

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
ST. LOUIS COMMUNITY COLLEGE  
THURSDAY, NOVEMBER 21, 2019**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, November 21, 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 6:15 p.m. The following members of the Board of Trustees were present: Dr. Kevin M. Martin, Chair; Ms. Pam Ross, Vice Chair; Ms. Anne Marshall, Trustee; Ms. Libby Fitzgerald, Trustee; and Dr. Doris Graham, Trustee. Dr. Craig Larson, Trustee; and Mr. Rodney Gee, Trustee; were absent.

Also present were Dr. Jeff Pittman, Chancellor; Ms. Kate Nash, Tueth Keeney; and Ms. Jessica Grove, Associate for Board Relations.

2. Welcome to Guests

Dr. Martin welcomed guests attending the meeting.

3. Citizens Desiring to Address the Board Regarding Agenda Items

Dr. Emily Neal shared that she supports increasing workforce diversity.

4. Adoption of Agenda/Revisions to Agenda

Ms. Fitzgerald moved and Dr. Graham seconded to adopt the agenda/revisions to the agenda. The Board unanimously adopted the agenda.

5. Recommended Approval of the October 24, 2019 Regular Meeting Minutes

On motion by Ms. Marshall and seconded by Dr. Graham, the Board unanimously approved the October 24, 2019 Regular Meeting Minutes.

6. 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.

7. Information Items

- Childcare Project Management Plan – Ms. Renee Mayse, Director of the Child Development Laboratory Center provided the Childcare Project Management Plan and answered questions from the Board. Ms. Ross added

that she will encourage the project team to place posters on campus to promote the childcare assistance. Ms. Ross is also putting together a group of community members to explore avenues to raise money.

- Banner App Project Management Plan – Mr. Keith Hacke, Chief Information Officer, provided the Banner App Project Management Plan and answered questions from the Board. Dr. Martin emphasized the importance of the use of cell phones to register and encouraged Mr. Hacke to add students to the committee and consider focus groups with students.
- Mr. Mark Swadener, Assistant Controller, provided the Quarterly Finance Review and answered questions from the Board.

8. Recommended Approval of Resolutions Re: January 16, 2020 Executive Sessions of the Board of Trustees

On motion by Dr. Graham and seconded by Ms. Marshall, the Board, by a roll-call vote, unanimously (with Mr. Gee and Dr. Larson being absent) approved the resolution in Agenda Item #8, to schedule executive sessions of the Board on January 16, 2020 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.

9. Recommended Approval of Revised Board Policy H

On motion by Ms. Marshall and seconded by Ms. Ross, the Board unanimously approved revised Board Policy H, as amended.

10. Recommended Approval of Revised Board Policy I

On motion by Ms. Marshall and seconded by Dr. Graham, the Board unanimously approved revised Board Policy I.

11. Recommended Approval of Revised Board Policy J

On motion by Ms. Ross and seconded by Ms. Marshall, the Board unanimously approved revised Board Policy J.

12. Recommended Appointment of Kimberly Pitts and Nez Savala as Lottery Witnesses for the Election Lottery on December 17, 2019

On motion by Dr. Graham and seconded by Ms. Fitzgerald, the Board unanimously approved the appointment of Kimberly Pitts and Nez Savala as lottery witnesses for the election lottery on December 17, 2019.

13. Recommended Approval of Non-Certificated Employees Retirement Plan (NCERP) Cost of Living Increase

On motion by Ms. Ross and seconded by Ms. Fitzgerald, the Board unanimously approved the NCERP cost of living increase.

14. Recommended Approval of Trustee travel to ACCT National Legislative Summit – February 2020 in Washington, DC

On motion by Ms. Marshall and seconded by Ms. Fitzgerald, the Board, by a roll-call vote, unanimously (with Mr. Gee and Dr. Larson being absent) approved Trustee travel to ACCT National Legislative Summit.

15. Recommended Approval to Authorize the Chancellor to approve new hires, reclassifications, reorganization, contracts and bid awards for the period beginning November 22, 2019 and ending December 9, 2019 prior to ratification at the January 16, 2020 meeting with the approval of both the Chair and Vice Chair.

On motion by Ms. Marshall and seconded by Dr. Graham, the Board, on a roll-call vote, unanimously (with Mr. Gee and Dr. Larson being absent) authorization for the Chancellor to approve new hires, reclassifications, reorganizations, contracts and bid awards for the period beginning November 22, 2019 and ending December 9, 2019 prior to ratification at the January 16, 2020 meeting with approval of both the Chair and Vice Chair.

16. Ratification of Trustee Travel for 2019

Per the addendum, #16 was deleted from the Agenda.

17. Board Committee Report

**Board Policy Committee**

Dr. Martin provided the Board Policy Committee report.

18. Approval of Consent Agenda Items

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

18.1 Consent Item Motion and Vote

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

18.2 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 B** attached hereto and by this reference incorporated herein; and that, where appropriate, said programs be submitted to the Coordinating Board for Higher Education.

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

FURTHER RESOLVED, that, where appropriate, the Chair of the Board of Trustees 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.

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

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

18.5 Finance

A. Financial Reports

Ratifications

The Board, by consent, unanimously ratified investments/daily repurchase agreements and payments for services rendered all as more fully set forth in **Exhibit E** attached hereto and by this reference incorporated herein.

Resolutions

The Board, by consent, unanimously approved a resolution of funds disbursement all as more fully set forth in Exhibit E attached hereto and by this reference incorporated herein.

18.6 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.

18.7 Workforce Solutions Group

The Board, by consent, approved the following Resolution regarding the ratification of direct pay agreements and 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 G** 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.

18.8 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 H**, 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.

## 19. Communications

### 19.1 Chancellor's Report Strategic Plan 2020 Metrics Update

UPDATE: As we are in the final year of Strategic Plan 2020, it is my pleasure to report that the College is doing very well with the metrics established back in 2015. To date, we are "5 for 5" in meeting our performance metrics for the State.

Preliminary Summary of Graduation and Transfer Metrics:

3 Year Graduation Rate: Our three year average increased to 15.9%. This is the highest rate since data was collected in its current form beginning in 2008, and constitutes a 50% increase since 2014. This exceeds our 2020 goal of 13%.

3 Year Transfer-Out Rate: Our three year average increased to 18.31%. This is the highest rate since data was collected in its current form beginning in 2011, and constitutes a 34% increase since 2014. This exceeds our 2020 goal of 16%.

3 Year Graduation & Transfer-Out Rate: Our three year average increased to 34.21%. This is the highest rate since data was collected in its current form beginning in 2011, and constitutes a 41% increase since 2014. This exceeds our 2020 goal of 28%.

**Strategic Initiatives Campaign**

### Campaign Messaging

- Campaign name has been selected and approved: **Opportunities for All: A Campaign for St. Louis Community College**
- 1<sup>st</sup> draft of case for support is currently under review for edits
- Key naming opportunities have been identified, with more on the way

### Volunteer Leadership

- Active outreach to campaign leadership is well underway
- STLCC Foundation Board members have made their campaign committee selections
- STLCC Leadership Team members have agreed to champion the philanthropic objectives
  - Nursing and Health Sciences (Dr. Bill Hubble)
  - Workforce Training (Hart Nelson)
  - IT (Dr. James Munden)
  - Financial Services (TBA)
  - Scholarships and Student Assistance (Regina Blackshear)
- 1<sup>st</sup> campaign leadership workshop took place on October 9<sup>th</sup>
  - Successfully reviewed prospect lists
    - Recommended additional prospects
    - Developed prospect outreach, cultivation and solicitation strategies

### Prospects

- Top 100 prospects have been identified (plus some)
- Research profiles have been created for 25% of the top 100 prospects
- Cultivation and solicitation efforts are underway for 20% of the top 100 prospects
- Campaign Funds raised to date:

<b>\$20M Goal</b>	<b>Raised to date</b>
Private	\$4,350,778
Public	\$5,971,225
Total	\$10,322,003
Year 2 Goal	\$5,542,975
\$5.5M	

### Legislative Visits

Ryan McKenna and I are nearing the end of meeting with our 39 Legislators from our service area. I am pleased to say that to date, every Legislator has been incredibly supportive of our request for Core Funding.

While we do not expect our request to be in the Governor's budget recommendation, we do anticipate serious consideration of our request given that State revenue continues to do well.

During our meetings, we have provided information about the College and our key initiatives, discussed concerns about potential bills, such as guns on campus or Title IX, and have provided a tour of the new Center for Nursing and Health Sciences to the majority of Legislators who we have met with.

With only a couple of meetings to go, we will have met with all available Legislators prior to the session beginning.

#### Strategic Plan Update

The 2021-2023 Strategic Plan draft was developed using input from student interviews and focus groups, faculty/staff forums, The LT Retreat on 6/25, and the Strategic Planning Council. Multiyear strategic projects from the 2017-2020 plan were continued in the 2023 plan, and some new goals were added. As part of this process, STLCC's Core Values were revised to highlight diversity and inclusion more prominently in all endeavors. Strategic Initiative 5 was rewritten to clarify language supporting a continuous improvement environment that supports STLCC's Core Values.

As was done with the HLC Assurance Argument draft, the 2023 plan is currently available on the website until January 31, 2020, for comments and suggestions from students, employees, board members, Foundation board members, alumni, employer partners, and community members. Input received is forwarded to the appropriate Initiative Champion for consideration. Between February 1 and Spring Break, Chancellor's Forums will be held at the campuses and learning centers, with a focus on the strategic plan. The 2023 plan will be updated with feedback from these forums and placed on the website April 1-30, 2020, for a final round of comments and suggestions. Final edits to the 2023 plan will be completed by May 31, 2020, and it will go live July 1, 2020.

#### 19.2 Board Chair's Report

Dr. Martin announced the next Board Matters video will be published in December. He noted that all organization needs change and thanked Dr. Pittman for his support of these efforts. He encouraged the administration to continue to work with all bargaining units. Dr. Martin wished faculty, staff, students and trustees a happy thanksgiving.

The Board will hold a workshop in January for the Strategic Plan 2023.



19.3 Citizens Desiring to Address the Board Regarding Other Concerns

Emily Neal shared recommendations with the Trustees.

Charlyn Shepherd expressed her concerns with low morale.

Greg Works restated the concerns he listed in his letter to the Board.

Tracy Lampkins, Advisor, addressed the Board regarding the advising redesign and caseload.

Sebrina Collin, Advisor, addressed the Board regarding the advising redesign and caseload.

Johna Grier, Advisor, addressed the Board regarding the advising redesign and caseload.

Jean Kennedy, Advisor, addressed the Board regarding the advising redesign and caseload.

Ivory Hill, Advisor, addressed the Board regarding the advising redesign and caseload.

Liz Higgins, Advisor, addressed the Board regarding the advising redesign and caseload.

Lorri Milward, Advisor, addressed the Board regarding the advising redesign and caseload.

Mary Cobb, Advisor, addressed the Board regarding the advising redesign and caseload.

19.4 Board Member Comments

Dr. Graham congratulated employees for the improvement in the College and said a prayer.

Ms. Fitzgerald supports the advisors and would like to address their concerns.

Ms. Marshall appreciates the comments from the public and expressed her support of greater workforce diversity.

Ms. Ross congratulated the employees that provided public comments and thanked Renee Mayse and the childcare committee.

20. New Business

None

21. Adjournment

The Board adjourned the public session at 7:32 p.m.

22. Workshop

Dr. Kevin M. Martin, Chair, called the meeting to order at 7:35 p.m. The following members of the Board of Trustees were present: Dr. Kevin M. Martin, Chair; Ms. Pam Ross, Vice Chair; Ms. Libby Fitzgerald, Trustee; and Dr. Doris Graham, Trustee. Dr. Craig Larson, Trustee; Ms. Anne Marshall, Trustee; and Mr. Rodney Gee, Trustee; were absent.

**Women Business Enterprise/Minority Business Enterprise Goals**

Mr. Paul Zinck, Vice Chancellor for Finance and Administration, Mr. Keith Fuller, Director for Diversity and Inclusion, Mr. Mark Dowdy, Electrical Engineer and Mr. KeJuan Torrence, Buyer, presented the WBE/MBE goals and answered questions from the Board. Updated goals will be presented in June.

**Enrollment Goals**

Donte Harris, Process Improvement Manager, presented data on applicant data and answered questions from the Board.

Regina Blackshear and Matt Huber presented the updated Enrollment Goals and answered questions from the Board. Dr. Martin offered support to help remove barriers to getting students to participate including changing the Board of Trustee scholarship.

**Workforce Diversity**

Ms. Robin Phillips, Associate Vice Chancellor for Human Resources presented an overview of the diversity of College faculty/staff and students. Dr. Martin expressed interest in the ethnic breakdown of College faculty.

23. Adjournment

The workshop adjourned at 8:44 p.m.

Respectfully submitted,

Jessica Grove  
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, Ph.D. *Jeff B*  
Date: November 21, 2019  
Subject: Board Agenda Modifications

<u>Section</u>	<u>Agenda Item</u>
9	Recommended Approval of Revised Board Policy H (see attached)
10	Recommended Approval of Revised Board Policy I (see attached)
11	Recommended Approval of Revised Board Policy J (see attached)
16	Delete: Ratification of Trustee Travel for 2019

**Consent Agenda Addendums**

18.6 **Contracts and Agreements**

**Ratification of Agreement between Parkway School District and St. Louis Community College**

Board approval is requested for an agreement between St. Louis Community College and Parkway School District for sports advertising, marketing and promotion services.

In addition, this agreement allows the college to increase the dissemination of positive information about STLCC and expand relationships with members of the Parkway School District community and other partners. The college will place advertisements in Parkway School District's newsletters/newspapers, provide STLCC promotional materials for giveaways, attend up to 6 Parkway special events and plan campus intensive days for recruiting purposes. The term for services is the 2019 – 2020 school year for a total cost of \$20,000.00.

## H. Business and Finance

### H.1 Fiscal Year

The fiscal year for the College will begin on July 1 of each year and will end on June 30 of the next succeeding calendar year.

*Reviewed February 1, 2020*

### H.2 Fiscal Budget

The Chancellor will ~~each year~~ prepare, or cause to be prepared, an annual estimate of the income and revenue available for expenses to be incurred in the forthcoming fiscal year and will at the same time prepare or cause to be prepared an estimated budget for the operation of the College in the forthcoming fiscal year. The Board of Trustees shall hold a budget planning workshop by no later than May 1 of each year. Each report shall be submitted to the Board of Trustees for consideration by no later than June 1 of each year.

The Board of Trustees shall adopt a budget at the regularly scheduled Board meeting occurring in June of each year upon approval by a majority of all of the members of the Board of Trustees. The estimated budget will be divided into those specific subdivisions deemed necessary for fiscal control. Upon such approval, all sums and budgeted personnel lines set forth in the budget will be deemed appropriated for the purposes therein set out. No expenditure will be made, which is not authorized by the budget.

If the Board of Trustees fails to adopt a budget by the end of the fiscal year, it will thereafter appropriate on a monthly basis such funds as will be necessary to operate the College until a budget is adopted.

The budget may be amended after adoption only by a majority vote of all members of the Board of Trustees.

During the fiscal year, the Vice Chancellor for Finance and Administration may approve transfers of unencumbered balances or portions thereof from the expenditure authorization of one department, cost center or other classification to another, as long as it does not exceed the total approved budget.

The following guidelines shall inform the budget preparation process:

- ~~Maintenance fees and all student fees combined should equal approximately 33 percent of the total revenue budget.~~
- The estimated budget should include salary and benefit categories that do not exceed 75 percent of the total general operating budget.
- The estimated budget should include capital fund commitments that do not exceed 8 percent of the total general operating budget.
- The estimated budget may include leasehold bond payments that do not exceed 5 percent of the total general operating budget.

~~The chancellor will file the report of estimated revenues and expenses, submit the estimated budget to the Board no later than June 1 of each year, and the Board will normally adopt a budget at the regular June Board meeting of each year.~~

~~The estimated budget will be deemed the operating budget for the forthcoming fiscal year when approved by a majority of all of the members of the Board of Trustees.~~

~~Upon such approval all sums and budgeted personnel lines set forth in the budget will be deemed appropriated for the purposes therein set out. No expenditure will be made which is not authorized by the budget.~~

~~If the Board fails to adopt a budget by the end of the fiscal year, it will thereafter appropriate on a monthly basis such funds as will be necessary to operate the College until a budget is adopted.~~

~~The budget may be amended after adoption only by a majority vote of all members of the Board.~~

*Revised February 1, 2020*

## **H.2.1 Fiscal Stability**

The College shall maintain an unrestricted, undesignated general operating fund balance of eight to twelve percent (8 to 12%) percent of the total general operating budget as approved by the Board of Trustees at the regularly scheduled annual June Board meeting. This targeted fund balance may be adjusted by the Board as necessary to address unforeseen financial constraints or allocation plans.

*Revised February 1, 2020*

## **H.2.2 Financial Exigency**

It is the responsibility of the ~~chancellor~~ Chancellor and the ~~College~~ Board of Trustees to determine the necessity for a ~~C~~college-wide financial retrenchment arising from significant reduction in state funding, a significant decline in property tax revenues, and/or a significant downturn in enrollment. This determination of financial exigency and the appropriate response shall be developed through a collaborative process, with staff, faculty and administration represented, that considers appropriate reductions in expenses, changes to the budget, changes in the ~~C~~college's organization, retraining or cross-training of personnel, personnel transfer, reassignment or layoff.

*Revised February 1, 2020*

## **H.3 Payment of Expenses**

All expenses of the College will be paid using an authorized requisition process, properly approved payment documents, or an approved procurement card process. All requisitions and payment documents will be authorized by the approvers identified by management at each College location. The requisitions and payment documents will show the budget account against which the charge is being made.

*Reviewed February 1, 2020*

## **H.4 Purchases of Less Than \$75,000**

~~Purchases of \$75,000 or less a single item or multiple items of equipment, supplies, sundries, maintenance and periodic service agreements, and non-realty leases with an aggregate dollar value of less than \$5,000 per transaction per department may be approved by the Chancellor, Vice Chancellor for Finance and Administration, purchasing agent, or as delineated in Board Policy. made by a cost center manager without competitive bidding.~~

*Revised February 1, 2020*

### **H.4.1 Purchase of Less Than \$5,000**

Purchases of a single item or multiple items of equipment, supplies, sundries, maintenance and periodic service agreements, and non-realty leases with an

aggregate dollar value of less than \$5,000 per transaction per department may be made by a cost center manager without competitive bidding.

*Revised February 1, 2020*

#### **H.4.2 Purchases in Excess of \$5,000 but Less Than \$25,000**

Purchases of a single item or multiple items of equipment, supplies, sundries, maintenance and periodic service agreements, and non-realty leases, as well as the award of blanket contract agreements, with an aggregate dollar value in excess of \$5,000 but less than \$25,000 per transaction per department may be made by the Colleges purchasing agent after securing at least three informal bids.

*Revised February 1, 2020*

#### **~~H.5 Purchases in Excess of \$5,000 but Less Than \$25,000~~**

~~Purchases of a single item or multiple items of equipment, supplies, sundries, maintenance and periodic service agreements, and non-realty leases, as well as the award of blanket contract agreements, with an aggregate dollar value in excess of \$5,000 but less than \$25,000 per transaction per department may be made by the Colleges purchasing agent after securing at least three informal bids.~~

*Deleted February 1, 2020*

#### **~~H.5.1 Restrictions for Purchases Exceeding \$5,000 / Academic Selections~~**

~~When a purchasing transaction exceeds \$5,000 and involves materials which will primarily be used in classroom instruction, academic program personnel may request that a product be specified on a “no substitute basis to the exclusion of functionally equivalent items when any of the following circumstances exist:~~

- ~~· College-wide standards are developed for item(s) which will be used by all related programs, for a specified period of time, when provisions are made for periodic review and update of said standards.~~
- ~~· A particular program is so unique as to make the development of college-wide standards unworkable, but it can nevertheless be demonstrated that certain students would derive additional benefit from the purchase of that specific item.~~



- ~~• A particular program requires that students receive training in the use of certain items as a precondition of professional licensing or certification.~~
- ~~• A particular item has such a pervasive market penetration in the area as to present an employment or academic admissions advantage to students who have direct experience in use of that item.~~

~~In all instances cited above, Board approval will be obtained for each exemption before the initiation of the acquisition process.~~

*Deleted February 1, 2020*

### **H.6.4.3 Purchases in Excess of \$25,000 but Less Than \$75,000**

Purchases of a single item or multiple items of equipment, supplies, sundries, maintenance and periodic service agreements, and non-realty leases, as well as the award of blanket contract agreements, with an aggregate dollar value in excess of \$25,000 but less than \$75,000 per transaction per department will be informally bid by the College's purchasing agent. The informal bid process utilized by the College's purchasing agent will include public notice. Such transactions may be approved by the Chancellor, the Vice Chancellor for Finance and Administration, or the College's purchasing agent, and will be submitted for ratification at the next Board of Trustees regularly scheduled Board meeting. and thereafter presented to the Board of Trustees for its approval before execution of any contract or Purchase Order. ~~The informal bid process utilized by the College's purchasing agent will include public notice actions.~~

*Revised February 1, 2020*

### **H.7.5 Purchases in Excess of \$75,000 / Formal Bids**

Purchases of a single item or multiple items of equipment, supplies, sundries, maintenance and periodic service agreements and non-realty leases, as well as the award of blanket contract agreements with an aggregate dollar value in excess of \$75,000 / formal bids per transaction per department will be formally bid by the College's purchasing agent. require formal bidding by the College's purchasing agent and submitted to the Board of Trustees for approval.

A formal bid requires that:

- advertisements will be placed in at least two newspapers, not less than one of which is of general circulation, on at least two separate occasions during two separate weeks;

- the bid will be issued in writing; the bid will be opened and read in public at a pre-announced date, place and time.

The results of the bid process will be presented to the Board of Trustees for its approval before execution of any contract or *Purchase Order*.

*Revised February 1, 2020*

## **H.68 Purchases in Excess of \$5,000 Involving Restricted Bid Lists**

When a purchasing transaction exceeds \$5,000, and it can be demonstrated to be in the best interest of the College to restrict qualified bidders from participating in the process, the College's purchasing agent or a College officer will have a complete-detailed explanation of the need for this restriction prepared and placed on file with the records of the transaction. Examples of restricted purchases include, but are not limited to, the following:

- —interface requirements with existing products;
- —requirements of an external funding agency;
- —requirements of a certifying agency;
- —licensed or copyrighted materials such as books, periodicals, newspapers, trade journals and computer software products.

In some instances, the restriction may cause the elimination of all but one qualified bidder. If it can be documented that the goods and/or services required are available from a single source only, then the solicitation of either informal or formal bids may be waived. ~~However, Board approval is still required before execution of any contract or *Purchase Order* if the aggregate award amount is \$25,000 or greater. At the next regularly scheduled Board of Trustees Board meeting, the bid will be submitted for ratification. If the aggregate award amount is in excess of \$25,000 but less than \$75,000 of any contract or *Purchase Order*, such transactions may be approved by the Chancellor, the Vice Chancellor for Finance and Administration, or the College's purchasing agent. However, if the aggregate award amount is \$75,000 or greater, the bid must be submitted to the Board of Trustees for approval before execution of any contract or *Purchase Order*.~~

*Revised February 1, 2020*

## **H.6.7 Minority-Owned Businesses and Women-Owned Businesses**

The College will develop a program related to diversity in procurement of supplies and services. The program will be developed to encourage and increase

participation of Minority-Owned Businesses (MBE) and Women-Owned Businesses (WBE) in College contracting and procurement and will include annual goals for both MBE and WBEs. The program goals will be presented to the Board of Trustees for approval annually by June 1 of each year. An annual report of progress towards annual goals will be presented annually to the Board of Trustees during the regularly scheduled meeting in August of each year.

