

**MINUTES OF REGULAR MEETING
BOARD OF TRUSTEES
ST. LOUIS COMMUNITY COLLEGE
THURSDAY, JUNE 23, 2016**

The Regular Meeting of the Board of Trustees of St. Louis Community College was held on Thursday, June 23, 2016, at the Wildwood Campus, 2645 Generations Drive, Wildwood, MO, pursuant to notice and in accordance with Section 610.020 RSMo, as amended.

1. Call to Order/Roll Call

Ms. Hattie Jackson, Chair, called the meeting to order at 7:26 p.m. The following members of the Board of Trustees were present: Ms. Hattie Jackson, Chair; Ms. Joan McGivney, Vice Chair; Ms. Libby Fitzgerald, Trustee; Mr. Rodney Gee, Trustee; Dr. Doris Graham, Trustee, and Dr. Craig Larson, Trustee, by video conferencing.

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

2. Welcome to Guests

None.

3. Citizens Desiring to Address the Board Regarding Agenda Items

Ms. Margaret Hvatum addressed the Board regarding revisions to Board Policy and the importance of hiring faculty.

4. Adoption of Agenda/Revisions to Agenda

On motion by Mr. Gee and seconded by Ms. Fitzgerald, the Board unanimously adopted the agenda as revised.

5. Election of Officers

In accordance with Board Policy A.5, Election of Officers, elections were held for officers of the Board of Trustees of St. Louis Community College for the ensuing year.

Whereupon, nominations were called for the office of vice chair. Mr. Gee nominated Dr. Graham. Ms. Fitzgerald seconded the nomination. There being no other nominations, the Board voted unanimously for Dr. Graham to serve as vice chair for a term of one year or until her successor shall be elected and qualified.

Whereupon, nominations were called for the office of Board chair. Ms. Fitzgerald nominated Ms. McGivney. Dr. Graham seconded the nomination. There being no other nominations, Ms. McGivney was unanimously elected to serve as Board chair for a term of one year or until her successor shall be elected and qualified.

Ms. Jackson announced that the newly elected officers would immediately assume their offices. Ms. McGivney then presented an engraved plaque to Ms. Jackson in appreciation of her service as board chair and thanked her for her leadership.

6. Approval of the May 19, 2016 Regular Meeting Minutes

On motion by Dr. Graham and seconded by Mr. Gee, the Board unanimously approved the May 19, 2016 regular meeting minutes as written.

7. Approval of Resolution Re July 21, 2016 Executive Session of the Board of Trustees

On motion by Ms. Fitzgerald, and seconded by Ms. Jackson, the Board, by a roll-call vote, unanimously approved the resolution scheduling an executive session on July 21, 2016, all as more fully set forth in Exhibit A attached hereto and by this reference incorporated herein.

8. Recognition of Student, Staff and Trustee Accomplishments

Ms. Julie Lay, Director of Communications, read statements of congratulations for students, staff and trustees on their recent awards and accomplishments.

9. Information Items

Rebecca Emerson, Director of School and Community Partnerships, presented on the status of School and Community Partnerships and answered questions from the Board.

Lauren Gosling, Director of Digital Services, presented on the College Website Re-design and answered questions from the Board.

10. Approval of Fiscal Year 2017 Operating and Capital Budgets

The Board was requested to approve the Fiscal Year 2017 Operating and Capital Budgets. Following discussion, on motion by Ms. Fitzgerald and seconded by Dr. Graham, the Board voted unanimously to approve the following resolution:

RESOLVED, that the Board of Trustees hereby approves the Operating and Capital Budgets for the 2017 fiscal year, all as more fully set forth in Exhibit A, attached hereto and by this reference incorporated herein, and

FURTHER RESOLVED, that the sums set forth in said budgets are hereby deemed appropriated for the purposes therein set forth.

11. Approval of Revised Board Policies from the Triennial Review Process, as Outlined in Board Policy B.6.1

On motion by Ms. Fitzgerald, and seconded by Dr. Graham, the Board unanimously approved the revised Board Policies brought forward through the Triennial Review Process, all as more fully set forth in Exhibit A, attached hereto and by this reference incorporated herein.

12. Approval of Scheduling a Board Retreat on July 7, 2016

On motion by Ms. Fitzgerald and seconded by Mr. Gee, the Board unanimously approved scheduling a Board Retreat on Thursday, July 7, 2016 at the Cosand Center.

13. Nomination of Trustees to the Foundation Board

Dr. Graham nominated Mr. Gee to serve as a member of the Board of Trustees on the Foundation Board. Ms. Fitzgerald seconded the nomination. There being no other nominations, the Board unanimously approved the appointment Mr. Gee.

14. Approval of Consent Items

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

14.1 Consent Item Motion and Vote

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

14.2 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.

14.3 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.

14.4 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.

14.5 FINANCE

Budget

A. Financial Reports

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

14.6 CONTRACTS AND/OR AGREEMENTS

Contracts and/or Agreements

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

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

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

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

14.7 ACCEPTANCE OF EXTERNAL FUNDS

Acceptance of External Funds

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

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

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

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

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

15. COMMUNICATIONS

15.1 Chancellor's Report

Due to the late hour, Dr. Pittman tabled his monthly report until the July meeting. He introduced new Provosts Larry Johnson (Forest Park) and Carol Lupardus (Meramec) and welcomed them.

15.2 Board Chair's Report

On behalf of the Board, I want to thank Trustee Jackson for her leadership as Board Chair over the past year. The College has faced many challenging issues during her time as Board Chair, and she has led the College well. In addition, I want to thank the Board for their confidence in me to assume this leadership role and congratulate Dr. Graham on her role as vice chair.

Several applications have come in to serve in the interim role for the sub district 1 vacancy. Our next step will be to interview candidates and seat the interim trustee at an upcoming meeting.

Dr. Graham recently served as a panelist on the topic of *Diversity & Political Decision Making* for the Sue Shear Institute. The institute advocates for equal representation of women in public life.

Dr. Graham and I and several of our St. Louis Community College associates attended the Urban League *Salute to Women in Leadership* celebration on June 17, when Stacy Edwards was honored for her achievement in education. We all know the commitment Stacy has for our students to achieve and how she is playing an integral role in building relationships with the community and our college. But, it's always affirming when people outside the college see how dedicated our associates are and so, congratulations to Stacy and all our associates who strive every day to follow our mission to expand minds and change lives.

Many people are retiring during the month of June, and I want all of our retirees to remember that they have left behind a legacy of encouragement, achievement and work ethic that will always be a part of the college. A special thanks goes out to Ruby Curry, for serving admirably in the role of President at Florissant Valley. On behalf of the Board, congratulations and best wishes to all.

Also, I should note that Dr. Pittman will soon be completing his first year as Chancellor. We thank him for his dedicated service as our leader.

Dr. Graham, Mr. Gee and Dr. Larson represented the Board at the MCCA Trustee Conference in Lake Ozark. Due to the late hour, I would ask that they report on the conference at the July meeting.

15.3 Citizens Desiring to Address the Board Regarding Other Concerns

None.

15.4 Board Member Comments

Ms. Jackson thanked the Board for being great peers in helping her as Board Chair over the past year. She said the college is going in the right direction with community outreach and thanked the administration for sharing information with the Board.

16. NEW BUSINESS

None.

17. ADJOURNMENT

There being no other or further business to come before the Board, the meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Rebecca Garrison
Associate for Board Relations

MEMORANDUM

To: Board of Trustees
FROM: Jeff Pittman
DATE: June 23, 2016
SUBJECT: Board Agenda Modifications

Board of Trustees
Hattie R. Jackson, Chair
Joan McGivney, Vice Chair
E. Libby Fitzgerald
Rodney Gee
Doris Graham, Ph.D.
Craig H. Larson, Ed.D.

Section Page No.

14.3 1 Add: Appointments / Full-time Faculty:

Rudick, Patti; FP; Associate Professor (Ultrasound); IV-H; \$71,274.00;
replacement; effective 08/16/16.

Add: Appointments / Full-Time Administrative Professional Staff:

Elizabeth Perkins; FV; Campus Provost; A 27; \$145,000.00; repurposed;
effective 08/01/16.

Dreith, Michael; WW; Campus Associate Provost; A 26; \$130,000.00;
repurposed; effective 07/06/16.

Carter, Deborah; FV; Dean, Student Development & Enrollment Management; A
22; \$100,000.00; replacement; effective 07/11/16.

Tolson, Kedra; CC; Executive Director, Marketing & Communications; A 20;
\$115,000.00; replacement; effective 06/24/16.

Massey, Julie; CC; Acting College Registrar; P 14; \$73,900.00; duties of vacant
position; effective 06/20/16 – 08/26/16.

Long, Stephen; CO; Associate Vice Chancellor, Workforce Solutions; A24;
\$133,000.00; reorganization; effective 07/01/16.

Ellison, Heather; CO; Manager, Continuing Education Programs District Wide; P
14; \$65,975.00; reorganization; effective 07/01/16.

Deloch, Kelly; CO; Manager, Business, Finance and Technology Support; P 14;
\$72,435.00; reorganization; effective 07/01/16.

Section Page

- 14.3 1 Robison, Donald; CO; Manager, Corporate Services; P 14; \$76,049.00; reorganization; effective 07/01/16.
- Gallo, Timothy; CO; Manager, Marketing and Communications, Workforce Solutions Group; P 12; \$59,974.00; reorganization; effective 07/01/16.
- 3 Add: Appointments / Part-Time Classified Staff:
- Fischer, Britni; WW; Information & Enrollment Assistant; OC 05; \$14.67/ hour; temporary to continuing; effective 06/24/16.
- 5 Add: Resignations / Faculty:
- Gee Hollins, Stacy; FV; Associate Professor (Information Systems); effective 07/31/16.

#7 Resolution Re July 21, 2016 Executive Session of the Board of Trustees

The Board is requested to approve the following resolution:

RESOLVED, that the Board of Trustees, pursuant to R.S. Mo. Section 610.022 (as amended 2004), schedules the holding of a closed meeting, record and vote on June 21, 2017 at 6 p.m. at the South County Education and University Center, 4115 Meramec Bottom Road, St. Louis , MO, in the First Floor Conference Room, for the following reasons:

- 1) to discuss legal actions, causes of action or litigation involving St. Louis Community College and to hold any confidential or privileged communications with the attorney for the College (Section 610.021 [1]), and the lease, purchase or sale of real estate (Section 610.021 [2]); and
- 2) to discuss action upon any personnel matters relating to the hiring, firing, disciplining or promotion of personnel, (Section 610.021 [3]); and
- 3) to discuss pending and future discussion and negotiations with employee groups of St. Louis Community College and the work product related thereto (Section 610.021 [10]); and
- 4) to discuss individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, (Section 610.021 [8]); and
- 5) to hold confidential or privileged communications with the auditor, including all auditor work product (610.021 [17]), and
- 6) to discuss records which are protected from disclosure by law (610.021(14), and

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

June 23, 2016
Board Agenda



Budget

FY2017

**Approved by the
Board of Trustees
June 23, 2016**

St. Louis Community College

Table of Contents

	<u>Page</u>
Budget Summary – General Operating	1-2
Census Day Enrollments Credit Hours	3
Operating Fund	4
Operating Fund Revenue Charts	5
Operating Fund Expenditures and Transfers Charts	6
Technology Fee	7
College and Student Activities	8
Public Safety, Pedestrian and Traffic Access	9
Student Aid	10
Maintenance, Repair, Debt Service and Capital.....	11-12
Rental of Facilities	13
Economic Development/Workforce Solutions Group.....	14
Restricted	15
Managed Property	16
Auxiliary Services	17
Budget Assumptions	18-24

St. Louis Community College

Budget Summary-General Operating

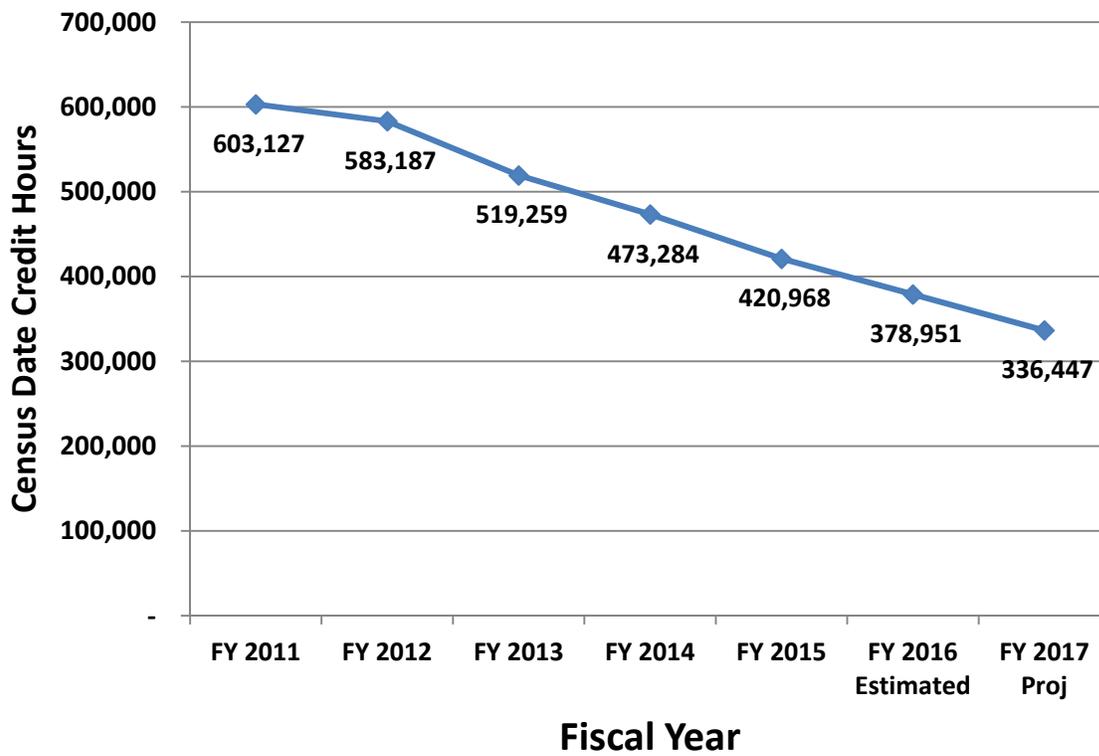
Year Ending June 30, 2017

	Operating	Technology Fee	College and Student Activities
Revenues			
Local Taxes	\$ 60,248,800	\$ -	\$ -
State Appropriation	48,021,918	-	-
Maintenance Fees	37,235,245	-	-
Technology Fees	-	3,702,394	-
College Activity Fees	-	-	1,132,375
Continuing Education			
Tuition and Fees	1,625,000	-	-
Other Fees	125,000	-	-
Bad Debt	(750,000)	-	-
Other Revenue	3,119,000	-	-
Total Revenues	149,624,963	3,702,394	1,132,375
Expenditures			
Salaries	92,140,365	771,083	44,349
Benefits	27,084,842	230,469	3,572
Supplies and Services	17,540,869	1,736,839	401,590
Utilities	4,817,499	-	-
Institutional Contributions-Match	605,000	-	-
Student Activities Budget-Agency	-	-	482,864
Total Expenditures	142,188,575	2,738,391	932,375
Transfers to (from) other Funds			
To (From) ED/WSG Revenue	-	-	-
To (From) Technology Fee	(354,541)	354,541	-
To (From) Auxiliaries	(125,000)	-	-
To (From) Managed Property	160,250	-	-
To (From) College Activities Fees	(200,000)	-	200,000
To (From) Maintenance and Capital	4,000,000	872,126	-
To (From) Student Aid	791,076	-	-
To (From) Leasehold bonds	5,406,679	-	-
Total Transfers	9,678,464	1,226,667	200,000
Total Expenditures and Transfers	151,867,039	3,965,058	1,132,375
Increase (Decrease) in Net Assets	\$ (2,242,076)	\$ (262,664)	\$ -

St. Louis Community College

FY 2017	FY 2016	Change
\$ 60,248,800	\$ 60,156,723	\$ 92,077
48,021,918	45,826,560	2,195,358
37,235,245	41,208,446	(3,973,201)
3,702,394	2,979,368	723,026
1,132,375	1,276,872	(144,497)
1,625,000	1,525,000	100,000
125,000	320,881	(195,881)
(750,000)	(750,000)	-
3,119,000	3,800,000	(681,000)
<u>154,459,732</u>	<u>156,343,850</u>	<u>(1,884,118)</u>
92,955,797	97,022,838	(4,067,041)
27,318,883	28,314,218	(995,335)
19,679,298	20,596,289	(916,991)
4,817,499	5,034,112	(216,613)
605,000	805,000	(200,000)
482,864	538,436	(55,572)
<u>145,859,341</u>	<u>152,310,893</u>	<u>(6,451,552)</u>
-	(200,000)	200,000
-	-	-
(125,000)	(125,000)	-
160,250	-	160,250
-	-	-
4,872,126	8,895,682	(4,023,556)
791,076	843,005	(51,929)
5,406,679	3,249,664	2,157,015
<u>11,105,131</u>	<u>12,663,351</u>	<u>(1,558,220)</u>
<u>156,964,472</u>	<u>164,974,244</u>	<u>(8,009,772)</u>
<u>\$ (2,504,740)</u>	<u>\$ (8,630,394)</u>	<u>\$ 6,125,654</u>

Census Day Enrollments Credit Hours



St. Louis Community College

Operating Fund

Year Ending June 30, 2017

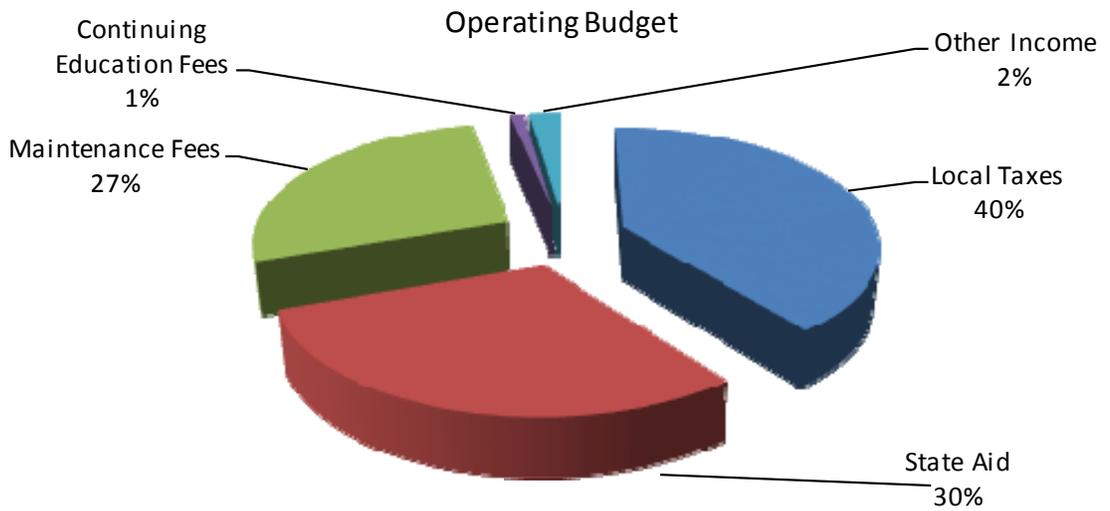
	FY 2017	FY 2016	Change
Revenues			
Local Taxes	\$ 60,248,800	\$ 60,156,723	\$ 92,077
State Appropriation	48,021,918	45,826,560	2,195,358
Maintenance Fees	37,235,245	41,208,446	(3,973,201)
Continuing Education			
Tuition and Fees	1,625,000	1,525,000	100,000
Other Fees	125,000	320,881	(195,881)
Bad Debt	(750,000)	(750,000)	-
Other Revenue	3,119,000	3,800,000	(681,000)
Total Revenues	149,624,963	152,087,610	(2,462,647)
Expenditures			
Salaries	92,140,365	96,261,270	(4,120,905)
Benefits	27,084,842	28,091,513	(1,006,671)
Supplies and Services	17,540,869	18,598,168	(1,057,299)
Utilities	4,817,499	5,034,112	(216,613)
Institutional Contributions-Match	605,000	805,000	(200,000)
Total Expenditures	142,188,575	148,790,063	(6,601,488)
Transfers to (from) other Funds			
To (From) ED/WSG Revenue	-	(200,000)	200,000
To (From) Technology Fee	(354,541)	-	(354,541)
To (From) Auxiliaries	(125,000)	(125,000)	-
To (From) Managed Property	160,250	-	160,250
To (From) College Activities Fees	(200,000)	(200,000)	-
To (From) Maintenance and Capital	4,000,000	8,360,272	(4,360,272)
To (From) Student Aid	791,076	843,005	(51,929)
To (From) Leasehold bonds	5,406,679	3,249,664	2,157,015
Total Transfers	9,678,464	11,927,941	(2,249,477)
Total Expenditures and Transfers	151,867,039	160,718,004	(8,850,965)
Increase (Decrease) in Net Assets	\$ (2,242,076)	\$ (8,630,394)	\$ 6,388,318

