

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

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, February 21, 2019, at the Corporate College, 3221 McKelvey Rd., Bridgeton, MO, pursuant to notice and in accordance with Section 610.020 RSMo, as amended.

1. Call to Order/Roll Call

Mr. Rodney Gee, Chair, called the meeting to order at 7:22 p.m. The following members of the Board of Trustees were present: Mr. Rodney Gee, Chair; Dr. Kevin M. Martin, Vice Chair; Ms. Libby Fitzgerald, Trustee; Ms. Pam Ross, Trustee; Dr. Doris Graham, Trustee; and Dr. Craig Larson, Trustee. Ms. Joan McGivney, Trustee, was absent.

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

2. Welcome to Guests

Mr. Gee welcomed guests attending the meeting.

3. Citizens Desiring to Address the Board Regarding Agenda Items

Ms. Margaret Hvatum, Faculty, expressed appreciation for the revised board policy G.12.8 and addressed the Board regarding the increased cost of health insurance benefits.

Greg Works, President of PEBU, addressed the board regarding the changes to health insurance benefits.

Emily Neal, STLCC NEA President, addressed the board regarding the Benefits Advisory Committee.

Matt Bast, Faculty, addressed the Board regarding the increased cost of health insurance benefits.

Ali Vlahos, Staff, addressed the Board regarding the increased cost of health insurance benefits.

Joe Furlong, Staff, addressed the Board regarding the increased cost of health insurance benefits.

Traci Carpenter, Staff, addressed the Board regarding the increased cost of health insurance benefits.

4. Adoption of Agenda/Revisions to Agenda

On motion by Mr. Gee and seconded by Dr. Martin, the Board unanimously adopted the agenda.

5. Approval of the January 17, 2019 Regular Meeting Minutes and January 24, 2019 Work Session Meeting Minutes

Dr. Martin offered amendments to the January 24, 2019 Work Session Minutes. On motion by Dr. Larson and seconded by Dr. Martin, the Board unanimously approved the January 17, 2019 regular meeting minutes and the January 24, 2019 work session minutes as amended.

6. Recognition of Student, Staff and Trustee Accomplishments

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

7. Information Item

Quarterly Financial Report

Mr. Paul Zinck presented the Quarterly Financial Report and answered questions from the Board.

8. Approval of Resolution Re April 25, 2019 Executive Session of the Board of Trustees

On motion by Ms. Ross and seconded by Dr. Graham, the Board, by a roll-call vote, unanimously (with Ms. McGivney being absent) approved the resolution in Agenda Item #8, to schedule an executive session of the Board on April 25, 2019, for the reasons and pursuant to the provisions of Section 610.022 of the Revisions 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 G.12.8 Degree and Certificate Time Limits

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board unanimously approved the revisions to Board Policy G.12.8 Degree and Certificate Time Limits, all as more fully set forth in **Exhibit A** attached hereto and by this reference incorporated herein.

10. Recommended Waiver of Lodging and Approval of Revised Board Policy H.20 Fees and Fines

On motion by Dr. Graham and seconded by Dr. Martin, the Board unanimously approved the waiver of lodging and approval of revisions to Board Policy H.20 Fees and Fines, all as more fully set forth in **Exhibit A** attached hereto and by this reference incorporated herein.

11. Recommended Waiver of Lodging and Approval of Revised Board Policy A.14 Chancellor Evaluation and Revised Board Procedure AP.12 Chancellor Evaluation Process

On motion by Dr. Martin and seconded by Dr. Graham, the Board unanimously approved the waiver of lodging and approval of revisions to Board Policy A.14 Chancellor Evaluation and

Board Procedure AP.12 Chancellor Evaluation Process, all as more fully set forth in **Exhibit A** attached hereto and by this reference incorporated herein.

12. Recommended Approval of FY2019 Restated Budget

On motion by Dr. Martin and seconded by Ms. Fitzgerald, the Board unanimously approved the FY2019 Restated Budget, all as more fully set forth in **Exhibit A** attached hereto and by this reference incorporated herein.

13. Recommended Approval of MNEA Professional Unit Contract

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

14. Recommended Approval of Joint Resolution/Collective Bargaining Agreement between St. Louis Community College and Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15

On motion by Ms. Fitzgerald and seconded by Dr. Graham, the Board unanimously approved the Joint Resolution/Collective Bargaining Agreement between St. Louis Community College and Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15, all as more fully set forth in **Exhibit A** attached hereto and by this reference incorporated herein.

15. Recommended Approval of Revised 2019 Board Meeting Schedule

On motion by Dr. Martin and seconded by Ms. Fitzgerald, the Board unanimously approved the Revised 2019 Board Meeting Schedule, all as more fully set forth in **Exhibit A** attached hereto and by this reference incorporated herein.

15.1 Recommended Approval to Authorize the Chancellor to approve new hires, contracts, bid awards and program revisions for the period beginning February 22, 2019 and ending April 24, 2019 prior to ratification at the April 25, 2019 meeting

Dr. Martin asked that the Board of Trustees be notified via email when the Chancellor approves new hires, contracts and bid awards during the defined time frame.

On motion by Dr. Larson and seconded by Ms. Fitzgerald, the Board unanimously approved authorizing the Chancellor to approve new hires, contracts, bid awards and program revisions for the period beginning February 22, 2019 and ending April 24, 2019 prior to ratification at the April 25, 2019 meeting.

16. Approval of Consent Items

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

16.1 Consent Item Motion and Vote

On motion by Dr. Martin and seconded by Dr. Larson, the Board approved pulling agenda item 16.3/2 for discussion.

Dr. Martin noted the Board directed the Advisory Committee to look into specific health care benefit plan structures. He acknowledged that it is difficult to make changes but the proposed plan offers financial and health care choices for employees. Dr. Martin expressed appreciation for the survey and feedback from the Benefits Committee.

Dr. Larson stated the plan is similar to others he has seen offered. The College has a responsibility to manage costs.

Mr. Gee provided contextual background and stated other institutions of higher education are experiencing up to 20% increases in premiums.

Ms. Ross expressed her concern about the cost increases.

Ms. Fitzgerald recommended the increase cost should be shared between the College and employees.

On motion by Dr. Martin and seconded by Dr. Larson, the Board approved the Health Insurance recommendation by a vote of 4-2, with Ms. Ross and Ms. Fitzgerald voting “no” and Ms. McGivney being absent.

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

16.2 ACADEMIC AFFAIRS

Approval of Program Recommendations and Revisions

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.

16.3 HUMAN RESOURCES

Human Resource Recommendations

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

RESOLVED, that the Board hereby ratifies and/or approves personnel actions for certificated, physical plant and classified staff in accordance with established policies of

the District, all as more fully set forth in **Exhibit C** attached to these minutes and by this reference incorporated herein; and

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

16.4 BID AWARDS

Acceptance of Bids/Ratification of Contracts

The Board, by consent, approved the following resolution:

RESOLVED, that the Board of Trustees hereby accepts the bids and/or ratifies the contracts set forth in **Exhibit 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

Budget

A. Financial Reports

The following financial reports as of December 31, 2018, were submitted for the Board's information: executive summary, general operating fund, student technology fee, college and student activities, public safety, pedestrian and traffic access, rental of facilities, student financial aid, restricted general fund, auxiliary enterprises fund, capital fund, agency fund, self-funded insurance fund, statement of net position and investment reports

B. Ratifications

The Board, by consent, unanimously ratified investments/daily repurchase agreements and budget adjustments made by the Treasurer of the District, for which bids had been received in accordance with Board Policy, all as more fully set forth in **Exhibit E** attached hereto and by this reference incorporated herein.

16.6 CONTRACTS AND/OR AGREEMENTS

Contracts and/or Agreements

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

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

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

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

16.7 WORKFORCE SOLUTIONS

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 District be and hereby is authorized and directed to execute contracts with said agencies in each instance.

17. COMMUNICATIONS

17.1 Chancellor's Report

Secretary of Labor and U.S. Senator Visit to Center for Workforce Development

Earlier today, Secretary of Labor Acosta and Senator Roy Blunt visited the Center for Workforce Innovation at the Flo Valley Campus for a tour of the Boeing Pre-Employment Training Program.

Both College and Boeing officials attended to present. Trustees Gee, Larson and Ross were also in attendance.

Dr. Larson shared a story of two students on very different paths but both participating in the program. Dr. Larson suggested there may be opportunities for dual enrollment with this program. Ms. Ross was very impressed with the program. Mr. Gee notified the Board that Senator Roy Blunt is working on securing Pell eligibility for these types of programs. Mr. Gee also commended the work of Becky Epps.

The tour went very well and both the Secretary and the Senator were impressed by the tremendous partnership that exists between the College and Boeing.

Many thanks to all who attended and we look forward to our continued effort to provide Boeing with a qualified workforce!

Covenant House Visit

Yesterday Dr. Tony Cruz and I met with the CEO of the Covenant House, Ms. Jessica Erfling.

Covenant House Missouri openly accepts youth ages 16 – 21 who are experiencing homelessness. Through their holistic and comprehensive programs, youth move from homelessness to hope, striving to reach a place where they can achieve their dreams. Their residential program offers two levels of housing – a 30 day shelter and the Transitional Living Program, where youth can stay for up to two years or until their 22nd birthday.

Ms. Erfling is wishing to partner with the College as an educational partner to provide their clients with opportunities to attend College. Dr. Cruz will soon assemble a team to meet with Covenant House staff to begin working with the youth who are staying at this time.

Partnership with Launch Code

The College is close to finalizing a MOU with Launch Code and plans to offer the Immersive Codecamp Program this coming April. This is ahead of schedule for the planned launch of this program the next fiscal year due to the high number of applications that Launch Code has received (approximately 1200) for their normal LC 101 course.

The Immersive Codecamp Program will be branded by the College and is an expanded version of the LC 101 course. The Codecamp Program will add life skills to the course content to assist students to become prepared for the core curriculum as well as with life skills needed to prepare for an interview and the work environment.

Needless to say, we are very excited about this partnership and we will keep you updated as the program unfolds.

Efforts to Expand the Bio-Tech Programs at BRDG Park

Yesterday, several leadership team members and I met with Ben Johnson of BioSTL to discuss the potential expansion of our Bio-Tech programs at BRDG Park. The leadership of the Bio-Tech program was also present, and we discussed a variety of outreach tactics to create awareness of this exciting program that leads students to high wage jobs with start-up companies in the Plant Science Sector.

We will be breaking up into 3 teams to include Employers (to collect employee demand information); Recruiting and Awareness (for K – 12 and adult learners) and Potential Funding Sources needed to expand the program.

We will continue to work with BioSTL and other agencies as needed to better communicate the many opportunities this exciting program brings to St. Louis residents.

17.2 Board Chair's Report

Falling in Love in Five Courses

This past weekend the Foundation held the 11th annual 'Falling in Love in Five Courses' gala at The Four Seasons. On behalf of the Board, I want to thank the Foundation staff for hosting this wonderful event in support of our students, as proceeds from this event provide scholarships for deserving students who do not have the funds to attend community college.

ACCT NLS

Last week, Trustees Larson, Ross, Graham and I joined the Chancellor at the Association of Community College Trustees' National Legislative Summit in Washington, DC. This annual event brings together more than 1,000 community college leaders and shines a spotlight on the importance of our nation's community colleges. While in DC, we met with Senator Roy Blunt, Congressman Lacy Clay and Congresswoman Ann Wagner's staff. We were able to share an update on the College and discuss our federal legislative agenda, including the reauthorization of the Higher Education Act (HEA) and continued support of the Federal Pell Grant program.

Bellwether Legacy Awards

Earlier this month, Trustee Martin and I joined the Chancellor and the leadership of the Center for Plant and Life Science at the Bellwether Legacy Award in San Antonio. The College's biotech program was recognized for the collaboration with the start-up community and the innovative approach to workforce development. Congratulations to Dr. Richard Norris and his team!

I also want to recognize and thank all the employees involved in the negotiations of the MNEA Professional Unit Contract and the Joint Resolution/Collective Bargaining Agreement between St. Louis Community College and Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15.

17.3 Citizens Desiring to Address the Board Regarding Other Concerns

Ms. Renee Mayse, Director, Child Development Laboratory Center, thanked the Board for approving upgrades to the Center. Ms. Mayse invited the Trustees to visit the Center.

17.4 Board Member Comments

Ms. Fitzgerald shared stories of former international students and their successes.

Dr. Martin noted the new board meeting times and the cancelled meetings. He encouraged faculty and staff to share information with the board and extend invitations to events on campus. Dr. Martin congratulated the Center for Plant and Life Sciences. He thanked faculty, staff and students for their patience with the Forest Park Substation outage.

Ms. Ross expressed appreciation to the faculty and administration for their immediate response to the former Vatterott College students.

Dr. Graham thanked the Board for allowing her to attend the ACCT NLS Conference. She also expressed appreciate for Mary Nelson, General Counsel.

18. NEW BUSINESS

None

19. ADJOURNMENT

On motion made by Mr. Gee and seconded by Dr. Martin, the Board, voted unanimously to adjourn the meeting at 8:44 p.m.

Respectfully submitted,


Jessica Grove
Associate for Board Relations



MEMORANDUM

Board of Trustees

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

To: Board of Trustees
From: Jeff Pittman 
Date: February 21, 2019
Subject: Board Agenda Modifications

Section Agenda Item

Section 1 **Recommended Approval to Authorize the Chancellor to approve new hires, contracts, bid awards and program revisions for the period beginning February 22, 2019 and ending April 24, 2019 prior to ratification at the April 25, 2019 meeting.**
Votes Required: 4

Consent Agenda Addendums

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

Greathouse-Gause, Megan; CO, SR MGR, Campus Technology & Helpdesk, P-15; \$85,000; effective: 3/11/2019; New Position

Price, Julie; MC, Admissions Advisor, PU-7; \$36,920; effective: 03/04/2019; Replacement

Hawkins, Laurie; CO, Senior Program Manager-Healthcare, P-12; \$61,000; effective: 02/22/2019; Reclassification

Smith, Jeffrey; FV, Facility Manager, P-13; \$74,500; effective: 03/01/2019; Internal Equity Adjustment

Cusi, Ramon; FP, Facility Manager, P-13; \$74,500; effective: 03/01/2019; New Assignment

Appointments / Full-Time Classified Staff:

Gray, Ebony; CO, Purchasing Coordinator, CU-7; \$39,411; effective: 03/11/2019; Reorganization

Henderson, Chester; FP, Information and Enrollment Assistant, CU-5; \$35,086; effective: 03/01/2019; Replacement

Hobbs, Michael; FP, Computer SVC Tech II, CU-8; \$52,909; effective: 08/01/2018; Reclassification

Newbill, Lisa; CO, Talent Management Representative; C-6; \$38,970; effective: 03/11/2019; Replacement

Whiteside, Jasmine; CO, Benefits Representative; C-6; \$40,000; effective: 02/22/2019; Replacement

Kemp, Carletta; FV, Secretary; CU-4; \$38,318; effective: 02/25/2019; Replacement

Rivers, Daphine; FP, Secretary-Health Technology; CU-4; \$34,117; effective: 03/04/2019; Replacement

Adams, Irma; FP, Secretary-Nursing Department; CU-4; \$32,066; effective: 03/04/2019; Replacement

Appointments / Part-Time Classified Staff:

Applegate, Karyn; CO, IT-Administrative Secretary-P.T. Continuing; OC-6; \$15.62/HR; effective: 02/19/2019; Replacement

Molina, Anna; WW, Educational Assistant II-P.T. Continuing; OC-6; \$15.62/HR; effective: 02/22/2019; Replacement

16.3/2 Recommended Approval for Premium Rates and Plan Design Recommendation for the 2019-2020 health plan (Attached)

16.4 Recommendation for Award/Purchasing – Purchasing

Board approval is requested for the purchase of equipment required for the new Nursing and Health Science Facility at the Forest Park Campus. (Attached)

Recommendation for Award/Purchasing – Contract

Board approval is requested for the award of a contract for fundraising consultant services to Dini Spheris. (Attached)

16.5/3 Updated - Budget Status Report – College and Student Activities for the Period July through December (Attached)

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

	Fiscal Year 2019				Fiscal year 2018	
	Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2018 Budget
Revenues						
Student Activity Fees	\$ 1,098,636	\$ 514,162	100.0%	46.8%	\$ 549,230	51.2%
Total Revenues	1,098,636	514,162	100.0%	46.8%	549,230	51.2%
Expenditures						
Salaries	50,996	19,400	3.8%	38.0%	9,538	22.5%
Benefits	4,181	1,591	0.3%	38.0%	760	22.5%
Operating	394,143	139,370	27.1%	35.4%	125,997	32.3%
Total Expense	449,320	160,361	31.2%	35.7%	136,295	31.2%
Transfers To (From)						
To General Operating	200,000	200,000	38.9%	100.0%	200,000	100.0%
To Student Activities - Agency	449,316	207,601	40.4%	46.2%	184,619	42.3%
Total Transfers	649,316	407,601	38.9%	62.8%	384,619	60.4%
Total Expense and Transfers	1,098,636	567,962	110.5%	51.7%	520,914	48.6%
Net Increase (Decrease)	\$ -	(53,800)			28,316	
Net Position as of July 1		332,734			239,537	
Net Position as of December 31		\$ 278,933			\$ 267,853	

Recommendation for Award/Purchasing - Purchase

- Supports – Furnishing the Nursing and Health Sciences Building

Board approval is requested for the purchase of equipment required for the new Nursing and Health Science Facility at the Forest Park Campus, in an amount estimated at *\$1,930,009.00*.

Description

The equipment being purchased will be used for classroom and laboratory instruction in the Dental, Diagnostic Medical Sonography, Surgical Technology, Clinical Lab, Respiratory, Nursing, Radiology, Emergency Medical Technician/Paramedic, Anatomy and Physiology Programs. Bids are currently being issued for the required equipment. Awarded vendors will be ratified on the April 2019 agenda.

<u>Program</u>	<u>Total Estimated Cost of Equipment</u>
Dental	\$ 763,544.00
Diagnostic Medical Sonography	363,900.00
Surgical Technology	67,175.00
Clinical Lab	164,200.00
Respiratory	132,652.00
Nursing	164,238.00
Radiology	244,300.00
Emergency Medical Technician/Paramedic	30,000.00
	<u>\$ 1,930,009.00</u>

Funding

These expenditures will be funded from certificates of participation.

Recommendation for Award/Purchasing – Contract

- Supports: Foundation Fundraising Campaigns

Board approval is requested for the award of a contract for fundraising consulting services to *DINI SPHERIS*, in an amount estimated at **180,000.00**, for a period of one (1) year with an option to renew for a second year, to begin February 22, 2019.

Description

This contract will be used by the Foundation to manage strategic and operational aspects of its comprehensive campaign. The consultant will collaborate with college leadership to develop a campaign marketing and communication plan focusing on key industry sectors. The recommended bidder meets all specifications.

Bid – B0003749

The evaluation of this bid, which opened December 12, 2018, is listed below.

<u>Bidders</u>	Professional Fees	Fee Score	Technical Score 50%	Total Score
<i>DINI SPHERIS</i>	\$ 180,000.00	14%	70%	84%
The Rome Group	130,000.00	19%	60%	79%
Rich Gross Solutions	82,800.00	30%	45%	75%
Convergent Nonprofit Solutions	276,000.00	9%	60%	69%
CCS Fundraising	420,000.00	6%	60%	66%
Hartsook Companies, INC	206,500.00	12%	40%	52%
Visionary Philanthropic Consulting	195,500.00	13%	30%	43%
Leap Here, LLC	171,734.00	14%	10%	24%

Funding

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

RECOMMENDATION FOR MEDICAL BENEFITS PLAN ANNUAL RENEWAL AND DESIGN CHANGES

In February of 2017, the Board approved award of a contract to Cigna for medical and pharmaceutical claims administration and provider networks, for a period of three (3) full years beginning June 1, 2017.

In consultation with Arthur J. Gallagher, Administration brings forth the following recommendations in response to the Board of Trustee directive of November 30, 2017, to seek healthcare cost savings in the amount of \$900,000. After reviewing claims experience and trends, Board Policies and Administrative Procedures regarding medical benefits, and in consideration of the financial impact to both the College and employees, it is recommended that these cost savings continue to be realized over a next three year period. These savings will be realized through a combination of contribution structure changes, plan design changes and additional plan options such as implementing a Qualified High Deductible Health Plan (QHDHP) in 2019-2020. In addition, communications will be enhanced regarding our current “Vitality” wellness program to promote preventive health measures. Therefore, effective June 1, 2019, it’s recommended that the current rate structure and plan design be replaced with the proposed changes summarized as follows:

6/1/2019 through 5/31/2020:

Rate Tier	Proposed Employer Contribution Buy-up Plan	Proposed Employer Contribution Buy-up Plan	Proposed Employer Contribution Base Plan	Proposed Employer Contribution Base Plan	Proposed Employer Contribution QHDHP	Proposed Employer Contribution QHDHP
Single	\$630.79	\$40.59	\$630.79	\$0.00	\$628.27	\$0.00
Single & Spouse	\$1,030.77	\$440.58	\$1,006.59	\$375.81	\$952.93	\$324.66
Single & Children	\$937.45	\$347.25	\$918.91	\$288.12	\$877.18	\$248.91
Family	\$1,167.44	\$577.25	\$1,135.00	\$504.21	\$1063.86	\$435.59

6/1/2019 through 5/31/2020:

	Current	Buy-up Plan	Base Plan	QHDHP/HSA
In-Network Deductible	\$350/\$700	\$750/\$1,500	\$1,500/\$3,000	\$3,000/\$5,000
In-Network Copay	\$15/\$25 (Specialist)	\$25/\$35 (Specialist)	\$25/\$35 (Specialist)	N/A
In-Network Coinsurance	90%	80%	80%	80%
Out-of-Network Coinsurance	60%	50%	50%	60%
In-Network Out-of-Pocket Max	\$1,250	\$2,500	\$5,000	\$5,000
Pharmacy Copay	\$10/\$25/\$45	\$15/\$30/\$60*	\$15/\$30/\$60*	Deductible then 80%*
Specialty	Tier 1,2, or 3	20% to \$200 max	20% to \$200 max	80%

***Specified preventative medication is covered at 100% and not subject to a deductible or co-pay.**

Replacing the current rate tier and plan design for all employees will:

- Reduce the cost of coverage to the College by an estimated \$149,303 (-1.5%).
- Provide specified preventative medication at 100% with no deductible or co-pay for all plan coverages.
- Increase the level of consumerism by exposing all employees to a higher deductible amount and plan design changes.
- Implement choice by offering three plan options, including a Qualified High Deductible Health Plan (QHDHP) with HSA.
- Maintain the overall competitiveness of the College medical benefit offering, while maintaining an excellent plan relative to benchmarks.
- Comply with the group insurance cost-sharing provisions of Board Policy C.27 (the College pays up to 80% of the premium for employee only coverage and 50% of the premium for dependent coverage).

Benefits Implementation TimeLine

- February 2019 – Trustee approval of plan changes and funding rates
- March 2019 – April 2019 – Employee education through email, benefits materials, and benefit education sessions
- March -April 2019 – Open enrollment for plan year 2019-2020
- April – May 2019 – Necessary HR and Payroll processes
- May 2019 – Required changes to payroll deductions for plan year beginning June 1
- June 1, 2019 – Plan year 2019-2020 begins

Approval of the Board

We recommend approval of the Board for premium rates and plan design recommendations for the 2019-2020 health plan.

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

The Board is requested to approve the following resolution:

RESOLVED, that the Board of Trustees, pursuant to Section 610.021, RSMo, hold a closed meeting, record and vote on April 25, 2019 at 3:30 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.

February 21, 2019

Board Agenda

#9. Recommended Approval of Revised Board Policy G.12.8 Degree and Certificate Time Limits

Students are expected to complete degree and certificate requirements within six years of the date the program of study was declared. Students failing to meet the original time limit must meet the degree and certificate requirements of any catalog in effect within six years of the semester and year of application for graduation.

Former students of the College returning to the institution ~~may not~~ **MAY PETITION THEIR CAMPUS CHIEF ACADEMIC OFFICER TO** continue the original program of study if the program was discontinued before their re-entry. **STUDENTS MAY ONLY PETITION TO CONTINUE IN A CATALOG YEAR UNDER WHICH THEY WERE PREVIOUSLY ENROLLED. NOT ALL PETITIONS WILL BE APPROVED.**

#10. Recommended Waiver of Lodging and Approval of Revised Board Policy H.20 Fees and Fines

H.20 Fees and Fines ^(R 7/18)

H.20.1 Maintenance Fees ^(R 7/18)

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 ~~\$93~~ **\$96** per credit hour in fall ~~2018~~ **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 ~~\$140~~ **\$144** per credit hour in fall ~~2018~~ **2019**.

3. Out-Of-State Students - The maintenance fee has been established by the Board at ~~\$198~~ **\$204** per credit hour in fall ~~2018~~ **2019**.

4. International Students - The maintenance fee has been established by the Board at ~~\$208~~ **\$214** per credit hour in fall ~~2018~~ **2019**.

5. 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, 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.

#11. Recommended Waiver of Lodging and Approval of Revised Board Policy
A.14 Chancellor Evaluation and Board Procedure AP.12 Chancellor Evaluation Process

A.14 Chancellor Evaluation ^(4/13)

The Chancellor will ~~present~~ **PROVIDE** a draft of his/her annual goals to the Board each year in July. ~~The Board and Chancellor will discuss the annual goals and the Chancellor will present a final document to the Board.~~

AP.12 Chancellor Evaluation Process ⁽⁴⁻¹³⁾
(BP A.14)

3. July – The Chancellor will ~~present~~ **PROVIDE** to the Board a draft of his/her annual goals for the upcoming year. ~~The Board will discuss the annual goals with the Chancellor during an executive session in July. The Chancellor will present a final document of his/her annual goals to the Board prior to the august board meeting. These materials will be included in the board meeting packet.~~

4. August – The Board will come to consensus on the Chancellor's annual goals for the next academic year **DURING AN EXECUTIVE SESSION IN AUGUST.**



#12. RESTATED **Budget**

FY 2019

**Presented to the
Board of Trustees
February 21, 2019**



STLCC
VISION

St. Louis Community College is the first choice for academic excellence: leading the way in student success, innovation, and community transformation.





STLCC
MISSION

St. Louis Community College expands minds and changes lives every day by offering high-quality educational experiences leading to degrees, certificates, employment, university transfer, and life-long learning.



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St. Louis Community College

Budget Summary-General Operating Restated

Year Ending June 30, 2019

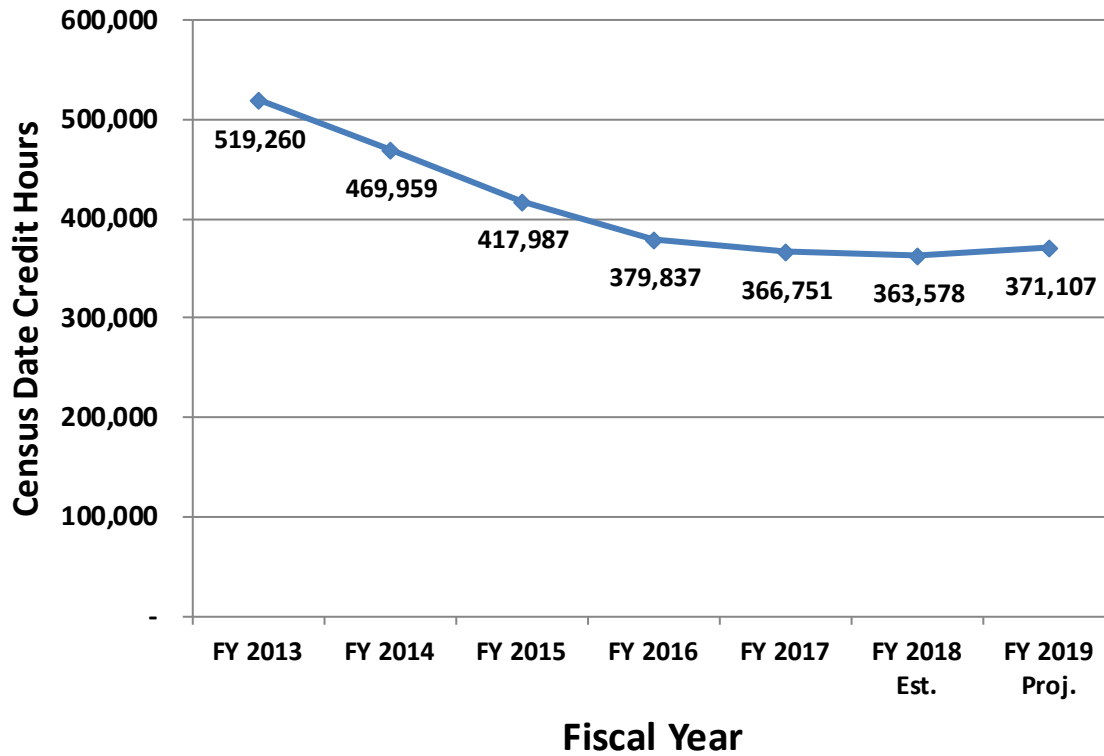
	Operating	Technology Fee	Student Activities
Revenues			
Local Taxes	\$ 61,026,518	\$ -	\$ -
State Appropriation	43,363,491	-	-
Maintenance Fees	35,800,540	-	-
Technology Fees	-	4,004,807	-
College Activity Fees	-	-	1,098,636
Continuing Education			
Tuition and Fees	1,625,000	-	-
Other Fees	106,100	-	-
Bad Debt	(750,000)	-	-
Lease Income	697,543	-	-
Other Revenue	4,308,757	-	-
Total Revenues	146,177,949	4,004,807	1,098,636
Expenditures			
Salaries	88,868,009	953,970	50,996
Benefits	25,211,784	286,535	4,181
Supplies and Services	19,447,890	1,573,543	394,143
Student Aid	-	-	-
Maintenance Repair and Capital	-	-	-
Leasehold Bonds - Principal and Interest	-	-	-
Utilities	4,833,801	-	-
Institutional Contributions, Match	-	-	-
Student Activities Budget-Agency	-	-	449,316
Special Projects	-	-	-
Negotiations	-	-	-
Administrative Cost Allowance	(940,000)	-	-
Total Expenditures	137,421,484	2,814,048	898,636
Transfers to (from) other Funds			
To (From) Technology Fee	(400,783)	400,783	-
To (From) Auxiliaries	(125,000)	-	-
To (From) College Activities Fees	(200,000)	-	200,000
To (From) Maintenance and Capital	4,972,281	789,976	-
To (From) Student Aid	792,357	-	-
To (From) Leasehold bonds	3,717,610	-	-
Total Transfers	8,756,465	1,190,759	200,000
Total Expenditures and Transfers	146,177,949	4,004,807	1,098,636
Increase (Decrease) in Net Assets	\$ -	\$ -	\$ -

*Fiscal 2018 has been modified to conform to the fiscal 2019 presentation.

