundation staff and the many other faculty and staff involved with planning and running this and fruitful event. The funds raised in this event directly benefits our students in the form of scholarships.

Center for Nursing and Health Sciences

The Forest Park campus is a busy place. In addition to all of the teaching and learning, and co-curricular activities the campus is bustling with construction. The fencing is up the construction and offices are in place. The surveying, sewer, and piercing work is being completed. The Board has now approved the vast majority of bids associated with this project. There will be bids in the future related to the demolition of A and B tower and the "capping" of C tower. This project remains on schedule and under budget as Paul likes to say.

Cosand Move

Some of the other construction going on in the district is to prepare the spaces for employees moving out of the Cosand Center. The exit strategy for Cosand remains on schedule with offices moving throughout May. Employees are working diligently to pack and pitch. Cosand Center will be vacated by the end of the month.

Budget

We continue to keep an eye on the events happening in Jefferson City as it relates to the state budget and our appropriation. As reported before, the

House and Senate committees have finished their independent work and the results were more favorable to higher education than the governor's initial recommendation. The joint committee will now work on reconciling differences in the budget for final submission to the governor. The Chancellor continues to be engaged in Jefferson City, along with Ann Brand and our newly hired Director of Government and Community Relations Liaison, Ryan McKenna, and MCCA staff. The leadership team is confident that the budget response actions and maintenance fee actions the Board took this year have positioned the College to address the final outcome of the state budget process. We will be presenting the fiscal year 2019 budget to you at your meeting in May.

17.2 Board Chair's Report

Dr. Graham gave the following report:

I am profoundly grateful for the strong support I received on April 3rd from Sub District 1 voters. I am proud to have the opportunity to continue to serve the students, faculty and staff of St. Louis Community College.

It has long been a tradition at St. Louis Community College to recognize students who have exhibited outstanding achievement in their field of study or extracurricular activities. I hope all Board members have a chance to participate in the Student Awards Banquets over the next few weeks. We congratulate these hard-working students on their success.

As many of you are aware, the accreditation team has come and gone and have delivered a very positive draft report. Although their final written report is pending, of particular note was the way in which the team highlighted the exemplary dedication of faculty and staff to the success of our students.

We wanted to take this opportunity to congratulate members of the college team for their careful preparation of the excellent self-study documents and positive interaction with the members of the accreditation team. We recognize that a favorable accreditation result reflects the hard work of all of those who prepared the self-study and participated in the visit, the commitment of faculty and staff who support the College, and our students. I also want to give a heart-felt thanks to our chancellor. You are doing a wonderful job rightsizing the college, and your leadership is greatly

appreciated by the Board. It was obvious from day one how deeply you care about student success.

13.3 Citizens Desiring to Address the Board Regarding Other Concerns

Ms. Katy Smith addressed the Board regarding the reduction in force of library and counseling staff across the district. Ms. Smith also provided Board members with a copy of a memorandum from Sharon Fox dated February 13, 2018 with the subject of “Concerns over negative impact of RIF on STLCC Libraries.”

13.4 Board Member Comments

Dr. Martin clarified that the reason for removing item #11 from the agenda is to allow time for further study and review of A.P. 13.

Ms. McGivney told the Board of her concerns about a January article in the *Chronical of Higher Education*. The article featured the Southeast Missouri Region, and the dire need of the people to have access to health care. The article attributed this to a lack of students training in the health care fields. It’s important that our state continues to support higher education, especially in the health care areas.

18. NEW BUSINESS

None.

19. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Yvonne Bloom
Administrative Associate to the Chancellor

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: Andrew Langrehr
Vice Chancellor for Academic Affairs

Date: April 26, 2018

Subject: Board Agenda Modifications

Section/Page No

16.3/1 Appointments / Full-Time Administrative / Professional Staff:

Duncan, Dedra; FP; Coordinator-Student Orientation and Transition, P 9; \$48,000;
effective: 05/14/2018

Herrera, Katrina; CC; Financial Aid Processing System Specialist, P 11; \$54,059; effective:
04/27/2018

Harrell, Shawn; FV; Lead Financial Aid Counselor, P 10; \$49,143; effective: 05/07/2018

Appointments / Full-Time Classified Staff:

Barnett, Susan; MC; Bookstore Assistant I, CU 4; \$33,123; effective: 04/27/2018

#3-A Certification of Election Results – April 3, 2018

It is recommended that the Board of Trustees approve the following Resolution:

A. Subdistrict #1

WHEREAS, the Board of Trustees of St. Louis Community College of St. Louis, St. Louis County, Missouri has received from the Board of Election Commissioners of the St. Louis County, Missouri, certification of the results of the election of Trustee from Subdistrict #1, said election having been held on Tuesday, April 3, 2018; and

WHEREAS, the Board, on the basis of said certification, has jointly tabulated the results which are as follows: WHEREAS, it appears from the official certification and from the tabulation of results that Doris A. Graham has received the greatest number of votes from Subdistrict #1;

<u>Candidates, Subdistrict #1</u>	<u>Vote Total</u>
Marsha J. Bonds	6,504
Theo Brown, Sr.	4,511
Doris A. Graham	8,929
Joy J. Elliott	4,532
Lonetta M. Oliver	2,649

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby declare and certify that Doris A. Graham has been duly elected from Subdistrict #1; said term of office is for six years and until her successor shall be elected and qualified.

3-B **Oath of Office:**

BOARD OF TRUSTEES
ST. LOUIS COMMUNITY COLLEGE

I do solemnly swear that I will support and defend the Constitutions of the United States and of the State of Missouri; and that I will faithfully conduct myself in the Office of Trustee of St. Louis Community College.

Doris A. Graham

Attest:

#7 Resolution Re May 17, 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 610.022 (as amended 2004), schedules the holding of a closed meeting, record and vote on May 17, 2018 at 6 p.m. at the Meramec Campus, 11333 Big Bend Rd., Kirkwood, Missouri, in room SC 125, 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

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

April 26, 2018
Board Agenda

**#12 Recommended Waiver of Lodging and Approval of Revised Board
Policy G.12.7 Graduation Requirements**

G.12.7 Graduation Requirements (R 10/11)

[AP G 9.4]

~~Students must file a graduation application with the Admissions/Registration office.
Students who apply for the award of a degree must participate in appropriate outcomes
assessment.~~

**THE COLLEGE WILL ESTABLISH SPECIFIC GRADUATION REQUIREMENTS IN
ACCORDANCE WITH THE REQUIREMENTS OF THE STATE OF MISSOURI AND
APPROPRIATE ACCREDITING AGENCIES.**

JOINT RESOLUTION
between
ST. LOUIS COMMUNITY COLLEGE
and
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1

2017 – 2020

Prepared as the Result of Negotiations between Representatives of:

St. Louis Community College

and

Service Employees International Union, Local 1

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JOINT RESOLUTION

Concerning the Adjunct Faculty Bargaining Unit
Approved by the Board of Trustees

PREAMBLE

WHEREAS, certain employees of St. Louis Community College, herinafter called “Adjunct Faculty Unit” did on the 31st day of October, 2015 and the 1st day of November, 2015, select in an election by secret ballot, Service Employees International Union, Local 1, CTW, AFL-CIO, CLC, hereiafter called “Union,” as their exclusive bargaining representative; and

WHEREAS, representatives of the Board of Trustees of St. Louis Community College, herinafter called “College,” have met, conferred and discussed with the bargaining representatives of the affected employees, the provisions to be included in this Resolution and by submission of this Resolution reduced the discussion to writing; and

WHEREAS, the Board of Trustees voted on [DATE] and agreed to make this Resolution effective December 1, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the following be and hereby is approved and adopted by the Board of Trustees of the College with respect to employees of the Adjunct Faculty Unit relative to salaries and other conditions of employment.

**ARTICLE 1
RECOGNITION**

Section 1 – The College recognizes Service Employees International Union, Local 1, CTW, AFL-CIO, CLC (“the Union”) as the exclusive bargaining representative for the purposes of collective bargaining with respect to wages, hours, and other terms and conditions of

employment for all part-time faculty who teach at least one credit bearing course, hereafter referred to as "Employee(s)," within the St. Louis Community College District locations.

Section 2. The following are excluded from representation by the Union and are not subject to this Agreement: all full-time faculty; faculty who have another position at the College that qualifies them for full-time status with the College; deans, provosts, administrator, department chairs; faculty who also serve in a supervisory, managerial or confidential role; faculty who teach only courses as a field supervisor; faculty who teach courses only in the continuing education program; athletic coaches; all other employees, managers, confidential employees, office clerical employees, profession employees, guards and supervisors.