St. Louis Community College

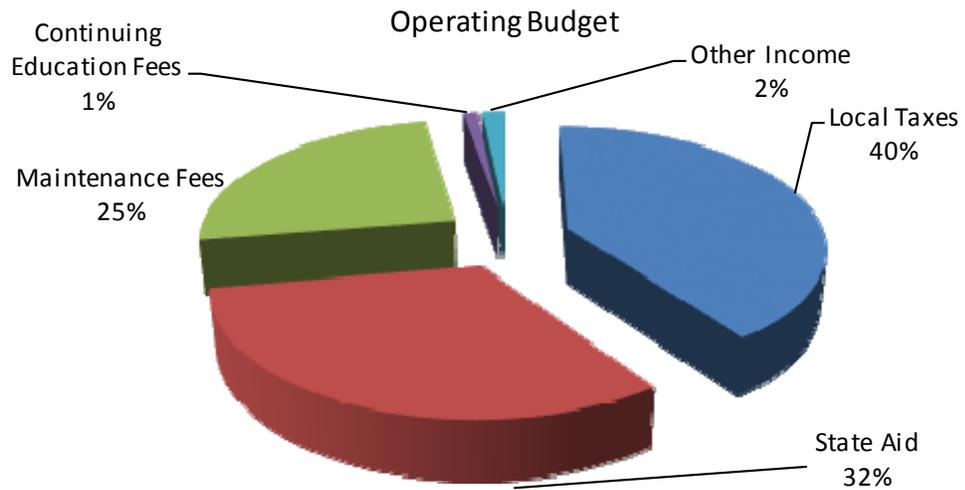
Operating Fund

Revenue Charts

Budgeted Revenue FY 2016



Projected Revenue FY 2017

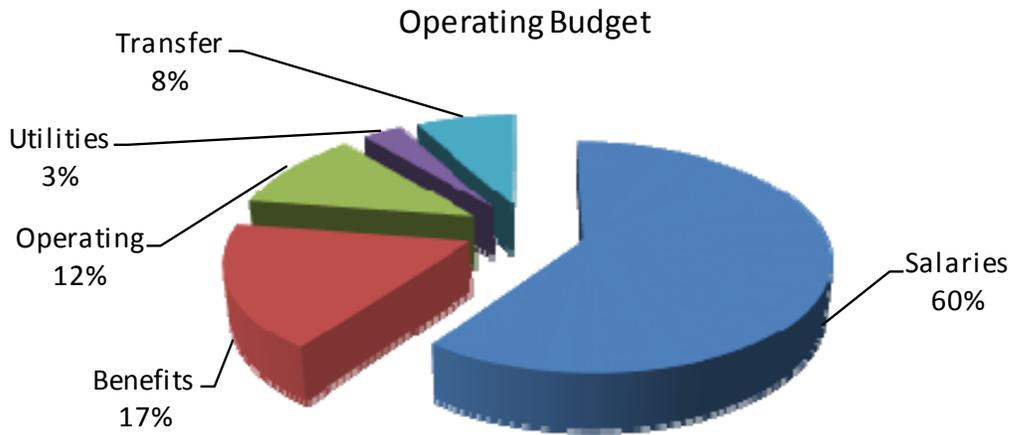


St. Louis Community College

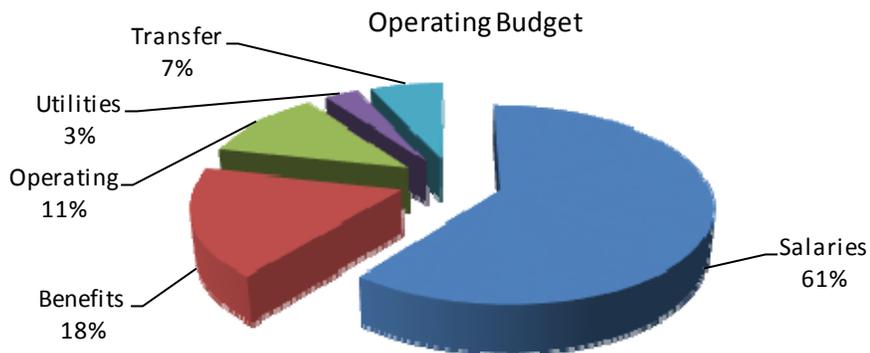
Operating Fund

Expenditures and Transfers Charts

Budgeted Expenditures and Transfers FY 2016



Projected Expenditures and Transfers FY 2017



St. Louis Community College

Technology Fee

Year Ending June 30, 2017

	FY 2017	FY 2016	Change
Revenues			
Technology Fees	\$ 3,702,394	\$ 2,979,368	\$ 723,026
Total Revenues	<u>3,702,394</u>	<u>2,979,368</u>	<u>723,026</u>
Expenditures			
Salaries	771,083	703,467	67,616
Benefits	230,469	218,027	12,442
Supplies and Services	1,736,839	1,522,464	214,375
Total Expenditures	<u>2,738,391</u>	<u>2,443,958</u>	<u>294,433</u>
Transfers to (from) other Funds			
To College Operating	354,541	-	354,541
To (From) Maintenance and Capital	872,126	535,410	336,716
Total Transfers	<u>1,226,667</u>	<u>535,410</u>	<u>691,257</u>
Total Expenditures and Transfers	<u>3,965,058</u>	<u>2,979,368</u>	<u>985,690</u>
Increase (Decrease) in Net Assets	<u>\$ (262,664)</u>	<u>\$ -</u>	<u>\$ (262,664)</u>
 Breakdown of Expenditures and Transfers			
Instructional lab support salaries and benefits	\$ 723,638	\$ 752,562	\$ (28,924)
Instructional lab replacements and repair	720,126	593,145	126,981
Electronic library resources and MOBIUS	285,000	277,000	8,000
Instructional software	418,002	389,588	28,414
Online education salaries and benefits	146,264	168,932	(22,668)
Online education materials and supplies	740,666	372,517	368,149
Online education College operating transfer	354,541	-	354,541
Online education capital transfer	200,000	-	200,000
Web redevelopment and maintenance salaries and benefits	131,650	-	131,650
Web redevelopment and maintenance materials and supplies	245,171	425,624	(180,453)
Total Expenditures and Transfers	<u>\$ 3,965,058</u>	<u>\$ 2,979,368</u>	<u>\$ 985,690</u>

St. Louis Community College

College and Student Activities

Year Ending June 30, 2017

	<u>FY 2017</u>	<u>FY 2016</u>	<u>Change</u>
Revenues			
College Activities Fees	<u>\$ 1,132,375</u>	<u>\$ 1,276,872</u>	<u>\$ (144,497)</u>
Total Revenues	<u>1,132,375</u>	<u>1,276,872</u>	<u>(144,497)</u>
Expenditures			
Salaries	44,349	58,101	(13,752)
Benefits	3,572	4,678	(1,106)
Supplies and Services	401,590	475,657	(74,067)
Student Activities Budget-Agency	<u>482,864</u>	<u>538,436</u>	<u>(55,572)</u>
Special Projects	<u>-</u>	<u>-</u>	<u>-</u>
Administrative Cost Allowance	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>932,375</u>	<u>1,076,872</u>	<u>(144,497)</u>
Transfers to (from) other Funds			
To (From) Operating	<u>200,000</u>	<u>200,000</u>	<u>-</u>
Total Transfers	<u>200,000</u>	<u>200,000</u>	<u>-</u>
Total Expenditures and Transfers	<u>1,132,375</u>	<u>1,276,872</u>	<u>(144,497)</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. Louis Community College

Public Safety, Pedestrian and Traffic Access

Year Ending June 30, 2017

	<u>FY 2017</u>	<u>FY 2016</u>	<u>Change</u>
Revenues			
College Activities Fees	<u>\$ 754,916</u>	<u>\$ 823,482</u>	<u>\$ (68,566)</u>
Total Revenues	<u>754,916</u>	<u>823,482</u>	<u>(68,566)</u>
Expenditures			
Supplies and Services	<u>566,187</u>	<u>610,670</u>	<u>(44,483)</u>
Total Expenditures	<u>566,187</u>	<u>610,670</u>	<u>(44,483)</u>
Transfers to (from) other Funds			
To (From) Maintenance and Capital	<u>188,729</u>	<u>212,812</u>	<u>(24,083)</u>
Total Transfers	<u>188,729</u>	<u>212,812</u>	<u>(24,083)</u>
Total Expenditures and Transfers	<u>754,916</u>	<u>823,482</u>	<u>(68,566)</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. Louis Community College

Student Aid

Year Ending June 30, 2017

	FY 2017	FY 2016	Change
Revenues			
Grants and Contracts	\$ 28,317,161	\$ 35,522,783	\$ (7,205,622)
Total Revenues	28,317,161	35,522,783	(7,205,622)
Expenditures			
Salaries	\$ 854,751	\$ 856,893	\$ (2,142)
Benefits	68,809	75,800	(6,991)
Student Aid	28,188,868	35,447,533	(7,258,665)
Administrative Cost Allowance	73,209	71,562	1,647
Total Expenditures	29,185,637	36,451,788	(7,266,151)
Transfers to (from) other Funds			
To (From) Operating and Auxiliary Services	(868,476)	(929,005)	60,529
Total Transfers	(868,476)	(929,005)	60,529
Total Expenditures and Transfers	28,317,161	35,522,783	(7,205,622)
Increase (Decrease) in Net Assets	\$ -	\$ -	\$ -
 Revenue Sources			
Pell Grants	\$ 26,853,000	\$ 34,020,000	\$ (7,167,000)
Federal Work Study (FWS)	899,739	899,739	-
Supplemental Education Opportunity Grant (SEOG)	564,422	603,044	(38,622)
Total Revenues	\$ 28,317,161	\$ 35,522,783	\$ (7,205,622)
 Transfers to (from) other Funds Sources			
Board of Trustees Scholarships	\$ (722,267)	\$ (767,205)	\$ 44,938
Auxiliary Services Scholarships	(77,400)	(86,000)	8,600
College Match - FWS Employer Taxes	(68,809)	(75,800)	6,991
Total Transfers	\$ (868,476)	\$ (929,005)	\$ 60,529

St. Louis Community College

Maintenance, Repair, Debt Service and Capital

Year Ending June 30, 2017

	FY 2017	FY 2016	Change
Revenues			
Expenditures			
Maintenance Repair and Capital	\$ 5,328,832	\$ 9,203,494	\$ (3,874,662)
Leasehold Bonds - Principal and Interest	<u>5,406,679</u>	<u>3,249,664</u>	<u>2,157,015</u>
Total Expenditures	<u>10,735,511</u>	<u>12,453,158</u>	<u>(1,717,647)</u>
Transfers to (from) other Funds			
Operating Maintenance Repair and Capital	\$ (4,000,000)	\$ (8,360,272)	\$ 4,360,272
Technology - Campus Based	(872,126)	(535,410)	(336,716)
Public Safety, Pedestrian and Traffic Access	(188,729)	(212,812)	24,083
Auxiliary Services Capital	(95,000)	(95,000)	-
Rental of Facilities Capital	(35,000)	-	(35,000)
ED/WSG Capital	(137,977)	-	(137,977)
Leasehold bonds	<u>(5,406,679)</u>	<u>(3,249,664)</u>	<u>(2,157,015)</u>
Total Transfers	<u>(10,735,511)</u>	<u>(12,453,158)</u>	<u>1,717,647</u>
Total Expenditures and Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. Louis Community College

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

Breakdown of Operating Maintenance, Repair and Capital Expenditures

	FY 2017	FY 2016	Change
Roof	\$ 635,000	\$ 825,000	\$ (190,000)
District-wide air handling unit replacements	300,116	-	300,116
Correct drainage and erosion at Florissant Valley	166,000	-	166,000
District-wide elevator upgrades	150,000	-	150,000
Concrete and Paving	100,000	117,188	(17,188)
Three four-wheel drive grounds trucks	90,000	-	90,000
Replace concrete steps Main Plaza Forest Park	85,000	-	85,000
Repair water leak Meramec	75,000	-	75,000
Repair main campus billboard Florissant Valley	30,000	-	30,000
Two riding lawn mowers	15,000	-	15,000
Paint exterior metal panels CWI	12,000	-	12,000
Facility emergencies	-	293,026	(293,026)
Forest Park bathrooms	-	500,000	(500,000)
Rooftop mechanical screens	15,000	-	15,000
AED replacements	27,530	-	27,530
Forest Park theater repair and updates	65,000	-	65,000
Forest Park physics and science lab equipment	63,500	-	63,500
Forest Park human patient simulator (EMS)	60,000	-	60,000
Forest Park digital radio graphics	-	180,000	(180,000)
Forest Park human patient simulator	-	120,000	(120,000)
Florissant Valley theatre lighting	63,101	-	63,101
Florissant Valley biology anatomy models, microscopes	38,260	-	38,260
Florissant Valley choral risers	5,717	-	5,717
Florissant Valley photography studio lighting and cameras	5,044	-	5,044
Florissant Valley relocate academic support center	-	200,000	(200,000)
Meramec theatre curtains	50,737	-	50,737
Meramec physical education mats	8,720	-	8,720
Meramec autoclave	-	45,000	(45,000)
Meramec kiln	-	26,000	(26,000)
Meramec flooring	-	20,000	(20,000)
Vocational Enhancement equipment match	-	34,058	(34,058)
Classroom audio visual standardization and refresh	585,000	-	585,000
Employee desktop computer refresh	337,275	-	337,275
VDI pilot	154,000	-	154,000
Network switch refresh	150,000	-	150,000
Server refresh	100,000	-	100,000
High speed data center ports	100,000	-	100,000
SIP trunks for ShoreTel phone system	90,000	-	90,000
Ellucian Intelligent Learning and Portal	88,000	-	88,000
Data loss prevention implementation	65,000	-	65,000
UPS and battery refresh	50,000	-	50,000
Wireless capacity increase	20,000	-	20,000
Strategic initiatives	200,000	-	200,000
IT	-	2,000,000	(2,000,000)
Additional maintenance, repair and capital	-	4,000,000	(4,000,000)
Total Expenditures	<u>\$ 4,000,000</u>	<u>\$ 8,360,272</u>	<u>\$ (4,360,272)</u>

St. Louis Community College

Rental of Facilities

Year Ending June 30, 2017

	<u>FY 2017</u>	<u>FY 2016</u>	<u>Change</u>
Revenues			
Other Revenue	<u>\$ 143,500</u>	<u>\$ 127,000</u>	<u>\$ 16,500</u>
Total Revenues	<u>143,500</u>	<u>127,000</u>	<u>16,500</u>
Expenditures			
Salaries	56,313	48,423	7,890
Benefits	5,679	6,192	(513)
Supplies and Services	<u>81,508</u>	<u>72,385</u>	<u>9,123</u>
Total Expenditures	<u>143,500</u>	<u>127,000</u>	<u>16,500</u>
Transfers to (from) other Funds			
To (From) Maintenance and Capital	<u>35,000</u>	<u>-</u>	<u>35,000</u>
Total Transfers	<u>35,000</u>	<u>-</u>	<u>35,000</u>
Total Expenditures and Transfers	<u>178,500</u>	<u>127,000</u>	<u>51,500</u>
Increase (Decrease) in Net Assets	<u>\$ (35,000)</u>	<u>\$ -</u>	<u>\$ (35,000)</u>

St. Louis Community College

Economic Development/Workforce Solutions Group

Year Ending June 30, 2017

	Operating			Restricted		
	FY 2017	FY 2016	Change	FY 2017	FY 2016	Change
Revenues						
Grants and Contracts	\$ -	\$ -	\$ -	\$ 5,057,173	\$ 8,265,432	\$ (3,208,259)
Other Revenue	100,000	100,000	-	2,497,500	-	2,497,500
Total Revenues	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>7,554,673</u>	<u>8,265,432</u>	<u>(710,759)</u>
Expenditures						
Salaries	1,098,251	1,133,181	(34,930)	2,161,338	2,024,966	136,372
Benefits	249,591	234,388	15,203	544,151	521,990	22,161
Supplies and Services	169,095	123,348	45,747	3,732,249	4,763,210	(1,030,961)
Administrative and Indirect Cost Recovery	(1,116,935)	(955,266)	(161,669)	1,116,935	955,266	161,669
Institutional Contributions-Match	(430,000)	(630,000)	200,000	-	-	-
Total Expenditures	<u>(29,998)</u>	<u>(94,349)</u>	<u>64,351</u>	<u>7,554,673</u>	<u>8,265,432</u>	<u>(710,759)</u>
Transfers to (from) other Funds						
To (From) Operating	-	200,000	(200,000)	-	-	-
To (From) Maintenance Repair and Capital	137,977	-	137,977	-	-	-
Total Transfers	<u>137,977</u>	<u>200,000</u>	<u>(62,023)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Transfers	<u>107,979</u>	<u>105,651</u>	<u>2,328</u>	<u>7,554,673</u>	<u>8,265,432</u>	<u>(710,759)</u>
Increase (Decrease) in Net Assets	<u>\$ (7,979)</u>	<u>\$ (5,651)</u>	<u>\$ (2,328)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

St. Louis Community College

Restricted

Year Ending June 30, 2017

	<u>FY 2017</u>	<u>FY 2016</u>	<u>Change</u>
Revenues			
Grants and Contracts	<u>\$ 3,477,201</u>	<u>\$ 3,202,426</u>	<u>\$ 274,775</u>
Total Revenues	<u>3,477,201</u>	<u>3,202,426</u>	<u>274,775</u>
Expenditures			
Salaries	1,658,663	1,175,617	483,046
Benefits	409,095	250,580	158,515
Supplies and Services	1,207,662	1,627,541	(419,879)
Maintenance Repair and Capital	<u>201,781</u>	<u>148,688</u>	<u>53,093</u>
Total Expenditures	<u>3,477,201</u>	<u>3,202,426</u>	<u>274,775</u>

St. Louis Community College

Managed Property

Year Ending June 30, 2017

	<u>FY 2017</u>
Revenues	
Lease Income	\$ 1,098,430
Total Revenues	<u>1,098,430</u>
Expenditures	
Salaries	78,700
Benefits	20,765
Supplies and Services	913,138
Utilities	<u>246,077</u>
Total Expenditures	<u>1,258,680</u>
Transfers to (from) other Funds	
To (From) College Operating	<u>(160,250)</u>
Total Transfers	<u>(160,250)</u>
Total Expenditures and Transfers	<u>1,098,430</u>
Increase (Decrease) in Net Assets	<u><u>\$ -</u></u>

St. Louis Community College

Auxiliary Services

Year Ending June 30, 2017

	<u>FY 2017</u>	<u>FY 2016</u>	<u>Change</u>
Revenues			
College Activities Fees	\$ 377,458	\$ 425,624	\$ (48,166)
Auxiliary Services Revenues	<u>8,521,731</u>	<u>10,005,087</u>	<u>(1,483,356)</u>
Total Revenues	<u>8,899,189</u>	<u>10,430,711</u>	<u>(1,531,522)</u>
Expenditures			
Salaries	1,446,415	1,631,907	(185,492)
Benefits	378,575	403,085	(24,510)
Supplies and Services	<u>6,776,799</u>	<u>8,082,533</u>	<u>(1,305,734)</u>
Total Expenditures	<u>8,601,789</u>	<u>10,117,525</u>	<u>(1,515,736)</u>
Transfers to (from) other Funds			
To (From) Operating	125,000	125,000	-
To (From) Maintenance Repair and Capital	95,000	95,000	-
To (From) Student Aid	<u>77,400</u>	<u>86,000</u>	<u>(8,600)</u>
Total Transfers	<u>297,400</u>	<u>306,000</u>	<u>(8,600)</u>
Total Expenditures and Transfers	<u>8,899,189</u>	<u>10,423,525</u>	<u>(1,524,336)</u>
Increase (Decrease) in Net Assets	<u>\$ -</u>	<u>\$ 7,186</u>	<u>\$ (7,186)</u>

St. Louis Community College

Budget Assumptions

Year Ending June 30, 2017

Operating

Revenue

- Local taxes
 - Increase based on fiscal 2015 revenue
 - Tax rate is \$.2176 per \$100 valuation
- State appropriations
 - Estimate includes St. Louis Community College's portion of the \$4.5M equity funding increase
 - Includes an increase for performance funding
 - Includes reduction for MCCA equity agreement
- Maintenance fees
 - Decline in budgeted enrollment from 425,624 to 366,447 credit hours
 - Maintenance fees are unchanged in fiscal 2017
- Continuing Education tuition and fees increase based on fiscal 2013, 2014 and 2015 revenue
- Other fees decline based on fiscal 2013, 2014 and 2015 revenue
- Other revenue decline based on fiscal 2013, 2014 and 2015 revenue

Expenses

- Salaries
 - Faculty positions
 - Eliminate four unfilled positions at Forest Park
 - Eliminate eight unfilled positions at Florissant Valley
 - Eliminate ten unfilled positions at Meramec
 - Administrative positions
 - Add one Campus Associate Provost position
 - Add three Campus Provost positions
 - Eliminate Director Professional Development & Quality
 - Eliminate three College President positions
 - Eliminate four Vice President Academic Affairs positions
 - Professional positions
 - Add one position in School and Community Partnerships
 - Add one position in Human Resources
 - Add two positions in Vice Chancellor Student Affairs
 -
 - Classified positions
 - Net reduction of two positions
 - Plant positions
 - Reduced by four vacant positions

St. Louis Community College

Budget Assumptions (cont.)