St. Louis Community College

FY 2019 Restated	FY 2019	FY 2018*	Restated Change
\$ 61,026,518	\$ 61,026,518	\$ 60,783,384	\$ -
43,363,491	43,363,491	45,190,456	-
35,800,540	35,800,540	37,188,833	-
4,004,807	4,004,807	3,575,720	-
1,098,636	1,098,636	1,072,716	-
1,625,000	1,625,000	1,625,000	-
106,100	106,100	106,100	-
(750,000)	(750,000)	(750,000)	-
697,543	697,543	1,023,417	-
4,308,757	4,308,757	4,136,340	-
<u>151,281,392</u>	<u>151,281,392</u>	<u>153,951,966</u>	<u>-</u>
89,872,975	87,800,314	91,645,772	2,072,661
25,502,500	24,895,882	27,056,077	606,618
21,415,576	21,448,804	20,496,828	(33,228)
-	-	-	-
-	-	-	-
-	-	-	-
4,833,801	4,833,801	4,878,177	-
-	-	-	-
449,316	449,316	436,357	-
-	-	-	-
-	2,646,051	-	(2,646,051)
(940,000)	(940,000)	(958,334)	-
<u>141,134,168</u>	<u>141,134,168</u>	<u>143,554,877</u>	<u>-</u>
-	-	-	-
(125,000)	(125,000)	(125,000)	-
-	-	-	-
5,762,257	5,762,257	4,590,069	-
792,357	792,357	790,390	-
3,717,610	3,717,610	6,898,761	-
<u>10,147,224</u>	<u>10,147,224</u>	<u>12,154,220</u>	<u>-</u>
<u>151,281,392</u>	<u>151,281,392</u>	<u>155,709,097</u>	<u>-</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,757,131)</u>	<u>\$ -</u>

Census Day Enrollments Credit Hours



St. Louis Community College

Operating Fund Restated

Year Ending June 30, 2019

	FY 2019 Restated	FY 2019	FY 2018*	Restated Change
Revenues				
Local Taxes	\$ 61,026,518	\$ 61,026,518	\$ 60,783,384	\$ -
State Appropriation	43,363,491	43,363,491	45,190,456	-
Maintenance Fees	35,800,540	35,800,540	37,188,833	-
Continuing Education				
Tuition and Fees	1,625,000	1,625,000	1,625,000	-
Other Fees	106,100	106,100	106,100	-
Bad Debt	(750,000)	(750,000)	(750,000)	-
Lease Income	697,543	697,543	1,023,417	-
Other Revenue	4,308,757	4,308,757	4,136,340	-
Total Revenues	146,177,949	146,177,949	149,303,530	-
Expenditures				
Salaries	88,868,009	86,795,348	90,700,107	2,072,661
Benefits	25,211,784	24,605,166	26,766,836	606,618
Supplies and Services	19,447,890	19,481,118	18,610,425	(33,228)
Utilities	4,833,801	4,833,801	4,878,177	-
Negotiations	-	2,646,051		(2,646,051)
Administrative Cost Allowance	(940,000)	(940,000)	(958,334)	-
Total Expenditures	137,421,484	137,421,484	139,997,211	-
Transfers to (from) other Funds				
To (From) Technology Fee	(400,783)	(400,783)	(400,783)	-
To (From) Auxiliaries	(125,000)	(125,000)	(125,000)	-
To (From) College Activities Fees	(200,000)	(200,000)	(200,000)	-
To (From) Maintenance and Capital	4,972,281	4,972,281	3,800,000	-
To (From) Student Aid	792,357	792,357	790,390	-
To (From) Leasehold bonds	3,717,610	3,717,610	6,898,761	-
Total Transfers	8,756,465	8,756,465	10,763,368	-
Total Expenditures and Transfers	146,177,949	146,177,949	150,760,579	-
Increase (Decrease) in Net Assets	\$ -	\$ -	\$ (1,457,049)	\$ -

*Fiscal 2018 has been modified to conform to the fiscal 2019 presentation.

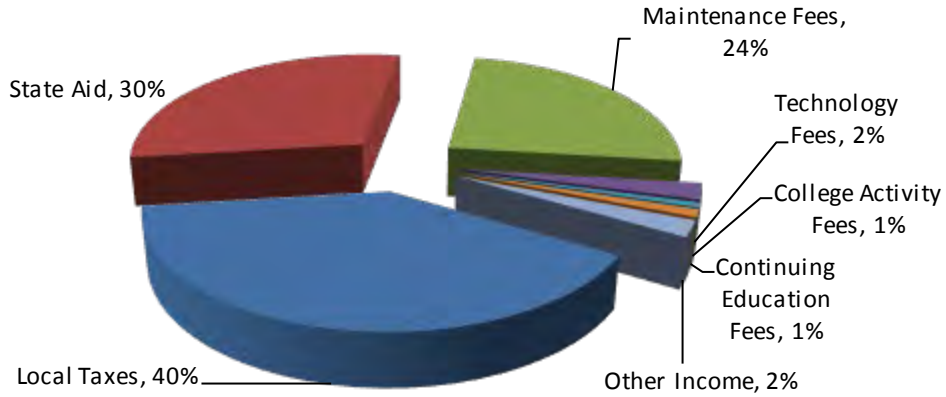
St. Louis Community College

Operating Fund Restated

Revenue Charts

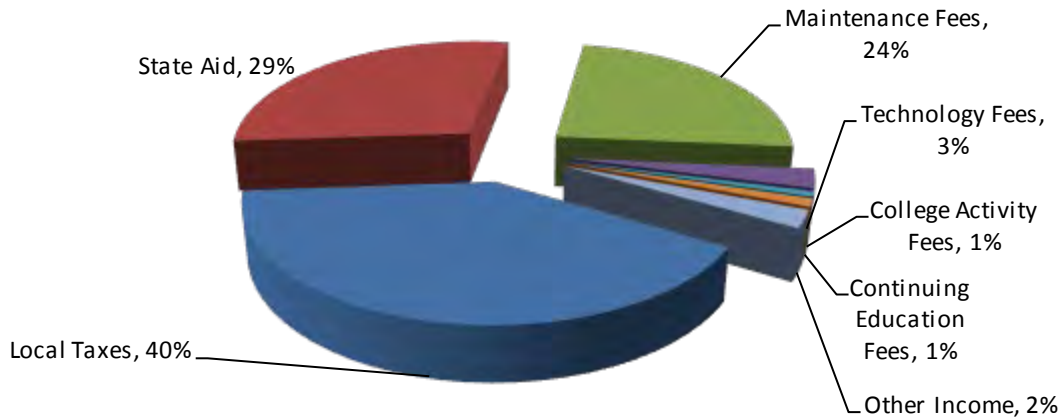
Budgeted Revenue FY 2018

General Operating Budget



Projected Revenue FY 2019

General Operating Budget



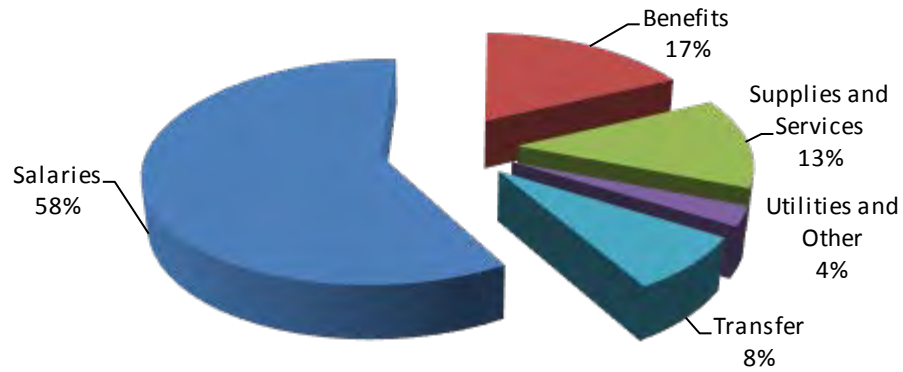
St. Louis Community College

Operating Fund Restated

Expenditures and Transfers Charts

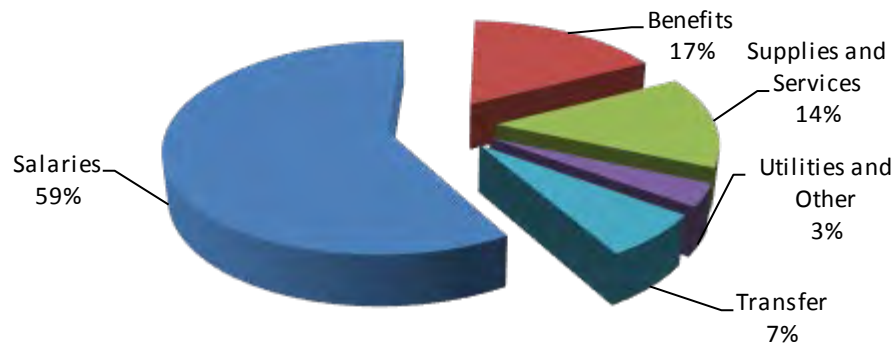
Budgeted Expenditures and Transfers FY 2018

General Operating Funds



Projected Expenditures and Transfer FY 2019

General Operating Funds



St. Louis Community College

Technology Fee Restated

Year Ending June 30, 2019

	FY 2019	FY 2019	FY 2018	Restated
	<u>Restated</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>Change</u>
Revenues				
Technology Fees	\$ 4,004,807	\$ 4,004,807	\$ 3,575,720	\$ -
Total Revenues	<u>4,004,807</u>	<u>4,004,807</u>	<u>3,575,720</u>	<u>-</u>
Expenditures				
Salaries	953,970	953,970	903,259	-
Benefits	286,535	286,535	285,859	-
Supplies and Services	1,573,543	1,573,543	1,495,832	-
Total Expenditures	<u>2,814,048</u>	<u>2,814,048</u>	<u>2,684,950</u>	<u>-</u>
Transfers to (from) other Funds				
To College Operating	400,783	400,783	400,783	-
To (From) Maintenance and Capital	789,976	789,976	790,069	-
Total Transfers	<u>1,190,759</u>	<u>1,190,759</u>	<u>1,190,852</u>	<u>-</u>
Total Expenditures and Transfers	<u>4,004,807</u>	<u>4,004,807</u>	<u>3,875,802</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (300,082)</u>	<u>\$ -</u>
 Breakdown of Expenditures and Transfers				
Instructional lab support salaries and benefits	\$ 712,136	\$ 712,136	\$ 689,995	\$ -
Instructional lab replacements and repair	899,976	899,976	875,069	-
Electronic library resources and MOBIUS	285,000	285,000	285,000	-
Instructional software	316,924	316,924	284,484	-
Online education salaries and benefits	375,328	375,328	364,839	-
Online education materials and supplies	688,737	688,737	664,666	-
Online education College operating transfer	400,783	400,783	400,783	-
Web redevelopment and maintenance salaries and benefits	153,041	153,041	134,284	-
Web redevelopment and maintenance materials and supplies	172,882	172,882	176,682	-
Total Expenditures and Transfers	<u>\$ 4,004,807</u>	<u>\$ 4,004,807</u>	<u>\$ 3,875,802</u>	<u>\$ -</u>

St. Louis Community College

College and Student Activities Restated

Year Ending June 30, 2019

	FY 2019			Restated
	Restated	FY 2019	FY 2018	Change
Revenues				
College Activities Fees	<u>\$ 1,098,636</u>	<u>\$ 1,098,636</u>	<u>\$ 1,072,716</u>	<u>\$ -</u>
Total Revenues	<u>1,098,636</u>	<u>1,098,636</u>	<u>1,072,716</u>	<u>-</u>
Expenditures				
Salaries	50,996	50,996	42,406	-
Benefits	4,181	4,181	3,382	-
Supplies and Services	394,143	394,143	390,571	-
Student Activities Budget-Agency	<u>449,316</u>	<u>449,316</u>	<u>436,357</u>	<u>-</u>
Total Expenditures	<u>898,636</u>	<u>898,636</u>	<u>872,716</u>	<u>-</u>
Transfers to (from) other Funds				
To (From) Operating	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>-</u>
Total Transfers	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>-</u>
Total Expenditures and Transfers	<u>1,098,636</u>	<u>1,098,636</u>	<u>1,072,716</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. Louis Community College

Public Safety, Pedestrian and Traffic Access Restated

Year Ending June 30, 2019

	FY 2019			Restated
	Restated	FY 2019	FY 2018	Change
Revenues				
College Activities Fees	\$ 915,530	\$ 915,530	\$ 881,721	\$ -
Total Revenues	<u>915,530</u>	<u>915,530</u>	<u>881,721</u>	<u>-</u>
Expenditures				
Supplies and Services	626,347	626,347	655,721	-
Total Expenditures	<u>626,347</u>	<u>626,347</u>	<u>655,721</u>	<u>-</u>
Transfers to (from) other Funds				
To (From) Maintenance and Capital	289,183	289,183	226,000	-
Total Transfers	<u>289,183</u>	<u>289,183</u>	<u>226,000</u>	<u>-</u>
Total Expenditures and Transfers	<u>915,530</u>	<u>915,530</u>	<u>881,721</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. Louis Community College

Student Aid Restated Year Ending June 30, 2019

	FY 2019 Restated	FY 2019	FY 2018	Restated Change
Revenues				
Grants and Contracts	\$ 25,241,560	\$ 25,241,560	\$ 24,889,450	\$ -
Total Revenues	<u>25,241,560</u>	<u>25,241,560</u>	<u>24,889,450</u>	<u>-</u>
Expenditures				
Salaries	\$ 854,751	\$ 854,751	\$ 854,751	\$ -
Benefits	70,090	70,090	68,123	-
Student Aid	25,116,930	25,116,930	24,764,820	-
Administrative Cost Allowance	69,546	69,546	69,546	-
Total Expenditures	<u>26,111,317</u>	<u>26,111,317</u>	<u>25,757,240</u>	<u>-</u>
Transfers to (from) other Funds				
To (From) Operating and Auxiliary Services	(869,757)	(869,757)	(867,790)	-
Total Transfers	<u>(869,757)</u>	<u>(869,757)</u>	<u>(867,790)</u>	<u>-</u>
Total Expenditures and Transfers	<u>25,241,560</u>	<u>25,241,560</u>	<u>24,889,450</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 Revenue Sources				
Pell Grants	\$ 23,826,110	\$ 23,826,110	\$ 23,474,000	\$ -
Federal Work Study (FWS)	899,739	899,739	899,739	-
Supplemental Education Opportunity Grant (SEOG)	515,711	515,711	515,711	-
Total Revenues	<u>\$ 25,241,560</u>	<u>\$ 25,241,560</u>	<u>\$ 24,889,450</u>	<u>\$ -</u>
 Transfers to (from) other Funds Sources				
Board of Trustees Scholarships	\$ (722,267)	\$ (722,267)	\$ (722,267)	\$ -
Auxiliary Services Scholarships	(77,400)	(77,400)	(77,400)	-
College Match - FWS Employer Taxes	(70,090)	(70,090)	(68,123)	-
Total Transfers	<u>\$ (869,757)</u>	<u>\$ (869,757)</u>	<u>\$ (867,790)</u>	<u>\$ -</u>

St. Louis Community College

Maintenance, Repair, Debt Service and Capital Restated

Year Ending June 30, 2019

	FY 2019 Restated	FY 2019	FY 2018	Restated Change
Expenditures				
Maintenance Repair and Capital	\$ 8,204,714	\$ 8,204,714	\$ 4,911,069	\$ -
Leasehold Bonds - Principal and Interest	<u>3,717,610</u>	<u>3,717,610</u>	<u>6,898,761</u>	<u>-</u>
Total Expenditures	<u>11,922,324</u>	<u>11,922,324</u>	<u>11,809,830</u>	<u>-</u>
Transfers to (from) other Funds				
Operating Maintenance Repair and Capital	\$ (4,972,281)	\$ (4,972,281)	\$ (3,800,000)	\$ -
Technology - Campus Based	(789,976)	(789,976)	(790,069)	-
Public Safety, Pedestrian and Traffic Access	(289,183)	(289,183)	(226,000)	-
Auxiliary Services Capital	(95,000)	(95,000)	(95,000)	-
Rental of Facilities Capital	(58,274)	(58,274)	-	-
Leasehold bonds	<u>(3,717,610)</u>	<u>(3,717,610)</u>	<u>(6,898,761)</u>	<u>-</u>
Total Transfers	<u>(9,922,324)</u>	<u>(9,922,324)</u>	<u>(11,809,830)</u>	<u>-</u>
Total Expenditures and Transfers	<u>2,000,000</u>	<u>2,000,000</u>	<u>-</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ (2,000,000)</u>	<u>\$ (2,000,000)</u>	<u>\$ -</u>	<u>\$ -</u>

St. Louis Community College

Maintenance, Repair, Debt Service and Capital Restated (cont.)

Breakdown of Operating Maintenance, Repair and Capital Expenditures

	FY 2019		FY 2018	Restated
	Restated	FY 2019		Change
Data center move	\$ -	\$ -	\$ 1,118,000	\$ -
Roof replacements	700,000	700,000	250,000	-
ESR and maintenance funding	250,000	250,000	-	-
Replace fire alarm system at McKelvey	200,000	200,000	-	-
Utility tunnel piping replacement at Meramec	200,000	200,000	-	-
Replace cooling towers at McKelvey	175,000	175,000	-	-
Miscellaneous utility repairs	150,000	150,000	-	-
District-wide elevator repairs	62,000	62,000	-	-
Surface mount vehicle lift	20,000	20,000	-	-
One four-wheel drive truck - snow plow and salt spreader	-	-	32,500	-
Forest Park renovate assessment center	-	-	25,100	-
Enrollment Management Scanner	5,000	5,000	-	-
Forest Park w treadmills	-	-	7,300	-
Forest Park microscopes	-	-	32,000	-
Forest Park routers and switches for information systems	88,629	88,629	-	-
Forest Park HVAC for F117 and G111	22,726	22,726	-	-
Forest Park Nursing Mannequin	7,584	7,584	-	-
Florissant Valley relocate academic support center	-	-	160,000	-
Florissant Valley 50 task chairs humanities 104/106	-	-	17,920	-
Florissant Valley CDLC flooring and wall repairs	221,950	221,950	-	-
Florissant Valley academic advising and assessment flooring	64,000	64,000	-	-
Florissant Valley Juno Quick Mannequin	14,495	14,495	-	-
Florissant Valley H106 technology drops and renovation	11,000	11,000	-	-
Florissant Valley Replace Photo Enlcargers and Lens Kits	9,714	9,714	-	-
Meramec theatre chauvet maverick MK2 spot/wash	-	-	41,678	-
Meramec renovate academic/advising/counseling center	-	-	35,000	-
Meramec AS201 Student Work Area	-	-	31,000	-
Meramec sound proof LH101A	-	-	32,000	-
Meramec renovate career and employment services dpt.	-	-	3,000	-
Meramec replace flooring and wiring in BA201	103,300	103,300	-	-
Meramec redesign of admission and enrollment service	62,840	62,840	-	-
Meramec update academic advising/counseling hallway	13,300	13,300	-	-

St. Louis Community College

Maintenance, Repair, Debt Service and Capital Restated (cont.)

Breakdown of Operating Maintenance, Repair and Capital Expenditures

	FY 2019		FY 2018	Restated Change
	Restated	FY 2019		
Server refresh	-	-	560,000	-
Classroom audio visual standardization and refresh	590,000	590,000	501,200	-
InfoSec EdgeSecurity	-	-	450,000	-
Employee desktop computer refresh	585,193	585,193	203,302	-
Network switch refresh	-	-	100,000	-
Cisco network chassis	-	-	100,000	-
Network edge hardware refresh	440,000	440,000	-	-
Endpoint Data Loss Prevention	137,000	137,000	-	-
Replace tape drives and tapes with new generation	115,000	115,000	-	-
Upgrade the data processing software (automic) to LINUX	100,000	100,000	-	-
Distirct wide Windows 10 migration	90,000	90,000	-	-
Business Computer Endpoint Protection Pilot	87,550	87,550	-	-
Cloud security 0365	75,000	75,000	-	-
Enterprise privilege password management	70,000	70,000	-	-
Backup replacement	70,000	70,000	-	-
Office 365 migration project	45,000	45,000	-	-
Replacement of ShoreTel Phones	44,000	44,000	-	-
Cybersecurity compliance engagement	40,000	40,000	-	-
Degree Audit & uAchieve Academic Planner Upgrade Project	40,000	40,000	-	-
Mobile device management pilot	30,000	30,000	-	-
Domain controller replacements	16,000	16,000	-	-
Network time server replacement	16,000	16,000	-	-
Strategic initiatives	-	-	100,000	-
Total Expenditures	<u>\$ 4,972,281</u>	<u>\$ 4,972,281</u>	<u>\$ 3,800,000</u>	<u>\$ -</u>

St. Louis Community College

Rental of Facilities Restated

Year Ending June 30, 2019

	FY 2019			Restated
	Restated	FY 2019	FY 2018*	Change
Revenues				
Other Revenue	\$ 168,200	\$ 168,200	\$ 210,700	\$ -
Total Revenues	<u>168,200</u>	<u>168,200</u>	<u>210,700</u>	<u>-</u>
Expenditures				
Salaries	70,246	70,246	77,002	-
Benefits	9,329	9,329	11,508	-
Supplies and Services	<u>78,465</u>	<u>78,465</u>	<u>80,484</u>	<u>-</u>
Total Expenditures	<u>158,040</u>	<u>158,040</u>	<u>168,994</u>	<u>-</u>
Transfers to (from) other Funds				
To (From) Maintenance and Capital	<u>58,274</u>	<u>58,274</u>	-	-
Total Transfers	<u>58,274</u>	<u>58,274</u>	-	-
Total Expenditures and Transfers	<u>216,314</u>	<u>216,314</u>	<u>168,994</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ (48,114)</u>	<u>\$ (48,114)</u>	<u>\$ 41,706</u>	<u>\$ -</u>

*Fiscal 2018 has been modified to conform to the fiscal 2019 presentation.

St. Louis Community College

Restricted Restated

Year Ending June 30, 2019

	FY 2019 Restated	FY 2019	FY 2018*	Restated Change
Revenues				
Grants and Contracts	\$ 6,255,754	\$ 6,255,754	\$ 8,003,379	\$ -
Other Revenue	<u>2,069,782</u>	<u>2,069,782</u>	<u>2,944,565</u>	<u>-</u>
Total Revenues	<u>8,325,536</u>	<u>8,325,536</u>	<u>10,947,944</u>	<u>-</u>
Expenditures				
Salaries	4,132,803	4,132,803	4,495,730	-
Benefits	818,952	818,952	947,560	-
Supplies and Services	2,348,806	2,348,806	4,186,972	-
Administrative and Indirect Cost Recovery	940,000	940,000	958,334	-
Maintenance Repair and Capital	<u>84,975</u>	<u>84,975</u>	<u>359,348</u>	<u>-</u>
Total Expenditures	<u>8,325,536</u>	<u>8,325,536</u>	<u>10,947,944</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

*Fiscal 2018 has been modified to conform to the fiscal 2019 presentation.

St. Louis Community College

Auxiliary Services Restated

Year Ending June 30, 2019

	FY 2019			Restated
	Restated	FY 2019	FY 2018*	Change
Revenues				
College Activities Fees	\$ 366,212	\$ 366,212	\$ 357,572	\$ -
Auxiliary Services Revenues	<u>6,878,088</u>	<u>6,878,088</u>	<u>8,097,953</u>	<u>-</u>
Total Revenues	<u>7,244,300</u>	<u>7,244,300</u>	<u>8,455,525</u>	<u>-</u>
Expenditures				
Salaries	1,426,974	1,426,974	1,496,531	-
Benefits	347,268	347,268	392,062	-
Supplies and Services	<u>5,172,658</u>	<u>5,172,658</u>	<u>6,269,532</u>	<u>-</u>
Total Expenditures	<u>6,946,900</u>	<u>6,946,900</u>	<u>8,158,125</u>	<u>-</u>
Transfers to (from) other Funds				
To (From) Operating	125,000	125,000	125,000	-
To (From) Maintenance Repair and Capital	95,000	95,000	95,000	-
To (From) Student Aid	<u>77,400</u>	<u>77,400</u>	<u>77,400</u>	<u>-</u>
Total Transfers	<u>297,400</u>	<u>297,400</u>	<u>297,400</u>	<u>-</u>
Total Expenditures and Transfers	<u>7,244,300</u>	<u>7,244,300</u>	<u>8,455,525</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. Louis Community College

Budget Assumptions Restated

Year Ending June 30, 2019

Operating

Revenue

- Local taxes
 - \$243,134 increase based on trend
 - Tax rate is \$.2112 per \$100 valuation
- State appropriations
 - Changed to fiscal 2019 truly agreed to and finally passed (TAFP) funding
 - Includes reduction for MCCA equity agreement
- Maintenance fees
 - Per credit hour maintenance fees left at FY2018 amounts
 - \$93 in district
 - \$140 Missouri out of district
 - \$198 out of state
 - \$208 international
 - \$276,788 decrease due to change in number of students withdrawing from class at higher refund amount
 - \$586,776 decrease due to change in budgeted credit hours
 - \$524,728 decrease due to Midwest Student Exchange Program and other discounts
- \$325,874 decline in lease income
 - Lessors at McKelvey replaced by Cosand Center employees
- \$172,417 increase in other revenue
 - \$160,214 increase in budgeted child development center fees
 - \$12,203 contractual increase for cell tower revenue

Expenses and Transfers

- Salaries
 - \$908,229 wage increase
 - 3% increase for non-unit personnel
 - Other personnel equity adjustments
 - \$793,987 increase for requests
 - \$521,873 full time personnel
 - Professionals
 - Three academic advisors
 - One admission advisor
 - One enterprise technical programming manager
 - One security analyst
 - One supervisor College reading/study skills
 - One business analyst
 - Office and Technical
 - Accounting Clerk II funded by a transfer from part time
 - Educational Assistant I
 - \$272,114 part time personnel, overtime and shift differential

St. Louis Community College

Budget Assumptions Restated (cont.)

- \$3,746,258 decrease for full-time positions eliminated
 - Forty and a half faculty positions
 - Two professional positions
 - Twelve office and technical positions
 - Three physical plant positions
- \$808,213 decrease in non-full-time salary budgets
 - Taken after adjustment to three-year average for part-time professional and classified
 - Applied part-time continuing and temporary salary, overtime and shift differential budgets
 - Applied to full-time office and technical and physical plant overtime and shift differential budgets
- \$1,052,504 decrease to adjunct/overload
 - Adjust budget to estimated FY2018 usage
- Benefits
 - Composite benefit rates are changed due change health care insurance
 - Reduction to as a result of reduced personnel expenses
- Supplies and services
 - Requested increases
 - \$563,365 increase for software license renewal
 - \$394,575 increase for vice chancellors' initiatives
 - \$300,000 increase for capital campaign
 - \$120,000 increase to expand branding and advertising
 - \$117,045 increase to enrollment services for recruitment initiatives – includes \$2,000 of one time funding
 - \$80,000 increase for legal fees
 - \$45,000 increase for IT project management software – includes \$25,000 of one time funding
 - \$44,765 increase for MET Center rent
 - \$24,000 increase for process improvement and continuous quality improvement
 - \$18,813 increase for intern lab supplies
 - \$16,300 increase to FP grounds
 - \$14,000 increase for athletic officials
 - \$13,000 increase for MC theatre
 - \$12,000 increase for BRDG Park rent
 - \$11,116 increase to fully fund CDLC
 - \$9,765 increase to MC community relations budget
 - \$8,000 increase to rebrand mobile enrollment unit – one time funding
 - \$4,400 increase for FP theatre
 - \$3,500 increase for FV prison program

St. Louis Community College

Budget Assumptions Restated (cont.)

