# MINUTES OF REGULAR MEETING
# BOARD OF TRUSTEES
# ST. LOUIS COMMUNITY COLLEGE
# THURSDAY, MARCH 24, 2015

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, March 24, 2015, at the Forest Park Campus, 5600 Oakland Ave., St. Louis, MO, pursuant to notice and in accordance with R.S. MO 610.020 as amended.

## 1.    Call to Order/Roll Call

Dr. Craig Larson, Chair, called the meeting to order at 7:17 p.m.  The following members of the Board of Trustees were present:  Dr. Craig Larson, Chair; Ms. Hattie Jackson, Vice-Chair; Mr. Theodis Brown Sr., Trustee; Ms. Libby Fitzgerald, Trustee; Dr. Doris Graham, Trustee, and Ms. Joan McGivney, Trustee.

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

## 2.    Welcome to Guests

Dr. Larson welcomed Dr. Jeff Pittman and his family to St. Louis Community College.

## 3.    Citizens Desiring to Address the Board Regarding Agenda Items

None.

## 4.    Adoption of Agenda/Revisions to Agenda

On motion by Ms. Fitzgerald and seconded by Ms. Jackson, the Board adopted the agenda by a vote of 5 to 1, with Mr. Brown voting "No."

## 5.    Approval of the February 26, 2015 Regular Meeting Minutes

On motion by Dr. Graham and seconded by Ms. Fitzgerald , the Board, by a vote of 5 to 1, with Mr. Brown voting "No,"  approved the February 26, 2015 regular meeting minutes as written.

6.      Approval of Resolution Re April 23, 2015 Executive Session of the
        Board of Trustees

On motion by Ms. Jackson, and seconded by Ms. Fitzgerald, the Board approved,
by a roll-call vote of 5to 1, with Trustee Brown voting "No," the resolution
scheduling an executive session on April 23, 2015, all as more fully set forth in
Exhibit A attached hereto and by this reference incorporated herein.

7.      Recognition of Student, Staff and Trustee Accomplishments

Claudia Perry of Public Information and Marketing read statements of
congratulations for students and staff on their recent awards and accomplishments.

8.      Information Items

        • Jerry Smith of Campus Works provided an update and answered
          questions from the Board.
        • Ms. Kelli Burns of Institutional Research addressed the Board
          regarding Fall to Spring retention trends and answered questions from
          the Board.

9.      Approval of  Revised Board Policies H.20.1 Fees and Fines and H.20.2 College
        Activity Fee

On motion by Ms. McGivney and seconded by Dr. Graham, the Board, by a vote of
5 to 1, with Mr. Brown voting "No," approved revised Board Policies H.20.1 Fees
and Fines and H.20.2 College Activity Fee, all as more fully set forth in Exhibit A
attached hereto and by this reference incorporated herein.

10.     Approval of Trustee Travel to MCCA and ACCT Conferences

On motion by Ms. Fitzgerald and seconded by Dr. Graham, the Board, by a vote of 5
to 1, with Mr. Brown abstaining, approved trustee travel to the Spring MCCA and
Fall ACCT Conferences.

11.     Approval of Consent Items
        Consent items are approved by a single motion and vote unless otherwise
        noted below.

11.1    Consent Item Motion and Vote

On Motion by Ms. Fitzgerald and seconded by Ms. McGivney, the Board, by vote of 5-1, with Mr. Brown voting "No," approved the consent agenda items.

11.2  ACADEMIC AND STUDENT AFFAIRS

Approval of Program Recommendations and Revisions

The Board, by consent, approved the following Resolution:

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

11.3    HUMAN RESOURCES

Human Resource Recommendations

The Board, by consent, approved the following resolution regarding human resource recommendations:

RESOLVED, that the Board hereby ratifies and/or approves personnel actions for certificated, physical plant and classified staff in accordance with established policies of the District, all as more fully set forth in Exhibit C attached to these minutes and by this reference incorporated herein; and

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

11.4    BID AWARDS

Acceptance of Bids/Ratification of Contracts

The Board, by consent, approved the following resolution:

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

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

## 11.5 FINANCE

No items this month. Financial reports will appear on a quarterly basis, in November, February, May and August.