- Part time budgets
 - Adjunct and overload reduced to fiscal 2015 actual
 - All other part-time reduced to average of fiscal 2013, 2014 and 2015 actual
 - \$50,000 requested addition in adjunct and overload
 - \$204,268 requested addition to average
- Benefits
 - Reduced for eliminated positions and reduced part-time budgets
 - Increase due to rise in medical benefit cost
- Supplies and services
 - Reduced to average of fiscal 2013, 2014 and 2015 actual
 - \$1,052,004 requested addition to average
- Utilities
 - Decreased to reflect estimated fiscal 2016 expenditures
- Institutional Contributions-Match
 - Reduced by the amount of removed ED/WSG revenue transfer to College operating
- Transfers
 - ED/WSG transfer to college operating removed and offset by a reduction of College operating match provided to ED/WSG
 - Technology fee transfer included to support online education operating expenses
 - Support of managed property included
 - Maintenance and capital reduced anticipating new bond financing
 - Student aid reduced to reflect decline in student credit hours
 - Leasehold bonds increased for anticipated January 2017 bond issuance

Technology Fee

Revenue

- \$341,624 decrease due to reduced credit hours
- \$1,064,650 increase due to increase of \$3 per credit hour beginning Fall 2016 for online education

Expenses

- Salaries
 - Professional positions
 - Added help desk supervisor and two web design and maintenance professionals
 - Classified positions
 - Eliminated one end-user technology specialist
 - Decrease due to vacant full-time positions filled at a lower rate
 - Decrease in part-time budget

St. Louis Community College

Budget Assumptions (cont.)

- Benefits
 - Increase for medical insurance
 - Increase due to increase in personnel
- Supplies and service
 - \$568,149 increase for online education
 - \$386,981 increase for instructional lab replacements and repair
 - \$28,414 increase in instructional software
 - \$12,000 increase for electronic library resources
 - \$4,000 decrease in Mobius fee
 - \$180,453 decrease in web design and maintenance expenses
- Transfers
 - Transfer to College operating included to support online education operating expenses
 - Maintenance and capital transfer increased to satisfy needs in student labs

College and Student Activities

Revenue

- \$144,497 decrease due to reduced credit hours

Expenses

- Salaries
 - \$18,379 decrease in temporary labor as a result of reduced revenue
- Benefits
 - \$1,478 decrease in benefits due to reduction in labor
- Supplies and service
 - \$69,068 decrease as a result of reduced revenue
- Student activities budget – agency
 - \$55,572 decrease as a result of reduced revenue

Public Safety Pedestrian and Traffic Access

Revenue

- \$68,566 decrease due to reduced credit hours

Expenses

- Supplies and service
 - \$44,483 decreased
 - Reduced revenue
 - Reduced number of U-PASSes required
- Transfers
 - \$24,083 decrease to maintenance and capital as a result of reduced revenue

St. Louis Community College

Budget Assumptions (cont.)

Student Aid

Revenue

- \$7,167,000 decrease in Pell Grants based on estimated fiscal 2016
- \$38,622 decrease in Supplemental Education Opportunity Grant based on award

Expenses

- \$2,142 decrease in Federal Work Study labor to accommodate administrative cost allowance
- \$6,991 decrease in benefits due to adjustment in benefit budget to fiscal 2017 estimated need
- \$7,258,355 decrease in student aid
 - Decrease in Pell Grants based on estimated fiscal 2016
 - Decrease in Supplemental Education Opportunity Grant based on award
 - Decrease in Board of Trustees and auxiliary service scholarships based on credit hours
- \$1,647 increase in administrative cost allowance
 - Increase in Federal Work Study administrative cost allowance
 - Decrease in Supplemental Education Opportunity Grant administrative cost allowance

Maintenance, Repair and Capital

Expenses and Transfers

- \$1,869,667 decrease in maintenance, repair and capital
 - \$4,360,272 decrease from operating
 - \$184,716 increase from technology – campus based
 - Computer lab refresh
 - \$24,083 decrease from public safety, pedestrian and traffic access
 - Funds police vehicles
 - Funds concrete repair and replacement
 - \$35,000 increase in rental of facilities
 - Repair or replacement of Florissant Valley soccer field retaining wall
 - \$137,977 increase in ED/WSG
 - \$20,000 external signage for McKelvey building
 - \$63,432 upgrade testing center and computer labs
 - \$15,800 upgrade servers and backup system
 - \$3,000 add video conference camera system to room 201
 - \$15,370 upgrade computers used for graphic design and multimedia development
 - \$20,375 upgrade video production equipment
 - \$2,156,995 increase for leasehold bonds for a January 2017 new issuance

St. Louis Community College

Budget Assumptions (cont.)

Rental of Facilities

Revenue

- \$16,500 increase for facility rentals at Meramec

Expenses

- Salaries
 - \$7,890 increase in salaries to support increased rental activities
- Benefits
 - \$513 reduction in benefits due to a decrease in part-time fringe benefit rate
- Supplies and service
 - \$9,123 increase support increased rental activities
- Transfers
 - Transfer to maintenance, repair and debt service for repair or replacement of Florissant Valley soccer field retaining wall

Economic Development and Workforce Solutions Group

Operating

Expenses

- Salaries
 - Decrease due to completed grant work
- Benefits
 - Increase in medical insurance expense
 - Employee mix includes more full-time labor
- Supplies and services
 - Increase for rent of MET Center
- Administrative and Indirect Cost Recovery
 - Net decrease due to increased activity on grants with administrative and indirect cost recovery
- Institutional Contributions - Match
 - Reduced by the amount of removed ED/WSG revenue transfer to College operating
- Transfers
 - ED/WSG transfer to College operating removed and offset by a reduction of College operating match provided to ED/WSG

St. Louis Community College

Budget Assumptions (cont.)

- \$137,977 transfer to maintenance, repair and capital
 - \$20,000 external signage for McKelvey building
 - \$63,432 upgrade testing center and computer labs
 - \$15,800 upgrade servers and backup system
 - \$3,000 add video conference camera system to room 201
 - \$15,370 upgrade computers used for graphic design and multimedia development
 - \$20,375 upgrade video production equipment

Restricted

Revenue

- \$710,759 net reduction
 - MoMANUFACTURINGWins complete
 - Mississippi River Consortium complete
 - Increased State Economic Development projects

Expenses

- Salaries
 - Net increase for additional training in State Economic Development projects
- Benefits
 - Net increase
 - Increased labor for State Economic Development projects
 - Increase in medical insurance expense
- Supplies and services
 - Net decrease from completed grants
- Administrative and Indirect Cost Recovery
 - Net increase due to increased activity on grants with administrative and indirect cost recovery

Restricted

Revenue

- \$274,775 net increase resulting from potential new TRIO funding
 - Award year begins in October
 - 50% probability of award used

Expenses

- Salaries
 - Net increase resulting from potential new TRIO funding
- Benefits
 - Net increase resulting from potential new TRIO funding
- Supplies and services
 - Net decrease from completed grants

St. Louis Community College

Budget Assumptions (cont.)

Managed Property

Revenue

- Current lease agreements
 - Higher Education Consortium of Greater Metropolitan St. Louis and St. Louis County Commission for Educational Media
 - Franciscan Sisters of Mary
 - Easter Seals
 - TWA Pilots Directed Account Plan
 - The Boeing Company
 - Direct Impact Business Education Center

Expenses

- Salaries
 - One professional
 - Part-time labor
- Benefits
 - Benefits for professional
- Supplies and services
 - Most based on the higher of fiscal 2015 or annualized fiscal 2016 expenses
 - Amortization
 - \$64,604 Leasing Commissions
 - \$238,519 Tenant Improvements
- Utilities
 - Based on the higher of fiscal 2015 or annualized fiscal 2016 expenses
- Transfers
 - Support from College operating

Auxiliary Services

Revenue

- Decreased college activities fees due to declining credit hours
- Decreased auxiliary services revenue due to fewer students using bookstores

Expenses

- Salaries
 - Decreased part-time budgets due to declining need
- Benefits
 - Increase medical expense for full-time employees
 - Decrease due to decreased part-time labor
- Supplies and services
 - Decreased as result of declining cost of sales
- Transfers
 - Student aid reduced to reflect decline in student credit hours

#11 Recommended Approval of Revised Board Policies from the Triennial Review Process, as Outlined in Board Policy B.6.1

DIVISION A – GOVERNANCE PROCESS

A.3 Membership ^(R 1/08)

~~The Board of Trustees consists of six members elected for six-year terms from the four subdistricts of St. Louis Community College.~~ **THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT SHALL BE COMPOSED OF SEVEN MEMBERS, SIX OF WHOM SHALL EACH BE ELECTED TO A SIX-YEAR TERM FROM THE FOUR SUBDISTRICTS, AND ONE AT-LARGE MEMBER WHO SHALL BE APPOINTED TO A SIX-YEAR TERM BY THE COORDINATING BOARD FOR HIGHER EDUCATION.**

A.4 Election of Members ^(R 1/08)

~~A Six-member~~ **S OF THE** Board representing the four sub-districts of the College service area ~~governs St. Louis Community College and shall be elected in accordance with statutory requirements outlined in Board Procedures, Section AP.1.~~ **ONE AT-LARGE MEMBER SHALL BE APPOINTED TO A SIX-YEAR TERM BY THE COORDINATING BOARD FOR HIGHER EDUCATION.**

A.5 Election of Officers ^(R 1/08)

The officers of the Board of Trustees will be a chair and a vice chair who will be members of the Board, ~~and~~ a secretary (**NORMALLY THE ASSOCIATE FOR BOARD RELATIONS**) and a treasurer (**NORMALLY THE VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION**). ~~who will be elected from the administrative or professional staff.~~

A 5.1 Election and Term of Office ^(R 1/08)

Officers of the Board will be elected at the first regular meeting of the Board after June 1 of each year. Vacancies will be filled as soon as practicable by electing a successor to the unexpired term of office.

Officers of the Board will be elected for a term of one year, will assume office immediately upon election **TO THAT OFFICE**, and will hold office until a successor is elected and qualified. Officers may be elected for successive terms without term limit.

A.6 Role of Officers ^(R 4/12)

Treasurer

At regular Board meetings, the treasurer will present **QUARTERLY** budget reports, detailing actual income and expenditures in relation to the approved budget. The treasurer also will make a complete report on the financial condition of the College at the end of each fiscal year.

A.8.11 Board Removal/Resignation ^(R 2/08)

1. Any Board member who changes his/her domicile or residency from the sub-district from which said Board member was elected will be deemed to have vacated or resigned as a trustee of the College effective at the next regularly scheduled Board meeting following the change of domicile or residency. At the beginning of said meeting, the Board will announce the vacancy and publicly invite interested, legally-qualified citizens to apply in accordance with Board policy.
2. Any Board member failing to attend Board meetings for three consecutive regular meetings, unless excused by the Board for reasons satisfactory to the Board, will be deemed to have vacated his/her seat on the Board. At the third consecutive regular meeting missed, the Board will announce the vacancy and publicly invite interested, legally-qualified citizens to apply.
3. **IF THE BOARD FINDS THAT ONE OF ITS MEMBERS HAS VIOLATED DULY PROMULGATED BYLAWS OF THE ST. LOUIS COMMUNITY COLLEGE DISTRICT, THE BOARD'S DECISION WILL BECOME FINAL AND IMMEDIATELY EFFECTIVE PURSUANT TO SEC. 178.820.6(4) RSMO. THE SUBDISTRICT SEAT WILL THEREUPON BE DECLARED VACANT.**

DIVISION AP – GOVERNANCE PROCESS - BOARD PROCEDURES

AP.9 Assuming Office ^(R 1/08)

Election results, if received from the relevant election commissioners, will be certified as the first agenda item at the first regular meeting of the Board of Trustees after the election of a member or members of the Board of Trustees. Then said member(s) should present themselves for the purpose of being seated. If election results have not been received prior to the first regular Board meeting, then election results will be certified at the next Board meeting and the member(s) should present themselves for the purpose of being seated. If the oath of office has not already been taken, the newly elected member or members will then swear or affirm the prescribed oath. A new member will file the oath with the secretary of the Board. The ~~president~~ **CHAIR** of

the Board of Trustees will thereupon recognize him/her as a member of the Board of Trustees. Thereafter, the newly-elected trustee will be entitled and qualified to perform the duties of the office of a member of the Board of Trustees.

AP.10 Vacancy, How Filled ^(R 1/08)

Whenever a vacancy occurs in the membership of the Board of Trustees for any reason, the Board will announce the vacancy at its next regularly scheduled meeting. Thereupon the Board will publicly invite interested, legally-qualified citizens to apply in writing to fill the vacancy until the next election of trustees.

The application will include the *Declaration of Candidacy* form as specified in Board policy, a statement of reasons for seeking the appointment and any other information, including a résumé, which the applicant believes may be helpful to the Board. Applications must be submitted to the Chancellor's office at least five days before the Board meeting at which applicants are to be interviewed.

If no suitable applicant is found after the Board has conducted interviews, the Board will again publicly invite interested, legally-qualified citizens to apply in writing to fill the vacancy.

The process of accepting applications and conducting interviews will continue until the Board, by majority vote of the remaining trustees, appoints an applicant to hold office until the next election held by St. Louis Community College when a trustee will be elected for the unexpired term. The newly-appointed trustee will take the oath of office and be seated at the next regular meeting of the Board.

WHENEVER A VACANCY OCCURS IN THE APPOINTED MEMBER'S SEAT DUE TO DEATH, RESIGNATION, REMOVAL FROM THE DISTRICT, OR BY OPERATION OF LAW OR OTHERWISE, THE COORDINATING BOARD FOR HIGHER EDUCATION SHALL, IN A LIKE MANNER, APPOINT A COMPETENT PERSON TO FILL SUCH VACANCY AND SHALL COMMUNICATE HIS OR HER ACTION TO THE BOARD SECRETARY OF THE DISTRICT. SUCH APPOINTED MEMBER SHALL HOLD OFFICE FOR THE REMAINDER OF THE UNEXPIRED TERM.

AP.11 Order of Business ^(4/12)

The Board Chair will call the members to order on the appearance of a quorum. The order of business, unless modified by the Board, will be as follows:

- I. General Functions
 1. Call to Order and Roll Call
 2. Welcome to Guests
 3. Citizens Desiring to Address the Board Regarding Agenda Items*
 4. Adoption of Agenda/Revisions to Agenda
 5. Acceptance of Minutes
 6. Recognition of Student and Staff Accomplishments
 7. Informational Presentations
 8. Approval of Executive Session Resolution
 9. Board of Trustees Business
 10. Approval of Consent Agenda Items
 - a. ~~Instruction~~ **ACADEMIC** and Student Services **AFFAIRS**
 - b. Human Resources
 - c. Bid Awards
 - d. Finance
 - e. Contracts and/or Agreements
 - f. ~~Acceptance of~~ External Funds
 11. Communications
 - ~~a.~~ **11.1** Chancellor's Report
 - ~~b.~~ **11.2** For the Good of the College **BOARD CHAIR'S** Report
 - ~~12.~~ **11.3** Citizens Desiring to address the Board regarding other topics **CONCERNS**
 - ~~13.~~ **11.4** Board **MEMBER** Comments
 - ~~14.~~ **12.** New Business
 - ~~15.~~ **13.** Adjournment

*Persons who wish to speak to the Board should sign in before the beginning of the meeting. The amount of time allotted to persons to speak will normally be limited to two minutes. Exceptions may be granted at the Board's discretion. During the meeting, the Board Chair, with unanimous consent of the Board, may recognize unregistered persons who wish to speak to the Board.

DIVISION B – GENERAL ADMINISTRATION

B.2 Officers of the College ^(R 7/12)

The officers of the College are the chancellor, the ~~campus presidents~~, the vice chancellor for academic ~~and student~~ affairs, the **VICE CHANCELLOR FOR STUDENT AFFAIRS**, the vice chancellor for finance and administration, **AND** the **VICE CHANCELLOR FOR INFORMATION TECHNOLOGY/CHIEF INFORMATION OFFICER OR DESIGNEE**. ~~vice chancellor for technology and educational support services and the vice chancellor for workforce solutions.~~

B.3 Temporary Delegation of Responsibility ^(R 10/96)

The chancellor may designate any officer to carry out his/her duties during a temporary absence of less than 30 days. If no such designation is made in writing to the Board (or Board ~~president~~ **CHAIR**), the vice chancellor for academic ~~and student~~ affairs will assume the chancellor's duties in his/her absence. When the chancellor and the vice chancellor for academic ~~and student~~ affairs both are absent, the vice chancellor for finance and ~~business services~~ **ADMINISTRATION** will assume the chancellor's duties until the return of the vice chancellor for academic ~~and student~~ affairs or the chancellor.

If the chancellor is absent or is expected to be absent for more than 30 working days or two regularly scheduled Board meetings, the Board of Trustees will appoint a temporary replacement.

B.6 Board Policy/Administrative Procedures ^(R 4/03)

[AP B 4.1, B 4.2 & B 4.3]

The official record of the policies of the Board of Trustees of St. Louis Community College will be maintained by the Board secretary. Administrative procedures are approved by the chancellor and will be maintained by the Chancellor's office. ~~A Copies~~ **Y** of Board Policy/Administrative Procedures will be kept ~~in the offices of each College officer, in each campus library,~~ on the College's Internet website. ~~and in other appropriate places.~~ **NOTIFICATION OF REVISIONS TO BOARD POLICY OR ADMINISTRATIVE PROCEDURE WILL BE COMMUNICATED VIA E-MAIL TO ALL FACULTY AND STAFF.**

B.6.1 Board Policy/Administrative Procedures Review ^(R 10/03)

[AP B 4.3]

To avoid obsolescence of the Board Policy/Administrative Procedures Manual, the College will engage in a complete review of the entire manual every three years ~~beginning in the month of October.~~

B.13.3 Procedures to Follow in the Event of Sexual Assault ^(R 1/07)

In the event a student, employee or visitor is sexually assaulted on College property or at a College-sponsored or -supervised activity, the following procedures should be followed:

- a. The student, employee or visitor should, as soon as possible after an assault has occurred, contact the College police, **CAMPUS CHIEF STUDENT AFFAIRS OFFICER, Vice President for Student Affairs, Administrative Dean for Academic and Student Services, the College nurse, THE TITLE IX COORDINATOR**, a member of the counseling staff, or any other available employee to report the incident. An official report should always be filed with the College police department.
- b. The student, employee or visitor should, to the greatest extent possible, preserve any physical evidence that may help to establish proof of criminal assault and/or identify a perpetrator.
- c. The student, employee or visitor should consider the advice of the College police ~~and/or the College nurse~~ relative to reporting the incident to local, state or federal authorities. If the victim wishes, the College police will assist with the reporting.

B.13.4 Campus Disciplinary Proceedings ^(R 7/94)

In the case of on-campus disciplinary action regarding an alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both the accuser and the accused should be informed of the outcome of any campus disciplinary proceedings brought alleging a sexual assault. (For actual student disciplinary procedures, see *Student Rights and Responsibilities* in the **FACT FINDER STUDENT** handbook **ON THE COLLEGE WEBSITE AT WWW.STLCC.EDU/NEED2KNOW.**)

B.15 Universal Precautions ^(R 7/94)

~~[AP B.9 & B.9.1] AP~~ [AP B.10 & B.10.1]

St. Louis Community College requires employees and students to use "universal precautions" to minimize contact with Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood-borne pathogens. Exposure incidents involving blood or other potentially infectious materials which occur as a result of College activities will be reported for appropriate follow up, in accordance with administrative procedures.