- \$2,316 increase for WW lab supplies
 - \$14,648 decrease in professional development
 - \$219,715 decrease for Cosand Center parking
 - \$699,904 decrease to adjust to three year average
- Utilities
 - Decreased for sale of Cosand Center
- Transfers
 - \$1,172,281 increase in for maintenance and capital
 - \$1,967 increase to student aid for FWS benefits
 - \$3,181,151 decrease in leasehold bonds from the FY2018 bond issuance and refinancing

Technology Fee

Revenue

- \$342,687 increase due to \$1 increase on technology fee
- \$86,400 increase due to increase in credit hours

Expenses and Transfers

- Salaries
 - \$30,664 increase in for full time personnel
 - \$12,490 increase for change in personnel
 - \$4,680 increase for faculty development on online education
 - \$2,877 increase for part time and overtime
- Benefits
 - Composite benefit rates are reduced due change health care insurance
 - Increase for increased labor
- Supplies and service
 - \$25,000 increase for toner cartridges
 - \$32,440 increase in instructional software
 - \$24,071 increase for online education supplies and professional development
 - \$3,800 decrease in web design and maintenance expenses
- Transfers
 - \$93 decrease to maintenance and capital for student labs

College and Student Activities

Revenue

- \$25,920 increase for increased credit hours

St. Louis Community College

Budget Assumptions Restated (cont.)

Expenses

- Salaries
 - \$8,590 increase in temporary labor as a result of increased revenue
- Benefits
 - \$799 increase in benefits due to increase in labor and composite fringe benefit rate
- Supplies and service
 - \$3,572 increase as a result of increased revenue

- Student activities budget – agency
 - \$12,959 increase as a result of increased revenue

Public Safety Pedestrian and Traffic Access

Revenue

- \$33,809 increase due to increased credit hours

Expenses

- Supplies and service
 - \$25,169 increase for rise in cost and quantity of U-PASSes
 - \$54,543 decreased for supplies and services shift to transfer to capital
- Transfers
 - \$63,183 increase to maintenance and capital
 - Increase for concrete and paving and pedestrian access

Student Aid

Revenue

- \$352,110 increase in Pell Grants based on FY 2019 credit hours

Expenses

- \$1,967 increase in benefits due to adjustment in composite fringe benefit rate
- \$352,110 increase in for Pell Grants
 - Decrease in Pell Grants based on estimated FY 2017
 - Decrease in Supplemental Education Opportunity Grant based on award

Transfers

- \$1,967 increase for FWS benefits

Maintenance, Repair and Capital

Expenses

- \$3,293,645 increase in maintenance, repair and capital
 - \$2,000,000 planned use of fund balance for campus facility improvement
 - \$1,172,281 increase for operating capital requests
 - \$63,183 Increase from public safety, pedestrian and traffic access for concrete and paving and pedestrian access

St. Louis Community College

Budget Assumptions Restated (cont.)

- \$58,274 increase from rental of facilities
 - \$50,000 to refinish gym floors
 - \$8,274 for Forest Park HVAC for F117 and G111 – partially funded from transfer from operating
- \$93 decrease from Technology Fee for instructional labs
- \$3,181,151 decrease in leasehold bonds from the FY2018 bond issuance and refinancing
 - Transfers
- \$3,181,151 decrease in leasehold bonds from the FY2018 bond issuance and refinancing

Rental of Facilities

Revenue

- \$42,500 decrease based on FY 2018 performance and expected FY 2019 rentals

Expenses

- Salaries
 - \$6,756 decrease due to decreased rental activities
- Benefits
 - \$2,179 decrease due to decreased rental activities and change in composite fringe benefit rate
- Supplies and service
 - \$2,019 decrease due to decreased rental activities
- Transfers
 - \$58,274 increase to maintenance and capital
 - \$50,000 to refinish gym floors
 - \$8,274 for Forest Park HVAC for F117 and G111 – partially funded from transfer from operating

Restricted

Revenue, Expense and Transfers

- Decreased for completion of current awards and scarcity of new award availability

Auxiliary Services

Revenue

- Increase college activities fees due to increased credit hours
- Decreased auxiliary services revenue due to reduced student use

Expenses

- Salaries
 - Decrease for elimination of position

St. Louis Community College

Budget Assumptions Restated (cont.)

- Benefits
 - Decrease due to decreased labor and composite fringe benefit rate
- Supplies and services
 - Decreased as result of declining cost of sales

Operating

Expenses and Transfers

- Salaries
 - \$2,012,661 increase for settled unit negotiations
 - \$60,000 increase for Foundation Campaign Data Analyst
- Benefits
 - Change a result of changed salary expenses noted above
- Supplies and services
 - \$45,666 increase from unused negotiation reservation
 - \$78,894 decrease for Foundation Campaign Data Analyst salary and benefits
- Negotiations
 - \$2,012,661 decrease for settled unit negotiations salaries
 - \$587,724 decrease for settled unit negotiations benefits
 - \$45,666 decrease unused negotiation reservation to supplies and service
 - Unused from vacant positions



STLCC
**CORE
VALUES**

Academic Excellence

Expect high standards in all academic endeavors.

Learning

Acknowledge and value the unique needs and potential of each learner.

Integrity

Demonstrate personal and professional behaviors that are ethical and transparent.

Accountability

Be responsible for actions that demonstrate a commitment to St. Louis Community College's vision, mission, core values, and strategic priorities.

Innovation

Support risk-taking for creative solutions to realize our vision.

Dignity And Civility

Foster a culture of equity and inclusion through thoughtful, candid and respectful interactions.

Intercultural Competence

Cultivate understanding of and appreciation for different cultures.



Joint Resolution

Between

St. Louis Community College

And

St. Louis Community College Professional Employees Bargaining Unit

2018 – 2021

Prepared as the Result of Negotiations between Representatives of:

ST. LOUIS COMMUNITY COLLEGE

and

STLCC PROFESSIONAL EMPLOYEES BARGAINING UNIT - NATIONAL EDUCATION ASSOCIATION

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Article I - Preamble

The following Joint Resolution, hereinafter referred to as “Resolution” or “Agreement” represents the result of negotiations between the Missouri National Education Association and representatives of the Board of Trustees of St. Louis Community College was presented to the Board of Trustees of St. Louis Community College in the form of joint recommendations on _____ and adopted by the Board of Trustees on _____.

WHEREAS, certain professional employees of St. Louis Community College, hereinafter referred to as the “College”, did on May 25, 2017 select in an election by secret ballot the Missouri National Education Association, hereinafter referred to as the “Association” as their exclusive bargaining representative pursuant to RSMo S105, et seq.; and,

WHEREAS, the designated Unit consists of all full-time professional employees (52 week) including “internally” and “externally” funded full-time professional employees, excluding supervisory/managerial and confidential professional employees as defined in accordance with Missouri State Board of Mediation rules, part-time professional employees and all other College employees in other job categories or units, said appropriate professional unit having been certified by the Missouri State Board of Mediation in Public Case No. R 2017-007; and,

WHEREAS, the representatives of the Board of Trustees of St. Louis Community College have met, discussed and negotiated with the Bargaining Representatives of the affected employees, proposals relative to salary and other conditions of employment of said employees; and

WHEREAS, the results of said negotiations have been reduced to writing and presented to the Board of Trustees of St. Louis Community College.

NOW, THEREFORE, BE IT RESOLVED, that the following be and hereby is approved and adopted by the Board of Trustees of the College with respect to employees of the Professional Employees Unit with respect to wages, hours and other terms and conditions of employment, said Resolution to remain in effect as hereinafter provided unless otherwise amended or modified in whole or in part by the Board of Trustees.

Article II - Recognition and Unit Description

Section 1 Recognition

The College recognizes the Missouri National Education Association as the sole and exclusive bargaining agent, to the extent authorized by applicable Missouri Law, for the purpose of collective bargaining as to salaries and other conditions of employment for all employees in the bargaining unit as determined by the Missouri State Board of Mediation in Public Case No. R 2017-007.

Section 2 Unit Description

The professional employee bargaining unit consists of all full-time professional employees (52 week) including “internally” and “externally” funded full-time professional employees, excluding supervisory/managerial and confidential professional employees as defined in accordance with Missouri State Board of Mediation rules, part-time professional employees and all other College employees in other job categories or units, said professional unit having been certified by the Missouri State Board of Mediation in Public Case No. R 2017-007.

Article III - Association Rights

Section 1. The College recognizes that the Bargaining Unit members shall not be discriminated against in the use of College campus facilities and equipment. They shall have the right to make use of College campus buildings and facilities at reasonable times when such buildings and/or facilities are not otherwise in use. The official format for reserving rooms or facilities shall be used, and the College is authorized to charge for all added costs above those of normal operations.

Section 2. The Bargaining Unit may use the College internal mail service, email communications and mailboxes for bargaining unit communications. Such usage is subject to adherence to College procedures and guidelines.

Section 3. Authorized representatives of the Bargaining Unit shall be permitted to transact official Bargaining Unit business on College working hours and property at all reasonable times as long as official business of the College is not disrupted.

Section 4. The College will provide one office space for the Bargaining Unit at the primary location to which the President of the Bargaining Unit is assigned as of the start of the fall semester. The location of the office is to be designated by the College.

Article IV - Board & Management Rights

Section 1. Management of the College is vested exclusively in the College. Except as otherwise provided in this Agreement, the Association agrees that the College retains all management rights, and may exercise sole authority on all decisions involving academic and/or operational matters.

Section 2. Further, it is recognized that the College continues to retain all existing management rights and prerogatives, including the rights to establish, promulgate or change any procedures or practices that are not limited by this Joint Resolution.

Section 3. Finally, it is recognized that the Board of Trustees has and retains the final responsibility and legal authority to determine and change policies and procedures related to the professional employees that are not limited by any provision of this Joint Resolution.

Article V - Negotiation Procedures

Section 1. Purpose

In order to serve the best interests of the College, the STLCC Professional Employees Bargaining Unit (PEBU) NEA and College management representatives agree to institute negotiations characterized by mutual respect and consideration. To this end, the parties agree to meet at mutually agreed upon times and negotiate in good faith, all matters of mutual concern for the purpose of executing a written contract incorporating all agreements reached between the parties.

Section 2. Time Frame

The parties agree to initiate the negotiation process beginning not later than February 1 of the fiscal year in which the current Agreement is to expire or per existing contract re-opener terms and/or conditions specified in the existing contract.

Section 3. Bargaining Process

In order to address the best interests of the College and STLCC Professional Employees Bargaining Unit (PEBU) NEA, the parties agree to select and use a method of bargaining that builds on collaborative problem-solving and preserves consensus outcomes.

Section 4. Bargaining Team Membership & Participation

Both the STLCC PEBU NEA membership and management will select an approximately equal number of representatives to participate in bargaining. Team members will be identified and participation will be coordinated with supervisors of each employee no later than 30 days prior to the start of negotiations. After all representatives are confirmed, the team, hereafter inclusive of both labor and management representatives, will complete bargaining training, if needed, prior to the first scheduled bargaining meeting. Team members will comply with any applicable legal provisions. In absence of such provisions, all time scheduled for the purpose of conducting labor organization-related activities concerning collective bargaining, including but not limited to negotiations, bargaining meetings, meet and confer sessions, and other collective bargaining-related activity during the usual Monday- Friday work week will be considered normal work time. Team members will make every effort to ensure the business of the College is not disrupted as well as commit to full participation in team work that is required to complete the negotiation process. All members agree to provide accurate information in a timely manner to facilitate an efficient negotiation process.

Section 5. Subject Matter Experts

Either party may utilize the services of outside consultants to assist in the negotiations including attendance at, and participation in, bargaining team meetings.

Section 6. Joint Resolution Ratification

Prior to any ratification of the joint resolution, the parties will comply with any applicable legal provisions. In absence of such provisions, tentative agreements shall be submitted to, and ratified by the STLCC PEBU NEA membership. After ratification by the union membership tentative agreements will be submitted within the next Board of Trustees meeting cycle for approval. The parties will execute a written contract in the form of a Joint Resolution to be signed by the Chair of the Board and by the President of the STLCC PEBU NEA. The Joint Resolution will be effective for the duration of the agreement stipulated therein.

Section 7. Contract Impasse

When an impasse is declared, the parties will immediately notify the Board of Trustees. The parties will meet in person to present, update, and discuss their respective interests, issues, and options at an Executive Session of the Board. This update shall be presented by the representative teams of the College and the PEBU for the purpose of informing the Board of their respective positions on unresolved issues.

The representative teams of the College and the PEBU will collaborate to determine the next step:

- The PEBU and the College may agree to extend bargaining for a mutually agreed upon period of time to collaborate and reach a TA for resubmission to the parties for ratification.

The representative teams of the College and the PEBU will comply with any applicable legal provisions. Absent any contradictory legal provisions, the following shall apply:

- If the PEBU and the College are not able to reach agreement, the mediation process will be initiated following the declared impasse.

Section 8. Mediation

The representative teams of the College and the PEBU will comply with any applicable legal provisions. Absent any contradictory legal provisions, the following shall apply:

On or about June 15 of the expiration year, if no agreement has been reached on all issues subject to negotiations, an impasse may be declared by either party by serving written notice of said impasse to the other party. In such instance, the Federal Mediation and Conciliation Services (FMCS) shall be immediately notified of the mutual desire of both parties to continue negotiations with the assistance of and under the auspices of a Federal Mediator. Each party shall be responsible for stipulating a list of resolved and unresolved issues in conjunction with their request for Federal Mediation Services assistance.

Section 9. Agreement Collaboration

During the term of the agreement, the parties agree to collaborate and meet for the purpose of ensuring the agreement's proper implementation and to minimize and/or resolve misunderstandings that may arise from time to time regarding the interpretation and application of the agreement. To this end, a standing Professional Employee Relations Council (PERC) will operate under mutually agreed guidelines and will consist of the following parties representing the STLCC PEBU NEA: President, Vice President and two professional staff union members appointed by the Union President; representing the College: a Human Resource Management Representative plus 3 members appointed by the College. This council shall meet during the academic year for a number of mutually agreed upon meetings and will operate under mutually agreed upon guidelines. Additional meetings may be convened as necessary. Additional attendees may be invited who are relevant to the discussion topics.

Article VI - Virtual Bulletin Boards

The College will provide the bargaining unit electronic site space to be used as an electronic bulletin board. The bargaining unit may post official notices and bulletins including meetings, events, elections and election results, appointments of officers, or other matters relating to the bargaining unit. The bargaining unit is responsible for maintaining the membership and content on the site.

Article VII - Publication of Resolution

The College shall publish and provide all Unit employees at the time of hire a copy of the Resolution. In addition, all Professional Employees covered by the bargaining Resolution shall be notified of the existence of the Resolution and shall be provided access to the Resolution either in digital format or paper copy within thirty days of Board passage. Notification (as outlined above) of Professional

employees of the existence of the Resolution and the availability of the detailed Resolution for employee review may be made by the College electronically. Copies of the approved Resolution shall be accessible through the College's web-site/page.

Article VIII – Entire Agreement

During negotiations that resulted in this Joint Resolution, all matters within the scope of bargaining have been negotiated and agreed upon. This Joint Resolution represents the full understanding and commitment between the parties. The Joint Resolution may be added to, deleted from, or otherwise changed only by a written amendment signed by the parties, after conferring regarding the reason for the addition, modification, or other change to the Resolution and bargaining the impact, if any, of such addition, modification or other change to the Joint Resolution, or as expressly provided for in this Joint Resolution, or as required by law.

Article IX - Nondiscrimination

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

B. St. Louis Community College Non-Discrimination Statement

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure nondiscrimination.

For information contact:

Employment

Manager, Talent Management

3221 McKelvey Road

St. Louis, MO 63044; 314-539-5210

ADA Administration

Director, Employee and Labor Relations

3221 McKelvey Road

St. Louis, MO 63044; 314-539-5210

Section 504/Title II Coordinator

Associate Vice Chancellor of Student Affairs

3221 McKelvey Road

St. Louis, MO 63044; 314-539-5210

C. The College and the STLCC PEBU-NEA shall not discriminate against any professional unit member on the basis of membership in or the failure to join the Association or any other employee union organization. Professional application forms and oral interview procedures shall not refer to membership in or preference for the Association or any other employee union organization.

All parties to this agreement acknowledge they are obligated to comply with the provisions of this Article.

Article X - Salary Terms

Each full-time unit professional who was on the College payroll as of July 1, 2018 will receive a 3% General Wage Increase. Salary increases are retroactive to July 1, 2018.

For 2019-2020 a 2% General Wage Increase will be implemented. Should the College fund salary increases for any other group at a level above 2 percent for the 2019-2020 year, the higher percentage funding (and only the higher percentage funding) will be made available for salary negotiation purposes to the full-time professional unit.

The College and STLCC PEBU NEA will reopen for salary negotiations for 2020-2021.

Article XI - Medical Leave

Whenever a Unit employee is compelled to be absent from duty due to temporary medical disability, illness or injury including disability related to pregnancy, childbirth or related conditions, the employee shall be allowed full compensation from accrued medical leave.

Unit Employees on a 12-month contract may accumulate medical leave at the rate of 1.2 days or 9.6 hours per pay period worked for a maximum of 14.4 days for each full year of service. The unused portion of such medical leave may accumulate up to a maximum of 180 days or 1440 hours.

No payment will be made for accrued but unused medical leave at time of termination of employment.

Unit employees may also receive full compensation from accrued medical leave when the employee is compelled to be absent from duty due to temporary disability, illness or injury of a member of the employee's immediate family. Members of the immediate family include: Mother, father, foster parent, foster child, husband, wife, son, daughter, brother, sister, current mother-in-law, current father-in-law, grandparent or any relative living in the immediate household.

Unit employees are entitled to unpaid leave for reasons of illness for a period up to a maximum of ninety (90) days. The Board of Trustees may approve an extension of unpaid leave for up to one year upon recommendation by the chancellor.

Probationary Unit employees may be granted an unpaid leave. The probationary period will be extended by the length of such leave.

Article XII - Vacation Leave

Section 1

Vacation time is accrued for Professional Unit Employees in accordance with the following schedule:

Length of Service	Days Accrued Per Year	Hours Per Monthly Pay Period
1st year	16	*10.67
2nd year	18	12.00

Length of Service	Days Accrued Per Year	Hours Per Monthly Pay Period
3rd year	20	13.33
4th – 9th year	22	*14.67
10th – 14th year	24	16.00
15th – 19th year	25	*16.67
20th – 24th year	26	17.33
25th year and over	27	18.00

*rounded to the nearest .01 decimal place

As of the close of the September payroll reporting period, the number of days carried forward may not exceed a maximum of twice the normal year's vacation accrual. All Unit employees whose vacation accrual exceeds the accrual maximum allowed will be notified in writing by Human Resources on July 1.

In the case of severance in good standing after one or more years of service, accrued vacation will be included in the last check and will be limited to not more than twice the maximum allowed vacation accrual.

Section 2

Unit employees are entitled to use vacation time. To ensure the needs of the College are met and employee vacation time can be utilized, the following provisions will be followed:

1. Each department to which it applies will produce an annual calendar that identifies blackout dates for the fiscal year indicating when no members of staff may take vacation and identifies the number of individuals who may be on vacation on the remaining weeks of the fiscal year;
2. Annual calendars must be published and available to staff on June 1 each year for the dates of July 1 through June 30;
3. Staff may submit requests for leave that begin between July 1 and June 30 once the annual calendar is published;
4. Staff requests may only be submitted for dates within the fiscal year as described in C;
5. Submissions are approved on a first come, first served basis. If two Professional employees request the same vacation time off, and the number of staff who can be away prohibit both requests being approved, the approval may be based on seniority. Employees are encouraged to use a rotating seniority system to allow for fair and equitable approvals;
6. Employees may submit changes to approved vacation time off, but they may not bump another employee's scheduled vacation time if dates coincide.

To meet the requirements of the provisions above, the College will develop, implement, and publish the process by which employees will request vacation time.

It is accepted that unforeseen emergency situations may occur at the College that require the attention of employees on vacation. In these cases, the College's requests, made to employees on approved vacation time, should be legitimate and urgent in nature, and employees should not be charged for

vacation time that was not able to be utilized. Inability to comply with requests is not subject to reprimand.

Article XIII - Personal Leave

Personal leave is granted to Bargaining Unit employees and is deducted from accrued medical leave. Four (4) days or 32 hours are granted per fiscal year (July 1 through June 30). Personal leave is used at the discretion of the employee and must follow the leave procedures. Bargaining unit employees who have completed at least ten (10) consecutive years of service may use one (1) additional day or eight (8) additional hours per fiscal year.

Article XIV Bereavement Leave

Unit employees will be entitled to four (4) days of absence, without loss of pay, for the death of a member of the employee's family. Members of the employee's family acknowledged by this benefit include: mother, father, foster parent, foster child, husband, wife, son, daughter, brother, sister, current mother-in-law, current father-in-law, grandparent, grandchild, or any relative living in the immediate household.

Additional leave of up to three (3) days, or twenty-four (24) hours, may be available with approval of employee's supervisor and is to be deducted from available medical leave accruals when granted.

Article XV - Association Leave

The College will grant five association officers with release time off of up to five unpaid days each (without loss of benefits) or at the employee's discretion to use vacation or personal days, per member, per fiscal year for travel and attendance at national and state association conventions, representative assemblies, and leadership training. Unused days will not carry-over to future fiscal years.

The Association President will determine which of its officers will attend these events with consideration for departmental leave blackout dates and departmental coordination of professional staff vacation schedules so that the College can maintain adequate departmental staffing, subject to management approval. Selected members will give notice of the intention to take time off to their immediate supervisor by submitting a Request for Leave Form at least 10 working days in advance. The College will designate a time code for tracking association leave.

Article XVI - Holidays

Unit employees shall be provided eleven (11) paid holidays annually as follows: New Year's Day, Martin Luther King Day, Presidents Day, Spring Holiday (as designated in the Academic Calendar), Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following day, the day before Christmas and Christmas Day. In addition to the holidays designated, the week days which fall between Christmas Day and New Year's Day will be considered additional holidays for unit members.

Whenever any holiday falls on a Sunday and local, state and/or federal authorities transfer its observance to the following Monday, then the holiday will be observed on Monday. If any holiday falls on a Saturday, the holiday shall either be observed on the preceding Friday or on Monday, as determined by the College.

Article XVII Health Benefits

Full-time employees may participate in health insurance plans offered by the College. Participation in the College's health insurance benefit plans is voluntary.

The Professional Unit President and/or unit designees will serve on the Health Benefit Advisory Committee. Pertinent information and good faith participation will be afforded to the Unit in a timely manner.

Article XVIII - Retirement Privileges

A. Voluntary Separation Incentive Programs (VSIP)

Whenever the College deems it to be in its best interest to offer a VSIP, full consideration will be given to full-time professional unit employees, and the College will seek input from the Association with regard to any plan which might be applicable to full-time professional unit employees prior to plan implementation.

B. Retirement Privileges for Emeritus Staff

Emeritus staff are those who have retired after 10 years of full-time service to the College and are eligible to receive a retirement allowance from the Public School Retirement System of Missouri or Non-certificated Retirement Plan. The following privileges are available to emeritus staff:

- Parking privileges at all locations upon securing a valid parking sticker as is required of employees.
- Library privileges at College libraries.
- Continue participation in the College group medical insurance upon retirement until age 70 or, for certificated employees, as prescribed by law. As prescribed by law, upon retirement, employees are eligible to continue their participation in the College's medical insurance programs, subject to provisions of the medical insurance plan contract. Emeritus staff selecting such insurance will pay the full costs involved, including any applicable administrative costs.
- Maintenance fee waivers for courses at the College for emeritus staff members, their dependents, and their spouses.

These privileges are available to previously retired employees who are receiving a retirement benefit from either the Non-certificated Retirement Plan or the Public School Retirement System of Missouri.

Article XIX - Personnel Files

There is only one official personnel file for each Professional Unit employee which is located in the Human Resources File Room.

The official personnel file will contain applications for employment and records relative to compensation, payroll deductions, evaluations and other such documentation as may be considered pertinent for responding to inquiries from the Board of Trustees and from state and federal authorities.

The types of material which are placed in the personnel file are confidential and in compliance with the Missouri State Law as applicable. No documents regarding sexual harassment, medical, Homeland Security Verification, or background checks are to be placed in the personnel file.

Materials placed in the personnel file should be dated and signed by the person who is submitting the item for filing. At a scheduled meeting, the employee shall be shown and notified of its purpose before any item is placed in the personnel file. The employee's signature denotes receiving the material, not that they agree to the contents of the item. If the employee refuses to sign the document, the refusal should be noted on the document and signed by a witness.

All items will be placed in the personnel file within 20 business days from the employee signature date. Any derogatory materials placed in the employee's personnel file but not shown in person, or delivered via certified mail, shall be placed after the 20 business days. Failure to comply with the stated timeline shall be subject to the Grievance Procedure. The employee's signature denotes receiving the material, not that they agree to the contents of the item. If the employee refuses to sign the document, the refusal should be noted on the document and signed by a witness.

Personnel files can be viewed by the employee or a designated person approved by the employee, and College employees carrying out the official functions of the College. Adherence is required to the following instructions:

1. The Professional member may formally request an appointment with the Human Resources File Retention Clerk.
2. The Professional member, with written request, may have a representative accompany him/her in such review.

The requester will be allowed to view the file in a private area, with the File Retention Clerk and/or appointed representative, and may request copies of any and all items that are present.

Aside from College employees acting in an official capacity, no other persons or agencies may have access to information in the personnel file unless authorized by the employee, state or federal mandates, or if subpoenaed or ordered for release by a court of law.

An employee may place materials in his/her personnel file that are relative to Missouri State Law that are not voluminous. In place of voluminous materials, a summary sheet referencing such materials may be accepted.

Article XX - Onboarding and Training

Section 1. On-Boarding

The College will conduct an on-boarding process for all new employees to promote employee retention, productivity and organizational expectations.

Departmental management will promote job performance by providing additional job-related on-boarding.

Section 2. Training (Optional section and required section)

Requests for participation in training will be submitted to the professional unit member's supervisor following the procedures established by the College.

Each unit member may request timely, job-relevant professional development training that will be paid for by the College when approved in advance by management and when funds are approved within the

budget process. Training may include the acquisition of additional college credit and/or continuing professional credit; attendance at conferences, workshops, seminars, professional meetings; and membership in professional associations or organizations.

Professional unit members may request professional development time to take exams to acquire or maintain a work-related license or certification when approved in advance by management.

When the College requires licenses or certifications as determined by management, the College is responsible for payment of the employee's first attempt in addition to providing the required time away from work.

At the discretion of management, in-house training may be offered to fulfill departmental needs.

Article XXI Committee Representation

When the College creates a committee where representation is sought from the various units by the College, the Unit shall be represented by union representatives, selected in any manner determined by the Association. In dealing with the College, the Unit shall provide representation to any committees that serve in an advisory capacity or require voting by its members and will make appointments that are in direct proportion to those of the other units. *Paid Association staff representative attendance and participation will be in an advisory capacity to their members.

Requests for professional unit representation shall be communicated directly to the union president.

Employees will assume committee duties as part of their regular workload.

Article XXIII - Non-renewal

Section 1. Contract Term

(The term year referred to in this section is defined as a fiscal year, July 1 through June 30.)

New full-time administrative/professional employees will be on probationary status and will be offered one-year contracts during the initial three years of employment. During this three-year period, extensive analysis and evaluation of individual performance will take place.

Administrative/professional employees who change position(s) during the initial three years of employment will be on probationary status for a minimum of one year in each new position. Each year of the probationary period served before the promotion will be counted as a part of the three-year probationary period.

After three successive years of satisfactory service and upon approval by the Board, administrative/professional employees will be offered one-year, non-probationary contracts subject to the provisions concerning dismissal and reduction in force promulgated under Board policy as well as the management prerogative of assignment.

Administrative/professional employees who change position after receiving or becoming eligible for a non-probationary contract will be issued a probationary contract for the first year in the new position. Upon satisfactory completion of this probationary period, these employees may be issued non-probationary contracts.

Non-probationary administrative/professional employees will not be required to begin a new probationary period when the position held is reclassified with no change in duties or responsibilities. When a position held by a classified employee is reclassified as professional with no change in duties or responsibilities, the incumbent employee will be issued a non-probationary professional employment contract so long as the employee has held the classified position for a minimum of three successive fiscal years. Otherwise, the employee will be issued a probationary professional employment contract until the equivalent of three successive fiscal years of satisfactory service has been fulfilled.