## 11.6 CONTRACTS AND/OR AGREEMENTS

Contracts and/or Agreements

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

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

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

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

## 11.7 ACCEPTANCE OF EXTERNAL FUNDS

Acceptance of External Funds

4

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

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

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

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

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

## 11.8   INSURANCE

No Items.

## 12.   COMMUNICATIONS

### 12.1   Chancellor's Report

Dr. Michaelis gave the following report:

He welcomed Dr. Pittman and his family, indicating that Dr. Pittman would be attending the RC 2020 Spring meeting with him.  He said it is a wonderful opportunity for Dr. Pittman to meet the presidents and chancellors of that organization.

Dr. Michaelis said he and Dr. Larson, Brad Bankhead, Pam McIntyre, Kim Fitzgerald and others recently met with representatives of the Parkway School District to discuss opportunities for partnerships and collaboration.  The next visit will be with the Riverview Gardens District.

Dr. Michaelis then said that Rob Dixon, the new Executive Director of the Missouri Community College Association, visited STLCC and was able to attend a Leadership Team meeting and visit all four campuses.

In conclusion, he thanked Trustees Jackson and Graham for attending the Urban League's annual dinner on March 16th. He said STLCC is working with the Urban League to co-sponsor the State of the St. Louis Workforce.

### 12.2 Board Chair's Report

Dr. Larson gave the following report:

Earlier this month we saw the culmination of seven months of hard work and dedication on the part of many people, when the Board announced that Dr. Jeff Pittman, statewide vice president of corporate college services and online education at Ivy Tech Community College of Indiana, had been offered the position of chancellor, effective July 1.

The Chancellor Search Committee and the Board of Trustees were impressed with Dr. Pittman's extensive background in community colleges, including previous service as a multi-campus chancellor in Indiana. Because of his experience, Dr. Pittman understands the opportunities, as well as the complexities and challenges, facing community colleges and higher education today.

I want to publically thank the Chancellor Search Screening Committee and the faculty and staff who participated in the forums, for the time spent selecting our next chancellor. All input was considered and was valuable in making the decision.

I want to specifically thank by fellow Board members for the collaborative leadership you provided for this process:

- We started last summer meeting to define what characteristices we wanted in a new Chancellor and what process we wanted to use for the Chancellor Search.

- We decided to hire a search firm and then met to evaluate four proposals and agreed to select Goldhill Associates.

- We then put out applications for the Search Committee and met to agree on the co-chairs and members of the Search Committee, which included two Board members.

- We helped orient the Search Committee and voted on the Chancellor Profile the search committee developed.

- We allowed the Search Committee to vet the 31 eventual applications, interview those of interest to them, and to select our four finalists.

- Finally, over one week the Board held a set of five meetings to interview each of the finalists, to review input from the forums held on each campus, and to work together to select our new Chancellor.

I share this detail because I believe the Board, strongly influenced by our Interim Chancellor, Dr. Michaelis, has learned to work together and to design and then trust processes to achieve important results. As we look into the future, the Board will be called upon to work with Dr. Pittman to establish and follow additional processes needed to keep the college on a positive track. For example, we know Dr. Pittman wants to lead us through a strategic planning process sometime in his first year of service. Our ability to trust each other and work together is critical to the college's future.

In spite of problems with enrollment and completion—problems facing many community colleges in the state and nation, I honestly believe the best days of St. Louis Community College are ahead of us.

Under Dr. Pittman's leadership, and with the continued collaborative leadership of the Board, we will continue to serve our students as one of the area's greatest assets. Through careful planning and implementing needed improvements we will help more of our students succeed and achieve their goals, and, by expanding our partnerships with K-12 districts and more businesses, we will expand our reach to serve the many potential students who need STLCC but are not currently availing themselves of the opportunity to attend and improve their lives and the region's economy.

I am pleased to share that Dr. Pittman has hit the ground running, transitioning into his new position at the college, while winding down his career in Indiana. His enthusiasm and willingness to learn about St. Louis Community College are wonderful signs of his future success. We are glad he and his family could be with us this evening.