B.16.3 Disclosure Reports

Each College trustee, the chancellor, vice chancellors, ~~the campus presidents~~, general counsel, and the chief purchasing officer will disclose the following information by May 1 if any such transactions occurred during the previous calendar year:

B.22 Safety ^(2/02)

[AP B 42]13

The College strives to eliminate accidents resulting in personal injury, property damage and unnecessary human suffering; to provide and maintain safe and healthful conditions; and to follow operating practices that will safeguard all students, visitors and staff. Students and employees are required to utilize proper and safe procedures and practices at all times, and to promptly report accidents and hazardous situations. Upon receipt of such reports, the College will take appropriate action.

B.25 Use of Social Security Numbers ^(01/06)

[AP B 43]14

St. Louis Community College (“the College”) strives to protect the confidential nature of social security numbers without creating unreasonable obstacles to the conduct of the College’s business and the provision of services to its constituents. The College is committed to the proper handling of social security numbers of its students, employees, and individuals associated with the College and the maintenance of those numbers as confidential information

DIVISION C - ALL COLLEGE EMPLOYEES

(Provisions regarding specific employee groups may be found in the following: full-time faculty Joint Resolution, ~~professional bargaining unit Resolution~~, classified office and technical bargaining unit Resolution and physical plant employees Resolution.)

C.10.1 Controlled Use of Computer Systems ^(3/06)

[AP C 15, C 15.1 - C 15.4]

The College provides controlled access to computer systems, networks and other technology (~~local and~~ Internet, **FOR EXAMPLE**) to employees. Computer technology users must comply with College policies, procedures, **Technology and Educational Support Services INFORMATION TECHNOLOGY** Operating Guidelines and applicable laws.

C.10.3 Procurement Card ^(2/07)

The College procurement card is provided to designated College employees to facilitate ~~pre-approved~~ online procurement and small purchases, to assist in emergency procurements, and to support College business travel.

~~Specific departments (i.e. theater, physical facilities and child care)~~ **DESIGNATED COLLEGE EMPLOYEES WHO COMPLETE AND SIGN THE STLCC PROCUREMENT CARD MEMORANDUM OF UNDERSTANDING** may use

the College procurement card for ~~small~~, routine purchases **NOT EXCEEDING THE BID LIMIT REQUIREMENT OR CIRCUMVENTING THE USE OF COLLEGE CONTRACTS.**

The Cardholder is responsible for the use and security of the card. Non-business expenses or misuse of the card is a personal liability that may result in disciplinary action up to and including termination.

C.21.6 Family and Medical Leave Act of 1993 (R 3/06)

[AP C 21.6]

The Board of Trustees of St. Louis Community College is committed to compliance with the Family and Medical Leave Act of 1993 (FMLA) effective August 5, 1993.

Eligible employees (as defined under FMLA) will be provided with up to 12 weeks of job-protected leave within a rolling 12-month period measured backward from the date an employee uses any FMLA leave for certain family and medical reasons.

Employees will be required to provide at least 30 days advance notice when the leave is foreseeable. When leave is requested due to a serious health condition, the leave must be supported by a certification issued by the health care provider of the employee or the employee's ill family member.

C.23.1 Maintenance Fee Waiver Program (R 7/07)

[AP C 25]

All full-time employees of the College and their immediate families and the immediate family of deceased full-time employees who served with the College at least 10 years may attend courses offered by the College without payment of maintenance fees. They will be subject to the same rules, regulations and entrance requirements as all other students of the College. Immediate family members will include spouses and children who meet the Internal Revenue Service ~~definition as the employee's dependent.~~

TESTS FOR FINANCIAL DEPENDENCY.

DIVISION D - FACULTY

(Additional policies concerning full-time faculty may be found in the Joint Resolution.)

D.1 Initial Placement ^(R 9/95)

[AP D 1]

D.1.1 Rank Assignment ^(R 9/95)

[AP D 1]

The appropriate College officer(s) will determine the academic ranks for all vacant full-time positions before such vacancies are announced.

An applicant's qualifications, including transcripts of academic work, professional certificates, verified related work experience, and a completed College employment application will be evaluated by the campus-~~president~~ **CHIEF ACADEMIC OFFICER**, or his/her designee, before a rank assignment is recommended.

D.3 Part-time Faculty ^(R 4/13)

The Board of Trustees authorizes the administration to employ part-time faculty on a temporary, non-continuing basis to teach or provide counseling or library instructional resource services. Ratification of such part-time employment will be presented to the Board as soon as practicable following the end of the fall, spring and summer sessions.

The normal maximum assignment for part-time faculty in any semester is nine semester credit hours or the equivalent contact hours. For the purposes of Public School Retirement System retirees, ~~18 credit hours is equivalent to 550 clock hours per fiscal year.~~ **PART-TIME FACULTY MUST CONVERT CREDIT HOURS TAUGHT TO CLOCK HOURS IN ORDER TO ACCURATELY TRACK HOURS WORKED, SUBJECT TO PUBLIC SCHOOL RETIREMENT SYSTEM REGULATIONS. THE CURRENT CONVERSION IS ONE CREDIT HOUR EQUALS 30 CLOCK HOURS.**

The ~~550~~ clock hours are intended to include any hours that the part-time faculty spends at an adjunct orientation event for each semester during which that part-time faculty member will be teaching courses.

D.3.1 Initial Placement ^(R 9/95)

Subject to budgetary limitations, all part-time faculty teaching standard credit hour courses will be placed on the appropriate scale based upon their academic credentials and prior work experience in relation to the stated minimum requirements for each scale, as outlined in Board policy.

With the approval of the chancellor, campus-~~presidents~~ **CHIEF ACADEMIC OFFICERS** may waive the eligibility requirements for placement on a scale.

D.3.2 Compensation ^(R6/11)

Salary Schedule for Standard Credit Hour Courses **(Effective Fall 2015)**

A	B	C	D	E
\$623	\$698	\$798	\$924	\$1029
635	712	814	939	1,050

(per semester credit hour)

D.3.3 Advancement ^(R 9/95)

Part-time faculty may advance to a higher scale if his/her services merit it, if the eligibility requirements for the higher scale are met and if the campus ~~president~~ **CHIEF ACADEMIC OFFICER** recommends and the chancellor approves the advancement.

DIVISION E - ADMINISTRATIVE PROFESSIONAL

E.1.2 Salary Range Conditions ^(R 3/06)

Additional compensation for teaching or coaching activities must be approved by the chancellor upon the recommendation of the appropriate campus ~~president~~ **CHIEF ACADEMIC OFFICER** or vice chancellor. Each employee, upon accepting such assignment(s), will certify that this activity will not interfere with the full discharge of his/her administrative/professional duties.

E.5 Automobile for the Chancellor ^(R-6/11)

[APE 4]

~~The College requires substantial travel of the chancellor to conduct the business of the College. A moderately priced automobile with standard equipment will be leased or purchased for his or her use. Additional costs associated with personal specifications will be paid for by the College official for whom the automobile is being leased or purchased. The College will follow the Internal Revenue Service (IRS) regulations for any personal use of the automobile.~~

DIVISION F – CLASSIFIED

F.6 Additional Compensation

F.6.1 Additional Responsibilities (R 7/12)

An employee who upon request assumes some of the primary performance requirements assigned to another position for a period in excess of 30 working days will be eligible to receive an increase in his/her salary ranging from 5 to 10 percent during the period such duties are assigned. The increase must be recommended by the employee's immediate supervisor and the appropriate vice chancellor or ~~College president~~ **CAMPUS CHIEF ACADEMIC OFFICER** to the Associate Vice Chancellor of Human Resources. Upon receipt of a recommendation that additional compensation be provided to an employee, the associate vice chancellor of human resources will be responsible for determining the appropriateness and the amount of additional compensation, if any. Recommendations for additional compensation will then be submitted to the chancellor for review and, if approved, submitted to the Board for consideration and action.

F.6.2 Teaching and Coaching Activities (R 6/96)

Non-unit classified office and technical employees may receive additional compensation for teaching and coaching activities for a maximum of nine semester credit hours or the equivalent contact hours per semester, summer session or intersession not to exceed a total of 18 credit hours or the equivalent per fiscal year. The ~~president~~ **CHIEF ACADEMIC OFFICER** of each campus or, in the case of the Cosand Center, the chancellor, will approve of this activity and certify that it will not interfere with the individual's full discharge of his/her regular position responsibilities.

F.13 Grievance Process for Non-unit Classified Employees (R 7/12)

[AP F 10]

(For full-time office and technical unit and physical plant unit employees, see applicable Resolution.)

Step 2

- a. The appropriate administrator, or his/her designee, will conduct a conference with the employee and his/her immediate supervisor within three days following receipt of written notice.
- b. The appropriate administrator, or his/her designee, will issue a written response to the employee within three days following the conference.
- c. If the employee is not satisfied with the response received and wishes to proceed with his/her grievance, he/she must give written notice of such intent to the ~~campus president~~ **CHIEF ACADEMIC OFFICER** or vice chancellor within three days

following receipt of the response or within six days of the Step 2a conference if no response is given by the College.

Step 3

- a. The ~~campus president~~ **CHIEF ACADEMIC OFFICER** or vice chancellor, or his/her designee, will conduct a conference with the employee within three days following receipt of written notice from the employee.

DIVISION G EDUCATIONAL PROGRAMS/ AND REQUIREMENTS

G.2 Non-credit Programs ^(9/96)

[AP G 1]

The College also will develop and provide non-credit courses and programs and services to meet identified community needs. Such courses will not appear on the official transcript. Students enrolled in non-credit courses will not be required to meet the College's admission criteria for credit programs. Students enrolled in non-credit courses may be awarded grades as follows:

- SC - Satisfactorily completed, or
- NC - Not completed.

~~Certificates~~ **AWARDS** of Completion may be granted to students completing a single course, a seminar, conference, workshop or similar instructional activity. ~~Certificates~~ **AWARDS** of Completion are presented to those who have satisfactorily met the attendance requirements for that activity.

G.3 Curriculum Development and Review ^(R 4/03)

[AP G 2, G 2.1, G 2.2]

The faculty and instructional administrators will be responsible for proposing, regularly evaluating, and revising the educational programs and courses. For the career programs, advisory committees made up of knowledgeable professionals will advise the faculty on developments in the field and possible changes necessary in the educational program. Campus and college-wide faculty curriculum committees will review and approve changes in courses and recommend changes to programs. ~~In the event a new program leads to the AA degree, local transfer institutions will be contacted to determine the transferability of the program.~~

G.9.5 College Credit Hours ^(R 9/96)

[AP G 7.6]

The unit of credit at the College is the semester hour. All classes will meet or exceed the minimum instructional time requirements established by state guidelines. Clinical and internship experiences will follow a formula-based equivalent. ~~Telecourses~~ **DISTANCE EDUCATION COURSES** are an exception to this policy.

G.9.11 Satisfactory Academic Progress for Students Receiving Federal Higher Education Act (HEA) Title IV Financial Aid (R 3/06)

[AP G 7.10]

The College has established qualitative and quantitative measures for evaluating the efforts of Title IV aid recipients to achieve an educational goal, degree or certificate. An assessment of these efforts will occur at the end of the fall, spring and summer sessions.

- a. A student pursuing an associate degree that requires **64 60** or more credit hours for completion, must be able to complete that degree within a maximum of 96 credit hours. A student pursuing a Certificate of Proficiency that requires 30 or more credit hours for completion, may attempt up to a maximum of 48 credit hours. At the end of each semester or summer session, the student must have earned a passing grade in at least two-thirds of all credit hours transcribed through that semester or summer session.

9.13 Transfer Credits from Post-secondary Institutions (R 4/14)

[AP G 7.12, G 7.12.1 – G 7.12.4 G.7.13, 7.13.1-7.13.5]

Transcripts from other accredited post-secondary institutions and military service will be evaluated. Credits in which passing grades have been earned will be accepted and counted in transfer as they fulfill St. Louis Community College's program and degree requirements. Transfer credits will be evaluated for degree and prerequisite requirements in the same manner as credits earned at St. Louis Community College.

A transfer student may invoke the College's transfer appeals process to challenge institutional decisions on the acceptance of credit(s) from regionally accredited Missouri public Colleges and Universities or those that have been advanced to candidacy status by the North Central Association.

G.12 Academic Awards for Credit Programs: Degrees, Certificates and Requirements (R 9/96)

[AP G 9]

G.12.1 Associate Degrees (R 9/96)

[AP G 9.1]

~~Four~~ **FIVE** associate degrees will be granted by the College--Associate in Arts, Associate in Applied Science, Associate in Fine Arts, **ASSOCIATE OF ARTS IN TEACHING**, and Associate in Science. A student may earn more than one degree.

- a. The Associate in Arts degree represents a minimum of **64 60** credit hours in a program designated to transfer to four-year institutions.

- b. The Associate in Science degree represents a minimum of ~~64~~ **60** credit hours specializing in a transfer program articulated between the College and one or more specific colleges and universities.
- c. The Associate in Fine Arts degree represents a minimum of ~~64~~ **60** credit hours in a transfer program articulated between the College and specific Bachelors of Fine Arts degree programs.
- d. The Associate in Applied Science degree represents a minimum of ~~64~~ **60** credit hours in a career program.
- e. **THE ASSOCIATE OF ARTS IN TEACHING DEGREE REPRESENTS A MINIMUM OF 60 CREDIT HOURS IN A PROGRAM DESIGNED TO TRANSFER TO FOUR-YEAR INSTITUTIONS.**

Upon the recommendation of the faculty, it is the responsibility of the ~~campus president~~ **CHIEF CAMPUS ACADEMIC AFFAIRS OFFICER** to approve candidates and to recommend to the chancellor those approved for associate degrees.

G.12.2 General Degree Requirements ^(R 10/04)

[AP G 9.2]

- a. Satisfactory completion of a minimum of ~~64~~ **60** college credit hours in an approved program.
- b. Completion through enrollment at St. Louis Community College of at least 15 ~~of the last 25~~ credit hours applicable to the associate degree. Exceptions require the approval of the campus ~~president~~ **CHIEF ACADEMIC OFFICER**, or his/her designee.
- c. In accordance with Missouri law, satisfactory completion of a single course on the U.S. or Missouri constitutions or American history or American institutions.
- d. Satisfactory completion of two credit hours in physical education.
- e. For the Associate in Arts degree and in compliance with the guidelines of the Coordinating Board for Higher Education, satisfactory completion of at least 42 hours of general education. Distributed as follows:
 1. ~~Cornerstone Course~~, college composition I & II, oral communication I, and ~~college algebra~~ **MATHEMATICS**;
 2. Humanities and fine arts: 9 credits;
 3. Life and physical sciences: 7 credits, **INCLUDING AT LEAST ONE LAB COURSE**;
 4. Social and behavioral sciences: ~~two courses~~ 9 credits, **INCLUDING ONE COURSE THAT MEETS THE US AND MISSOURI CONSTITUTION REQUIREMENT**;
 5. ~~General education elective: one course~~ **INTERDISCIPLINARY STUDIES: 3 CREDITS**;
 6. One course from the categories above that meets global/intercultural outcomes;

7. Capstone course: **1 credit.**
- f. For the Associate in Applied Science degrees, satisfactory completion of a minimum of **18 CREDIT HOURS OF** general education courses, distributed as follows:
1. Humanities and communications: (6 credit hours) art, college composition, English literature and culture, foreign languages and culture, humanities, media, music, philosophy, reading, speech, theatre;
 2. Natural science and mathematics: (6 credit hours) astronomy, biology, chemistry, geology, physical geography, physical science, physics, mathematics;
 3. Social Science: (6 credit hours) anthropology, economics, geography (except physical), history, political science, psychology, sociology.
- g. For the Associate in Fine Arts degrees, satisfactory completion of a minimum of **24 CREDIT HOURS OF** general education courses. Distributed as follows:
1. Communications: (6 credit hours) college composition I and II;
 2. Humanities: (6 credit hours) ~~ART HISTORY I AND II~~;
 3. Natural science and mathematics (7 credit hours) college algebra or higher and astronomy, biology, chemistry, geology, physical geography, physical science, physics;
 4. Social science: (3 credit hours) anthropology, economics, geography (except physical) history, political science, sociology.
- h. For the Associate in Science degrees, satisfactory completion of a minimum of **24 CREDIT HOURS OF** general education courses. distributed as follows:
1. Communications: (6 credit hours) college composition I and II, report writing, or American literature.
 2. Mathematics: (5 credit hours) analytical geometry and calculus I;
 3. Science (10 credit hours) engineering physics I and general chemistry I;
 4. Social science (3 credit hours) anthropology, geography (except physical), history, political science, psychology, sociology.
- i. **FOR THE ASSOCIATE OF ARTS IN TEACHING DEGREE, SATISFACTORY COMPLETION OF 42-CREDIT HOURS OF GENERAL EDUCATION. DISTRIBUTED AS FOLLOWS:**
1. **COLLEGE COMPOSITION I & II, ORAL COMMUNICATION, AND MATHEMATICS;**
 2. **HUMANITIES AND FINE ARTS: 9 CREDIT HOURS;**
 3. **LIFE AND PHYSICAL SCIENCES: 7 CREDIT HOURS INCLUDING AT LEAST ONE LAB COURSE;**
 4. **SOCIAL AND BEHAVIORAL SCIENCES: 9 CREDIT HOURS, INCLUDING ONE COURSE THAT MEETS THE US AND MISSOURI CONSTITUTION REQUIREMENT;**
 5. **INTERDISCIPLINARY STUDIES: 3 CREDIT HOURS;**

6. ONE COURSE FROM THE CATEGORIES ABOVE THAT MEETS GLOBAL/INTERCULTURAL OUTCOMES;

7. CAPSTONE: 1 CREDIT HOUR.

- j. NOTWITHSTANDING MISSOURI LAW, THE DEGREE REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE-SKILLED TRADES INDUSTRIAL OCCUPATIONS TECHNOLOGY-APPRENTICESHIP PROGRAM AGREEMENT DEGREE WILL BE GOVERNED BY THE REQUIREMENTS OF THE SPECIFIC APPRENTICESHIP PROGRAM AS APPROVED BY THE PROGRAM'S MANAGING AUTHORITY AND ADDITIONAL EDUCATIONAL REQUIREMENTS AS REVIEWED BY APPROPRIATE FACULTY AND AS OUTLINED IN AN AGREEMENT BETWEEN THE COLLEGE AND THE APPRENTICESHIP PROGRAM AUTHORITY.

G.12.4 Certificates/AWARDS (R 12/04)

The ~~Certificate~~-**AWARD** of Completion is awarded for satisfactory completion of a single course, a seminar, conference, workshop, or similar non-credit instructional activity. ~~Certificates~~ **AWARDS** of Completion are presented to those who have satisfactorily met the attendance requirements for that activity. ~~Certificates~~ **AWARDS** of Completion will not appear on the official transcript.

The Certificate of Specialization is awarded for satisfactory completion of an approved program of credit courses leading to a particular competency or specialization that totals 10 to 18 credit hours.

The Certificate of Proficiency is awarded for satisfactory completion of an approved program that totals more than 18 credit hours but less than 64 credit hours.

~~The Certificate of General Education is awarded for satisfactory completion of the 42-credit hour General Education program.~~

At least two-thirds of all credit hours required for Certificates of Specialization and Proficiency must be completed through enrollment at St. Louis Community College.

G.13 Academic Appeals Procedure (R 5/09)

[AP G 10]

A student may appeal an alleged violation of his/her academic rights identified in the *Fact Finder* (student handbook) in accordance with the following procedures.

Step 1

Within 10 working days of an alleged violation(s) of academic rights, the student must make a verbal or written request for an individual conference with the faculty member to clarify the alleged violation(s) and request a remedy. In the case of a final grade, the request for a conference must be made in writing within 10 working days of the first day of class of the following semester (fall or spring). Within 10 working days of receipt of the student's request, the faculty member must hold the conference with the student.

Step 2

To pursue Step 2 if the matter is not resolved at Step 1, within 10 working days of the conference with the faculty member, the student must file a written notice of the academic appeal and request a conference with the appropriate department chair/program coordinator. The student will present to the department chair/program coordinator in writing the allegations, the student's position on the facts of the situation and the student's suggested remedy. The department chair/program coordinator will provide a copy to the faculty member within three working days, confer with the student within 10 working days of receipt of the request, investigate the situation, and respond in writing to the student and faculty member within 10 working days of the conference.