ARTICLE 2 MANAGEMENT AND ACADEMIC RIGHTS

Section 1 – Management of the College is vested exclusively in the College. Except as otherwise provided in this Agreement, the Union agrees that the College has such management rights including rights to establish, plan, direct and control the College's missions, programs objectives, activities, resources, and priorities; to establish and administer procedures, rules and regulations, and direct and control College operations; to alter, extend or discontinue existing equipment, facilities, and location of operations; to determine or modify the number, qualifications, scheduling, responsibilities and assignment of employees; to establish, maintain, modify or enforce standards of performance, conduct, order and safety; to evaluate, to determine the content of evaluations, and to determine the process and criteria by which an employee's performance is evaluated; to establish and require employees to observe College rules and regulations; to discipline or dismiss employees; to establish or modify the academic calendars, including holidays and holiday scheduling; to assign work locations; to schedule hours of work;

to recruit, hire or transfer; to determine in its sole discretion all matters relating to faculty hiring and assignment duration and student admissions; to introduce new methods of instruction; or to subcontract all or any portion of any operations; and to exercise sole authority on all decisions involving academic matters.

Section 2. It is recognized that the Board of Trustees has the final responsibility and legal authority to determine and change policies and procedures related to its employees that are not limited by any provision of this Joint Resolution, including all addenda and appendices of this Joint Resolution. No such right, function, prerogative, or discretion shall be deemed waived or modified unless the waiver or modification is in writing and signed by the College and the Union.

Section 3. Decisions as to when and by whom instruction is delivered and the instructional format in which teaching occurs (i.e. online, face-to-face, hybrid, etc.) shall be made at the sole discretion of the College.

Section 4. The exercise or non-exercise of rights shall not constitute a waiver of any such rights by the College.

ARTICLE 3 NON DISCRIMINATION

Section 1. The College strongly subscribes to the philosophy of equality of opportunity for all persons regardless of race, creed, color, sex, religion, national origin, ancestry, disability, age, sexual orientation or political affiliation with respect to employment.

Section 2. . St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability,

genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination.

For information contact:

Employment ADA Compliance Officer
Manager of Employment & Recruitment
3221 McKelvey Road
Bridgton, MO 63044
(314) 539-5214

Section 504/Title II Coordinator
Vice Chancellor of Academic Affairs 3221
McKelvey Road
Bridgton, MO 63044
(314) 539-5364

Section 3. The College shall not discriminate against any employee on the basis of membership in or the failure to join the Union or any other employee union organization.

ARTICLE 4 DUES CHECK OFF

Section 1. The College agrees to deduct Union membership dues in the amount designated by the Union from the pay of those employees who individually request such deduction. The College shall remit the deductions monthly to the Union at the designated address provided by the Union.

The Union shall advise the College and its members of any increase in dues or other approved deductions in writing at least thirty (30) days prior to its effective date. No deductions shall be made for initiation fees, fines, or assessments.

Requests for any of the above shall be on the form in Appendix A, and shall be made available to employees in each College or department, and shall be provided to all new

employees in the bargaining unit in their hiring packet. Such form shall also include specific information on revocation of membership.

An employee who has previously authorized payroll deductions pursuant to this section shall continue to have such deductions made and shall not be required to reauthorize such deductions unless that employee has previously withdrawn authorization for such deductions in accordance with the appropriate revocation procedures and now seeks to reauthorize them.

Section 2. Before there are any payroll deductions for employees, the earnings must be regularly sufficient after other legal and required deductions to cover the amount of pro-rated monthly Union dues. The parties recognize that legal deductions and other withholdings such as Social Security and federal and state income taxes shall have priority over union dues.

When an employee is in non-pay status for an entire semester, no deduction shall be made from future earnings to cover that pay period. If employees are in a non-pay status during the academic year, and/or if the wages and salaries are not sufficient to cover the entire dues deduction, no deduction shall be made.

Section 3. If the College over-withholds an amount from an employee's wages or salary, and remits same to the Union, the Union agrees to make an immediate refund to the employee in the amount of the overpayment upon notification from the College.

Section 4. Revocation of membership of any employee who has previously submitted a written authorization for voluntary deduction of union membership dues may revoke the authorization by September 15th for Fall semester(s) or February 15th for Spring semester(s) in accordance with the section pertaining to dues deductions.

Section 5. Each month the College will provide to the Union by electronic means a listing of Employees who have union dues deducted from their wages or salary.

Section 6. The College shall provide to the Union a list of employees eligible to be in the Bargaining Unit. This list shall include information as listed in Appendix B and shall be provided in electronic format to the Union on a quarterly basis.

Section 7. As a third party beneficiary of any dues deduction authorization, the Union agrees to and shall indemnify and hold harmless the College, or any of its officers or agents, from any and all claims, demands, suits, or any other actions arising as a result of this Article or from complying with any requests for termination under this Article.

ARTICLE 5 UNION RIGHTS

Section 1. The College recognizes that the Union and its members shall not be discriminated against in the use of College campus facilities, computer technology and equipment. The Union and its representatives shall have the right to make use of College campus buildings and facilities at reasonable times when such buildings and/or facilities are not otherwise in use. The College may require reasonable advance written registration for use of such buildings or facilities, and is authorized to charge for all added costs above those of normal operations.

Section 2. The College will provide for the Union's use space on an electronic bulletin board (for example, Blackboard or another LMS alternative in place) provided such technology is available. The Union is responsible for creating and maintaining the electronic bulletin board. The use of the electronic bulletin board is subject to applicable College policies, procedures and guidelines. Official notices and other matters relating to the Union may be posted on such bulletin boards by the Union. The Union also may apply for the use of existing nonexclusive bulletin boards at the separate campus locations, through normal application procedures, and there shall be no discrimination against the Union or its' members in authorizing

their proper use of such bulletin boards. The Union may post notices on public bulletin boards in accordance with the College policies.

Section 3. The Union may use the College internal mail service, email communications and employee mailboxes for appropriate communications to bargaining unit employees. Such usage is subject to adherence to College procedures and guidelines.

Section 4. Names, campus addresses, campus telephone numbers, and campus email addresses, home addresses, home telephone numbers, cell phone numbers, email address, date of hire, rates of pay and last four (4) digits of social security number of all College part-time employees, sorted by campus location shall be provided without cost to the Union, within a reasonable time after the beginning of the contract year. This information may be provided in an electronic format, if requested. The same information will be provided in regard to employees hired during the contract year, without cost to the Union, within a reasonable time following their employment.

Section 5. Authorized representatives of the Union shall be permitted to transact official Union business on College property at all reasonable times as long as official business of the College is not disrupted.

Section 6. The College will provide one office space for the Union at a campus to which the Chief Steward is assigned as of the commencement of the fall semester. The location of the office is to be designated by the College.

ARTICLE 6 PERSONAL AND ACADEMIC FREEDOM

Section 1 The College endorses the principle of academic freedom. The College further states as follows:

A. The College desires to foster in its students a respect for differing points of view and supports the faculty's freedom to present controversial issues relevant to course subject matter.

B. The College will not condone student or faculty actions which deprive other students or faculty of their rights. The College will not interfere with an employee's legitimate exercise of freedom of speech or of other constitutional rights.

C. The College acknowledges an employee's right to properly and fairly control the learning environment in the classroom, and the College recognizes that while legitimate due process rights of students must be preserved, employees properly protect the classroom environment from disruptive student conduct or activities that are deleterious to the learning process. Guidelines regarding Faculty and Student rights are available online in the Need 2 Know and other publications and shall apply to all employees. The College will notify the Union of any changes in the guidelines.

ARTICLE 7 GRIEVANCE AND ARBITRATION

The purpose of the grievance process is to secure at the lowest possible administrative level, prompt and equitable solutions to individual grievances for employees. All grievances shall be presented through the following procedure although the grievant is urged to discuss the matter informally with the immediate supervisor before filing a formal written grievance. A formal grievance must be submitted in writing.

A grievance is defined as a dispute between the Union or an employee and the College concerning the interpretation, application or meaning of any of the provisions of this Agreement.

In order to be timely, a grievance must be submitted by the employee to his/her immediate supervisor within ten (10) working days from the date on which the employee should have reasonably known of its occurrence; however, the initial filing of the grievance should occur at the lowest appropriate administrative level at which a recommendation or action has been initiated or occurred leading to the grievance.

