

**MINUTES OF SPECIAL MEETING
BOARD OF TRUSTEES
ST. LOUIS COMMUNITY COLLEGE
TUESDAY, JULY 30, 2019**

A Special Meeting of the Board of Trustees of St. Louis Community College was held on Tuesday, July 30, 2019, at the Corporate College, 3221 McKelvey Road, Bridgeton, MO, pursuant to notice and in accordance with Section 610.020 RSMo, as amended.

1. Call to Order and Roll Call

Dr. Kevin M. Martin, Chair, called the meeting to order at 5:02 p.m. The following members of the Board of Trustees were present: Dr. Kevin M. Martin, Chair; Ms. Pam Ross, Vice Chair; Mr. Rodney Gee, Trustee; Ms. Libby Fitzgerald, Trustee; Ms. Anne Marshall, Trustee; Dr. Craig Larson, Trustee. Trustee Dr. Doris Graham was absent.

Also present were Dr. Jeff Pittman, Chancellor; Ms. Kate Nash, Legal Counsel; and Ms. Yvonne Bloom, Acting Associate for Board Relations.

2. Recommended Approval of Resolution re: July 30, 2019 Executive Session of the Board of Trustees

On motion by Anne Marshall and seconded by Dr. Larson, the Board, by a roll-call vote, unanimously (with Dr. Graham being absent) approved the resolution in Agenda Item #2, to schedule an executive session of the Board on July 30, 2019 for the reasons and pursuant to the provisions of Section 610.022 of the Revised Statutes of Missouri stated in the resolution, all as more fully set forth in **Exhibit A** attached hereto and by this reference incorporated herein.

3. Adjourn Public Session

The Board adjourned the public session in order to convene the executive session per item #2 above.

4. Convene Executive Session

The Board convened the executive session in Room 251.

5. Reconvene Public Session

The public session reconvened at 6:37 p.m.

6. Call to Order and Roll Call

Dr. Kevin M. Martin, Chair, called the meeting to order at 6:37 p.m. The following members of the Board of Trustees were present: Dr. Kevin M. Martin, Chair; Ms. Pam Ross, Vice Chair; Mr. Rodney Gee, Trustee; Ms. Libby

Fitzgerald, Trustee; Ms. Anne Marshall, Trustee; Dr. Craig Larson, Trustee. Trustee Dr. Doris Graham was absent.

Also present were Dr. Jeff Pittman, Chancellor; Ms. Kate Nash, Legal Counsel; and Ms. Yvonne Bloom, Acting Associate for Board Relations.

7. Adoption of Agenda/Revisions to Agenda

On motion by Mr. Gee and seconded by Ms. Ross, the Board unanimously (with Trustee Graham being absent) adopted the agenda.

8. Information Items

- **Enrollment Update**

Matt Huber, Director of Enrollment Management, presented an update on enrollment for the Board. The presentation included information on Summer 2019 enrollment, Fall 2019 enrollment, and state and national enrollment trends. Following the presentation, Mr. Huber answered questions from the Board.

- **Update on Center for Nursing & Health Sciences**

Paul Zinck, Vice Chancellor of Finance & Administration, presented an update on the Center for Nursing and Health Sciences. Following his presentation, Mr. Zinck answered questions from the Board.

9. Board Committee Updates – Childcare Center

Ms. Ross updated the Board on the work of the Board Committee on Childcare that she chairs. Ms. Ross also presented a draft resolution to create an early childhood center at the Forest Park campus for the Board's consideration. Ms. Ross asked that Board members review the resolution and provide suggestions for revisions/changes to her so that a final resolution can be included on the August 15, 2019 Board agenda.

10. Recommended Approval of a Resolution re: the Appointment of a Board Committee to Update Board Policies

On motion by Libby Fitzgerald and seconded by Anne Marshall, the Board unanimously (with Dr. Graham being absent) approved the resolution in Agenda Item #10, to form a Board Committee to update Board Policies, all as more fully set forth in **Exhibit B** attached hereto and by this reference incorporated herein.

11. Citizens Desiring to Address the Board

None.

12. Approval of Consent Agenda Items

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

12.1 Consent Item Motion and Vote

On motion by Ms. Fitzgerald and seconded by Dr. Larson, the Board approved (with Trustee Graham being absent), the consent agenda items all as more fully set forth in **Exhibits C-F**, attached hereto and by this reference incorporated herein.

12.2 Academic Affairs

The Board, by consent, approved the following Resolution regarding academic affairs recommendations:

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

12.3 Human Resources

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 D** attached to these minutes and by this reference incorporated herein; and

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

12.4 Bid Awards

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 E** 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 E; and

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

12.5 Contracts/Agreements

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

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

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

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

13. New Business

Dr. Larson asked that the Board consider investigating options for electronic board documents. Dr. Larson has been interested in moving to an electronic format for Board documents for a number of years. Dr. Larson asked that this be addressed by the Board committee that will be reviewing Board Policies.

Dr. Martin announced that future public session meetings of the Board will begin at 6:00 p.m.

14. Adjournment

On motion made by Mr. Gee and seconded by Ms. Fitzgerald, the Board voted unanimously (with Dr. Graham being absent) to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Yvonne Bloom
Acting Associate for Board Relations

Board of Trustees

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

MEMORANDUM

To: Board of Trustees
From: Jeff L. Pittman
Date: July 30, 2019
Subject: Board Agenda Modifications

Tab/Section

D – 12.3

Agenda Item

Consent Agenda Addendums

Additional Compensation/Professional Staff

Remove:

Clincy, Mysha, FP, Academic Advisor, \$47,317 to \$52,049,
effective 08/01/2019-01/05/2020

Butler, Neidra, CO, District Manager-Student Compliance, \$61,200
to \$67,320, effective 12/01/2019-01/30/2020

New Item

Recommended Approval of Resolution Re: a one-time salary
increase to employees who are at or above the established maximum
salaries for the job classification and range assigned for 2019-2020

RESOLUTION

WHEREAS, The Board of Trustees of St. Louis Community College (the "Board") desires to demonstrate commitment and accountability to the general public by competent, conscientious and effective decision-making;

WHEREAS, the Board desires to attract and retain employees to meet the mission of "expanding minds and changing lives every day by offering high-quality educational experiences leading to degrees, certificates, employment, university transfer, and life-long learning";

WHEREAS, the Board has a statutory responsibility to assign powers and duties and fix compensation of employees of the College;

WHEREAS, the purpose of salaries and fringe benefits is to provide the College to its employees the purpose of obtaining, motivating and retaining competent individuals to perform necessary services to the College;

WHEREAS, Board Policy E.1.2. stipulates that "unless superseded by Board action on an annual basis, those whose current salaries are at or above the established maximum salaries for the job classification and range assigned will receive no salary increase unless and until such time as the maximum for their range exceeds their salary."