*Adopted February 1, 2020*

## **H.79 Exempted Purchases**

### **H.7.1 Emergency and Time-Sensitive Purchases**

The Board of Trustees acknowledges that certain situations may arise when processing a request for purchase through normal channels may prove detrimental to the interests of the College. In such instances, College officers may take corrective action as required by the situation. Examples include, but are not limited to, the following:

- emergency replacement or repairs to College equipment and supplies due to systems failure, acts of nature or vandalism;
- removal of hazardous materials or situations<sub>1</sub>;
- critical, mission-sensitive, and/or time-sensitive acquisitions that support technology and/or instruction.

When the total amount expended exceeds the Board approval requirement level of \$725,000, College officers will submit a complete summary of expenditures and an explanation of the procurement to the Board of Trustees for its ratification at the next regularly scheduled Board meeting.

*Revised February 1, 2020*

### **H.7.210 Purchase and/or Lease of Instructional Materials**

Bookstore administration, Instructional Resources administration, Workforce Solutions Group and Continuing Education are authorized to purchase and/or lease instructional materials for use in educational programs. Competitive bidding and Board of Trustees approval requirements will be waived when these materials are stipulated by:

- College faculty with appropriate administrative approval<sub>1</sub>;
- College faculty and library employees (for inclusion in the library collections to support the Instructional Resources program)<sub>1</sub>;

- Coordinators, instructors or facilitators of Workforce Solutions Group or Continuing Education programs (for use in those programs).

Materials not stipulated by any of the above and purchases, which utilize the service of book jobbers and subscription agencies must be purchased in compliance with College policy governing all other purchases.

*Revised February 1, 2020*

### **H.7.3 Ratifications With and Without Prior Board Approval**

When a College officer determines that following normal bid and Board of Trustees approval procedures would compromise the College's interest, the Board of Trustees must be informed of that determination and provided a rationale within twenty-four (24) hours of approval. The College's purchasing agent, Controller, or a College officer may then conduct a bid, proceed with an award and bring said award to the Board of Trustees for its ratification at the next regularly scheduled Board meeting. However, whenever possible, prior notice and permission to bid, award and bring for ratification should be obtained from the Board of Trustees in advance of the execution of contracts and/or Purchase Orders. In said cases, the Board of Trustees Chair shall be given notice prior to award.

*Revised February 1, 2020*

### **H.814 Cooperative Contracts for Purchases**

Any cooperative contracts established by: (1) the state of Missouri, (2) other public agency governed by the laws of the state of Missouri, or (3) any higher education compact or consortium governed by the laws of the state of Missouri may be used by the College in lieu of competitive bidding for the purchase of equipment, supplies, sundries, non-realty leases, maintenance and periodic service agreements. Acquisitions of \$725,000 or more require prior Board of Trustees approval.

*Revised February 1, 2020*

### **H.912 Failure to Obtain Three Competitive Bids**

In the event that fewer than three responses to a bid are received and the interests of the College will be served by proceeding with an award, the College's purchasing agent or a College officer may proceed with an award to the lowest qualified responding bidder, provided:

- a. the number of bidders contacted constitutes a fair representation of the potential market; and
- b. non-responsive bidders are contacted to certify they received the original bid request; and
- c. a complete explanation of why a re-bid is not recommended is placed on file; and
- d. the lowest qualified bid is less than \$25,000.

In the event the lowest qualified bid exceeds \$25,000 and a re-bid is not recommended, items a through c should be included in any recommendation presented to the Board of Trustees for action.

*Revised February 1, 2020*

### **H.1013 Notification to Formal Bidders**

All responding bidders on bids ~~addressed in H7~~ requiring Board of Trustees approval will be notified in writing of the College's recommendation. In addition, the College's administration will advise these bidders of the procedures to be followed in the event they wish to challenge the College's recommendation for award for any reason.

*Revised February 1, 2020*

### **H.1114 Change Orders**

Any changes to the vendor recommended for award or to the material conditions of the award or to the award amount on *Purchase Orders* or blanket contract agreements previously approved by the Board of Trustees will be resubmitted for Board approval before any formal *Change Order* notice is issued. In the event that such changes involve less than a 10 percent increase, up to a maximum of ~~\$7550,000~~, in the total award amount, the Chancellor or Vice Chancellor for Finance and Administration ~~is-are~~ authorized to execute approval ~~as he/she deems appropriate~~.

Changes to orders and ~~contracts which~~ contracts, which have been bid but have not previously been approved by the Board of Trustees may be executed by the purchasing agent, provided the changes do not increase the total award in excess of ~~\$7~~25,000.

Changes to ~~orders which have not previously been bid~~orders, which have not previously been bid, may be requested by the ordering department, provided the change does not increase the total award in excess of \$5,000.

*Revised February 1, 2020*

### ~~H.15 Ratifications With and Without Board Approval~~

~~When a College officer determines that the Colleges interests would be compromised if normal bid and Board approval procedures were to be followed, the Board must be informed of that determination and provided a rationale. The College's purchasing agent or a College officer may then conduct a bid, proceed with an award and bring said award to the Board for its ratification. However, whenever possible, prior notice and permission to bid, award and bring for ratification should be obtained from the Board in advance of the execution of contracts and/or Purchase Orders.~~

*Deleted February 1, 2020*

### **H.1246 Payments for Services Rendered**

Cost Center managers are required to obtain approval of a College officer before the execution of a contract or purchase order agreement and before the commencement of said professional services when:  
~~may engage professional service providers,~~

- service provider fees and all related costs of \$1,000 or more per engagement; and/or
- that have a cumulative cost of \$1,000 or more per fiscal year. ~~require the approval of a college officer before the execution of a contract or purchase order agreement and before the commencement of said services.~~

Any activity, which exceeds \$5,000 per engagement must have Board of Trustees approval before the execution of any contract or Purchase Order agreement and commencement of said services. Any activity which causes the total annual cost of services with a single service provider to exceed \$10,000 per annum must have Board of Trustees approval before the execution of any contract or *Purchase Order* agreement and commencement of said services. Given the wide range of skills, talents and knowledge of current College employees, staff will be utilized when practical before seeking external consultant services.

A summary of all payments for services rendered will be submitted to the Board of Trustees for ratification on a semi-annual basis by January and August of each year.

*Revised February 1, 2020*

### **H.17-13 Insurance Consultants**

Insurance consultants will not be involved in the selling of insurance policies to the College. Bids will not be solicited from firms ineligible by reason of such involvement.

*Reviewed February 1, 2020*

### **H.1317.1 Insurance Broker**

The College will use an insurance broker for the placement of certain insurance coverage. The broker will have the authority to represent the College in soliciting quotes for the renewals of the College insurance policies. The broker will present these quotes to the appropriate College administrator for review and the appropriate College approvals.

The insurance broker will be selected and approved in accordance with Board Policy.

*Reviewed February 1, 2020*

### **H.1418 License and Distribution Contracts**

In those instances, when a vendor refuses to allow the College's *Purchase Order* or contract document to solely govern a transaction(s) and requires that the College additionally sign a contract or license agreement as a condition of supplying a product or service, the College's purchasing agent or authorized employee may, on behalf of the College, sign a contract or agreement provided:

- the terms and conditions of the vendor's contract do not surrender the sovereign rights of the College as a political subdivision of the state of Missouri; and
- the terms and conditions of the vendor's contract are reasonable, appropriate to the circumstances, and support the College's mission.

*Reviewed February 1, 2020*

## **H.19-15 Continuing Education Programs**

The ~~administration~~ Chancellor or College officer is authorized to contract with entities in order to conduct Continuing Education programs at off-site locations. The ~~administration~~ Chancellor or College officer is also authorized to contract for services necessary to conduct those off-site Continuing Education ~~programs~~ Programs, including, but not limited to, transportation, meals, facility rental, equipment fees and instructional fees.

- All Continuing Education program contracts and related expenditures will be reviewed and approved in advance by the Chancellor or a College officer ~~or appropriate administrator~~.
- A summary of all Continuing Education program contracts and expenditures will be submitted to the Board of Trustees for ratification on a ~~semester by semester basis~~ semi-annual basis by February and August of each year.

If the aggregate cost of any said contract obligates the College to expend more than \$~~1075~~,000 in any one semester, a contract must be approved by the Board of Trustees before execution of said contract.

*Revised February 1, 2020*

## **H.20-16 Fees and Fines**

Each year the Board of Trustees will approve a schedule of all credit-hour based fees for the upcoming academic year. The Board of Trustees shall approve and publish the schedule by no later than April of each year, to go into effect the upcoming academic year beginning in the fall.

Annually, the Board of Trustees will also approve and publish other academic course-related fees, fees for non-credit programs, fees for other services provided by the College, and fines.

*Adopted February 1, 2020*

### **H.20.1 Maintenance Fees**

~~Students must have no outstanding debt with St. Louis Community College in order to register for credit or continuing education classes or programs or engage any new services from St. Louis Community College. Debt for maintenance fees incurred through returned checks, failed payment plans, or failed financial aid~~



~~may cause the student to be dropped from class and refunded in accordance with the college's published guidelines. Exceptions may be granted in writing by the Chancellor or the Vice Chancellor of Finance and Administration.~~

~~1. The maintenance fees for resident\* students of the St. Louis Community College District have been established by the Board at \$96 per credit hour in fall 2019.~~

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

~~2. Missouri Residents who are non-residents of the St. Louis Community College District – The maintenance fee has been established by the Board at \$144 per credit hour in fall 2019.~~

~~3. Out-Of-State Students – The maintenance fee has been established by the Board at \$204 per credit hour in fall 2019.~~

~~4. International Students – The maintenance fee has been established by the Board at \$214 per credit hour in fall 2019.~~

*Deleted February 1, 2020*

### **H.16.1 Senior Citizen Fee Reduction -**

Senior citizens who are residents of the St. Louis Community College District (those 60 years and older) may enroll in most credit and non-credit courses of the College at a fifty percent (50 %) ~~percent~~ reduction in maintenance, student activity, and technology fees. Senior citizen registration may be subject to the following conditions:

- proof of age if requested;
- a maximum limit of the number of senior citizen reduced fee enrollments in any given class;
- exclusion of reduced fees for tours and travel courses.

*Reviewed February 1, 2020*

### **H.16.2 Senior Citizen Scholarship**

-  
Missouri residents who are at least 65 years of age, on or before the first day of the semester of registration, will be awarded a scholarship to be exempt from

maintenance fees when enrolling in courses on a space-available basis with the following conditions:

- proof of age required;
- satisfy all other College entrance requirements and prerequisites;
- scholarship may be utilized only on a space-available basis following enrollment of paying students;
- courses taken utilizing this scholarship benefit will be on a non-credit basis (for audit);
- Senior Processing Fee - Credit Courses - Registration fee will be \$15 assessed to the scholarship recipient per semester and is non-refundable;
- Senior Processing Fee - Non-credit Courses - Registration fee will be \$5 per course to a maximum of \$25 per semester and is non-refundable;
- student is responsible for other fees, such as materials, etc.

*Reviewed February 1, 2020*

### **H.16.3 Delivery Out-Of-District**

–A variable fee has been established by the Board of Trustees based on unusual costs for delivering instruction out-of-district. This fee is calculated from projected costs and enrollment and is added to the applicable maintenance fee and other fees.

*Reviewed February 1, 2020*

### **H.16.4 Dual Credit Maintenance and Service Fee Reduction **Policy**** **Statement:**

Dual credit maintenance and service fee reduction – students who are enrolled in public and private high schools in the St. Louis Community College district may enroll in dual credit courses offered by the College, and pay a credit hour maintenance fee to be determined and negotiated through dual credit course agreements with participating school districts.

Students must complete all College mandated procedures each semester in which they wish to participate in the dual credit program.

Dual Enrollment Maintenance Fee Reduction – Students qualifying for dual enrollment status may enroll in credit courses offered by the college at a fifty

~~percent (50%) percent~~ reduction in maintenance fees for which they are otherwise eligible.

~~Dual credit registration will be subject to the following conditions:~~

~~• Students must be enrolled freshmen, sophomores, juniors or seniors at the high school.~~

~~• Juniors and Seniors must have obtained a minimum, overall grade point average of 2.5 (on a 4.0 scale) and meet the same admissions requirements to individual courses as the College's on-campus students; Sophomores must have a 3.0 (on a 4.0 scale); Freshmen must have a 3.0 (on a 4.0 scale) and a 90<sup>th</sup> percentile scaled score on the ACT Entrance Exam.~~

~~• Students must obtain prior written approval from their high school principal or his/her designee to participate. Furthermore, students must obtain prior written approval from their parents or guardians to participate.~~

~~• Students must submit a high school transcript, the principal's or his/her designee's written approval and parental approval to the School and Community Partnerships office at the College.~~

*Revised February 1, 2020*

### ~~H.20.2 College Activity Fee~~

~~Each student will be assessed a fee of \$6.50 per credit hour or equivalent credit hour. The \$6.50 per credit hour will be allocated:~~

- ~~• \$1 to auxiliary enterprises fund for the retirement of revenue bonds and maintenance of student centers.~~
- ~~• \$2.50 for the support of public safety, pedestrian and traffic access, emergency loans and for public transportation passes for students in credit bearing classes.~~
- ~~• \$3 for college activities — the first \$200,000 collected for college activities will be designated as general revenue to support student athletics.~~

*Deleted February 1, 2020*

### ~~H.20.3 St. Louis and St. Louis County Organizations Student Fees~~

~~The College may apply in-district maintenance and student activity fees to institutions, businesses, industries or service organizations when all the following apply:~~

- ~~· the institution or organization has a contract with the College;~~
- ~~· the institution or organization commits, in writing, to pay St. Louis Community College fees for the student, with the student paying any balance in advance;~~
- ~~· the operating unit of the institution or organization is located within the district, or the institution or organization significantly contributes to the College through tax revenues or through other means which the College will determine on a case-by-case basis.~~

*Deleted February 1, 2020*

#### **~~H.20.4 Credit by Examination Fee~~**

~~A non-refundable fee will be charged for each application for credit by examination for each course. The fee will be the resident maintenance plus the College activity fee for one semester hour assessed during the time period of the application.~~

*Deleted February 1, 2020*

#### **~~H.20.5 Transcript Fee~~**

~~A fee of \$5 will be charged for each official copy of a College transcript. Transcripts sent via overnight mail incur a delivery charge.~~

*Deleted February 1, 2020*

#### **~~H.20.6 Returned Check Fee~~**

~~If a bank returns a check as uncollectible, the writer of the check will make good the check and pay a \$25 fee.~~

*Deleted February 1, 2020*

#### **~~H.20.7 Student I.D. Card Fees~~**

~~All credit students are required to obtain *Smart Card* photo identification and refund disbursement card. There is no issuance cost for the card. Replacement cards are \$20.~~

~~Continuing Education students who need a College identification card to access College services may obtain a conventional photo identification card that is valid for the academic term. Replacement card fees are assessed and collected by the *Smart Card* vendor.~~

*Deleted February 1, 2020*

### **H.20.8 Technology Fee**

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

*Deleted February 1, 2020*

### **H.20.9 Other Fees**

~~Fees will be assessed for courses, credit and non-credit customized corporate offerings, programs and services offered through Continuing Education and Workforce Solutions Group.~~

~~Fees may be assessed for credit courses for exceptional expenses including but not limited to field trips, required professional testing or assessments and certifications.~~

~~Fees shall be assessed for clients of instructional laboratories such as dental clinic, automotive technology laboratory and child development center.~~

~~Consideration will be given to direct and indirect expenses and market value in determining the fees.~~

*Deleted February 1, 2020*

### **H.20.1016.5 Vehicle Registration**

Vehicle parking tags are available through the College. ~~Employees pay no fee for parking with the exception of the downtown parking garage reserved spaces.~~

The College is authorized to issue appropriate parking and traffic regulations. Violators of these regulations may receive disciplinary action, including fines and removal of vehicles.

*Revised February 1, 2020*

### **~~H.20.11 Vehicular Fines~~**

~~Fines will be imposed as in accordance with administrative procedure H.22.~~

~~Deleted February 1, 2020~~

### **~~H.20.12 Dental Clinic Fees~~**

~~All full-time students are eligible to receive a 50 percent reduction of dental fees in the College Dental Clinic.~~

~~Deleted February 1, 2020~~

### **~~H.20.13 Pass-Through Fee~~**

~~All teacher education students enrolled in EDU:210 will be assessed a \$22 fee for administration of the Missouri Educator Profile test, a required statewide assessment.~~

~~Deleted February 1, 2020~~

### **~~H.21-16.6 Library Instructional Materials Charges~~**

Any library borrower or borrowing library will be charged for any lost or damaged library books and instructional materials. For interlibrary loans, out-of-state libraries may be charged.

*Reviewed February 1, 2020*

### **~~H.22-17 Refunds~~**

Percentages to be refunded apply to total fees.

*Reviewed February 1, 2020*

### **~~H.2217.1 Refund of Fees (Courses of a Minimum of 15 Weeks Duration)~~**

<b>Length of Course</b>	<b>100% refund though though the end of the</b>	<b>80% refund through the end of the</b>	<b>50% refund through the end of the</b>	<b>0% refund through the end of the</b>
16 weeks	1st wk of session	2nd wk of session	3rd wk of session	Session
12 to 15 weeks	Week before session starts	1st wk of session	3rd wk of session	Session
9 to 11 weeks	Week before session starts	1st wk of session	2nd wk of session	Session
8 weeks	Week before session starts	4th day of session	2nd wk of session	Session
6 to 7 weeks	Week before session starts	3rd day of session	1st wk of session	Session
4 to 5 weeks	Week before session starts	2nd day of session	1st wk of session	Session
3 weeks	Week before session starts	1st day of session	3rd day of session	Session
2 weeks	Week before session starts	1st day of session	2nd day of session	Session
1 week	Week before session starts	1st day of session	None	Session

Time of Official Withdrawal \_\_\_\_\_ Percentage Refund

During the first week of class \_\_\_\_\_ 100%  
 —designated as the official drop/add period.

Before the end of the second week of classes. \_\_\_\_\_ 80%

Before the end of the third week of classes. \_\_\_\_\_ 50%

After the third week of classes. \_\_\_\_\_ None

Fees will be refunded based on the following schedule:

<u>Length of Course</u>	<u>80% refund through the end of the</u>	<u>50% refund through the end of the</u>
<u>15 wk session</u>	<u>1st wk of session</u>	<u>3rd wk of session</u>
<u>14 wk session</u>	<u>1st wk of session</u>	<u>3rd wk of session</u>
<u>13 wk session</u>	<u>1st wk of session</u>	<u>3rd wk of session</u>
<u>12 wk session</u>	<u>1st wk of session</u>	<u>3rd wk of session</u>
<u>11 wk session</u>	<u>1st wk of session</u>	<u>2nd wk of session</u>
<u>10 wk session</u>	<u>1st wk of session</u>	<u>2nd wk of session</u>
<u>9 wk session</u>	<u>1st wk of session</u>	<u>2nd wk of session</u>
<u>8 wk session</u>	<u>4th day of session</u>	<u>2nd wk of session</u>
<u>7 wk session</u>	<u>3rd day of session</u>	<u>1st wk of session</u>
<u>6 wk session</u>	<u>3rd day of session</u>	<u>1st wk of session</u>

5 wk session	2nd day of session	1st wk of session
4 wk session	2nd day of session	1st wk of session
3 wk session	1st day of session	3rd day of session
2 wk session	1st day of session	2nd day of session
1 wk session	1st day of session	None

*Revised February 1, 2020*

**H.1722.2 Refund of Fees (Independent Study Courses)**

Apply the preceding schedule within the contract period.

*Reviewed February 1, 2020*

**H.17.3 Refund for Exceptional Circumstances**

A student will receive a refund prorated according to the number of full weeks remaining in the semester when acceptable evidence of the necessity to withdraw because of exceptional circumstances is presented. The Campus President and Chief Academic Officer may authorize up to a full refund under exceptional circumstances.

*Adopted February 1, 2020*

**H,17.4 Refund Policy Requirement, Title IV**

HEA Title IV recipients who withdraw during an enrollment period for which they have been charged will be identified and refunds will be processed to comply with federal regulations.

*Revised February 1, 2020*

**H.1722.3 Refund of Fees (Continuing Education Non-credit Courses)**

<u>Time of Official Withdrawal</u>	<u>Percentage Refund</u>
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<p>_____Three Business days before the          First class meeting. Must be          submitted in writing.</p>	<p>100%</p>
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<p>Two business days before the first</p>	<p>None</p>
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class meeting or after the class has begun.

Some special programs and classes may require a longer deadline for withdrawal.

The deadline will be clearly printed in the course description.

### Continuing Education Refund for Exceptional Circumstances

-A student may receive either a full or partial refund for exceptional circumstances. Requests for refunds must be submitted in writing within ten (10) business days of class start date. Supporting documentation may be required. The request for refunds under exceptional circumstances will be reviewed and, where merited, approved by the Associate Vice Chancellor of Workforce Solutions.

*Reviewed February 1, 2020*

### ~~H.22.4 Refund for Exceptional Circumstances~~

~~A student will receive a refund prorated according to the number of full weeks remaining in the semester when acceptable evidence of the necessity to withdraw because of exceptional circumstances is presented. The campus chief academic officer or his/her designee, may authorize up to a full refund under exceptional circumstances.~~

*Deleted February 1, 2020*

### ~~H.22.5 Refund Policy Requirement, Title IV~~

~~HEA Title IV recipients who withdraw during an enrollment period for which they have been charged will be identified and refunds will be processed to comply with federal regulations.~~

*Deleted February 1, 2020*

### ~~H.23-18 Tax Rate~~

The Board of Trustees will set the tax rate of the College in an amount deemed necessary within state statutes to satisfy the budgetary needs of the College. The tax rate will be set by the Board of Trustees before November 1 of each year.

*Revised February 1, 2020*

## H.24-19 Investment of Funds

### Scope

This policy applies to the investment of all operating funds of St. Louis Community College. Longer-term funds, including investments of employees' retirement funds and proceeds from certain bond issues, are covered by a separate policy.

#### 1. Pooling of Funds

Except for cash in certain restricted and special funds, St. Louis Community College will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

#### 2. External Management of Funds

Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

### **I. Suitable and Authorized Investments**

#### 1. Investment types

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that St. Louis Community College will consider and which shall be authorized for the investments of funds by St. Louis Community College.

- a. United States Treasury Securities. St. Louis Community College may invest in obligations of the United States Government for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- b. United States Agency Securities. St. Louis Community College may invest in —obligations issued or guaranteed by any agency of the United States Government.
- c. Repurchase Agreements. St. Louis Community College may invest in contractual agreements between St. Louis Community College and

commercial banks or primary government securities dealers. The purchaser in a repurchase agreement (repo) enters into a contractual agreement to purchase U.S. Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.

- d. Collateralized Public Deposits (Certificates of Deposit). Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as dictated by state statute.
  
- e. Bankers' acceptances. Time drafts drawn on and accepted by a commercial bank,
  - otherwise known as bankers' acceptances. St. Louis Community College may invest in
  - bankers' acceptances issued by domestic commercial banks possessing the highest
  - rating issued by Moody's Investor Services, Inc. or Standard and Poor's Corporation.
  
- f. Commercial paper. St. Louis Community College may invest in Commercial paper
  - issued by domestic corporations, which has received the highest rating issued by
  - Moody's Investor Services, Inc. or Standard and Poor's Corporation. Eligible paper is
  - further limited to issuing corporations that have total commercial paper program size
  - in excess of five hundred million dollars (\$500,000,000).

*Reviewed February 1, 2020*

## **H.25-20 College Liability Insurance**

The College will maintain coverage against liability of the College and its employees as allowed by law. Such coverage may be maintained through insurance or participation in the state public entity risk management fund.

To the extent of the covered risks and coverage limits, the College will defend and indemnify employees against liability for acts and omissions within the course and scope of their duties. The College will not defend or indemnify

employees against their criminal or intentional wrongful acts or any liability for any acts or omissions that occur outside the course and scope of their duties.