On another and final note, I want to thank everyone who braved the snowy weather and participated in The STLCC Foundation's 7th Annual "Falling in Love in Five Courses" event. Despite the weather, more than 250 guests enjoyed culinary delights prepared by Celebrity Chef Lidia Bastianich and her team, along with the Four Seasons Hotel chefs and students for STLCC's culinary arts program.

Between courses, guests heard from two students who shared their stories about how the College has helped put them on the right path to success.

The funds raised at the gala for student scholarships were matched by a generous challenge grant from Nationwide Insurance.

Proceeds from this event provide scholarships for deserving students who do not have the funds to attend community college.

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

None.

### 12.4 Board Member Comments

Trustee Brown stated that he would seek to vote to overturn Board Policy G 12.8 as unconstitutional.

Trustee Brown then reminded the Board of the September 15th deadline to reaffirm its policy on Conflict of Interest.

### 13. NEW BUSINESS

Trustee Brown asked the Board for support in posting code of ethics posters at all campus locations.

### 14. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Rebecca Garrison
Associate for Board Relations

**MEMORANDUM**

**TO:**      **Board of Trustees**

**FROM:**   **Dennis Michaelis**

**DATE:**   **March 24, 2015**

**SUBJECT:**   **Board Agenda Modifications**

| Section | Page | Item |
|---|---|---|
| 11.3 | 1 | Add:  Appointments / Full-time Administrative Professional Staff:  Chris Jones; CC; Senior Instructional Designer (Office for Distance Learning), PU11; 55,000.00; new position; effective 04/01/15 |
| 11.3 | 1 | Add:  Appointments/Full-time Administrative Professional Staff:  Jacquelyn Brown; Cc; Coordinator, Enrollment Communication and Applicant Tracking; PU09; $46,800; replacement; effective 04/01/15 |
| 11.3 | 2 | Add:  Retirement/Full-time Administrative Professional Staff: Donna Dare; CC; Vice Chancellor for Academic & Student Affairs; effective 06/30/15 |

**#6  Resolution Re April 23, 2015 Executive Session of the Board of Trustees**

The Board is requested to approve the following resolution:

RESOLVED, that the Board of Trustees, pursuant to R.S. Mo. Section 610.022 (as amended 2004), schedules the holding of a closed meeting, record and vote on April 23, 2015 at 6 p.m. at the Florissant Valley Campus, 3400 Pershall Rd., Ferguson, Missouri, in the Executive Board room, for the following reasons:

1) to discuss legal actions, causes of action or litigation involving St. Louis Community College and to hold any confidential or privileged communications with the attorney for the College (Section 610.021 [1]), and the lease, purchase or sale of real estate (Section 610.021 [2]);  and

2) to discuss action upon any personnel matters relating to the hiring, firing, disciplining or promotion of personnel, (Section 610.021 [3]); and

3) to discuss pending and future discussion and negotiations with employee groups of St. Louis Community College and the work product related thereto (Section 610.021 [10]);  and

4) to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, (Section 610.021 [8]); and

5) to hold confidential or privileged communications with the auditor, including all auditor work product (610.021 [17]), and

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

March 24, 2015
Board Agenda

**#9   Recommended Approval of Revised Board Policies H 20.1 <u>Fees and Fines</u> and H 20.2 <u>College Activity Fee</u>**

<u>**H20.1 Fees and Fines**</u> [R 3/11]

<u>Maintenance Fees</u> [R 3/11]

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.

   a.  The maintenance fees for resident* students of the St. Louis Community College District have been established by the Board at ~~$75 per credit hour in fall 2008, $79 per credit hour in fall 2011, $84 per credit hour in fall 2012, and $89 per credit hour in fall 2013~~ **$90 PER CREDIT HOUR IN FALL 2015**.
       *Resident students will be defined as set forth in Board Policy G.7.3, Residency Requirements.