NOW, THEREFORE, BE IT AND IT HEREBY RESOLVED by the Board, as follows:

SECTION 1: The Board authorizes the Chancellor to provide a one-time 2% salary increase to employees who are at or above the established maximum salaries for the job classification and range assigned for 2019-2020.

SECTION 2: The Board authorizes the Chair of the Board of Trustees and Chancellor to issue a letter on behalf of the Board to the impacted employees notifying them of said policy, the granting of the one-time increase, and unless policy changes in the future, salaries may be frozen in the future.

SECTION 3: The Board directs the Chancellor to ensure all Board Policies are implemented in practice and future Human Resource recommendations are in compliance with Board Policy and Administrative Procedures until recommendations are made regarding amending, repealing, or adding Board policies.

SECTION 4: All Resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency with respect to this Resolution.

SECTION 5: This Resolution shall be effective immediately upon its approval and adoption.

Adopted and Approved by the Board of Trustees of St. Louis Community College as this 30th day of July, 2019.

By: _____
Chair of the Board of Trustees of
St. Louis Community College

Attest:

Secretary of the Board of Trustees of
St. Louis Community College

#2. Resolution Re: Executive Session of the Board of Trustees

The Board is requested to approve the following resolution:

RESOLVED, that the Board of Trustees, pursuant to Section 610.021, RSMo, hold a closed meeting, record and vote on July 30, 2019 at 5:15 p.m., at the Corporate College, 3221 McKelvey Rd, St. Louis, MO, 63044 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), RSMo); and
- 2) to discuss the lease, purchase or sale of real estate (Section 610.021(2), RSMo); and
- 3) to discuss action upon any personnel matters relating to the hiring, firing, disciplining or promotion of personnel, (Section 610.021(3), RSMo); and
- 4) to discuss preparation, including discussions or work product, on behalf of St. Louis Community College or its representatives for negotiations with employee groups (Section 610.021(9), RSMo); and
- 5) to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, (Section 610.021(13), RSMo); and
- 6) to discuss records which are protected from disclosure by law (Section 610.021(14), RSMo).

FURTHER RESOLVED, that notice of the closed meeting was given in accordance with Section 610.020, RSMo.

July 30, 2019

Board Agenda

#10. Resolution Re: Board Committee to Update Board Policies

RESOLUTION

WHEREAS, The Board of Trustees of St. Louis Community College (the “Board”) desires to form a Policy Review Committee in order to review and make recommendations regarding amendments to current Board policies;

WHEREAS, the Board desires that its policies reflect best practices and fulfill the Board’s obligation to “Lead and inspire the College through the careful establishment of organizational goals and perspectives through written policies” and

WHEREAS, Board Policy A.6 provides that the Board Chair “[a]ppoints, subject to approval of the Board, all committees that the Board may deem necessary.”

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board, as follows:

SECTION 1: The Chair of the Board of Trustees is authorized to appoint a Policy Review Committee.

SECTION 2: The Chair appoints, and the Board approves, the following members to form the Policy Review Committee: Trustee Kevin M. Martin, Chair; Trustee Anne Marshall and Trustee Craig Larson.

SECTION 3: The Policy Review Committee will develop recommendations regarding amending, repealing, or adding Board policies.

SECTION 3: Any amendments to Board policy will follow the requirements of Board Policy A.9 “Amendment of Board Policy.”

SECTION 4: All Resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency with respect to this Resolution.

SECTION 5: This Resolution shall be effective immediately upon its approval and adoption.

ADOPTED AND APPROVED by the Board of Trustees of St. Louis Community College as this 30th day of July, 2019.

By: _____
Chair of the Board of Trustees of
St. Louis Community College

Attest:

Secretary of the Board of Trustees of
St. Louis Community College

Academic Affairs

Contracts and Agreements

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

The college recommends that the Board of Trustees approve an agreement between St. Louis Community College and Global Spectrum, L.P. (Chaifetz Arena at St. Louis University) to provide the facility and services for the College's annual commencement ceremony to be held on Friday, May 8, 2020 at a cost of \$13,500.00 for rental of the facility.

Articulation Agreement – Central Methodist University

The college recommends that the Board of Trustees approve an articulation agreement between St. Louis Community College and Central Methodist University. This agreement will provide a seamless transfer for students who complete the Associate in Applied Science degree in Nursing wishing to pursue a Bachelor of Science degree in Nursing.

Memorandum of Understanding between St. Louis Community College and Parkway School District

The college recommends that the Board of Trustees approve a Memorandum of Understanding between St. Louis Community College (STLCC) and Parkway School District to offer dual credit and dual enrollment opportunities for high school students.

Memorandum of Understanding between St. Louis Community College and Bayless School District

The college recommends that the Board of Trustees approve a Memorandum of Understanding between St. Louis Community College (STLCC) and Bayless School District to offer dual credit and dual enrollment opportunities for high school students.

HUMAN RESOURCES AGENDA SUMMARY

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APPOINTMENTS / FULL-TIME FACULTY

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Collins, Steve	Current Employee	MC	Faculty-Professor of History	F5	\$85,717	Faculty Role	07/01/2019
Malench, Maggie	Current Employee	FP	Faculty-Dental Hygiene	F2	\$54,161	Replacement	08/12/2019
Wilson, Lauren	New Employee	FP	Faculty-Dental Hygiene	F2	\$54,161	Replacement	08/12/2019
Brady, Sandra	Current Employee	FP	Associate Professor	F4	\$71,637	Location Change Only	08/01/2019
Cernich, Victoria	Current Employee	FP	Assistant Professor	F3	\$65,959	Location Change Only	08/01/2019
Martin, Rachel	Current Employee	FV	Assistant Professor	F3	\$64,041	Location Change Only	08/01/2019
Richie, Candace	Current Employee	FV	Instructor II Nursing	F2	\$55,244	Location Change Only	08/01/2019
Linden, Paula	New Employee	FV	Assistant Professor-Nursing	F3	\$60,952	Replacement	08/12/2019
Pilarcik-Tellez, Elizabeth	New Employee	FV	Instructor II	F2	\$56,906	Replacement	08/12/2019
Vogan, Leslie	New Employee	MC	Instructor I-OTA	F1	\$49,536	New Position	08/12/2019