Failure of the grievant to appeal a decision at any step within the specified time limits will constitute a termination of the grievance. Failure of the administration to render a decision at any step of this procedure within the specified time limits will permit the grievance to proceed to the next step. The time limits specified in this procedure may be extended by written mutual consent.

Step 1. Within ten (10) working days after the incident giving rise to the alleged grievance or within ten (10) working days of the date on which the employee should have reasonably known of such event or occurrence, the employee must submit in writing to his/her immediate supervisor the grievance and remedy requested.

Within five (5) working days following receipt of the grievance, the supervisor will hold a conference with the grievant and make a good faith effort to resolve the grievance.

Within ten (10) working days following the conference, the supervisor will provide a written response or decision to the grievant.

Step 2. In the event the grievant is not satisfied with the response or decision at Step 1 and wishes to appeal the grievance, he/she must submit the grievance to the appropriate senior administrator of the campus within five (5) working days following receipt of the response or decision given by the administrator at Step 1.

Within five (5) working days following receipt of the grievance the senior administrator will hold a conference with the grievant and will provide a written response or decision to the grievant within ten (10) working days following the conference.

Step 3. In the event the grievant is not satisfied with the response or decision at Step 2 and wishes to appeal the grievance, he/she must submit the grievance to the Vice Chancellor of Academic Affairs, within five (5) working days following receipt of the response or decision given at Step 2.

Within ten (10) working days following receipt of the appeal, the Vice Chancellor of Academic Affairs, or his/her designee, will examine the record, conduct an investigation and may hold a conference or render a decision upon examination of the record. The Vice Chancellor, or designees, will render the decision to the grievant in writing within ten (10) working days following the conference or examination of the record.

Step 4. In the event the Union is not satisfied with the response or decision at Step 3, it may within five (5) working days of receiving the decision request grievance mediation from the Federal Mediation and Conciliation Service (FMCS) in order to try to resolve the matter.

Arbitration In the event the Union is not satisfied with the outcome from Federal Mediation and Conciliation Service (FMCS), it may within twenty (20) working days from the final mediation session request binding arbitration. Such request must be made in writing to the office of the Associate Vice Chancellor of Human Resources. This request shall include a copy of the original grievance and the responses received in Steps 1, 2, and 3.

In the event the College and the Union are unable to agree upon an arbitrator, they shall request a sub-regional panel of seven (7) arbitrators from the FMCS. If no arbitrators are deemed acceptable by either party, a second list with the same criteria shall be requested from

the FMCS. The parties will alternately strike choices until one remains who shall be the selected arbitrator. The party who strikes first will alternate from one arbitration to the next, beginning with the Union in the first arbitration. The FMCS will hear and determine the case in accordance with its prevailing rules. Copies of all correspondence concerning arbitration shall be served on the other party. The arbitration shall be held in St. Louis, Missouri unless the College and the Union agree in writing to hold it elsewhere.

If either the College or the Union timely raises an issue of procedural arbitrability at any time, the arbitrator shall hear and decide the issue of procedural arbitrability before hearing any evidence or statement regarding the merits of the grievance. The arbitrator shall not automatically be disqualified from hearing the substance of the grievance by reason of having determined arbitrability.

(a) There shall be no submission of multiple grievances to arbitration in one demand, nor shall separately submitted grievances be consolidated and/or merged before the same arbitrator, absent mutual consent between the College and the Union. Accordingly, in the absence of mutual consent of the College and the Union, an arbitrator may not be presented with or rule upon more than one grievance, provided that either the College or the Union may submit a class grievance to arbitration in accordance with this Article. It is the desire of the College and the Union to settle grievances at the lowest possible level. Therefore, all steps shall be required before a grievance can proceed to arbitration unless the College and the Union agree otherwise in writing.

(b) Only the Union and the College or either's authorized representative may present or defend the grievance at arbitration.

(c) The arbitrator shall have no authority to add to, subtract from, alter or amend any of the provisions of this Agreement. The arbitrator shall have the authority only to decide disputes concerning the interpretation and application of the specific section(s) and article(s) of the Agreement to the facts of the particular grievance presented to him or her.

(d) The decision and award of the arbitrator shall be issued to the College and the Union within thirty (30) days of the close of the arbitration hearing or submission of the parties' briefs, whichever is later.

(e) The decision and award of the arbitrator shall be final and binding upon the College and the Union to this Agreement and the employees covered hereby to the extent provided by law.

(f) The fees and expenses of the arbitrator and the hearing room shall be shared equally by the College and the Union.

At each step of the grievance process, a copy of the form in Appendix C should be sent to the Director of Labor & Employee Relations, 3221 McKelvey Road, Bridgeton, MO 63044 and the Union office at 2725 Clifton Ave., St. Louis, MO 63139.

Any changes to the form in Appendix C will be negotiated with the Union prior to implementation.

ARTICLE 8 ACCESS TO SERVICES

Section 1. Employees will be provided with a College email address. Employee's use of the College email system will be in accordance with College policies and procedures as they may be amended by the College.

Section 2. Where technically feasible and upon request from an Employee, the College will provide the Employee with access to the College's web site for the purpose of

maintaining an online profile in furtherance of his/her College related activities during the academic semesters in which the Employee is teaching at the College. Use of the College web site will be in accordance with College policies and procedures.

Section 3. Employees will have access to computers with Internet access, shared printers, photocopying, technical support, standard library services and a reasonable level of clerical/administrative support in order to prepare for classes and serve students. Employees who teach after 5:00 p.m. and on weekends will have access to office facilities on campus in order to prepare for classes. Access with respect to all provisions of this Section 3 will be in accordance with College policies and procedures as they may be amended by the College.

Section 4. Employees shall have access to available space, but not necessarily individual office space, during semesters in which they are teaching at the College.

Section 5. Employees will be provided with individualized means in each department to receive student, campus, District and other mail.

ARTICLE 9 COURSE ASSIGNMENTS

Section 1. Employees will be informed of courses (which shall include sections of courses) which their respective academic unit anticipates may be available for qualified employees to teach at their campus as soon as practicable prior to an ensuing semester/term. This information will include the anticipated schedule for the course, if it is known.

Section 2. Employees should inform their department chair or designee of the courses for which they would like to be considered, as well as availability with respect to times and days of the week. Under ordinary circumstances, Employees will be advised of their actual course assignments in writing and via email as soon as practicable but no later than one calendar

month before the beginning of each semester. It shall not be a grievable event if due to extraordinary circumstances an Employee is given less than one calendar months' notice of a course assignment.

Section 3. Once official notice of tentative assignment is received, an Employee will be removed from a class if the class doesn't make or the class is given to a Full -Time Faculty member in order to make load. In the event the employee is removed for one of the foregoing reasons, the Employee will be offered a replacement class from the available unassigned courses as they are qualified to teach.

Section 4. If an Employee loses a class to a Full-Time Faculty to preserve or obtain overload, the Employee will be paid a cancellation fee of \$50.00 per faculty ECH (equivalent credit hour) for the cancelled class.

Section 5. If the College determines that a class must run with low enrollment or as an independent study, the Employee will be paid according to the normal College practice as it may be amended by the College from time to time.

Section 6. New Employees will not be hired to teach a class when current Employees who are qualified would be able to teach an available class. New employees are defined as faculty who have not taught at the College in the last fifteen (15) months.

ARTICLE 10 STUDENT COMPLAINTS

Section 1. In the event of a complaint by and/or associated with a student concerning instruction or classroom management, the Dean or Department Chair shall require the student to specifically describe the complained of conduct or omissions of the Employee. The complaint shall be reduced to writing.

Section 2. The Dean or Department Chair will strongly encourage a meeting between the student, Employee, a Union representative, if requested by the Employee, and/or the Dean/Department Chair. It is understood that students cannot be required to attend such a meeting. In any event, the complaint will be investigated by the College. The Employee will be given the opportunity to respond.

Section 3. Employees will receive at least 24 hours advance written notice for classroom observation purposes associated with the normal faculty evaluation cycle.

Section 4. When the Dean has evidence or documentation there may be an employee performance issue and/or there are complaints by one or more students, the Dean may visit the classroom face-to-face outside of the normal faculty evaluation cycle for observational purposes only. In the event of online classes, the Dean will make arrangements with the employee to join the online section for observational purposes only.

ARTICLE 11 COMPENSATION

Effective with the signing of the Agreement, each Employee who taught in 2017 will receive a one-time lump sum payment equal to 3% of their salary for that year.