   **b.**  Missouri Residents who are non-residents of the St. Louis Community College District - The maintenance fee has been established by the Board at ~~$115 per credit hour in fall 2008, $125 per credit hour in fall 2011, $130 per credit hour in fall 2012, and $135 per credit hour in fall 2013~~ **$136 PER CREDIT HOUR IN FALL 2015.**

   c.  Out-Of-State Students - The maintenance fee has been established by the Board at ~~$150 per credit hour in fall 2008, $170 per credit hour in fall 2011, $180 per credit hour in fall 2012, and $190 per credit hour in fall 2013~~ **$192 PER CREDIT HOUR IN FALL 2015**.

   d.  International Students - The maintenance fee has been established by the Board at ~~$160 per credit hour in fall 2008, $180 per credit hour in fall 2011, $190 per credit hour in fall 2012, and $200 per credit hour in fall 2013~~ **$202 PER CREDIT HOUR IN FALL 2015**.

   e.  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 50 percent reduction in maintenance and student activity 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.

f.  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.

g.  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.

h.  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 50 percent of the maintenance fee, the technology fee, the student activity fee, and other mandatory course fees.  Dual credit registration will be subject to the following conditions:

- Students must be enrolled juniors or seniors at the high school.

- Students must have obtained a minimum, overall grade point average of 3.0 (on a 4.0 scale) and meet the same admissions requirements to individual courses as the College's on-campus students.

- 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 cashier's office at the College.

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

### H20.2 College Activity Fee <sup>(R 3/11)</sup>
[BP H 20.13, AP G 13.1]

Each student will be assessed a fee of ~~$5~~ **$6** per credit hour or equivalent credit hour. ~~An amount of $200,000 of the fee will be designated as general revenue to support student athletics. Of the remaining funds, 24 percent of the College activity fee will be allocated to the Auxiliary Enterprises Fund for retirement of revenue bonds and maintenance of Student Centers, 56 percent for College activities, and 20 percent, for the support of public safety, pedestrian and traffic access and emergency loans.~~ **THE $6 PER CREDIT HOUR WILL BE ALLOCATED:**

- **$1 TO AUXILIARY ENTERPRISES FUND FOR THE RETIREMENT OF REVENUE BONDS AND MANTENANCE OF STUDENT CENTERS**

- **$2 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.**

◆**The college recommends that the Board approve the Hotel Management Certificate of Specialization program, approved and submitted by the District Curriculum Committee.**

**Program:**   **Hotel Management**
                        **Certificate of Specialization**
**Effective:**   **Fall 2015 pending CBHE approval**

**Impact Statement**
According to the St. Louis Convention and Visitors Commission, St. Louis hosts 21.4 million visitors each year, who spend $4.33 billion in the local economy on leisure, conventions, meetings and business travel.  In addition, 80,000 St. Louis-area residents are employed in the tourism industry, with $2.51 billion in earned wages generating $801 million in local, state, and federal taxes.  St. Louis travel and tourism ranks among the top 10 industries in St. Louis City and St. Louis County.

With multiple business categories including transportation, lodging, food service, and convention and event management, the door is open for good jobs for those individuals who are academically prepared for careers in the hospitality and tourism industries.

This new certificate is part of the recent revision to the Hospitality Studies program that was a result of industry research, consultant collaboration, and advisory committee input. This program is related to the existing Hospitality Studies programs that currently offer an AAS in Hospitality and Tourism, Culinary Arts, and Baking and Pastry Arts. The proposed change would be one of four components that relates to the four focus areas under the Hospitality and Tourism AAS degree option. This certificate would create one of four stackable certificates that could be attained before and/or during a student's completion of  the AAS degree that fulfills industry's need for teaching "the business of hospitality" with a concise emphasis in either hotel management, food and beverage management, event planning, or travel and tourism.

**◆The college recommends that the Board approve the Food and Beverage Certificate of Specialization program, approved and submitted by the District Curriculum Committee.**

**Program:**  **Food and Beverage**
           **Certificate of Specialization**
**Effective:**  **Fall 2015 pending CBHE approval**

**Impact Statement**
According to the St. Louis Convention and Visitors Commission, St. Louis hosts 21.4 million visitors each year, who spend $4.33 billion in the local economy on leisure, conventions, meetings and business travel.  In addition, 80,000 St. Louis-area residents are employed in the tourism industry, with $2.51 billion in earned wages generating $801 million in local, state, and federal taxes.  St. Louis travel and tourism ranks among the top 10 industries in St. Louis City and St. Louis County.