APPOINTMENTS / FULL-TIME ADMINISTRATIVE/PROFESSIONAL STAFF

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Sullivan, Matthew	New Employee	MC	Manager, Access Office	P12	\$64,500	Replacement	08/05/2019
Shifflett, Carla	New Employee	CO	Accounts Payable Supervisor	P10	\$56,000	Replacement	07/31/2019
Turner, Kalisha	New Employee	FV	Coordinator, TRIO-SSS	P10	\$52,000	Replacement	08/05/2019
Nichols, Heather	New Employee	FV	Child & Family Development SPEC II	P8	\$40,619	Replacement	07/31/2019
Barsaloux, Brandi	Current Employee	FV	Child & Family Development SPEC I	P7	\$41,405	Title Change Only	07/31/2019
Berry, Alicia	Current Employee	FV	Child & Family Development SPEC I	P7	\$38,789	Title Change Only	07/31/2019
Effinger, Katherine	Current Employee	FV	Child & Family Development SPEC II	P8	\$41,405	Title Change Only	07/31/2019
Kinzel, Carrie	Current Employee	FV	Child & Family Development SPEC II	P8	\$42,867	Title Change Only	07/31/2019
Roam, Sarah	Current Employee	FV	Child & Family Development SPEC I	P8	\$40,619	Replacement	08/01/2019
Davenport, Ruth	Current Employee	MC	Manager, Testing Services	P11	\$54,059	Replacement	08/01/2019

APPOINTMENTS / CLASSIFIED STAFF

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Hamilton, Anita	Current Employ	FV	Secretary-Science Department	CU-4	\$33,341	Replacement	08/01/2019
Wood, Melanie	New Employee	FP	Secretary-HRM	CU-4	\$33,028	Replacement	08/01/2019
Anderson, Crystal	Current Employee	CO	Fiscal Services Specialist	CU-8	\$45,179	Replacement	08/01/2019
Gilbert, Christine	Current Employee	FV	Administrative Secretary-II	CU-6	\$37,087	Replacement	08/01/2019
Williams, Joan	Current Employee	WW	Administrative Assistant II	C-8	\$50,000	Replacement	07/31/2019
Pfeiffer, Paula	Current Employee	MC	Enrollment Services Specialist II	CU-5	\$36,654	Replacement	08/05/2019
Rogers, Leslie	New Employee	CO	Payroll Specialist	CU-7	\$39,805	Replacement	08/14/2019
Blocker, Ke-Yonna	Current Employee	CO	Accounting Specialist-Student Accounts	CU-7	\$39,805	Replacement	07/31/2019
Premi, Kanchan	Current Employee	CO	Accounting Specialist-Student Accounts	CU-7	\$39,805	Replacement	08/14/2019
Bambinelli, Anna Sofia	Current Employee	CO	Accounting Specialist, Bursar	CU-7	\$39,805	Replacement	07/31/2019
Hadley, Chantay	New Employee	FP	Administrative Secretary II	C-6	\$37,087	Replacement	08/01/2019
Johnston-Lane, Theresa	New Employee	FP	Laboratory Technician	CU-6	\$41,527	Replacement	08/01/2019

RECLASSIFICATIONS/REORGANIZATIONS / FULL-TIME ADMINISTRATIVE/PROFESSIONAL STAFF

NAME	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Phillips, Seena	FV	Child & Family Development SPEC II	From P7 to P8	From \$40,593 to \$40,619	Reorganization*	08/01/2019
Saitz, Jennifer	FV	Child & Family Development SPEC II	From P7 to P8	From \$40,593 to \$40,619	Reorganization*	08/01/2019
Anderson, Amanda	FV	Child & Family Development SPEC I	From CU5 to P7	From \$36,139 to \$36,920	Reorganization*	08/01/2019
Cadwell, Ellen	FV	Child & Family Development SPEC I	From CU5 to P7	From \$36,139 to \$36,920	Reorganization*	08/01/2019
Graham, Keshia	FV	Child & Family Development SPEC I	From CU5 to P7	From \$36,139 to \$36,920	Reorganization*	08/01/2019
Blackwell, Alexa	FV	Child & Family Development SPEC II	From CU5 to P8	From \$36,139 to \$40,619	Reorganization*	08/01/2019
McNutt, Amanda	FV	Child & Family Development SPEC II	From CU5 to P8	From \$36,139 to \$40,619	Reorganization*	08/01/2019
Mensingher, Elaina	FV	Child & Family Development SPEC II	From CU5 to P8	From \$36,139 to \$40,619	Reorganization*	08/01/2019
Robinson, Christopher	FV	Child & Family Development SPEC II	From CU5 to P8	From \$35,788 to \$40,619	Reorganization*	08/01/2019
Zabriske, Mary	CC	DW Dir-Equity Comp & Title IX Cord	From A17 to A18	From \$82,413 to \$90,000	Reclassification**	08/01/2019

*Result of department-wide classification review

**Result of classification review

ADDITIONAL COMPENSATION / PROFESSIONAL STAFF

NAME	LOC	TITLE	BASE RATE	PAY RATE	EFFECTIVE DATE
Clincy, Mysha	FP	Academic Advisor	\$47,317	\$52,049*	08/01/2019-01/05/2020
Owens, Hester	FP	Career Specialist	\$51,729	\$54,315**	03/15/2019-05/15/2019
Meaders-Booth, Jacqueline	MC	Manager, Career Development	\$62,743	\$69,017*	05/30/2019-01/05/2020
Butler, Neidra	CO	District Manager-Student Compliance	\$61,200	\$67,320*	12/01/2019-01/30/2020
Bloom, Yvonne	CO	Admin Associate to the Chancellor	\$71,539	\$78,693*	05/04/2019-08/31/2019

Clincy: Additional duties previously performed by Manager, Student Success Initiatives.

Owens: Additional duties previously performed by Manager, Career Planning and Development.

Meaders-Booth: Additional duties previously performed by Manager, Career Planning and Development.

Butler: Additional duties as a result of the Director of Financial Aid's role in the absence of the VC of Student Affairs.

Bloom: Additional duties previously performed by the Associate of Board Relations.

*REFLECTS A 10% INCREASE TO BASE SALARY

**REFLECTS A 5% INCREASE TO BASE SALARY

ADDITIONAL COMPENSATION / CLASSIFIED STAFF

NAME	LOC	TITLE	BASE RATE	PAY RATE	EFFECTIVE DATE
Reynolds, Kierra	CO	Administrative Secretary II	\$37,822	\$41,604*	08/01/2019-01/30/2020

Reynolds: Additional administrative tasks as a result of the Director of Financial Aid's role in the absence of the VC of Student Affairs.