Effective Spring 2018, the new salary rates inclusive of the 3% increase shall be as listed below:

Spring 2018

- A. \$ 655.00
- B. \$ 734.00
- C. \$ 839.00
- D. \$ 968.00
- E. \$1,082.00

No Employee shall be paid less than the applicable minimum rate at any time during the effective dates of this Agreement.

If an Employee is currently earning more than the applicable rate for the scale they will receive the increase for their scale.

There will be an economic opener for salary only March 1st of each year of the Agreement.

ARTICLE 12 MISCELLANEOUS BENEFITS

Section 1. Employees and eligible family members shall be eligible for participation in the College's maintenance fee waiver program.

Section 2. In accordance with IRS regulations and plan provisions, Employees may participate in the College's 403(b) Tax Sheltered Annuity.

Section 3. Employees during their term of assignment shall be eligible for available employee discount-type programs such as maybe offered in automotive repair, dental hygiene, culinary arts, etc.

Section 4. Employees shall not be penalized with respect to pay for excused absences. Approvals for such absences will not be unreasonably withheld. In the event of a planned absence, it shall first be the responsibility of the Employee to secure a qualified substitute instructor who is be an active employee with the College during the term in which the absence coverage need occurs.

Section 5. In the event that there are classes required in order to teach at the College, the College will pay the cost of the course (i.e. Quality Matters).

ARTICLE 13 OPEN FULL TIME POSITIONS

Section 1 Openings for full-time faculty positions will be posed and advertised in accordance with normal College policies and procedures.

Section 2 Employees may apply for an open full-time faculty position and with the exception of temporary faculty members (per Article IX.A.3. of the current NEA Joint Resolution), will be given the same consideration as other candidates provided they meet the minimum qualifications for the position.

ARTICLE 14
PART- TIME FACULTY – ADMINISTRATION COMMITTEE

Section 1. The College and the Union are committed to an ongoing collaborative relationship that fosters effective ongoing communication, and addresses issues and concerns with recommendations that are in the best interest of the parties. To that end, the parties agree to the creation of a Part-Time Faculty-Administration Committee.

Section 2. The Committee shall consist of no more than six (6) representatives designated by the Union and six (6) representatives designated by the College.

Section 3. The Part-Time Faculty-Administration Committee shall consider and make recommendations on matters of general importance to Employees in the bargaining unit and the College based on mutual agreement.

Section 4. The Committee shall meet at least one (1) time during each semester. Additional meetings may be held by mutual agreement. Designated representatives of the Union and the College will suggest agenda items two (2) weeks prior to each meeting.

Section 5. The College and the Union are committed to providing a safe working environment for all employees. To that end, the Part-Time Faculty-Administration Committee, in addition to its other duties, shall be responsible for considering and making recommendations to the College on health and safety issues as they arise.

Section 6. Part-Time Faculty – Administration Committee meetings shall not be used for negotiations.

ARTICLE 15 PERSONNEL FILES

Section 1. There will be only one official personnel file for each Employee, with such file to be located at the Human Resources Department of the College. Each Employee may review the entire contents of his/her official personnel and evaluation files during normal office hours. An officer of the Union may, at the written request of the employee, accompany him/her in such a review. The review shall be conducted in the presence of the administrator(s) or designee responsible for the safekeeping of their personnel file. Employees shall have the right to obtain a copy of the contents of their official personnel and evaluation files.

Section 2. The person or persons who draft, and/or sign material which is placed in an employee's personnel file shall sign the material and signify the date on which such material was drafted and placed in the file. Any item placed in the personnel file shall be shown to the Employee within (twenty) 20 days and notification must be given to the Employee. Any derogatory material placed in an employee's personnel file and not shown to an employee within twenty (20) work days after receipt of and placing the material in the file shall not be allowed as evidence in any grievance, evaluation or in any disciplinary action against such employee.

Section 3. College employees carrying out the official functions of the College are entitled access to personnel files.

Section 4. An Employee may place materials in his/her personnel file. Voluminous materials may not be placed in such files, but a summary sheet referencing such materials may be placed in the file.

Section 5. Derogatory materials that may have been placed in an employee's official personnel file, but which were never utilized as a basis of any warning notice, may not be utilized by the Board or any arbitrator as a progressive basis for any subsequent disciplinary action against the Employee, after such material has been in the file for five (5) years.

Section 6. Information regarding unsubstantiated allegations and/or unsubstantiated charges of sexual harassment will not be included in official personnel file. All information obtained in the College's investigation of a sexual harassment charge shall remain confidential and limited to College and employees personnel only on a need-to-know basis.

ARTICLE 16 NO STRIKES OR WORK INTERRUPTIONS

The College and the Union recognize that strikes, work interruptions or any type of work curtailments or slowdowns are prohibited in accordance with Missouri law. The Union shall not cause nor condone any strike or work interruption of any kind, such as sit-down, stay-in, or any type of work curtailment in any office or facility of the College. The College will not lockout employees during the term of this Agreement.

ARTICLE 17 SAVINGS CLAUSE

If any provision of this Joint Resolution or any application thereof to any employee is held by a Court of the State of Missouri or by a Federal Court to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such Court decision, and all other provisions or applications shall continue in full force and effect, subject to applicable law and the rights of the Board of Trustees. If the law of the State of Missouri is

changed to allow binding Joint Resolutions covering public faculty bargaining units, this Joint Resolution shall not be deemed binding without a designation to such effect by the Board of Trustees. Pending such a designation, this Joint Resolution will remain in effect on the same basis as previously. The Board of Trustees may refer all or portions of this Joint Resolution back to the representatives of the College and of the Union for further discussion, consideration and recommendations, in the event that a provision or any application thereof, as referred to in this Article 14, is held to be contrary to law.

ARTICLE 18 ENTIRE AGREEMENT

During negotiations that resulted in this Joint Resolution, the Union had the unlimited right and opportunity to make demands and proposals with respect to all subjects within the scope of representation. Therefore, for the term of this Joint Resolution, the Union agrees that the College shall not be obligated to negotiate with respect to any subject or matter specifically referred to or covered in this Joint Resolution those matters discussed during the negotiations, but not included in this Joint Resolution, (and to those subjects that are not covered by this Joint Resolution).

ARTICLE 19 SCOPE AND DURATION

Section 1. - Scope Existing Board Policy provisions and other applicable procedures of the College not expressly included in this Joint Resolution are considered in full force and effect unless specifically contrary to a provision included in this Joint Resolution. The parties agree that the terms of this Joint Resolution shall be maintained in full force and effect during its term and may be modified only by mutual written agreement between the parties.

Section 2 – Duration This Joint resolution when approved by the Board of Trustees shall be effective December 1, 2017 and expire midnight on June 30, 2020 subject to applicable law and the rights of the Board of Trustees.

**ARTICLE 20
EXPIRATION OF AGREEMENT**

This Agreement shall be in full force and effect from the date of ratification to June 30, 2020. It shall continue from year to year thereafter unless written notice to terminate this Agreement is served by either party upon the other by certified mail, return receipt requested, at least sixty (60) calendar days prior to the expiration date of this agreement; provided, however, this Agreement shall terminate at midnight of June 30, 2020 unless modified, renewed or extended by mutual written agreement signed by the parties.

For the College

For Service Employees International
Union, Local 1

Louis A. Graham

Nancy Elson

Dated: 4-26-18

Dated: 4-2-18

Dated: _____

#13 Recommended Lodging of New Board Policies
J.1 Information Technology Policies, Standards, Guidelines and Procedures; J.2 Information Security; J.3 Responsible use of Information and Technology; J.3.1 Prohibited Activities; J.3.2 Incidental Personal Use; J.3.3 Privacy and Monitoring, and J.4 Identity and Access Management.

J.1 IT Policies, Standards, Guidelines, and Procedures ^(5/18)

The authority for writing Information Technology (IT) policies, standards, guidelines, and procedures will reside with the Chief Information Officer, with input from IT Directors, Associate Directors and Managers, as necessary.

St. Louis Community College IT takes reasonable and prudent measures to comply with applicable federal, state and local laws with regards to securing information resources. It is imperative that IT policies, standards, guidelines, and procedures be followed to protect the College's information resources. Information Technology policies and procedures are enforceable in accordance with Board Policy and Administrative Procedures, and Joint and Bargaining Unit Resolutions with respect to student, faculty, and staff disciplinary procedures (BP C.2, E.2.3, F.11, F.12, G.17, and AP D.17). Users of College information resources found to be in violation of these policies will be subject to disciplinary action, up to and including dismissal from the College or termination of employment.