The College reserves the right, in circumstances, which the Board of Trustees deems appropriate, and following a majority vote of the whole thereof, to determine whether to defend and/or indemnify an employee in a proceeding brought against the employee alleging a loss not within the covered risks, resulting from an employee's act or omission that occurs within the course and scope of the employee's duties.

*Reviewed February 1, 2020*

### **H.~~26~~21 Product Endorsement**

Any entity other than the College may not use the College's name, logo or trademark in any printed material or other media for endorsement of its products or company. Exceptions must be authorized by the ~~chancellor~~Chancellor, or ~~his/her designee.~~

*Revised February 1, 2020*

### **H.~~27~~22 Debt Collection ~~through Offset of Taxpayer Refund~~**

#### **H.22.1 Taxpayer Refund**

The ~~college~~College will participate through the Missouri Department of Revenue Debt Offset program to receive money that has been withheld from taxpayers who owe debts over \$25 to the College. The Controller's office will be responsible for administering collection procedures.

*Revised February 1, 2020*

#### **H.22.2 Third Party Collection**

The College may contract with third-party collection agencies for those debts that have not been resolved through direct contact with the debtor. Debts that are not successfully collected by one collection agency may be reassigned to another agency.

*Adopted February 1, 2020*

### **H.~~27~~22.31 Hearing**

Debtors with a dispute regarding unpaid balances may request a hearing. ~~Please reference Administrative Procedure H.20.1 for hearing procedures.~~ using the outlined process in the Administrative Procedures.

*Revised February 1, 2020*

### **H.23 Surplus Property**

When any unit of the College no longer needs an asset of the College, the Chancellor shall be authorized to solicit bids or sell to the general public. If the sale value of the asset is estimated to be greater than \$10,000 or more, or if it is real property, the Chancellor shall submit a recommendation to the Board of Trustees for action.

When any College property asset with an initial acquisition cost of greater than \$5,000 has reached its useful life expectancy and is no longer of any value to the College, the Chancellor shall submit a recommendation to the Board of Trustees to approve the disposal and write off of these assets from the College's inventory.

*Adopted February 1, 2020*

## I. Facilities, Construction, and Services

### I.1 Expenditures Under \$~~15~~,000

Expenditures for facilities-related services and/or materials under \$~~15~~,000 may be made by the ~~M~~anager of Engineering and Design, or ~~his/her~~ designee, without advertising or bidding.

*Revised February 1, 2020*

### I.2 Contracts in Excess of \$~~15~~,000 but Less Than \$~~2515~~,000

Facilities projects involving the expenditure of more than \$~~15~~,000 but less than \$~~1525~~,000 for external services to be performed and/or materials or equipment to be furnished or installed may be made directly by the ~~M~~anager of Engineering and Design, or ~~his/her~~ designee, without public letting and without advertisement after three informal bids have been requested. ~~The Board of Trustees hereby authorizes the manager of Engineering and Design, or his/her designee, to act in accordance with this and the previous section.~~

*Revised February 1, 2020*

### I.3 Contracts in Excess of \$25,000 but Less Than \$75,000

Facilities projects involving the expenditure of more than \$25,000 but less than \$75,000 for external services to be performed and/or materials or equipment to be furnished or installed may be made directly by Chancellor or Vice Chancellor for Finance and Administration, without public letting and without advertisement after three informal bids have been requested.

*Adopted February 1, 2020*

### I.~~34~~ Contracts in Excess of \$~~175~~,000

#### I.3.1 Public Bidding / Final Acceptance

All contracts for facilities construction exceeding the amount of \$~~175~~,000 will be awarded by the Board of Trustees after public lettings. The Board ~~of Trustees will always reserve~~ the right to reject any or all bids. The bid which the ~~chancellor~~Chancellor, or ~~his/her~~ designee, in the exercise of ~~his/her~~their discretion, considers best under the circumstances may be recommended to the Board ~~of Trustees~~.

*Revised February 1, 2020*

### **I.3.2 Advertisements**

The necessary specifications and drawings will be prepared for all such work, and bids will be solicited by advertisement. Advertisements will be run in a newspaper of general circulation in the city and county of St. Louis for at least two successive weeks, with such period of time between the publication of the final advertisement and the opening of bids as specified.

*Reviewed February 1, 2020*

### **I.3.3 Contract Forms**

All facilities contracts will be prepared and executed in accordance with the forms adopted by the Board of Trustees. The Board [of Trustees](#) hereby authorizes and directs the ~~chancellor~~ [Chancellor of the College](#), or ~~his/her~~ designee, to execute facilities contracts and other documents following appropriate Board [of Trustees](#) action where required. Facilities contracts will include provisions to comply with College insurance requirements and all applicable laws.

*Revised February 1, 2020*

### **I.3.4 Approval**

Every contract made for the construction or improvement of any building will be written stating the consideration upon which it is made. Contracts in excess of \$~~4~~75,000 will be approved by a majority of the whole Board [of Trustees](#). Contracts under \$~~4~~75,000 and within the Board of Trustees approved budget may be approved and executed by the ~~chancellor~~ [Chancellor](#), or ~~his/her~~ designee.

*Revised February 1, 2020*

### **I.3.5 Bid Deposit for Contracts Over \$~~4~~75,000**

No bid for a contract exceeding \$~~4~~75,000 will be considered unless accompanied by a certified check, or a bid bond prepared on a form acceptable to the College. Such check or bid bond will be in such amount as may be required in the bid specifications submitted, based upon the cost of the work as estimated in such specifications, and in no event shall be less than five (5%) percent of the amount of the bid.

*Revised February 1, 2020*

### **I.3.6 Bids, Final**

All bids will be deemed final, conclusive and unalterable, and no bid will be subject to correction or amendment for any error or miscalculation. No bid may be withdrawn before the close of the next regular meeting of the Board of Trustees after the opening of bids; and violation of this provision, or a failure or refusal upon the part of such bidder to comply with the award made to it, will forfeit to the College the bidder's deposit and render it liable to the College for all damages caused by reason of such breach of obligation, unless waived by the Board of Trustees.

*Reviewed February 1, 2020*

### **I.3.7 Bids, How Deposited and Opened**

All bids will be sealed and deposited by the bidders, in the designated locked box located in the Engineering and Design [Office](#) of the College Center of St. Louis Community College. The box containing such bids will be opened at the appointed hour and the bids read aloud. No bid(s) may be submitted after the appointed deadline. A list of bidders and the amounts of their several bids will be made. The bids will then be tabulated and submitted to the Board [of Trustees](#) at its next regularly scheduled [Board of Trustees](#) meeting for action thereon.

*Revised February 1, 2020*

### **I.3.8 Performance Payment Bonds**

Contracts exceeding \$~~2~~75,000 will be accompanied by a performance and payment bond conditioned on the faithful performance of such contract, executed by the bidder and by a solvent surety company approved by the College. The amount of such bond will be at least equal to 100 percent of the contract price as security for the faithful performance of the project.

*Revised February 1, 2020*

### **I.3.9 Minority-Owned Businesses and Women-Owned Businesses**

The College will develop a program related to diversity in procurement of professional services and contracting. The program will be developed to encourage and increase participation of Minority-Owned Businesses (MBE) and Women-Owned Businesses (WBE) in College contracting and procurement and will include annual goals for both MBE and WBEs. The program goals will be



presented to the Board of Trustees for approval annually by June 1 of each year. An annual report of progress towards annual goals will be presented annually to the Board of Trustees during the regularly scheduled meeting in August of each year.

*Adopted February 1, 2020*

## **I.4 Maintenance and/or Repair (M&R) Projects**

### **I.4.1 Expenditures for M&R Projects Under \$15,000**

~~Policies for M&R projects under \$15,000 will be the same as the policies stated in sections I.1 and I.2 above.~~

Expenditures for M&R projects under \$15,000 may be made by the Manager of Engineering and Design, or designee, without advertising or bidding.

*Revised February 1, 2020*

### **1.4.2 Expenditures for M&R Projects Over \$15,000 but Less Than \$25,000**

~~M&R projects involving the expenditure of more than \$15,000 but less than \$25,000 for external services to be performed and/or materials or equipment to be furnished or installed may be made directly by the Manager of Engineering and Design, or designee, without public letting and without advertisement after three informal bids have been requested. M&R projects in this category and within the Board-approved budget may be authorized by the chancellor, or his/her designee, after informal bidding without public advertisement or public letting. Three informal bids will be requested before contract award. M&R projects will comply with College insurance requirements. Extra work for M&R projects will be governed by change order policies under section I.6 below.~~

*Revised February 1, 2020*

### **1.4.3 Expenditures for M&R Projects over \$~~1~~75,000**

Every contract made for M&R projects shall be written stating the consideration upon which it is made. M&R contracts in excess of \$~~1~~75,000 will be approved by a majority of the whole Board of Trustees.

*Revised February 1, 2020*

## **I.5 Emergency Repairs**

The ~~C~~hancellor, or ~~his/her designee~~, Vice Chancellor for Finance and Administration may contract for emergency repairs without prior Board of Trustees approval in the following circumstances:

- when College property has been damaged through fire, vandalism, windstorm, hail, earthquake, or other force *majeure*; or
- when College property has failed or broken down; and, as a result -the safety of persons using the facility is in immediate jeopardy; or
- the facilities cannot be used for educational purposes and such use is immediately necessary to carry out the educational program.

The ~~C~~hancellor, or ~~his/her designee~~ Vice Chancellor for Finance and Administration, may contract, after requesting at least three informal bids, for emergency repairs in an amount not to exceed \$~~1500~~,000. Emergency repair contracts estimated to exceed \$~~275~~,000 will be secured by an appropriate performance/payment bond. Any such contract will be submitted for ratification or approval ~~at to~~ the Board of Trustees at the next regularly scheduled Board meeting. In an emergency, the ~~C~~hancellor or Vice Chancellor for Finance and Administration ~~his/her designee~~ may, if necessary, enter into a time and material contract on a “not to exceed” basis to continue operation of a facility or to avoid additional damages to College property. The Chancellor shall notify the Board of Trustees within twenty-four (24) hours of executing an emergency repair contract.

*Revised February 1, 2020*

## **I.6 Change Orders**

### **I.6.1 Change Order Conditions/Limits**

All contracts will contain provisions in the general conditions for determining the charges or credits for changes in the work and for extra costs to the project. When a project requires a change order that is within the scope of the work, the change order may be issued according to the following conditions/limits:

- Any change order with an amount under ~~\$12,500~~ five (5%) percent or \$25,000, whichever is greater, of the original contract amount may be authorized by the Manager of, Engineering and Design.
- Any change order with an amount between ~~\$12,500~~ five and ten (5% to 10%) percent or \$75,000, whichever is greater, of the original contract amount ~~and \$15,000~~ may be authorized by the Chancellor or Vice Chancellor for Finance and Administration, ~~or his/her designee~~.

- Any change order with an amount over ~~\$15,000~~ ten (10%) percent or over \$75,000, whichever is greater, of the original contract amount will require the approval of the Board of Trustees.

“Scope of work” will mean work performed in accordance with bid plans and specifications and including work necessary for the contractor to perform in order to comply with the intent of the contract. No change order shall be authorized that exceeds the Board of Trustees approved budget total.

*Revised February 1, 2020*

### **I.6.2 Change Orders Outside the Scope of Contract**

Any change orders for work not within the scope of the contract, as scope of work is defined above, will be approved by the Board of Trustees before the authorization of said work; provided, however, that if the additional work is ~~\$75,000~~12,500 or less, the ~~C~~hancellor or Vice Chancellor for Finance and Administration, ~~or his/her designee~~, may, if ~~he/she~~they deems such change order to be of an emergency nature, authorize said work to be performed.

*Revised February 1, 2020*

### **I.7 Maintenance / Service Agreements**

Maintenance and/or service agreements may be authorized by the College to assist in the routine maintenance and repair of College facilities. Such agreements will be issued on an annual or periodic basis for continuous service, maintenance, and/or care of facilities, systems, equipment, and/or grounds. Maintenance/service agreements may include any combination of labor, equipment and materials. Types of services may include custodial care, alarm monitoring, planned maintenance, inspection, calibration, adjustment, testing, routine repairs, replacement parts, materials, and other miscellaneous services. The normal bidding procedures shall be the same as for M-&-R Projects except maintenance/service agreements may be bid or negotiated with the original equipment manufacturer if required to maintain the integrity of the equipment.

Periodic maintenance/service agreements for the care of College facilities may be executed by the ~~M~~anager of Engineering and Design for up to ~~\$12,5~~25,000 or by the ~~C~~hancellor or Vice Chancellor for Finance and Administration, ~~or his/her designee~~, in amounts up to ~~\$2~~75,000. Maintenance and repair agreements over ~~\$2~~75,000 will be submitted to the Board of Trustees for its review and /action before issuance. Final terms and conditions for all

maintenance/service agreements will be in written form and signed by both the College and vendor.

*Revised February 1, 2020*

### **I.8 Selection of Architectural and Engineering (A/E) Services for Physical Facilities Projects**

The ~~administration~~ College will publicly announce all requirements for architectural and engineering services, and negotiate contracts for A/E services on the basis of demonstrated competence and qualifications for the type of professional services required and at fair and reasonable prices. This requirement applies to all A/E contracts over \$~~5075~~,000. These A/E contracts will be submitted to the Board of Trustees for approval and signed by the ~~C~~hancellor, or ~~his/her~~ designee. A/E contracts for less than \$~~5075~~,000 must be submitted to the Board of Trustees for ratification after execution of the contract by the ~~e~~ Chancellor or Vice Chancellor for Finance and Administration, or ~~his/her~~ designee at the next regularly scheduled Board of Trustees meeting., ~~as recommended by the director of Physical Facilities, or his/her designee.~~

*Revised February 1, 2020*

### **I.9 College Police and Security Personnel**

#### a. Reporting Crimes and Emergencies

Any student, employee or visitor who witnesses a criminal act, suspected criminal act or any other emergency occurring at any College location should, as soon as possible after such event, contact the College Police, Campus Vice President of Student Affairs~~campus chief student affairs officer~~, Campus President and Chief Academic Officer, or any other official of the College who has significant responsibility for student and College activities. All reports concerning such activities will be investigated thoroughly and promptly, and timely reports regarding the occurrence of crimes at any College location will be disseminated to members of the College community in accordance with applicable laws.

#### b. Security and Access to College Facilities

The College, in considering security and access to College facilities, has attempted to balance the need for convenience and accessibility with that of adequate security. To that end, most College facilities should generally be accessible to all students, employees and visitors during normal business hours. After normal business hours, access to College facilities may be restricted to

students, employees and selected visitors, each of whom may be required to display proper identification upon request.

~~c. College Police and Security Personnel~~

~~Upon certification by the director of the Missouri Department of Public Safety, College police officers who have completed the requirements recognized by the Peace Officers Standard and Training Commission set forth in Chapter 590 of the Revised Statutes of Missouri, 1986, as amended, will be empowered with the same authority to maintain order, preserve peace and make arrests as is now held by peace officers. College police officers will work closely and establish regular communication with municipal, county and state police agencies. College police officers have the power and authority to detain by arrest as provided for and in accordance with State Statute Section 178.862 and Chapter 590.~~

~~The Board of Trustees of the College has the power and authority to employ College police officers who may carry firearms at any time, provided the College police officers have received adequate training and obtained certification by the director of the Missouri Department of Public Safety that the officers are eligible to be employed as peace officers. The Board of Trustees of the College also has the power and authority to employ security personnel who may carry firearms while on duty, provided they are properly licensed.~~

~~cd. College Police Department Manual Guidelines and Standards~~

~~All College police officers and police department personnel are required to follow the guidelines and procedures standards delineated ~~by~~<sup>in</sup> the police department manual located in each college police department. By this reference, the guidelines and procedures set forth in the police department manual are incorporated into this Board Policy as if fully set forth herein. Violation of the guidelines and procedures standards, Board Policy, or Administrative Procedures delineated in the police department manual is grounds for disciplinary action, up to and including termination of employment.~~

*Revised February 1, 2020*

## **I.10 Use of College Premises**

The Board of Trustees authorizes the use of St. Louis Community College facilities for the open discussion of public issues, for meetings of community organizations and for civic, social or educational purposes, so long as such use does not interfere with the educational program of the College. The use of facilities must be approved by the ~~chancellor~~Chancellor, or appropriate College officer, the vice ~~Vice-chancellor~~Chancellor for Finance and Administration, or the

~~campus Campus President and Chief academic Academic officer Officer, or his/her designee.~~

The College may charge user fees for the use of College facilities, and users must sign a facilities rental and indemnification agreement before using College facilities.

College property may not be used for commercial activities except when those activities are integrally related to College-sponsored programs and approved by a College officer.

*Revised February 1, 2020*

### **I.11 Food Service Facilities**

The College's food service facilities are provided for students, employees and approved activities. The hospitality studies facility may be used for serving groups of students, employees or guests when the activity is related to the mission of the College.

On special occasions, alcoholic beverages and food may be served on College property by appropriately licensed caterers, College employees or students, provided the occasion is a Foundation fundraiser, a College awards or retirement dinner, or a reception approved by a College officer; ~~or the occasion is a special event approved by the Board;~~ and no alcoholic beverage is served or consumed by or to any person under the age of 21.

*Revised February 1, 2020*

### **I.12 Use of College Employees in Lieu of Contractors**

The College may use its employees to alter, maintain and repair buildings, equipment or grounds without the letting of contracts.

*Reviewed February 1, 2020*

### **I.13 Building Dedication Plaques**

An appropriately worded and designed dedication plaque may be placed at the main entrance to the building (interior or exterior). The following information should be included on the plaque:

- A. Building Name (Includes name of main campus if dedicating a center.)
- B. Chancellor's Name and Title
- C. Campus [President and](#) Chief Academic Officer Name and Title
- D. ~~Governing~~ Board [of Trustees](#) Members' Names and Positions (Chair/Vice Chair/Trustee)
- E. Architect Name
- F. Contractor Name
- G. Year of Occupancy
- H. Option to include a graphic of either the campus logo or other theme/symbol/shape that is used in the building signage
- I. College Name

The plaque size should be determined by the building team in response to the location, materials, visibility and other signage on the project or campus.

Names and titles should be as they are at the time of building occupancy. In the case of an interim or temporary position holder at the time of occupancy, the name of that position should revert to the individual holding the full-time or permanent position at the time design or construction began.

*Revised February 1, 2020*

## J. INFORMATION TECHNOLOGY

### J.1. IT ~~Policies, Standards and, Guidelines, and Procedures~~

The authority for writing Information Technology (IT) ~~policies, standards and, guidelines, and procedures~~ will reside with the Chief Information Officer (CIO), with input from IT ~~Directors~~directors, ~~Associate~~associate ~~Directors~~directors and ~~Managers~~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 ~~resource~~systems. It is imperative that IT ~~policies, standards, and guidelines, and procedures~~ be followed to protect the College's information ~~resource~~systems. ~~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.~~

*Revised February 1, 2020*

### J.2 Information Security

St. Louis Community College relies on data and information technology to fulfill its mission. The protection of these information ~~resources~~systems 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 ~~resource~~systems. 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.~~Board Policies, Administrative Procedures, or IT standards and guidelines.

*Revised February 1, 2020*



### J.3 Responsible Use of Information and Technology

Users must use information ~~resources~~ systems in accordance with:

1. Applicable local, state, ~~and~~ federal, and international laws and regulations legislation.
2. ~~STLCC's~~ The College's mission, ~~values, and ethics~~ vision, and values.
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;
  - Protect system and data availability and accessibility for authorized users;
  - Collect personal information for specified, explicit, and legitimate purposes.

All users must acknowledge and accept the responsible use of information and technology prior to initial access and on an annual basis.

*Revised February 1, 2020*

#### J.3.1 Prohibited Activities

~~While not exhaustive, the~~ 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~~ system 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;
  - Using College information ~~resources~~ systems for personal gain, or promoting political campaigns or issues;
  - Collecting personal information without an explicit, specific, and legitimate purpose;
5. Other activities that compromise the confidentiality, integrity, or availability of an information system.

*Revised February 1, 2020*

### J.3.2 Incidental Personal Use

Information ~~resources systems~~ are provided for the furtherance of the College mission. Brief, incidental use of ~~STLCC the College's~~ 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.

*Revised February 1, 2020*

### J.3.3 Privacy and Monitoring

All College owned information ~~systems resources~~ are subject to review. Information ~~resources systems~~ 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 ~~resources systems~~, for any legitimate business reason.

*Revised February 1, 2020*

### J.4 Identity and Access Management

Designated users are granted rights to access specific ~~STLCC-College~~ information ~~resources systems~~. To manage risk and ensure the accuracy of College information, the ~~institution-College~~ maintains processes to properly identify users of its information 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.~~

*Revised February 1, 2020*

**MINUTES OF REGULAR MEETING  
BOARD OF TRUSTEES  
ST. LOUIS COMMUNITY COLLEGE  
THURSDAY, OCTOBER 24, 2019**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, October 24, 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 6:20 p.m. The following members of the Board of Trustees were present: Dr. Kevin M. Martin, Chair; Ms. Pam Ross, Vice Chair; Ms. Anne Marshall, Trustee; Dr. Craig Larson, Trustee; Mr. Rodney Gee, Trustee; and Dr. Doris Graham, Trustee. Ms. Libby Fitzgerald, Trustee, was absent.

Also present were Dr. Jeff Pittman, Chancellor; Ms. Kate Nash, Tueth Keeney; and Ms. Jessica Grove, Associate for Board Relations.

2. Welcome to Guests

Dr. Martin welcomed guests attending the meeting.

3. Citizens Desiring to Address the Board Regarding Agenda Items

None

4. Adoption of Agenda/Revisions to Agenda

Mr. Gee moved and Dr. Graham seconded to adopt the agenda/revisions to the agenda. The Board unanimously adopted the agenda.

5. Recommended Approval of the September 9, 2019 Special Board Meeting Minutes and the September 26, 2019 Regular Meeting Minutes

On motion by Ms. Marshall and seconded by Mr. Gee, the Board unanimously approved the September 9, 2019 Special Board Meeting Minutes and the September 26, 2019 Regular Meeting Minutes.

6. External Audit Report

Mr. Matt Wallace, KPM CPAs and Advisors presented the external audit report.

7. 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.

8. Information Items

- Strategic Plan – Mr. Dennis White provided the Strategic Plan brochure for review. On motion by Mr. Gee and seconded by Dr. Graham, the Board unanimously approved the current Strategic Plan.
- Board Policies H, I, J – Dr. Kevin M. Martin provided an update on Board Policy review and revision. Dr. Martin encouraged attendees to provide feedback on the policy revisions and additions.

9. Recommended Approval of Resolutions Re: November 21, 2019 Executive Sessions of the Board of Trustees

On motion by Ms. Ross and seconded by Ms. Marshall, the Board, by a roll-call vote, unanimously (with Ms. Fitzgerald being absent) approved the resolution in Agenda Item #9, to schedule executive sessions of the Board on November 21, 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.

10. Recommended Lodging of Revised Board Policy H

On motion by Dr. Larson and seconded by Ms. Ross, the Board unanimously approved the lodging of revised Board Policy H.

11. Recommended Lodging of Revised Board Policy I

On motion by Ms. Marshall and seconded by Dr. Graham, the Board unanimously approved the lodging of revised Board Policy I as amended.

12. Recommended Lodging of Revised Board Policy J

On motion by Dr. Larson and seconded by Ms. Ross, the Board unanimously approved the lodging of revised Board Policy J.

13. Recommended Approval of Strategic Plan

Strategic Plan was approved in #8 Information Item.

14. Recommended Approval of Amended and Restated Non-Certificated Employees Retirement Plan (NCERP) of the Community College District of St. Louis-St. Louis County, MO Plan Document

Per the addendum, #14 was deleted from the Agenda.

15. Board Committee Reports

**Board Policy Committee**

None.