*REFLECTS A 10% INCREASE TO BASE SALARY

INFORMATION ONLY:

RESIGNATIONS/ADMINISTRATIVE/PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Cruz, Anthony	FP	Vice Chancellor-Student Affairs	08/02/2019
Hertweck, Katie	FV	Child Care Specialist	07/26/2019
DeWitte, Joshua	MC	Manager, Facilities, DW Mech Sys Adm	06/05/2019
Strahan, Margaret	FV	Admissions Advisor I	06/14/2019

RETIREMENTS/ADMINISTRATIVE/PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Brouk, Judy *Deceased 07/17/2019	WW	Executive Assistant	06/30/2019*

REVISIONS TO PREVIOUSLY – APPROVED ITEMS

Board of Trustees approval of Marilyn Powers on 06/20/2019, page 1:
Title revised from “Business Services Specialist” to “Business Services
Supervisor-MC.”

2019 VSIP RETIREMENTS

NAME	LOCATION	TITLE	YEARS OF SERVICE	EFFECTIVE DATE
<u>Professional</u>				
Noland, Ann	CO	Bursar	38	07/31/2019
Walker-Thoth, Daphne	CO	Grants Research & Dev Coordinator	6	07/31/2019
Brandon-Straub, Rachel	FP	Educational Asst III	36	07/31/2019
Logan, Deborah	FP	Coordinator, Admissions	35	07/31/2019
Lewis, Rosita	FV	Sr. Project Associate I	14	07/31/2019
Nixon, Gwendolyn	FV	Manager, Campus Life	32	07/31/2019
Roy, Mary	FV	Child Care Specialist	16	07/31/2019
Eberle-Mayse, Ray	MC	Manager, Assessment	33	07/31/2019
Fitzgerald, Kimberly	MC	Campus VP for Student Affairs	31	07/31/2019
Nissenbaum, Linda	MC	Manager, Disability Support Services	31	07/31/2019
Vipond, Julie	MC	Lead IT Project Coordinator	33	07/31/2019
Hart, Christina	W	Campus Auxiliary Manager	16	07/31/2019
<u>Classified</u>				
Donna Blackmon	CO	Admin Asst, Chancellor's Office	19	07/31/2019
Whiteside, Diane	CO	Pell Grant Specialist	40	07/31/2019
Weaver, Karla	FP	Architectural Technician	19	07/31/2019
Delaney, Brenda	FP	Secretary	10	07/31/2019
Rogers, Thomas	FP	Copy Technician	43	07/31/2019
Yavlinsky, Yakov	FP	End User Technology Specialist	22	07/31/2019
Baumgartner, Deborah	FV	Secretary	21	07/31/2019
Hoogland, Carol	FV	Admin Secretary II	20	07/31/2019
McSwain, Mary	MC	Student Adm Reg Asst III	12	07/31/2019
Patterson, Annie	MC	Copy Technician	43	07/31/2019
Skrivan, Rose	MC	End User Technology Specialist	16	07/31/2019
<u>Administrative</u>				
Norris, Richard	FV	Director of Life Sciences	19	07/31/2019
<u>Physical Plant</u>				
Gordon, Craig	MC	General Maintenance Mechanic	10	07/31/2019
Seeger, Thomas	W	Stationary Engineer	29	07/31/2019
Robinson, Kammool	FV	Housekeeper	17	07/31/2019

Faculty

Casey, Zita	FP	Assistant Professor	7	07/31/2019
Gerardot, Diane	FP	Professor	25	07/31/2019
Graham, Nita	FP	Associate Professor	26	07/31/2019
Irons, Sandra	FP	Instructor II	13	07/31/2019
Kahan, Brenda	FP	Professor	34	07/31/2019
Martin, Susan	FP	Professor	35	07/31/2019
Person, Sharon	FP	Professor	27	07/31/2019
Ring, Phyllis	FP	Professor	13	07/31/2019
Swallow, Cheryl	FP	Professor	20	07/31/2019
Campbell, Cindy	FV	Professor	29	07/31/2019
Coelho, Ana	FV	Professor	21	07/31/2019
Freeman, Terrence	FV	Professor	37	07/31/2019
Gale-Betzler, Lisa	FV	Assistant Professor	24	07/31/2019
Nickrent, Ellen	FV	Assistant Professor	20	07/31/2019
Unger, Richard	FV	Professor	21	07/31/2019
Adams, Rhonda	MC	Assistant Professor	18	07/31/2019
Dufer, Dennis	MC	Associate Professor	40	07/31/2019
Heisler, Virginia	MC	Associate Professor	9	07/31/2019
Hughes, John	MC	Professor	25	07/31/2019
Keller, Patty	MC	Professor	26	07/31/2019
Wessely, Anne	MC	Interim Director, Online Learning	30	07/31/2019

HUMAN RESOURCES RATIFICATION

APPOINTMENT / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

1

In accordance with the action taken by the Board at its June 19, 2019 meeting authorizing the Chancellor, with approval of the Board Chair and Vice Chair, to approve new hires, contracts, and bid awards for the period beginning June 20, 2019 and ending July 25, 2019.

APPOINTMENTS / FULL-TIME ADMINISTRATIVE/PROFESSIONAL STAFF

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Munden, James	Current Employee	FP	Acting Dean	A22	\$109,140	Acting	07/01/2019

Recommendation for Award/Purchasing – Additional Funds

- **Supports: Marketing and Communications**

Contract B0003723 with *DICOM MARKETING SERVICES, INC and BRIGHTEDGE*, for media buying and search engine marketing services, was originally approved by the Board of Trustees on November 29, 2018, for an amount estimated at \$600,000.00 for a period of one (1) year with an option to renew for two (2) subsequent years. The current award balance is \$425,000.00. To accommodate the media buys contracted for FY20, we are requesting approval to increase the award amount by **\$260,000.00**.

Diversity

No known minority-owned nor woman-owned business enterprise participated in this bid process.

Recommendation for Award/Purchasing – Additional Funds

- **Supports: District-wide Information Technology Purchases**

University of Missouri Cooperative Contract Q043003 with *DELL MARKETING*, for district-wide purchases of Dell microcomputer equipment, printers and file servers, was approved by the Board of Trustees on January 17, 2019, for an amount estimated at \$1,500,000.00 for a period of one (1) year which began January 20, 2019. The current award balance is \$5,544.19. We are requesting approval to increase the award amount by **\$500,000.00**.

Diversity

The University of Missouri managed the bid process for this cooperative contract.