With multiple business categories including transportation, lodging, food service, and convention and event management, the door is open for good jobs for those individuals who are academically prepared for careers in the hospitality and tourism industries.

This new certificate is part of the recent revision to the Hospitality Studies program that was a result of industry research, consultant collaboration, and advisory committee input. This program is related to the existing Hospitality Studies programs that currently offer an AAS in Hospitality and Tourism, Culinary Arts, and Baking and Pastry Arts. The proposed change would be one of four components that relates to the four focus areas under the Hospitality and Tourism AAS degree option. This certificate would create one of four stackable certificates that could be attained before and/or during a student's completion of  the AAS degree that fulfills industry's need for teaching "the business of hospitality" with a concise emphasis in either hotel management, food and beverage management, event planning, or travel and tourism.

# HUMAN RESOURCES AGENDA SUMMARY

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

| NAME | CURRENT OR NEW EMPLOYEE | LOC | TITLE | RANGE | PAY RATE | COMMENTS | EFFECTIVE DATE |
|------|------|------|------|------|------|------|------|
| Boyle, Stacy | C | CC | Application Solutions Analyst | PU 12 | $59,467.00 | Replacement | 03/25/15 |
| Schnell, Steven | C | CO | Senior Project Associate II, temporary (Corporate Services) | PU 11 | $54,599.59 | WorkKeys Assessment grant | 03/25/15 |
| Rines, Leon | N | CO | Supervisor, Truck Driver Training, temporary | PN 10 | $65,000.00 | Mississippi River Consortium grant | 03/25/15 |
| Lang, Vincent | C | CO | Truck Driving Trainer, temporary | PU 09 | $50,000.00 | Mississippi River Consortium grant | 03/25/15 |
| Johnson, Diana | N | CC | Project Associate II, temporary (Career and Technical Education) | PU 08 | $41,422.32 | CP Transition and Retention grant | 04/06/15 |
| Jones, Chris | N | CC | Senior Instructional Designer (Office for Distance Learning) | PU 11 | $55,000.00 | New position | 04/01/15 |
| Brown, Jacquelyn | C | CC | Coordinator, Enrollment Communication & Applicant Tracking | PU 09 | $46,800.00 | Replacement | 04/01/15 |

REVISIONS TO PREVIOUSLY- APPROVED ITEMS

Board of Trustees approval on 02/26/15, page 1:

Appointments / Full-time Administrative / Professional Staff

Revise effective date for Bobby Collins from 03/02/15 to 03/09/15

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

| NAME | LOCATION | TITLE | COMMENTS | EFFECTIVE DATE |
|------|----------|-------|----------|----------------|
| Clayton, Sandra | MC | Supervisor, Math Lab | 10 years of service | 06/30/15 |
| Hogan, Betty | MC | Academic Advisor | 16 years of service | 06/30/15 |
| Thomas, Laura | FV | Academic Advisor | 30 years of service | 02/28/15 |
| Dare, Donna | CC | Vice Chancellor for Academic & Student Affairs | 10 years of service | 06/30/15 |

### RETIREMENTS / FULL-TIME CLASSIFIED STAFF

| NAME | LOCATION | TITLE | COMMENTS | EFFECTIVE DATE |
|------|----------|-------|----------|----------------|
| Lee, Karen | FP | College Police Officer | 25 years of service | 02/27/15 |

## RESIGNATIONS / FULL-TIME FACULTY

| NAME | LOCATION | TITLE | EFFECTIVE DATE |
|------|----------|-------|----------------|
| Snaric, Jay | MC | Associate Professor (Biological Science) | 06/30/15 |

## RESIGNATIONS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

| NAME | LOCATION | TITLE | EFFECTIVE DATE |
|------|----------|-------|----------------|
| Howell, Julie | FP | Project Associate I (VP, Academic Affairs Office) | 02/03/15 |