## **Childcare Center Committee**

Dr. Pittman provided a report on childcare at the Forest Park Campus and proposed the following recommendations:

- a. Continue to encourage and further educate students about the CCAMPIS grant that can be used for childcare near their homes via the website and student advising. Establish a marketing plan for CCAMPIS which includes a list of licensed childcare centers near each campus.
- b. Conduct a data collection methodology to determine childcare need via collecting information from students who may need childcare services or financial support for childcare through the application process or other means. Establish a data set over the course of the 2020 calendar year to determine if need for additional support or an additional center is needed
- c. Employ a part time position (or utilize existing staff, or both) to educate students about financial assistance for childcare options, including the CCAMPIS grant, and to assist in marketing and communicating about opportunities within the College to assist with childcare
- d. Create an educational drop-off childcare center at Forest Park that is adequately staffed based upon the number of children enrolled
- e. Continue to search for grants that could assist in funding the development of and/or assist with the recurring costs of a child care center at Forest Park
- f. Study the feasibility of or implement a financial/aid scholarship or voucher program that may be made available to students by the College or a third party (donor) through the STLCC foundation, as per the current strategic initiatives campaign.

Ms. Ross thanked the committee for their work.

On motion by Ms. Ross and seconded by Ms. Marshall, the Board unanimously (with Ms. Fitzgerald being absent) voted to accept all of the Chancellor's recommendations except D.

### 16. Approval of Consent Agenda 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. Graham and seconded by Mr. Gee, the Board unanimously approved the consent agenda items.

#### 16.2 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 B** attached hereto and by this reference incorporated herein; and that, where appropriate, said programs be submitted to the Coordinating Board for Higher Education.

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

FURTHER RESOLVED, that, where appropriate, the Chair of the Board of Trustees 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

The Board, by consent, approved the following Resolution:

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

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

16.5 Finance

A. Financial Reports

No items this month. Financial Reports will appear on a Quarterly Basis in November, February, May and August.

Ratifications

The Board, by consent, unanimously ratified investments/daily repurchase agreements and payments for services rendered all as more fully set forth in **Exhibit E** attached hereto and by this reference incorporated herein.

Resolutions

The Board, by consent, unanimously approved a resolution of funds disbursement all as more fully set forth in Exhibit E attached hereto and by this reference incorporated herein.

16.6 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.

16.7 Workforce Solutions Group

The Board, by consent, approved the following Resolution regarding the ratification of direct pay agreements and 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 G** 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.

16.8 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 H**, 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

Featured Update on Chancellor Goals - Goal 4: Maintain a Balanced Budget

**Legislative Meetings**

As many of you know, Ryan McKenna and I have been meeting and continue to meet with area legislators. It is our goal to have met with all 40 legislators prior to the start of the session in January. To date, we have met with each Senator individually, and with Representatives in small groups. This strategy appears to be very effective as it allows each legislator the opportunity to learn more about the College.

During the meetings, we have followed the below agenda:

- If desired, provide a tour of the new Center for Nursing and Health Sciences (the majority of legislators have chosen this option)
- Provide them an overview of our funding request for Core, as provided in my newsletter. If approved, this approach would assist in providing the College with additional funding, and also assist with equity issues that exist with funding among the other Colleges



- Provide them with an overview of key activities occurring in the College, such as the new Jump Start Scholarship program for free and reduced lunch children
- Discuss bills or potential bills that may impact the College. For example, any potential guns on campus or Title IX legislation

In addition, I have attended several fundraisers this fall for area legislators to make them aware of the great things happening at the College. To date, we have been well received by legislators and they are incredibly supportive of the work the College is currently involved with.

### **The Strategic Initiatives Campaign**

Work continues with the silent phase of our \$20 MM Strategic Initiatives campaign. Currently, we are almost to 50% of goal and are continuing to make asks of corporations and foundations, and are beginning to ask for volunteers to serve on the campaign cabinet. Our goal is to reach 75% of the target amount before we announce the public phase of the campaign

Potential Ballot Item for an Increased Tax Rate or Bonding Authority  
Currently, the College has the lowest tax rate among all 12 community colleges. This week, Trustees Martin and Larson met with myself, several other leadership team members, and a representative from Patron Insight to begin discussions about the development of a survey to assess potential support for an increase to our tax rate or for bonding authority to be used to improve our aging facilities. As this work progresses, Patron Insight will seek input from all Trustees regarding the survey instrument and describe how the process will work. At this time, it is estimated that the survey will be administered between Thanksgiving and Christmas.

### **Consideration of Goal 8: Update Administrative Procedures with New Board Policy**

Although not listed in my current goals, as you know, the Trustees are currently updating Board Policy. As a result, it is recommended that the Board adopt an 8th goal that would support this work with needed changes to Administrative Procedures. While the process for updating board policy is moving relatively quickly, it will most likely take time (FY 2020 and 2021) to update Administrative Procedures to align with Board Policy as we have several constituents across the College to receive input from.

### **ACCT Annual Leadership Congress**

On October 16 – 19, Trustees Martin, Graham, Gee and Larson attended the 2019 ACCT Annual Leadership Congress in San Francisco. The conference was excellent, and Dr. Larson and College staff presented

during a break out session regarding the significance of how our STEM programs empowers economic growth in the Region. The session was well attended, and I heard many positive comments from Trustees and administrators who attended the presentation.

### **Meeting with Bargaining Units**

This week Trustee Martin and I met with 6 of the College's Bargaining Unit Leaders to discuss the current Strategic Plan, and to make them aware of the development of our new plan (2020 – 2023), and how they could provide input into the plan. Dr. Martin also presented an update on the work with Board Policy that is currently underway.

### 17.2 Board Chair's Report

Dr. Martin welcomed Robin Phillips, the new Associate Vice Chancellor for Human Resources. Dr. Martin thanked the Childcare Committee for their work over the last several months. Dr. Martin shared that he along with Trustees Larson, Gee and Graham attended the ACCT Leadership Congress in San Francisco and invited the Trustees to provide feedback. Dr. Larson emphasized how STLCC works to develop the economy. Dr. Graham thanked the Board for sending her and announced that she was voted chair of the nominating committee and appointed as a state coordinator. Dr. Graham asked for a moment of silence for Representative Elijah Cummings. Mr. Gee commented that STLCC is making good progress. He also thanked the Board and Chancellor Pittman for their support during his mom's passing.

Dr. Martin alerted the Board that there are 26 states participating in the Second Chance Pell program and Missouri is not one of those states. This is an opportunity for Missouri to advocate for this program.

Dr. Martin also thanked the Chancellor and Union leadership for meeting and opening up a dialogue.

The Board will hold a workshop at 4pm on November 21<sup>st</sup> to work on survey questions for the development of a survey to assess potential support for an increase to STLCC's tax rate or for bonding authority to be used to improve aging facilities.

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

Robert Miller, Advisor, addressed the Board regarding the advising redesign and struggles with Navigate.

Natasha Winston, Advisor, addressed the Board regarding the advising redesign and workload.

Anita Zieren, Advisor, addressed the Board regarding the advising redesign and caseload.

17.4 Board Member Comments

Dr. Graham thanked attendees.

Ms. Ross recognized Dr. Martin and Kate Nash for their work on the Policy revisions.

18. New Business

None

19. Adjournment

The Board adjourned the public session at 7:18 p.m.

20. Workshop

**Enrollment Goals**

Regina Blackshear and Matt Huber presented the Enrollment Goals and answered questions from the Board. Dr. Martin questioned the numbers for Dual Enrollment and offered support to help remove barriers to getting students to participate. Dr. Larson agreed and encouraged leadership to work with principals and superintendents to promote the DE/DC opportunities. Dr. Martin asked Mr. Huber and Ms. Blackshear to prepare Dual Enrollment goals by school district that are more aggressive and present those goals at the November 21<sup>st</sup> board of trustees meeting.

**Sustainability – Energy Consumption and Water Usage**

Mr. Paul Zinck and Mr. Mark Swadener presented the report on Sustainability – Energy Consumption and Water Usage. In the future, the Board will ask for sustainability goals.

**Scheduling**

Dr. Carol Lupardus and Mr. Dennis White, on behalf of the committee, provided an update on Universal Scheduling. Dr. Larson encouraged the committee to seek the input from students on what type of schedules they would like. Dr. Martin restated that the Board expects centralized scheduling by the fall of 2020 and looks forward to another update at the January board meeting.

21. Adjournment

The workshop adjourned at 7:52 p.m.

Respectfully submitted,

Jessica Grove  
Associate for Board Relations

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 **January 16, 2020** at 5:00 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 be given in accordance with Section 610.020, RSMo.

November 21, 2019

Board Agenda

## **Recommended Approval of Non-Certificated Employees Retirement Plan Cost-of-Living Increase**

It is recommended that the Board of Trustees authorize a 1.6 percent cost-of-living increase in the Non-Certificated Employees Retirement Plan benefit payments effective January 1, 2020 for all eligible participants who retired on, or before, January 1, 2017, or the beneficiaries of such participants.

### **Funding**

Non-Certificated Employees Retirement Plan

The Board of Trustees approves and authorizes a 1.6 percent cost-of-living increase for eligible retirees in the Non-Certificated Employees Retirement Plan effective January 1, 2020.

## *Academic Affairs*

Recommended approval of the following resolution:

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

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

Program: Occupational Therapy Assistant  
Associate in Applied Science

Effective: Fall 2020 pending BOT approval

**Impact Statement**

This program is being revised to align with new Accreditation Council for Occupational Therapy Education (ACOTE) standards.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG 100 <i>OR</i>	Career English	3	COM 101	Oral Communication I (MOTR COMM 100)	3
ENG 101	College Composition I (MOTR ENGL 100)		ENG 101	College Composition I (MOTR ENGL 100)	3
COM 101	Oral Communication I (MOTR COMM 100)	3	PSY 200	General Psychology (MOTR PSYC 100)	3
PSY 200	General Psychology (MOTR PSYC 100)	3	PSY 205	Human Growth and Development (MOTR PSYC 200)	3
PSY 205	Human Growth and Development (MOTR PSYC 200)	3	SOC 201	Aspects of Aging	3
SOC 201	Aspects of Aging	3	XXX xxx	Social & Behavioral Sciences: Civics Requirement	3
XXX xxx	Social & Behavioral Sciences: Civics Requirement	3	BIO 207	Anatomy and Physiology I (MOTR LIFS 150LAP)	4
BIO 207	Anatomy and Physiology I (MOTR LIFS 150LAP)	4	BIO 208	Anatomy and Physiology II	4
BIO 208	Anatomy and Physiology II	4	BIO 209	Kinesiology Fundamentals	3
BIO 209	Kinesiology Fundamentals	3	XXX xxx	Physical Education Activity	2
XXX xxx	Physical Education Activity	2	OTA 101	Fundamentals of Occupational Therapy Assistant I	3

OTA 101	Fundamentals of Occupational Therapy Assistant I	3		OTA 102	Fundamentals of Occupational Therapy Assistant II	4	
OTA 102	Fundamentals of Occupational Therapy Assistant II	4		OTA 103	Adaptive Activities I	2	
OTA 103	Adaptive Activities I	2		OTA 104	Adaptive Activities II	2	
OTA 104	Adaptive Activities II	2		OTA 203	Fundamentals of Occupational Therapy III	4	
OTA 203	Fundamentals of Occupational Therapy III	4		OTA 204	Fundamentals of Occupational Therapy IV	4	
OTA 204	Fundamentals of Occupational Therapy IV	4		OTA 207	Health and Disease	4	
OTA 207	Health and Disease	4		OTA 208	Adaptive Living Skills	2	
OTA 208	Adaptive Living Skills	2		OTA 213	Occupational Therapy Assistant Practicum I	4	
OTA 213	Occupational Therapy Assistant Practicum I	4		OTA 214	Occupational Therapy Assistant Practicum II	4	
OTA 214	Occupational Therapy Assistant Practicum II	4		OTA 215	The Management of Occupational Therapy	2	
OTA 215	The Management of Occupational Therapy	2		OTA 216	Level II Fieldwork Seminar	1	
OTA 216	Level II Fieldwork Seminar	1					
<b>Program total</b>			<b>67 credits</b>	<b>Program total</b>			<b>67 credits</b>

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

Program: Funeral Service Education  
Associate in Applied Science

Effective: Fall 2020 pending BOT approval

**Impact Statement**

This program is being revised to align with new American Board of Funeral Service Education (ABFSE) learning objectives.

<b>Current Program</b>			<b>Revised Program</b>		
<b>Courses</b>		<b>Credits</b>	<b>Courses</b>		<b>Credits</b>
BIO 111	Introductory Biology I (MOTR BIOL 100L)	4	BIO 111	Introductory Biology I (MOTR BIOL 100L)	4
MTH 108	Elementary Applied Mathematics (or higher)	3	MTH 108	Elementary Applied Mathematics (or higher)	3
ENG 101	College Composition I (MOTR ENGL 100)	3	ENG 101	College Composition I (MOTR ENGL 100)	3
PSY 200	General Psychology (MOTR PSYC 100)	3	PSY 200	General Psychology (MOTR PSYC 100)	3



XXX xxx	Social & Behavioral Sciences: Civics Requirement	3		XXX xxx	Social & Behavioral Sciences: Civics Requirement	3	
IS 116	Computer Literacy	3		IS 116	Computer Literacy	3	
COM 101	Oral Communication I (MOTR COMM 100)	3		COM 101	Oral Communication I (MOTR COMM 100)	3	
ACC 100	Applied Accounting	3		ACC 100	Applied Accounting	3	
FSE 101	History and Sociology of Funeral Service	3		FSE 101	History and Sociology of Funeral Service	3	
BIO 103	Problems in Anatomy	3		BIO 103	Problems in Anatomy	3	
FSE 102	Dynamics of Grief Management	3		FSE 102	Dynamics of Grief Management	3	
FSE 103	Funeral Directing	3		FSE 103	Funeral Directing	3	
FSE 104	Funeral Directing Practicum	2		FSE 104	Funeral Directing Practicum	2	
FSE 105	Funeral Directing Practicum II	2		FSE 105	Funeral Directing Practicum II	2	
FSE 106	Mortuary Law and Ethics	3		FSE 106	Mortuary Law and Ethics	3	
FSE 107	Funeral Service Merchandising	2		FSE 107	Funeral Service Merchandising	2	
FSE 201	Funeral Home Management	3		FSE 201	Funeral Home Management	3	
FSE 210	Embalming	3		FSE 210	Embalming	3	
FSE 203	Embalming Practicum I	2		FSE 203	Embalming Practicum I	2	
FSE 205	Embalming Practicum II	2		FSE 205	Embalming Practicum II	2	
FSE 206	Restorative Art	4		FSE 206	Restorative Art	4	
FSE 211	Microbiology for Funeral Service	3		FSE 211	Microbiology for Funeral Service	3	
FSE 209	Pathology for Funeral Service	3		FSE 209	Pathology for Funeral Service	3	
FSE 208	Funeral Service Seminar	3		FSE 208	Funeral Service Seminar	3	
FSE 108	Embalming Chemistry	2		FSE 108	Embalming Chemistry	2	
FSE 212	Embalming II	3		FSE 212	Embalming II	3	
<b>Program total</b>			<b>74 credits</b>	<b>Program total</b>			<b>74 credits</b>

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

Program: Business Administration  
Associate in Arts

Effective: Fall 2020 pending CBHE, HLC, and DOE approvals

**Impact Statement**

This program will support the academic goals of a significant number of community college students who seek a transfer degree into a college or school of business, in order to pursue a bachelor's degree in business or a related subject area. It will particularly provide a more direct pathway and ease of transfer from the community college to a business college within a bachelor's degree granting institution.

<b>Courses</b>		<b>Credits</b>
XXX xxx	Written Communications	6
XXX xxx	Oral Communications	3
ECO 151	Principles of Macroeconomics (MOTR ECON 101)	3
ECO 152	Principles of Microeconomics (MOTR ECON 102)	3
XXX xxx	Social & Behavioral Sciences: Civics Requirement	3
MTH 160 <i>OR</i>	Precalculus Algebra (MOTR MATH 130)	4
MTH 186	Survey of Calculus (or higher)	
XXX xxx	Humanities and Fine Arts Electives	9
XXX xxx	Life & Physical Sciences Electives (one lab course required)	7
CORE 42 Elective: <i>Choose from the following:</i>		4
MTH 186 or higher is strongly recommended (excluding any math course taken to meet program requirements) <i>OR</i>		
Course(s) designated with a MOTR number		
ACC 110	Financial Accounting I	4
ACC 114	Managerial Accounting	3
BUS 104	Introduction to Business Administration	3
BUS 201 <i>OR</i>	Elementary Statistics (Recommended)	3-4
MTH 180	Introductory Statistics (MOTR MATH 110)	
Select 2 of the following:		6
BLW 101 <i>OR</i>	Business Law I 3	
BLW 201	Legal Environment of Business 3	
FIN 201	Fundamentals of Finance 3	
IB 100	International Business 3	
IS 116	Computer Literacy 3	
MGT 204	Business Organization and Management 3	
MKT 203	Principles of Marketing 3	
<b>Program total credits</b>		<b>61-62</b>

**◆The college recommends that the Board of Trustees approve the deactivation of the Digital Media - Video Editing and Animation Certificate of Specialization program submitted by the District Curriculum Committee.**

Program: Digital Media - Video Editing and Animation  
Certificate of Specialization

Effective: Fall 2020 pending CBHE approval

**Impact Statement**

This program is being deactivated due to low completion rates.

**◆The college recommends that the Board of Trustees approve the deactivation of the Digital Media – Digital Photography Certificate of Specialization program submitted by the District Curriculum Committee.**

Program: Digital Media – Digital Photography  
Certificate of Specialization

Effective: Fall 2020 pending CBHE approval

**Impact Statement**

This program is being deactivated due to low completion rates.

## HUMAN RESOURCES AGENDA SUMMARY

APPOINTMENTS / FULL-TIME FACULTY	1
APPOINTMENTS / FULL-TIME ADMINISTRATIVE/PROFESSIONAL STAFF	4
APPOINTMENTS / CLASSIFIED STAFF	12
PROBATIONARY TO NON-PROBATIONARY STATUS / FULL-TIME CLASSIFIED STAFF	2
REQUEST FOR ADDITIONAL COMPENSATION / PROFESSIONAL	1
IT APPOINTMENTS	2
RETIREMENTS / FACULTY STAFF	1
RETIREMENTS / PROFESSIONAL STAFF	1
RESIGNATIONS/ADMINISTRATIVE/PROFESSIONAL STAFF	1
REVISIONS TO PREVIOUSLY APPROVED ITEMS	2

Recommended approval of the following resolution:

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 Tab H.

FURTHER RESOLVED, that, where appropriate, the Chair of the Board of Trustees 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.

### APPOINTMENTS / FULL-TIME FACULTY

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Nosri, Norleen	Current Employee	FP	Temporary-Instructor II	F2	\$54,161	Replacement	01/21/2020-05/17/2020

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

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Anderson, Amanda	Current Employee	FV	Child & Family Development Spec II	PU-8	\$40,619	Title/Grade Change	11/22/2019
Burse, Rachel	New Employee	CO	Compensation Specialist	P-10	\$57,500	Replacement	11/22/2019
Jones, Dana	New Employee	FV	Child & Family Development Spec II	PU-8	\$40,619	Replacement	11/25/2019
Brodie, Shawn	New Employee	MC	Enrollment Services Coordinator	P-10	\$49,143	Replacement	01/06/2020

### APPOINTMENTS / CLASSIFIED STAFF

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Boykin, Kathy	Current Employee	FP	Administrative Clerk	CU-3	\$30,228	Replacement	11/22/2019
Cain, Alan	Current Employee	FP	Groundskeeper	OE-3	\$17.19/HR	Replacement	11/22/2019
Cole, Jolene	New Employee	CO	Administrative Secretary	CU-5	\$35,437	Repurposed	11/22/2019
Morgan, Catherine	New Employee	CO	Administrative Clerk II	CU-4	\$32,386	Replacement	11/22/2019
Newbill, Lisa	Current Employee	CO	Talent Acquisition Assistant	C-6	\$39,749	Title Change Only	11/22/2019
Shaw, Joseph	Current Employee	FP	General Maintenance Mechanic	OE-8	\$29.47/HR	Replacement	11/22/2019
Young, Sherry	Current Employee	WW	Lead Housekeeper	OE-2	\$18.38/HR	Replacement	11/22/2019
Hahn, Norma	Current Employee	CO	Pell Grant Specialist	CU-7	\$55,118	Replacement	11/25/2019
Misuraca, Sylvia	New Employee	CO	Benefits Representative	C-6	\$43,650	Replacement	11/25/2019
Foster, Ashley	Current Employee	FP	Library Assistant I	CU-5	\$35,437	Replacement	01/02/2020
Pate, Joann	Current Employee	MC	Administrative Secretary II	CU-6	\$47,973	Replacement	01/02/2020
Kersten, Victoria	New Employee	CO	Accounts Payable Clerk	CU-5	\$35,437	Replacement	01/17/2020

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

<b>NAME</b>	<b>LOC</b>	<b>TITLE</b>	<b>PAY RATE</b>	<b>COMMENTS</b>	<b>EFFECTIVE DATE</b>
Greer, Matthew	MC	Groundskeeper	\$18.91/HR	Completion of Probationary Period	10/28/2019
Schofield, Timothy	MC	Groundskeeper	\$18.91/HR	Completion of Probationary Period	10/28/2019

**ADDITIONAL COMPENSATION / PROFESSIONAL STAFF**

<b>NAME</b>	<b>LOC</b>	<b>TITLE</b>	<b>BASE RATE</b>	<b>PAY RATE</b>	<b>EFFECTIVE DATE</b>
Imbeah, Susan	FP	Student Support Specialist	\$53,179	\$58,497*	10/25/2019-12/31/2019

\*Reflects a 10% increase

**IT APPOINTMENTS**

<b>NAME</b>	<b>LOCATION</b>	<b>TITLE</b>	<b>RANGE</b>	<b>PAY RATE</b>	<b>COMMENTS</b>	<b>EFFECTIVE DATE</b>
Metcalf, Jennifer	WW	End User Technology Support	CU-9	\$45,658	Replacement	10/21/2019
Kapp, Jeffrey	CO	Director, Application Solutions	P-15	\$108,800	Reorganization	11/11/2019

**RETIREMENTS / FACULTY**

<b>NAME</b>	<b>LOCATION</b>	<b>TITLE</b>	<b>YEARS OF SERVICE</b>	<b>RESIGNATION DATE</b>	<b>EFFECTIVE DATE</b>
Polta, Sally	FP	Associate Professor	14 Years	04/29/2019	12/31/2019

## RETIREMENTS / PROFESSIONAL

NAME	LOCATION	TITLE	YEARS OF SERVICE	RESIGNATION DATE	EFFECTIVE DATE
Petz, Michael	CO	Manager, Telecommunications & Engineering	24 Years	10/18/2019	11/08/2019

## RESIGNATIONS/ADMINISTRATIVE/PROFESSIONAL STAFF

NAME	LOCATION	TITLE	RESIGNATION DATE	EFFECTIVE DATE
Smith, Tiffany	CO	Continuing Education Program Planner	10/30/2019	11/26/2019

## REVISIONS TO PREVIOUSLY – APPROVED ITEMS

October 24, 2019: Board of Trustees approval of Christine Davis, Vice Chancellor-Student Affairs, page 1 Approval needed to include up-to \$10,000 in moving expenses.

October 24, 2019: Board of Trustees approval of Unpaid Leave of Absence (10/1/2019-12/31/2019) for Jill Houghton, Controller, page 2, Item removed.