Administrative/professional employees who are not offered non-probationary contracts when eligible may be dismissed or may, upon Board approval, continue employment in a probationary status. The maximum amount of time allowed for the extended probationary period will be one year. A one-year probationary contract may be offered at the discretion of the College.

Administrative/professional employees can be dismissed for just cause at any time during the extended probationary period. At the end of the extended probationary period, these employees either will be dismissed or offered one-year, non-probationary contracts.

Section 2. Non-renewal of Contract

Employees holding non-probationary and probationary contracts may be subject to non-renewal on an annual basis. Notice of non-renewal must be given in writing to non-probationary employees no later than 120 calendar days before the expiration of the contract and will include the reasons for non-renewal. Notice of non-renewal must be given in writing to probationary employees no later than 90 calendar days before the expiration of the contract. No reason will be given for non-renewal of probationary contracts. Employees who had previously held non-probationary contracts will receive 120 calendar days' notice before the expiration of their probationary contracts.

In lieu of dismissal, non-probationary employees who receive a non-renewal notice may be offered probationary contracts and will be subject to the provisions pertaining to probationary employees.

Article XXIV - Dismissal

Professional unit members may be discharged during the term of contract for one or more of the following causes: insubordination; dishonesty or fraud; conviction of a felony; inefficiency or incompetency in the performance of assigned duties; violation of Board policy/administrative procedures, local, state or federal laws; or failure to comply with the terms and conditions of the written contract between the College and the employee.

Article XXV - Reduction in Force

- A. Subject to functional continuity and professional specialization, before reduction in force notification is given to specific unit members, the administration will consider appropriate alternatives to layoff. The alternatives may include but are not necessarily limited to:
 - a. Normal attrition
 - b. Voluntary early retirement
 - c. Splitting of a full workload assignment between two or more locations
 - d. Transfer to another location where a vacancy exists for the same position
 - e. Transfer to another vacant position for which the unit member is qualified

- B. The College shall provide the association with advance notice of professional unit positions being considered for a RIF.
 - a. Before a recommendation for reduction in force recommendation goes to the Board of Trustees the College will meet with the Association to discuss possibilities related to options discussed in section "A" above.
 - b. Before a reduction in force notification is given to specific professional unit members the College will meet with the Association to discuss options and efforts described in section "A" above.
 - c. Any written communications to be disseminated to individual professional unit members related to reduction in force will be reviewed with the Association prior to distribution.
- C. Definitions
 - a. Service time – full-time hire date with STLCC
 - b. Seniority – time within an employee's current position with the College
 - i. Changes to job titles resulting from reorganizations or reclassification of positions that do not result in material changes in job duties will retain seniority.
 - ii. A member who is transferred to the same position in another location, voluntarily or involuntarily, will retain seniority.
 - iii. A member who is recalled will retain seniority.
 - c. Status - probationary or continuing status of a member
 - i. Changes to job titles resulting from reorganizations or position reclassification of positions that do not result in material changes in job duties will not affect probationary or continuing status of a member.
 - ii. A member who is transferred to the same position in another location, voluntarily or involuntarily, will retain Status.
 - iii. A member who is recalled will retain status.
- D. If, in the judgment of the administration, it is necessary to decrease the number of non-probationary professional unit members because of financial considerations, limits established by staffing policies, or by functional reorganization and/or consolidations, the following criteria will be applied:
 - a. Subject to functional continuity and professional specialization (to include, but not necessarily limited to needed skill sets) and once the College determines which locations and positions will be affected, Part-time employees will be terminated first; Temporary members will be terminated second; probationary members will be terminated third; non-probationary members will be terminated last.
 - b. Within the limits of functional continuity, and professional specialization (to include, but not necessarily limited to needed skill sets), and once the College determines which locations and positions will be affected, layoffs will be on the basis of seniority by job titles district-wide and/or at each location, as determined from initial date of full-time employment. The most senior employee will be the last laid off.
 - i. Seniority will first be determined by seniority within position.
 - ii. Any ties regarding seniority by position will be determined by full-time service date with the College.
 - iii. Any further ties will be determined by the flip of a coin.

- c. Affirmative action considerations will be taken into account to modify the seniority principle when it appears to be necessary in the judgment of the administration.
- d. Unit members will be placed on a recall list of the basis of reverse order of layoff and recalled in accordance with the needs of the College up to the end of three (3) years after layoff. Personnel files for employees affected by RIF will be maintained by Human Resources until the period of recall is over.
- e. Notice of reduction in force will be given in writing to professional unit members no later than 120 days before the end of the contract year. The administration will attempt to give earlier notice where it is judged by them to be feasible. Notification will include a statement of the condition which led to the reduction in force.
- f. Notice of recall will be given by certified mail to the last known address of the RIF'd employee. If the former employee fails to respond within fourteen (14) calendar days from the receipt of the recall notice, he/she will be considered to have refused the offer.
- g. Failure to accept the alternatives to layoff, if offered, will not jeopardize the laid off unit member's recall rights or place on the recall list.
- h. While on the recall list, RIF'd members retain rights to use College facilities, parking tags, tuition waivers, and EAP. COBRA insurance benefits may be continued at their own cost.
- i. The College will provide RIF'd members with instructional procedures, in order to receive notification, of any STLCC jobs that open up during the period they are subject to recall.
- j. The College will provide laid off members assistance in seeking alternative employment. Such assistance will include preparation and printing of resumes.

Article XXVI - Inclement Weather and Location Closings

Inclement Weather:

- If the **College is open** and an employee is late or absent due to severe and unexpected emergency weather conditions such as snow and/or icy roadway conditions, heat, flooding, etc., employees will not be disciplined for their late arrival or absence. Employees will work with their manager to account for missed time, productivity and/or workload.
- If the **College closes** due to weather conditions employees whose primary work location is closed are dismissed for the day with no loss in pay or leave time.
 - Employees who have submitted pre-approved paid leave, but the requested leave has not started, will have the opportunity to rescind their request. Employees already not at work on approved leave time on the date of the College closing will remain on pre-approved leave. Nothing in this provision supersedes FMLA requirements.
 - Employees who are required to work will work with their supervisor on an adjusted work schedule.

Job Location Closing:

In the case of non-weather emergency closings, the College may choose to move professional employees to another location and/or may work from home if so equipped.

- Time used to relocate will be considered work time.
- In the case of a temporary work relocation it is the College's responsibility to secure a new work location.
- If an employee relocates they will be permitted to leave work at a time that allows them to return home at their regularly scheduled time, if applicable.
- Employees will not be subject to reprimand if they are unable to comply with a relocation order.
- Employees who have submitted pre-approved paid leave, but the requested leave has not started, will have the opportunity to rescind their request. Employees already not at work on approved leave time on the date of the College closing will remain on pre-approved leave. Nothing in this provision supersedes FMLA requirements.

Article XXVII - Scope, Duration & Expiration

Section 1. Scope: To the extent that this Joint Resolution is inconsistent with Board Policies or Administrative Procedures, this Joint Resolution shall control. Existing Board Policy provisions and other applicable procedures of the College not expressly included in this Joint Resolution are considered in full force and effect. The parties agree that the terms of this Joint Resolution shall be maintained in full force and effect during its term and may be modified only by mutual written amendment signed by the parties.

Section 2. Duration: This Joint Resolution shall be effective July 1, 2018 and shall continue in full force and effect until it expires on midnight June 30, 2021; all provisions of the current Joint Resolution shall remain in effect subject to applicable law.

[Article XXVIII] Article 1.7 Savings Clause

This Joint Resolution is subject in all respects to the laws of the State of Missouri and the United States with respect to the powers, rights, duties and obligations of the College, Union, and the employees in the Unit. If any provision of this Joint Resolution or any application thereof to any Professional employee is held by a Court of competent jurisdiction to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such Court decision, and all other provisions or applications shall continue in full force and effect, subject to applicable law and the rights of the Board of Trustees. In the event that a provision or any application thereof, is held to be contrary to law, then upon written demand of either party within 30 days after such Court ruling becomes final, negotiations shall begin on a replacement provision to comply with such Court Order.

Article XXIX - HB1413 Introduction & Information

§ 105.585, RSMo Required Provisions

Notwithstanding any provision of this Joint Memorandum which may be to the contrary, the parties hereby agree to the following six (6) provisions, required by Section 105.585, RSMo. If any of these mandatory provisions is modified or repealed by the legislature, or is found to be invalid or unenforceable by a Court of competent jurisdiction, that provision shall be null and void, and the rest of

the Joint Memorandum shall remain in full force and effect. Upon written demand of either party within 30 days after such legislative action or Court ruling, negotiations shall begin on a replacement provision to comply with such repeal or Court Order.

Section 1. As per Missouri Revised Statute section 105.585 (1), the Board and College shall retain the right to hire, promote, assign, direct, transfer, schedule, discipline, and discharge employees. The Board and College shall also retain the right to make, amend, and rescind reasonable work rules and standard operating procedures and policies.

Section 2. As per Missouri Revised Statute section 105.585(2), all strikes and picketing of any kind against the College are prohibited. Strikes are defined as any organized refusal to perform services, walkout, sick-out, sit-in, or other form of interference with the operations of the College. Any individual who engages in any strike or concerted refusal to work, or who pickets against the College over any personnel matter, shall be subject to immediate termination. Nothing in this provision shall be construed to restrict, interfere, or remove any right provided by the Missouri Constitution, or the United States Constitution.

Section 3. As per Missouri Revised Statute section 105.585(3), STLCC PEBU-NEA shall have a duty of fair representation to all employees in the bargaining unit. The Association recognizes its duty, right, and responsibility to represent without discrimination all Employees in the bargaining unit in all aspects of this Agreement.

Section 4. As per Missouri Revised Statute section 105.585(4), STLCC PEBU-NEA representatives and public employees of the College are prohibited from accepting paid time off from the College, other than unused paid time that was accrued by such employee, for the purpose of training for, preparing for or conducting labor organization-related activities concerning collective bargaining, including, but not limited to, negotiations, bargaining meetings, meet and confer sessions, and other collective bargaining-related activity. STLCC PEBU-NEA representative and public employees of the College shall, if provided in this Joint Resolution, be permitted paid time off for the purposes of grievance-handling, advisory committees, establishing a work calendar, and internal and external communication.

Section 5. As per Missouri Revised Statute section 105.585(5), all public employees are free to refrain from participating in STLCC PEBU-NEA activity, and may oppose such activity. All public employees shall have the right to join or not join, and to support or not support the Association as they see fit. The College and the STLCC PEBU-NEA shall not discriminate, retaliate, or provide preferential treatment for any individual's expression of their right to join, or not to join the Association, or to support or oppose the Association.

Section 6. As per Missouri Revised Statute section 105.585(6), in the event of a budget shortfall, the College shall have the right to require the modification of the economic terms included in this Joint Resolution. If, upon good cause, the College deems it necessary to modify the economic terms of this Joint Resolution, the College shall so notify the MNEA and shall provide a period of thirty days during which the College and the MNEA shall bargain over any necessary adjustments to the economic terms of the agreement. If, at the end of the thirty-day period, the parties have been unable to agree upon modifications that meet the College's requirements, the College shall have the right, upon good cause, to make necessary adjustments or modifications on its own authority.

**RESOLUTION re: Approval of Joint Resolution/Collective Bargaining Agreement
between St. Louis Community College and Eastern Missouri Coalition of Police,
Fraternal Order of Police, Lodge 15**

WHEREAS, on September 29, 2016, the full-time, commissioned Police Officers and Probationary Police Officers of the St. Louis Community College employees of St. Louis Community College (hereinafter the “Bargaining Unit”) and the College recognized the Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15 (hereinafter the “Union”) as the exclusive collective bargaining representative of the Bargaining Unit; and

WHEREAS, representatives of the College and the Union met, conferred, and agreed on an initial Collective Bargaining Agreement/Joint Resolution (hereinafter, the “Agreement”) addressing wages, hours, and other terms and conditions of employment for the Bargaining Unit for the period beginning February 21, 2019 to June 30, 2021, attached hereto as Exhibit A and incorporated into this Resolution by reference; and

WHEREAS, the Agreement was ratified by the Union on February 13, 2019.

NOW, THEREFORE, BE IT RESOLVED, that the following be and hereby is approved and adopted by the Board of Trustees of the College with respect to the employees of the Bargaining Unit; and

FURTHER RESOLVED, that the appropriate officer of the Board or the District is hereby authorized and directed to execute a copy of the Agreement.

Joint Resolution/Collective Bargaining Agreement

Between

St. Louis Community College

And

**Eastern Missouri Coalition of Police,
Fraternal Order of Police, Lodge 15**

2019 - 2021

Prepared as the result of Collective Bargaining Negotiations between Representatives of

ST. LOUIS COMMUNITY COLLEGE

And

**EASTERN MISSOURI COALITION OF POLICE,
FRATERNAL ORDER OF POLICE, LODGE 15**

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PREAMBLE

This Collective Bargaining Agreement/Joint Resolution, hereinafter referred to as this "Agreement", is entered into by and between the representatives of the Board of Trustees of St. Louis Community College District, hereinafter referred to as the "College" or "Employer" and the duly authorized representatives of the Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15, hereinafter referred to as the "Union", and their respective successors. It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relationships between the parties hereto; to provide an orderly, prompt, and peaceful means of resolving disputes involving interpretation or application of this Agreement; and to set forth herein basic and full agreement between the parties concerning wages, hours, and terms and conditions of employment. It is acknowledged that during the negotiations that resulted in this Agreement, the parties were fully aware that each party had the unlimited right and opportunity to make demands and proposals concerning terms and conditions of employment. It is understood that the College is engaged in furnishing essential public services which vitally affect the health, safety, comfort, and general well-being of the public, and both parties hereto recognize the need for continuous and reliable service to the public. The provisions of this Agreement take precedence over and supersede all prior agreements between the parties concerning benefits, privileges, wages, hours and terms and conditions of employment. It is the responsibility of each employee to be aware of the content and information contained herein.

ARTICLE 1 – UNION RECOGNITION

The College recognizes the Union as the exclusive collective bargaining representative for the purpose of negotiating wages, hours and other terms and conditions of employment for all full-time commissioned Police Officers and Probationary Police Officers employed by the College (the "Unit"), excluding Lieutenants, any management, supervisory, or confidential employees, and Security Guards. These rights of the members' representative shall remain in effect until decertification of the Union.

Section 1. Non-Unit Employees Performing Bargaining Unit Work

Upon execution of this Agreement, lieutenants, security guards, and part-time police officers may continue to perform bargaining unit work which is incidental to their jobs as determined by the college. They may also perform bargaining unit work in emergency situations and where such work is necessary to provide training of a bargaining unit employee. Such work by lieutenants, security guards, and part-time police officers shall not alter the current work of bargaining unit employees nor shall it result in any layoffs of bargaining unit employees.

Section 2. Work by Officers from Other Jurisdictions

Law Enforcement Officers from other jurisdictions who are cross-commissioned with police powers within the St. Louis Community College District may perform bargaining unit work so long as it does not result in the layoff of any bargaining unit employee.

Section 3. Definitions

The following definitions apply to terms used in this Agreement, unless a different definition is required by the context in which the term is used:

1. “College” or “Employer” means the St. Louis Community College Districts in the St. Louis City and St. Louis Counties in Missouri, its designees and/or successors.
2. “Department” means the St. Louis Community College Police Department.
3. “Director” means the St. Louis Community College Director Public Safety and Emergency Management.
4. “District” means the St. Louis Community College District, including all campuses/locations in St. Louis City and St. Louis County, Missouri and portions of Franklin and Jefferson Counties in Missouri.
5. “Employee” and “Officer” mean all full-time, commissioned Police Officers and Probationary Police Officers of the St. Louis Community College District Police Departments in the bargaining unit, except those employees specifically excluded in this Agreement.
6. “Bargaining Unit Work” means any work as per the College’s Police Officer job description.
7. “Service” or “Employment” with the Department shall mean continuous full-time employment with the Employer.
8. “Union” means the Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15, and its officers and representatives authorized to act on its behalf.

ARTICLE 2 – UNION RIGHTS AND REPRESENTATION

Section 1. Release Time for Union Meetings

Subject to the need for orderly scheduling and emergencies, the College agrees that one representative of the Union per campus, shall be permitted reasonable time off, not to exceed two (2) hours per month, without loss of pay, to attend general, board or special meetings of the Union, if at least one weeks’ notice of such meetings shall be given in writing to the College, and provided further that the names of the Union representatives shall be certified in writing to the College. These employees shall not modify their schedule to be on duty at the time a Union meeting is scheduled.

Section 2. Grievance Processing

Subject to the need for orderly scheduling and emergencies, reasonable time while on duty shall be permitted to Union representatives for aiding or assisting or otherwise representing employees in the handling and processing of grievances or exercising other rights set forth in this Agreement, and such reasonable time shall be without loss of pay.

Section 3. Conference Delegates

Any employee(s) chosen as delegate(s) to a Fraternal Order of Police (FOP) State or National Conference will, upon written application approved by the Union and submitted to the College

with at least one month's notice, be given two days off using personal or vacation time to attend such convention or conference. Delegates may be granted additional time to attend FOP conferences with loss of pay with the total time off not to exceed seven (7) consecutive calendar days; provided however, the delegates may also be granted the option to use any accrued time off for the conference time more than the first two (2) paid days. No more than two (2) employees district wide may take leave as a delegate under this provision. Requests for attendance shall be subject to the approval of the College which shall not be unreasonably denied.

Section 4. Union Negotiating Team

Neither party shall have any control over the selection of the negotiating representatives of the other party. No more than two (2) members designated as being on the Union negotiating team who are scheduled to work on a day on which negotiations will occur, shall be excused from their regular duties for time associated with the negotiations only without loss of pay to attend scheduled negotiations. If a designated Union negotiating team member is in regular day off status on the day of negotiations, he will not be compensated for attending the session.

Section 5. Bargaining Unit Member List

The College will furnish the Union with a current list of all Bargaining Unit Members holding the rank of Police Officer or Probationary Police Officer on a quarterly basis, identifying the employee's name, UIN, work mailing address, date of appointment and place of assignment.

Section 6. Bulletin Boards and Office Space

The College shall furnish a suitable bulletin board for posting of union documents which have been approved by Human Resources and available office spaces in convenient places in work areas to be used by the Union for Union business. The College agrees to post electronically one copy of this Agreement and any future agreement to the Colleges' web page within thirty (30) days from the approval by the Board of Trustees.

Section 7. Lodge Activity

There shall be no discrimination, interference, restraint, or coercion by the College against any employee for his/her participation, position, or membership in the Union, specifically for those members that are representing the Union in any negotiations, grievances, or investigations by the College or when acting with the authority of the Union on behalf of the rights of the employees.

Section 8. Intra-office Mail System

The College will permit the campus Union representatives to use the electronic and intra-office mail system to notify members of the Union and/or members of the bargaining unit of the date, time and location of a general membership meeting and other reasonable uses approved by Human Resources, so long as it shall not include commentary on Department or College policies, practices or management. Employees will be permitted to use the electronic and intra-office mail system for communicating with members of their division under the same restrictions herein.

Section 9. Roll Call Announcement

Upon 48 hours of notice to the shift supervisor and with the supervisor's consent, a Union representative may notify fellow officers of Union business at roll call. The supervisor's consent shall not be unreasonably withheld.

ARTICLE 3 – MANAGEMENT RIGHTS CLAUSE

Except as otherwise expressed in this Agreement, the Union recognizes that the College possesses the sole and exclusive right to operate and direct all Officers of the Department, in all aspects, including but not limited to, all rights and authority granted by law. The College has the sole authority to determine the purpose and mission of the Department. Management rights include, but are not limited to, the rights listed below, except to the extent such rights are restricted by provisions of this Agreement.

- a. To maintain executive management and administrative control of the Department and its properties, facilities and staff;
- b. To plan, direct, control, assign and determine the operations or services to be conducted by Officers of the Department;
- c. To determine the methods, processes, means, job classifications and number of personnel by which the Department operations are to be conducted;
- d. To select, hire, promote, schedule, train, assign and evaluate the work of Officers;
- e. To direct and supervise the entire working force of the Department, including the establishment of procedures, rules, policies, regulations and work standards;
- f. To demote, suspend, discipline or discharge officers for just cause and to discipline or terminate probationary officers with or without just cause;
- g. To make, add, delete, alter and enforce procedures, rules, policies, regulations and work standards;
- h. To introduce new or improved methods, equipment or facilities.
- i. All rights not otherwise provided to the Union in this Agreement are management rights.

If, at the sole discretion of the College, if an extreme civil emergency condition exists, including but not limited to riots, civil disorders, severe weather emergencies or catastrophes or other similar conditions, upon oral notice to a Union representative at a practical time, the provisions of this Agreement may be suspended during the time of such emergency, provided that wage rates and economic benefits shall not be suspended and that this provision shall not limit an Officer's right to invoke the grievance procedure in a timely manner after the cessation of the emergency. Conduct of the College that would otherwise violate this Agreement but for the emergency condition, but that is related to the emergency, does not violate this Agreement and no such matters may be grieved. It is agreed that the processing of any pending grievance shall be delayed until such time as the emergency conditions have ceased and normal operations resume.

ARTICLE 4 – DISCRIMINATION

Section 1. College Discrimination

The College will not discriminate against, coerce, or intimidate any employee because of membership or non-membership in the Union. Members of the Union shall not be discriminated against in any aspect of employment because of their affiliation or membership with the Union.

Section 2. Union Discrimination

No employee shall be required as a condition of employment to join or refrain from joining the Union. The Union shall not discriminate against employees for membership or non-membership in the Union, the payment or non-payment of dues, or representation because of race, creed, color, sex, gender, disability sexual orientation, age, national origin or other statuses protected by Federal and/or State Laws.

ARTICLE 5 – DUES DEDUCTION

Section 1. Dues Deduction and Check-Off

With respect to any employee who is covered by this Agreement, on whose behalf the College receives a written and signed authorization form (attached as Appendix A), dues shall be deducted. The College will recognize any authorization for deduction from wages which is signed by the employee and is in compliance with State law. No deductions shall be made which are prohibited by applicable law. The form will be furnished by the Union and approved by the College. The College shall deduct from the wages of the employee the dues and/or financial obligation uniformly required and shall forward monthly to the Union at the following address:

**Fraternal Order of Police, Lodge 15
2110 Collier Corporate Parkway
St. Charles, MO 63303**

Section 2. Changes in Dues

The Union shall advise the College of any change in dues, in writing, at least sixty (60) days prior to its effective date.

The Union shall defend, indemnify, and hold harmless the College from any and all liability arising out of any claim or cause of action, whether in law or equity, brought by any Bargaining Unit member as a result of deductions taken pursuant to this Article.

ARTICLE 6 - NO STRIKE/NO LOCKOUT

Section 1. Prohibited and Non-Prohibited Activity

Unless otherwise permitted by law, neither the Union nor any of its officers or agents may call, initiate, authorize, participate in, sanction, encourage, or ratify any work stoppage, slow down, unauthorized absence, bannering, picketing of the College over terms and conditions of this Agreement, or the concerted interference with the full, faithful and proper performance of the

duties of employment with the College during the term of this Agreement. Neither the Union nor any officer shall refuse to cross any picket line, by whoever established.

Section 2. Performance of Duty

It is recognized that employees covered by this Agreement may be required in the line of duty to perform duties growing out of or connected with any labor disputes associated with any of the College labor Units which may arise within the College District.

Section 3. Resumption of Operations

In the event of action prohibited by Section 1 above, the Union immediately shall disavow such action and request the officers to return to work, cease work slowdown or cease all other prohibited actions and shall use its best efforts to achieve a prompt resumption of normal operations.

Section 4. Discipline of Strikers

Any Bargaining Unit member who violates Section 1 of this Article may be subject to immediate discharge. Any action taken by the College against a Bargaining Unit member who participates in any actions prohibited by Section 1 shall not be subject to the grievance procedure except regarding the issue of whether an officer did in fact participate in a prohibited action.

Section 5. No Lockout

The College will not lock out any employee(s) covered by this Agreement during the term of this Agreement as a result of a labor dispute with the Union.

ARTICLE 7 – TRANSFERS

Section 1. Requests for Transfer

Bargaining Unit Members may request a transfer, shift trade, or assignment. Such requests must be made in writing and submitted through the Employee's chain of command. Requested transfers shall be granted or denied by the Director. If the transfer is denied, the Bargaining Unit Member will be supplied a reason for the denial.

Section 2. Internal Transfers within the District

If an additional Police Officer position is created or if there is a vacancy at a different District location and/or shift, it shall be posted by the Director's office through e-mail and shall be provided to the Union at the time of posting. The position shall be awarded to the most senior employee bidding for it based on District wide seniority, as measured from the date of Employee's initial date of employment. Employees on authorized leave shall be eligible to bid provided they meet the posting deadline. The Department shall not consider past internal complaints in determining transfer eligibility other than sustained complaints within the last three (3) years or open, filed

criminal complaints. The position will be open internally for ten (10) days before it is advertised externally.

Section 3. Involuntary Transfers within the District

Involuntary transfers shall not be made in retaliation for employees exercising union rights provided for in this Agreement or for other unlawful reasons. Upon request, the Department shall give a written reason for an involuntary transfer. If any involuntary transfer causes or will cause a hardship to the Bargaining Unit Member, the Member may request a meeting with the Director prior to the transfer or within five (5) days after the transfer has occurred. The Director shall meet with the Member within five (5) days of the meeting request.

Section 4. Departmental Transfers

Bargaining Unit Members may be transferred by the Director to another shift by asking for volunteers first through the bidding process described in Section 2. If no one bids for the position, the employee with the least seniority in the District will be mandated to transfer. The Bargaining Unit Member shall be notified in writing that they are being transferred and why the transfer is taking place at least fourteen (14) work days prior to such transfer being made, unless the transfer is being done on an emergency basis. Any transfer initiated by the Director or designate shall not result in a loss of pay or benefits by the affected employee.

Section 5. Reductions in Force

When the number of employees in the District and/or any District location is to be reduced for more than thirty (30) days, the College shall lay-off employees by inverse seniority for the entire District. The employee last hired within the District (the employee with the least seniority) shall be laid off first. Laid off employees shall be placed on a rehire list for a period of one year and if openings occur, shall be called back to duty by seniority (the employee with the most seniority shall return first).

ARTICLE 8 – INVESTIGATIVE RIGHTS

Section 1. Investigative Procedures

All investigations, disciplinary actions and all other proceedings initiated prior to the effective date of the Agreement, including but not limited to all pending matters, shall continue to be governed by the rules and procedures established by the College and in effect prior to this Agreement.

A Bargaining Unit Member shall have the right to request Union representation during all formal internal affairs or disciplinary investigatory interviews. Prior to a formal disciplinary investigatory interview, the Employer must present the Bargaining Unit Member and the Union Representative, if present, the allegations or complaint that is the subject of the interview. If the Bargaining Unit Member makes a request for a Union Representative to be present, the Employer may either: (1) stop questioning until the representative arrives, or (2) begin questioning after two (2) hours from the receipt by the Bargaining Unit Member of either the written summary of the complaint or the

actual complaint, regardless of whether the Union Representative is present. The Union Representative may speak privately for up to thirty (30) minutes with the Bargaining Unit Member prior to the interview.

During the questioning, the Bargaining Unit Member may ask for clarification of a question. During the interview, the Union Representative shall not advise the Bargaining Unit Member how to answer a question or direct the Bargaining Unit Member not to answer a question. The Bargaining Unit Member must answer all questions asked fully and honestly. During the interview, the Union Representative can only object to intimidating tactics by the interviewer. The objection must be a speaking objection, recorded for the record at the time of the objection, and must be limited to identifying who is making the objection and the specific interviewing tactics that is thought to be objectionable. The interviewer may then make a statement for the record in response to the objection. Despite any objections, the Bargaining Unit Member must answer the interviewer's questions. The Union Representative may speak to attempt to calm the Bargaining Unit Member. Prior to the conclusion of the disciplinary interview, the Bargaining Unit Member and the Union Representative may each make any additional responses related to the allegations against the Bargaining Unit Member. The interviewer may also make concluding remarks.

For purposes of this Article, Union Representative shall be any designated Bargaining Unit Member or Union official.

Section 2. Officer Involved Shooting Investigations

The parties agree that the College shall establish, within a reasonable period of time following the ratification of this agreement, an Officer Involved Shooting (OIS) Policy that provides for procedures related to on and off-duty incidents wherein a Bargaining Unit Member discharges his or her firearm while acting in the course and scope of employment with the College. Off duty incidents would be investigated by the responding jurisdiction's OIS Team. The Employer agrees to provide the Union with a draft OIS Policy. If the Union fails to concur with the proposed policy, the Parties agree to collectively bargain for the purpose of reaching agreement on a policy. In the event the parties are unable to reach an agreement, the College's final proposed version shall be implemented.