J.2 Information Security ^(5/18)

St. Louis Community College relies on data and information technology to fulfill its mission. The protection of these information resources is imperative to the College fulfilling its mission.

The College shall maintain an information security program that seeks to reasonably and appropriately protect the confidentiality, integrity, and availability of College information resources. The information security program shall implement safeguards to protect data and technology that take into consideration the laws and regulations that apply, as well as the value the College derives from this data with respect to the College's mission and strategic priorities.

Any system that stores, transmits, or processes College data shall be secured in a reasonable and appropriate manner consistent with policies, standards, guidelines, and procedures approved by IT and the STLCC Leadership Team.

J.3 Responsible Use of Information and Technology ^(5/18)

Users must use information resources in accordance with:

1. Applicable local, state, and federal legislation.
2. STLCC's mission, values, and ethics.
3. IT Security measures, including the responsibilities to:
 - a. Protect access to systems and data by ensuring it is restricted based on the needs of job function.
 - b. Protect systems and data from unauthorized modification.
 - c. Prevent the unauthorized disclosure of data.
 - d. Protect system and data availability and accessibility for authorized users.

J.3.1 Prohibited Activities ^(5/18)

While not exhaustive, the following activities are prohibited:

1. Sharing an individual's digital identity (user ID and password, or other authenticator).
2. Disrupting the intended purpose of an information resource to others.
3. Violating copyright or patent protections, as well as licensing or other third-party agreements.
4. Gaining unauthorized access to systems or data, or invading the privacy of another individual or entity.
5. Using College information resources for personal gain, or promoting political campaigns or issues.

J.3.2 Incidental Personal Use ^(5/18)

Information resources are provided for the furtherance of the College mission. Brief, incidental use of STLCC telephones, computers, and other technology to attend to personal matters is permissible provided it does not interfere with an individual's work, departmental business, or educational use.

J.3.3 Privacy and Monitoring ^(5/18)

All College owned information resources are subject to review. Information resources are monitored for reasons that include, but are not limited to, security, performance, backup, and trouble-shooting. The College reserves the right to monitor any information resource, for any legitimate business reason.

J.4 Identity and Access Management ^(5/18)

Designated users are granted rights to access specific STLCC information resources. To manage risk, the institution maintains processes to properly identify users of its systems. Three principles establish protection and trust:

1. **Identification:** Ensuring electronic credentials are granted to the proper individual.
2. **Authentication:** Verifying the validity of these credentials at the time of access.
3. **Authorization:** Ensuring the individual has been granted the authority to perform the requested actions.

St. Louis Community College is dedicated to preventing unauthorized access, maintaining accuracy and ensuring the appropriate use of the information the College collects in all formats: on paper, electronically, and verbally.

#14 Recommended Lodging of Revised Board Policies C.10.1 Controlled Use of Computer Systems and G.16.5 Computer Systems and Network Use

C.10.1 Controlled Use of Computer Systems^(6/16)

[AP C 15, C 15.1 – C 15.4]

~~The College provides controlled access to computer systems, networks and other technology (Internet, for example) to employees. Computer technology users must comply with College policies, procedures, Information Technology Operating Guidelines and applicable laws.~~

G.16.5 Computer Systems and Network Use^(10/95)

[AP G 13.5]

~~The College provides limited access to computer systems and networks such as Internet to registered students in good standing. Computer users must comply with College policies and guidelines and applicable laws.~~

HUMAN RESOURCES AGENDA SUMMARY

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APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

04/26/2018

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Frazer, Mary	N	CC	Manager, IT Vendor, Contracts, Major Technology Acquisitions	P 11	\$63,500.00	Reorganization	05/14/2018
Dyer, William	C	CC	Research and Data Analyst	P 12	\$66,000.00	Reorganization	05/01/2018
Peterlin, Jennifer	C	CC	Senior Research Associate	P 12	\$64,050.00	Reorganization	05/01/2018
Works, Gregory	C	CC	Senior Research Associate	P 12	\$68,909.94	Reorganization	05/01/2018
Legate, Brian	N	WW	Coordinator-Student Enrollment & Admissions	P 10	\$60,000.00	Replacement	04/27/2018
Hertweck, Katie	C	FV	Child Care Specialist	P 7	\$36,920.00	Replacement	05/01/2018
Duncan, Dedra	C	FP	Coordinator-Student Orientation	P 9	\$48,000.00	Replacement	05/14/2018
McKenna, Ryan	N	CO	Government & Community Relations Liaison	P 14	\$95,000.00	Replacement/ Ratification	04/16/2018
Nelson, Hart	N	CO	Associate VC-Workforce Solutions Group	A 24	\$135,000.00	Replacement	05/01/2018

ADDITIONAL COMPENSATION / ADMINISTRATIVE AND PROFESSIONAL STAFF

-1-

NAME	LOC	TITLE	RGE	FY 18 BASE RATE	ADDITIONAL COMPENSATION RATE	COMMENTS	EFFECTIVE DATE
Petz, Michael	CC	Manager-Telecom	P 14	\$76,784.00	\$84,462.40	Assuming partial duties of vacant position	02/23/2018 -
Malone, Erika	FV	Coordinator-Dual Credit/Enrollment Partnerships	P 9	\$50,333.00	\$55,366.30	Assuming partial duties of vacant position	05/30/2018 03/26/2018 -TBD
Fickas, Julie	FV	Div Dean for Academic Affairs		\$107,000.00	\$117,700.00	Assuming additional duties	04/16/2018 -TBD

APPOINTMENTS / FULL-TIME CLASSIFIED STAFF

04/26/2018

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
King III, Roscoe	N	MC	Housekeeper	na	\$11.58 / hr	Replacement	04/30/2018
Griffin, Steven	N	MC	Housekeeper	na	\$11.58 / hr	Replacement	04/30/2018
Noble, Caleb	C	FP	Secretary of Academic Advising Department	CU 4	\$31,437.00	Replacement	04/27/2018
Jones, Reginald	N	FP	Police Officer	CU 6	\$36,000.00	Replacement	04/30/2018
Wilkerson, Jerry	N	FP	Police Officer	CU 6	\$36,000.00	Replacement	04/30/2018
Crabson, Shannon	N	MC	Secretary of Social & Behavioral Sciences	CU 4	\$31,437.00	Replacement	04/30/2018

04/26/2018

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

NAME	LOC	TITLE	PAY RATE	COMMENTS	EFFECTIVE DATE
Murphy, Erika	MC	Housekeeper	\$13.00 / hr	Completion of probationary period	04/09/2018
Harris, Johnny	MC	Housekeeper	\$13.00 / hr	Completion of probationary period	04/02/2018
Ploesser, Ryan	WW	Housekeeper	\$13.00 / hr	Completion of probationary period	04/09/2018

REVISIONS TO PREVIOUSLY – APPROVED ITEMS

Board of Trustees approval on 02-22-18, page 1: Additional compensation for Muhamed Hadziselimovic continuing until filled

Board of Trustees approval on 11-07-17, page 1: Additional compensation for Kelly Askey continuing until filled

Board of Trustees approval on 01-18-18, page 1: Interim, Associate VC Workforce Solution for Donald Robison ending 04-30-18

INFORMATION ONLY

IT APPOINTMENTS

NAME	LOC	TITLE	PAY RATE	RANGE	EFFECTIVE DATE
Nieman, Keith	CC	Application Solutions Analyst	\$63,000.00	P 12	04/23/2018
Morris, Victoria	MC	Information Technology Support Project Cord	\$57,709.00	P 11	04/01/2018
Dahl, Michael	FV	End User Technology Specialist	\$47,840.00	CU 9	04/23/2018
Gines, Jarrell	FP	End User Technology Specialist	\$44,320.00	CU 9	04/09/2018

RESIGNATIONS / ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Gallo, Timothy	CO	Manager-Marketing & Communications	04/25/2018

04/26/2018

Recommendation for Award/Purchasing – Contract Renewal

Supports: District – Wide Assessment Departments

Contract B0003545 with *THE COLLEGE BOARD*, for the routine purchase of assessment materials, was originally approved by the Board of Trustees on June 23, 2016, for a period of one (1) year with an option to renew for a second and third year, effective July 1, 2016 with an annual award amount estimated at **\$90,000.00**. The current contract balance is \$36,884.15. We request approval to exercise the third and final year renewal option at the current approved funding level.