**RESOLUTION**

**WHEREAS**, bids and change orders for material needs and/or services of St. Louis Community College (the “District”) have been solicited in accordance with Board Policy and Procedures, with applicable Federal and State laws, and such bids and change orders have now been tabulated and presented to the District’s Board of Trustees:

**NOW, THEREFORE, BE IT RESOLVED**, upon recommendation of the District’s Chancellor, the following awards and change orders are made to bidder complying with the specifications as follows:

<b><u>Request #</u></b>	<b><u>Description</u></b>	<b><u>Successful Bidder</u></b>	<b><u>Amount</u></b>
B0003855	Sole Source Purchase	IngMar Medical	\$ 80,010.00
B0003887	Sole Source Purchase	Bio-Rad Laboratories	\$ 26,060.00
B0003874	DOT Drug Screening & DOT Physicals Contract	Barnes Care	\$ 30,000.00
B0003873	Janitorial Paper Products	Dutch Hallow Industrial Soap Regeants	\$300,000.00
B0003841	Athletic Equipment & Supplies	BSN Sports S&S Worldwide Schult Sports Fischer Pro Line Winning Streak, Inc. Riddell	\$ 80,000.00
B0003863	Graduation Diplomas, Covers and Envelopes	Jostens	\$ 50,000.00
B0003472	Delinquent Account Collection Services – Contract Renewal	Conserve, HS Financial and Virtuoso Sourcing Group	\$0.00 Requested
B0003896	Bulk Road Salt	Cargill and Interchem	\$ 70,000.00
B0003909	Sole Source Purchase	CAE Healthcare, Inc.	\$169,187.58
B0002871	Sole Source Purchase	Ellucian Banner	\$142,235.00
B0003830	IT Recruiting Services	Cogent Info Tech and RADGOV	\$150,000.00



**Agenda Item Details**

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Sole Source Purchase – B0003855 – IngMar Medical
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the purchase

**Initiator:** Lindsay Fox

**Background:**

This purchase is for a RespiSim Educational Package – Pro, used for instructional purposes to create a comprehensive respiratory flight simulator that enables intuitive, interactive, and highly effective training which fosters a true-to-life environment for students in the Respiratory Care Program.

Board approval is requested to approve contract B0003855 for the purchase of a RespiSim Educational Package – Pro, in an amount estimated at \$80,010.00.

**Responses:**

This contract is a sole source purchase.

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

**Agenda Item Details**

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Sole Source Purchase – B0003887 – Bio-Rad Laboratories
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the purchase

**Initiator:** Heather Allen

**Background:**

This purchase is for a PCR Detection System, used by the Life Sciences Department at the Bridge Park Campus, for classroom instruction to provide students with essential technical experience.

Board approval is requested to approve contract B0003887 for the purchase of a PCR Detection System, in an amount estimated at \$26,060.00.

**Responses:**

This contract is a sole source purchase.

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

**Agenda Item Details**

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Bid Award - B0003874 – DOT Screenings & Physicals
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the lowest acceptable and/or most responsive bid meeting STLCC’s requirements.

**Initiator:** Rene Dulle

**Background:**

This contract will be primarily used by the Workforce Solutions Group for the industry-mandated assessments and screenings related to operating commercial motor vehicles.

Request for Proposal - B0003874 was issued on September 11, 2019, to establish a new contract for a DOT screening and a DOT physical service; twelve (12) vendors were contacted to provide proposals. Barnes Care is deemed to be the lowest and best responsive submittal meeting all requirements of the specification. Therefore, Board approval is requested for the award of a contract for DOT screening and a DOT physical service to Barnes Care, in an amount estimated at \$30,000.00, for a period of three (3) years, to begin December 1, 2019.

<u>Amount</u>	<u>Description</u>	<u>Vendor</u>	<u>Location</u>	<u>Fund Source</u>
\$65	DOT Physical	Barnes Care	FP	General
\$76	DOT Screening			

**Responses:**

<b>Supplier</b>	<b>Location</b>	<b>DOT Physical</b>	<b>DOT Screening</b>
Norton Medical Industries	Van Nuys, CA	\$ 65.00	- NO BID -
Concentra	St. Louis, MO	\$ 75.00	\$ 87
DSI Medical (MBE)	Horsham, PA	\$ 77.00	\$ 75
Info Cubic (MBE)	Englewood, CO	\$ 100.00	- NO BID -

**The following companies/organizations also received the solicitation:**

- Onsite OHS, Princeton, IN (non-responsive submission)
- Quest Diagnostic, Bridgeton, MO (non-responsive submission)
- F&R Services, Ferguson, MO (non-responsive submission)
- Lowes, Kirkwood, MO (non-responsive submission)
- American Health Associates, St. Louis, MO (non-responsive submission)

Medex Healthcare Research, Inc., Richmond Heights, MO (non-responsive submission)  
CCM Drug Testing Experts, Webster Groves, MO (non-responsive submission)  
Asure Test, Inc., St. Charles, MO (non-responsive submission)  
ANTECH, Carlsbad, CA (non-responsive submission)

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

## Agenda Item Details

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Bid Award - B0003873 – Janitorial Paper Products
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the lowest acceptable and/or most responsive bid meeting STLCC’s requirements.

**Initiator:** Dennis Dill

### **Background:**

This contract will be used by the Physical Facilities Department at all College locations to standardize toilet tissue and roll paper towel purchases, district wide, with the goal of reducing cost.

Request for Proposal - B0003873 was issued on September 10, 2019, to establish a contract for the purchase of janitorial paper products; fourteen (14) vendors were contacted to provide proposals. This contract is being awarded on an “item-by-item” basis. Two (2) bidders were disqualified for not completing bid documentation. The recommended bidders offered the best overall combination of product, quality, pricing escalation caps and delivery services and met all requirements of the bid. Therefore, Board approval is requested for the award for the routine purchase of janitorial paper products including non-proprietary dispensers to Dutch Hollow, Industrial Soap, Regents and Office Essentials, in amount estimated at \$300,000.00, annually, to be split among the five (5) vendors, with no guaranteed amount to any one bidder, for a period of three (3) years, to begin December 1, 2019.

<b><u>Amount</u></b>	<b><u>Description</u></b>	<b><u>Vendor</u></b>	<b><u>Location</u></b>	<b><u>Fund Source</u></b>
\$19.95	Jumbo Roll Tissue	Dutch Hollows	DW	General
\$29.00	Single Roll Tissue	Industrial Soap	DW	General
\$17.59	Bleached White Roll	Regeants	DW	General
\$15.00	Multifold Paper Towel	Industrial Soap	DW	General
\$17.59	C-Fold Paper Towels	Regeants	DW	General

### **Responses:**

<b>Supplier</b>	<b>Location</b>	<b>Base Amount</b>
Groupo GTE	Las Vegas, NV	\$ 17.74
Royal Lab	Maryland Heights, MO	\$ 17.50 – 29.55
Buckeye International	Maryland Heights, MO	\$ 22.00 – 37.12
Trans Taylor Logistics	St. Louis, MO	\$ 20.00 – 37.00
Office Essentials	St. Louis, MO	\$ 15.49 – 44.99

Staples	St. Louis, MO	(All or Nothing)
Central Poly Bag Co.	Linden, NJ	\$ 22.50 – 55.00
Alban Scientific	St. Louis, MO	\$ 20.33 – 39.38

**The following companies/organizations also received the solicitation:**

- Komro Supply, CO., St. Louis, MO (non-responsive submission)
- EducationPlus, St. Louis, MO (non-responsive submission)
- Garrett Paper Supply, St. Louis, MO (non-responsive submission)
- Mountain West, Aurora, CO (non-responsive submission)
- GoGradys, Pueblo, CO (non-responsive submission)
- High Country Hand Protection, (non-responsive submission)
- Unipak Supply, Fort Wayne, IN (non-responsive submission)
- Royalty Distribution, San Fernando, CA, (disqualified)
- All Type Vacuum, Maryland Heights, MO (disqualified)

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

## Agenda Item Details

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Bid Award - B0003841 – Athletic Equipment & Supplies
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the lowest acceptable and/or most responsive bid meeting STLCC’s requirements.

**Initiator:** Mike Overman and Sharon Marquardt

### **Background:**

This contract will be primarily used by the Physical Education Departments – District Wide, and the intercollegiate team sports program to purchase athletic equipment, supplies, apparel and footwear for instructional programs and team competitions.

Invitation for Bid - B0003841 was issued on September 11, 2019, to establish a new contract for the purchase of athletic equipment and supplies; eleven (11) vendors were contacted to provide proposals. BSN Sports, S&S Worldwide, Schutt Sports, Fischer Pro Line Sports, Winning Streak, Inc., and Riddell are deemed to be the lowest and best responsive submittal meeting all requirements of the specification. Therefore, Board approval is requested for the award for the routine purchase of athletic equipment and supplies to BSN Sports, S&S Worldwide, Schutt Sports, Fischer Pro Line Sports, Winning Streak, Inc., and Riddell, in amount estimated at \$80,000.00, annually, to be split among the six (6) vendors, with no guaranteed amount to any one bidder, for a period of three (3) years, to begin December 1, 2019.

<b><u>Discount Range</u></b>	<b><u>Items Offered</u></b>	<b><u>Vendor</u></b>	<b><u>Location</u></b>	<b><u>Fund Source</u></b>
10 – 35%	34 Items	BSN Sports	DW	General
15 – 25%	19 Items	Riddell	DW	General
18 – 40%	46 Items	Fischer ProLine	DW	General
18%	8 Items	S&S Worldwide	DW	General
30%	8 Items	Schutt Sports	DW	General
35%	34 Items	Winning Streak	DW	General

### **Responses:**

#### **The following companies/organizations also received the solicitation:**

Taylor Made Creations, St. Louis (non-responsive submission)  
MV Sports, Bay Shore, NY (non-responsive submission)  
Olympic Sporting Goods, St. Louis, MO (non-responsive submission)  
Black Sporting Goods, Alton, IL (non-responsive submission)

Dicks Sporting Goods, St. Charles, MO (non-responsive submission)  
Rawlings, Town and Country, MO (non-responsive submission)

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



## Agenda Item Details

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Bid Award - B0003863- Graduation Diplomas, Covers & Envelopes
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the lowest acceptable and/or most responsive bid meeting STLCC's requirements.

**Initiator:** Melanie Stegeman

### **Background:**

This contract will be primarily used by the four campus registrars to secure diploma sets, which include a printed diploma, diploma cover and envelope, for all students awarded diplomas and program certificates.

Invitation for Bid - B0003863 was issued on September 10, 2019, to establish a new contract for the purchase of graduation diplomas, covers and envelopes; thirteen (13) vendors were contacted to provide proposals. Jostens is deemed to be the lowest and best responsive submittal meeting all requirements of the specification. Therefore, Board approval is requested for the award for the routine purchase of graduation diplomas, covers and envelopes to Jostens, in amount estimated at \$50,000.00, annually, for a period of three (3) years, to begin December 1, 2019.

<b><u>Amount</u></b>	<b><u>Description</u></b>	<b><u>Vendor</u></b>	<b><u>Location</u></b>	<b><u>Fund Source</u></b>
\$1.60	Diploma	Jostens	DW	General
\$3.14	Diplomas Covers			
\$0.00	Envelopes			

### **Responses:**

<b>Firm</b>	<b>Location</b>	<b>Base Amount</b>
Balfour	Carbondale, IL	\$1.95 – 10.00
Herff Jones	Indianapolis, IN	\$0.17 – 4.25

### **The following companies/organizations also received the solicitation:**

Paradigm, Inc., Virginia Beach, VA (non-responsive submission)  
Continental GI, Fenton, MO (non-responsive submission)  
Oak Hall Cap & Gown, Salem, VA (non-responsive submission)  
A Graphic Resource Inc, St. Louis, MO (non-responsive submission)  
Ziller's, Leawood, KS (non-responsive submission)  
Michael Sutter Co., Heber City, UT (non-responsive submission)

Marco Promos, Harrisburg, PA (non-responsive submission)  
MTM Recognition Co., Oklahoma City, OK (non-responsive submission)  
Graduation World, Irvine, CA (non-responsive submission)  
Geographics, Norwalk, CT (non-responsive submission)  
Graduation Source, Greenwich, CT (non-responsive submission)  
Homeschool Diploma, Milton, WI (non-responsive submission)  
Folders, Melville, NY (non-responsive submission)

Newspaper advertisements were placed in the St. Louis Post-Dispatch and the St. Louis American. Also posted on St. Louis Community College website  
<https://www.stlcc.edu/departments/procurement.aspx>

## **Agenda Item Details**

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Contract Renewal - B0003472 with Conserve, HS Financial and Virtuoso Sourcing Group
Type	Action
Recommended Action	The Board of Trustees approves the third renewal option
Initiator	Lisa Lee

## **Background**

Contract B0003472 is used by Finance for delinquent account collection services and was approved by the Board of Trustees on March 24, 2016, for a period of one (1) year and four months with four optional one (1) year renewals.

Board of Trustee approval is requested to exercise the third year renewal option with no additional funding.

## **Responses:**

<b>Firm</b>	<b>Location</b>	<b>Base Amount</b>
Conserve	Fairport, NY	15 – 20%
HS Financial Group, LLC	Cleveland, OH	14.5 – 21%
Virtuoso Sourcing Group	Denver, CO	17 – 25%
Penn Credit	Harrisburg, PA	14.5 – 23.5%
CBSA	Ottawa, ON (Canada)	14 – 30%
Sunrise Credit Services	Farmingdale, NY	15 – 30%
S & S Recovery	Memphis, TN	15 – 25%
IC System	St. Paul, MN	13 – 27%
ICR	Poughkeepsie, NY	14.5 – 20%
Delta Outsource Group	O’Fallon, MO	15 – 27%
CCB Credit Services	Springfield, IL	15 – 35%
Todd, Bremer & Lawson	Rock Hill, SC	20 – 23%
General Revenue	Cincinnati, OH	19 – 21%
Midwest Recovery System	Earth City, MO	15 – 24%
National Credit Management	St. Louis, MO	20%
Credit Control	Hazelwood, MO	19 – 24%
Bass & Associates	Tucson, AZ	19.9 – 29.9%
Williams & Fudge	Rock Hill, SC	20 – 25%

## **The following companies/organizations also received the solicitation**

Aargon Agency, St. Peters, MO  
Access Credit Management, Little Rock, AR

Account Control Technology, Mason, OH  
Account Resolution Corporation, Chesterfield, MO  
Advantage Collection Professionals, Cambridge, MN  
Affiliated Management Services, Mission, KS  
Bonded Collection Corporation, Des Plaines, IL  
CBE Group, Waterloo, IA  
Collect Pro, Dallas, TX  
Collections Unlimited, Houston, TX  
Conrad Credit Corporation, Escondido, CA  
Delta Management, Roseville, MN  
Eleos, Wichita, KS  
EOS USA, Norwell, MA  
Euclid Infotech, India  
FH Cann, North Andover, MA  
Firstsource Advantage, Buffalo, NY  
Heartland Campus Solutions, Warrendale, PA  
KHESLC, Louisville, KY  
Merchants & Medical, Flint, MI  
National Enterprise Systems, Solon, OH  
National Recoveries, Ham Lake, MN  
Nationwide Credit, Tempe, AZ  
Net Gain Marketing, Inc., Collingswood, NJ  
Premiere Credit, Indianapolis, IN  
Professional Recovery Consultants, Durham, NC  
Reliant Capital Solutions, Columbus, OH  
Signature Performance, Omaha, NE  
SKO Brenner, Baldwin, NY  
Southwest Credit, St. Louis, MO  
States Recovery Systems, Inc., Gold River, CA  
The Affiliated Group, Rochester, MN  
Trans World Systems, Springfield, MO  
Windham Professionals, Hendersonville, TN

This Invitation for Bid was advertised in the St. Louis American Newspaper, and the St. Louis Post-Dispatch. Also posted on St. Louis Community College website  
<https://www.stlcc.edu/departments/procurement.aspx>

## Agenda Item Details

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Contract Award – B0003896 Inclement Weather Surface Treatment Chemicals
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the award

**Initiator:** Cynthia Green

### **Background:**

This contract will be used by the Buildings and Grounds Departments at all campus locations to purchase bulk salt and calcium chloride pellets to treat sidewalks, roads and parking facilities during inclement weather to prevent ice and snow accumulation.

Invitation for Bid - B0003896 was issued on October 17, 2019, to establish a contract for inclement weather surface treatment chemicals. Ten (10) potential providers were invited to submit quotations; Two (2) suppliers responded and since fewer than three (3) responses were received, receipt of the invitations was verified. This contract awarded is being split between both respondents on an item-by-item basis. Therefore, Board approval is requested for the award of a contract for inclement weather surface treatment chemicals to Cargill, Inc. and Interchem, Inc., in amount estimated at \$70,000.00, to be split among two (2) suppliers on an item-by-item basis, with no guaranteed amount to any one supplier, for a period of three (3) years, to begin November 22, 2019.

### **Responses:**

<b>Firm</b>	<b>Location</b>	<b>Base Amount</b>
Cargill, Inc.	North Olmstead, OH	\$59,407.50 (bulk road salt only)
Interchem, Inc.	St. Louis, MO	\$ 5,491.20 (calcium chloride pellets only)

### **The following companies/organizations also received the solicitation:**

Morton Salt, Cincinnati, OH  
Compass Minerals, Overland Park, KS  
Gunther Salt, St. Louis, MO  
Central Salt, LLC, Chicago, IL  
American Rock Salt, Mt. Morris, NY  
Road Solutions, Inc., Indianapolis, IN  
Rock Salt USA, St. Louis, MO  
Midwest Salt, West Chicago, IL

## Agenda Item Details

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	B0003909 - Sole Source Purchase of the LearningSpace Simulation System with Apollo Manikins
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the sole source award.

**Initiator:** Karen Mayes

### **Background:**

This simulator system is being purchased for classroom and laboratory instruction in the Nursing Program at the Meramec campus and will provide students with life-like clinical simulation of reaction to treatment and interventions through multiple models of human physiology. LearningSpace is a web-based audiovisual management system that features proprietary software specifically designed for simulation and clinical skill training.

LearningSpace is the only product that includes integrated hardware and software for recording, debriefing, performance assessment and center management, precluding the bid process. Therefore Board of Trustee approval is requested for the purchase of the LearningSpace System and Apollo Manikins from CAE Healthcare, Inc., in an amount estimated at \$169,187.58.

<b><u>Amount</u></b>	<b><u>Description</u></b>	<b><u>Vendor</u></b>	<b><u>Location</u></b>	<b><u>Fund Source</u></b>
\$169,187.58	LearningSpace w/ Apollo Manikins	CAE Healthcare, Inc.	Sarasota, FL	Capital Budgets

**Agenda Item Details**

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	B0002871 - Sole Source Purchase Ellucian Banner Module
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the sole source award.

**Initiator:** Khouloud Hawasli

**Background:**

The purchase of the Intelligent Learning Platform will add automation to college business processes, allow integration between Banner and Blackboard and support decommissioning of Hyperion.

Ellucian is the provider of the college’s enterprise resource system and is the sole developer of Banner and its related modules, precluding the competitive bid process. Therefore, Board of Trustee approval is requested for the purchase of the Intelligent Learning Platform from Ellucian, in an amount estimated at \$142,235.00.

<b><u>Amount</u></b>	<b><u>Description</u></b>	<b><u>Vendor</u></b>	<b><u>Location</u></b>	<b><u>Fund Source</u></b>
\$142,235.00	Intelligent Learning	Ellucian	Chicago, IL	Capital Budgets

## Agenda Item Details

Meeting	November 21, 2019 – STLCC Board of Trustees Regular Meeting
Category	16.5 Finance
Subject	Contract Award – B0003830 Information Technology Recruiting Services
Type	Consent Agenda
Recommended Action	The Board of Trustees adopt the resolution approving the award

**Initiator:** Keith Hacke

### **Background:**

This contract will be used by the Information Technology Department to fill seven (7) vacant positions that require professionals with unique and/or hard to find skills.

Invitation for Bid - B0003830 was issued on July 2, 2019, to establish a contract for IT Recruiting Services. Invitations were forwarded to 12 potential providers; 12 responses were received. Board approval is requested for the award of a contract for IT recruiting services to Cogent Infotech Corporation and RADGOV, Inc., in amount estimated at \$120,000.00, with no guaranteed amount to any one firm.

### **Responses:**

<b>Firm</b>	<b>Location</b>	<b>% of Annual Salary</b>
Cogent Infotech Corp.	Pittsburgh, PA	20%
RADGOV, Inc.	South Plainfield, NJ	21%
Adaptive Solutions Group	St. Louis, MO	20%
Elegant Enterprise-Wide Solutions, Inc.	Chantilly, VA	8%
Global IT Services	Sacramento, CA	N/A
GNM & Associates	Vernon Hills, IL	20%
Infojini, Inc.	Columbia, MD	18%
Netrocon Digital	Charlotte, NC	12%
Robert Half	Creve Coeur, MO	20%
Staffactory, LLC	Los Angeles, CA	N/A
Sydata, Inc.	San Diego, CA	N/A
TEK Systems	Creve Coeur, MO	N/A

### **The following companies/organizations also received the solicitation:**

AgileOne, Sunnyvale, CA  
Apex Systems, St. Louis, MO  
Insight Global, St. Louis, MO  
KForce, St. Louis, MO



Snelling, St. Louis, MO  
SyllogisTeks, St. Louis, MO

**RESOLUTION**

**WHEREAS**, bids and consulting agreements for material needs and/or services of St. Louis Community College (the “District”) have been solicited in accordance with Board Policy and Procedures, with applicable Federal and State laws, and such bids and consulting agreements have now been tabulated and presented to the District’s Board of Trustees:

**NOW, THEREFORE, BE IT RESOLVED**, upon recommendation of the District’s Chancellor, the following awards and ratifications are made to the firm complying with the specifications as follows:

<b><u>Request #</u></b>	<b><u>Description</u></b>	<b><u>Recommended Firm</u></b>	<b><u>Amount</u></b>
S4 6873	Pre-Demolition Inspection Of Fire Alarm Wiring (FP)	Honeywell Building Solutions	\$37,200.00
F20 405	Air Compressor Installation For Science Labs (FP)	TBD	\$35,000.00 (Est.)
F20 502	New Flooring in SC206 Office Suite (FV)	TBD	\$25,000.00 (Est.)
F20 603	Renovation of SW108 for Nursing Expansion (M)	ICS Construction Services	\$105,380.00
A19-0304 CHR #05	Design of Nursing Renovations (FV, WW)	Christner	\$94,580.00
A19-0310 H&S #05	Design for Compressor Replacement (FP)	Horner and Shifrin	\$ 8,600.00
A19-0318 ROB #02	HVAC Design in D-410 (FP) Replacement (FP)	Ross and Baruzzini	\$10,500.00

**Agenda Item Details**

Meeting November 21, 2019 – STLCC Board of Trustees Regular Meeting  
Category 16.5 Finance  
Subject Emergency Repair Contract ratification – S4 6873 – Pre-Demolition Inspection of Fire Alarm Wiring at Forest Park – Honeywell Building Solutions  
Type Consent Agenda  
Recommended Action The Board of Trustees adopt the resolution ratifying the issuance of the contract.

**Initiator:** Dennis Dill

**Background:**

The existing fire alarm system is proprietary to Honeywell Building Solutions. The existing fire alarm wiring is routed through B Tower to serve other areas of the campus. The contractor will trace and verify the wiring path and design the re-routing of the system to continue to function as A and B Tower are demolished. The contractor will perform this work on a time and material, not to exceed basis. Final charges will be approved and verified by the College’s Facilities and Engineering and Design department.

College Board Policy I.5 – Emergency Repairs allows the issuance of a contract on a time and materials, not to exceed basis to continue operation of a facility. This policy further requires Board ratification of Emergency Repair Contracts.

Honeywell Building Solutions is the sole provider of support service for the campus fire alarm system. Therefore, Board ratification is requested for the award of an Emergency Repair Contract to **Honeywell Building Solutions** in the Not to Exceed amount of **\$37,200.00**

<u>Amount</u>	<u>Description</u>	<u>Contractor</u>	<u>Location</u>	<u>Fund Source</u>
\$37,200.00	Pre-Demolition Inspection of Fire Alarm Wiring	Honeywell Building Solutions	FP	Certificates of Participation

**Responses:**

<b>Contractor</b>	<b>Location</b>	<b>Base Amount</b>
Honeywell International	St. Louis, MO	NTE \$37,200.00

**The following companies/organizations also received the solicitation:**

None

**Agenda Item Details**

Meeting November 21, 2019 – STLCC Board of Trustees Regular Meeting  
Category 16.5 Finance  
Subject Bid Award – F 20 405 - Air Compressor Installation for Science Labs at Forest Park - TBD  
Type Consent Agenda  
Recommended Action The Board of Trustees adopt the resolution delegating authority to the Vice Chancellor for Finance and Administration to approve the final bid award.