Section 3. Release of Officers' Names in OIS Incidents

The Employer agrees that it shall not release the name(s) of Bargaining Unit Members who are involved in an OIS incident unless the employee is criminally charged or an order is issued by a court of competent jurisdiction compelling the release of the officer's name or as otherwise required by law. When a court order is issued in such a matter, the Employer agrees to make every reasonable effort to notify the Union of such order.

ARTICLE 9 – DISCIPLINE

Section 1. Time Constraints

Absent unusual circumstances, discipline imposed as result of an internal or College investigation shall be imposed within thirty (30) calendar days or at the completion of said investigation, after the incident giving rise to the discipline occurs or becomes known to a Lieutenant or higher ranking officer. Discipline, up to and including termination, may be administered as a result of an internal or College investigation. Depending upon the circumstances, serious violations of law or policy may justify a higher level of discipline, up to and including termination.

Section 2. Just Cause

Bargaining Unit Members, excluding probationary Bargaining Unit Members, shall be disciplined or discharged only for just cause. Grounds for discipline or discharge for just cause shall include, but not be limited to, violations of College Board Policies and Administrative Procedures, Department Rules and Regulations, General or Special Orders, or state and federal law.

Section 3. Suspensions and Discharge

The College will normally utilize the concept of progressive disciplinary action when addressing infractions and/or performance issues of non-probationary employees. However, depending on the seriousness of the infraction, disciplinary steps may be bypassed and immediate written reprimand, suspension or dismissal may result.

If an employee is suspended, a written statement as to the reason(s) for suspension will be provided to the employee at the time of suspension except when deemed by the College to be in the best interests of the College community, in which case the reason(s) for the suspension will be provided verbally with a written statement to follow within two working days of suspension date. The suspended employee or a Union representative shall have the right to appeal the suspension through the grievance process.

If the employee is suspended with a recommendation made to terminate his/her employment, the College shall notify a Union representative immediately. Within two (2) days after the Union representative has been notified, the Union or the employee may claim that the suspension with a recommendation for discharge was not for cause. Such suspension with discharge recommendation shall constitute a grievable action arising under Article 10 – Dispute Resolution and Grievance Procedure. Any grievance initiated for terminations shall be filed at Step 3 of the grievance procedure. (Days in this section shall refer to calendar days, but shall not include Saturdays, Sundays, or the holidays recognized by this Agreement.)

Section 4. Suspension Unwarranted

If the Director determines that an administrative suspension is not warranted, the Employee shall be returned to duty immediately and receive back pay for the period of administrative suspension, if docked during such time.

Section 5. Personnel Files and Inspection

There shall be only one official personnel file for a Unit employee and such file shall be located and maintained in the College's Human Resources Department. An employee has the right to inspect their file and to have a copy of any document in his/her file. An employee will receive a copy of any disciplinary document which is to be placed in the employee's personnel file. Administrators, Supervisors, and Human Resources and/or their designated agents shall be entitled to inspect this file. The Human Resources Department will assure that all access granted to official personnel files, by third parties, will be maintained by following pertinent state, federal and the Higher Learning Commission rules.

Section 6. Notification

Employees shall be given a copy of any disciplinary notice. An employee may attach to any material placed within his file a letter of rebuttal, which must remain in the file along with the material. Signing a copy of the disciplinary action shall constitute receipt of notice. Failure to sign to acknowledge receipt of disciplinary notice may result in further disciplinary action.

ARTICLE 10 – DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE

Section 1. Definition of a Grievance

A grievance is defined as any unresolved difference between the College and the Union or any employee regarding the application, meaning, or interpretation of a provision of this Agreement or which involves an alleged violation of a provision of this Agreement excluding discipline issues or other matters that are reserved to the disciplinary processes set forth in Articles 8 and 9 of this Agreement. The Union retains the right to grieve the failure of the Department to follow procedures established in Articles 8 and 9.

Section 2. Informal Dispute Resolution

In the interest of resolving disputes at the earliest possible time, an attempt to resolve a dispute shall be made between the Employee and their immediate supervisor within ten (10) weekdays of the incident. If the Employee elects to make their complaint to their immediate supervisor, the supervisor will notify the Employee of the decision within ten (10) weekdays following the day when the complaint was made. Settlements or withdrawals at this step shall not constitute a precedent in the handling of other informal disputes. In the event of a complaint, the Employee shall first complete their assigned work task, and complain later. Neither the Employee nor the Union forfeits the right to pursue further dispute resolution under this Article by seeking Informal Dispute Resolution.

Section 3. Employee Representation

Grievances may be initiated by the Union on behalf of an employee, on behalf of a group of employees, or the Union itself. Either party may have the grievant, or one (1) grievant representing a group of grievants, present at any step of the grievance procedure, and the Employee is entitled to Union representation at each and every step of the grievance procedure upon their request.

Grievances may be filed on behalf of two (2) or more employees only if the same facts, issues and requested remedy apply to all employees in the group.

Section 4. Subject Matter

Unrelated issues shall not be addressed in the same grievance if it is grievant specific. A grievance shall be filed on the Grievance Form provided by the Human Resources Department.

Section 5. Withdrawal and Advancement of Grievances

Grievances may be withdrawn at any step of the grievance procedure without precedent. The Union may advance the grievance to the next step if the College fails to timely answer. Time limits may be extended by mutual agreement. Any grievance that is not filed within the time limits set forth in this Article and/or advanced within the time limits set forth in this Article will be considered to be abandoned and waived. Any grievance not advanced within the designated time limits will be treated as resolved based on the last response.

Section 6. Grievance Processing

No employee or Union representative shall leave their work assignment to investigate, file or process grievances without first securing permission of their supervisor. In the event of a grievance, the Employee shall always perform their assigned work task and grieve their complaint later, unless the employee reasonably believes that the assignment endangers their safety. Grievances shall not be investigated by a Union representative during their working hours unless mutually agreed to by the College and the Union.

Section 7. Grievance Meetings

A maximum of two (2) employees (the grievant and/or Association Representative) per work shift shall be excused from work with pay to participate in the Steps of a grievance meeting. The Employee(s) shall only be excused for the amount of time reasonably required to present the grievance. The Employee(s) shall not be paid for any time during which a grievance meeting occurs outside of the Employee's work shift. In the event of a grievance, the Employee shall first perform their assigned work task and file their grievance later unless the employee reasonably believes that the assignment endangers their safety.

Section 8. Steps in Procedure

Should any differences arise between the College and the Union or any employee or employees as to the meaning or application of this Agreement, said differences shall be settled through the following procedure:

An employee shall request a grievance form and number from the Human Resources Labor and Employee Relations Specialist and then seek to resolve a complaint or concern with the appropriate supervisor by informal discussion as per Section 2, Informal Dispute Resolution and the employee may involve his/her Union Representative in this effort. A formal grievance must be submitted in

writing on the Unit grievance form indicating the nature of the grievance, the date of the incident giving rise to the grievance, the provisions of this Agreement under which the grievance is entered, the date on which the matter was discussed with the Lieutenant, and the remedy sought. In order to be timely, the grievance must be submitted by the employee to their Lieutenant within ten (10) weekdays of the occurrence giving rise to the grievance or within ten (10) weekdays of the date on which the employee should have known of such occurrence. The Lieutenant will meet with the grievant and a Union representative within five (5) weekdays of notification and provide a response within (3) weekdays of the meeting. In the event no satisfactory resolution occurs, the employee may proceed to Step 1 of the formal grievance procedure.

Step 1

If the employee and the Union are not satisfied with the response from the Lieutenant and wish to pursue the grievance, the employee or Union must submit the grievance directly to the D/W Captain within five (5) weekdays following receipt of the Lieutenant's decision.

Within five (5) weekdays following receipt of the grievance, the D/W Captain shall hold a conference with the employee and a Union representative and within five (5) weekdays following the conference shall give a written response to the employee and the Union.

Step 2

If the employee and the Union wish to pursue the grievance to Step 2, the employee or Union must submit the grievance to the D/W Director of Public Safety & Emergency Mgmt. within ten (10) weekdays following receipt of the response given by the D/W Captain at Step 1.

Within ten (10) weekdays following receipt of the grievance, the D/W Director of Public Safety & Emergency Mgmt. shall hold a conference with the employee and Union representative and within ten (10) weekdays following the conference shall give a written response to the employee and the Union.

Step 3

If the employee and the Union are not satisfied with the response from the D/W Director of Public Safety & Emergency Mgmt. and wish to pursue the grievance, the employee or Union must submit the grievance directly to the General Counsel/Chief Legal Officer at Step 3 within ten (10) weekdays following receipt of the Step 2 response.

Within ten (10) weekdays following receipt of the grievance, the General Counsel/Chief Legal Officer or a designee shall hold a conference with the employee and the Union representative and within ten 10 weekdays following the conference shall give a written response to the employee and the Union.

Days as referred to throughout this Article and grievance procedure shall be calendar days, but shall not include Saturdays, Sundays or the holidays recognized by this Agreement.

If the employee and Union are not satisfied with the response and wish to proceed to arbitration, the Union must submit notification to the Associate Vice Chancellor of Human Resources within thirty (30) days following receipt of the response from the General Counsel/Chief Legal Officer or his/her designee.

By mutual agreement between the College and the Union, the time limits provided in Steps 1, 2, 3 and Arbitration may be extended. Grievances not presented to the next succeeding step as provided above, shall be considered settled on the basis of the decision last made and shall not be eligible for further appeal unless an extension of time has been mutually agreed upon.

Section 9. Arbitration

An impartial arbitrator will be selected by mutual agreement of the College and the Union. In the event that the parties are unable to agree upon an impartial arbitrator within five (5) days of their effort to do so, then a joint written request will be submitted to the Federal Mediation and Conciliation Service to furnish a panel of seven (7) names of persons to serve as such arbitrator. The parties, by alternately striking names, shall select the impartial arbitrator to hear the grievance. The decision of the arbitrator will be final and binding on both parties. All expenses of the hearing (including compensation of the arbitrator) will be borne equally by the parties. If the grievance involves an alleged violation in the meaning or application of any section or sections of this Agreement, the arbitrator shall be authorized to interpret such section or sections, but he/she shall have no authority to add to, subtract from, or in any way change or modify the terms of this Agreement.

Either party may request of the other that unresolved grievances of the exact nature be consolidated at any time prior to a matter being submitted to arbitration. If either party declines the other's request to consolidate such grievances, the requesting party may submit the question of consolidation to the Arbitrator selected to hear the first such matter submitted for arbitration. The Arbitrator shall have the sole authority to determine the appropriateness of consolidating the grievances and hearing them together based on evidence submitted by the parties. The standard of review for the Arbitrator in such matters shall be that the grievances must be substantially similar in nature and that the same facts, issues, and requested remedy apply to all of the grievants. The decision and award of the arbitrator shall be made within 45 calendar days of the hearing.

ARTICLE 11 – SENIORITY

Section 1. Definition of Seniority

As used herein, the term “seniority” shall refer to and be defined as the continuous length of service or employment by the College from the date of last hire by the College.

Section 2. Seniority List

The College and Union have agreed upon the initial seniority list setting forth the present seniority dates for all employees covered by this Agreement and shall become effective on the date of execution of this Agreement. Such list shall resolve all questions of seniority affecting employees

covered under this Agreement or employed at the time the Agreement becomes effective, except in the case of employees with identical seniority dates. In the case of such ties, seniority for a specific decision or purpose shall be resolved at the time of the decision or event by the earliest birthdate. Disputes as to seniority listing shall be resolved through the grievance procedure.

Section 3. Termination of Seniority

An employee shall be terminated by the College and his or her seniority broken when he or she:

- Quits by oral or written resignation; or
- Is discharged for just cause or, in the case of Probationary Police Officers, is discharged under the provisions set forth in this Agreement; or
- Is laid off pursuant to the provisions of the Agreement for a period of twenty-four (24) months or the expiration of his POST certification, whichever first occurs or
- Fails to return to work at the conclusion of an approved leave of absence for a period of three (3) consecutive days unless rendered incapable; or
- After one (1) year of unpaid leave of absence; or
- Retires.

Section 4. Seniority While on Leave

Employees will not continue to accrue seniority credit after one year on authorized unpaid leave of absence.

Section 5. Conflicts in Vacation or Personal Days

Employees shall select the periods of their annual vacation by seniority or by mutual agreement of the parties. Any conflict resulting from the selection process shall be resolved by seniority within their current job assignment. The more senior employee by virtue of seniority within their current job assignment shall have first choice.

Section 6. Return of Former Employees

Employees who voluntarily leave the College in good standing and later return shall return with a new seniority date.

Section 7. Bid Process

Within the District, the shift selection of day, afternoon, or midnight shifts shall be chosen by seniority annually. Shift preferences shall be submitted by officers to their lieutenant by November 15 of each year. The lieutenants shall assign the shift selections within the District based on seniority to each of the respective campus assignments by November 30. If any Bargaining Unit Member is assigned to a different District location or campus, the Member may request a meeting with the Director prior to the transfer or within five (5) days after the transfer has occurred. The Director shall meet with the Member within five (5) days of the meeting request.

The vacation request form shall be disbursed by the Department on December 1 annually. Bargaining unit members shall submit their vacation picks for up to two (2) weeks of vacation by December 15 annually. The vacation choices shall be approved by the lieutenants within a reasonable amount of time. Any subsequent vacation requests shall be submitted after the initial choices list has been provided. Subsequent vacation requests shall be granted on a first come, first served basis and according to the needs of the college.

ARTICLE 12 – SECONDARY EMPLOYMENT

Section 1. Secondary Employment Approval

Bargaining Unit Members who desire to perform policing related work for an entity other than the College shall seek prior approval for such employment in accordance with the College's policies and procedures relating to secondary employment. The College agrees that it shall not unreasonably withhold permission to work secondary employment.

Section 2. No Effect on College

In the event an Employee is employed by an entity for secondary employment, said employment shall not affect the performance of their duties, nor shall such other employment interfere with any operations of the College, nor affect an employee's availability for call-outs, nor shall constitute, nor appear to constitute, a conflict of interest with employment for the St. Louis Community College District Police Department.

Section 3. Termination of Secondary Employment

Should the College determine that an officer's outside employment does not conform to the requirements set forth in this Section, the College may order the Employee to terminate the outside employment, subject to reasonable notice, and with an explanation to the order.

ARTICLE 13 – PROMOTIONS

Section 1. Equitable Promotions

Promoting sworn personnel shall be done without discrimination and shall be administered in an equitable and uniform manner to ensure that a sense of fairness accompanies the process. This process will utilize a series of techniques that are job related and ensures that the whole of the candidate's capabilities is analyzed. All facets of the promotional process shall be administered in accordance with Department procedures (to be developed) and the Department of Human Resources Guidelines.

ARTICLE 14 – COMMITTEES

Section 1. Uniform, Safety, and Equipment Committee

There shall be a Uniform Safety and Equipment Committee of two (2) members appointed by the Director and two (2) members appointed by the Union. The Chairman shall be selected by mutual agreement by the members and must hold the rank of lieutenant or above. The duties of the committee shall be to study, test, and evaluate new and existing equipment including vehicles, guns, leather, radios, uniforms, vests, helmets, batons, radar equipment, flash lights, range equipment, ammunition, and/or any other specialized equipment, or any other equipment necessary to adequately perform an assigned duty or police task. Committee members who are off-duty and who attend a scheduled meeting shall be compensated at their appropriate rate of pay for a maximum of 2 hours.

Section 2. Training Committee

There shall be a Training Committee to establish training guidelines. The Training Committee shall consist of two (2) members appointed by the Union and two (2) members appointed by the Director. The Chairman shall be selected by mutual agreement and must hold the rank of lieutenant or above. Bargaining Unit Members requesting additional training shall be required to submit the Department's Training Request form to the Chairman who shall decide whether to recommend approval of the request to the Director whose decision shall be final. The Training Committee may meet twice annually to review training requests, with the date and time determined by the Chairman. Members of the Training Committee not on duty at the time of a Committee Meeting shall be entitled to overtime pay for any actual time spent meeting, up to two (2) hours maximum.

Section 3. Hiring Committee

One Union member of the bargaining unit shall serve on the Hiring Committee for new hire officers in the District.

Section 4. Time served on Committees

Committee members may serve for a one (1) year term. Committee members may serve more terms if reappointed by the Director.

ARTICLE 15 – JOB CLASSIFICATION

The Director of Public Safety and Emergency Management and Human Resources shall set and define job descriptions, requirements, and classifications according to the needs of the College, Missouri standard description and classifications set under Missouri Labor Standards for Law Enforcement Officers. The Union shall be notified, in writing, of any changes in these descriptions or requirements, and afforded an opportunity to collectively bargain with the Department regarding any changes. Any change in a bargaining unit member's job classification, shall not result in a loss of pay for the affected employee.

All Bargaining Unit Members shall be classified in the College Job Classification specific to the Bargaining Unit Members. The Job Classification shall be distinctive from any and all other job classification of the employees of the College.

ARTICLE 16 – HOLIDAYS

Section 1. Holidays and Closed College Days

- A. On the following dates, the College is closed:
- New Year's Day
 - Martin Luther King Day
 - Presidents' Day
 - Spring Holiday (as designated in the academic calendar)
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving
 - The day following Thanksgiving
 - Christmas Eve
 - Christmas Day
 - Any other dates as determined by the College
 - In addition to the holidays stated in Section 1, the week days which fall between Christmas and New Year's will be holidays for 52-week employees.

Section 2. Work Shifts on Days the College is Closed

All Bargaining Unit Members who are required to work a shift on any day the College is closed shall receive eight (8) hours pay for said day plus pay at the rate of time and one-half (1.5) for the shift worked at the employee's rate of pay.

Section 3. Employee Pay for Holidays

Each Bargaining Unit Member in a pay status who does not work on a holiday shall be paid for eight (8) hours at his/her respective rate of pay, excluding overtime and shift premium, if any, subject to the following conditions and limitations:

- a) The employee must work or be in some other approved pay status on the last scheduled work day prior to the holiday and the first scheduled work day after the holiday.
- b) The employee will not be paid if the holiday occurs when they are scheduled to work and does not report for work.
- c) If the holiday is observed on an employee's scheduled day off or vacation the employee shall receive the applicable holiday.
- d) Employees who are required to work on any holiday shall receive the pay for said holiday plus one and one half times the hours worked
- e) When a holiday falls during the regularly scheduled week, the employee will work an eight (8) hours per day schedule for all regularly scheduled workdays in that week.

ARTICLE 17 – VACATIONS

Section 1. Vacation Days

Accrual for 52-Week Employees –
 Vacation time is accrued for full-time employees in accordance with the following schedule:

RATE OF BI-WEEKLY ACCRUAL

LENGTH OF SERVICE	VACATION	PAY PERIOD
1st through 3rd year	12 days - 96 hrs/year	3.69 hours
4th through 7th year	15 days - 120 hrs/year	4.62 hours
8th through 10th year	18 days - 144 hrs/year	5.54 hours
11th year and over	22 days - 176 hrs/year	6.77 hours

Section 2. Vacation Requests

Employees may request vacation in increments of four (4) hours to five (5) days; however, such requests are subject to approval by the Employee’s supervisor and in order to receive consideration the request must be submitted in writing at least seventy-two (72) hours in advance of the day(s) requested. The supervisor shall advise the employee of a decision regarding the request within 10 working days of the receipt of the request. This also applies to situations where an employee wishes to move his/her vacation or select additional vacation increments of four (4) days or more. After a vacation request has been approved by the supervisor, another employee may not displace that employee for those vacation dates. Special consideration may be given by the supervisor to a vacation request of four (4) hours to five (5) days which is submitted in the case of an unexpected emergency. All vacation approval is subject to the needs of the College.

Section 3. Vacation Accrual

Vacation time may be accrued up to a maximum of twice the normal year’s vacation accrual; however, vacation should be taken each year except in extenuating circumstances as may be approved by the appropriate supervisor.

As of the last payroll reporting date in September of each year, the number of vacation days which may be carried forward may not exceed a maximum of twice the normal year's vacation accrual. All unit employees whose vacation accrual exceeds the accrual limit will be notified in writing by Human Resources on July 1st.

Upon any severance of employment, accrued vacation will be included in the last paycheck but shall be limited to the maximum accrual allowed above. Vacation days may be used during a continuing illness when all sick leave days have been used, if the employee requests it in writing, and the request is approved by the College. If vacations are canceled due to an emergency, they are to be rescheduled by mutual agreement of the employee and the supervisor.

Section 4. Hours Worked

Paid holidays and paid vacation time shall be considered as time worked for purposes of overtime pay eligibility. Whenever a holiday occurs on a day which is an employee's regular day off, the eight (8) paid hours for the holiday shall not count as time worked for purposes of overtime pay eligibility.

ARTICLE 18 – LEAVES OF ABSENCE

Section 1. Sick/Medical Leave

Sick leave shall accrue at the rate of 1.2 days or 9.6 hours for each month of service. Sick leave may be used and an accumulation of one hundred and eighty (180) sick days may be made. Accrued sick leave may be utilized by a Bargaining Unit Member when absent due to his/her own illness or injury or when compelled to be absent due to illness or injury of an immediate family member. For the purposes of this Article, members of the immediate family are hereby defined as: mother, father, step parents, foster parents, husband, wife, son, daughter, step children, foster children, brother, sister, current mother-in-law, current father-in-law; grandparents or grandchildren; any relative living in the immediate household.

A medical certificate may be required to validate the employee's absence charged to sick leave.

Section 2. Bereavement

A full-time employee shall be entitled to a maximum of four (4) days leave of absence with pay for missed work days beginning on the day of death up to and including the day of the funeral for bereavement purposes at the death of an immediate family member as defined above. Additional bereavement leave shall not exceed three (3) days or twenty-four (24) hours and shall be deducted from the employee's accrued sick leave.

Section 3. Personal Leave

Bargaining Unit Members shall be entitled to utilize from accumulated sick leave up to four (4) days or in increments of one (1) hour as personal leave during the 12-month period ending on the last payroll reporting date in June of each year. An employee who has completed at least ten (10) consecutive full years of service may use one (1) additional day for a total of five (5) days (40 hours) per fiscal year for personal reasons. Such requests are subject to approval by the employee's immediate supervisor, and in order to be considered, must be submitted in at least twenty-four (24) hours in advance of the time requested. Consideration may be given by the supervisor to a personal leave request which is submitted in the case of an unexpected emergency.

Section 4. Unpaid Leave

During an approved unpaid leave of absence, insurance coverage may be continued at the full expense of the employee for up to one year in accordance with College policy in effect at the time of the leave. Staff on military leave of absence may continue coverage in accordance with the College policy regarding such leave.

ARTICLE 19 – HOURS OF WORK

Section 1. General

The workday for employees covered by this Agreement shall be eight (8) hour shifts, working five (5) consecutive days and two (2) consecutive rec days off. Bargaining Unit Members shall work the following shifts:

6:00am - 2:00pm
7:00am - 3:00pm
3:00pm - 11:00pm
4:00pm - 12:00am
11:00pm - 7:00am

Section 2. Overtime Payment and Procedure

Bargaining Unit Members shall be paid overtime for all hours worked in excess of their work week at the overtime rate, hereby defined as one and one-half (1½) times the Bargaining Unit Member's rate of pay. The overtime rate shall be calculated on the basis of fifteen (15) minute increments.

Section 3. Meal Periods and Coffee Breaks.

Each employee shall be allowed a thirty (30) minute paid meal period per normal workday. This meal shall be considered out of service time during which the Employee will be subject to priority calls. Employees will be allowed to take periodic breaks as long as they are not out of service and properly perform their duties.

ARTICLE 20 – WORK ASSIGNMENTS

Section 1. Call Back

Call back is defined as an official assignment of work which does not continuously precede or follow an officers regularly scheduled working hours. An Employee will receive overtime for the actual time spent or a minimum of two (2) hours, whichever is greater, when required to return to duty on a call back.

Section 2. Court Time

Employees required to attend court for college business outside their regularly scheduled work hours, shall be compensated at the time-and-a-half rate for the actual time spent attending court, except that an Employee will receive a minimum of two (2) hours pay for going to court outside of his regularly scheduled workday.

Section 3. Standby Pay

The Department will compensate eligible employees with a court standby subpoena at the rate of one-third (1/3) of an hour for each hour on standby) at the regular hourly rate of pay to which the Employee is normally entitled. Standby pay is only provided for department related matters when the Employee is on standby outside of regularly scheduled work hours.

Section 4. Overtime

When overtime is required for Bargaining Unit Members, it shall first be offered to Bargaining Unit Members according to seniority and will resume in rotation from a list of Officers seeking over-time hours. When an insufficient number of Bargaining Unit Members accept the offered overtime, the Department may offer it to other commissioned personnel of the District Departments. Scheduling for details shall be voluntary unless an insufficient number of officers volunteer for a given detail, whereupon the Command Staff will have the right to require additional officers to work the detail based on inverse seniority within the job assignment(s) participating in the detail.

Section 5. Schedule Changes

Bargaining Unit Members will be given two weeks' written notice before his/her schedule is changed except in emergencies. In the event of an emergency, when the Member receives less than two weeks' notice, the Member will be paid at the rate of time and one-half, for the duration of the schedule change. Schedules are defined as date, time and/or location.

ARTICLE 21 – WAGES

Section 1. Wages

1) Fiscal Year 2018-2019

All full-time Campus Police Unit Employees will receive a three percent (3%) salary increase effective for Fiscal Year 2018-2019 on the first pay roll following ratification of this agreement.

2) Fiscal Year 2019-2020

Subject to stability in State funding and student enrollment, all full time Campus Police Unit employees will receive a two percent (2%) salary increase effective July 1, 2019 according to the following guidelines:

- Should the College fund salary increases at a level above 2 percent, the higher percentage shall be applied in lieu of the 2 percent.

3) Salary Procedures for Fiscal Year 2020-2021

Prior to the start of the fiscal year beginning July 1, 2020, College representatives and representatives of the Fraternal Order of Police will enter negotiations limited to salary only.

Nothing in this Agreement shall be construed to prevent the College from increasing officers' salaries above these levels either pursuant to reopened negotiations or at its discretion.

Section 2. Shift Differential

If an employee is required by his/her supervisor to work beyond his/her assigned work schedule, the appropriate premium will be paid for the additional work. Overtime hours worked shall be paid at one and one half times the regular rate plus the shift differential for those scheduled hours. In no case, however, shall the employee be paid less than his/her normal rate of pay including premium, if any, for performing such work. Premiums shall be considered in all additional hours worked and shall be considered in computing overtime.

Employees whose scheduled shift begins at or between the hours of 11:00 a.m. and 6:59 p.m. shall be paid a shift premium of 4%.

Employees whose scheduled shift begins at or between the hours of 7:00 p.m. and 4:59 a.m. shall be paid a shift premium of 6%.

Scheduled overtime hours worked shall be paid at a rate of one and one-half times the regular rate of pay plus the shift differential. In no case, however, shall the employee be paid less than his/her normal rate of pay including premium, if any, for performing such work. Premiums shall be applied to all hours worked and shall be considered in computing overtime.

ARTICLE 22 – EQUIPMENT

Section 1. Uniforms and Equipment

The College shall furnish all Bargaining Unit Members with all required equipment and apparel, excluding footwear, as established by the Department. Unless otherwise mutually agreed, the College shall provide and maintain uniforms and equipment for all Bargaining Unit Members. Bargaining Unit Members shall be supplied with following uniforms and equipment:

1. Three long sleeve class A shirts;
2. Three short sleeve class A shirts;
3. Four pairs of class A pants;
4. Two ties;
5. Gun belt;
6. Retention holster for handgun;
7. Radio case;
8. Magazines and double magazine case;
9. Handcuffs case;
10. One pair handcuffs and key
11. Flashlight and Flashlight holder;
12. Mace case;
13. Key holder for duty belt; and
14. Holder for expandable baton.

15. Garrison police style cap and hat badge;
16. Badge;
17. Name tag;
18. One (1) set of Silver P.D. Collar Pins
19. One (1) Silver Safety Whistle
20. Four (4) belt keepers;
21. Winter jacket and liner;
22. Protective body armor (to be replaced in five (5) year intervals from date first issued);
23. Pepper spray (mace);
24. Expandable baton;
25. Raincoat and cap; and
26. Radio, hand mic and charger.

Section 2. Replacement of Uniforms or Equipment

The College shall pay for the replacement or repair of uniforms, equipment or eye glasses when they become damaged or destroyed on duty when the Employee is working within the course and scope of their employment. The College shall not replace or repair any item(s) found to be damaged by officer negligence. The Bargaining Unit Member shall be required to relinquish the property and furnish receipts prior to payment by the College. In the event the College pays for the replacement or repair of any such property, and the Employee is separately reimbursed for such costs through any other source, including but not limited to any insurance coverage payments or court-ordered reimbursements, the Employee shall re-pay the College such prior payments.

ARTICLE 23 – INSURANCE AND PENSION

Section 1. Insurance Programs

All Bargaining Unit Members may participate in the medical, dental, life, vision, long-term disability, and voluntary accidental death and dismemberment insurance plans in existence for all employees of the College. The amount and the extent of said benefits shall be governed by the appropriate contracts entered into between the College and its insurance carriers. Participation in the insurance plans shall be voluntary on the part of each individual employee.