Recommendation for Award/Purchasing – Contract Renewal

Supports: Maintenance Staff – District Wide

Contract B0003539 with *PPG/PORTER PAINTS* for the routine purchase of paint and related supplies, was originally approved by the Board of Trustees on June 23, 2016, for an annual amount estimated at \$30,000.00 for a period of one (1) full year, with an option to renew for a second and third year, effective July 1, 2016. The current contract balance is \$24,923.75; we request approval to exercise the third and final year renewal option with no additional funding.

Recommendation for Award/Purchasing-Purchase

- Supports: Meramec Facilities Department

Board approval is requested to use **State of Missouri Cooperative Contract CC160645003**, to purchase four (4) Ferris Mowers from **BRIGGS AND STRATTON POWER PRODUCTS GROUP LLC**, in an amount estimated at **\$37,678.00**.

Description

These mowers will be used by the Facilities Departments at the Meramec campus for routine operations and lawn maintenance. In accordance with board procedure, the old mowers will be surplus through the college's recycling vendor, MRC.

<u>Mower Model</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Ferris 5901574	2	\$9,710.00	\$19,420.00
Ferris 5901575	2	9,129.00	<u>18,258.00</u>
			\$37,678.00

Funding

This expenditure is being funded by capital budgets.

Recommendation for Award/Purchasing - Contract

Board approval is requested for use of four (4) State of Missouri Cooperative Contracts for hazardous waste disposal and recycling services, for a combined amount estimated at \$100,000.00, for a period of one (1) year, to begin May 1, 2018. The contracts were awarded to the following bidders by the State of Missouri Office of Administration, Division of Purchasing and Material Management:

State of Missouri Contractor Vendors

CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.
HERITAGE ENVIRONMENTAL SERVICES, INC.
STERICYCLE ENVIRONMENTAL SOLUTIONS
VEOLIA ES TECHNICAL SOLUTIONS, LLC

Contract Number

CS181001001
CS181001002
CS181001003
CS181001005

Description

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

Funding

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

Recommendation for Award/Purchasing - Contract

Supports: The Boeing Pre-employment Training Program

Board approval is requested for the award of a contract for the purchase of aviation sheet metal components to ***PRECISION PROTOTYPING & MANUFACTURING, INC.***, for an amount estimated at ***\$175,000.00***, (components or student size may change) for a period of (1) full year, with an option to renew for a second and third year, to begin April 30, 2018.

Description

This contract will be used primarily by the Boeing Pre-employment Training Program at the Center for Workforce Innovation, which plans to hold 18 sheet metal classes with approximately 30 students in each class. The recommended bidder meets all of the specifications of the college.

Bid – B0003691

The evaluation of this bid, which opened April 5, 2018, is listed below:

<u>BIDDERS</u>	<u>PRICING OFFERED FOR EST. COMPONENTS REQUIRED PER CLASS @ 21 CLASSES/PER YEAR</u>
<i>PRECISION PROTOTYPING & MANUFACTURING, INC.</i>	<i>\$9,685.81 X 18 = \$174,344.58</i>
McCay Tool, Inc.	No Bid
BISCO Industries	No Bid
Coastal Electronics	No Bid

Funding

Expenditures against this contract will be funded from Boeing’s Job Retention Grant Funds.

Advertisement

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

Recommendation for Award/Purchasing – Contract

Board approval is requested for the award of contracts for legal services to, ***EARLY & MIRANDA, GREENSFELDER HEMKER & GALE, P.C., LEWIS RICE, LLC and TUETH, KEENEY, COOPER, MOHAN & JACKSTADT, P.C.***, in an amount estimated at ***\$250,000.00***, with no guaranteed amount to any vendor, for a period of three (3) full years.

Description

These firms will be used by the college’s administration to provide external legal counsel services. Each respondent’s expertise and demonstrated success was evaluated by the college’s general counsel in the relevant areas of higher education law. Careful consideration was given to the experience, capacity, proposed fee structures, and commitment to the College’s Mission and Core Values. The recommended bidders meet all requirements of the college.

Bid – B0003688

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

<u>Bidders</u>	<u>Hourly Rates Range</u>
EARLY & MIRANDA	\$50 - 120
GREENSFELDER, HEMKER & GALE, P.C.	\$215 -445
LEWIS RICE, LLC	\$299 * (Excludes pension & employee benefits)
TUETH, KEENEY, COOPER, MOHAN & JACKSTADT, P. C.	\$115 - 235
Bryan Cave	\$250 - 635
Evans & Dixon	\$125 - 425
Kortenhof McGlynn & Burns	\$110 - 120 *(Workers' Comp Only)
Shands, Elber, Gianoulakis & Giljum, LLP	\$120 -225

Funding

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

Advertising

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

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of a contract for renovations of Office Suite 102 at the Corporate College to the following firm:

Qualified Bidder

Contract Amount

ICS Construction Services, Ltd.

\$39,579.00

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 renovation of Office Suite 102 at the Corporate College.

The vacant suite 102 will be renovated to provide office space for Human Resources staff. The renovations will include minor demolition and construction of walls to create ten 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. Human Resources staff will relocate existing furniture from the Cosand Center.

Bid – F 18 201, Renovation of Office Suite 102

The results of this bid, which opened March 15, 2018, are listed below:

Contractors:

Total

ICS Construction Services, Ltd.

\$39,579.00

Numerous contractors were notified regarding this contract; however, conflicting schedules and other factors resulted in their inability to submit bids.

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 construction of an access corridor on the third floor of the Corporate College to the following firm:

Qualified Bidder

Contract Amount

John Kalicak Construction, Inc.

\$126,000.00

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 renovation of the third floor of the Corporate College.

Walls will be constructed on the third floor of the Corporate College to separate the College IT department from future tenants, and create additional office, storage and conference space. Construction of a corridor to provide required egress for all occupants will be included. Existing furniture will be relocated from Cosand Center where needed; existing cubicles at the Corporate College will be used by relocated staff.

Bid – F 18 202, Construction of Access Corridor on Third Floor

The results of this bid, which opened March 22, 2018, are listed below:

Contractors:

Total

John Kalicak Construction, Inc.

\$126,000.00

ICS Construction Services, Ltd.

\$174,679.00

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 design build renovation of the Finance Suite at the Corporate College to the following firm:

Qualified Bidder

Contract Amount

ICS Construction Services

\$33,254.00

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 design build renovation of the Finance Suite on the first floor at the Corporate College.

This project will construct a demising wall between Instructional Financial Aid staff and district Finance staff. The wall will allow each group access to shared resources and a small breakroom while still providing a separate entry for each function.

Bid – F 18 203, Design Build Renovation of Finance Suite

The results of this bid, which opened March 29, 2018, are listed below:

Contractors:

Total

ICS Construction Services

\$33,254.00

KAI Design & Build

\$40,480.00

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 Award/Physical Facilities:

Board approval is requested for award of **CENTER FOR NURSING AND HEALTH SCIENCES**, Bid Release 2, to the following firms:

F 18 406, CENTER FOR NURSING AND HEALTH SCIENCES

	<u>Qualified Bidder</u>	<u>Bid Amount</u>
BP 03B, Site Furnishings	VEE-JAY CONTRACTING	\$ 897,308.00
BP 06A, General Trades and Carpentry	TW CONSTRUCTORS	\$ 983,388.00
BP 07C, Fireproofing	ACME FIREPROOFING	\$ 43,664.00
BP 09A, Drywall	D&L PAINTING & DRYWALL	\$2,058,600.00
BP 09B, Painting	O'NEILL PAINTING	\$ 162,950.00
BP 09C, Acoustical Ceilings	ST. CHARLES ACOUSTICS	\$ 323,500.00
BP 09D, Flooring	CI SELECT	\$ 711,511.00
BP 12A, Lab Furnishings	GLEN ALSPAUGH	\$ 886,000.00
BP 32A, Landscaping	FRISELLA NURSERY	<u>\$ 426,565.57</u>
	BID RELEASE 2 CONTRACT TOTAL	<u>\$6,493,486.57</u>

Board approval is requested for ratification of Change Order #1 for BP 05A, Structural Steel, to reflect steel escalation costs to Kupferer Brothers:

BP 05A, Structural Steel CO #1 Kupferer Brothers **\$33,000.00 Estimated**

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 Board of Trustees approved 12 packages totaling \$19,119,564.00 at its March 22, 2018 meeting. The packages in Bid Release 2 represent much of the remaining work for the new building and site; packages for renovation of existing spaces elsewhere on campus and the demolition of A and B Tower will be bid and presented for approval at a later date. The bid results from Release 1, as well as these 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 2 (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 2 (Continued)

Detail of Bidding Packages:

BP 03B – Site Furnishings

Description: This package includes site furnishings, concrete sidewalks and drives, and asphalt paving.