## RESIGNATIONS / FULL-TIME CLASSIFIED STAFF

| NAME | LOCATION | TITLE | EFFECTIVE DATE |
|------|----------|-------|----------------|
| Hadley, Chantay | FP | Secretary (Access Office) | 02/13/15 |
| Clark, Shannon | MC | Housekeeper | 03/19/15 |

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

**Contract B0002833** with *DIGITAL 900 WALNUT, LLC* for additional internet access was originally approved by the Board of Trustees on February 17, 2011 in an amount not to exceed $50,000.00, for a period of five (5) full years, which began February 18, 2011. The current contract balance is $7,920.81.  Expenditures for the final year of the contract are estimated at $15,000.00; we request approval to increase the award amount $7,079.19.

**Funding**
Expenditures against this contract will be funded from current operating funds.

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

**Contract B0003102** with *CARGILL, INC., INTERCHEM, INC.* and *ROAD SOLUTIONS, INC.,* for purchase of inclement weather surface treatment chemicals was originally approved by the Board of Trustees on December  20, 2012 in an amount estimated at $70,000.00, for a period of three (3) full years and six (6) months, which began December 21, 2012. The current contract balance is $1,169.60.  Expenditures for the final fifteen (15) months of the contract are estimated at $25,000.00; we request approval to increase the award amount $23,830.40.

**Funding**
Expenditures against this contract will be funded from current operating funds.

## Recommendation for Award/Purchasing - Contract

Board approval is requested for the award of a contract for welding training to *CARPENTERS JOINT TRAINING FUND OF ST. LOUIS*, in an amount estimated at *$74,125.00*, for a period of nine (9) months, to begin April 1, 2015.

## Description

This contract supports the welding training program administered by the Workforce Solutions Group and will allow the college to provide basic hands on training to approximately 45 program participants in the art of welding.  Students will learn skills necessary to achieve American Welding Society certification.

## Bid – B0003378

The evaluation of this bid, which opened on Monday, February 23, 2015, is listed below:

| *Bidders* | *Fees* |
|---|---|
| *CARPENTERS JOINT TRAINING FUND OF ST. LOUIS* | *$74,125.00* |
| First Institute Training and Management | $84,717.00 |

## Funding

Expenditures against this contract will be funded from the MoManufacturing WINs Consortium grant funds.

## Advertisements

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

## Recommendation for Award/Purchasing - Purchase

Board approval is requested for the purchase of an upgrade to the existing u.achieve degree audit software from *COLLEGE SOURCE*, in the amount of *$143,430.00* and purchase maintenance, in the amount of *$22,318.00*, to begin **July 1, 2015**.

## Description

This upgrade will support the Student Affairs Departments and significantly improve the student experience.  U.achieve is the existing degree audit software the college utilizes.  U.direct is a new functionality which will provide and educational planning tool for students, allowing them to plan their courses required for a degree from beginning to completion. College Source is the sole developer and distributor of the u.achieve and u.direct degree audit software, precluding a competitive bid.

| *Product Licenses* | *Fees* |
|---|---|
| u.direct Academic Planner | $  48,000.00 |
| Batch Access | 10,000.00 |
| | |
| *Services & Training* | |
| U.achieve degree audit upgrade services | 31,820.00 |
| U.achieve Self Service implementation | 5,000.00 |
| Batch Access implementation | 5,000.00 |
| Intermediate Encoding Workshop | 6,060.00 |
| Encoding Consultation | 11,050.00 |
| u.direct Academis Planner implementation | 26,500.00 |
| | $  143,430.00 |

## Funding

This expenditure will be funded from current capital funds.

## Recommendation for Award/Purchasing - Purchase

Board approval is requested for the purchase of an upgrade to the existing enterprise applicant tracking module from *PEOPLEADMIN*, in the amount of *$5,560.41* and purchase of annual maintenance, in an amount estimated at *$39,148.80*, to begin **June 5, 2015**.