Step 3

To pursue Step 3 if the matter is not resolved at Step 2, within 10 working days of the response from the department chair, the student or the faculty member must file a written appeal with the appropriate dean and provide copies of the original allegation and responses. Within five working days, the dean will investigate the situation and confer with the student and faculty member. The dean will respond in writing to the student and faculty member within 10 working days of the conference.

Step 4

To pursue Step 4 if the matter is not resolved at Step 3, one of the two options below must be followed.

- a. In appeal cases not involving a final grade, within 10 working days of receipt of the written response from the dean, the student or faculty member must appeal in writing to the ~~vice president for academic affairs~~ **CAMPUS CHIEF ACADEMIC OFFICER** and provide copies of the original allegations and written responses. The ~~vice president for academic affairs~~ **CAMPUS CHIEF ACADEMIC OFFICER** will investigate the situation, confer with the student or faculty member within 10 working days, and respond in writing to the student and faculty member within 10 working days of the conference. The ~~vice president for academic affairs~~ **CAMPUS CHIEF ACADEMIC OFFICERS'** decision will be final.
- b. When the appeal involves a final grade, within 10 working days of receipt of the written response from the dean, the student or the faculty member must file a written request, providing copies of the original allegations and written responses,

with the ~~vice president for academic affairs~~ **CAMPUS CHIEF ACADEMIC OFFICER** for a hearing of the campus Academic Appeals Hearing Committee. Within 10 working days of receipt of the student's or faculty member's request, the ~~vice president for academic affairs~~ **CAMPUS CHIEF ACADEMIC OFFICER** will designate the Hearing Committee and provide the committee with the original allegations and written responses. The committee will have 15 working days to conduct the hearing. The committee's decision will be final.

Academic Appeals Committee

Each campus will create and maintain an Academic Appeals Committee from which the Hearing Committee will be designated.

Composition of Hearing Committee

Membership from the campus will consist of four full-time faculty members plus a designated alternate reflecting division representation; two students plus designated alternates; and the ~~executive dean~~ **CAMPUS CHIEF ACADEMIC OFFICER**, who will be the non-voting chair. In the event of a tie, the ~~executive dean~~ **CAMPUS CHIEF ACADEMIC OFFICER** will vote.

A list of 50 randomly selected faculty from the campus reflecting division representation will be identified annually by the College Information ~~Systems~~ **TECHNOLOGY** department. **THE NUMBER OF FACULTY ON THIS LIST SHOULD BE APPROXIMATELY ONE THIRD OF THE TOTAL NUMBER OF FULL-TIME FACULTY FOR THE CAMPUS.** The campus Phi Theta Kappa chapters and the campus Student Government Associations will each recommend annually one student and a designated alternate for service on the committee. The list of randomly selected faculty along with the names of the recommended students will be forwarded to each ~~campus president~~ **CHIEF ACADEMIC OFFICER**, who will appoint and notify the eight faculty members and four students of their selection. Members will serve staggered two-year terms. The ~~executive dean~~ **CAMPUS CHIEF ACADEMIC OFFICER** will convene the committee and provide information related to the case. Four members of the committee, or their alternates will constitute a quorum. One member of the quorum must be a student.

Committee Decision

The committee will render its decision after completion of the hearing. A decision requires at least three affirmative votes. The committee may accept or reject, in whole or in part, or may modify the findings and conclusions of the dean. Within three working days of the hearing, the committee will make a written report of its decision to the student, the faculty member, the department chair, **AND** the ~~dean and the president~~ **CAMPUS CHIEF ACADEMIC OFFICER**. The decision of the committee will be final.

Implementation

The ~~president~~ **CAMPUS CHIEF ACADEMIC OFFICER** will implement the decision of the committee within 10 working days of receipt of the decision.

Steps 1, 2, 3 and 4 will involve the identification of the right, or rights, allegedly violated, the specification of circumstances, and the presentation of evidence.

Steps 2, 3 and 4 may involve a joint meeting with the faculty member, the student and others.

Only under compelling circumstances may a student omit one or more steps. In such circumstances, the administrator at the next higher level will provide written notice to the faculty member and the appropriate subordinate administrator that the procedural exception has been authorized.

Time lines in this procedure may be extended by mutual written consent. If a prescribed response does not occur within the designated time period, the requesting party may proceed to the next step in the process.

G.17 Student Rights and Responsibilities (R 10/03)

[AP G 14, G 14.1 - G 14.2]

- m. Possession or use of a firearm, explosive, dangerous chemical or other weapon or anything that could be construed as a weapon on College property or at College-authorized activities except as required by law and permitted by Regulations. Law enforcement officers who are enrolled and are on campus to attend classes or study are to take no action to enforce any Regulations, except as required by law. Alleged violations must be reported to ~~campus~~ **COLLEGE** police.

G. 18.2 Disciplinary Actions for Violation of Student Responsibilities (R 1/07)

[AP G 15.2]

- a. Any person may request initiation of disciplinary proceedings against a student suspected of violation of any law, Board policy, administrative procedure, or Regulation. The ~~Vice President for Student Affairs/Administrative Dean for Academic and Student Services~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** will initiate a preliminary investigation. Upon receipt of the findings of the investigation, the ~~Vice President/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** will inform the student of the disposition of the matter which may include disciplinary action. Information regarding the final results of the disciplinary proceedings will be disclosed to the extent allowed under FERPA.

- b. The ~~Vice President/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** also will inform the student that he/she may appeal the decision within 10 calendar days after the date of the ~~Vice President/Administrative Dean's~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER'S** written decision and notification. Such appeal must be made in writing to the ~~Vice President/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** and must state the reason for the appeal. If the student provides sufficient evidence to change the ~~Vice President/Administrative Dean's~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER'S** decision, the ~~Vice President/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** may do so without the student having to appeal to the Student Appellate Hearing Committee.

Normally, the status of the student will not be changed during the appeal process. However, if, in the judgment of the ~~Vice President/ Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** or his/her designee, the student poses an immediate threat of disruption and/or serious injury or damage to any person or property, the student may, with the approval of the ~~president~~ **VICE CHANCELLOR FOR STUDENT AFFAIRS**, or his/her designee, be summarily suspended from the College. Any violation occurring during the appeal process also may result in a change of status of the student. In the case of summary suspension where an appeal is pending, the ~~Vice President/ Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** will initiate a hearing by notifying the chairperson of the Hearing Committee and notifying the student according to item *e* below.

- c. A student may appeal the ~~Vice President/Administrative Dean's~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER'S** decision to the Student Appellate Hearing Committee. Such appeal must be made in writing to the ~~Vice President/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** within 10 calendar days after the decision. The ~~Vice President/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** will refer the matter to the chairperson of the Hearing Committee.
- d. The Hearing Committee may decline to hear the appeal if the sanction by the ~~Vice President/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER** is less severe than suspension or dismissal. If the committee declines to hear the appeal, the matter will be forwarded, without recommendation, to the ~~campus president~~ **VICE CHANCELLOR FOR STUDENT AFFAIRS** for his/her decision.
- e. If a hearing is to occur, the chairperson will notify the student of the following:
1. Charges against him/her;
 2. Date, time, place and description of the violation;
 3. Name of the person or persons requesting disciplinary proceeding
 4. Name of any and all known witnesses in the case; and

5. Date, time and place of the hearing.

The hearing must occur within 15 calendar days from the date of notification to the student.

Whether or not the student appears at the hearing, the Hearing Committee will hear the appeal and render a decision.

G.18.3 Student Appellate Hearing Committee (R 1/07)

[AP G 15.3]

Each campus will establish and maintain a Student Appellate Hearing Committee. Membership on the committee will consist of three faculty members and two alternates, one administrative/professional employee, and two alternates, one classified employee and one alternate, and three students and two alternates-

A list of 50 randomly-selected individuals from each of the faculty, and classified constituencies for each campus and 20 randomly-selected individuals from the administrative/professional staff for each campus will be generated annually by the College Information Systems department. The campus Phi Theta Kappa chapters and the campus Student Government Associations will each recommend annually to the ~~campus president~~ **CHIEF ACADEMIC OFFICER** two students and a designated alternate for service on the committee. The lists of randomly selected individuals will be forwarded to each ~~campus president~~ **CHIEF ACADEMIC OFFICER**, who will notify the individuals of their selection in the order in which they appear on the list. The ~~president~~ **CHIEF ACADEMIC OFFICER** will also appoint and notify the recommended students of their selection. Vacancies, as they occur, will be filled in the same manner. College employees agreeing to serve will be granted time from their duties to do so-

Student members will serve for no more than one calendar year. All other members will serve for two years. Half of the non-student members will retire from the committee each year. (For the first year, one half the non-student members will serve one-year terms.)

Training Program

The College will provide a training program for those persons who agree to serve on the Hearing Committee to familiarize them with College Regulations, procedural and substantive due process, and the role of the Hearing Committee. The College's general counsel will conduct a college-wide Hearing Committee training session before the end of September each year.

Prior Knowledge or Bias

Any member having personal knowledge of the matter to be heard or a bias or prejudice with respect thereto may disqualify himself/herself, or may be disqualified

by a vote of three members of the committee. Upon any such disqualification, the previously- selected alternate will be requested to serve on that case for the disqualified member.

Additional Committees in Emergency

In case of an emergency, an additional committee(s) may be constituted in the same manner as the original committee.

Chairperson

The chairperson of the committee will be designated by the ~~campus president~~ **CHIEF ACADEMIC OFFICER**. The chairperson:

1. Sends written notification to all participants in the proceedings as to the exact charges and the time, place and nature of the hearing;
2. Arranges the hearing calendar and selects a location for each hearing;
3. Chairs all hearings and deliberations of the committee;
4. Announces the findings of the committee and communicates in writing the committee's findings; and
5. Certifies and transmits the appropriate records for future appeals.

The committee may designate the chairperson to hear the case if the proposed sanction is less than suspension or dismissal. The chairperson will hear the case and prepare findings and make recommendations to the committee. The committee may accept, reject or modify the chairperson's findings and recommendations, or it may order that the case be heard by the full committee.

Conduct of Hearing

A quorum consisting of five members, one of whom must be a student, must be present before a hearing can be convened. Hearings normally will be closed and will be conducted according to the fundamental standards of procedural fairness and substantive justice and will not be unduly restricted by court procedures and formal evidentiary rules.

The charges and evidence will be presented by a person acting on behalf of the College, usually the dean who initiated the disciplinary proceedings. He/she may have the aid of an advisor or counsel. The accused party also has the right to an advisor or counsel at the hearing. All parties may submit witnesses. All witnesses will give testimony under oath. The College and the accused have the right to question or cross-examine witnesses at the hearing. Committee members may also address questions to all parties involved. The hearing will be transcribed by a court reporter, and a transcript of the proceedings will be available at the requestor's own cost.

At the conclusion of the hearing, summation of one or more aspects of the case by

students, advisors or counsels will be permitted.

Committee Judgment

The committee will render a decision after the hearing. The committee may accept or reject, in whole or in part, or may modify the sanction issued by the ~~Vice President/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER**. However, the committee may not increase the changes against the accused.

After the hearing, the committee will make a report to the ~~campus president~~ **VICE CHANCELLOR FOR STUDENT AFFAIRS**; the dean **OR DIRECTOR** who initiated the disciplinary proceedings; the student appellant; and, to the alleged victim of any crime of violence, sex offenses, and/or sexual harassment consisting of the following:

- a statement of charges;
- a statement of the findings of facts; and
- the decision of the committee as to whether a violation has occurred, the appropriate sanction, and its reason for the decision.

The Hearing Committee may not hold a hearing against a student more than once for the same offense.

Appeal

Within 10 calendar days after the date of the committee's written decision, the student may appeal in writing to the ~~campus president~~ **VICE CHANCELLOR FOR STUDENT AFFAIRS**. The ~~president~~ **VICE CHANCELLOR FOR STUDENT AFFAIRS** may affirm, reverse or modify the committee's decision, in whole or in part. The decision will be rendered within 15 calendar days. If the ~~president's~~ **VICE CHANCELLOR FOR STUDENT AFFAIRS** decision is dismissal, the student appellant may appeal in writing to the chancellor within 10 calendar days after the date of the president's written decision. The decision of the chancellor will be final.

G.19 BEHAVIOR INTERVENTION TEAMS AT ST. LOUIS COMMUNITY COLLEGE

[AP G.16, G.16.1-G.16.7]

EACH CAMPUS WILL ESTABLISH AND MAINTAIN A BEHAVIOR INTERVENTION TEAM.

G.1920 Animal Care and Use ^(9/99)

To increase sensitivity to animal rights within the College and to ensure the humane treatment of all vertebrate animals used in teaching and research at St. Louis Community College, the College will create and maintain an animal care and use committee. This committee will review all protocols prior to any new institutional program using animals, ensuring that legal standards and appropriate federal granting agencies' provisions are followed.

DIVISION H – BUSINESS AND FINANCE

H.10 Purchase and/or Lease of Instructional Materials (R 7/12)

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

- College faculty with appropriate administrative approval.
- College faculty and library/~~media services~~ employees (for inclusion in the library collections to support the Instructional Resources program).

H.13 Notification to Formal Bidders (R 6/02)

[AP H 6]

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

H.14 Change Orders (R 3/06)

[AP H 7]

Any changes to the vendor recommended for award or to the material conditions of the award or to the award amount on *Purchase Orders* or blanket contract agreements previously approved by the Board will be resubmitted for Board approval before any formal *Change Order* notice is issued. In the event that such changes involve less than a 10 percent increase, up to a maximum of \$50,000, in the total award amount, the vice chancellor for finance and ~~business services~~ **ADMINISTRATION** is authorized to execute approval as he/she deems appropriate.

H 17.1 Insurance Broker (R 6/02)

The College will use an insurance broker for the placement of certain insurance coverage. The broker will have the authority to represent the college in soliciting quotes for the renewals of the College insurance policies. The broker will present these quotes to the ~~manager of Risk Management~~ **APPROPRIATE COLLEGE**

ADMINISTRATOR for review and the appropriate College approvals.

H.19 Continuing Education Programs (R 6/02)

The administration is authorized to contract with entities in order to conduct Continuing Education programs at off-site locations. The administration is also authorized to contract for services necessary to conduct those off-site Continuing Education programs, including, but not limited to, transportation, meals, **FACILITY RENTAL**, equipment fees and instructional fees.

1. All Continuing Education program contracts and related expenditures will be reviewed and approved in advance by a College officer **OR APPROPRIATE ADMINISTRATOR**.
2. A summary of all Continuing Education program contracts and expenditures will be submitted to the Board of Trustees for ratification on a semester-by-semester basis.

If the aggregate cost of any said contract obligates the College to expend more than \$10,000 in any one semester, a contract must be approved by the Board before execution of said contract.

H.20 Fees and Fines (R 3/15)

H.20.1 Maintenance Fees (R 3/15)

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

H.20.5 Transcript Fee (R 2/07)

A fee of \$5 will be charged for each official copy of a College transcript.
TRANSCRIPTS SENT VIA OVERNIGHT MAIL INCUR A DELIVERY CHARGE.

H.20.7 Student I.D. Card Fees (2/08)

All credit students are required to obtain *Smart Card* photo identification and refund disbursement card. There is no issuance cost for the card. ~~Replacement cards are \$5.~~
REPLACEMENT CARD FEES ARE ASSESSED AND COLLECTED BY THE SMART CARD VENDOR.

H.20.9 Continuing Education and Workforce Solutions Group Fees
OTHER FEES (R 7/12)

Fees will be assessed for courses, credit and non-credit customized corporate offerings, programs and services offered through Continuing Education and Workforce Solutions Group. ~~Consideration will be given to direct and indirect expenses and market value in determining the fee.~~

FEES MAY BE ASSESSED FOR CREDIT COURSES FOR EXCEPTIONAL EXPENSES INCLUDING BUT NOT LIMITED TO FIELD TRIPS, REQUIRED PROFESSIONAL TESTING OR ASSESSMENTS AND CERTIFICATIONS.

FEES SHALL BE ASSESSED FOR CLIENTS OF INSTRUCTIONAL LABORATORIES SUCH AS DENTAL CLINIC, AUTOMOTIVE TECHNOLOGY LABORATORY AND CHILD DEVELOPMENT CENTER.

CONSIDERATION WILL BE GIVEN TO DIRECT AND INDIRECT EXPENSES AND MARKET VALUE IN DETERMINING THE FEES.

H.20.11 Vehicular Fines (R 12/10)

Fines will be imposed ~~as follows:~~ **IN ACCORDANCE WITH ADMINISTRATIVE PROCEDURE H.22.**

No parking permit in faculty/staff lot	\$10.00	\$15.00
Improper parking	\$10.00	\$15.00
Imprudent driving	\$10.00	\$15.00
Other violations	\$10.00	\$15.00

H.22.4 Refund for Exceptional Circumstances (R 5/97)

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

H.27.1 Hearing (11/99)

[AP H 20.1]

DEBTORS WITH A DISPUTE REGARDING UNPAID BALANCES MAY REQUEST A HEARING. PLEASE REFERENCE ADMINISTRATIVE PROCEDURE H 20.1 FOR HEARING PROCEDURES.

~~The following procedures provide for claimant's right to a hearing to set forth a claim to an interest in funds received by the college through offset of a tax refund.~~

Definitions:

Claimant—taxpayer debtor or non-obligated taxpayer with a property interest in the refund that was subjected to offset and forwarded to the College by the Department of Revenue.

Debt—amount owed to the College by Claimant.

Non-obligated taxpayer—taxpayer named in the Missouri tax return against whom no debt is claimed by the College.

Apportionment of the refund—portion of the refund due a non-obligated taxpayer, which will be determined by the evidence presented. The College will take into account any determination of apportionment determined by the Department of Revenue.

Procedures:

a.—~~Claimant must send a letter to the College to the attention of the College controller at the address below, setting forth the factual issues that support the Claimant's rights to the funds. This letter must be sent to the College within 30 days of receipt by the Claimant of the notice of offset from the Missouri Department of Revenue.~~

~~Controller~~

~~St. Louis Community College~~

~~Cosand Center~~

~~300 South Broadway~~

~~St. Louis, Missouri 63102~~

- b.—~~Claimant must provide any and all evidence to support application for entitlement to the refund.~~
- e.—~~Claimant has a right to request evidence from the College that supports Claimant's debt to the College.~~
- d.—~~The College will set the hearing within 15 days of receipt of correspondence from Claimant.~~
- e.—~~The claim may be informally resolved by agreement.~~
- f.—~~The vice chancellor for Finance and Business Services will serve as the hearing officer and will preside over the hearing.~~
- g.—~~Claimant can request that the hearing be recorded by audiotape or a have a transcript prepared by a certified court reporter at the cost of Claimant.~~
- h.—~~Upon completion of the hearing, the vice chancellor for Finance and Business Services will draft a written determination which will be submitted to the Board of Trustees for approval.~~
- i.—~~Upon approval by the Board of Trustees, the decision of the College will be final.~~

DIVISION I – FACILITIES, CONSTRUCTION AND SERVICES

I.9 College POLICE AND Security PERSONNEL ^(R 1/07)

a. Reporting Crimes and Emergencies

Any student, employee or visitor who witnesses a criminal act, suspected criminal act or any other emergency occurring at any College location should, as soon as possible after such event, contact the College Police, ~~Vice President for Student Affairs/Administrative Dean~~ **CAMPUS CHIEF STUDENT AFFAIRS OFFICER, CAMPUS CHIEF ACADEMIC OFFICER** or any other official of the College who has significant responsibility for student and College activities. All reports concerning such activities will be investigated thoroughly and promptly, and timely reports regarding the occurrence of crimes at any College location will be disseminated to members of the College community in accordance with applicable laws.

b. Security and Access to College Facilities

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

c. College POLICE ~~Law Enforcement~~ and Security Personnel

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

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

d. College Police Department Manual

All College police officers and police department personnel are required to follow the guidelines and procedures delineated in the police department manual located in each **COLLEGE** police department. By this reference, the guidelines and procedures set forth in the police department manual are incorporated into this Board Policy as if fully set forth herein. Violation of the guidelines and procedures delineated in the police department manual is grounds for disciplinary action, up to and including termination of employment.

I.10 Use of College Premises ^(R 5/97)

[AP I 3]

The Board of Trustees authorizes the use of St. Louis Community College facilities for the open discussion of public issues, for meetings of community organizations and for civic, social or educational purposes, so long as such use does not interfere with the educational program of the College. The use of facilities must be approved by the chancellor, the vice chancellor, or the campus ~~president~~ **CHIEF ACADEMIC OFFICER**, or his/her designee.