**Initiator:** Teresa Alvarez

**Background:**

Compressed air is required in some of the science labs that were relocated from A and B Towers this past summer. The contractor will install, plumb, and wire the new compressor according to the consultant’s design.

Board approval is requested to proceed with an air compressor installation project, with the understanding that the final bid award will be approved by the Vice Chancellor for Finance and Administration before the next regularly scheduled board meeting to allow the installation to proceed before the start of the Spring semester. Therefore, it is requested that the Board delegate authority to the Vice Chancellor for Finance and Administration to approve the final award of the contract and present final details to the Board at its next regularly scheduled meeting. It is estimated that the contract award will be in the estimated amount of **\$35,000.00**.

Plans and specifications were created by the Engineering and Design department.

<u>Amount</u>	<u>Description</u>	<u>Contractor</u>	<u>Location</u>	<u>Fund Source</u>
\$35,000.00 Est.	Air Compressor Installation For Science Labs	TBD	FP	Operating/ Capital

Newspaper advertisements will be placed in the St. Louis Countian, St. Louis Daily Record, and the St. Louis American.

**Agenda Item Details**

Meeting November 21, 2019 – STLCC Board of Trustees Regular Meeting  
Category 16.5 Finance  
Subject Bid Award – F 20 502 – New Flooring in SC206 Office Suite at Florissant Valley - TBD  
Type Consent Agenda  
Recommended Action The Board of Trustees adopt the resolution delegating authority to the Vice Chancellor for Finance and Administration to approve the final bid award.

**Initiator:** Deb Carter

**Background:**

The existing flooring in the Student Services Office complex is worn and in need of replacement. This contract will provide new vinyl plank flooring in the reception, corridors, and computer area, and new modular carpet in the office areas.

Board approval is requested to proceed with a flooring replacement project, with the understanding that the final bid award will be approved by the Vice Chancellor for Finance and Administration before the next regularly scheduled board meeting to allow the flooring materials to be ordered for installation over spring break. Therefore, it is requested that the Board delegate authority to the Vice Chancellor for Finance and Administration to approve the final award of the contract and present final details to the Board at its next regularly scheduled meeting. It is estimated that the contract award will be in the estimated amount of **\$25,000.00**.

Plans and specifications were created by the Engineering and Design department.

<u>Amount</u>	<u>Description</u>	<u>Contractor</u>	<u>Location</u>	<u>Fund Source</u>
\$25,000.00 Est.	New Flooring in SC206 Office Suite	TBD	FV	Operating/ Capital

Newspaper advertisements will be placed in the St. Louis Countian, St. Louis Daily Record, and the St. Louis American.

**Agenda Item Details**

Meeting November 21, 2019 – STLCC Board of Trustees Regular Meeting  
 Category 16.5 Finance  
 Subject Bid Award – F 20 603 – Renovation of SW108 for Nursing Expansion at Meramec – ICS Construction Services Limited  
 Type Consent Agenda

Recommended Action The Board of Trustees adopt the resolution ratifying the bid award.

**Initiator:** Bill Hubble

**Background:**

The MO-EXCELS grant is providing funding for the expansion of the nursing program at Meramec and Florissant Valley, and the creation of a nursing program at the Wildwood campus. Programming for the Florissant Valley and Wildwood renovations are continuing and approval will be requested at a subsequent Board meeting for construction next summer.

This contract will create a simulation lab in an existing classroom, as well as renovate areas in the present skills lab to provide additional checkout rooms, and improve access to the lab.

Request for Bid was issued on October 23, 2019, to renovate SW108 in the Science West building at Meramec and seventeen (17) contractors were contacted to provide proposals, in addition to plan room organizations, and sub-contractors. This project was approved by the Board at its September 26, 2019 meeting, with the final bid award subject to Board ratification. ICS Construction Services Ltd was deemed to be the lowest and best responsive submittal meeting all requirements of the specification. Therefore, Board ratification is requested for the award of a contract for the work to **ICS Construction Services Ltd** in the amount of **\$105,380.00**.

Plans and Specifications were prepared by the College’s Physical Facilities/ Engineering and Design department and Christner architects.

<u>Amount</u>	<u>Description</u>	<u>Contractor</u>	<u>Location</u>	<u>Fund Source</u>
\$105,380.00	Renovation of SW108 for Nursing Expansion	ICS Construction Services Ltd	M	Operating/ Capital

**Responses:**

<b>Contractor</b>	<b>Location</b>	<b>Base Amount</b>
ICS Construction Services, Ltd.	St. Louis, MO	\$105,380.00
Brady Construction	St. Louis, MO	\$119,300.00
Raineri Construction (WBE)	St. Louis, MO	\$121,389.62
WB Construction (MBE)	St. Louis, MO	\$122,696.81
Wachter, Inc.	St. Louis, MO	\$132,000.00
A Eilers Construction	Cottleville, MO	\$134,366.00
Interface Construction Corporation (MBE)	St. Louis, MO	\$154,680.00
Jackson Building Group	St. Louis, MO	\$164,950.00
KAI Design Build (MBE)	St. Louis, MO	\$178,000.00

**Agenda Item Details** F 20 603, Renovation of SW108 for Nursing Expansion at Meramec (Continued)

**The following companies/organizations also received the solicitation:**

Atlas Building Group, St. Charles, MO  
Carrigan Construction, Wentzville, MO  
John Kalicak Construction, St. Louis, MO  
Kozeny Wagner, Inc., Arnold, MO  
Lawlor Corporation, St. Louis, MO  
RG Ross Construction, St. Louis, MO  
Simms Building Group, St. Louis, MO  
Unified Contracting, St. Louis, MO

E-Plan, Columbia, MO  
MOKAN Construction Contractor Assistance Center, St. Louis, MO  
The Builder's Association, Jefferson City, MO  
Mid-States Minority Supplier Development Council, St. Louis, MO

Newspaper advertisements were placed in the St. Louis Countian, St. Louis Daily Record, and the St. Louis American.

**Agenda Item Details**

Meeting November 21, 2019 – STLCC Board of Trustees Regular Meeting  
Category 16.5 Finance  
Subject Consulting Agreement approval – A19-0304 CHR #05 – Design of Nursing Renovations at Flo Valley and Wildwood – Christner, Inc.  
Type Consent Agenda  
Recommended Action The Board of Trustees adopt the resolution approving the issuance of the consulting agreement.

**Initiator:** Bill Hubble

**Background:**

The MO-EXCELS grant is providing funding for the expansion of the nursing program at Meramec and Florissant Valley, and the creation of a nursing program at the Wildwood campus. This agreement will engage the consultant to prepare the construction documents for the renovations required at the Florissant Valley and Wildwood locations. Christner received approval to start the preliminary planning for these locations in order to meet the requirements for distribution of the grant funds by July 1, 2020.

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 greater than \$50,000.

Christner was chosen from the College’s open end consultant list due to their experience in programming, conceptual design, and CDs for similar spaces, including the Optometry/ Nursing building at UMSL. Therefore, Board ratification is requested for the award of a joint agreement for the consulting agreement to **Christner** in the amount of **\$94,580.00**

<u>Amount</u>	<u>Description</u>	<u>Contractor</u>	<u>Location</u>	<u>Fund Source</u>
\$41,006.00	Design of Nursing Renovations	Christner	FV	Grant/ Capital/ Operating
\$53,574.00	Design of Nursing Renovations	Christner	WW	Grant/ Capital/ Operating

**Responses:**

<u>Consultant</u>	<u>Location</u>	<u>Base Amount</u>
Christner	St. Louis, MO	\$94,580.00

**The following companies/organizations also received the solicitation:**

None



**Agenda Item Details**

Meeting November 21, 2019 – STLCC Board of Trustees Regular Meeting  
Category 16.5 Finance  
Subject Consulting Agreement ratification – A19-0310 H&S #05 – Design for Compressor Replacement at Forest Park – Horner and Shifrin  
Type Consent Agenda  
Recommended Action The Board of Trustees adopt the resolution ratifying the issuance of the consulting agreement.

**Initiator:** Joe Marshall

**Background:**

Compressed air is required in some of the science labs that were relocated from A and B Towers this past summer. The consultant will provide an electrical and mechanical design for relocating the existing compressor to the proximity of the new labs.

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.

Horner and Shifrin was chosen from the College’s open end consultant list due to their mechanical engineering experience, availability, and familiarity with the campus. Therefore, Board ratification is requested for the award of an agreement for the study to **Horner and Shifrin** in the amount of **\$8,600.00**

<u>Amount</u>	<u>Description</u>	<u>Contractor</u>	<u>Location</u>	<u>Fund Source</u>
\$8,600.00	Design for Compressor Replacement	Horner and Shifrin	FP	Operating/ Capital

**Responses:**

<u>Consultant</u>	<u>Location</u>	<u>Base Amount</u>
Horner and Shifrin	St. Louis, MO	\$ 8,600.00

**The following companies/organizations also received the solicitation:**

None

**Agenda Item Details**

Meeting November 21, 2019 – STLCC Board of Trustees Regular Meeting  
Category 16.5 Finance  
Subject Consulting Agreement ratification – A19-0318 ROB #02 – HVAC Design in D-410 at Forest Park – Ross and Baruzzini  
Type Consent Agenda  
Recommended Action The Board of Trustees adopt the resolution ratifying the issuance of the consulting agreement.

**Initiator:** Dennis Dill

**Background:**

The existing fume hood in D410, a microbiology prep room, is inoperable and the existing exhaust fan is the improper type to safely exhaust the gases from the fume hood. The consultant will design a replacement hood, exhaust system, and other HVAC modifications to the room to provide a working exhaust system for the area. Pending finalizing the design, the modifications will be addressed on an emergency, informal bid basis to get the system installed for the Spring 2020 semester.

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.

Ross and Baruzzini was chosen from the College’s open end consultant list due to their mechanical engineering experience, as well as the fact that they performed a study of the existing laboratory exhaust systems. This installation was the only location found to be deficient. Therefore, Board ratification is requested for the award of an agreement for the study to **Ross and Baruzzini** in the amount of **\$10,500.00**

<u>Amount</u>	<u>Description</u>	<u>Contractor</u>	<u>Location</u>	<u>Fund Source</u>
\$10,500.00	HVAC Design in D-410	Ross and Baruzzini	FP	Operating/ Capital

**Responses:**

<u>Consultant</u>	<u>Location</u>	<u>Base Amount</u>
Ross and Baruzzini	St. Louis, MO	\$10,500.00

**The following companies/organizations also received the solicitation:**

None

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.

<b>PDF#</b>	<b>Description</b>	<b>Property Tag</b>	<b>Location</b>	<b>Condition</b>	<b>Purchased Date</b>	<b>Original Cost</b>	<b>Book Value</b>
	Biological Cabinet	011039	FP	Poor	12/6/2000	\$ 7,179.15	\$ -
	Sliding Microtome	016242	FV	Poor	10/3/2001	\$ 13,200.00	

## **BUSINESS AND FINANCE**

### **Budget**

1. Budget Status Summary Report General Operating Fund
2. Budget Status Reports-Student Technology Fee
3. Budget Status Reports-College and Student Activities
4. Budget Status Reports-Public Safety, Pedestrian and Traffic Access
5. Budget Status Reports-Rental of Facilities
6. Budget Status Report-Restricted General Fund
7. Budget Status Report-Student Financial Aid Fund
8. Budget Status Report-Auxiliary Enterprise Fund
9. Budget Status Report-Capital Fund
10. Budget Status Report-Agency Fund
11. Revenues/Expenditures Report-Self-Funded Insurance
- 12-13. Statement of Net Position
- 14-18. Cash and Investments Overview

**St. Louis Community College**  
**Budget Status Summary Report - General Operating Fund**  
**For the Period July through September**

	Fiscal Year 2020				Fiscal year 2019	
	Budget	Actual to Date**	% of Revenue	% of Budget	Actual to Date**	% of 2019 Budget
<b>Revenues</b>						
Local Taxes	\$ 63,231,023	\$ 790,761	2.6%	1.3%	\$ 459,988	0.8%
State Aid	42,027,873	10,162,263	33.4%	24.2%	10,551,089	24.3%
Maintenance Fees	34,973,830	18,473,981	60.8%	52.8%	18,632,629	49.8%
Bad Debt	(750,000)	(93,011)	-0.3%	12.4%	(187)	0.0%
Other	6,903,647	1,051,836	3.5%	15.2%	1,150,594	22.5%
<b>Total Revenue</b>	<b>146,386,373</b>	<b>30,385,830</b>	<b>100.0%</b>	<b>20.8%</b>	<b>30,794,114</b>	<b>21.1%</b>
<b>Expenditures</b>						
Salaries and Wages	86,416,175	19,174,173	63.1%	22.2%	19,359,107	21.8%
Staff Benefits	25,228,786	5,515,994	18.2%	21.9%	5,210,950	20.7%
Operating	23,876,605	5,251,560	17.3%	22.0%	4,471,288	19.2%
<b>Total Expenditures</b>	<b>135,521,566</b>	<b>29,941,727</b>	<b>98.5%</b>	<b>22.1%</b>	<b>29,041,345</b>	<b>21.1%</b>
<b>Transfers To (From)</b>						
To Capital Fund	7,127,441	7,127,441	23.5%	100.0%	4,941,281	99.4%
To Leasehold Bonds	3,643,994	-	0.0%	0.0%	349,285	9.4%
To Scholarships	819,155	753,254	2.5%	92.0%	830,835	104.9%
From Designated	(600,783)	(600,783)	-2.0%	100.0%	(600,783)	100.0%
From Auxiliary Services	(125,000)	(125,000)	-0.4%	100.0%	(125,000)	100.0%
<b>Total Transfers</b>	<b>10,864,807</b>	<b>7,154,912</b>	<b>23.5%</b>	<b>65.9%</b>	<b>5,395,618</b>	<b>61.6%</b>
<b>Total Expenses and Transfers</b>	<b>146,386,373</b>	<b>37,096,639</b>	<b>25.3%</b>		<b>34,436,963</b>	<b>23.6%</b>
<b>Net Increase (Decrease)</b>	<b>\$ -</b>	<b>(6,710,809)</b>			<b>(3,642,849)</b>	
<b>Net Position as of July 1</b>		<b>(13,124,971)</b>			<b>(18,574,371)</b>	
<b>Net Position as of September 30</b>		<b>\$ (19,835,780)</b>			<b>\$ (22,217,220)</b>	

\*\*Does not include encumbrances.

**St. Louis Community College**  
**Budget Status Report - Technology Fee**  
**For the Period July through September**

	Fiscal Year 2020				Fiscal year 2019	
	Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2019 Budget
<b><u>Revenues</u></b>						
College Technology Fees	\$ 3,828,099	\$ 1,830,863	100.0%	47.8%	\$ 1,891,907	47.2%
<b>Total Revenues</b>	<b><u>3,828,099</u></b>	<b><u>1,830,863</u></b>	<b><u>100.0%</u></b>	<b><u>47.8%</u></b>	<b><u>1,891,907</u></b>	<b><u>47.2%</u></b>
<b><u>Expenditures</u></b>						
Salaries	949,202	136,387	7.4%	14.4%	155,469	16.3%
Benefits	297,852	41,521	2.3%	13.9%	48,738	17.0%
Operating	1,780,185	413,296	22.6%	23.2%	437,884	27.8%
<b>Total Expenditures</b>	<b><u>3,027,239</u></b>	<b><u>591,204</u></b>	<b><u>32.3%</u></b>	<b><u>19.5%</u></b>	<b><u>642,091</u></b>	<b><u>22.8%</u></b>
<b><u>Transfers To (From)</u></b>						
To College Operating	400,783	400,783	21.9%	100.0%	400,783	100.0%
To Capital Fund	843,232	843,232	46.1%	100.0%	789,976	100.0%
<b>Total Transfers</b>	<b><u>1,244,015</u></b>	<b><u>1,244,015</u></b>	<b><u>67.9%</u></b>	<b><u>100.0%</u></b>	<b><u>1,190,759</u></b>	<b><u>100.0%</u></b>
<b>Total Expenses and Transfers</b>	<b><u>4,271,254</u></b>	<b><u>1,835,219</u></b>	<b><u>100.2%</u></b>	<b><u>43.0%</u></b>	<b><u>1,832,850</u></b>	<b><u>45.8%</u></b>
<b>Net Increase (Decrease)</b>	<b><u>\$ (443,155)</u></b>	<b><u>(4,356)</u></b>	<b><u>-0.2%</u></b>		<b><u>59,057</u></b>	
<b>Net Position as of July 1</b>		<b><u>3,037,879</u></b>			<b><u>2,533,999</u></b>	
<b>Net Position as of September 30</b>		<b><u>\$ 3,033,523</u></b>			<b><u>\$ 2,593,055</u></b>	

**St. Louis Community College**  
**Budget Status Report - College and Student Activities**  
**For the Period July through September**

	Fiscal Year 2020				Fiscal year 2019	
	Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2019 Budget
<b>Revenues</b>						
Student Activity Fees	\$ 1,044,027	\$ 499,045	100.0%	47.8%	\$ 518,556	47.2%
<b>Total Revenues</b>	<b>1,044,027</b>	<b>499,045</b>	<b>100.0%</b>	<b>47.8%</b>	<b>518,556</b>	<b>47.2%</b>
<b>Expenditures</b>						
Salaries	41,496	3,444	0.7%	8.3%	7,769	15.2%
Benefits	3,652	303	0.1%	8.3%	637	15.2%
Operating	376,865	14,426	2.9%	3.8%	38,295	9.7%
<b>Total Expense</b>	<b>422,013</b>	<b>18,173</b>	<b>3.6%</b>	<b>4.3%</b>	<b>46,701</b>	<b>10.4%</b>
<b>Transfers To (From)</b>						
To General Operating	200,000	200,000	40.1%	100.0%	200,000	100.0%
To Student Activities - Agency	422,014	54,260	10.9%	12.9%	63,390	14.1%
<b>Total Transfers</b>	<b>622,014</b>	<b>254,260</b>	<b>50.9%</b>	<b>40.9%</b>	<b>263,390</b>	<b>40.6%</b>
<b>Total Expenses and Transfers</b>	<b>1,044,027</b>	<b>272,433</b>	<b>54.6%</b>	<b>26.1%</b>	<b>310,091</b>	<b>28.2%</b>
<b>Net Increase (Decrease)</b>	<b>\$ -</b>	<b>226,612</b>			<b>208,465</b>	
<b>Net Position July 1</b>		<b>356,861</b>			<b>332,734</b>	
<b>Net Position as of September 30</b>		<b>\$ 583,472</b>			<b>\$ 541,199</b>	

Student Activities Budget - Agency is the transfer amount from Current to Agency

**St. Louis Community College**  
**Budget Status Report - Public Safety, Pedestrian and Traffic Access**  
**For the Period July through September**

	Fiscal Year 2020				Fiscal Year 2019	
	Budget	Actual To Date	Total Revenue	% of Budget	Actual To Date	% of 2019 Budget
<b><u>Revenues</u></b>						
College Activity Fees	\$ 870,023	\$ 416,106	100.0%	47.8%	\$ 432,130	47.2%
<b>Total Revenues</b>	<b>870,023</b>	<b>416,106</b>	<b>100.0%</b>	<b>47.8%</b>	<b>432,130</b>	<b>47.2%</b>
<b><u>Expenditures</u></b>						
Supplies and Services	546,218	8,719	2.1%	1.6%	8,690	1.4%
<b>Total Expenditures</b>	<b>546,218</b>	<b>8,719</b>	<b>2.1%</b>	<b>1.6%</b>	<b>8,690</b>	<b>1.4%</b>
<b><u>Transfers To (From)</u></b>						
To Capital Fund	323,805	323,805	77.8%	100.0%	289,183	100.0%
<b>Total Transfers</b>	<b>323,805</b>	<b>323,805</b>	<b>77.8%</b>	<b>100.0%</b>	<b>289,183</b>	<b>100.0%</b>
<b>Total Expenses and Transfers</b>	<b>870,023</b>	<b>332,524</b>	<b>79.9%</b>	<b>38.2%</b>	<b>297,873</b>	<b>32.5%</b>
<b>Net Increase (Decrease)</b>	<b>\$ -</b>	<b>83,581</b>	<b>20.1%</b>		<b>134,257</b>	
<b>Net Position as of July 1</b>		<b>2,423,639</b>			<b>2,355,487</b>	
<b>Net Position as of September 30</b>		<b>\$ 2,507,220</b>			<b>\$ 2,489,743</b>	



**St. Louis Community College**  
**Budget Status Report - Rental of Facilities**  
**For the Period July through September**

	Fiscal Year 2020				Fiscal Year 2019	
	Budget	Actual To Date	Total Revenue	% of Budget	Actual To Date	% of 2019 Budget
<b><u>Revenues</u></b>						
Other Revenue	\$ 167,475	\$ 51,054	100.0%	30.5%	\$ 41,414	24.6%
<b>Total Revenues</b>	<b>167,475</b>	<b>51,054</b>	<b>100.0%</b>	<b>30.5%</b>	<b>41,414</b>	<b>24.6%</b>
<b><u>Expenditures</u></b>						
Salaries	85,169	2,899	5.7%	3.4%	5,603	8.0%
Benefits	23,463	436	0.9%	1.9%	459	4.9%
Operating	59,005	(10,304)	-20.2%	-17.5%	(1,055)	-1.3%
<b>Total Expenditures</b>	<b>167,637</b>	<b>(6,969)</b>	<b>-13.6%</b>	<b>-4.2%</b>	<b>5,008</b>	<b>3.2%</b>
<b><u>Transfers To (From)</u></b>						
To Capital Fund	100,000	100,000	195.9%	100.0%	58,274	100.0%
<b>Total Transfers</b>	<b>100,000</b>	<b>100,000</b>	<b>195.9%</b>	<b>100.0%</b>	<b>58,274</b>	<b>100.0%</b>
<b>Net Increase (Decrease)</b>	<b>\$ (100,162)</b>	<b>(41,977)</b>			<b>(21,868)</b>	
<b>Net Position as of July 1</b>		<b>190,592</b>			<b>247,173</b>	
<b>Net Position as of September 30</b>		<b>\$ 148,615</b>			<b>\$ 225,305</b>	

**St. Louis Community College**  
**Budget Status Report - Restricted Funds**  
**For the Period July through September**

	Fiscal Year 2020				Fiscal Year 2019	
	Budget	Actual To Date	% of Revenue	% of Budget	Actual To Date	% of 2019 Budget
<b><u>Revenues / Resources</u></b>						
Grants and Contracts	\$ 11,353,959	\$ 1,614,163	100.0%	14.2%	\$ 1,383,486	16.6%
<b>Total Revenue / Resources</b>	<b><u>11,353,959</u></b>	<b><u>1,614,163</u></b>	<b><u>100.0%</u></b>	<b><u>14.2%</u></b>	<b><u>1,383,486</u></b>	<b><u>16.6%</u></b>
<b><u>Expenditures</u></b>						
Salaries	3,848,773	853,036	52.8%	22.2%	833,757	20.2%
Benefits	879,814	188,270	11.7%	21.4%	161,221	19.7%
Supplies and Services	3,136,863	709,762	44.0%	22.6%	599,791	25.5%
Maintenance Repair and Capital	2,413,451	21,450	1.3%	0.9%	-	0.0%
Administrative and Indirect Cost Recovery	1,075,058	(143,871)	-8.9%	-13.4%	(209,557)	-22.3%
<b>Total Expenditures</b>	<b><u>11,353,959</u></b>	<b><u>1,628,647</u></b>	<b><u>100.9%</u></b>	<b><u>14.3%</u></b>	<b><u>1,385,212</u></b>	<b><u>16.6%</u></b>
<b>Net Increase (Decrease)</b>	<b><u>\$ -</u></b>	<b><u>(14,484)</u></b>			<b><u>(1,725)</u></b>	
<b>Net Position as of July 1</b>		<b><u>34,497</u></b>			<b><u>36,634</u></b>	
<b>Net Position as of September 30</b>		<b><u>\$ 20,013</u></b>			<b><u>\$ 34,909</u></b>	

\* Revenues will lag expenditures due to grants being funded on a reimbursement basis.