Recommendation for Ratification/Purchasing – Additional Funds

- **Supports: District-wide Information Technology Purchases**

State of Missouri Cooperative Contract CT160381001 with ***WORLD WIDE TECHNOLOGY, INC.***, for the purchase of Cisco Products with related installation, consulting services and SMARTnet maintenance, was approved by the Board of Trustees on November 30, 2017, for an amount estimated at \$1,000,000.00, for a period of two (2) years and ten (10) months, with three optional renewal years which began December 1, 2017. The current award balance is \$130,605.19. We are requesting approval/ratification to increase the award amount by **\$800,000.00** for maintenance required for fiscal year 2020.

Diversity

The State of Missouri managed the bid process for this cooperative contract.

Recommendation for Award/Purchasing

- **Supports: Marketing and Communications Website Maintenance**

Board approval is requested for the award of a contract for a maintenance of the content management system (CMS) with *OMNIUPDATE* in an amount estimated at **\$26,000.00** (annually), for a period of three (3) full years, which began July 1, 2019.

Description

This CMS maintenance agreement supports management of content on the college’s website. The system is used to build, publish and maintain the website. The OmniUpdate is the sole provider of the content management system, precluding a competitive bid.

<u>Item Description</u>	<u>Cost</u>
Support - Self Hosted - Unlimited Tickets	\$ 15,000.00
Search Licenses - Up to 20,000 files	5,000.00
Developer Assistance Plan	<u>6,000.00</u>
Annual Total:	<u><u>\$ 26,000.00</u></u>

Funding

This expenditure will be funded from the current operating budgets.

Diversity

This is a sole-source award, precluding inclusion of diverse providers.

Recommendation for Award/Purchasing

- **Supports: Instructional Resources District Wide**

Board approval is requested for the award of a contract for the purchase of an annual consortium membership, maintenance, delivery stops and databases from *MOBIUS CONSORTIUM* in the amount of **\$500,000.00**, for a period of five (5) full years, to begin August 1, 2019.

Description

MOBIUS is the academic consortium that provides the online library system that links the higher education institutions throughout Missouri. The annual price includes consortium membership, software maintenance, delivery and access to various databases. The system is only available from the recommended bidder. The recommended bidder is neither a Minority Owned Enterprise nor Women Owned Enterprise.

Contract – B0003845

<u>Item Description</u>	<u>Year 19/20</u>	<u>Year 20/21</u>	<u>Year 21/22</u>	<u>Year 22/23</u>	<u>Year 23/24</u>
Membership & Assessment Fee	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Databases	<u>20,000.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>20,000.00</u>
Annual Total:	<u>\$ 100,000.00</u>				

Funding

This purchase will be funded from the Technology Fee.

Diversity

This is a sole-source award, precluding inclusion of diverse providers.

Recommendation for Award/Purchasing – Insurance

- **Supports: Workers Compensation – Human Resources**

Board approval is requested for the renewal of workers compensation excess insurance with *SAFETY NATIONAL CASUALTY CORPORATION*, in an amount estimated at **\$101,757.00**, for a period of one (1) full year, which began July 1, 2019.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Diversity

No known diverse suppliers were included in the award of this contract.

Recommendation for Award/Purchasing – Insurance

- **Supports: Legal Services**

Board approval is requested for the renewal of fiduciary, crime, kidnap, and ransom liability insurance with, **FEDERAL INSURANCE COMPANY (CHUBB)**, in an amount estimated at **\$21,161.00**, for a period of one (1) full year, which began July 1, 2019.

Description

This plan is designed to cover personal liability of fiduciaries imposed due to a breach or ERISA responsibility for any plan losses including the misuse of plan assets and errors and omissions. The crime portion covers the following events: employee theft; depositors forgery; forgery or alteration; theft, disappearance and destruction loss inside and outside the premises; credit card forgery; computer fraud; funds transfer fraud; money orders and counterfeit paper currency; and investigative costs. The kidnap and ransom portion of the plan covers loss of property and other consideration surrendered for the return of such due to an illegal abduction, threat, or series of threats.

Funding

This expenditure will be funded from current operating budgets.

Diversity

No known diverse suppliers were included in the award of this contract.

Recommendation for Award/Purchasing – Insurance

- **Supports: Facilities and Administrative Services District Wide**

Board approval is requested for the renewal of foreign liability insurance with *ACE AMERICAN INSURANCE COMPANY*, in an amount estimated at **\$2,692.00**, for a period of one (1) full year, which began July 1, 2019.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Diversity

No known diverse suppliers were included in the award of this contract.

Recommendation for Award/Purchasing – Insurance

- **Supports: Facilities District Wide**

Board approval is requested for the renewal of inland marine insurance with *TRAVELERS INSURANCE COMPANY*, in an amount estimated at **\$3,158.00**, for a period of one (1) full year, to begin July 1, 2019.

Description

The plan includes coverages for fine arts and certain facilities equipment with a total coverage level of \$270,817.00 and with a \$1,000.00 deductible.

Funding

This expenditure will be funded from current operating budgets.

Diversity

No known diverse suppliers were included in the award of this contract.

Recommendation for Award/Purchasing

- **Instructional Resources – District Wide**

Board approval is requested to subscribe to *OCLC (ONLINE COMPUTER LITERACY CENTER)* for library information services for a total amount of **\$200,000.00**, for a period of five (5) full years, to begin August 1, 2019.

Description

This contract will be used by the Instructional Resources Department at Meramec to access the OCLC national bibliographic database for library technical service functions. It provides specific cataloging and interlibrary loan services as well as the acquisition of electronic databases and other resources. The College’s library holding are added to this national database and College Library patrons will in turn be provided with access to other subscribers’ holdings. The electronic databases and resources are acquired to support the curriculum and are used by students and staff. The subscription service is only available from the recommended bidder. The recommended bidder is neither a Minority Owned Enterprise nor Women Owned Enterprise.

Bid – B003846

<u>Item Description</u>	<u>Annual Cost</u>
Ongoing Usage Fees including Cataloging Services	<u>\$ 40,000.00</u>
Total Annual Fee	\$ 40,000.00 /per year x (5) Years

Funding

All subscriptions, fees and usage charges will be funded from current operating budgets

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of an Emergency Repair Contract – S4 6841R, Repair of Pool Joints; St. Louis Community College at Forest Park, to **Superior Waterproofing and Restoration**, in the amount of **\$29,296.00**

Description:

The pool at the Forest Park campus is used by students, staff, and rented by outside agencies. Slow leaks were discovered at the center expansion joint and bids were taken to clean out the expansion joint and replace it with caulking and a waterproof membrane. Subsequent investigation revealed some additional leaking around a construction joint near the bottom of the pool, and this was repaired in the same manner. The work was performed on an emergency basis to have the pool open for Fall semester usage.