I.13 Building Dedication Plaques^(1/11)

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

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

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

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

Academic Affairs

◆The college recommends that the Board of Trustees approve the revision of the Clinical Laboratory Technology Associate in Applied Science program submitted by the District Curriculum Committee.

Program: Clinical Laboratory Technology
Associate in Applied Science

Effective: Spring 2017 pending BOT approval

Impact Statement

The Clinical Laboratory Technology program's current curriculum has been in place for over 10 years. General education classes currently in the curriculum have had pre-requisite changes or are no longer offered. A new standard was introduced to accreditation requirements for MLT-AAS programs. Clinical faculty and advisory board members suggested changes to the curriculum. The advisory committee has reviewed the proposed changes to the curriculum at our annual meetings and supported the changes. At the most recent meeting which took place in April 2015, the advisory committee approved the changes to the curriculum.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG:101	College Composition I	3	ENG:101	College Composition I	3
ENG:102	College Composition II	3	ENG:102	College Composition II	3
OR			OR		
ENG:xxx	English Elective	3	ENG:103	Report Writing	3
BIO:102	Clinical Physiology	3	XXX:xxx	Missouri State Requirement	3
CHM:101	Fundamentals of Chemistry I	5	SOC:101	Introduction to Sociology	3
CHM:212	Bio-Organic and Analytic Chemistry	4	OR		
MTH:124	Technical Mathematics I	3	PSY:200	General Psychology	3
XXX:xxx	Missouri State Requirement	3	CHM:101	Fundamentals of Chemistry I	5
SOC:101	Introduction to Sociology	3	BIO:207	Anatomy and Physiology I	4
OR			BIO:208	Anatomy and Physiology II	4
XXX:xxx	Psychology or Sociology Elective	3	MTH:140	Intermediate Algebra	3
XXX:xxx	Physical Education Activity	2	XXX:xxx	Physical Education Activity	2
Area of Concentration			Area of Concentration		
CLT:100	Orientation of the Medical Laboratory	1	CLT:100	Orientation to the Medical Laboratory	1
CLT:101	Medical Microbiology	3	CLT:101	Medical Microbiology	3
CLT:102	Routine Analysis	2	CLT:202	Clinical Practice I	4
CLT:103	Hematology	3	CLT:207	Clinical Practice II	4
CLT:104	Pathogenic Bacteriology I	4	CLT:110	Urinalysis and Body Fluids	2
CLT:105	Basic Medical Laboratory Skills	4	CLT:111	Hematology and Coagulation	4
CLT:200	Pathogenic Bacteriology II	4	CLT:113	Pathogenic Bacteriology	2

CLT:201	Clinical Chemistry I	5		CLT:211	Parasites, Fungi and Intracellular Pathogens	2	
CLT:202	Clinical Practice I	4		CLT:213	Introduction to Chemical Chemistry	2	
CLT:204	Blood Bank	2		CLT:217	Clinical Chemistry	5	
CLT:205	Pathology-Correlation Conference	1		CLT:215	Immunohematology	4	
CLT:206	Clinical Chemistry II	4		CLT:219	Professional Skills Seminar	1	
CLT:207	Clinical Practice II	4		CLT:115	Immunology and Serology	2	
CLT:210	Immunology and Serology	2		CLT:120	Clinical Laboratory Skill Development	4	
Program total			72 credits	Program total			70 credits

◆The college recommends that the Board of Trustees approve the revision of the Photography Associate in Fine Arts program submitted by the District Curriculum Committee.

Program: Photography
 Associate in Fine Arts

Effective: Spring 2017 pending BOT approval

Impact Statement

This revision is being proposed to better align the required credit hours of this associate degree program with the number of hours accepted by transfer institutions as well as current HLC and MDHE guidelines. One three-credit hour course that had been in the area of concentration (ART:167 Color Photography) is being moved to the list of approved electives to reduce the program to 64-67 credit hours. Based on changes in the field, we have revised the course titles of two of the elective courses in the program: ART:270 has changed from Figure Fashion Photography to Fashion Photography, and AT:279 was changed from Non-Silver Photography to Alternative Photographic Processes. Additionally, the degree program description has been adjusted to account for digital technology components in the field of photography, and three additional assessment targets have been added to the program.

Current Program			Revised Program		
Courses		Credits	Courses		Credits
ENG:101	College Composition I	3	ENG:101	College Composition I	3
ENG:102	College Composition II	3	ENG:102	College Composition II	3
XXX:xxx	Missouri State Requirement	3	XXX:xxx	Missouri State Requirement	3
SOC:xxx	Social Science Elective	3	SOC:xxx	Social Science Elective	3
MTH:140 (or higher)		3-4	MTH:140 (or higher)		3-4
OR			OR		
XXX:xxx	Science Elective	3	XXX:xxx	Science Elective	3
XXX:xxx	Science Elective	3	XXX:xxx	Science Elective	3
ART:168	History of Photography	3	ART:168	History of Photography	3
PE:xxx	Physical Education Activity	2	PE:xxx	Physical Education Activity	2

Choose One:				Choose One:		
ART:101	Art History I	3		ART:101	Art History I	
ART:102	Art History II	3		ART:102	Art History II	
ART:103	History of Modern Art	3		ART:103	History of Modern Art	
ART:169	Visual Language	3		ART:169	Visual Language	
Area of Concentration				Area of Concentration		
ART:107	Design I	2		ART:107	Design I	
ART:108	Design II	2		ART:108	Design II	
ART:109	Drawing I	3		ART:109	Drawing I	
ART:110	Drawing II	3		ART:110	Drawing II	
OR				OR		
ART:111	Figure Drawing I	3		ART:111	Figure Drawing I	
ART:165	Photography I	3		ART:165	Photography I	
ART:166	Photography II	3		ART:166	Photography II	
ART:204	Photography III	3		ART:204	Photography III	
ART:172	Digital Photography	3		ART:172	Digital Photography	
ART:265	Artificial Light Photography	3		ART:265	Artificial Light Photography	
ART:275	Photo Imaging I: Photoshop	3		ART:275	Photo Imaging I: Photoshop	
Photography Electives				Photography Electives		
Select 6 hours of Photography Electives:				Select 6 hours of Photography Electives:		
ART:266	Black and White Printing Lab	3		ART:266	Black and White Printing Lab	
AT:279	Non-silver Photography	3		AT:279	Alternative Photographic Processes	
AT:267	Color Photography II	3		AT:267	Color Photography II	
ART:272	Documentary Photography	3		ART:249	Digital Photography II	
ART:268	Large Format Photography	3		ART:272	Documentary Photography	
ART:269	Field Photography	3		ART:269	Field Photography	
ART:271	Portrait Photography	3		ART:271	Portrait Photography	
ART:273	Architectural Photography	3		ART:273	Architectural Photography	
AT:175	Video Art I	3		AT:175	Video Art I	
AT:275	Video Art II	3		AT:275	Video Art II	
AT:276	Photo Imaging II: Photoshop	3		AT:276	Photo Imaging II: Photoshop	
AT:212	Special Topics in Photography	3		AT:212	Special Topics in Photography	
AT:105	Digital Printing	3		AT:105	Digital Printing	
AT:280	Advanced Photography	1-4		AT:280	Advanced Photography	
ART:228	Workplace Learning: Photography	3		ART:228	Workplace Learning: Photography	
AT:104	Electronic Photo Studio	3		ART:267	Contemporary Concepts in Photography	
AT:176	Photography Workshop	1		ART:270	Fashion Photography	
ART:267	Contemporary Concepts in Photography	3		ART:167	Color Photography	
ART:270	Figure Fashion Photography	3				
ART:249	Digital Photography II	3		Other Art Electives		
Other Art Electives				Select 4-6 hours of other Art Electives:		
Select 4-6 hours of other Art Electives:				ART:110	Drawing II	
ART:110	Drawing II	3		ART:209	Drawing III	
ART:209	Drawing III	3		ART:210	Advanced Drawing	
				ART:111	Figure Drawing I	

ART:210	Advanced Drawing	3		ART:112	Figure Drawing II	3	
ART:111	Figure Drawing I	3		ART:211	Figure Drawing III	3	
ART:112	Figure Drawing II	3		ART:113	Ceramics I	3	
ART:211	Figure Drawing III	3		ART:213	Ceramics II	3	
ART:113	Ceramics I	3		ART:114	Painting I	3	
ART:213	Ceramics II	3		ART:115	Printmaking I	3	
ART:114	Painting I	3		ART:215	Printmaking II	3	
ART:115	Printmaking I	3		ART:116	Sculpture I	3	
ART:215	Printmaking II	3		ART:131	Computer Art Studio	3	
ART:116	Sculpture I	3		ART:207	Design III	3	
ART:131	Computer Art Studio	3		ART:208	Design IV	3	
ART:207	Design III	3		AT:108	Computer Painting and Drawing: Corel Painter	3	
ART:208	Design IV	3		AT:135	Web Design I	3	
AT:108	Computer Painting and Drawing: Corel Painter	3		AT:201	Mixed Media	3	
AT:135	Web Design I	3					
AT:201	Mixed Media	3					
Program total			67-70 credits	Program total			64-67 credits

◆The college recommends that the Board of Trustees approve Digital Media—Interactive and Graphic Design Certificate of Specialization submitted by the District Curriculum Committee.

Program: Digital Media—Interactive and Graphic Design
Certificate of Specialization

Effective: Spring 2017 pending CBHE approval

Impact Statement

The Digital Media Program must revise its certificate options to become:

1. More attractive to working professionals and potential students
2. More rigorous in the amount of courses and coursework required
3. Better able to meet the needs of the competitive and evolving world of professional Digital Media.

As the Certificates are revised, the plan is to reduce the amount of options offered from the current five options to three options. This consolidation of the certificates will bring clarity for students and advisors, helping them to more strategically select a course of study.

We propose that this certificate require 23 credit hours of course work, up from 17 hours. We have also proposed to make the capstone course (Digital Media Portfolio AT 283) a two-hour course (up from one-hour) to reflect the complicated rigors of preparing an outstanding portfolio. And, in each revised Certificate, we have added a three-hour course, chosen to enhance learning objectives and to bolster and broaden each certificate’s academic quality.

These proposed changes still allows certificate completion within one academic year and makes for a more attractive option for current professionals in the field and for other non-traditional students

to update their skills. We believe that with these curricular changes and additions, the Digital Media program will be better positioned to grow and thrive for years to come.

Digital Media—Interactive and Graphic Design		
Courses		Credits
ART:131	Computer Art Studio	3
ART:107	Design I	2
ART:133	Graphic Design I	3
AT:100	Hardware Configuration and Troubleshooting: Macintosh/Windows	1
AT:135	Web Design I	3
AT:246	Advanced Computer Art Applications	3
ART:134	Graphic Design II	3
AT:143	Web Design II	3
OR		
AT:106	Motion Media Design	3
AT:283	Digital Media Portfolio	2
Program total credits		23

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

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

Effective: Spring 2017 pending CBHE approval

Impact Statement

The Digital Media Program must revise its certificate options to become:

1. More attractive to working professionals and potential students
2. More rigorous in the amount of courses and coursework required
3. Better able to meet the needs of the competitive and evolving world of professional Digital Media.

As the Certificates are revised, the plan is to reduce the amount of options offered from the current five options to three options. This consolidation of the certificates will bring clarity for students and advisors, helping them to more strategically select a course of study.

We propose that this certificate require 23 credit hours of course work, up from 17 hours. We have also proposed to make the capstone course (Digital Media Portfolio AT 283) a two-hour course (up from one-hour) to reflect the complicated rigors of preparing an outstanding portfolio. And, in each revised Certificate, we have added a three-hour course, chosen to enhance learning objectives and to bolster and broaden each certificate’s academic quality.

These proposed changes still allows certificate completion within one academic year and makes for a more attractive option for current professionals in the field and for other non-traditional students

to update their skills. We believe that with these curricular changes and additions, the Digital Media program will be better positioned to grow and thrive for years to come.

Digital Media—Video Editing and Animation		
Courses		Credits
ART:131	Computer Art Studio	3
ART:275	Photo Imaging I: Photoshop	3
ART:111	Figure Drawing I	3
AT:233	Storyboarding/Animatics	2
AT:100	Hardware Configuration and Troubleshooting: Macintosh/Windows	1
AT:146	3D Modeling I: Surface Modeling	3
AT:106	Motion Media Design	3
OR		
ART:280	Final Cut	3
AT:234	Fundamentals of Animation	3
AT:283	Digital Media Portfolio	2
Program total credits		23

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

Program: Digital Photography
Certificate of Specialization

Effective: Spring 2017 pending CBHE approval

Impact Statement

The Digital Media Program must revise its certificate options to become:

1. More attractive to working professionals and potential students
2. More rigorous in the amount of courses and coursework required
3. Better able to meet the needs of the competitive and evolving world of professional Digital Media.

As the Certificates are revised, the plan is to reduce the amount of options offered from the current five options to three options. This consolidation of the certificates will bring clarity for students and advisors, helping them to more strategically select a course of study.

We propose that this certificate require 21 credit hours of course work, up from 17 hours. We have also proposed to make the capstone course (Digital Media Portfolio AT 283) a two-hour course (up from one-hour) to reflect the complicated rigors of preparing an outstanding portfolio. And, in each revised Certificate, we have added a three-hour course, chosen to enhance learning objectives and to bolster and broaden each certificate’s academic quality.

These proposed changes still allow certificate completion within one academic year and makes for a more attractive option for current professionals in the field and for other non-traditional students to

update their skills. We believe that with these curricular changes and additions, the Digital Media program will be better positioned to grow and thrive for years to come.

Digital Photography		
Courses		Credits
ART:131	Computer Art Studio	3
ART:165	Photography I	3
ART:172	Digital Photography	3
ART:275	Photo Imaging I: Photoshop	3
AT:100	Hardware Configuration and Troubleshooting: Macintosh/Windows	1
AT:105	Digital Printing	3
ART:265	Artificial Light Photography	3
OR		
AT:106	Motion Media Design	3
AT:283	Digital Media Portfolio	2
Program total credits		21

◆The college recommends that the Board of Trustees approve Interior Design Professional Certificate of Specialization submitted by the District Curriculum Committee.

Program: Interior Design Professional
Certificate of Specialization

Effective: Fall 2017 pending CBHE approval

Impact Statement

This new professional certificate will provide another pathway option for students, graduates, and the design community to attain professional certification through the National Council for Interior Design Qualification (NCIDQ). Completion of the AAS degree and professional certificate will allow students who do not intend to transfer to a four-year institution an opportunity to still move forward on the pathway to becoming a professional interior designer.

This new certificate was designed to appeal to current students and working adults. Courses will be offered in an online or hybrid format so gaining the additional 18 credit hours needed to take the IDFX exam does not add a tremendous amount of time on to the completion of the AAS degree. The program curriculum was developed by analyzing the content of the IDFX and NCIDQ exams, collaborating with the Interior Design Advisory Committee, and researching curriculum at accredited four-year universities and community colleges. The courses created reflect the needs of the interior design industry locally and nationally since multiple resources were used in the development of the certificate curriculum.

The IDFX exam will also provide another level of assessment for the interior design program. The current assessment method utilizes a portfolio to measure mastery of skills in the interior design program. This method is called the Technical Skills Assessment Portfolio option. It was created for career programs that do not have a technical skills assessment exam that can be taken

at the end of the program. Since the IDFX exam is now available as an assessment tool, revisions to the program are necessary to make sure our students are eligible to take the exam.

Interior Design Professional		
Courses		Credits
AT:285	Interior Design Codes and Specifications	3
AT:286	Interior Design Business Practices and Ethics	3
AT:287	Advanced Computer-Aided Interior Design	3
AT:288	Interior Detailing and Construction Documentation	3
AT:289	Interior Design Research Methods	2
AT:290	Interior Design Professional Preparation	1
Electives (Choose One)		
ART:155	Bath Design	3
ART:156	Advanced Kitchen Design	3
AT:251	Computer Aided Kitchen and Bath Design	3
AT:152	Lighting Design	3
Program total credits		18

Advisory Committee Appointments

◆The college recommends that the Board of Trustees approve the appointments/reappointments for the following program advisory committees. These will be a two-year term - July 1, 2016 through June 30, 2018.

Accounting

Mr. David Ganz Professor Emeritus	University of Missouri - St. Louis One University Boulevard St. Louis, MO 63121	(314) 516-6131
Ms. Heather Jefferson Program Accountant	Boeing Company 325 JS McDonnell Boulevard Hazelwood, MO 63042	(314) 232-1585
Mr. Woody Johnson Chief Operating Officer	Citizens National Bank 7305 Manchester Road St. Louis, MO 63143	(314) 735-1850
Ms. Rachel Latal Assistant Controller	Centene 7700 Forsyth Boulevard Clayton, MO 63105	(314) 725-4477
Ms. Van Le Auditor	Defense Contract Audit Agency 325 James S. McDonnell Boulevard Hazelwood, MO 63042	(314) 233-0393
Mr. Paul Meiners Chief Financial Officer	Groupcast, LLC 1700 Gilsinn Lane Fenton, MO 63026	(636) 660-8007
Dr. Stephen R. Moehrle Professor & Department Chair	University of Missouri – St. Louis One University Boulevard St. Louis, MO 63121	(314) 516-6142
Mr. James O’Hallaron President	Missouri Society of Certified Public Accountants 540 Maryville Centre Drive, Suite 200 St. Louis, MO 63141	(314) 997-7966
Mrs. Kellie Sears Senior Director, Worldwide Human Resources	Pfizer 575 Maryville Centre Drive St. Louis, MO 63141	(314) 274-8763
Mr. David Wright Vice President	American Direct Marketing 400 Chesterfield Center, Suite 500 Chesterfield, MO 63017	(636) 532-7703

Automotive Technology

Mr. Daniel Borgers Technician	LRE Automotive 103 Seminole Street Edwardsville, IL 63025	(618) 656-4640
Mr. Kevin Budde Parts Manager	Mungenast Acura 13720 Manchester Road Manchester, MO 63011	(314) 822-2872
Mr. David Cissi Service Manager	Mercedes-Benz of St. Louis 1048 Hampton Avenue St. Louis, MO 63139	(314) 833-6040
Mr. Tom Fogerty General Manager	Mungenast St. Louis Acura 413 Van Buren Court Wentzville, MO 63385	(314) 330-1475
Mr. Paul Mertz Service Adviser	Enterprise 9315 Olive Boulevard St. Louis, MO 63132	(314) 274-4617
Mr. Michael Mudd Service & Parts Director	Insta-Credit Automart 4040 Jeffco Boulevard Arnold, MO 63010	(636) 282-5460
Mr. Rob Phillips Towing & Service Instructor	AAA Missouri-Mills Garage 12901 North Forty Drive St. Louis, MO 63141	(314) 291-5470
Mr. Steve Pokorny Owner - Operator	STS Car Care 6507 West Florissant Avenue Jennings, MO 63136	(314) 385-6700
Mr. Dave Raymond Lead Instructor	North Technical High School 1700 Derhake Road Florissant, MO 63033	(314) 989-7628
Mr. Ron Reiling Executive Director	AASP P.O. Box 609 St. Charles, MO 63302	(636) 949-5990
Mr. Don Russell Training & Recruitment Manager	Dobbs Tire & Auto 1983 Brennan Plaza High Ridge, MO 63049	(636) 677-2101

Mr. Mark Schenberg
Owner - Operator
Car-Doc Automotive
11738 Administration Drive
St. Louis, MO 63146
(314) 991-2277

Mr. Bret Spiller
Sales Representative
Hunter Engineering Company
5 Sage Meadows Court
O'Fallon, MO 63366
(636) 577-7653

Biotechnology

Dr. Derek Bartlem
Managing Director
KWS Gateway Research Center
1005 North Warson Road, Suite 201
St. Louis, MO 63132
(314) 989-0392

Dr. Bruce Hemming
President/CEO
Microbe Inotech Labs
11754 Westline Industrial Drive
St. Louis, MO 63146
(314) 645-2177

Dr. Heidi Hope
Senior Principal Scientist
Confluence Life Sciences
4320 Forest Park Parkway, Suite 303
St. Louis, MO 63108
(314) 566-7856

Mrs. Terry Melsheimer
Lab and Pharmacy Instructor
Special School District
12721 West Watson Road
St. Louis, MO 63131
(314) 989-7837

Dr. Nigel Taylor
Assistant Director
Donald Danforth PS Center
975 North Warson
St. Louis, MO 63132
(314) 587-1257