Qualified Bids

	<u>Base Bid</u>
VEE-JAY CEMENT CONTRACTING COMPANY, INC.	\$ 897,308.00
Musselman & Hall	1,029,408.00

BP 06A – General Trades and Carpentry

Description: This package includes rough and finish carpentry, plastic laminate casework, doors, frames, and hardware, and specialties such as window shades and signage.

Qualified Bids

	<u>Base Bid</u>
TW CONSTRUCTORS	\$ 983,388.00
Waterhout Construction	1,025,400.00
Square Up Company	1,133,179.00

BP 07C – Fireproofing

Description: This package consists of spray-applied fireproofing.

Qualified Bids

	<u>Base Bid</u>
ACME FIREPROOFING	\$ 43,664.00

Only one bid was received for this work, primarily because of the specialized nature of this package.

BP 09A– Drywall and Air/Vapor Barrier

Description: This package includes light gauge framing and drywall, insulation, and air/vapor barriers.

Qualified Bids

	<u>Base Bid</u>
D&L PAINTING AND DRYWALL	\$2,058,600.00
Niehaus Construction	2,224,900.00
TJ Wies Company	2,236,000.00

BP 09B – Painting

Description: This package includes all interior and exterior painting, and concrete sealing.

Qualified Bids

	<u>Base Bid</u>
O’NEILL PAINTING	\$ 162,950.00
Morrissey Painting	198,150.00
Joseph Ward Painting Company	214,800.00
Bazan Paintinig	286,996.00

CENTER FOR NURSING AND HEALTH SCIENCES

Bid Release 2 (Continued)

Detail of Bidding Packages:

BP 09C – Acoustical Ceilings

Description: This package includes all acoustical ceiling systems.

Qualified Bids

ST. CHARLES ACOUSTICS	\$ 323,500.00
TJ Wies Company	348,026.00
Friend Acoustical	400,634.00

BP 09D – Flooring

Description: This package includes floor and wall tile, resilient flooring, and carpeting.

Qualified Bids

CI SELECT	<u>Base Bid</u>
Flooring Systems Incorporated	\$711,511.00
	\$803,420.00

BP 12A – Lab Furnishings

Description: This package includes steel and plastic laminate laboratory casework.

Qualified Bids

GLEN ALSPAUGH COMPANY	\$ <u>Base Bid</u>
Ravensberg	886,000.00
	899,936.00

BP 32A – Landscaping

Description: This package includes all landscape soils and planting.

Qualified Bids

FRISELLA NURSERY	\$ <u>Base Bid</u>
Sunnyside Nursery	426,565.57
DJM Ecological	453,757.44
Focal Point Outdoor Solutions	595,458.09
	649,711.00

BP 05A – Structural Steel Change Order #1

Ratification is requested for Change Order #1, to **KUPFERER BROTHERS IRON WORKS, INC.**, in the estimated amount of **\$33,000.00** for steel escalation costs.

Description: Post-bid, the steel supplier informed the approved contractor, Kupferer Brothers, of a cost escalation due to recently enacted tariffs. The contractor was instructed to place the structural steel order to limit the amount of the increase. The change order represents a 5% increase in the cost of the raw materials in the structural steel package.

CENTER FOR NURSING AND HEALTH SCIENCES

Bid Release 2 (Continued)

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 **Amendment #1 to Consulting Agreement A17-0300, Construction Management Services for Center for Nursing and Health Sciences**, in the amount of **\$257,010.00** for the General Building Permit.

Description

Tarlton Corporation

A17-0300– Construction Management Services for Center for Nursing and Health Sciences (FP) Amendment #1 \$257,010.00

The Board of Trustees approved Tarlton as the Construction Manager for the Center for Nursing and Health Sciences at its July 20, 2017 meeting. In developing the budget, the cost of the building permit was carried as a separate line item from the Construction Manager’s general conditions. Tarlton applied for, obtained, and paid for the permit on behalf of the College, and this amendment represents the actual cost of permit, which was within the budgeted amount. Note that this amendment does not increase the budget for the Center, merely re-allocates the existing budget.

Funding:

This project is funded from leasehold revenue bonds.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of a contract for renovations of the Lower Level Library, Room 204, at the Forest Park campus to the following firm:

Qualified Bidder

Contract Amount

Atlas Building Group

\$28,763.00

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 renovation of L024 in the Forest Park Library.

L024, in the lower level of the Forest Park Library, will receive minor finish renovations to provide space for Marketing and Communications staff. A wall will be constructed to divide the area and allow for future instructional or office space. Existing spaces will be used with little renovation work. Marketing and Communications staff will relocate existing furniture from the Cosand Center, as well as additional cubicles relocated from the Cosand Center.

Bid – F 18 407, Renovation of Lower Level Library, Room L024

The results of this bid, which opened March 29, 2018, are listed below:

Contractors:

Total

Atlas Building Group, LLC

\$28,763.00

Jackson Building Group

\$37,950.00

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 Approval/Physical Facilities:

Board approval is requested for award of a contract for roof replacement at the Social Science building at the Florissant Valley campus to the following firm:

Qualified Bidder

Contract Amount

Bade Roofing, Inc.

\$207,427.00

Description:

The existing roof on the Social Science building is no longer weathertight and is out of warranty. This project will remove the existing roofing materials to the concrete deck and install a new membrane roof system and needed flashing.

Bid – F 18 506, Roof Replacement at Social Science Building

The results of this bid, which opened April 12, 2018, are listed below:

Contractors:

Total

Bade Roofing, Inc.	\$207,427.00
Bartch Roofing Company, Inc.	\$212,367.00
Bi-State Roof Systems, Inc.	\$256,170.00
Lakeside Roofing Company, Inc.	\$259,522.00
Shay Roofing, Inc.	\$315,640.00

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 abatement in the Communications North building at the Meramec campus to the following firm:

<u>Qualified Bidder</u>	<u>Contract Amount</u>
Spray Services, Inc.	\$361,043.00

This recommendation was inadvertently omitted from the March 22, 2018 agenda. Because of the time-critical nature of getting the abatement performed and the building renovated to resume classes in the Spring semester of 2019, this contract was issued under Board Policy H.15, and ratification of the contract is requested.

Description:

The Communications North building at Meramec has asbestos-containing materials in the flooring and the acoustical ceiling. Deterioration of these materials has caused building closures and emergency cleanup procedures in the past. This project will abate all these materials according to all applicable regulations. This work and the subsequent finish renovations (to be bid next month) needed will cause closure of the building during the summer and fall semesters. Plans and specs were prepared by Engineering & Design and NPN environmental engineers.

Bid – F 18 602, Abatement in Communications North Building

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

<u>Contractors:</u>	<u>Total</u>
Spray Services, Inc.	\$361,043.00
CENPRO Services, Inc.	\$425,400.00
Advanced Environmental Services, Inc.	\$427,777.00
Cardinal Environmental Operations	\$485,507.00
Midwest Service Group	\$577,877.00
Talbert ICS, Inc.	\$774,950.00

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 of Emergency Repair Contract/Physical Facilities:

Board ratification is requested for one Emergency Repair Contract issued to **Nooter Construction** in the amount of \$25,900.00.

Contract S5 6704 – Replace Cooling Coil in Gymnasium

Description:

During the holiday break the cooling coil in the Florissant Valley gymnasium sustained freeze damage. The damage to the cooling coil is beyond repair, necessitating its replacement. Five firms were asked to submit bids for the work, with Nooter Construction submitting the best offer. The final contract amount was reviewed and approved by the Engineering and Design Department.

Funding:

This project is funded from operating and capital budgets.

Recommendation for Ratification/Physical Facilities:

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

College Board Policy I.8 – Selection of Architectural and Engineering (A/E) Services for Physical Facilities Projects requires that architectural and engineering consultants be selected on the basis of demonstrated competence and qualifications for the type of professional services required, and at fair and reasonable prices. This policy further requires Board ratification of consulting agreements less than \$50,000.

Descriptions:

Geotechnology, Inc.

A17-0285 GEO #1 – Professional Civil Engineering Special Inspections, Construction Observation and Materials Testing Services (FP) **\$ 49,000.00**

Inspections of concrete and steel installations will be needed as the construction of the Center for Nursing and Health Sciences progresses. Tarlton Corporation, the College’s construction manager, distributed the scope of work to the three testing firms on the college’s open-end list and recommended Geotechnology based on their qualifications submittal.

SCI Engineering, Inc.