The results of the bid, opened on May 24, 2019

Contractors:

Revised Bid (with additional work)

Superior Waterproofing	\$29,296.00
Western Waterproofing	No Bid
Schilli Plastering	No Bid
Pool Tron	No Bid

When contacted, the non-bidding companies indicated that this work was out of their area of expertise, or that they could not meet the College’s schedule for repairs.

Funding:

This project will be funded from operating and capital budgets.

Diversity:

No minority contractors were identified for this work.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of an Emergency Repair Contract – S4 6842, Emergency Replacement of Air Conditioning Compressor #2; St. Louis Community College Corporate College, to **Integrated Facility Services**, in the amount of **\$75,000.00**

Description:

Two of the three compressors for the air conditioning system at the College Center have been recently replaced. The third compressor is original equipment and becoming unreliable. All three compressors are needed during times of high cooling demand. The work was performed on an emergency basis to have ensure that the cooling system functions properly during the summer months

The results of the bid, opened on June 5, 2019

Contractors:

Revised Bid

IFS	\$75,000.00
Murphy Company	No Bid
Trane St. Louis	No Bid

When contacted, the non-bidding companies indicated that they could not meet the College’s schedule for repairs, or did not return the contact.

Funding:

This project will be funded from operating and capital budgets.

Diversity:

No minority contractors were identified for this work.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of an Emergency Repair Contract – S4 6849, Emergency Repair Cleanup from Fire Sprinkler Break; St. Louis Community College at Forest Park, to **Catastrophe Cleaning and Restoration Company, Inc. dba CATCO**, in the amount of **\$398,647.62**

Description:

A sprinkler head in the entry level of the Forest Park library malfunctioned on May 22nd, causing extensive damage to the finishes, equipment, and contents in this area as well as lower floors. CATCO was called that night and authorized to take immediate action to limit the damage and protect property, per Board Policy I.5. With the approval of the College's insurance carrier, CATCO was employed to remove damaged materials, dry the building, and replace drywall, ceilings, flooring, and other finishes.

The College Engineering and Design and Facilities departments will verify the final charges.

Funding:

This project will be funded from the insurance water damage claim. The insurance deductible will be funded from operating and capital budgets.

Diversity:

No minority contractors were identified for this work.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of a change order for additional work to Contract F19 401 – Restroom Renovations in F Tower; St. Louis Community College at Forest Park.

During the renovation of the restrooms, much of the existing plumbing was discovered to be in poor condition and in need of replacement. The contractor was authorized to replace the cast iron drain lines on a time and material basis, per Board Policy I.5.

The final change order costs were reviewed by the College’s Engineering and Design department.

<u>Contractor</u>	<u>Revised Contract Amount</u>	<u>Change Order Amount</u>	<u>New Total</u>
Wachter, Inc.	\$454,834.52	\$29,346.97	\$484,181.49

Funding:

This project will be funded from operating and capital budgets.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of four (4) change orders for additional work to Contract F18 406 – Center for Nursing and Health Sciences; St. Louis Community College at Forest Park.

At its May 17, 2018 Board of Trustees meeting, The Board authorized the Chancellor to approve time sensitive change orders over \$15,000 for the Center for Nursing and Health Sciences construction, with subsequent ratification by the Board. The final change order costs were reviewed and recommended by Tarlton, the College’s Construction Manager on the project, the College’s Engineering and Design department, and approved by the Chancellor, according to this policy.

Description:

Contract F 18 406B, Earthwork/ Utilities was approved by the Board of Trustees at its March 22, 2018 meeting. The full extent of the yard hydrant piping was not clearly delineated on the bid documents. Weigmann will install all new plumbing to install the yard hydrants needed.

A proposal for \$107,000 was received for this work from the Center’s plumbing contractor.

<u>Contractor</u>	<u>Revised Contract Amount</u>	<u>Change Order Amount</u>	<u>New Total</u>
Bommarito	\$1,061,050	\$49,602	\$1,110,652

Description:

Contract F 18 406D, Mechanical was approved by the Board of Trustees at its March 22, 2018 meeting. The installation of the gas manifold for the oxygen tanks for the Respiratory Care program was not included in the original design and was added in the storeroom of that program. Code officials required an exhaust to the exterior of the building from the space. Weigmann will furnish all materials and labor to install the gas manifold, the exhaust fan, and related ductwork.

<u>Contractor</u>	<u>Revised Contract Amount</u>	<u>Change Order Amount</u>	<u>New Total</u>
Weigmann Associates	\$4,056,279	\$20,654	\$4,076,933

Description:

Contract F 18 406G, Electrical was approved by the Board of Trustees at its March 22, 2018 meeting. As part of the bid scope, Schaeffer included splicing the fiber optic backbone cable to the Physical Education, Art Annex, and Highland Park buildings. The College IT department requested all new fiber optic cable to be run to eliminate the splices and reduce future maintenance and replacement costs. The change order includes the additional labor and material, with a credit for the splicing material not needed.

<u>Contractor</u>	<u>Revised Contract Amount</u>	<u>Change Order Amount</u>	<u>New Total</u>
Schaeffer Electric Company, Inc.	\$3,464,924	\$48,522	\$3,513,446

Description:

Contract F18 406L Glass and Glazing, was approved by the Board of Trustees at its March 22, 2018 meeting. The curtainwall at the monumental stairs, and the storefront at other areas of the building required structural additions during the fabrication process. Because of the lead time for the fabrication of the framing and glazing, this change order was approved.

<u>Contractor</u>	<u>Revised Contract Amount</u>	<u>Change Order Amount</u>	<u>New Total</u>
Missouri Valley Glass	\$2,235,058.00	\$66,857.00	\$2,301,915.00

Funding:

This project will be funded from certificates of participation.

Recommendation for Award/Physical Facilities:

Board approval/ ratification is requested for award of **CENTER FOR NURSING AND HEALTH SCIENCES**, Bid Release 5, and one change order for electrical work, to the following firms:

F 18 406, CENTER FOR NURSING AND HEALTH SCIENCES

	<u>Qualified Bidder</u>	<u>Bid Amount</u>
BP 05B, Architectural Metals	ACME ERECTORS	\$ 298,300.00
BP 10B, Exterior Signage	TAKEFORM	\$ 35,300.00
F 18 406 Change Order	SCHAEFFER ELECTRIC	\$ 152,624.00

BID RELEASE 5 & CHANGE ORDER CONTRACT TOTAL **\$ 486,224.00**

Description:

The proposed external video display board was not approved by the City of St. Louis. The design team has designed a replacement façade using lighted steel tubes and the College logo, which has been accepted by the regulatory agencies. Approval of \$486,224.00 is requested with the understanding that re-design, value engineering, and use of alternate materials will be explored to reduce the cost to be more in line with the (\$241,253.00) credit received from the sub-contractors involved in the video screen installation. The installation of this façade will occur in the fall, but not impact the opening of the Center.