Dr. Barry Tulk
Team Lead, Senior Scientist
Solae, LLC
4300 Duncan Avenue
St. Louis, MO 63110
(314) 659-3001

Ms. Bonnie Vaughn
Senior Recruiter
Kelly Scientific Resources
55 West Port Plaza, Suite 470
St. Louis, MO 63146
(314) 514-0179

Ms. Cynthia Wooge
Manager
Sigma Aldrich
3050 Spruce Street
St. Louis, MO 63103
(314) 910-1992

Building Inspection & Code Enforcement Technology

Mr. Michael Arras Chief Instructor	City of St. Louis 1421 North Jefferson St. Louis, MO 63106	(314) 289-1931
Mr. Ronald Gronemeyer	MK & Associates 1862 Craigshire Road St. Louis, MO 63146	(314) 427-8800
Mr. Dennis Jenkerson Fire Department Chief	City of St. Louis 1421 North Jefferson St. Louis, MO 63106	(314) 807-4860
Mr. David Kasl Assistant Manager	St. Louis County Public Works 41 South Central, 6th Floor Clayton, MO 63105	(314) 615-7145
Mr. Adam Long Chief	University City Fire Department 6801 Delmar University City, MO 63130	(314) 505-8593
Mr. Terry Merrell Fire Chief	City of Maplewood 7601 Manchester St. Louis, MO 63143	(314) 394-2276
Mr. Steve Olshwanger Fire Chief	Maryland Heights Fire Department 2600 Schuetz Road St. Louis, MO 63043	(314) 298-4400
Mr. Ernie Rhodes Chief	West County EMS Fire Department 223 Henry Avenue Manchester, MO 63011	(636) 256-2000
Mr. Neil Svetanics Fire Chief	Lemay Fire Protection District 12201 Telegraph Road St. Louis, MO 63125	(314) 631-4500

Business Administration

Mrs. Perla Burk Accounting Manager II	City of St. Louis Water Division 1640 South Kingshighway St. Louis, MO 63110	(314) 633-9090
Ms. Ida Casey Program Specialist	YWCA Metro St. Louis 3820 West Pine St. Louis, MO 63108	(314) 531-1115

Ms. Christine Chamberlin Marketing Director	Dent Wizard International 4710 Earth City Expressway St. Louis, MO 63044	(800) 336-8949
Ms. Nancy Elswick Director	Media Quest Inc. Two City Place Drive, Suite 200 St. Louis, MO 63141	(314) 275-8040
Mr. Robert Kaelin Facility Technician	Dr. Pepper/Snapple 8900 Page St. Louis, MO 63114	(314) 323-7289
Ms. Felicia Linear Manager Recruiting	The Consortium for Graduate Study in Management 229 Chesterfield Business Parkway Chesterfield, MO 63005	(636) 681-5457
Mr. Augustin Pacheco Manager Project Support	Boeing 5775 Campus Parkway Hazelwood, MO 63042	(314) 777-8417
Ms. Cheryl Roberts, SPHR Manager, Organ Development	Energizer Holdings, Inc. 533 Maryville University Drive St. Louis, MO 63141	(314) 985-2397
Mr. Donald Robertson Staff Officer/Quality Systems Manager	National Geo Spatial Intelligence Agency 3838 Vogel Drive Arnold, MO 63010	(314) 676-9919
Ms. Lauren Unser Operations Associate	Maritz Motivation 1375 North Highway Drive Fenton, MO 63026	(636) 827-6005
Mr. Matthew Uzzetta Green Tree Servicing	Mortgage Executive 3300 Rider Trail South, Suite 150 Earth City, MO 63045	(314) 291-0300
Ms. Debra Williams Product Manager	AFB International #3 Research Park Drive St. Charles, MO 63304	(636) 634-4177

Center for Visual Technology/Digital Media

Mr. Jim Butler Group Creative Director	CheckMark 1111 Chouteau Avenue St. Louis, MO 63102	(314) 982-1326
Ms. Kay Cochran Vice President/Creative Director	Rodgers Townsend 1000 Clark Avenue St. Louis, MO 63102	(314) 436-9960
Mr. Scott Ferguson President	Ferguson Photography 5200 Shaw St. Louis, MO 63110	(314) 610-2730
Mr. Jay Fram Owner/President	Jay Fram Photography 6943 Columbia Avenue St. Louis, MO 63130	(314) 853-6920
Mr. Adam Hosp Interactive Designer	Mastercard 2200 MasterCard Boulevard O'Fallon, MO 63368	(573) 270-2282
Mr. David Johnson President	Coolfire Media 415 North Tenth Street St. Louis, MO 63101	(314) 421-2665
Mr. Michael Johnston Vice President, Sales & Marketing	Top Graphics 658 Fee Fee Road St. Louis, MO 63043	(314) 218-2078
Mr. Kevin Kelly Company Founder	Anti-Agency 2600 Nebraska St. Louis, MO 63118	(314) 596-2684
Mrs. Kirsten O'Laughlin Senior Interactive Designer	Moosylvania 7303 Marietta Avenue St. Louis, MO 63143	(314) 644-7900
Mr. Doug Peters Creative Director	Maritz Motivation 1375 North Highway Drive Fenton, MO 63026	(314) 315-1029
Mr. Tom Shaughnessy Director, Systems Development	Group 360 Worldwide 1227 Washington Avenue St. Louis, MO 63103	(314) 249-8806

Mr. Brian Slawin President	Panamedia Group & Busy Event 1734 Clarkson Road, Suite 350 St. Louis, MO 63017	(888) 788-4896
Mr. Byron Sletten Partner/Owner	Mindactive 7803 Clayton Road, Suite A St. Louis, MO 63117	(314) 567-1117

Civil Engineering/Construction Technology

Ms. Amanda Korte Iron Worker	1357 Westchester Drive Herculaneum, MO 63048	(636) 236-5056
Mr. Andrew Paster Owner	Jasix Associates, LLC 19 West Brentmoor Clayton, MO 63105	(314) 420-1590
Ms. Jennifer Pipas Office Associate	Missouri Sewer District 2350 Market Street St. Louis, MO 63103	(314) 335-2073
Mr. Vadim Radovilsky Project Director	Alberici Construction Inc. 2167 Terrimill Terrace Chesterfield, MO 63017	(636) 207-0349
Mr. Joe Riassetto Project Manager	Lend Lease One North Wacker Drive, Suite 850 Chicago, IL 60606	(312) 880-8036
Mr. Michael Stewart Estimator	McCarthy Building Companies, Inc. 1341 North Rock Hill Road St. Louis, MO 63122	(314) 968-3300
Mr. Ronald Wiese Vice President	J.S. Alberici Construction 8800 Page Avenue St. Louis, MO 63114	(314) 773-2411

Clinical Laboratory Technology

Mr. Robert Fischer Clinical Lab Scientist/Medical Technologist	Saint Louis Cord Blood Bank 3362 Park Avenue St. Louis, MO 63110	(314) 268-2787
Ms. Sanja Kelic Technician	American Red Cross 4050 Lindell Boulevard St. Louis, MO 63108	(314) 658-2136

Dr. Minh Kosfeld Assistant Professor	St. Louis University 3437 Caroline Street St. Louis, MO 63104	(314) 977-9817
Mrs. Terry Melsheimer Laboratory Technology Instructor	Special School District 12721 West Watson Sunset Hills, MO 63127	(314) 989-7459
Ms. Cari Orth Medical Technician/Microbiology Supervisor	St. Louis VA Medical Center 915 North Grand Boulevard St. Louis, MO 63106	(314) 289-6353
Mrs. Debra Smith Senior Clinical Lab Scientist	SSM St. Joseph Hospital West 100 Medical Plaza Lake St. Louis, MO 63367	(636) 625-5326
Mrs. Carol Sykora Infection Prevention Consultant	BJC HealthCare 6427 Bishops Place St. Louis, MO 63109	(314) 752-7574
Mr. James Taylor Medical Laboratory Technician	Missouri Baptist Hospital 2329 Maybrook Lane Kirkwood, MO 63122	(314) 604-1433
Criminal Justice		
Mr. Herb Bernsen Director of Justice Services	St. Louis County 100 South Central Clayton, MO 63105	(314) 615-4763
Ms. Tanisha Bull Prosecuting Attorney	St. Louis County 100 South Central Clayton, MO 63105	(314) 615-0384
Mr. David Glenn, Sr. Commander of Training and Special Projects	St. Louis Public Schools 801 North Eleventh Street St. Louis, MO 63101	(314) 443-5089
Mr. Ronald Grames Instructional Technology Supervisor	St. Louis County & Municipal Police Academy 1266 Sutter Avenue St. Louis, MO 63133	(314) 889-1934
Mr. Christopher Graville Attorney, Judge, Prosecutor	Graville Law, LLC 130 South Bemiston, Suite 700 Clayton, MO 63105	(636) 359-4126

Mr. Ken Korpecki Probation Officer	St. Louis County 7900 Forsyth Avenue Clayton, MO 63105	(314) 615-4768
Mr. Sean McCarthy Lieutenant	City of St. Louis 1200 Clark St. Louis, MO 63103	(314) 644-5810
Mr. Kevin Minor Police Officer	St. Louis County Police 7900 Forsyth Boulevard Clayton, MO 63105	(314) 615-5026
Mr. Steven Perry Police Officer	St. Louis Metropolitan Police 4014 Union Boulevard St. Louis, Mo 63115	(314) 444-0001
Mr. Bradley Roy Police Sergeant/Academy Instructor	St. Louis Metropolitan Police Department 315 South Tucker St. Louis, MO 63102	(314) 444-5571
Ms. Kristina Schmidt Special Agent in Charge	United States Secret Service 111 South Tenth Street St. Louis, MO 63102	(314) 539-2238
Mr. Tim Swope Chief of Police	North County Co-operative 8374 Midland Boulevard St. Louis, MO 63114	(314) 496-1681

Deaf Communications

Mr. Mark Edghill Retired	748 Oak Run Lane St. Louis, MO 63021	(314) 256-6631
Ms. Amy Miller Interpreter Coordinator	DEAF, Inc. 25 East Frisco Avenue St. Louis, MO 63 119	(314) 488-1400
Ms. Gloriana Pack Sign Language Interpreter	St. Louis County Special School District 5097 Washington St. Louis, MO 63108	(314) 973-8638
Mr. Joe Sapienza Retired Interpreter	756 Juniper Glen Ballwin, MO 63021	(636) 227-2277

Ms. Beth Williams Retired	3101 La Vista Drive St. Ann, MO 63074	No Phone
Mr. Adam Zawadzki Deaf Ministry Coordinator	Catholic Archdiocese of St. Louis 1011 Alton Avenue Madison, IL 62060	(618) 219-2617
Dental Assisting		
Mrs. Elma Buie Program Director	Affinia Healthcare 1717 Biddle St. Louis, MO 63106	(314) 814-8582
Mr. Scott Graham Coordinator Oral Surgery	Mercy Medical Center 621 South Ballas Road Tower A, #516 St. Louis, MO 63141	(314) 251-6725
Dr. Joseph Grimaud Dentist	Watson Pointe Dental 8537 Watson Road St. Louis, MO 63119	(314) 963-2000
Ms. Kayla Snider Dental Assistant	Mercy Medical Center 621 South Ballas Road St. Louis, MO 63141	(314) 251-6725
Dr. Clifton Whitworth Dentist	Affinia Healthcare 1717 Biddle St. Louis, MO 63106	(314) 814-8582
Mrs. Deborah Woods Dental Assistant	Alizadeh & Schreiner Orthodontics 6203 Ridge Avenue St. Louis, MO 63133	(314) 448-7806
Dental Hygiene		
Ms. Joan Allen Executive Director	Give Kids a Smile 30 Mid Rivers Mall Drive, Suite A St. Peters, MO 63376	(636) 397-6453
Ms. Diann Bomkamp Dental Hygienist	612 Fairways Circle St. Louis, MO 63141	(314) 432-7719
Ms. Janette Dellinger, RDH MSDH Midwest Academic Manager	Colgate Oral Pharmaceuticals 300 Park Avenue New York, NY 10022	(913) 702-7410

Ms. Vanessa Draper, RDH Dental Hygienist	St. Louis County Department of Public Health 5204 Abington Road Florissant, MO 63033	(314) 258-1881
Dr. Courtney Garland Public Health Dentist/Adjunct Dental School Instructor	Comtreia, Federally Qualified Health Care 4 Hickory Ridge Road, #600 Hillsboro, MO 63050	(636) 481-6040
Mrs. Yvonne Graf Clinical Education Manger Great Plains	Hu-Friedy 3232 North Rockwell Street Chicago, IL 60618	(913) 339-8291
Ms. Patricia Inks, RDH, MS Associate Director, Dentistry in the Community/Integrated Community Services Partnerships	A. T. Still University, Missouri School of Dentistry & Oral Health 1500 Park Avenue St. Louis, MO 63104	(314) 685-3563

Diagnostic Medical Sonography

Dr. Victor Davila-Roman Associate Professor of Medicine	Washington University School of Medicine 660 South Euclid Avenue St. Louis, MO 63110	(314) 362-4748
Dr. Lisa de las Fuentes Assistant Professor of Medicine and Biostatistics	Washington University School of Medicine 660 South Euclid Avenue Cardiovascular Division Campus Box 8086 St. Louis, MO 63110	(314) 747-8163
Ms. Chris Gilmore Goudy Vascular Lab Technical Director	St. Louis University Medical Center 3635 Vista St. Louis, MO 63110	(314) 577-8813
Ms. Nicole Willett Resource Sonographer/Education Cardiac Diagnostic Lab	Barnes Jewish Hospital #1 Barnes Hospital Plaza St. Louis, MO 63110	(314) 747-4457
Ms. Mary Williams Lead Sonographer	St. Luke's Hospital 232 South Woods Mill Road Chesterfield, MO 63017	(314) 434-1500

Diesel Technology

Mr. Mark Brandt Body Shop Manager	Mid America Peterbilt #1 North Central Drive PO Box 520 O'Fallon, MO 63366	(636) 240-0470
Mr. Rick Curry Training Development	Metro Bi-State Development Agency 3330 Spruce St. Louis, MO 63103	(314) 982-1400
Mr. Benn Duvall Instructor	North County Technical High School 1700 Derhake Road Florissant, MO 63303	(314) 989-8278
Mr. Dave Fitzwater Owner	L&C Truck Repair 10616 Liberty Avenue St. Louis, MO 63132	(314) 429-1055
Mr. David Francis Owner	D&D Wreck Rebuilders 1804 South Tenth Street St. Louis, MO 63104	(314) 436-7484
Mr. Dustin Francis Technician	D&D Wreck Rebuilders 1804 South Tenth Street St. Louis, MO 63104	(314) 736-7484
Mr. Benjamin Goessling Mechanic	Luhr Brothers, Inc. 3450 Maus Road Fults, IL 62244	(618) 458-6840
Mr. Bret Klein Supervisor Bus Maintenance	Metro Bi-State Development Central 3330 Spruce Mail Stop 351 St. Louis, MO 63103	(314) 982-1400
Mr. John Moll Retired	7315 Elm Grove Court Hazelwood, MO 63042	(314) 831-4001
Mr. Mike Paganini Service Manager	Mid America Peterbilt #1 North Central Drive PO Box 520 O'Fallon, MO 63366	(636) 240-0470
Mr. Doug Pratt President	Gateway Truck Plaza, Inc. 699 State Route 203 East Saint Louis, IL 62201	(618) 274-5900

Mr. Tom Rozanski
Technician
Roland Machinery
4670 Crossroads Industrial Drive
Bridgeton, MO 63041
(314) 568-2218

Mr. Tony Van de Riet
Supervisor
Metro Bi-State Development Agency
3330 Spruce
St. Louis, MO 63103

Dietetic Technology

Ms. Lisa Baragiola
Team Leader, Food Services
St. Joseph's Health Center
300 First Capitol Drive
St. Charles, MO 63301
(636) 949-7274

Mr. Dorian Doss
WIC/Manager
People's Health Care
30 Jost Villa Drive
Florissant, MO 63034
(314) 452-3273

Ms. Katie Eliot
Professor
St. Louis University
3437 Caroline Mall
St. Louis, MO 63104
(314) 977-8669

Mr. Alex Moore
DTR
The Sara House
3731 Mueller Road
St. Charles, MO 63301
(314) 504-5215

Ms. Katie Mueller
Registered Dietician
Schnucks
12332 Manchester
St. Louis, MO 63131
(314) 965-3094

Ms. Mary Beth Olhms
Assistant Professor/Department
Chair
Fontbonne University
6800 Wydown Boulevard
St. Louis, MO 63105
(314) 719-8083

Ms. Crystal Wolkskill
Renal Specialist
12023 Trampe Heights Lane
St. Louis, MO 63138
(314) 438-9860

Early Care & Education

Mr. Julius Anthony
Senior Executive
St. Louis Black Authors of Children's
Literature
3934 Hartford Street
St. Louis, MO 63116
(682) 581-2236

Ms. Denise Carter Director of Early Childhood Education	Neighborhood Houses 2828 Carolene St. Louis, MO 63104	(314) 773-1107
Ms. Amber Donnelly Vice President ECE Grant Management	ARCHS 529 North Grand Boulevard, 6th Floor St. Louis, MO 63103	(314) 630-8409
Dr. Sara Huisman Director, Early Childhood	Fontbonne University 6800 Wydown Boulevard St. Louis, MO 63105	(314) 889-4531
Ms. Donna Hunt O'Brien Senior Director of Training, Curriculum & Programs	Parents As Teachers National Center 2228 Ball Drive St. Louis, MO 63146	(314) 431-4300
Mrs. Jodi Jordan Director	Harris-Stowe State University 10 North Compton St. Louis, MO 63103	(314) 340-5055
Mrs. Beth Ann Lang T.E.A.C.H. Director	Childcare Aware 1000 Executive Parkway Drive, #103 St. Louis, MO 63141	(800) 200-9017
Mrs. JoAnn Lazier Manager	Mercy Hospital 601 South New Ballas Road St. Louis, MO 63141	(314) 251-6060
Ms. Jerri Michael Director, Strategic Initiatives	Maternal Child & Family Health Coalition 1300 Hampton Avenue, Suite 111 St. Louis, MO 63139	(314) 880-5706
Ms. Tara Morton Assistant Director	Monsanto Child Development Center 800 North Lindbergh St. Louis, MO 63167	(314) 694-4711
Ms. Stacy Singer Director	Bright Horizons Family Sanctuary 1243 Hanley Industrial Court Brentwood, MO 63144	(314) 558-2433
Ms. Lisa Thompson ECE Teacher	South County Tech High 7385 Flora Avenue Maplewood, MO 63143	(314) 989-7423

Dr. Joy Voss
Early Childhood
St. Louis University
3500 Lindell Boulevard
St. Louis, MO 63103
(314) 977-1977

Mr. Stephen Zwolak
Executive Director
University City Children's Center
6646 Vernon Avenue
University City, MO 63130
(314) 726-0148

Electrical/Electronic Technology

Mr. Chris Counts
Operations Manager
BJC Health Care
4068 Amberleigh Parkway
Imperial, MO 63052
(636) 284-0741

Mr. Joseph Geerling
Director of Engineering
CBS Radio, St. Louis
1575 Harkee Drive
Florissant, MO 63031
(314) 831-6395

Mr. Frank Mack
Executive Officer
Sound Light Design
P.O. Box 369
Florissant, MO 63032
(314) 355-1982

Mr. Mark Schrader
Supervising Engineer
Ameren Missouri
12121 Dorsett Road
Maryland Heights, MO 63043
(314) 344-9545

Mr. Russel Shoemaker
Senior Engineer
Emerson
8100 West Florissant
St. Louis, MO 63136
(314) 553-3413

Mr. Vincent Stollhans
Assistant Manager
Missouri Sewer District
8520 Virginia Avenue
St. Louis, MO 63111
(314) 638-5852

Mr. Daniel Williams
Principal Engineer
biomerieux
595 Anglum Road
Hazelwood, MO 63042
(314) 731-8751

Emergency Medical Technology

Dr. Gregory Beirne
Physician
Missouri Baptist Medical Center
16863 Babler View Drive
Wildwood, MO 63011
(636) 405-0650