## Description

This upgrade and maintenance supports the Human Resources Department and will integrate the enterprise applicant tracking module with the college's enterprise system Ellucian Banner. PeopleAdmin is the sole developer and distributor this software module, precluding a competitive bid.

| *Product Set-up* | *Fees* | |
|---|---|---|
| Initial Integration Setup - Ellucian Banner | $ | 5,000.00 |
| Initial Integration Set-up - HERC | | 500.00 |
| | | |
| *Maintenance Fees* | | |
| Banner Integration Maintenance 5/27/2015 - 6/4/2015 | | 48.33 |
| HERC Integration Maintenance 5/27/2015 - 6/4/2015 | | 12.08 |
| Estimated Annual Maintenance 6/5/2015 - 6/4/2016 | | 39,148.80 |
| | $ | 44,709.21 |

## Funding

This expenditure will be funded from current operating funds.

**Recommendation for Award/Physical Facilities:**

Board approval is requested for award of a contract to replace skylights on the West Wing and Student Center at Forest Park to **C. Rallo Contracting Company, Inc.** in an amount of **$442,000.00** for the Base Bid plus Alternate #1**.**

**Description:**

The West Wing and Student Center perimeter skylights are in poor condition, are not energy efficient, and are not weather tight.  A few panels on the south and west sides of the buildings have blown out.

The perimeter skylights on the south and west sides of both buildings, where deterioration is particularly bad due to continued sun exposure, will be replaced with a translucent panel assembly retaining the aesthetic look of the skylights, while improving energy efficiency.  Alternate #1 will replace the skylights on the east side of the Student Center

Plans and specifications were prepared by Michael Roth & Associates and the Physical Facilities/Engineering and Design Department.

**Bid – F 15 403, Skylight Replacement – Student Center and West Wing, St. Louis Community College at Forest Park**

The results of this bid, which opened February 26, 2015, are listed below:

| Contractors: | Base Bid | Alternate #1 | Total |
|---|---|---|---|
| **C. Rallo Contracting Company, Inc.** | **$  368,000.00** | **$  74,000.00** | **$  442,000.00** |
| Volk Construction Company | 397,100.00 | 81,000.00 | 478,100.00 |
| Infrastructure Management, Inc. | 432,900.00 | 87,300.00 | 520,200.00 |
| Missouri Builders Service, Inc. | 494,494.00 | 112,088.00 | 606,582.00 |
| Brady Construction, Inc. | 498,955.00 | 96,928.00 | 595,883.00 |

**Funding:**

This project will be funded from capital budgets.

**Advertisements:**

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

**Recommendation for Award/Physical Facilities:**
Board approval is requested for award of a consulting agreement to **Oculus, Inc.** to provide design services for the Meramec library renovation for a negotiated fee not-to-exceed **$13,950.00.**

**Description:**

To consolidate Academic Support Services into the Instructional Resources building, library staff will be relocated and spaces will be remodeled to accommodate new functions.  Oculus will prepare construction documents for the needed alterations, including ceiling installation, wall construction, lighting, mechanical, and technology renovations.

**Funding:**

This project will be funded from capital budgets.

**Recommendation for Award/Physical Facilities:**
Board approval is requested for award of a consulting agreement to **NPN Environmental** to provide oversight and air monitoring for asbestos abatement at the Meramec Library for a negotiated fee not-to-exceed **$17,895.00.**

**Description:**

The areas to be renovated for the Academic Support consolidation include spaces with acoustic ceiling material and floor tile that contain asbestos. This agreement will provide third party oversight and air monitoring during abatement activities, as required by St. Louis County.

**Funding:**

This project will be funded from capital budgets.

**Recommendation for Ratification/Physical Facilities:**

Board ratification is requested of **three consulting agreement for environmental services**, all under $50,000.00.

College Board Policy I.8 requires that architectural and engineering consultants be selected on the basis of demonstrated competence and qualifications for the type of professional services required, and at fair and reasonable prices. This policy further requires Board ratification of consulting agreements less than $50,000.