A17-0296 SCI #12 – Planter Box Excavation and Repairs (FV) **\$ 600.00**

Consultant investigated settlement issues at the Florissant Valley IR building and prepared a report and recommendations for repair. The settlement issues were corrected under a separate contract.

Grice-Trivers Joint Venture Architects

A17-0286 GRI #3 – AS 201 Breakroom Renovation (M) **\$ 2,720.00**

Consultant will attend meeting to confirm the project scope and requirements; perform field verification site visit to identify visible existing conditions; prepare building permit submittal drawings; and prepare final issued for permit drawings for review.

NPN Environmental

A17-0293 NPN #16 – Asbestos Consulting Services in Science South Building (M) **\$ 745.00**

Consultant provided asbestos consulting services for Classrooms SS207, SS208 and SS-209 at the Meramec Campus.

NPN Environmental

A17-0293 NPN #17 – Bid Documents for Communications North Abatement (M) **\$ 8,000.00**

The consultant will conduct limited asbestos sampling, develop work practices/bid specifications, and conduct contractor bid walks for removal of asbestos-containing materials in the Communications North building.

SCI Engineering, Inc.

A17-0296 SCI #13 – Bid Documents for Social Science Building Abatement (FV) **\$ 2,475.50**

Consultant will develop bid documents for abatement of asbestos-containing materials at the Florissant Valley Social Science building. Board approval for the abatement and renovation projects will be requested at a future board meeting.

Total Ratifications: **\$63,540.50**

Funding:

These projects were funded from operating and capital budgets.

Recommendation for Approval/Physical Facilities:

Board approval is requested for **one consulting agreement for architectural services** and **one consulting agreement for environmental services** in the total amount of **\$154,739.00**.

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.

Descriptions:

Etegra, Inc.

A17-0284 ETE #2 – Construction Documents for Social Science Building Renovation (FV) **\$ 72,739.00**

Asbestos-containing materials including floor tile, mastic, chalkboards, and acoustic coating will be abated from the Florissant Valley Social Science building this summer. Etegra will design the finish renovations for the building; new ceiling, lighting, flooring, wall finishes, and whiteboards. All public areas in the building will be renovated, including instructional spaces, circulation spaces, offices, and restrooms.

NPN Environmental

A17-0293 NPN #18 – Project Oversight and Air Monitoring for Communications North Abatement (M) **\$ 82,000.00**

NPN Environmental Engineers will provide third-party oversight and perform air monitoring during all abatement activities in the Communications North building, following all applicable regulatory requirements. After abatement, the consultant will ensure that all asbestos-containing materials have been properly removed, surfaces cleaned and coated with a lockdown material, perform clearance sampling and produce a final close-out report.

Total: **\$154,739.00**

Funding:

These projects will be funded from operating and capital budgets.

Request for Approval/Disposal of Surplus Property

Board approval is requested to dispose of surplus property by recycling per contract as listed on the following pages. This property has been declared excess and posted internally for redistribution.

PDF#	Description	Property Tag	Location	Condition	Purchased Date	Original Cost	Book Value
	2012 Segway, X2 Patroller	2014500007 015457	FV	Poor	9/4/2012 \$	8,914.28 \$	742.82
	Z Printer 650 Part #Z6501	015633	MC	Poor	5/27/2010 \$	50,500.00 \$	-
	Catalyst 6500 Switch Fabric Module, PN SW-6500-SF	013852	FV	Poor	9/26/2002 \$	6,695.96 \$	-

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 Bobby Edwards Media Group

Board ratification is requested for an agreement between **Bobby Edwards Media Group and St. Louis Community College**, to create a video for the Forest Park Campus welcome back fall and spring service weeks; this includes pre-production, production and post editing. The fees are **\$12,975.00** for the contract period **July 1, 2017 – June 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.

Participant	Program	Effective Date
Schaeffer Mortuary Service	Funeral Services	01/01/18
St. Louis University – Doisy College of Health Sciences	Occupational Therapy Assistant	03/20/18

Memorandum of Understanding between St. Louis Community College and Eastern District of Missouri Probation Division

The college recommends that the Board of Trustees ratify a Memorandum of Understanding (MOU) between St. Louis Community College (STLCC) and Eastern District of Missouri (EDMO) Probation Division. This MOU allows an “EDMO-Ability to Benefit” program to eligible persons on probation through the Courts with a high school diploma or its equivalent to obtain a certificate on the Forest Park campus from one of the four career pathway programs: (1) Addiction Studies, (2) Business Administration, (3) Emergency Medical Technology and (4) Dental Assisting. The cohort of students will have a weekly “EDMO-Ability to Benefit Symposium” which will include workshops, speakers, advising, and other beneficial informational projects. The cohort will also have assigned mentors available to them during the program. This partnership enable students a long-term positive life change with the hope that they can find a job and return to STLCC to work towards an associate degree.

Workforce Solutions Group

Ratification of Direct Pay Agreements

<u>Funding Source</u>	<u>Title of Program and/or Purpose</u>	<u>Campus</u>	<u>Date</u>	<u>Amount</u>
Cambridge Engineering, Inc.	Safety training services presenting an OSHA General Industry Outreach Training Program.	Workforce Solutions Group	March 2, 2018 through December 31, 2018	\$7,270

Manager: Eric Whitehead

Contracts and/or Agreements

Extension to Agreement between St. Louis Community College and Washington University School of Medicine

It is recommended that the Board of Trustees approve an extension to an agreement between St. Louis Community College and Washington University School of Medicine for additional Medical Assistant training in the amount of \$1,600 during the period of March 31, 2018 through April 30, 2018. The original agreement was previously reported and approved on the April 20, 2017 Board agenda.

Agreement between St. Louis Community College and St. Charles Community College

It is recommended that the Board of Trustees approve an agreement between St. Louis Community College and St. Charles Community College for RSLogix training for St. Charles Community College's employees. This agreement amount is for the amount of \$9,282 for the time period of December 14, 2017 through January 17, 2018.

Agreement between St. Louis Community College and Saint Louis University

It is recommended that the Board of Trustees approve an agreement between St. Louis Community College and Saint Louis University to provide environmental education and training from funds from the United States Environmental Protection Agency for the amount of \$110,587 for the time period of October 1, 2017 through September 30, 2020.

Institutional Development

Acceptance of External Funds

<u>AGENCY</u>	<u>AMOUNT</u>	<u>PURPOSE</u>	<u>FUND</u>
Missouri Department of Economic Development Division of Workforce Development	\$ 180,000.00 <u>103,000.00</u> \$ 283,000.00	Subrecipient agreement to St. Louis Community College for the Apprenticeship USA Expansion Grant. Grant funding will be used for Pre-apprenticeship and Apprenticeship opportunities for qualifying participants seeking careers in Health or Advanced Manufacturing industries. Targeted participants are underserved and underrepresented in Registered Apprenticeships including minorities, women and individuals with disabilities. Veterans qualify in accordance with Priority of Service TEGL 10-09. Scope of work includes development of Pre-apprenticeship template for statewide use, assessment and employment plan for all participants and to monitor business worksites. <i>The award first appeared on BOT agenda 04/20/2017. Change of performance period and additional funds represent an extension.</i>	Restricted
Project Period: 01/01/2017-06/30/2019 Project Director: Don Robison			
Missouri Department of Health and Senior Services	\$ 64,408.00 <u>32,204.00</u> \$ 96,448.00	Contract amendment with St. Louis Community College to provide tuition coverage for a minimum of 20 individuals to participate in the DHSS approved non-credit Community Health Worker certificate program. Provisions of necessary materials for this program will link adult patients with high blood pressure to resources promoting self-management. <i>The award first appeared on BOT Agenda 10/22/2015. Change of performance period and additional funds represent Amendment #2. .</i>	
Project Period: 06/30/2015-06/29/2018 Project Director: Dianne Lee			

St. Louis Agency on Training and Employment	\$ 349,832.92 <u>82,211.32</u> \$ 432,044.24	Grant to St. Louis Community College for Missouri Work Assistance (MWA) program to provide training and employment assistance to long-term Temporary Assistance to Needy Families (TANF) recipients for the City of St. Louis Workforce Innovation and Opportunity Act (WIOA) Board and SLATE. Services to be provided include: career counseling, assessment, occupational skills training, job search workshops and employment. <i>The award first appeared on BOT agenda 02/23/2017. Change of performance period and additional funds represent Modification #4.</i>	Restricted
		Project Period: 01/01/2016-01/31/2018 Project Director: Lesley English-Abram	