Plans and Specifications were prepared by the KAI Design Build Team. The sign and metal façade packages were bid by the College’s Construction Manager, Tarlton Corporation. The bid results/recommendations were compared to existing project estimates to ensure that the acceptance of future bid packages will remain within the project budget.

The electrical portion of the work was requested as a change order from Schaeffer Electric Company, the electrical contractor for the project. The final change order price was reviewed by Tarlton and the College’s Facilities and Engineering and Design department. A simplification of the specific lighting and controls will be pursued as a value engineering item.

Contractors were evaluated on bid price as well as overall capabilities, MBE/WBE participation, experience 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 award 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.

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.

Detail of Bidding Packages:

BP 05B – Architectural Metal

Description:

The main façade to replace the video display board will be perforated metal tubes, lit from within, mounted on re-worked display board framing. This bid package included fabrication and installation of this tubing.

Qualified Bids

ACME ERECTORS

IWR

Gateway Company (disqualified due to lack of bid security)

Base Bid

\$298,300.00

\$301,994.00

BP10B – Exterior Signage

Description:

Mounted on the perforated tubing will be an illuminated College logo and sign. This sign meets all requirements for signage in this area.

Qualified Bids

TAKEFORM

Sign Crafters

Base Bid

\$30,600.00

No Bid

F 18 406G Change Order

Description:

Contract F 18 406G, Electrical was approved by the Board of Trustees at its March 22, 2018 meeting. Under this change order, Schaeffer will furnish and install the lighting for the perforated metal tubing. The type of lighting and controls will be evaluated for value engineering saving opportunities.

<u>Contractor</u>	<u>Revised Contract Amount</u>	<u>Change Order Amount</u>	<u>New Total</u>
Schaeffer Electric Company, Inc.	\$3,513,446	\$152,624	\$3,666,070

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 are made available through the CrossRhodes plan room and Tarlton’s website.

Recommendation for Award/Physical Facilities:

Board approval is requested for award of a contract –Renovations for Truck Driving Program; St. Louis Community College at Forest Park, to **Raineri Construction**, in the amount of **\$376,773.00**

Description:

The instructional areas for the truck driving education program, which includes a classroom and simulator area are presently located on the lower level of the B Tower section of the East Wing at Forest Park. The eastern side of the College’s Highland Park building will be renovated to accommodate the program’s needs, including addition of walls and doors, casework and data and power upgrades.

Plans and specifications were prepared by the Physical Facilities/ Engineering and Design Department, and Christner, Inc. Architects

Bid – F 20 101, Renovations for Truck Driving Program

The results of this bid, which opened July 16, 2019, are listed below:

<u>Contractors:</u>	<u>Base Bid</u>
Raineri Construction	\$376,773.00
Wachter, Inc.	\$417,303.00
Jackson Building Group	\$429,770.00
ICS Construction Services	\$442,000.00
A.Eilers Construction	\$476,466.00
Atlas Building Group	\$491,500.00
Brady Construction	\$493,710.00

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.

Four known minority contractors received plans and specifications. No known minority company submitted a bid for this project. A woman owned firm, received, submitted, and was the successful bidder on the project.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of three (3) contracts for Asphalt Paving Repairs; St. Louis Community College at Florissant Valley, Meramec, Wildwood, and Corporate College locations, to the following firms:

<u>Contractor</u>	<u>Contract Amount</u>	<u>Location(s)</u>
Byrne & Jones Construction	\$40,110.00	Corp, FV
Ford Asphalt Company	\$58,250.00	M
Asphaltic Maintenance & Construction	\$14,750.00	WW

Description:

Contract F19 001 to perform Asphalt Paving Repairs at four locations was approved by the Board of Trustees at its May 16, 2019 meeting, in the estimated amount of \$200,000. Parking lots and other paved areas at all locations in the district will be evaluated and restored using a variety of repair options, including pull-out patch, roto-milling, and overlay. Special emphasis will be given to extensive sealcoating and restriping, which will extend the life of the existing paving and improve the overall appearance of the lots.

This repair contract was designed by the College's Physical Facilities/ Engineering and Design Department.

Bid – F 19 001A, Asphalt Paving Repairs at Corporate College and Florissant Valley

The results of this bid, which opened June 20, 2019, are listed below:

<u>Contractors:</u>	<u>Corp Bid</u>	<u>FV Bid</u>	<u>Total</u>
Byrne & Jones	\$11,745.00	\$28,365.00	\$40,110.00
Ford Asphalt	\$13,800.00	\$28,450.00	\$42,250.00
Asphaltic Maintenance	\$17,960.00	\$36,230.00	\$54,190.00

Bid – F 19 001B, Asphalt Paving Repairs at Meramec

The results of this bid, which opened June 20, 2019, are listed below:

<u>Contractors:</u>	<u>M Bid</u>
Ford Asphalt	\$58,250.00
Byrne & Jones	\$61,025.00
Asphaltic Maintenance	\$71,055.00

Bid – F 19 001C, Asphalt Paving Repairs at Wildwood

The results of this bid, which opened June 20, 2019, are listed below:

<u>Contractors:</u>	<u>WW Bid</u>
Asphaltic Maintenance	\$14,750.00
Ford Asphalt	\$16,950.00
Byrne & Jones	\$46,903.00

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.

One known WBE contractor received plans and specifications. No known minority contractors submitted a bid.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of a contract for Concrete Repairs; St. Louis Community College at Florissant Valley and Meramec, to **Raineri Construction LLC**, in the amount of **\$58,403.00**:

Description:

Contract F19 002 to perform Concrete Repairs at two locations was approved by the Board of Trustees at its May 16, 2019 meeting, in the estimated amount of \$100,000. Concrete sidewalks, plazas and stairs at all locations in the district will be evaluated and repaired with new concrete. At Meramec, the replacement of the parking lot islands will continue, stairs will be replaced at Florissant Valley's Emerson Center, and the front walk at the Corporate College will be repaired or replaced. Special emphasis will be given to eliminating trip hazards throughout the district.

This repair contract was designed by the College's Physical Facilities/ Engineering and Design Department.

Bid – F 19 002, Concrete Repairs at Meramec and Florissant Valley

The results of this bid, which opened July 16, 2019, are listed below:

<u>Contractors:</u>	<u>Base Bid</u>
Raineri Construction LLC	\$58,403.00
Byrne & Jones	\$165,470.00

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.