**St. Louis Community College**  
**Budget Status Report - Student Financial Aid**  
**For the Period July through September**

	Fiscal Year 2020				Fiscal Year 2019	
	Restated Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2019 Budget
<b>Revenues / Resources</b>						
Grants and Contracts	\$ 24,980,940	\$ 10,682,962	100%	42.8%	\$ 10,745,214	42.6%
Other Revenue	-	-	0%		-	
<b>Total Revenues</b>	<b>24,980,940</b>	<b>10,682,962</b>	<b>100%</b>	<b>42.8%</b>	<b>10,745,214</b>	<b>42.6%</b>
<b>Expenditures</b>						
Salaries	854,751	105,885	1%	12.4%	91,195	10.7%
Benefits	75,219	9,318	0%	12.4%	7,478	10.7%
Administrative Cost Allowance	75,598	-	0%	0.0%		
StudentAid	24,871,927	12,052,798	113%	48.5%	12,268,572	48.7%
<b>Total Expenditures</b>	<b>25,877,495</b>	<b>12,168,001</b>	<b>114%</b>	<b>47.0%</b>	<b>12,367,245</b>	<b>47.4%</b>
<b>Transfers To (From)</b>						
From General Operating	(819,155)	(753,254)		92.0%	(799,835)	100.9%
From Auxiliary Services	(77,400)	(77,400)		100.0%	(77,400)	100.0%
<b>Total Transfers</b>	<b>(896,555)</b>	<b>(830,654)</b>		<b>92.6%</b>	<b>(877,235)</b>	<b>100.9%</b>
<b>Net Increase (Decrease)</b>	<b>\$ -</b>	<b>(654,385)</b>			<b>(744,796)</b>	
<b>Net Position as of July 1</b>		<b>1,503,382</b>			<b>1,632,043</b>	
<b>Net Position as of September 30</b>		<b>\$ 848,997</b>			<b>\$ 887,247</b>	
<b>Revenues / Resources</b>						
Pell Grants	\$ 23,826,110	\$ 9,779,659	91.5%	41.0%	\$ 9,989,013	41.9%
Federal Work Study	899,739	105,885	1.0%	11.8%	106,235	11.8%
Opportunity Grant (SEOG)	515,711	376,136	3.5%	72.9%	159,924	31.0%
Other	-	421,282	3.9%		490,042	
<b>Total Revenues</b>	<b>\$ 25,241,560</b>	<b>\$ 10,682,962</b>	<b>100.0%</b>	<b>42.3%</b>	<b>\$ 10,745,214</b>	<b>42.6%</b>
<b>Transfers</b>						
Board of Trustees Scholarships	\$ (743,936)	\$ (743,936)	100%	100.0%	\$ (792,357)	109.7%
Auxiliary Service Scholarships	(77,400)	(77,400)	100%	100.0%	(77,400)	
College Match - FWS Employer Taxes	(75,219)	(9,318)	12%	12.4%	(7,478)	10.7%
<b>Total Transfers and Carry Forward</b>	<b>\$ (896,555)</b>	<b>\$ (830,654)</b>	<b>92.6%</b>	<b>92.6%</b>	<b>\$ (877,235)</b>	<b>110.7%</b>

**St. Louis Community College**  
**Budget Status Report - Auxiliary Enterprise Fund**  
**For the Period July through September**

	Fiscal Year 2020				Fiscal Year 2019	
	Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2019 Budget
<b><u>Revenues</u></b>						
College Activity Fees	\$ 348,009	\$ 166,348	4.8%	47.8%	\$ 172,853	47.2%
Auxiliary Services Revenues	6,680,265	3,280,307	95.2%	49.1%	3,212,659	46.7%
<b>Total Revenues</b>	<b>7,028,274</b>	<b>3,446,655</b>	<b>100.0%</b>	<b>49.0%</b>	<b>3,385,511</b>	<b>46.7%</b>
<b><u>Expenditures</u></b>						
Salaries	1,149,427	360,208	10.5%	31.3%	362,774	25.4%
Benefits	277,823	83,272	2.4%	30.0%	82,946	23.9%
Supplies and Services	5,303,624	2,071,821	60.1%	39.1%	2,807,200	54.3%
<b>Total Expenditures</b>	<b>6,730,874</b>	<b>2,515,301</b>	<b>73.0%</b>	<b>37.4%</b>	<b>3,252,920</b>	<b>46.8%</b>
<b><u>Transfers</u></b>						
To General Operating	125,000	125,000	3.6%	100.0%	125,000	100.0%
To Maintenance Repair and Capital	95,000	95,000	2.8%	100.0%	95,000	100.0%
To Student Aid	77,400	77,400	2.2%	100.0%	77,400	100.0%
<b>Total Transfers</b>	<b>297,400</b>	<b>297,400</b>	<b>8.6%</b>	<b>100.0%</b>	<b>297,400</b>	<b>100.0%</b>
<b>Total Expenses and Transfers</b>	<b>7,028,274</b>	<b>2,812,701</b>	<b>81.6%</b>	<b>40.0%</b>	<b>3,550,320</b>	<b>49.0%</b>
<b>Net Increase (Decrease)</b>	<b>\$ -</b>	<b>633,954</b>			<b>(164,809)</b>	
<b>Net Position as of July 1</b>		<b>2,701,706</b>			<b>3,523,083</b>	
<b>Net Position as of September 30</b>		<b>\$ 3,335,660</b>			<b>\$ 3,358,274</b>	

**St. Louis Community College**  
**Budget Status Report - Capital Fund**  
**For the Period July through September**

	Fiscal Year 2020			Fiscal Year 2019	
	Budget	Actual To Date	% of Budget To Date	Actual To Date	% of 2019 Budget
<b>Revenue</b>					
Interest Income		\$ 60,580		\$ 110,492	
Other		418,469		548,453	
<b>Total Revenue</b>		<u>479,049</u>		<u>658,946</u>	
<b>Expenditures</b>					
Operating	\$ 8,489,478	1,498,994	17.7%	4,463,782	54.4%
Leasehold Bonds	3,643,994	456,678	12.5%	422,312	11.4%
<b>Total Expenditures</b>	<u>12,133,472</u>	<u>1,955,673</u>	<u>16.1%</u>	<u>4,886,093</u>	<u>41.0%</u>
<b>Transfers</b>					
From Current Operating	(7,127,441)	(7,127,441)	100.0%	(4,972,281)	100.0%
From Technology	(843,232)	(843,232)	100.0%	(789,976)	100.0%
From Pedestrian & Traffic	(323,805)	(323,805)	100.0%	(289,183)	100.0%
From Auxiliary Services	(95,000)	(95,000)	100.0%	(95,000)	100.0%
From Rental of Facilities	(100,000)	(100,000)	100.0%	(58,274)	100.0%
From Current Operating-Leasehold Bonds	(3,643,994)	-	0.0%	(349,284)	9.4%
<b>Total Transfers and Carry Forward</b>	<u>(12,133,472)</u>	<u>(8,489,478)</u>	<u>70.0%</u>	<u>(6,553,998)</u>	<u>66.1%</u>
<b>Net Increase (Decrease)</b>	<u>\$ -</u>	<u>7,012,854</u>		<u>2,326,850</u>	
<b>Net Position at July 1,</b>		<u>17,116,113</u>		<u>14,017,083</u>	
<b>Net Position at September 30</b>		<u>\$ 24,128,968</u>		<u>\$ 16,343,934</u>	

**St. Louis Community College  
Budget Status Report - Agency Fund  
For the Period July through September**

	Fiscal Year 2020			Fiscal Year 2019	
	Budget	Actual To Date	% Of Budget	Actual To Date	% of 2019 Budget
<b><u>Funds available</u></b>					
Other Income		\$ 4,129		\$ 9,969	
<b>Total funds available</b>	-	<b>4,129</b>		<b>9,969</b>	
<b><u>Expenditures</u></b>					
Expenditures	422,014	50,586	12.0%	50,116	11.2%
<b>Total Expenditures</b>	<b>422,014</b>	<b>50,586</b>	<b>12.0%</b>	<b>50,116</b>	<b>11.2%</b>
<b><u>Transfers</u></b>					
From College and Student Activity Fund	(422,014)	(54,260)	12.9%	(63,390)	14.1%
<b>Total Transfers</b>	<b>(422,014)</b>	<b>(54,260)</b>	<b>12.9%</b>	<b>(63,390)</b>	<b>14.1%</b>
<b>Net Increase (Decrease)</b>	-	<b>7,803</b>		<b>23,243</b>	
<b>Net Position as of July 1</b>		<b>396,096</b>		<b>398,979</b>	
<b>Net Position as of September 30</b>		<b>\$ 403,899</b>		<b>\$ 422,222</b>	

**St. Louis Community College  
Revenues / Expenditures Report  
Self-Funded Insurance  
For the Period July through September**

	<b>Fiscal Year 2020</b>	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2018</b>
<b><u>Revenue</u></b>			
Contributions Employee	\$ 984,900	\$ 1,663,251	\$ 2,510,029
Contributions Employer	2,467,284	3,447,788	2,840,755
Rebates and Interest	226,543	192,601	164,048
<b>Total Revenue</b>	<b>3,678,727</b>	<b>5,303,640</b>	<b>5,514,831</b>
<b><u>Expenditures</u></b>			
Medical	2,821,480	3,775,397	3,126,093
Pharmacy	1,031,047	365,593	747,695
TP Administration and Taxes	87,918	85,501	19
Stop Loss Expense	231,270	236,795	353,405
<b>Total Expenditures</b>	<b>4,171,715</b>	<b>4,463,286</b>	<b>4,227,212</b>
<b>Net Increase (Decrease)</b>	<b>(492,988)</b>	<b>840,355</b>	<b>1,287,620</b>
<b>Net Position as of July 1</b>	<b>2,497,703</b>	<b>2,201,016</b>	<b>552,192</b>
<b>Net Position as of September 30</b>	<b>\$ 2,004,715</b>	<b>\$ 3,041,370</b>	<b>\$ 1,839,812</b>

**St. Louis Community College**  
**Statement of Net Position**  
**September 30, 2019**

**Fiscal Year 2020**

	<b>General Operating Fund</b>	<b>Technology Fee</b>	<b>College &amp; Student Activities</b>	<b>Public Safety, Ped &amp; Traffic Access</b>	<b>Rental of Facilities</b>	<b>Restricted Funds</b>	<b>Student Financial Aid</b>	<b>Auxiliary Enterprise Fund</b>	<b>Capital Fund</b>	<b>Agency</b>	<b>Self-Funded Insurance</b>	<b>Total</b>
<b>Assets</b>												
Cash	\$ 14,115,386	\$ 2,758,594	\$ 589,370	\$ 2,502,152	\$ 146,103	\$ (881,393)	\$ (11,709,957)	\$ 1,812,790	\$ 22,912,755	\$ 398,665	\$ 3,020,563	\$ 35,665,030
Funds on Deposit with Trustee									8,367,573			8,367,573
Investments	71,311,725										152	71,311,878
Accounts Receivable	(7,340,847)				5,845	2,491,606	451,222	125,043	13,584,216		-	9,317,084
Inventories								1,338,923				1,338,923
Prepaid Expenses	1,968,705	344,392		5,068				814	429,638	10,055		2,758,671
Net Pension Asset												-
Deferred Outflows of Resources	45,895,294											45,895,294
Construction in Progress- CN&HS									32,030,746			32,030,746
Capital Assets, net												-
<b>Total Assets</b>	<b>125,950,263</b>	<b>3,102,986</b>	<b>589,370</b>	<b>2,507,220</b>	<b>151,948</b>	<b>1,610,213</b>	<b>(11,258,735)</b>	<b>3,277,571</b>	<b>77,324,928</b>	<b>408,720</b>	<b>3,020,715</b>	<b>206,685,200</b>
<b>Liabilities</b>												
Accounts Payable	225,106		5,897	-	3,333	247,471	(12,070,552)	(67,060)	43,124	4,822		(11,607,858)
Accrued Liabilities	5,929,320	69,463				238,026	(37,181)				1,016,000	7,215,628
Accrued Wages Payable	5,426,372											5,426,372
Deferred Revenue	292,154	-	-	-		1,104,703		8,971			-	1,405,828
Deferred Inflows of Resources	25,967,353											25,967,353
Bonds Payable									53,152,835			53,152,835
Accrued Pension & OPEB Liabilities	107,945,738											107,945,738
<b>Total Liabilities</b>	<b>145,786,043</b>	<b>69,463</b>	<b>5,897</b>	<b>-</b>	<b>3,333</b>	<b>1,590,200</b>	<b>(12,107,733)</b>	<b>(58,090)</b>	<b>53,195,960</b>	<b>4,822</b>	<b>1,016,000</b>	<b>189,505,895</b>
<b>Expenses</b>	<b>29,941,727</b>	<b>591,204</b>	<b>18,173</b>	<b>8,719</b>	<b>(6,969)</b>	<b>1,628,647</b>	<b>12,168,001</b>	<b>2,515,301</b>	<b>1,955,673</b>	<b>50,586</b>	<b>4,171,715</b>	<b>53,042,779</b>
<b>Revenues</b>	<b>30,385,830</b>	<b>1,830,863</b>	<b>499,045</b>	<b>416,106</b>	<b>51,054</b>	<b>1,614,163</b>	<b>10,682,962</b>	<b>3,446,655</b>	<b>479,049</b>	<b>4,129</b>	<b>3,678,727</b>	<b>53,088,583</b>
<b>Transfers Out (In)</b>	<b>7,154,912</b>	<b>1,244,015</b>	<b>254,260</b>	<b>323,805</b>	<b>100,000</b>	<b>-</b>	<b>(830,654)</b>	<b>297,400</b>	<b>(8,489,478)</b>	<b>(54,260)</b>	<b>-</b>	<b>0</b>
<b>Net position at July 1</b>	<b>(13,124,971)</b>	<b>3,037,879</b>	<b>356,861</b>	<b>2,423,639</b>	<b>190,592</b>	<b>34,497</b>	<b>1,503,382</b>	<b>2,701,706</b>	<b>17,116,113</b>	<b>396,096</b>	<b>2,497,703</b>	<b>17,133,497</b>
<b>Net position at September 30</b>	<b>\$ (19,835,780)</b>	<b>\$ 3,033,523</b>	<b>\$ 583,472</b>	<b>\$ 2,507,220</b>	<b>\$ 148,615</b>	<b>\$ 20,013</b>	<b>\$ 848,997</b>	<b>\$ 3,335,660</b>	<b>\$ 24,128,968</b>	<b>\$ 403,899</b>	<b>\$ 2,004,715</b>	<b>\$ 17,179,302</b>



**St. Louis Community College**  
**Statement of Net Position**  
**September 30, 2018**

<b>Fiscal Year 2019</b>												
	<b>General Operating Fund</b>	<b>Technology Fee</b>	<b>College &amp; Student Activities</b>	<b>Public Safety, Ped &amp; Traffic Access</b>	<b>Rental of Facilities</b>	<b>Restricted Funds</b>	<b>Student Financial Aid</b>	<b>Auxiliary Enterprise Fund</b>	<b>Capital Fund</b>	<b>Agency</b>	<b>Self-Funded Insurance</b>	<b>Total</b>
<b>Assets</b>												
Cash	\$ 11,026,316	\$ 2,262,411	\$ 545,996	\$ 2,489,742	\$ 220,993	\$ (306,609)	\$ (11,631,460)	\$ 1,722,712	\$ 23,875,089	\$ 418,794	\$ 3,954,304	\$ 34,578,288
Funds on Deposit with Trustee									35,727,151			35,727,151
Investments	65,613,836										-	65,613,836
Accounts Receivable	(6,519,678)				8,045	1,888,594	314,138	107,844	11,988,321		1,067	7,788,330
Inventories								1,481,735				1,481,735
Prepaid Expenses	1,836,169	390,264		-				813	222,768	10,056		2,460,070
Construction in Progress												-
Net Pension Asset												-
Deferred Outflows of Resources	54,780,759											54,780,759
Capital Assets, net												-
<b>Total Assets</b>	<b>126,737,402</b>	<b>2,652,675</b>	<b>545,996</b>	<b>2,489,742</b>	<b>229,038</b>	<b>1,581,985</b>	<b>(11,317,323)</b>	<b>3,313,105</b>	<b>71,813,328</b>	<b>428,850</b>	<b>3,955,370</b>	<b>202,430,169</b>
<b>Liabilities</b>												
Accounts Payable	1,959,349		4,798	-	3,733	258,659	(12,164,902)	(165,363)	235,591	6,628	-	(9,861,508)
Accrued Liabilities	4,620,457	59,620				219,074	(39,667)	115,509			914,000	5,888,992
Accrued Wages Payable	5,067,449											5,067,449
Deferred Revenue	176,217	-	-	-		1,069,344		4,684			-	1,250,245
Deferred Inflows of Resources	32,545,373											32,545,373
Bonds Payable									55,233,803			55,233,803
Accrued Pension & OPEB Liabilities	104,585,778											104,585,778
<b>Total Liabilities</b>	<b>148,954,622</b>	<b>59,620</b>	<b>4,798</b>	<b>-</b>	<b>3,733</b>	<b>1,547,076</b>	<b>(12,204,569)</b>	<b>(45,169)</b>	<b>55,469,394</b>	<b>6,628</b>	<b>914,000</b>	<b>194,710,131</b>
<b>Expenses</b>	<b>29,041,345</b>	<b>642,091</b>	<b>46,701</b>	<b>8,690</b>	<b>5,008</b>	<b>1,385,212</b>	<b>12,367,245</b>	<b>3,252,920</b>	<b>4,886,093</b>	<b>50,116</b>	<b>4,463,286</b>	<b>56,148,707</b>
<b>Revenues</b>	<b>30,794,114</b>	<b>1,891,907</b>	<b>518,556</b>	<b>432,130</b>	<b>41,414</b>	<b>1,383,486</b>	<b>10,745,214</b>	<b>3,385,511</b>	<b>658,946</b>	<b>9,969</b>	<b>5,303,640</b>	<b>55,164,887</b>
<b>Transfers Out (In)</b>	<b>5,395,618</b>	<b>1,190,759</b>	<b>263,390</b>	<b>289,183</b>	<b>58,274</b>	<b>-</b>	<b>(877,235)</b>	<b>297,400</b>	<b>(6,553,998)</b>	<b>(63,390)</b>	<b>-</b>	<b>0</b>
<b>Net position at July 1</b>	<b>(18,574,371)</b>	<b>2,533,999</b>	<b>332,734</b>	<b>2,355,487</b>	<b>247,173</b>	<b>36,634</b>	<b>1,632,043</b>	<b>3,523,083</b>	<b>14,017,083</b>	<b>398,979</b>	<b>2,201,016</b>	<b>8,703,858</b>
<b>Net position at September 30</b>	<b>\$ (22,217,220)</b>	<b>\$ 2,593,055</b>	<b>541,199</b>	<b>2,489,743</b>	<b>225,305</b>	<b>\$ 34,909</b>	<b>887,247</b>	<b>\$ 3,358,274</b>	<b>16,343,934</b>	<b>422,222</b>	<b>\$ 3,041,370</b>	<b>\$ 7,720,038</b>

## Cash and Investments Overview

### Cash and Investments

	<u>Par Value</u>	<u>Book Value</u>
Investments as of 9/30/2019		
U.S. Treasuries	\$12,300,000	\$12,304,529
U.S. Agencies	50,910,529	50,886,030
Certificates of Deposit	9,586,000	9,580,991
Commercial Paper	12,000,000	11,950,702
Total Investment	<u>\$84,796,529</u>	<u>\$84,722,252</u>
Cash	<u>22,254,656</u>	<u>22,254,656</u>
Total Cash and Investments	<u>\$107,051,185</u>	<u>\$106,976,908</u>

Attachment A is the listing of new investment purchases during the period for ratification.  
Attachment B is the September 30th investment holding detail.  
Questions may be directed to Scott Cazadd, Bursar.

# Attachment A

## Ratification of Investments Executed During the Months of July - September 2019

### Investments

Fund	Purchase Date	Type of Investment	Par Value	Cost of Investment	Maturity Date	Investment Yield
MUFG Bank LTD/NY	7/17/2019	Comm. Paper	2,000,000.00	1,978,141.67	1/16/2020	2.174%
Wellesley Bank	7/19/2019	CD	25,000.00	250,000.00	1/19/2021	2.000%
US Treasury	7/31/2019	US Treasury	800,000.00	804,843.75	7/31/2020	2.625%
Federal Farm Credit Bank	8/13/2019	Agency	1,000,000.00	998,630.00	10/3/2019	1.170%
Freedom Bank of Virginia	8/14/2019	CD	245,000.00	245,000.00	10/14/2021	2.000%
Freddie MAC	8/14/2019	CD	1,000,000.00	1,000,000.00	8/14/2024	2.000%
Federal Farm Credit Bank	8/19/2019	Agency	1,000,000.00	1,000,000.00	2/19/2021	1.950%
Federal Farm Credit Bank	8/19/2019	Agency	1,000,000.00	1,000,000.00	8/19/2021	1.890%
Freddie MAC	8/20/2019	Agency	430,000.00	430,000.00	8/19/2021	2.050%
Federal Home Loan Bank	8/15/2019	Agency	400,000.00	398,800.00	9/18/2020	1.600%
CIT Bank	8/23/2019	CD	245,000.00	245,000.00	8/23/2022	1.950%
Federal Home Loan Bank	8/29/2019	Agency	1,000,000.00	999,700.00	8/26/2022	2.350%
Federal Home Loan Mtg Corp	9/4/2019	Agency	1,500,000.00	1,499,400.00	9/3/2021	2.000%
Credit Agricole CIB NY C/P	9/11/2019	Comm. Paper	2,000,000.00	1,979,946.67	3/17/2020	1.939%
Federal Home Loan Bank	9/12/2019	Agency	750,000.00	750,877.50	11/26/2021	2.610%
Federal Home Loan Bank	9/12/2019	Agency	1,000,000.00	999,780.00	10/26/2020	1.800%
Federal Home Loan Bank	9/13/2019	Agency	1,000,000.00	1,000,000.00	3/13/2024	2.100%
Federal Home Loan Mtg Corp	9/18/2019	Agency	500,000.00	499,825.00	9/13/2021	2.070%
Ally Bank	9/19/2019	CD	245,000.00	245,000.00	9/20/2021	1.800%
USAlliance Fed. Credit Union	9/30/2019	CD	245,000.00	245,000.00	9/30/2022	1.950%

\* A repurchase agreement is the sale of a security (such as a Treasury bill or Treasury bond) to the college by the college's bank, UMB, with an agreement to buy it back at a later date at a price greater than the original sale price. The difference in the purchase and sale price represents our income on the investment. For example, at the end of each day, the balance of funds in our bank account is used to purchase U.S. Securities from UMB with an agreement that the bank will buy them back the following morning for the amount paid plus interest. Our interest for July was approximately .20% per annum.

# St Louis Community College

## St Louis, Missouri

UMB Bank, n.a.