Section 2. Emeritus Staff

Emeritus staff are those staff who have retired after ten years of service to the College and are eligible to receive a retirement allowance from the Non-Certificated Employee Retirement Plan.

Section 3. Emeritus Staff Medical Coverage

Emeritus staff may continue participation, up to age 70, in the College's group medical insurance plan upon retirement. The emeritus staff member electing continued medical coverage would pay the full premium costs for such coverage. An emeritus staff member shall have up to one year from retirement (effective date of leaving the College) to elect to continue in the medical plan. If this election is exercised after the COBRA entitlement period, coverage would become effective on

the date of enrollment if the coverage had lapsed since his/her retirement. The emeritus staff member would pay the full premium costs for such coverage.

Section 4. Pension

Full time non-probationary, non-certificated employees are required to participate in the retirement plan for non-certificated employees. The College agrees that the Union, through its representatives, may continue to participate in meetings and discussions held with respect to said pension and retirement plan.

Section 5. Voluntary Early Retirement Incentive Plans

Whenever the college may deem it to be in the best interests of the institution to offer a voluntary early retirement incentive plan, full consideration will be given to full-time Bargaining Unit Members and the College will seek input from the Unit with regard to any plan which might be applicable to full-time employees prior to plan implementation.

ARTICLE 24 – MISCELLANEOUS PROVISIONS

Section 1. Teaching and Coaching

Bargaining Unit Employees that are assigned to details pertaining to teaching and coaching activities, relative to police training, shall receive a five percent (5%) increase in pay as compensation while performing those teaching and coaching duties. The Districtwide Director of Public Safety will approve of the activity and certify that it will not interfere with the individual's full discharge of his/her regular position responsibilities.

Section 2. Waiver of Maintenance Fees

All Bargaining Unit Members may attend courses at any campus of the College which are offered, at hours outside their assigned working hours, without the payment of maintenance fees. The immediate family of all full-time employees (which shall include spouse and any dependent child as defined by the Internal Revenue Code of the United States) may also attend courses offered by the College without payment of maintenance fees. All such persons, while attending any classes, shall be subject to the same rules and regulations, entrance requirements, and fees and costs as the regular students of the College.

ARTICLE 25 – SAVINGS CLAUSE

If any term or provision of this Agreement conflicts with any state or federal statute or other applicable law or regulation binding on the College, such law or regulation shall prevail. In such event, however, the remaining terms and provisions of this Agreement will continue in full force and effect. If any article or section of this Agreement shall be held invalid by operation of law or by any tribunal, the remainder of the Agreement shall not be affected thereby. The parties shall then immediately collectively bargain for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 26 – DURATION & RENEWAL OF AGREEMENT AND INTEREST ARBITRATION

Section 1. Term, Notice of Termination, and Renewals

This Agreement shall remain in full force and effect through 11:59p.m.of the thirtieth (30) day of June, 2021.

The parties agree to initiate the negotiations process beginning not later than March 1 of the year in which the current Agreement is to expire or at a time as may be agreed between the parties. On or about May 31 of the expiration year, if no agreement has been reached on all issues subject to negotiations, an impasse may be declared by either party by serving written notice of said impasse to the other party. In such instance the Federal Mediation and Conciliation Services (FMCS) shall be immediately notified of the mutual desire of the parties to continue negotiations with the assistance of and under the auspices of a Federal Mediator. Each party shall be responsible for stipulating a list of resolved and unresolved issues in conjunction with their request for Federal Mediation Services assistance.

If an impasse is declared, the parties will immediately notify the Board of Trustees. Both the Union and Management will submit their respective proposals and positions to the Chancellor who will review these submissions and present a recommendation to the Board of Trustees for its deliberation and decision

Section 2. Interest Mediation

In the event a new agreement has not been agreed upon within thirty (30) days before the expiration of this Agreement and both parties have not mutually agreed to extend the negotiation process, then the parties will engage the services of a mediator from the Federal Mediation and Conciliation Service to assist in resolution of the dispute. If economic issues remain unresolved after the Mediation, the parties will resume bargaining to attempt to accomplish a successor agreement on all issues.

ARTICLE 27 – ENTIRE AGREEMENT

This Agreement, together with the appendices referred to herein, constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, both written and oral related to the subject matter herein. During negotiations that resulted in this Collective Bargaining Agreement/Joint Resolution, (hereinafter referred to as this Agreement), the Union had the unlimited right and opportunity to make demands and proposals with respect to all subjects within the scope of representation. Therefore, for the term of this Agreement, the Union agrees that the College shall not be obligated to negotiate with respect to any subject or matter specifically referred to or covered in this Agreement those matters discussed during the negotiations, but not included in this Agreement, (and to those subjects that are not covered by this Agreement.

Nothing in this Article shall be construed to prevent the College from increasing officers' salaries above these levels either pursuant to reopened salary negotiations or at its discretion.

If this Agreement is inconsistent with the College's Board Policies and Administrative Procedures ("Policies and Procedures") this Agreement will prevail. In addition, if there is no conflict, the Policies and Procedures will prevail. Benefits and rights designed to be provided to all College employees, as part of the Policies and Procedures or otherwise, that are not specifically addressed in this Agreement shall also be conferred upon and/or apply to Bargaining Unit Members. The parties further acknowledge that during the meetings that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity is set forth in this Joint Resolution Agreement. Waiver or any breach of this Agreement by either party shall not constitute a waiver of any further breach of this Agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS CONTRACT ON THE DATE WRITTEN BELOW.

_____	_____	_____
St. Louis Community College	Date	Printed Name
_____	_____	_____
STLCC Police Department	Date	Printed Name
_____	_____	_____
Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15	Date	Printed Name

**APPENDIX A – DUES AUTHORIZATION FORM
AUTHORIZATION FORM FOR UNION DUES
THROUGH PAYROLL DEDUCTION**

Bargaining Unit Member Name:

DSN:

PAYROLL DEDUCTION

Start/Stop – Box 1	Box 2 Bi-weekly Deduction	Box 3	Initials
	Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15	\$20.00	

- Box 1 – Write “start” to begin the deduction. Write “stop” to end the deduction.
- Box 3 – Write the amount you would like deducted from your pay check.
- At the bottom, sign and date the form.

NO FORM WILL BE PROCESSED WITHOUT A SIGNATURE.

Effective with my pay check dated _____, and no later than sixty (60) days from the date last below written, please start or stop the deduction as indicated above. The amount to be deducted from my bi-weekly pay check is indicated in Box 3. I acknowledge that this deduction will continue throughout the term of my employment with the St. Louis Community College until I provide notice otherwise. This amount to be deducted is subordinate to any and all other deductions as provided by law.

Bargaining Unit Member Signature: _____ Date: _____

A# _____

**CAMPUS POLICE UNIT
EASTERN MISSOURI COALITION OF
FRATERNAL ORDER OF POLICE, LODGE 15**

GRIEVANCE FORM

Grievance# _____

A Unit employee must seek to resolve a complaint or concern with the appropriate supervisor by informal discussion. The employee may involve a union representative in this effort. In the event no satisfactory resolution occurs, the employee/union may initiate the Step 1 of the grievance procedure. A formal grievance must be submitted in writing on this form. **IN ORDER TO BE TIMELY, A GRIEVANCE MUST BE SUBMITTED BY THE EMPLOYEE TO HIS/HER IMMEDIATE LIEUTENANT WITHIN TEN (10) DAYS OF THE OCCURRENCE GIVING RISE TO THE GRIEVANCE OR WITHIN TEN (10) DAYS OF THE DATE ON WHICH THE EMPLOYEE SHOULD HAVE REASONABLY KNOWN OF SUCH OCCURRENCE. THE LIEUTENANT SHALL PROVIDE A RESPONSE WITHIN FIVE (5) DAYS OF THE NOTIFICATION.**

***AT EACH STEP OF THE GRIEVANCE PROCESS, A COPY OF THIS FORM SHOULD BE SENT TO:**

**LABOR & EMPLOYEE RELATIONS SPECIALIST, HUMAN RESOURCES
HUMAN RESOURCES DEPARTMENT**

EMPLOYEE _____ JOB TITLE _____

DEPARTMENT _____ LOCATION _____

DATE OF INCIDENT _____ SUPERVISOR _____

NATURE OF GRIEVANCE _____

ARTICLE(S) AND SECTION(S) OF RESOLUTION, UNDER WHICH GRIEVANCE IS ENTERED

REMEDY SOUGHT _____

DATE CONCERN DISCUSSED WITH LIEUTENANT _____

LIEUTENANT'S RESPONSE (*Written By Lieutenant*) _____

LIEUTENANT'S SIGNATURE _____ DATE _____

I, the employee/union, consider the issue settled/withdrawn without precedent and will not proceed further.

EMPLOYEE SIGNATURE _____ DATE _____

I, the employee/union, hereby submit this grievance to the next step of the grievance procedure.

EMPLOYEE SIGNATURE _____ DATE _____

STEP 1: If the employee and the Union are not satisfied with the response from the Lieutenant and wish to pursue the grievance, the Union must submit the grievance directly to the D/W Captain within five (5) days following receipt of the Lieutenant's decision.

Within five (5) days following receipt of the grievance, the D/W Captain shall hold a conference with the employee and a Union representative and within five (5) days following the conference shall give a written response to the employee and the Union.

DATE GRIVANCE RECEIVED _____ CONFERENCE DATE _____

RESPONSE/DECISION _____

D/W CAPTAIN'S SIGNATURE _____ DATE _____

STEP 2: If the employee and the Union wish to pursue the grievance to Step 2, the Union must submit the grievance to the Director of Public Safety & Emergency Mgmt. within five (5) days following receipt of the response given by the Captain at Step 1.

Within ten (10) days following receipt of the grievance, the D/W Director of Public Safety & Emergency Mgmt. shall hold a conference with the employee and Union representative and within ten (10) days following the conference shall give a written response to the employee and the Union.

DATE GRIEVANCE RECEIVED _____ CONFERENCE DATE _____

RESPONSE/DECISION _____

DIRECTOR OF PUBLIC SAFETY & EMERG. SIGNATURE _____ DATE _____

STEP 3: If the employee and the Union are not satisfied with the response from the Director of Public Safety & Emergency Mgmt. and wish to pursue the grievance, the Union must submit the grievance directly to the General Counsel/Chief Legal Officer at Step 3 within ten (10) days following receipt of the Step 2 response.

Within ten (10) days following receipt of the grievance, the General Counsel/Chief Legal Officer or a designee shall hold a conference with the employee and the Union representative and within ten (10) days following the conference shall give a written response to the employee and the Union.

DATE GRIEVANCE RECEIVED _____ CONFERENCE DATE _____

RESPONSE/DECISION _____

GEN. COUNSEL/CHIEF LEGAL OFFICER'S SIGNATURE _____ DATE _____

ARBITRATION: If the employee and the Union wish to proceed to arbitration, the Union must submit notification to the Associate Vice Chancellor of Human Resources within thirty (30) days following receipt of the Step 3 decision.

DATE ARBITRATION NOTIFICATION RECEIVED: _____

BY: _____

- By mutual agreement between the College and the Union, the time limits provided in Steps 1, 2, 3 and Arbitration may be extended.
- Grievances not presented to the next succeeding step as provided above, shall be considered settled on the basis of the decision last made and shall not be eligible for further appeal unless an extension of time has been mutually agreed upon.
- Days as referred to throughout this grievance procedure shall be calendar days but shall not include Saturdays, Sundays or the holidays recognized by the Unit Resolution.

#15. Recommended Approval of 2019 Board Meeting Schedule

BOARD OF TRUSTEES **2019** **MEETING SCHEDULE**

<u>DATE</u>	<u>MEETING</u>	<u>LOCATION</u>
January 17	Regular Meeting	Corporate College
February 21	Regular Meeting	Corporate College
April 25	Regular Meeting	Corporate College
May 16	Regular Meeting	Corporate College
June 20	Regular Meeting	Corporate College
August 15	Regular Meeting	Corporate College
September 26	Regular Meeting	Corporate College
October 24	Regular Meeting	Corporate College
November 21	Regular Meeting	Corporate College

Public Session will begin at 5:00pm

Board retreat and work sessions to be scheduled as needed.

Academic Affairs

◆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 2019 pending BOT approval

Impact Statement

This program is being revised to comply with recommendations made by the American Board of Funeral Service Education during the comprehensive site visit for accreditation.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
BIO 111	Introductory Biology I	4	BIO 111	Introductory Biology I	4
ENG 100 <i>OR</i>	Career English	3	MTH 108	Elementary Applied Mathematics (or higher)	3
ENG 101	College Composition I		ENG 101	College Composition I	3
MTH 108	Elementary Applied Mathematics (or higher)	3	PSY 200	General Psychology	3
PSY 200	General Psychology	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	3
COM 101	Oral Communication I	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	
Program total			71 credits	Program total			74 credits

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

Program: Physical Therapist Assistant
Associate in Applied Science

Effective: Fall 2019 pending BOT approval

Impact Statement

This program is being revised to comply with accreditation standards from the Commission on Accreditation of Physical Therapy Education.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG 100 <i>OR</i>	Career English	3	ENG 101	College Composition I	3
ENG 101	College Composition I		COM 101	Oral Communication I	3
COM 101	Oral Communication I	3	PSY 200	General Psychology	3
PSY 200	General Psychology	3	PSY 205 <i>OR</i>	Human Growth and Development	3
PSY 205 <i>OR</i>	Human Growth and Development	3	PSY 203	Child Psychology	
PSY 203	Child Psychology		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	4
BIO 207	Anatomy and Physiology I	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	PTA 100	Introduction to Physical Therapist Assistant	2
PTA 100	Introduction to Physical Therapist Assistant	2	PTA 104	Clinical Experience I	2

PTA 104	Clinical Experience I	2		PTA 105	Fundamentals of Patient Care for the PTA	4	
PTA 105	Fundamentals of Patient Care for the PTA	4		PTA 208	Health Occupation Seminar	2	
PTA 208	Health Occupation Seminar	2		PTA 211	Physical Agents	3	
PTA 211	Physical Agents	3		PTA 212	Therapeutic Exercise and Rehabilitation Concepts I	7	
PTA 212	Therapeutic Exercise and Rehabilitation Concepts I	7		PTA 213	Therapeutic Exercise and Rehabilitation Concepts II	2	
PTA 213	Therapeutic Exercise and Rehabilitation Concepts II	2		PTA 214	Data Collection and Intervention Techniques for the PTA	4	
PTA 214	Data Collection and Intervention Techniques for the PTA	4		PTA 215	Medical Conditions in Rehabilitation	3	
PTA 215	Medical Conditions in Rehabilitation	3		PTA 216	Clinical Education IIA	4	
PTA 216	Clinical Education IIA	4		PTA 217	Clinical Education IIB	4	
PTA 217	Clinical Education IIB	4					
Program total			68 credits	Program total			68 credits

HUMAN RESOURCES AGENDA SUMMARY

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APPOINTMENTS / FULL-TIME CLASSIFIED STAFF	8
APPOINTMENTS / PART-TIME CLASSIFIED STAFF	1
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INFORMATION ONLY:	
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APPOINTMENTS / FULL-TIME ADMINISTRATIVE/PROFESSIONAL STAFF

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Banner, Kimberly	Current Employee	FP	Admissions Advisor I	PU-7	\$36,920.00	Replacement	02/25/2019
Barnes, Patti	Current Employee	FV	Manager, Assessment	P-11	\$70,648.00	Reorganization- Title Change	02/25/2019
Tucker, Cheryle	New Employee	FV	Manager, Academic Advising	P-12	\$66,000.00	Replacement	02/25/2019
Higginbotham, Nicole	New Employee	CO	Executive Associate-Foundation	PU-10	\$49,143.00	Replacement	02/25/2019
DeWitte, Joshua	Current Employee	MC	Facility MGR-DW MECH SYT Admin	P-13	\$80,000.00	New Assignment	03/01/2019
Green, Cynthia	Current Employee	CO	Supervisor, Purchasing	P-10	\$68,227.00	Title/Grade Change	02/04/2019
Harrell, Shawn	Current Employee	FV	Financial Aid Campus Manager	P-12	\$59,467.00	Reorganization	03/01/2019
Thomas, Kristen	Current Employee	FP	Financial Aid Campus Manager	P-12	\$59,467.00	Reorganization	03/01/2019
Moore, Katherine	Current Employee	MC	Financial Aid Campus Manager	P-12	\$60,599.00	Title Change	03/01/2019

APPOINTMENTS / FULL-TIME CLASSIFIED STAFF

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Wilson, Tanya	Current Employee	FP	Enrollment Services Specialist II	CU-5	\$35,086.00	Replacement	03/01/2019
Crabson, Shannon	Current Employee	MC	Secretary-SOCL & BEHAV Sciences	CU-4	\$32,066.00	Replacement	02/22/2019
Stewart, Tiffany	Current Employee	MC	MC-ACC/BUS/CRJ/LGL Secretary	CU-4	\$32,380.00	Replacement	02/22/2019
Rolfe, Cheryl	Current Employee	MC	MC Humanities Department Secretary	CU-4	\$32,380.00	Replacement	02/22/2019
Nguyen, Anh	New Employee	FP	Business Services Specialist	CU-6	\$40,029.00	Replacement	02/25/2019
Robinson, Christopher	Current Employee	FV	Educational Assistant I	CU-5	\$35,086.00	Replacement	02/22/2019
Biney, Arika	Current Employee	FV	Financial Aid Counselor	CU-6	\$37,080.00	Location Change	03/01/2019
Washington, DeAnna	Current Employee	FV	Financial Aid Counselor	CU-6	\$37,080.00	Location Change	03/01/2019

APPOINTMENTS / PART-TIME CLASSIFIED STAFF

NAME	CURRENT/NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Kuhlmann, Jessica	Current Employee	MC	Part-time Educational Assistant I	OC-5	15.05/HR	Replacement	02/25/2019

ADDITIONAL COMPENSATION / PROFESSIONAL STAFF

NAME	LOC	TITLE	BASE RATE	PAY RATE	EFFECTIVE DATE
Edorh, Dossah	FP	Educational Assistant III	\$40,593.00	\$44,652.30*	1/28/2019-TBD

*REFLECTS A 10% INCREASE TO BASE SALARY

REVISIONS TO PREVIOUSLY – APPROVED ITEMS

Board of Trustee approval of Harris, Elemuelle on 06/21/2018, page 1, revise salary to: \$36,920.

Board of Trustee approval of Hetweck, Katie on 04/26/2018, page 1, revise salary to: \$36,920.

INFORMATION ONLY:

RESIGNATIONS / FACULTY

NAME	LOCATION	TITLE	EFFECTIVE DATE
Bell, Wesley	FV	Assistant Professor-Criminal Justice	12/31/2018

RESIGNATIONS / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Jenkins, Cynthia	FP	MGR, Academic Support	01/25/2019
Hafezi, Bella	MC	Coordinator, Student Assistance Program	01/07/2019
Jeffers, Ashley	MC	Admissions Advisor I	01/31/2019

RESIGNATIONS / CLASSIFIED STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Harris, Danae	CO	DW-Financial Aid Process Specialist	01/04/2019

HOLD:
Medical Renewal-Plan Year 6.1.2019-
5.31.2020

Recommendation for Award/Purchasing – Contract Renewal

- Supports: Campus Bookstores district-wide

Contract B0003478 with *NEBRASKA BOOK COMPANY*, for book buyback services was originally approved by the Board of Trustees on February 25, 2016, for a period of three (3) full years, with an option to renew for two (2) additional one year periods which began March 1, 2016 with an award amount estimated at \$450,000.00. We are requesting approval to exercise the first year renewal option with additional funding estimated at \$300.00.

Recommendation for Award/Purchasing – Purchase

- Supports – Forest Park Radiology Technology Department

Board approval is requested for the purchase of one (1) RSD Anthropomorphic Pixy Phantom from *JZ IMAGING & CONSULTING*, in the amount of **\$29,897.00**.

Description

This anthropomorphic pixy phantom will be used for classroom instruction to demonstrate anatomy and evaluate positioning and imaging techniques. Students will gain technical experience in radiology which is essential for radiologic technologists. The recommended vendor meets all requirements of the bid. The awarded vendor is a minority-owned business enterprise.

Bid – B0003764

The evaluation of this bid which opened Monday, January 14, 2019, is listed below:

<u>Bidders</u>	<u>Cost</u>
JZ IMAGING & CONSULTING	\$ 29,897.00
CapIntec, Inc.	28,612.19
Medical Shipment LLC	34,459.42
Merry X-Ray Corp	35,320.88
Universal Medical	36,225.00

Funding

This expenditure will be funded from the Perkins CTE Equipment budget.

Recommendation for Award/Purchasing – Contract

- Supports – EMS Program, Allied Health and Continuing Education

Board approval is requested for the award of a contract for the routine purchase of medical supplies and small equipment from *LIFE ASSIST, INC.*, *POCKET NURSE, INC.*, *ZOLL MEDICAL, CO.*, *LAERDAL MEDICAL, CO.*, and *BOUND TREE MEDICAL, LLC.*, in an amount estimated at **\$75,000.00**, to be split among the five (5) vendors with no guaranteed amount to any one vendor, for a period of three (3) full years, to begin March 1, 2019.

Description

This contract will be primarily used by the EMS Program, Allied Health and Continuing Education Departments district-wide to purchase medical supplies and small equipment for instructional purposes. Five (5) of the responding bidders are being recommended for award. One vendor’s bid submission was received late and therefore considered non-responsive. By recommending five responding bidders, staff and faculty will be able to procure the best combination of product selection, price, and availability and take advantage of any sales/promotions offered throughout the contract period.

Bid – B0003753

The evaluation of this bid, which opened December 11, 2018, is listed below:

<u>Bidders</u>	<u>257 total Items offered</u>	<u>Discount offered</u>
LIFE ASSIST, INC.	184	5-60%
POCKET NURSE, INC.	115	N/A
ZOLL MEDICAL, CO.	9	1% 20 Net30
LAERDAL MEDICAL CO.	46	N/A
BOUND TREE MEDICAL, LLC.	197	N/A
Henry Schein		Disqualified

Funding

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

Recommendation for Award/Purchasing Contract

- Supports – Workforce Solutions Group

Board approval is requested for the award of a contract to **BARNESCARE**, for pre-placement physicals and immunizations for student trainees, in an amount estimated at **\$75,264.00**, for a period of three (3) full years, beginning March 1, 2019.

Description

This contract will be primarily used by the Workforce Solutions Group for the industry-mandated assessments and screenings related to the delivery of Patient Care Technicians training sessions. The recommended bidder meets all the requirements of the bid.

Bid – B0003758

The evaluation of this bid, which opened December 20, 2018, is listed below:

<u>Bidders</u>	<u>Pre-placement Physicals</u>		<u>5 Immunizations</u>		<u>Total</u>
<i>BARNESCARE</i>	\$	<i>58.00</i>	\$	<i>390.00</i>	<i>\$ 448.00</i>
Total Access Urgent Care	\$	118.00	\$	402.00	\$ 520.00
Concentra	\$	73.00	\$	408.00	\$ 481.00

*Estimate of 56 students Annually

Funding

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

Recommendation for Award/Purchasing – Contract

Supports: Marketing and Communications Departments district-wide

Board approval is requested to establish a contract for print advertising and sponsorships with the *ST. LOUIS BUSINESS JOURNAL* for a period of **three (3) full years** at an estimated cost of **\$40,000.00** annually, to begin March 1, 2019.

Description

The award of this contract will allow the College to advertise in the community’s premier media platform for companies strategically targeting business decision makers. The total business audience is estimated at over 10 million people via printed publications and 42 websites.

Rates

<u>Space</u>	<u>Width</u>	<u>X</u>	<u>Depth</u>	<u>Rate for Contract Size \$40K</u>
Center Spread	15.75”		10.25”	\$12,300.00
Full Page	7.875”		10.25”	6,770.00
One Half Page	7.875”		5”	4,115.00
One Eighth Page	3.8125”		2.4375”	1,150.00

Funding

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

Request for Ratification/Purchasing

- Supports – Online Education and In-classroom Instruction

Board approval is requested for the renewal of an annual license agreement with **BLACKBOARD, INC.**, in an amount estimated at **\$141,825.86**, for a period of one (1) full year, to begin March 28, 2019.

Description

The annual fee for this web-based instructional platform used district wide includes access to usage rights, maintenance and technical support; additionally Blackboard is integrated with Ellucian Banner, automating many functions for faculty and students. Blackboard was adopted by the college in 2002.

<u>Item Description</u>	<u>License Fees</u>
	<u>YR 19/20</u>
Data Integration ICM	\$ 4,635.00
Learn Expansion Package:	
Community Engagement, Mobile Solutions, Content Management & Course Delivery	<u>137,190.86</u>
	<u>\$ 141,825.86</u>

Funding

This expenditure will be funded by the Online Education budget.

Request for Ratification/Purchasing

- Supports – The Nursing and Respiratory Care Programs in the Nursing and Health Sciences Building

Board approval is requested for the sole source purchase of one (1) Apollo Pre-Hospital manikins and the LearningSpace audiovisual management system from *CAE HEALTHCARE, INC.*, in an amount estimated at **\$327,693.69**.

Description

This simulator system is being purchased for classroom and laboratory instruction in the Nursing and Respiratory Care Programs and will provide students with life-like clinical simulation of reactions 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.

<u>Item Description</u>	<u>Quantity</u>	<u>Cost</u>
Apollo Pre-Hospital Manikin	1	\$ 44,854.83
Apollo Nursing Mannequin	2	89,709.66
Training	3 days	7,779.20
LearningSpace Enterprise Base Package	1	118,401.00
Server	2	5,464.16
Digital PTZ HD Cameras	9	8,414.64
Optical PTZ HD Cameras	6	9,977.76
PTZ Joysticks	6	3,000.00
Digital Audio Kits	9	7,478.64
Shipping/Installation/Training	3 days	32,613.80
		<u>\$ 327,693.69</u>

Funding

This expenditure will be funded from certificates of participation.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of an Emergency Repair Contract – S5 6795, Emergency Repair of Student Center Elevator; St. Louis Community College at Florissant Valley, to **Kone, Inc.**, in the amount of **\$47,817.00**

Description:

The Student Center Elevator failed, and it was determined that the jack unit had to be replaced. In most cases the shaft needs to be re-drilled when installing a new cylinder and jack unit and that was requested as a separate price as an alternate. The Emergency Repair Contract was issued with both the base bid and alternate included; if the re-drilling is not required, a credit for the alternate amount will be issued.

This work was issued as an Emergency Contract in order to get the materials on order. Thyssen Krupp did not provide a price for the alternate, and therefore could not be evaluated as a complete bid.

Scope of Work was developed and provided by the College’s Facilities department.

The results of this bid, which opened November 30, 2018, are listed below:

<u>Contractors:</u>	<u>Base Bid</u>	<u>Alternate</u>	<u>Total</u>
Kone, Inc.	\$27,817.00	\$20,000.00	\$47,817.00
MEI Total Elevator Solutions	28,955.00	30,000.00	\$58,955.00
Thyssen Krupp Elevator Corp.	22,747.00	N/A	N/A

Funding:

This project will be funded from capital budgets.

Diversity:

No minority contractors were identified to do this type of work.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for award of an Emergency Repair Contract – S6 6807, Terrazzo Refinishing in Communications North; St. Louis Community College at Meramec, to **Missouri Terrazzo.**, in the amount of **\$24,510.00**

Description:

The terrazzo floor, and stairs in the Communications North building was professionally cleaned, repaired, and re-sealed after the renovation work in the building was complete.

This work was issued as an Emergency Contract in order to complete the work in a timely manner to continue to prepare the building for classes in the spring. The other two bidders contacted were unable to provide a bid, given the tight schedule requested.

Scope of Work was developed and the sole bid was evaluated by the College’s Engineering Design and Facilities departments.

The results of this bid, which opened January 9, 2019, are listed below:

<u>Contractors:</u>	<u>Base Bid</u>
Missouri Terrazzo	\$24,510.00
Desco Systems	No Bid
Pro Clean Restoration and Floor Care	No Bid

Funding:

This project will be funded from capital budgets.

Diversity:

No minority contractors were identified to do this type of work.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested for **one consulting agreement for architectural/ engineering services**, under \$50,000.

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

Descriptions:

Oculus

A19-0315 OCU #01 – Ceiling Renovation in Offices

\$37,800.00

Forest Park

The faculty offices in the A and B Tower areas of the East Wing will be relocated to either the new Center for Nursing and Health Sciences, or elsewhere on the Forest Park campus to allow for the planned 2020 demolition of those towers. This consultant will design ceiling and lighting replacements, as well as minor renovations in existing offices in C, D, E, and F Towers, and provide construction documents.

These offices will also be repainted and new flooring installed, but this work does not require a consultant to design and bid.

Funding:

This project will be funded from certificates of participation

Diversity:

This consultant was chosen from the College’s open end consultants approved at the June 21, 2018 Board of Trustees meeting. Oculus is a WBE consulting firm.