One known WBE contractor received plans and specifications, and was the successful bidder on the project.

Recommendation for Award/Physical Facilities:

Board approval is requested for award of a contract – Pre-Demolition Abatement of A and B Towers; St. Louis Community College at Forest Park, to **Advanced Environmental Services**, in the amount of **\$526,700.00**

Description:

Prior to the demolition of the A and B Tower sections of the East Wing next year, all Asbestos Containing Materials (ACM) in the building have to be abated. This contract covers all abatement, selective demolition, removal, and notification required for all materials identified in the pre-demolition report prepared by NPN Environmental Engineers.

Contractors were evaluated on bid price as well as overall capabilities, experience in pre-demolition abatement projects, available resources to meet the project’s schedule, and approach to safety, quality, and regulatory compliance. The award represents the contractor with the best bid, given these factors.

Plans and specifications were prepared by the Physical Facilities/ Engineering and Design Department, and NPN Environmental Engineers.

Bid – F 20 401A, Pre-Demolition Abatement of A and B Towers

The results of this bid, which opened July 23, 2019, are listed below:

<u>Contractors:</u>	<u>Base Bid</u>
Advanced Environmental Services	\$526,700.00
Cenpro Services, Inc.	\$563,000.00
Midwest Service Group	\$571,880.00
Thornburgh Abatement	\$602,925.00
Brock Industries	\$629,880.00
Spray Services	\$686,080.00
Talbert ICS, Inc.	\$1,253,333.00
Cardinal Environmental Operations	\$1,293,926.00

Funding:

This project will be funded from certificates of participation.

Advertisements:

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

No known minority contractors received plans and specifications. 1 known WBE firm received plans and specifications, and submitted a bid.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for **one consulting agreement for architectural/ engineering services, one consulting agreement for engineering services, and one consulting agreement 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:

Christner, Inc.

A19-0304 CHR #02 – Design Services for Nursing Expansion **\$38,801.00**
Florissant Valley, Meramec, Wildwood

The College has received a state of Missouri grant to expand Nursing instruction throughout the district. An engineering lab at Florissant Valley will be renovated to create a simulator lab and support spaces, a classroom at Meramec will be renovated to create a simulator lab, and the existing skills lab will be reconfigured, and four classrooms at Wildwood will be renovated to create a simulator lab, skills lab, and support spaces. Christner will perform programming services and provide design services and preliminary plans for approval. Construction documents for the approved plans will be prepared under a separate negotiated agreement.

Ross and Baruzzini

A19-0318 ROB#01 – Lab Exhaust Study **\$5,944.00**
Forest Park

The consultant will investigate the existing lab exhaust system, as well as the HVAC system for the Instructional Resources building and provide recommendations for corrections of any deficiencies found in either system.

SCI Engineering

A19-0319 SCI #01 – Asbestos Sampling of Roofing Materials **\$1,347.30**
Florissant Valley

Prior to the replacement of the roofs at the Training Center and Theater, the roofing materials were sampled for asbestos containing materials by SCI. No ACM were found on either building.

Funding:

The lab exhaust study and asbestos sampling projects will be funded from operating and capital budgets.

The nursing program expansion will be funded from a grant.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of a change order for additional work to Contract F19 402 – Science Lab Relocations; St. Louis Community College at Forest Park.

One of the Science Labs being renovated, C-317, remained in use during the start of the Summer term. The contractor was authorized to perform his work on premium time on a time and material basis, per Board Policy I.5. The room has been vacated and is being renovated according to the normal schedule

The final change order costs were reviewed by the College’s Engineering and Design department.

<u>Contractor</u>	<u>Revised Contract Amount</u>	<u>Change Order Amount</u>	<u>New Total</u>
Atlas Building Group, LLC	\$1,090,908.04	\$35,094.46	\$1,126,002.50

Funding:

This project will be funded from State Board of Public Building Bond Funding and operating and capital budgets.

Recommendation for Award/Maintenance/Physical Facilities

Board approval is requested to exercise the year renewal option and extend **Service Agreement No. M-331-DW – Elevator Maintenance Service, St. Louis Community College District Wide** with **Minnesota Elevator, Inc. DBA MEI Total Elevator Solutions** at an annual cost of **\$79,128.00**

Description:

This agreement provides full-coverage elevator maintenance services including preventative maintenance such as cleaning and lubrication, call back service and parts for 49 elevators and lifts. The initial agreement received Board approval on June 21, 2018 with renewal options for up to five additional years. **MEI Total Elevator Solutions** has no increase in cost for FY 20.

Funding:

This project will be funded from operating budgets.

Recommendation for Award/Maintenance/Physical Facilities

Board approval is requested to exercise the fourth year renewal option and extend **Service Agreement M-296 – Housekeeping, St. Louis Community College at Corporate College** with **Centaur Building Services, Inc., now named Atalian Global Services** for a monthly cost of:

\$8,640.63 for the period of July 1, 2019 through December 31, 2019 with a vacancy credit of .07132 per square foot and

\$9,044.50 for the period of January 1, 2020 through June 30, 2020 with a vacancy credit of .07465 per square foot.

Currently there is 4,499 square feet of vacancy.

The January 1 through June 30 period is due to the Missouri minimum wage increase that becomes effective as of January 1, 2020. The total for the year is \$106,110.78.

Description:

This agreement will provide superior housekeeping services for the Corporate College thru June 30, 2020. The initial agreement received Board approval on November 19, 2015 with renewal option for up to five additional years. **Atalian Global Services** has requested an increase due to the minimum wage for part of FY 20.

Funding:

This agreement will be funded from current operating budgets.

Contracts and Agreements

Agreement between St. Louis Community College and BKD CPAs and Advisors, LLP

Board approval is requested for a contractual relationship between **St. Louis Community College and BKD CPAs and Advisors, LLP** to provide forensic accounting services which began May 2, 2019. The fee for these services is estimated at **\$50,000.00**.

Approval of Amended Agreement Between Equifax, INC. and St. Louis Community College

Board approval is requested to amend an agreement between **St. Louis Community College and Equifax, Inc.** for providing I-9 compliance services, originally approved by the Board of Trustees on May 16, 2019. Approval is requested to expand the agreement to include W-4 services at no additional cost and amend the term for services from two (2) years to three (3) years.

Approval of Agreement Between Navex Global and St. Louis Community College

Board approval is requested for an agreement between **St. Louis Community College and Navex Global** for hotline (whistle blowing) reporting services. This agreement provides 50 reports annually which employees can access confidentially to report instances of alleged misconduct. The fee for these services is estimated at **\$4,950.00** for a period of one (1) year.