Security Listing by Book Yield

September 2019

#	Security Description	Current Par Amount	Coupon	Taxable Equivalent Yield	Market Yield	Avg Life/ Maturity	Gain/ Loss	Issue Date	Call Date
1	HSBC BANK USA NA CD	245,000	3.000	3.000	2.997	10/17/2023	0	10/17/2018	04/17/2020
2	JP MORGAN CHASE BANK NA CD	245,000	3.000	3.000	2.985	1/18/2022	0	01/18/2019	01/18/2020
3	FIRST NATL BK OF AMERICA CD	245,000	2.950	2.950	2.948	12/14/2020	0	12/14/2018	
4	FIRSTBANK PUERTO RICO CD	245,000	2.950	2.950	2.950	9/28/2020	0	12/28/2018	
5	KEESLER FEDERAL CR UNION /CD	245,000	2.950	2.950	2.949	2/26/2021	0	02/28/2019	
6	CITIBANK NA CD	245,000	2.900	2.900	2.879	6/19/2020	0	12/19/2018	12/19/2019
7	SILVERGATE BANK CD	245,000	2.850	2.850	2.817	4/17/2023	0	04/15/2019	10/15/2019
8	SALLIE MAE BANK/SALT LKE CD	249,000	2.800	2.800	2.799	4/19/2021	0	04/18/2018	
9	BANK OF AMERICA NA CD	245,000	2.750	2.750	2.748	8/17/2020	0	08/15/2018	
10	FEDERAL NATL MORTGAGE ASSN	760,000	1.350	2.749	1.967	10/28/2019	426	04/28/2016	
11	FEDERAL HOME LOAN BANKS	350,000	1.230	2.718	1.802	7/14/2020	2,462	07/14/2016	10/07/2019
12	FEDERAL FARM CREDIT BANKS	1,000,000	2.700	2.700	2.033	11/5/2019	630	11/05/2018	
13	ORIENTAL BANK CD	245,000	2.650	2.650	2.650	3/18/2021	0	03/18/2019	
14	FEDERAL FARM CREDIT BANKS	1,000,000	1.360	2.618	1.821	10/28/2019	577	10/28/2015	10/07/2019
15	CAPITAL ONE BANK USA NA CD	247,000	2.000	2.603	2.000	11/23/2021	3,082	11/23/2016	
16	FEDERAL HOME LOAN BANKS	750,000	3.150	2.603	1.842	10/29/2021	494	10/29/2018	10/29/2019
17	FEDERAL HOME LOAN BANKS	1,000,000	2.600	2.600	1.831	11/26/2021	3,170	02/26/2019	02/26/2020
18	FEDERAL FARM CREDIT BANKS	475,000	1.550	2.581	2.016	5/8/2020	1,581	05/08/2017	
19	FEDERAL FARM CREDIT BANKS	1,500,000	2.125	2.577	1.840	10/11/2019	307	10/11/2013	
20	U.S. TREASURY NOTES	2,000,000	3.625	2.560	1.958	2/15/2020	4,498	02/15/2010	
21	U.S. TREASURY NOTES	1,000,000	1.875	2.556	1.929	12/31/2019	1,516	12/31/2017	
22	STIFEL BANK & TRUST CD	245,000	2.550	2.550	2.550	3/30/2020	0	03/29/2018	
23	FEDERAL HOME LOAN BANKS	73,529	1.370	2.536	1.757	10/24/2019	35	10/24/2012	10/07/2019
24	U.S. TREASURY NOTES	2,000,000	1.375	2.529	0.070	9/30/2019	-139	09/30/2017	
25	FEDERAL FARM CREDIT BANKS	1,850,000	1.450	2.521	1.973	3/20/2020	4,653	09/20/2017	

#	Security Description	Current Par Amount	Coupon	Taxable Equivalent Yield	Market Yield	Avg Life/ Maturity	Gain/ Loss	Issue Date	Call Date
26	FEDERAL NATL MORTGAGE ASSN	300,000	1.330	2.511	2.066	10/24/2019	76	10/24/2012	
27	PRIVATEBANK & TRUST CO CD	245,000	1.800	2.504	1.795	1/30/2020	560	01/30/2015	
28	ENVISION CREDIT UNION /CD	250,000	2.500	2.500	2.497	6/7/2021	0	06/07/2019	06/07/2020
29	STATE BANK OF INDIA CD	245,000	2.500	2.500	2.498	3/20/2020	0	03/21/2018	
30	SOMERSET TRUST CO CD	250,000	1.600	2.498	1.599	4/29/2020	1,290	04/29/2015	
31	U.S. TREASURY NOTES	2,000,000	1.500	2.452	1.960	11/30/2019	1,521	11/30/2014	
32	WEX BANK /CD	245,000	2.450	2.450	2.449	5/3/2021	0	05/03/2019	
33	FEDERAL HOME LOAN BANKS	2,000,000	2.500	2.447	2.345	10/9/2020	197	04/09/2019	10/09/2019
34	FEDERAL NATL MORTGAGE ASSN	1,400,000	1.750	2.445	1.939	11/26/2019	1,041	11/07/2014	
35	U.S. TREASURY NOTES	2,000,000	1.500	2.406	1.857	4/15/2020	5,782	04/15/2017	
36	U.S. TREASURY NOTES	500,000	1.500	2.401	1.960	11/30/2019	339	11/30/2014	
37	GOLDMAN SACHS BANK USA CD	245,000	2.400	2.400	2.400	4/26/2022	0	04/26/2017	
38	CAPITAL ONE NA	250,000	2.350	2.350	2.350	11/1/2022	0	11/01/2017	
39	EXXON MOBIL CORP C/P	2,000,000	2.350	2.350	0.070	9/30/2019	0	06/06/2019	
40	FIRST FOUNDATION BANK	250,000	2.350	2.350	2.344	2/18/2020	0	04/18/2019	
41	FLAGSTAR BANK FSB CD	245,000	2.350	2.350	2.349	12/28/2021	0	06/28/2019	
42	FEDERAL HOME LOAN BANKS	2,000,000	2.520	2.324	2.317	10/9/2020	213	04/09/2019	10/09/2019
43	IBM CORP C/P	2,000,000	2.310	2.310	4.598	11/18/2019	0	05/13/2019	
44	MORGAN STANLEY PVT BANK CD	245,000	2.300	2.300	2.278	10/28/2019	0	04/26/2018	
45	FEDERAL HOME LOAN MTG STEP-UP	2,000,000	2.250	2.250	2.250	6/27/2024	-40	06/27/2019	12/27/2019
46	MEDALLION BANK UTAH CD	245,000	2.250	2.250	2.249	2/15/2022	0	02/15/2017	
47	MUFG BANK LTD NY C/P	2,000,000	2.220	2.220	4.424	11/21/2019	0	06/24/2019	
48	ENERBANK USA CD	245,000	2.200	2.200	2.199	6/28/2021	0	06/27/2019	
49	SYNCHRONY BANK CD	245,000	2.200	2.200	2.199	11/20/2020	0	11/20/2015	
-----Your Portfolio Average Yield Break Point*-----									
50	FEDERAL FARM CREDIT BANKS	1,000,000	1.600	2.180	2.050	4/6/2020	646	04/06/2017	
51	NATIXIS NY BRANCH C/P	2,000,000	2.169	2.169	4.324	11/21/2019	0	06/18/2019	
52	FEDERAL FARM CREDIT BANKS	1,000,000	1.170	2.163	1.163	10/3/2019	55	10/03/2016	
53	MUFG BANK LTD/NY C/P	2,000,000	2.150	2.150	4.336	1/16/2020	0	07/16/2019	
54	FEDERAL HOME LOAN DIS NTS	2,000,000	2.130	2.130	3.980	10/4/2019	-58	10/04/2018	
55	FEDERAL FARM CREDIT BANKS	1,000,000	2.600	2.122	1.979	4/24/2020	803	01/24/2019	
56	COMENITY CAPITAL BANK CD	245,000	2.100	2.100	2.084	11/18/2019	0	11/17/2014	
57	FEDERAL HOME LOAN BANKS	1,000,000	2.100	2.100	1.821	12/29/2020	670	12/29/2017	12/29/2019
58	FEDERAL HOME LOAN BANKS	1,000,000	2.100	2.100	2.090	3/13/2024	50	09/13/2019	03/13/2020
59	MORGAN STANLEY BANK NA CD	245,000	2.100	2.100	2.089	12/30/2019	0	12/28/2017	
60	STATE BANK INDIA CD	245,000	2.100	2.100	2.087	12/16/2019	0	12/15/2015	
61	FEDERAL HOME LOAN MTG CORP MTN	500,000	2.070	2.088	2.079	9/13/2021	87	09/13/2019	12/13/2019
62	FEDERAL HOME LOAN MTG CORP	1,000,000	2.000	2.073	2.026	7/30/2021	833	10/30/2017	10/30/2019
63	FEDERAL NATL MORTGAGE ASSN	1,000,000	1.900	2.054	2.026	10/27/2020	286	04/27/2017	10/27/2019
64	FEDERAL FARM CREDIT BANKS	750,000	2.840	2.051	2.014	9/17/2020	280	09/17/2013	

#	Security Description	Current Par Amount	Coupon	Taxable Equivalent Yield	Market Yield	Avg Life/ Maturity	Gain/ Loss	Issue Date	Call Date
65	FEDERAL HOME LOAN MTG CORP	430,000	2.050	2.050	2.068	8/19/2021	-146	08/19/2019	11/19/2019
66	FEDERAL HOME LOAN BANKS	750,000	2.610	2.037	2.217	11/26/2021	-188	05/29/2019	11/26/2019
67	FEDERAL HOME LOAN BANKS	2,000,000	2.375	2.034	1.944	5/28/2020	1,163	05/28/2019	
68	FEDERAL HOME LOAN BANKS	1,000,000	1.750	2.021	1.911	6/12/2020	747	06/03/2013	
69	FEDERAL HOME LOAN MTG CORP	1,500,000	2.000	2.021	2.020	9/3/2021	-7	09/04/2019	12/03/2019
70	FEDERAL HOME LOAN BANKS	1,000,000	2.000	2.010	2.041	8/26/2022	-879	08/28/2019	02/26/2020
71	U.S. TREASURY N/B	800,000	2.625	2.010	1.860	7/31/2020	997	07/31/2018	
72	FEDERAL HOME LOAN BANK	1,000,000	2.000	2.000	2.027	9/27/2022	-770	09/27/2017	12/27/2019
73	FEDERAL HOME LOAN BANK STEP-UP	1,000,000	2.000	2.000	1.890	9/28/2020	250	09/28/2017	12/28/2019
74	FED AGRICULTURAL MTG CORP	1,000,000	2.000	2.000	1.948	1/17/2020	130	01/17/2018	
75	FEDERAL HOME LOAN MTG CORP MTN	1,000,000	2.000	2.000	2.052	8/14/2024	-2,390	08/14/2019	11/14/2019
76	FED HOME LOAN MTG CORP STEP-UP	1,000,000	2.000	2.000	1.724	5/28/2020	440	05/27/2016	11/28/2019
77	FREEDOM BANK OF VIRGINIA /CD	245,000	2.000	2.000	1.997	10/14/2021	0	08/14/2019	02/14/2020
78	WELLESLEY BANK CD	250,000	2.000	2.000	1.999	1/19/2021	0	07/19/2019	
79	US TREASURY N/B	2,000,000	2.500	1.975	1.866	6/30/2020	1,631	06/30/2018	
80	FEDERAL HOME LOAN MTG CORP	2,000,000	1.750	1.955	1.816	9/29/2020	2,713	09/29/2017	12/29/2019
81	FEDERAL NATL MORTGAGE ASSN	750,000	1.500	1.953	1.892	10/22/2020	463	10/22/2012	
82	CIT BANK NA CD	245,000	1.950	1.950	1.950	8/23/2022	0	08/23/2019	
83	FEDERAL FARM CREDIT BANKS	1,000,000	1.950	1.950	2.019	2/19/2021	-950	08/19/2019	11/19/2019
84	USALLIANCE FED CR UNION CD	245,000	1.950	1.950	1.950	9/30/2022	0	09/30/2019	
85	CREDIT AGRICOLE CIB NY C/P	2,000,000	1.920	1.920	3.882	3/17/2020	0	09/11/2019	
86	FEDERAL FARM CREDIT BANKS	1,000,000	1.890	1.890	1.982	8/19/2021	-1,700	08/19/2019	02/19/2020
87	FEDERAL HOME LOAN BANK	400,000	1.600	1.879	1.845	9/18/2020	125	09/18/2017	10/07/2019
88	FEDERAL HOME LOAN BANKS	1,000,000	1.800	1.820	2.003	10/26/2020	-1,940	04/26/2017	
89	ALLY BANK CD	245,000	1.800	1.800	1.800	9/20/2021	0	09/19/2019	
90	FEDERAL HOME LOAN MTG STEP-UP	1,000,000	1.750	1.750	1.758	6/30/2021	-150	06/30/2016	12/30/2019
91	FIRST CENTURY TAZEWELL CD	245,000	1.750	1.750	1.749	8/10/2020	0	02/10/2017	
92	FEDERAL NATL MORTGAGE ASSN	2,372,000	1.700	1.700	1.828	1/27/2020	-1,020	01/27/2017	10/27/2019
93	BMW BANK NORTH AMERICA CD	245,000	1.650	1.650	1.649	3/10/2020	0	03/10/2017	
94	MERRICK BANK CD	245,000	1.650	1.650	1.637	10/11/2019	0	10/11/2017	
95	CAPITAL BANK LITTLE ROCK CD	245,000	1.500	1.500	1.492	11/15/2019	0	02/17/2017	
96	LAKESIDE BANK CD	245,000	1.500	1.500	1.496	1/29/2020	0	01/29/2016	
97	FEDERAL FARM CREDIT BANKS	1,000,000	1.180	1.490	2.027	11/26/2019	-848	11/26/2012	
98	FEDERAL NATL MORTGAGE ASSN	2,000,000	1.400	1.400	1.990	10/28/2019	-920	04/28/2016	
99	CENTENNIAL BK CONWAY CD	245,000	1.300	1.349	1.299	5/20/2020	76	05/20/2016	
		<b>84,796,529</b>	<b>2.053</b>	<b>2.190</b>	<b>2.395</b>		<b>34,749</b>		

\* Portfolio Average Yield Break Point - Securities above this line have yields higher than the average yield of the portfolio and securities below this line have yields below the average yield of the portfolio.

#### Summary of bonds beneath the

Portfolio average yield

**46,687,000**    **1.964**    **1.956**    **2.295**

**478**

## *Academic Affairs*

Recommended Board approval of 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 **Tab K** 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.

### **Contracts and Agreements**

**\*All contracts will be reviewed by Legal as to legal form prior to execution.**

### **Clinical Agreements**

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

<b>Participant</b>	<b>Program</b>	<b>Effective Date</b>
West Overland Fire Protection District	Emergency Medical Services	10/07/19
Creason Funeral Home	Funeral Services	10/02/19
Esse Health	Clinical Laboratory Technology	09/01/19
Comprehensive Home Care	Occupational Therapy Assistant	10/16/19
Family Care Health Centers-Carondelet	Medical Assistant	10/01/19
John L Ziegenhein & Sons Funeral Home	Funeral Services	09/26/19
Washington County Memorial Hospital	Occupational Therapy Assistant	09/26/19
Lutheran Senior Services	Certified Medication Technician	10/01/19

**Memorandum of Understanding between St. Louis Community College and Normandy Schools Collaborative**

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

**Memorandum of Understanding between St. Louis Community College and Meramec R-III School District**

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

**Memorandum of Understanding between St. Louis Community College and the International Association of Sheet Metal, Air, Rail and Transportation Workers (SMART) Local Union No. 36 Joint Apprenticeship Fund**

It is recommended that the Board of Trustees ratify a Memorandum of Understanding (MOU) between St. Louis Community College (STLCC) and the International Association of Sheet Metal, Air, Rail and Transportation Workers (SMART) Local Union No. 36 Joint Apprenticeship Fund. This MOU recognizes apprenticeship training as post-secondary education that prepares the current and future workforce in high-demand occupations. Individuals who are accepted into the Joint Apprenticeship Training Committee program may enroll at the college and earn college credit for their work. With the addition of fifteen (15) credit hours of general education coursework, the apprentice may earn an Associate in Applied Science in Skilled Trades Industrial Occupations Technology. STLCC will provide oversight of the program consistent with state and federal guidelines and accreditation standards.



## **Workforce Solutions Group**

Recommended Board approval of the following resolution regarding the ratification of direct pay agreements and 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 **Tab L** 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.

\*All contracts will be reviewed by Legal as to legal form prior to execution.

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

<b><u>Funding Source</u></b>	<b><u>Title of Program and/or Purpose</u></b>	<b><u>Campus</u></b>	<b><u>Date</u></b>	<b><u>Amount</u></b>
BJC Medical Group	Provide a Medical Assistant training program. <b>Manager: Hart Nelson</b>	Workforce Solutions Group	November 1, 2019 through September 30, 2020	\$63,000
GKN Aerospace	Cohort #2 of Composites Training. <b>Manager: Hart Nelson</b>	Workforce Solutions Group	October 11, 2019 through November 30, 2019	\$12,000
Henkel U.S. Operations Corporation	New Hire Assessment instrument administration and scoring. <b>Manager: Hart Nelson</b>	Workforce Solutions Group	October 9, 2019 through June 30, 2020	\$9,700
Huvepharma, Inc.	Provide training in Root Cause Analysis. <b>Manager: Hart Nelson</b>	Workforce Solutions Group	October 15, 2019 through June 30, 2020	\$7,300
KSDK	Provide leadership development training. <b>Manager: Hart Nelson</b>	Workforce Solutions Group	October 17, 2019 through December 30, 2019	\$3,000
Presence From Innovation, LLC	Provide training in Root Cause Analysis. <b>Manager: Hart Nelson</b>	Workforce Solutions Group	May 22, 2019 through June 30, 2020	\$8,500
SSM Health	Provide a Medical Assistant training program. <b>Manager: Hart Nelson</b>	Workforce Solutions Group	October 1, 2019 through April 30, 2020	\$63,000

## **Workforce Solutions Group**

SSM Health	Provide a Patient Care Technician training program.	Workforce Solutions Group	November 1, 2019 through January 30, 2020	\$38,400
	<b>Manager: Hart Nelson</b>			
Valley Industries	Provide seminar in Lean 101.	Workforce Solutions Group	September 23, 2019 through December 30, 2019	\$1,299
	<b>Manager: Hart Nelson</b>			

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

#### **Agreement between St. Louis Community College and GKN Aerospace St. Louis, LLC**

It is recommended that the Board of Trustees ratify a Customized Training agreement between St. Louis Community College Workforce Solutions Group and GKN Aerospace St. Louis, LLC for the 2019-2020 fiscal year.

#### **Agreement between St. Louis Community College and Alcami Corporation**

It is recommended that the Board of Trustees approve the funded amount of \$34,500 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Alcami Corporation.

#### **Agreement between St. Louis Community College and Bastian Robotics**

It is recommended that the Board of Trustees approve the funded amount of \$28,750 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Bastian Robotics.

#### **Agreement between St. Louis Community College and GSI-Engine Management Group**

It is recommended that the Board of Trustees approve the funded amount of \$17,250 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and GSI-Engine Management Group.

#### **Agreement between St. Louis Community College and Henkel US Operations Corporation**

It is recommended that the Board of Trustees approve the funded amount of \$46,000 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Henkel US Operations Corporation.

#### **Agreement between St. Louis Community College and IBM Corporation**

It is recommended that the Board of Trustees approve the funded amount of \$34,500 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and IBM Corporation.

#### **Agreement between St. Louis Community College and Mark Andy, Inc.**

It is recommended that the Board of Trustees approve the funded amount of \$46,000 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Mark Andy, Inc.

## ***Workforce Solutions Group***

### **Agreement between St. Louis Community College and Mercury Communications Contractors, LLC**

It is recommended that the Board of Trustees approve the funded amount of \$28,750 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Mercury Communications Contractors, LLC.

### **Agreement between St. Louis Community College and Packaging Concepts, Inc.**

It is recommended that the Board of Trustees approve the funded amount of \$34,500 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Packaging Concepts, Inc.

### **Agreement between St. Louis Community College and Rawlings Sporting Goods Company**

It is recommended that the Board of Trustees approve the funded amount of \$46,000 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Rawlings Sporting Goods Company.

### **Agreement between St. Louis Community College and Roeslein and Associates, Inc.**

It is recommended that the Board of Trustees approve the funded amount of \$46,000 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Roeslein and Associates, Inc.

### **Agreement between St. Louis Community College and TriRinse, Inc.**

It is recommended that the Board of Trustees approve the funded amount of \$34,500 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and TriRinse, Inc.

### **Agreement between St. Louis Community College and Watlow Electric Manufacturing Company**

It is recommended that the Board of Trustees approve the funded amount of \$57,500 for the 2019-2020 fiscal year for a Customized Training agreement between St. Louis Community College Workforce Solutions Group and Watlow Electric Manufacturing Company.

### **Agreement between St. Louis Community College and CODA Martial Arts**

It is recommended that the Board of Trustees ratify a Memorandum of Agreement between St. Louis Community College and CODA Martial Arts for the proposed expenditure of \$20,000 for Continuing Education classes for the time period of August 1, 2019 through December 31, 2020.

### **Agreement between St. Louis Community College and Premier Martial Arts (Adult Classes)**

It is recommended that the Board of Trustees ratify a Memorandum of Agreement between St. Louis Community College and Premier Martial Arts for the proposed expenditure of \$17,000 for adult Continuing Education classes for the time period of August 1, 2019 through December 31, 2020.

### **Agreement between St. Louis Community College and Premier Martial Arts (Kids Classes)**

It is recommended that the Board of Trustees ratify a Memorandum of Agreement Youth Classes between St. Louis Community College and Premier Martial Arts for the proposed expenditure of \$17,000 for kids Continuing Education classes for the time period of August 1, 2019 through December 31, 2020.

## ***Workforce Solutions Group***

### **Agreement between St. Louis Community College and Shark Fitness**

It is recommended that the Board of Trustees ratify a Memorandum of Agreement between St. Louis Community College and Shark Fitness for the proposed expenditure of \$150,000 for Continuing Education classes for the time period of August 1, 2019 through December 31, 2020.

### **Agreement between St. Louis Community College and Vitality Ballet**

It is recommended that the Board of Trustees ratify a Memorandum of Agreement between St. Louis Community College and Vitality Ballet for the proposed expenditure of \$20,000 for Continuing Education classes for the time period of August 1, 2019 through December 31, 2020.

### **Agreement between St. Louis Community College and Xtreme Krav Maga (Adult Classes)**

It is recommended that the Board of Trustees ratify a Memorandum of Agreement between St. Louis Community College and Xtreme Krav Maga for the proposed expenditure of \$30,000 for adult Continuing Education classes for the time period of August 1, 2019 through December 31, 2020.

### **Agreement between St. Louis Community College and Xtreme Krav Maga (Kids Classes)**

It is recommended that the Board of Trustees ratify a Memorandum of Agreement Youth Classes between St. Louis Community College and Xtreme Krav Maga for the proposed expenditure of \$30,000 for kids Continuing Education classes for the time period of August 1, 2019 through December 31, 2020.

### **Agreement between St. Louis Community College and Z Total Body**

It is recommended that the Board of Trustees ratify a Memorandum of Agreement between St. Louis Community College and Z Total Body for the proposed expenditure of \$10,000 for Continuing Education classes for the time period of August 1, 2019 through December 31, 2020.

## *Institutional Development*

### Acceptance of External Funds

Recommended approval 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 **Tab M**; 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.

<u>AGENCY</u>	<u>AMOUNT</u>	<u>PURPOSE</u>	<u>FUND</u>
<b>U.S. Environmental Protection Agency</b>	\$ 200,000	St. Louis Community College will receive funds through the Environmental Workforce Development and Job Training grant to train 72 students and place at least 51 graduates in good paying jobs. The program provides area employers with a skilled pool of certified hazardous materials removal workers who can contribute significantly to the St. Louis area's extensive efforts to clean up neglected parts of the community and assist with the deconstruction and demolition of abandoned buildings. STLCC will continue to work with Saint Louis University to deliver this training.  <b>Project Period:</b> proposed dates were October 2019 through September 2022, final timeline TBD. <b>Project Contact:</b> Rene Dulle	Restricted