Recommendation for Approval/Physical Facilities:

Prior Board approval is requested to proceed with three renovation projects on an expedited basis, with the understanding that individual bid awards will be subject to Board ratification.

Description:

The projects include Restroom renovations and Science Lab relocations, both at the Forest Park campus, and Renovation of a space at Florissant Valley for the STEM Academy. An early start for these projects is needed to ensure that all work is completed by the start of the Fall 2019 semester. All Board Policies related to bidding these construction projects will be followed, but prior Board approval is requested for each contract, with subsequent ratification at the next regularly scheduled Board meeting, in the absence of a March 2019 meeting. Because it is expected that the total amount expended for these renovation projects will exceed \$25,000, pursuant to Board Policy H.9 we are providing a complete summary of the expenditures and an explanation of the procurement for the Board's review and approval.

F19 401 – Restroom Renovations in “F” Tower at Forest Park – Estimated Cost \$650,000

Many of the restrooms at the Forest Park campus are original construction and a few have received extensive renovations. This project will do complete finish renovations in six (6) public restrooms, all located in the F Tower section of the West Wing, including all new fixtures, lighting, flooring and wall surfacing. The fixtures and materials will conserve water and provide restrooms that will be easier to maintain. In addition, two (2) faculty restrooms in the area will be converted to accessible, gender-neutral restrooms.

These renovations were designed by Etegra, an MBE architectural and engineering firm on the College's open end list of consultants.

F19 402 – Science Lab Renovations at Forest Park – Estimated Cost \$1,250,000

Several Science Labs, presently located in the A and B Tower sections of the East Wing need to be relocated to other areas of the campus before abatement and demolition of that section of the building can begin. The labs to be relocated include (2) chemistry labs, a chemistry instrument lab, chemistry prep and storage spaces, a biology lab, a physics lab, and a geology lab.

The renovations have been designed to be performed over the summer to minimize the impact on students, and to be ready for the start of Fall classes in their new locations. The labs will be relocated to spaces being vacated by programs moving to the new Center for Nursing and Health Sciences, and will move casework, fume hoods and other equipment from its present location to the greatest extent possible.

These renovations were designed by KAI Design Build, an MBE architectural and engineering firm on the College's open end list of consultants, and the designer of record on the Center for Nursing and Health Sciences.

F19 502 – Renovation for STEM Academy at Florissant Valley – Estimated Cost \$125,000

The STEM Academy is a grant funded project. Currently these students meet elsewhere on campus. This project includes finish renovations for a suite of rooms in the Engineering building to provide a computer area, office space, and meeting areas for the STEM academy students.

These renovations were designed by L2E (formerly Michael Roth and Associates), an MBE architectural firm on the College's open end list of consultants.

Funding:

The FP Restroom project will be funded from operating and capital budgets.

The FP Science Lab Relocation project will be partially funded from State Board of Public Building Bond funding and from operating and capital budgets.

The FV STEM Academy project will be funded from a grant.

Advertisements:

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

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-Student Financial Aid Fund
7. Budget Status Report-Restricted General 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
- 14-17. Investment Reports

Ratifications

18. Ratification of Investments/Daily Repurchase Agreements
- 19-26. Ratification of Payments for Services Rendered

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

	Fiscal Year 2019				Fiscal year 2018	
	Budget	Actual to Date**	% of Revenue	% of Budget	Actual to Date**	% of 2018 Budget
Revenues						
Local Taxes	\$ 61,026,518	\$ 27,210,059	39.4%	44.6%	\$ 22,332,131	36.7%
State Aid	43,363,491	21,615,955	31.3%	49.8%	21,576,362	47.7%
Maintenance Fees	35,800,540	18,038,634	26.1%	50.4%	18,978,562	48.8%
Bad Debt	(750,000)	(304,626)	-0.4%	40.6%	(512,271)	68.3%
Other	6,737,400	2,526,931	3.7%	37.5%	2,316,579	44.9%
Total Revenue	146,177,949	69,086,953	100.0%	47.3%	64,691,363	43.3%
Expenditures						
Salaries and Wages	89,441,399	41,995,152	60.8%	47.0%	43,081,655	47.5%
Staff Benefits	24,605,166	11,427,806	16.5%	46.4%	12,320,625	46.0%
Operating	23,374,919	8,609,919	12.5%	36.8%	8,349,771	37.1%
Total Expenditures	137,421,484	62,032,877	89.8%	45.1%	63,752,051	45.5%
Transfers To (From)						
To Capital Fund	4,972,281	4,949,555	7.2%	99.5%	3,800,000	100.0%
To Leasehold Bonds	3,717,610	349,285	0.5%	9.4%	6,898,761	100.0%
To Scholarships	792,357	749,728	1.1%	94.6%	748,995	94.8%
From Designated	(600,783)	(569,783)	-0.8%	94.8%	(600,783)	100.0%
From Auxiliary Services	(125,000)	(125,000)	-0.2%	100.0%	(125,000)	100.0%
Total Transfers	8,756,465	5,353,785	7.7%	61.1%	10,721,973	7.7%
Total Expense and Transfers	146,177,949	67,386,662	46.1%		74,474,024	49.4%
Prior period Adjustment						
Net Increase (Decrease)	\$ -	1,700,291	2.5%		(9,782,661)	
Net Position as of July 1		(18,590,569)			(12,956,686)	
Net Position as of December 31		\$ (16,890,278)			\$ (22,739,347)	

**Does not include encumbrances.

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

	Fiscal Year 2019				Fiscal year 2018	
	Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2018 Budget
Revenues						
College Technology Fees	\$ 4,004,807	\$ 1,873,056	100.0%	46.8%	\$ 1,830,768	51.2%
Total Revenues	4,004,807	1,873,056	100.0%	46.8%	1,830,768	51.2%
Expenditures						
Salaries	953,970	324,591	17.3%	34.0%	322,853	35.7%
Benefits	286,535	99,615	5.3%	34.8%	105,635	37.0%
Operating	1,573,543	792,829	42.3%	50.4%	429,944	28.7%
Total Expenditures	2,814,048	1,217,035	65.0%	43.2%	858,432	32.0%
Transfers To (From)						
To College Operating	400,783	400,783	21.4%	100.0%	400,783	100.0%
To Capital Fund	789,976	789,976	42.2%	100.0%	790,069	100.0%
Total Transfers	1,190,759	1,190,759	63.6%	100.0%	1,190,852	100.0%
Total Expense and Transfers	4,004,807	2,407,794	128.5%	60.1%	2,049,284	52.9%
Net Increase (Decrease)	\$ -	(534,739)	-28.5%		(218,515)	
Net Position as of July 1		2,533,999			2,029,945	
Net Position as of December 31		\$ 1,999,260			\$ 1,811,429	

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

	Fiscal Year 2019				Fiscal year 2018	
	Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2018 Budget
Revenues						
Student Activity Fees	\$ 1,098,636	\$ 514,162	100.0%	46.8%	\$ 549,230	51.2%
Total Revenues	1,098,636	514,162	100.0%	46.8%	549,230	51.2%
Expenditures						
Salaries	50,996	19,400	3.8%	38.0%	9,538	22.5%
Benefits	4,181	1,591	0.3%	38.0%	760	22.5%
Operating	394,143	139,370	27.1%	35.4%	125,997	32.3%
Total Expense	898,636	160,361	31.2%	12.6%	136,295	31.2%
Transfers To (From)						
To General Operating	200,000	200,000	38.9%	100.0%	200,000	100.0%
To Student Activities - Agency	449,316	207,601	40.4%	46.2%	184,619	42.3%
Total Transfers	200,000	407,601	38.9%	203.8%	384,619	60.4%
Total Expense and Transfers	1,098,636	567,962	110.5%	28.5%	520,914	48.6%
Net Increase (Decrease)	\$ -	(53,800)	-10.5%		28,316	
Net Position as of July 1		332,734			239,537	
Net Position as of December 31		\$ 278,933			\$ 267,853	

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

	Fiscal Year 2019				Fiscal Year 2018	
	Budget	Actual To Date	Total Revenue	% of Budget	Actual To Date	% of 2018 Budget
Revenues						
College Activity Fees	\$ 915,530	\$ 428,468	100.0%	46.8%	\$ 451,471	51.2%
Total Revenues	915,530	428,468	100.0%	46.8%	451,471	51.2%
Expenditures						
Supplies and Services	626,347	232,707	54.3%	37.2%	175,384	26.7%
Total Expenditures	626,347	232,707	54.3%	37.2%	175,384	26.7%
Transfers To (From)						
To Capital Fund	289,183	289,183	67.5%	100.0%	226,000	100.0%
Total Transfers	289,183	289,183	67.5%	100.0%	226,000	100.0%
Total Expense and Transfers	915,530	521,890	121.8%	57.0%	401,384	45.5%
Net Increase (Decrease)	\$ -	(93,422)	-21.8%		50,087	
Net Position as of July 1		2,355,487			2,080,006	
Net Position as of December 31		\$ 2,262,064			\$ 2,130,093	

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

	Fiscal Year 2019				Fiscal Year 2018	
		% of				
	Budget	Actual To Date	Total Revenue	% of Budget	Actual To Date	% of 2018 Budget
<u>Revenues</u>						
Other Revenue	\$ 168,200	\$ 92,182	100.0%	54.8%	\$ 40,178	19.1%
Total Revenues	168,200	92,182	100.0%	54.8%	40,178	19.1%
<u>Expenditures</u>						
Salaries	70,246	9,523	10.3%	13.6%	9,520	12.4%
Benefits	9,329	1,563	1.7%	16.8%	1,211	10.5%
Operating	78,465	506	0.5%	0.6%	30,351	37.7%
Total Expenditures	158,040	11,592	12.6%	7.3%	41,082	24.3%
<u>Transfers To (From)</u>						
To Capital Fund	50,000	50,000	54.2%	100.0%	-	
Total Transfers	50,000	50,000	54.2%	100.0%	-	
Net Increase (Decrease)	\$ (39,840)	30,590	33.2%	-76.8%	(904)	
Net Position as of July 1		263,370			290,868	
Net Position as of December 31		\$ 293,960			\$ 289,964	

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

	Fiscal Year 2019				Fiscal Year 2018	
	Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2018 Budget
<u>Revenues / Resources</u>						
Grants and Contracts	\$ 25,241,560	\$ 14,318,953	100%	56.7%	\$ 15,290,718	61.4%
Other Revenue	-	26,233	0%		14,762	
Total Revenues	25,241,560	14,345,186	100%	56.8%	15,305,480	61.5%
<u>Expenditures</u>						
Salaries	854,751	249,410	2%	29.2%	335,354	39.2%
Benefits	70,090	20,452	0%	29.2%	26,728	39.2%
StudentAid	25,186,476	14,385,436	100%	57.1%	15,222,313	61.3%
Total Expenditures	26,111,317	14,655,298	102%	56.1%	15,584,395	60.5%
<u>Transfers To (From)</u>						
From General Operating	(792,357)	(749,728)		94.6%	(748,995)	94.8%
From Auxiliary Services	(77,400)	(77,400)		100.0%	(77,400)	100.0%
Total Transfers	(869,757)	(827,128)		95.1%	(826,395)	95.2%
Net Increase (Decrease)	\$ -	517,016	4%		547,480	
Net Position as of July 1		1,632,043			1,701,101	
Net Position as of December 31		\$ 2,149,059			\$ 2,248,581	
<u>Revenues / Resources</u>						
Pell Grants	\$ 23,826,110	\$ 11,799,806	82.3%	49.5%	\$ 12,627,226	53.8%
Federal Work Study	899,739	264,450	1.8%	29.4%	327,097	36.4%
Opportunity Grant (SEOG)	515,711	261,099	1.8%	50.6%	348,150	67.5%
Other	-	2,019,832	14.1%		2,003,007	
Total Revenues	\$ 25,241,560	\$ 14,345,186	100.0%	56.8%	\$ 15,305,480	61.5%
<u>Transfers</u>						
Board of Trustees Scholarships	\$ (722,267)	\$ (722,267)		100.0%	\$ (722,267)	100.0%
Auxiliary Service Scholarships	(77,400)	(77,400)		100.0%	(77,400)	100.0%
College Match - FWS Employer Taxes	(70,090)	(27,461)		39.2%	(26,728)	39.2%
Total Transfers and Carry Forward	\$ (869,757)	\$ (827,128)		95.1%	\$ (826,395)	95.2%

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

	Fiscal Year 2019				Fiscal Year 2018	
	Budget	Actual To Date	% of Revenue	% of Budget	Actual To Date	% of 2018 Budget
<u>Revenues / Resources</u>						
Grants and Contracts	\$ 6,255,754	\$ 3,690,552	96.1%	59.0%	\$ 3,023,577	47.4%
Other Revenue	2,069,782	148,706	3.9%	7.2%	135,795	3.0%
Total Revenue / Resources	<u>8,325,536</u>	<u>3,839,258</u>	<u>100.0%</u>	<u>46.1%</u>	<u>3,159,372</u>	<u>28.9%</u>
<u>Expenditures</u>						
Salaries	4,132,803	2,073,369	54.0%	50.2%	1,810,725	40.3%
Benefits	818,952	442,464	11.5%	54.0%	370,907	39.1%
Supplies and Services	2,348,806	1,359,766	35.4%	57.9%	890,572	21.3%
Maintenance Repair and Capital	84,975	91,193			-	
Expense Credits		(95,195)	-2.5%			
Administrative and Indirect Cost Recovery	940,000	-			102,734	
Total Expenditures	<u>8,325,536</u>	<u>3,871,598</u>	<u>100.8%</u>	<u>46.5%</u>	<u>3,174,938</u>	<u>29.0%</u>
Net Increase (Decrease)	<u>\$ -</u>	<u>(32,340)</u>			<u>(15,566)</u>	
Net Position as of July 1		<u>36,634</u>			<u>34,526</u>	
Net Position as of December 31		<u>\$ 4,294</u>			<u>\$ 18,960</u>	

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

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

	Fiscal Year 2019				Fiscal Year 2018	
	Budget	Actual To Date	% of Total Revenue	% of Budget	Actual To Date	% of 2018 Budget
Revenues						
College Activity Fees	\$ 366,212	\$ 171,387	4.6%	46.8%	\$ 183,077	51.2%
Auxiliary Services Revenues	6,878,088	3,590,105	95.4%	52.2%	3,719,144	45.9%
Total Revenues	7,244,300	3,761,492	100.0%	51.9%	3,902,221	46.1%
Expenditures						
Salaries	1,426,974	721,126	19.2%	50.5%	701,804	46.9%
Benefits	347,268	172,742	4.6%	49.7%	174,222	44.4%
Supplies and Services	5,172,658	3,783,243	100.6%	73.1%	3,688,659	58.8%
Total Expenditures	6,946,900	4,677,111	124.3%	67.3%	4,564,685	56.0%
Transfers						
To General Operating	125,000	125,000	3.3%	100.0%	125,000	100.0%
To Maintenance Repair and Capital	95,000	95,000	2.5%	100.0%	95,000	100.0%
To Student Aid	77,400	77,400	2.1%	100.0%	77,400	100.0%
Total Transfers	297,400	297,400	4.6%	100.0%	297,400	100.0%
Total Expenditures & Transfers	7,244,300	4,974,511	128.9%	68.7%	4,862,085	57.5%
Net Increase (Decrease)	\$ -	(1,213,019)	-32.2%		(959,864)	
Net Position as of July 1		3,523,083			4,202,158	
Net Position as of December 31		\$ 2,310,064			\$ 3,242,294	

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

	Fiscal Year 2019			Fiscal Year 2018	
	Budget	Actual To Date	% of Budget To Date	Actual To Date	% of 2018 Budget
Revenue					
Interest Income		\$ 226,831		\$ 34	
Other		549,178		347,080	
Total Revenue		776,010		347,114	
Expenditures					
Operating	\$ 8,204,714	12,920,600	157.5%	4,025,248	82.0%
Leasehold Bonds	3,717,610	425,841	11.5%	268,842	3.9%
Total Expenditures	11,922,324	13,346,440	111.9%	4,294,090	36.4%
Transfers					
From Current Operating	(4,972,281)	(4,972,281)	100.0%	(3,800,000)	100.0%
From Technology	(789,976)	(789,976)	100.0%	(790,069)	100.0%
From Pedestrian & Traffic	(289,183)	(289,183)	100.0%	(226,000)	100.0%
From Auxiliary Services	(95,000)	(95,000)	100.0%	(95,000)	100.0%
From Rental of Facilities	(58,274)	(58,274)	100.0%	-	
From Current Operating-Leasehold Bonds	(3,717,610)	(349,284)	9.4%	(6,898,761)	100.0%
Total Transfers and Carry Forward	(9,922,324)	(6,553,998)	66.1%	(11,809,830)	100.0%
Net Increase (Decrease)	\$ (2,000,000)	(6,016,433)		7,862,854	
Net Position at July 1,		14,017,083		18,856,733	
Net Position at December 31		\$ 8,000,651		\$ 26,719,586	

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

	Fiscal Year 2019			Fiscal Year 2018	
	Budget	Actual To Date	% Of Budget	Actual To Date	% of 2018 Budget
<u>Funds available</u>					
Other Income		\$ 23,438		\$ 28,412	
Total funds available	-	23,438		28,412	
<u>Expenditures</u>					
Expenditures	449,316	143,340	31.9%	126,231	28.9%
Total Expenditures	449,316	143,340	31.9%	126,231	28.9%
<u>Transfers</u>					
From College and Student Activity Fund	(449,316)	(207,601)	46.2%	(184,619)	42.3%
Total Transfers	(449,316)	(207,601)	46.2%	(184,619)	42.3%
Net Increase (Decrease)	-	87,699		86,800	
Net Position as of July 1		398,980		354,681	
Net Position as of December 31		\$ 486,679		\$ 441,481	

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

	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017
<u>Revenue</u>			
Contributions Employee	\$ 2,500,922	\$ 3,667,272	\$ 2,941,309
Contributions Employer	5,195,661	5,654,865	6,813,275
Rebates and Interest	402,906	174,465	
Total Revenue	8,099,489	9,496,602	9,754,585
<u>Expenditures</u>			
Medical	6,023,593	5,707,910	5,646,122
Pharmacy	1,833,400	1,993,683	2,023,588
TP Administration and Taxes	171,753	10,175	151,672
Stop Loss Expense	475,670	495,820	309,844
Total Expenditures	8,504,416	8,207,588	8,131,227
Net Increase (Decrease)	(404,928)	1,289,014	1,623,358
Net Position as of July 1	2,201,016	552,192	(567,642)
Net Position as of December 31	\$ 1,796,088	\$ 1,841,206	\$ 1,055,716

St. Louis Community College
Statement of Net Position
December 31, 2018

	Fiscal Year 2019											
	General Operating Fund	Technology Fee	College & Student Activities	Public Safety, Ped & Traffic Access	Rental of Facilities	Restricted Funds	Student Financial Aid	Auxiliary Enterprise Fund	Capital Fund	Agency	Self-Funded Insurance	Total
Assets												
Cash	\$ 15,228,269	\$ 3,160,856	\$ 644,486	\$ 2,562,494	\$ 297,293	\$ (694,692)	\$ (10,491,979)	\$ 690,059	\$ 20,941,032	\$ 479,780	\$ 3,964,189	\$ 36,781,788
Funds on Deposit with Trustee									26,265,847			26,265,847
Investments	69,077,152										(351)	69,076,801
Accounts Receivable	2,911,912					2,331,438	388,171	107,646	15,690,569		916	21,430,653
Inventories								1,481,735				1,481,735
Prepaid Expenses	1,907,255	228,535						20,990	362,610	10,056		2,529,446
Construction in Progress												-
Net Pension Asset	54,808,208											54,808,208
Deferred Outflows of Resources												-
Capital Assets, net												-
Total Assets	143,932,797	3,389,391	644,486	2,562,494	297,293	1,636,746	(10,103,808)	2,300,431	63,260,058	489,835	3,964,755	212,374,478
Liabilities												
Accounts Payable	487,905		5,037	-	3,333	237,254	(12,288,348)	(250,847)	25,605	3,156	914,000	(11,776,907)
Accrued Liabilities	4,592,642	68,240				219,074	35,481					5,829,437
Accrued Wages Payable	6,155,070											6,270,579
Deposits Held for Others								115,509				125,705
Deferred Revenue	12,456,306	1,321,891	360,516	300,430	1,176,125			125,705		1,254,666		16,869,935
Deferred Inflows of Resources	32,545,373											32,545,373
Bonds Payable									55,233,803			55,233,803
Accrued Pension Liabilities	104,585,778											104,585,778
Total Liabilities	160,823,074	1,390,131	365,553	300,430	3,333	1,632,452	(12,252,867)	(9,633)	55,259,407	3,156	2,168,666	209,683,703
Expenses												
Revenues	62,032,877	1,217,035	160,361	232,707	11,592	3,871,598	14,655,298	4,677,111	13,346,440	143,340	8,504,416	108,852,776
Transfers Out (In)	69,086,953	1,873,056	514,162	428,468	92,182	3,839,258	14,345,186	3,761,492	776,010	23,438	8,099,489	102,839,693
	5,353,785	1,190,759	407,601	289,183	50,000		(827,128)	297,400	(6,553,998)	(207,601)		-
Net position at July 1	(18,590,569)	2,535,999	332,734	2,355,487	263,370	36,634	1,632,043	3,523,083	14,017,083	398,980	2,201,016	8,703,859
Net position at December 31	(16,890,278)	1,999,260	278,933	2,262,064	293,960	4,294	2,149,059	2,310,064	8,000,651	486,679	1,796,088	2,690,777

St. Louis Community College
Statement of Net Position
December 31, 2017

	Fiscal Year 2018											Total
	General Operating Fund	Technology Fee	College & Student Activities	Public Safety, Ped & Traffic Access	Rental of Facilities	Restricted Funds	Student Financial Aid	Auxiliary Enterprise Fund	Capital Fund	Agency	Self-Funded Insurance	
Assets												
Cash	\$ 2,058,610	\$ 3,148,485	\$ 698,194	\$ 2,455,543	\$ 293,298	\$ (733,894)	\$ (10,664,150)	\$ 1,893,284	\$ 23,637,106	\$ 448,316	\$ 3,291,647	\$ 26,526,439
Funds on Deposit with Trustee									39,075,540			39,075,540
Investments	66,533,294										(2,081)	66,531,213
Accounts Receivable	3,237,158					1,969,374	358,314	110,980	21,275,423		640	26,951,889
Inventories								1,405,922				1,405,922
Prepaid Expenses	2,354,307	9,897						21,403	5,060			2,390,666
Construction in Progress												
Net Pension Asset	52,760,182											
Deferred Outflows of Resources												
Capital Assets, net	126,943,551	3,158,381	698,194	2,455,543	293,298	1,235,480	(10,305,836)	3,431,589	83,993,129	448,316	3,290,206	215,641,851
Total Assets												
Liabilities												
Accounts Payable	(2,576)		40,638	697	3,334	198,553	(12,588,158)	(76,517)	283,178	6,836	-	(12,134,015)
Accrued Liabilities	3,961,692	47,942				202,058	33,741	137,847		1,449,000		5,832,279
Deposits Held for Others	6,729,423											6,729,423
Deferred Revenue	13,263,073	1,299,010	389,703	324,752		815,909		127,965				16,220,413
Deferred Inflows of Resources	24,842,697											24,842,697
Bonds Payable									56,990,365			56,990,365
Accrued Pension Liabilities	100,888,590											100,888,590
Total Liabilities	149,682,898	1,346,952	430,341	325,450	3,334	1,216,520	(12,554,417)	189,295	57,273,543	6,836	1,449,000	199,369,751
Expenses												
Expenses	63,752,051	858,432	136,295	175,384	41,082	3,174,938	15,584,395	4,564,685	4,294,090	126,231	8,207,588	100,915,170
Revenues	64,691,363	1,830,768	549,230	451,471	40,178	3,159,372	15,305,480	3,902,221	34,714	28,412	9,496,602	99,802,211
Transfers Out (In)	10,721,973	1,190,852	384,619	226,000			(826,395)	297,400	(11,809,830)	(184,619)		
Net position at July 1	(12,956,686)	2,029,945	239,537	2,080,006	290,868	34,526	1,701,101	4,202,158	18,856,733	354,681	552,192	17,385,060
Net position at December 31	(22,739,847)	1,811,429	267,853	2,130,093	289,964	18,960	2,248,581	3,242,294	26,719,586	441,481	1,841,206	16,272,100

**St. Louis Community College
Investment Report
as of December 31, 2018**

Investment Type Investment Description	Purchase Date	Maturity Date	Par Value	Principal Cost	Book Value	Market Value	Market Gain/(Loss)	Yield to Maturity	% of Portfolio
<u>Certificates of Deposit</u>									
Synchrony Bank - Draper, UT	11/20/2015	11/20/2020	245,000	245,000	245,000	245,000	0	2.200%	0.237%
State Bank India - Chicago, IL	12/15/2015	12/16/2019	245,000	245,000	245,000	245,000	0	2.100%	0.237%
JP Morgan Chase Bank - Columbus, OH	1/21/2016	1/21/2019	245,000	245,000	245,000	245,000	0	1.000%	0.237%
Lakeside Bank - Chicago, IL	1/29/2016	1/29/2020	245,000	245,000	245,000	245,000	0	1.500%	0.237%
Main Street Bank - Wheeling, WV	2/4/2016	2/4/2019	245,000	245,000	245,000	245,000	0	1.500%	0.237%
Centennial Bank - Conway, AR	8/11/2016	5/20/2020	245,000	244,559	244,836	245,000	164	1.300%	0.237%
Webster Bank - Ridgefield, CT	8/11/2016	4/15/2019	245,000	244,945	244,895	245,000	105	1.150%	0.237%
West Town Bank & Trust - Cicero, IL	9/23/2016	3/22/2019	245,000	245,000	245,000	245,000	0	1.100%	0.237%
Mediapolis Savings - Mediapolis, IA	1/26/2017	1/28/2019	245,000	245,000	245,000	245,000	0	1.350%	0.237%
Cape Cod Five Cents - Harwich Port, MA	1/31/2017	7/31/2019	245,000	245,000	245,000	245,000	0	1.600%	0.237%
Horicon State Bank - Horicon, WI	2/8/2017	2/8/2019	245,000	245,000	245,000	245,000	0	1.350%	0.237%
Capital Bank Little Rock - Little Rock, AR	2/17/2017	11/15/2019	245,000	245,000	245,000	245,000	0	1.500%	0.237%
First Century Tazewell, Tazewell, TN	2/10/2017	8/10/2020	245,000	245,000	245,000	245,000	0	1.750%	0.237%
Medallion Bank - Salt Lake City, UT	2/15/2017	2/15/2022	245,000	245,000	245,000	245,000	0	2.250%	0.237%
BMW Bank North America - Salt Lake City	3/13/2017	3/10/2020	245,000	245,000	245,000	245,000	0	1.650%	0.237%
Goldman Sachs Bank USA - New York, NY	4/26/2017	4/26/2022	245,000	245,000	245,000	245,000	0	2.400%	0.237%
Whitney Bank/MS - Jacksonville, FL	4/20/2017	4/22/2019	245,000	245,000	245,000	245,000	0	1.650%	0.237%
Capital One - McLean, VA	7/24/2017	7/19/2019	245,000	245,000	245,000	245,000	0	1.700%	0.237%
Barclays Bank - Wilmington, DE	7/12/2017	7/12/2019	245,000	245,000	245,000	245,000	0	1.600%	0.237%
Discover Bank - Greenwood, DE	7/6/2017	7/8/2019	245,000	245,000	245,000	245,000	0	1.600%	0.237%
Ally Bank - Midvale, UT	8/31/2017	9/3/2019	245,000	245,000	245,000	245,000	0	1.700%	0.237%
TIAA FSB - Jacksonville, FL	9/18/2017	9/12/2019	245,000	245,000	245,000	245,000	0	1.700%	0.237%
Merrick Bank - South Jordan, UT	10/11/2017	10/11/2019	245,000	245,000	245,000	245,000	0	1.650%	0.237%
Cathay Bank - Los Angeles, CA	11/17/2017	5/17/2019	245,000	245,000	245,000	245,000	0	1.650%	0.237%
Steuben Trust - Hornell, NY	12/22/2017	3/22/2019	245,000	245,000	245,000	245,000	0	1.800%	0.237%