**Descriptions:**

**Professional Services Industries, Inc.**

| | |
|---|---:|
| **Oversight for Elevator Door Work, Forest Park** | **$ 997.50** |

During the elevator repair work, the outside doors of the F and G Tower elevators had new keyholes installed at each floor for a total of 10 locations. Because there is asbestos fireproofing within the doors, the work was performed by an abatement company. This consultant provided the project scope and third party oversight.

| | |
|---|---:|
| **IAQ Testing in Science/Math Room SM226, Florissant Valley** | 813.95 |

Staff reported adverse reactions to this room's environment and possible indoor air quality issues. This consultant conducted air quality testing and reported no issues in the space.

| | |
|---|---:|
| **Professional Services Industries, Inc., Total** | 1,811.45 |

**NPN Environmental**

| | |
|---|---:|
| **Asbestos Testing and Abatement Design for Library Renovation, Meramec** | 3,900.00 |

This consultant tested materials and provided abatement design services needed to bid the abatement project for the library renovation.

| | |
|---|---:|
| **NPN Environmental Total** | 3,900.00 |
| **Total Ratifications** | **$ 5,711.45** |

**Funding:**

These projects were funded from operating and capital budgets.

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

## Contracts and Agreements

## Clinical Agreements

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

| Participant | Program | Effective Date |
|---|---|---|
| Achievement Unlimited | Occupational Therapy Assistant | 01/30/15 |
| Meramec Valley School District | Occupational Therapy Assistant | 12/02/14 |
| Nazareth Living Center | Occupational Therapy Assistant | 02/25/15 |
| Royal Oaks Nursing & Rehab Center | Occupational Therapy Assistant | 08/26/14 |
| Baue Funeral Home | Funeral Services | 12/01/14 |
| St. Anthony's Medical Center | EMS/EMT Fire Protection | 02/23/15 |
| St. Louis Advocates for Youth | Human Services | 02/23/15 |
| Village North | Nursing Assistant for Nursing Homes | 01/30/15 |

### Ratification of Direct Pay Agreements

The purpose of these agreements is to provide services to employers in the St. Louis region.

| Funding Source | Title of Program and/or Purpose | Campus | Date | Amount |
|---|---|---|---|---|
| Ameren Missouri | Technical Training<br><br>**Manager:  Stephen Long** | Workforce Solutions Group | January 5, 2015 through June 30, 2015 | $56,480 |
| Jennings School District | Instructional Facilitation – Nursing Assistant<br><br>**Manager:  Stephen Long** | Workforce Solutions Group | March 1, 2015 through June 30, 2015 | $30,124 |
| Centene Corporation | Lean Services<br><br>**Manager:  Don Robison** | Workforce Solutions Group | February 12, 2015 through June 30, 2015 | $25,500<br>*YTD Total FY15*<br>*$54,880* |
| St. Anthony's Medical Center | Lean Services<br><br>**Manager:  Don Robison** | Workforce Solutions Group | March 3, 2015 through June 30, 2015 | $6,220 |

### Contracts and/or Agreements

### Agreement with St. Louis Community College and Microsoft IT Academy

The college recommends that the Board of Trustees ratify an agreement between St. Louis Community College and Microsoft IT Academy for the renewal membership of Corporate College's lab software license.  The renewal agreement is for the duration of July 1, 2015 through June 30, 2016 in an amount to not exceed $1,750.

## *Institutional Development*

### Acceptance of External Funds

| AGENCY | AMOUNT | PURPOSE | FUND |
|--------|--------|---------|------|
| St. Louis County Department of Human Services | $ 28,126.96 | Contract with St. Louis Community College to operate a Workforce Investment Act (WIA) MO-40 Job-Driven National Emergency Grant. This is a statewide grant that focuses on long-term unemployed, Dislocated Workers with the opportunity to receive work-based training to aid their return to the workforce.  These opportunities include: On-the-Job Training (OJT) and Work Ready Missouri (WRM).  On-the-Job Training is designed to assist Dislocated Workers; up to 1040 hours (6 months) of training on a worksite to develop the skills within a specific occupation in order for the individual to mature his or her skills with the goal of retaining employment.  Work Ready Missouri allows Dislocated Workers to be voluntarily placed in a paid training site, receiving occupational work experience, up to 240 hours.  This award represents additional funding. | Restricted |

**Project Period:  7/1/14-9/30/16**
**Project Director:  Lesley Abram**