**St. Louis Community College
Investment Report
as of December 31, 2018**

Investment Type Investment Description	Purchase Date	Maturity Date	Par Value	Principal Cost	Book Value	Market Value	Market Gain/(Loss)	Yield to Maturity	% of Portfolio
American Express BK - Salt Lake City, UT	12/5/2017	6/5/2019	245,000	245,000	245,000	245,000	0	1.750%	0.237%
Morgan Stanley Bank - Salt Lake City, UT	12/28/2017	12/30/2019	245,000	245,000	245,000	245,000	0	2.100%	0.237%
Wells Fargo Bank - Sioux Falls, SD	1/31/2018	3/1/2019	245,000	245,000	245,000	245,000	0	1.900%	0.237%
Comenity Capital Bank - Salt Lake City, UT	2/28/2018	11/18/2019	245,000	245,000	245,000	245,000	0	2.100%	0.237%
State Bank of India - Los Angeles, CA	3/21/2018	3/20/2020	245,000	245,000	245,000	245,000	0	2.500%	0.237%
Stifel Bank & Trust - St. Louis, MO	3/29/2018	3/30/2020	245,000	245,000	245,000	245,000	0	2.550%	0.237%
Morgan Stanley PVT Bank - Purchase, NY	4/26/2018	10/28/2019	245,000	245,000	245,000	245,000	0	2.300%	0.237%
Privatebank & Trust Co - Chicago, IL	5/22/2018	1/30/2020	245,000	242,167	243,180	245,000	1,820	1.800%	0.237%
Bank of China - New York, NY	6/13/2018	3/15/2019	245,000	245,000	245,000	245,000	0	2.000%	0.237%
Enerbank USA - Salt Lake City UT	8/27/2018	3/18/2019	200,000	200,000	200,000	200,000	0	2.100%	0.194%
Bank of America - Charlotte, NC	8/15/2018	8/17/2020	245,000	245,000	245,000	245,000	0	2.750%	0.237%
Investors Bank - Short Hills	9/5/2018	8/19/2019	240,000	240,000	240,000	240,000	0	2.400%	0.233%
Planters Bank	9/5/2018	7/29/2019	240,000	240,000	240,000	240,000	0	2.300%	0.233%
HSBC - McLean, VA	10/17/2018	10/17/2023	245,000	245,000	245,000	245,000	0	3.000%	0.237%
First Nat'l Bank of America	12/14/2018	12/14/2020	245,000	245,000	245,000	245,000	0	2.950%	0.237%
Citibank - Sioux Falls SD	12/19/2018	6/19/2020	245,000	245,000	245,000	245,000	0	2.900%	0.237%
Firstbank Puerto Rico	12/28/2018	9/28/2020	245,000	245,000	245,000	245,000	0	2.950%	0.237%
Total Certificates of Deposit			10,235,000	10,231,670	10,232,910	10,235,000	2,090	1.930%	9.916%
Commercial Paper									
Toyota Motor Credit	11/28/2018	2/26/2019	2,000,000	1,986,650	1,991,693	1,991,693	0	2.725%	1.930%
JP Morgan Securities LLC	11/20/2018	5/17/2019	1,000,000	985,960	989,273	989,273	0	2.920%	0.958%
Exxon Mobil Corp	12/7/2018	1/11/2019	700,000	698,421	699,549	699,549	0	2.358%	0.678%
MUFG Bank LTD/NY	12/13/2018	6/11/2019	2,000,000	1,971,900	1,974,866	1,974,866	0	2.890%	1.913%
			5,700,000	5,642,931	5,655,381	5,655,381	-	2.771%	5.479%

**St. Louis Community College
Investment Report
as of December 31, 2018**

Investment Type Investment Description	Purchase Date	Maturity Date	Par Value	Principal Cost	Book Value	Market Value	Market Gain/(Loss)	Yield to Maturity	% of Portfolio
U.S Treasury Note	07/31/18	07/31/19	800,000	787,531	792,712	792,374	(339)	0.875%	0.768%
U.S Treasury Note	09/12/18	01/31/19	2,000,000	1,994,063	1,998,732	1,998,290	(442)	1.500%	1.936%
U.S Treasury Note	10/29/18	05/31/19	2,000,000	1,983,359	1,988,300	1,988,851	550	1.125%	1.927%
US Treasury Note	11/30/18	07/15/18	2,000,000	1,977,188	1,980,339	1,980,936	597	2.601%	1.919%
US Treasury Note	12/31/18	06/30/19	3,000,000	2,986,992	2,987,064	2,986,500	(563)	1.625%	2.893%
Total U.S. Treasury Securities			9,800,000	9,729,133	9,747,148	9,746,951	(197)	1.635%	9.443%
U.S Agency Securities									
Fed Home Loan Mtg Corp	04/28/16	10/28/19	2,000,000	2,000,000	2,000,000	1,977,380	(22,620)	1.400%	1.916%
Fed Home Loan Mtg Corp	05/27/16	05/28/20	1,000,000	1,000,000	1,000,000	990,740	(9,260)	1.250%	0.960%
Federal Home Loan Mtg Step Up	06/30/16	06/30/21	1,000,000	1,000,000	1,000,000	986,030	(13,970)	1.300%	0.955%
Federal Home Loan Bank	07/28/16	01/28/19	1,000,000	1,000,000	1,000,000	998,920	(1,080)	1.150%	0.968%
Federal Home Loan Bank	10/28/16	10/28/19	1,000,000	1,000,000	1,000,000	994,680	(5,320)	0.875%	0.964%
Federal Home Loan Bank	12/16/16	12/16/21	1,000,000	1,000,000	1,000,000	991,440	(8,560)	1.250%	0.961%
Federal Home Loan Mtg Corp	01/30/17	07/30/19	2,000,000	2,000,000	2,000,000	1,986,740	(13,260)	1.500%	1.925%
Federal Farm Credit Banks	01/19/17	11/26/19	1,000,000	993,106	997,229	986,820	(10,409)	1.180%	0.956%
Fed Home Loan MTC Corp	02/28/17	02/28/20	2,000,000	2,000,000	2,000,000	1,997,560	(2,440)	1.200%	1.935%
Fed Home Loan Mtg Corp	03/16/17	03/16/20	2,000,000	2,000,000	2,000,000	1,997,660	(2,340)	1.125%	1.935%
Federal Home Loan Banks	05/22/17	03/08/19	2,000,000	2,005,660	2,000,593	1,996,160	(4,433)	1.500%	1.934%
Federal Natl Mortgage Assn.	06/05/17	01/27/20	2,372,000	2,372,997	2,372,000	2,346,667	(25,333)	1.700%	2.274%
Federal Home Loan Banks	06/05/17	01/18/19	2,000,000	2,005,000	2,000,000	1,999,120	(880)	1.625%	1.937%
Federal Home Loan Bank	09/27/17	09/27/22	1,000,000	1,000,000	1,000,000	981,610	(18,390)	1.625%	0.951%
Federal Home Loan Bank Step Up	09/28/17	09/28/20	1,000,000	1,000,000	1,000,000	988,310	(11,690)	1.500%	0.958%
Federal Home Loan Mtg	10/27/17	10/27/22	2,000,000	2,000,000	2,000,000	1,970,640	(29,360)	1.750%	1.909%
Federal Home Loan Bank	12/29/17	12/29/20	1,000,000	1,000,000	1,000,000	988,180	(11,820)	2.100%	0.957%
Farmer Mac	01/17/18	01/17/20	1,000,000	1,000,000	1,000,000	993,160	(6,840)	2.000%	0.962%
Federal Home Loan Bank	01/30/18	10/30/19	2,000,000	2,000,000	2,000,000	1,995,320	(4,680)	1.500%	1.933%
Federal Farm Credit Bank	02/05/18	01/07/19	325,000	322,137	324,948	324,925	(23)	1.000%	0.315%

**St. Louis Community College
Investment Report
as of December 31, 2018**

Investment Type Investment Description	Purchase Date	Maturity Date	Par Value	Principal Cost	Book Value	Market Value	Market Gain/(Loss)	Yield to Maturity	% of Portfolio
Federal Nat'l Mortgage Assn	02/27/18	02/26/19	500,000	495,615	499,322	498,975	(347)	1.250%	0.483%
Federal Home Loan Bank	02/26/18	02/26/19	1,000,000	999,310	999,894	999,010	(884)	2.000%	0.968%
Federal Farm Credit Banks	03/21/18	02/22/19	1,000,000	990,760	998,564	997,780	(784)	1.150%	0.967%
Federal Home Loan Bank Step Up	03/26/18	03/26/21	1,000,000	1,000,000	1,000,000	996,880	(3,120)	2.000%	0.966%
Federal Nat'l Mortgage Step UP	04/09/18	10/25/19	600,000	596,010	597,875	597,594	(281)	1.250%	0.579%
Federal Home Loan Bank Step Up	04/20/18	10/20/20	500,000	500,000	500,000	499,080	(920)	2.000%	0.484%
Federal Home Loan Bank	05/24/18	10/24/19	73,529	72,344	72,843	72,649	(195)	1.370%	0.070%
Federal Nat'l Mortgage Assn	09/10/18	07/11/19	343,000	338,881	340,390	340,174	(216)	1.075%	0.330%
Federal Home Loan Mortgage	10/15/18	05/24/19	500,000	498,575	497,465	497,420	(45)	1.250%	0.482%
Federal Nat'l Mortgage Assn	11/21/18	04/29/19	1,250,000	1,242,900	1,244,690	1,244,550	(140)	1.300%	1.206%
Federal Nat'l Mortgage Assn	11/09/18	01/28/19	1,000,000	998,070	999,339	999,200	(139)	1.375%	0.968%
Federal Farm Credit Bank	11/05/18	11/05/19	1,000,000	1,000,000	1,000,000	1,000,560	560	2.700%	0.969%
Federal Nat'l Mortgage Assn	11/27/18	08/23/19	1,000,000	989,743	991,043	991,790	747	1.300%	0.961%
Federal Nat'l Mortgage Assn	11/29/18	10/28/19	760,000	750,470	751,386	751,640	254	1.350%	0.728%
Federal Home Loan Bank	12/12/18	07/26/19	2,500,000	1,486,350	1,487,499	1,486,995	(504)	1.200%	1.441%
Federal Home Loan Bank	12/28/18	06/26/20	2,000,000	2,000,000	2,000,000	1,999,460	(540)	2.750%	1.937%
Federal Farm Credit Bank	12/14/18	09/18/19	500,000	496,816	497,012	497,090	78	1.900%	0.482%
Total U.S. Agencies			44,223,529	43,154,743	43,172,092	42,962,909	(209,183)	1.543%	41.624%
Total Investments before Cash Amount			69,958,529	68,758,477	68,807,531	68,600,241	(207,291)	1.715%	66.463%
Checking Balance	12/31/18	12/31/18	34,616,137	34,616,137	34,616,137	34,616,137	0	1.8600%	33.537%
Total Investments			104,574,667	103,374,615	103,423,669	103,216,378	(207,291)	4.03%	100.000%

Ratification of Investments

Executed During the Months of October - December 2018

Investments

Fund	Purchase Date	Type of Investment	Par Value	Cost of Investment	Maturity Date	Investment Yield
Exxon Mobil Corp C/P	10/1/2018	Comm Paper	2,000,000.00	1,992,370.00	12/3/2018	2.219%
Federal Home Loan Mortgage	10/15/2018	Agency	500,000.00	498,575.31	5/24/2019	1.250%
HSBC Bank USA	10/17/2018	CD	245,000.00	244,999.86	10/17/2023	3.000%
US Treasury	10/29/2018	US Treasury	2,000,000.00	1,992,642.17	5/31/2019	1.125%
Federal Farm Credit Bank	11/5/2018	Agency	1,000,000.00	1,000,000.00	11/5/2019	2.700%
Federal Nat'l Mortgage Assn	11/9/2018	Agency	1,000,000.00	998,070.34	1/28/2019	1.375%
Federal Nat'l Mortgage Assn	11/21/2018	Agency	1,250,000.00	1,242,900.00	4/29/2019	1.300%
Federal Nat'l Mortgage Assn	11/27/2018	Agency	1,000,000.00	989,742.94	8/23/2019	1.300%
Federal Nat'l Mortgage Assn	11/29/2018	Agency	760,000.00	750,469.60	10/28/2019	1.350%
JP Morgan Securities LLC	11/20/2018	Comm Paper	1,000,000.00	985,959.93	5/17/2019	2.920%
Toyota Motor Credit	11/28/2018	Comm Paper	2,000,000.00	1,986,650.00	2/26/2019	2.725%
US Treasury	11/30/2018	US Treasury	2,000,000.00	1,977,187.50	7/15/2019	2.601%
Exxon Mobil Corp C/P	12/7/2018	Comm Paper	700,000.00	698,421.11	1/11/2019	2.358%
Federal Home Loan Mortgage	12/12/2018	Agency	1,500,000.00	1,493,150.00	7/26/2019	1.200%
MUFG Bank LTD/NY	12/13/2018	Comm Paper	2,000,000.00	1,971,900.00	6/11/2019	2.890%
First Nat'l Bk of America	12/14/2018	CD	245,000.00	245,000.00	12/14/2020	2.950%
Federal Farm Credit Bank	12/14/2018	Agency	500,000.00	496,816.46	9/18/2019	1.900%
Citibank Sioux Falls SD	12/19/2018	CD	245,000.00	245,000.00	6/19/2020	2.900%
Federal Home Loan Bank	12/28/2018	Agency	2,000,000.00	2,000,000.00	6/26/2020	2.750%
Firstbank Puerto Rico	12/28/2018	CD	245,000.00	245,000.00	9/28/2020	2.950%
US Treasury	12/31/2018	US Treasury	3,000,000.00	2,986,992.19	6/30/2019	1.625%

* 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.

Ratification of Payments for Services Rendered for July 1, 2018-Dec 31, 2018

This list includes athletic officials, consultants, lecturers, orchestras, entertainers, and staff developments presenters.

Vendor Name	Amount
Adams, Craig	270.00
Admassu, Ermias Ayalew	150.00
Aerart	75.00
Ahlers, Lisa	124.00
Alexander, Gary	450.00
Allen, Jeremiah	1,400.00
Anderson, Deanna M	300.00
Anderson, Julie M	830.00
Animal Protective Association of Missouri	550.00
Arnason, Johann	285.00
Austin, Ron Anthony	500.00
Ball, Trent	2,500.00
Banahan, Richard M	110.00
Barnett, Daniel Gregory	375.00
Barudin, Jeffrey	100.00
Benevento, Joseph	500.00
Bense, Kenisha Janae	100.00
Bin-Kaswm, Waseem Ahmed	200.00
Blackmon, Kristian E	100.00
Bland, Michael C	380.00
Boedges, Laura J	100.00
Bognar, Laurie	100.00
Bold, Timothy	1,210.00
Borgmeyer, David M	200.00
Bouc, John	110.00
Bowen, Rick	600.00
Brasher, Mike	300.00
Brenner, Madeline	200.00
Broadus, James Derek	300.00
Brooks, William B	160.00
Brown, Beverly G	50.00
Brown, Cheryl	1,000.00
Brown, Danielle	900.00
Byrd, Marvin L	500.00
Cady, Mary Lynn	324.00
Cajic, Luka	40.00
Carver, Sean	300.00
Cathey, Larry R	240.00
Chambers, Dail L	200.00
CHAMP Assistance Dogs Inc	50.00
Chavez, Joanna	75.00
Clark, Destini Loistine	170.00

Clark, Timothy	400.00
Closser, Cole	500.00
Cody, James	220.00
Corbett, Shirley L	2,200.00
Coyle, Christopher	110.00
Crawford, George T	100.00
Crocker, Dan	500.00
Croghan, Ann D	75.00
Davidson, Kalee	150.00
Davis, Brandon A	300.00
DeGreeff, Vince	1,050.00
Delevska, Vesna	250.00
Diehl, Cody A	200.00
Djurasevic, Dule	160.00
Dorr, Lawrence	396.00
Dzegede, Addoley	450.00
Eckert, Kristine L	625.00
Ecoleston, Thomas	150.00
Edmonds, Karen A	460.00
Emokpae, Nelson	1,250.00
English, Felicia	300.00
Ethridge, Jason Russell	70.00
Falcetti, Mary G	83.96
Falker, Frederick G	600.00
Fancher, Philip	300.00
Fankhauser, William	520.00
Fiala, Neil S	600.00
Finneran, Kathleen Mary	500.00
Flanigan, Joseph	380.00
Forest ReLeaf	238.00
Franzel, Sarah	200.00
Freeman, Matthew Scott	500.00
Frese, Ethel M	1,365.00
Friedman, Max	490.00
Future Vintage	400.00
Gantner, Paul Michael	104.00
Geile, Tracie Ellen	110.00
Geiler, Ann	600.00
Gentlemen of Vision	250.00
Gibson, Thomas	300.00
Gleason, Spencer Gregg Hoyt	1,080.00
Glenshaw, Mark H	270.00
Gormley, James C	75.00
Grabowski, John E	90.00
Gray, Deborah S	75.00
Grebe, James	230.00

Ratification of Payments for Services Rendered for July 1, 2018-Dec 31, 2018

This list includes athletic officials, consultants, lecturers, orchestras, entertainers, and staff developments presenters.

Green, Megan	200.00
Griffith, Homer	190.00
Guei, Caph	600.00
Hall, Amber	100.00
Hall, Stacey	150.00
Hamilton, Artie	350.00
Hamilton, Tammy	1,200.00
Hartley, Denis	40.00
Hartley, Shelby	80.00
Harvey Meadows Gallery Inc	3,000.00
Harvey, Ashley	40.00
Harvey, Susan A	130.00
Healthlarious LLC	500.00
Heath, Mike	220.00
Hegarty, James H	100.00
Helfrich, Doug	110.00
Henderson, Derrion	250.00
Herr, Kelly M	80.00
Heyden, Joseph D	110.00
Hicks, Daria Caresse	210.00
Hill, Sara	1,200.00
Hispanic Leaders Group of Greater St Louis	800.00
Hohenstein, John	750.00
Hubbard, Brandon	300.00
Huber, Don F	270.00
Humane Society Of Missouri	850.00
Humphrey, Kevin A	150.00
Hutcherson, Arrak	70.00
Intentionally Fit LLC	500.00
Irving, Kahlil	450.00
Iwamura, En	1,099.00
Jackson Etiquette	275.00
Jackson, Angelo	720.00
Jackson, Donald R	300.00
Jackson, Odell	100.00
Jacoby, Paul E	950.00
Jeff Evason Productions , Inc	3,000.00
Jegleco LLC	300.00
Johnny Chase Music LLC	300.00
Jones, Kenwin Jerome	75.00
Jones, Michael F	600.00
Jordan, Kenneth A	150.00
Jovic, Zoran	110.00

Kalyanaraman, Aparna	200.00
Kasica, John G	200.00
Ken Weintraub Consulting LLC	50.00
Kingston, Lindsey	200.00
Klorer, Elizabeth	75.00
Klotz, Ryan J	3,100.00
Klump, Kristina	190.00
Kopsas, James	300.00
Kuanfung, Sara	125.00
Lammering, Tim R	380.00
Lane, Adande	100.00
Langhauser, Marc	300.00
Lanter, Kathy	750.00
Leach, Natalie	200.00
Leckie, Ann T	500.00
Lee, Junghwa	300.00
LeGrand, Jacob	320.00
Lenz, Bruce	150.00
Little, Jamold	150.00
Lloyd, Antonio	125.00
Loehr, Adam	220.00
MacRunnel, David Jay	1,200.00
Mahmutovic, Elvis	160.00
Major, George	160.00
Mandat, Eric	100.00
Matthews, Megan	150.00
McBurrows, Reba	600.00
McCall, Ahmad	75.00
McCoy, Kevin	400.00
McFadden, C Thomas	170.00
McFadden, Tracy L	120.00
McGinnis, Kevin	380.00
Medoff, Judith	150.00
Mertens, Scott	260.00
Michels, Trevor	150.00
Miller, Myra	650.00
Miller, Richard L	3,670.00
Mills, Jonathan W	110.00
Milovic, Velimir	220.00
Missouri Alliance for Animal Legislation	50.00
Missouri Native Plant Society	345.00
Moore, Randy	570.00
Mueller, Michael	110.00
Mujcic, Aljo	430.00
Mulligan, Tracy	300.00
Muratovic, Dzemaal	220.00

Ratification of Payments for Services Rendered for July 1, 2018-Dec 31, 2018

This list includes athletic officials, consultants, lecturers, orchestras, entertainers, and staff developments presenters.

Murvin, Jennifer	500.00
Nadler, Arny	150.00
Nass, Wesley	200.00
Nesbitt, Ronall	40.00
Newell, Clarence Melvin	450.00
Nguyen, Bob	75.00
Nichols, Kerry	300.00
Nickoli, Rebecca	1,180.00
Nohava, John	220.00
Nollman, Cameron	200.00
Norfolk, Bobby L	475.00
North American Butterfly Association-NABA-St Louis Chapter	208.00
North County Christian School	250.00
Nye, Mary A	200.00
O'Dell, Chris	750.00
Olwig, Nobue	400.00
Opong, Adwoa	300.00
Oster, David Eugene	450.00
Overstreet, Jacob	200.00
Pandzic, Milan	220.00
Parrent, Eric L	350.00
Patrylo, Jeffrey	320.00
Patterson, David A	100.00
Paule, Joseph Michael	450.00
Pauly, Glenn M	110.00
Perkins, Derris	300.00
Perlmutter, Monica A	75.00
Phelps, Joshua Maylon	165.00
Phillips, Edward	130.00
Pirtle-Oakley, Joan E	300.00
Porta Party DJ's	200.00
Porter, Toriano	1,500.00
Post, Jacob	285.00
Potter, Melissa A	300.00
Prah, Harry F	120.00
Premachandra, Padmavati	150.00
Pressy, Colin	250.00
Priest, Paul	150.00
Pruett, Hubert S	100.00
Pulley, Jeff	350.00
Purgatory Pie Press	1,200.00
Ramsey, Suzanne	212.80
Reeves, Lucas David	460.00

Remacle, Matt	600.00
Revilla, John Samuel	1,750.00
Reyes, Areli M	200.00
Reynolds, Rory R	40.00
Rhoads, Amanda Sue	100.00
Rice, Nancy N	500.00
Richardson, Donald W	235.00
Robert, James M	300.00
Roberts, Austin	200.00
Robinson, Bryce Olen	150.00
Rosenblum, Warren	100.00
Ryan, Matthew R	300.00
Sanders, Marc	190.00
Sanderson, Joyce	130.00
Sandifer, Scott	100.00
Satterlee, John W	190.00
Saud, Linti	760.00
Schenkel, Steven	200.00
Schlegl, Abby	300.00
Schuetz, Beverly	50.00
Schumacher, Aaron	460.00
Schumacher, Evan	125.00
Scopel, Spener Rand	160.00
Seals, Brock Vincent	150.00
Seitz, Ken	220.00
Sextro, Rita Anne	736.80
Simmons, Jason	350.00
Simpson, Tony D	220.00
Sippel, Jeffrey Lawrence	250.00
Skowra, Leszek	270.00
Sloan, Tony	150.00
Smith, Glen A	595.00
Smith, Jason W	600.00
Smith, Mark	212.80
Smith, Warren M	150.00
Snarr, Mathew W	150.00
SpearmanProductions	500.00
Springer, Corey L	100.00
St Louis Audubon Society	740.00
Stafford, Jewel D	75.00
Steele, Genesis	300.00
Stein, Matthew J	175.00
Steinbrenner, Beth Millicent	100.00
Sterett, Elliott Franklin	272.25
Stewart, Christina	300.00
Stillman, Carmela	120.00

Ratification of Payments for Services Rendered for July 1, 2018-Dec 31, 2018

This list includes athletic officials, consultants, lecturers, orchestras, entertainers, and staff developments presenters.

Stimpert, Elisabeth	200.00
Stonecipher, Brad	450.00
Streeter, David L	200.00
Strengths University, LLC	3,525.00
Struckhoff, Elizabeth T	81.00
Studio 6 Express Salon	2,340.00
Swanner, Karen	270.00
Swift, Tabari	150.00
Taffa, Deborah M	300.00
TasteBudz Express	400.00
Tebeau, Donald W	160.00
The Black Rep	450.00
The Ethics Project	500.00
The Sunshine Cultural Arts Center	1,400.00
Thomas G Smith	160.00
Thompson, John C	80.00
Tillet, Scheherazade	425.00
Tiner, Leonard G	130.00
Toland, Tip	2,500.00
Toler, Teri	496.36
Touzinsky, Keith M	130.00
Tovo, Gerald A	100.00
Trefts, William H	760.00
Trogdon, William	300.00
Troy, Mary D	500.00
Tucker, Bryant	150.00
Tucker, Travis	150.00
Turkovic, Dana	400.00
Tutundzic, Enis	110.00
Ucinski, Edward F	670.00
Umali, Francis R	75.00
Valle, Stephen	270.00
VandeRiet, Susan M	81.00
Varvel, Vincent	800.00
Vaughn, Myko S	500.00
Vega, Bonnie	50.00
Vermehren, Richard J	120.00
VerMehren, Rick	40.00
von Hombract, Willem	595.00
Vranic, Milos	175.00
Waggoner, Montana	150.00
Walters, Steve	440.00
Ward, Heather	125.00

Wehner, Michael	93.75
Weicht, Madison Leigh	50.00
Weiner, Cindy M	132.00
Weir, Mary M	75.00
Weisbrod, Noah	100.00
Weiskopf, Stephanie	999.50
Werner, August E	260.00
Whalen, Ken	330.00
White, Kalia Janae	225.00
Wildlife Rescue Center	50.00
Wildwood Historical Society	100.00
Williams, Aminah	150.00
Williams, Edward C	150.00
Wills, Emily R	200.00
Wilson, Anthony	300.00
Wilson, Haley A	35.00
Winkelman, Kevin	95.00
Winkelmann, G Michael	2,850.00
Wood, Bill	640.00
Wright, Maxwell Alexander	200.00
Wueller, Kurt J	110.00
Wuellner, Kurt	220.00
Yanko, Timothy M	150.00
Young, Kimberle-Anne	100.00
Younis, Haroun O	25.00
Zalite, Valdis	2,500.00
Zimic, Nermin	100.00
TOTAL	\$134,740.22

Academic Affairs

Contracts and Agreements

Clinical Agreements

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

Participant	Program	Effective Date
Independence Center	Behavioral Health Support	12/12/18
Adapt of Missouri, Inc.	Behavioral Health Support	01/27/19
Your Other Mother Pregnancy Resource Center	Human Services	11/26/18
Casa Dia Montessori	Human Services	01/04/19

Articulation Agreement – Missouri State University

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

Articulation Agreement – Columbia College

The college recommends that the Board of Trustees approve an articulation agreement between St. Louis Community College and Columbia College, Columbia, Missouri. This agreement will provide a seamless transfer for students who complete the Associate in Arts, Associate in Science, or the Associate of Arts in Teaching degrees and who wish to pursue a Bachelor's degree at Columbia College.

Workforce Solutions Group

Ratification of Direct Pay Agreements

<u>Funding Source</u>	<u>Title of Program and/or Purpose</u>	<u>Campus</u>	<u>Date</u>	<u>Amount</u>
Anheuser-Busch Companies, Inc.	Development of on-the-job training for Can Machinist and Bottle Machinist Modules.	Workforce Solutions Group	December 11, 2018 through June 30, 2019	\$35,200
Manager: Don Robison				
BJC Healthcare	Provide training cohorts in the areas of Health Information Technology and Medical Billing and Coding.	Workforce Solutions Group	August 20, 2018 through October 31, 2022	\$541,425
Manager: Don Robison				
Christian Hospital Northeast-Northwest	Provide Patient Care Technician training and instructional services.	Workforce Solutions Group	December 1, 2018 through December 31, 2019	\$41,160
Manager: Don Robison				
EVERSANA	Provide consultation and curriculum development for the creation of Culture Catalysts workshops.	Workforce Solutions Group	January 7, 2019 through June 30, 2019	\$1,920
Manager: Don Robison				
GKN Aerospace	Bonding Mechanic training.	Workforce Solutions Group	December 21, 2018 through June 30, 2019	\$12,000
Manager: Becky Epps				

Workforce Solutions Group

<u>Funding Source</u>	<u>Title of Program and/or Purpose</u>	<u>Campus</u>	<u>Date</u>	<u>Amount</u>
GKN Aerospace	Bonding mechanic training. Manager: Becky Epps	Workforce Solutions Group	January 14, 2019 through June 30, 2019	\$12,000
Henkel US Operations Corporation	Introduction to computer training in areas of hardware and software basics and working with files. Manager: Don Robison	Workforce Solutions Group	January 16, 2019 to June 30, 2019	\$7,200
Rawlings Sporting Goods Co.	Provide customized leadership development training. Manager: Don Robison	Workforce Solutions Group	January 7, 2019 through June 30, 2019	\$21,125
The Gund Company	Provide customized training services in shop math, print reading and precision measurement fundamentals. Manager: Don Robison	Workforce Solutions Group	December 19, 2018 through June 30, 2019	\$5,250

Contracts and/or Agreements

Membership renewal between St. Louis Community College and Microsoft Partner Network

It is recommended that the Board of Trustees approve the Workforces Solutions Group's renewal of the Microsoft Partner Network Agreement for the Corporate College location as a Microsoft Partner Network member. This agreement provides support, software licenses, and marketing assistance for training and consulting services offered by the Corporate College and other externally-funded programs and projects by the Workforce Solutions Group. There is no cost for the membership renewal, but a \$475 Microsoft Action Pack yearly subscription will be purchased to acquire the support software licenses. The duration of this agreement is March 16, 2019 to March 15, 2020.