Ms. Dixie Blatt Paramedic Education Coordinator	Mercy Medical Center 615 South New Ballas St. Louis, MO 63141	(314) 251-6000
Mr. Brian Fields Battalion Chief	Northeast Ambulance & Fire Protection District 7302 Pasadena Boulevard St. Louis, MO 63121	(314) 382-1501
Mr. Mark Flauter Chief Medical Officer	Florissant Valley Fire Protection Dist. 661 St. Ferdinand Street Florissant, MO 63031	(314) 837-4894
Ms. Lorie Ledbetter Paramedic	St. Louis Fire Department 4929 Pernod Avenue, Apt. 2 E St. Louis, MO 63139	(314) 540-2522
Mr. Hjalmar Lindroth Paramedic	Abbott EMS 219 Orrick Lane St. Louis, MO 63122	(314) 768-1212
Mr. Charles Parmley EMT Instructor	North County Technical School 1700 Derhake Road Florissant, MO 63033	(314) 989-7625
Mrs. Kathy Poncin Police Officer	St. Louis County Police Department 1266 Sutter Avenue St. Louis, MO 63133	(314) 889-8600
Ms. Valerie Porter EMS Chief	St. Louis Fire Dept. 2634 Hampton St. Louis, MO 63139	(314) 645-9160
Mr. Ken Riddle Faculty	St. Louis Public Schools 5101 McRee St. Louis, MO 63110	(314) 776-3300
Mr. Jeff Shelton Paramedic	Valle Ambulance 4130 Federer Street St. Louis, MO 63116	(636) 586-2132
Mr. Brian Torno Paramedic	Mehlville Fire Protective District 11020 Mueller Road St. Louis, MO 63123	(314) 398-5213

Mr. Donald Woolem Chief Medical Officer	Affton Fire Protections Dist. 628 Aqua Ridge Drive St. Louis, MO 63129	(314) 892-6961
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Fire Protection Technology

Mr. Dennis Jenkerson Fire Dept. Chief	City of St. Louis 1421 N. Jefferson St. Louis, MO 63106	(314) 807-4860
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Mr. Adam Long Battalion Chief	City of St. Louis 6171 Aviation Drive St. Louis, MO 63145	(314) 426-8011
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Mr. Terry Merrell Fire Chief	City of Maplewood 7601 Manchester St. Louis, MO 63143	(314) 394-2276
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Mr. Steve Olshwanger Fire Chief	Maryland Heights Fire Department 2600 Schuetz Road Maryland Heights, MO 63043	(314) 298-4400
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Mr. Derrick Phillips Chief Instructor	St. Louis Fire Department 1421 North Jefferson St. Louis, MO 63106	(314) 289-1900
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Mr. Ernie Rhodes Fire Chief	West County EMS & Fire 223 Henry Avenue Manchester, MO 63011	(636) 256-2032
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Ms. Diann Straatmann Battalion Chief	Clayton Fire Department 10 North Bemiston Clayton, MO 63105	(314) 727-8100
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Funeral Service Education

Ms. Ozella Foster Owner	Foster's Services for Funerals LLC 3619 Finney Avenue St. Louis, MO 63113	(314) 652-3305
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Mr. Dennis Giamalva Sales	Criswell Casket Company 2000 Exchange Drive St. Charles, MO 63303	(636) 949-2999
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Mr. Dennis Goethe Vice President	Schrader Funeral Home 14960 Manchester Road Ballwin, MO 63011	(636) 227-5511
Mr. Aaron Grimes Funeral Director	Wade Funeral Home 4828 Natural Bridge Road St. Louis, MO 63115	(314) 385-3700
Mr. John Hutchens Sales	Hutchens Mortuary 675 Graham Road Florissant, MO 63031	(314) 831-3300
Mr. Gerald Johnson Owner	Serenity Memorial Chapel 3416 West Main Street Belleville, IL 62226	(618) 233-6000
Mr. Herman Kriegshauser Retired	19 Jennycliffe Lane Chesterfield, MO 63005	(636) 391-2322
Mr. Trey Kriegshauser Owner	Kriegshauser Brothers Funeral Service 2556 South Brentwood Boulevard Chesterfield, MO 63005	(314) 962-0601
Mr. Dale Kurrus Owner	Kurrus Funeral Home 1773 Frank Scott Parkway West Belleville, IL 62223	(618) 235-2100
Mr. Todd Mahn Owner	Mahn Funeral Home 900 North Main Street DeSoto, MO 63020	(636) 586-2288
Mr. Donald Otto Executive Director	Missouri Funeral Directors Association 1757 Woodclift Drive, Suite 202 Jefferson City, MO 65109	(573) 635-1661
Mr. John Pautz President	Missouri Funeral Directors and Embalmers Association 833 Court Street Fulton, MO 65251	(573) 642-2211
Mr. Roger Richie President	John L. Ziegenhein and Sons Funeral Home 7027 Gravois Avenue St. Louis, MO 63116	(314) 352-2600

Graphic Communications

Ms. Maureen Day Vice President of Creative Development	Betallic LLC 2326 Grissom Drive St. Louis, MO 63146	(314) 991-8800
Ms. Marie Fister Professor	Maryville University 650 Maryville University Drive Art & Design 117 St. Louis, MO 63141	(314) 529-9563
Mr. Jason Koebel Group Creative Director	Propaganda Inc. 3115 South Grand Boulevard, Suite 500 St. Louis, MO 63118	(314) 664-8516
Mr. Scott Linke Lead Designer	Rawlings Sporting Goods 1384 Briar Creek Drive St. Charles, MO 63304	(314) 740-2203
Mr. Phillip Marshall Corporate Design Manager, Marketing	Centene Corporation 7700 Forsythe Boulevard St. Louis, MO 63105	(314) 255-6696
Mr. Mark Ratzlaff Shoe Designer	Brown Shoe Company 8300 Maryland Avenue St. Louis, MO 63105	(314) 882-6770
Ms. Gretchen Schisla President	Enrich Creative 12 North Sarah Street St. Louis, MO 63108	(314) 553-9500
Ms. Caren Schlossberg-Wood Instructor of Graphic Design	Maryville University Art & Design 120 St. Louis, MO 63141	(314) 529-9310
Mr. Nathan Sprehe Principal & Creative Director	Almanac Design 719 North 17th Street, #120 St. Louis, MO 63103	(314) 875-9411
Mr. Michael Trost Owner	Razor Marketing 706 Redgate Drive Defiance, MO 63341	(636) 798-2812
Mr. Douglas Wolfe President	ProWolfe Partners 315 North Meramec, #24 St. Louis, MO 63105	(314) 941-6090

Health Information Technology

Ms. Alice Boon VP Human Resource	Grace Hill Health Center 100 North Tucker, Suite 1100 St. Louis, MO 63101	(314) 814-8520
Mrs. Katie Krener Lead Coding, Health Information Management	St. Mary's Health Center 6420 Clayton Road St. Louis, MO 63117	(314) 768-8133
Ms. Lisa Kronsberg Coding Manager, Health Information Management	St. John's Mercy Medical Center 618 South New Ballas Road St. Louis, MO 63138	(314) 251-5632
Mrs. Dorothy Rodgers Supervisor, Health Information Mgt.	Grace Hill NHC, Inc. 2220 Lemp Avenue St. Louis, MO 63107	(314) 814-8699

Horticulture

Mr. Tim Allen Golf Course Superintendent	Westborough Country Club 729 Sherwood Drive Webster Groves, MO 63119	(314) 961-1450
Mr. Nathan Brandt Horticulture Specialist	University of Missouri 10650 Gateway Boulevard Creve Couer, MO 63132	(314) 400-2115
Mr. Douglas Delong Owner	Delong Landscape Architecture 7620 West Bruno St. Louis, MO 63117	(314) 346-4856
Ms. June Hutson Horticulturist - Kemper Center	Missouri Botanical Gardens PO Box 299 St. Louis, MO 63166	(314) 577-5100
Mrs. Maggie Jackson Retired	4937 Waringford St. Louis, MO 63128	(314) 487-7848
Mr. Skip Kincaid Senior Consultant	Davey Tree 1609 Missouri Avenue St. Louis, MO 63104	(855) 623-4993
Mr. David Rowan Horticultural Foreman	Forest Park Forever 5595 Grand Drive St. Louis, MO 63112	(314) 367-7275

Mr. William Ruppert Sales Representative	National Nursery Products 1328 Forest Avenue Kirkwood, MO 63122	(314) 963-0253
Mr. William Spradley Owner	Trees, Forests, and Landscapes 336 Leffingwell Kirkwood, MO 63122	(314) 821-9918
Mr. Bruce Vawter Owner	Forestry Consultant Services 9321 Manoroak St. Louis, MO 63126	(314) 849-2853
Mr. Scott Woodbury Curator, Whitemire Wildflower Garden	Shaw Nature Reserve P.O. Box 38 Gray Summit, MO 63039	(636) 451-3512

Hospitality Studies

Mr. Price Barrett VP Operations	Companion 2331 Schuetz Road Maryland Heights, MO 63146	(314) 352-4770
Mr. Vince Bommarito Owner	Tony's 410 Market St. Louis, MO 63102	(314) 231-7007
Mr. Bob Bonney CEO	Missouri Restaurant Association 1810 Craig Road, Suite 223 St. Louis, MO 63146	(314) 576-2777
Ms. Felisha Clay Director, Human Resources	Embassy Suites St. Charles 2 Convention Center Plaza St. Charles, MO 63303	(636) 866-0161
Mr. Bob Colosimo Executive Chef	Eleven Eleven Mississippi 1111 Mississippi St. Louis, MO 63104	(314) 241-9999
Ms. Anne Conway Corporate Director, Training & Development	Lodging Hospitality Management 16625 Swingley Ridge Road Chesterfield, MO 63017	(636) 299-9806
Mr. Jan DeYoung Director	Begins St. Louis 800 North Tucker Boulevard St. Louis, MO 63101	(314) 602-4540

Mrs. Carolyn Downs Owner	Cyrano's Restaurant 603 East Lockwood Webster Groves, MO 63119	(314) 963-3232
Ms. Christy Ford-Schlafly Owner	Ford Hotel Supply 2204 North Broadway St. Louis, MO 63102	(314) 231-8400
Mrs. Ericka Frank Owner	The Cakery Bakery 1420 Tamm Avenue St. Louis, MO 63139	(314) 647-6000
Mr. Brian Hardy Executive Chef	The Gatesworth 1 McKnight Place St. Louis, MO 63124	(314) 406-3604
Ms. Martha Ifland Manager Leisure Travel	Maritz Journeys 1395 North Highway Drive Fenton, MO 63099	(636) 827-4323
Ms. Debra Marquart	29 Rockwood Forest Valley Wildwood, MO 63025	(636) 938-1365
Ms. Diana Meyer Director of Human Resources	St. Louis Marriott West 660 Maryville Center Drive St. Louis, MO 63141	(314) 878-2747
Mr. Orville Middendorf Owner	PFG Middendorf 3737 North Broadway St. Louis, MO 63147	(314) 241-4800
Mr. Forrest Miller Owner	Royale Orleans Banquet Center 2801 Telegraph Road St. Louis, MO 63125	(314) 487-7006
Mr. Kevin Nashan Executive Chef	Sydney Street Café 2000 Sydney Street St. Louis, MO 63104	(314) 771-5777
Mr. Dave Owens Executive Chef	Bissinger's Chocolates 3983 Gratiot Street St. Louis, MO 63110	(314) 534-2401
Mr. Brian Pelletier Owner	KaKao Chocolatier 2301 South Jefferson St. Louis, MO 63104	(314) 771-2310

Ms. Lisa Sandow, CTC Team Lead/Trainer	Travel Leaders 12755 Olive Boulevard St. Louis, MO 63141	(314) 819-1070
Ms. Sunny Schaefer Executive Director	Operation Food Search 6282 Olive Boulevard St. Louis, MO 63130	(314) 726-5355
Mr. Stephan Schubert Executive Pastry Chef	River City Casino 777 River City Casino Drive St. Louis, MO 63135	(314) 388-7662
Mr. Norman Sewing Restaurant Consultant	420 Algonquin Drive Ballwin, MO 63011	(636) 391-7078
Ms. Linda Shipp	Around World Travel & Cruise 831 Westwood Industrial Park Drive Weldon Springs, MO 63304	(314) 374-6910
Bro. Leo Slay Consultant	Marycliff Marianist Community 4000 Highway 109 PO Box 718 Eureka, MO 63025	(636) 938-5470
Ms. Sonia Smith	Collette Vacations 5899 Park Drive Troy, MO 63379	(636) 290-6978
Mrs. Kathy Stewart, CTC Travel Consultant	Tiger Travel 7973 Big Bend Boulevard St. Louis, MO 63119	(314) 968-4410
Ms. Stephanie Turner, CTC President	Brentwood Travel 1022 Executive Parkway St. Louis, MO 63141	(314) 439-5700
Mr. Todd Williams HR Generalist	Carlson Wagonlit Travel 1862 Lackland Hill Parkway St. Louis, MO 63146	(314) 513-0412
Mr. Paul Witwer Director, Business Development	PFG Middendorf 3737 North Broadway St. Louis, MO 63179	(314) 313-2143
Mr. Bryan Young Owner	Bryan Events 4423 Oakland Avenue St. Louis, MO 63110	(314) 713-8708

Ms. Sandy Zingrich	Travel Leaders 17281 Chesterfield Airport Road Chesterfield, MO 63005	(636) 778-1081
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Human Services

Mr. Jack Barnett Site Director - Outpatient Programs	Bridgeway Behavioral Health 1027 South Vandeventer St. Louis, MO 63110	(636) 224-1732
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Ms. Mary Burns Crisis Intervention Advocate	Woman's Place 7372 Marietta Avenue Maplewood, MO 63143	(314) 645-4848
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Ms. Lori Curtis, MSW Assoc. Teaching Professor	University of MO, St. Louis 211 Belleview Hall St. Louis, MO 63121	(314) 516-6751
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Mr. Daniel Gladden Clinical Director	Behavioral Health Responses 12647 Olive Boulevard, Suite 200 Creve Coeur, MO 63141	(314) 628-6222
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Mrs. Arlene Miller Therapist	10820 Sunset Office Drive, Suite 204 St. Louis, MO 63127	(314) 544-1095
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Ms. DiAnne Mueller Executive Director	St. Louis Crisis Nursing 6150 Oakland Avenue St. Louis, MO 63139	(314) 768-3201
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Ms. Christien Reams Director, Community Services	Lutheran Family and Children's Services of Missouri 8631 Delmar Boulevard St. Louis, MO 63124	(314) 754-2767
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Ms. Sue Self VP Telephonic Services	Provident, Inc. 2650 Olive St. Louis, MO 63103	(314) 446-2831
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Dr. Sabrina Tyuse BSSW Program Director	St. Louis University 3550 Lindell Boulevard St. Louis, MO 63103	(314) 977-2192
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Human Services Disabilities Option

Mr. Jack Barnett Site Director, Outpatient Programs	Bridgeway Behavioral Health 1027 South Vandeventer St. Louis, MO 63110	(636) 224-1732
Ms. Yolanda Featherson Employment Specialist	MERS/Missouri Goodwill Industries 4230 Carrollton Drive, Unit D Bridgeton, MO 63044	(314) 971-7994
Ms. Kimberly Kreitner ADA Specialist	City of St. Louis Office on the Disabled City Hall, Room 30 1200 Market Street St. Louis, MO 63103	(314) 622-3687
Ms. Robyn Nash Support Specialist	Hopewell Center 5912 De Giverville St. Louis, MO 63112	(314) 681-2716
Ms. Elizabeth Ann Rose Director	Miriam Learning Center 501 Bacon Avenue St. Louis, MO 63119	(314) 961-1500
Ms. Mary Shands Information & Assistant Coordinator	City of St. Louis/Human Services 5117 Washington Place St. Louis, MO 63108	(314) 367-2260
Mr. Marlon Williams Program Assistant-Lead	Neighborhood Houses 3969 Potomac, 2 E St. Louis, MO 63116	(314) 772-7113

Information Systems

Mrs. Sheree Borcharding Instructor	St. Louis Special School District 12721 West Watson St. Louis, MO 63127	(314) 989-7444
Mr. Justin Dowell Professional Software Engineer	Asynchrony Labs 900 Spruce Street St. Louis, MO 63102	(314) 678-2200
Mr. Ryan Dowell Senior Software Engineer	Asynchrony Labs 900 Spruce Street St. Louis, MO 63102	(314) 678-2200

Mr. Thomas Fortenberry IT Project Manager - Web Delivery	Emerson Electric 8000 West Florissant Avenue Florissant, MO 63136	(314) 553-1636
Mrs. Denise Gibbs Database Administrator	Maritz Inc. 1355 North Highway Drive Fenton, MO 63130	(636) 827-1690
Mr. Daniel Jundt Network Engineer II	Charter Communications 12405 Powerscourt Drive, 3rd Floor St. Louis, MO 63131	(314) 288-3415
Ms. Maria Lambert Senior Programmer Analyst	REJIS 4835 Kamp Drive Arnold, MO 63010	(314) 691-2888
Ms. Susan Lang Principal Engineer	Maverick Technologies 553 Princeway Court Manchester, MO 63011	(636) 527-6307
Ms. Crystal Martin Education & Community Engagement Manager	Launch Code 4811 Delmar Boulevard St. Louis, MO 63108	(313) 415-9184
Mr. Mike Rebar Senior Manager, IT	Emdeon Business Services 1649 Garden Valley Court Glenco, MO 63038	(314) 954-3331
Ms. Sally Steuterman Evaluation Associate	Launch Code 4811 Delmar Boulevard St. Louis, MO 63108	(314) 660-6648
Steve Sunderland Senior IT Recruiter	Vantage Links One City Place Drive, Suite 285 St. Louis, MO 63141	(314) 266-7595
Mr. Michael Thum Technical Specialist	BJC Healthcare 4353 Clayton Avenue St. Louis, MO 63110	(314) 262-6400
Mr. Zachary Yadamec Systems Administrator - Web Delivery	Emerson Electric 83133 Bentwater Place St. Charles, MO 63301	(314) 556-7268
Mr. Martin Zaegel Senior Software Engineer	Enterprise Holdings, Inc. 2637 Chanute Drive St. Louis, MO 63125	(314) 724-7852

Interior Design

Ms. Stacy Burns	New Space 1960 Innerbelt Business Center Drive St. Louis, MO 63114	(314) 423-3200
Ms. Gail Doveikis Owner	G.M. Doveikis 15009 Manchester Road Ballwin, MO 63011	(636) 227-7788
Ms. Anne Gallagher Workplace Consultant	Steelcase 1325 North Warson St. Louis, MO 63132	(314) 422-5977
Ms. Leah Hofferkamp Designer	HOK Planning Group 1 Metropolitan Square, Suite 700 St. Louis, MO 63102	(314) 421-2000
Mr. Stephen Patton CEO	Frank Patton Interiors 13133 Manchester Road St. Louis, MO 63131	(314) 965-4240

Legal Studies for Paralegal

Ms. Kate Boyd Paralegal	Greensfelder, Hemker & Gale, P.C. 10 South Broadway, Suite 2000 St. Louis, MO 63102	(314) 516-2670
Mr. Robert Crowe Litigation Paralegal Coordinator	Sandberg Phoenix & von Gontard, P.C. 600 Washington Avenue, 15th Floor St. Louis, MO 63101	(314) 446-4284
Ms. Jeanne Elliot Paralegal	Christy Company 4641 McRee Avenue St. Louis, MO 63110	(314) 773-7500
Ms. Susan Gardner Paralegal	Shands, Elbert, Gianoulakis & Giljum, LLP 1 North Brentwood, Suite 800 St. Louis, MO 63105	(314) 241-3963
Mr. Preston Humphrey Attorney/Owner	Humphry Law 1221 Locust Street, Suite 770 St. Louis, MO 63103	(314) 621-1765

Ms. Kelly Jackson President	KRJ Marketing 122 North Kirkwood Road, Suite 206 St. Louis, MO 63122	(314) 394-1750
Ms. Jalesia McQueen Attorney/Co-owner	McQueen Awad, LLC 10805 Sunset Office Drive, Suite 300 St. Louis, MO 63127	(314) 258-2900
Ms. Martha Mitchell Marketing and Compliance Analyst	Pohlman USA 10 South Broadway, Suite 1400 St. Louis, MO 63102	(314) 450-5511
Ms. Christy Pashia VP Permanent Legal Placement	Robert Half Legal 211 North Broadway, Suite 1250 St. Louis, MO 63102	(314) 621-2223
Ms. S. Scales Corporate Paralegal	Kemper Home Service Companies 12115 Lackland Road St. Louis, MO 63146	(314) 819-4663
Ms. Robin Steiner Manager, Business & Finance and Real Estate Services	Capes Sokol 7701 Forsyth Boulevard, 12th Floor St. Louis, MO 6310	(314) 505-5474
Mr. Michael Stephens Partner	Jenkins & Kling 150 North Meramec Avenue, Suite 400 St. Louis, MO 63105	(314) 721-2525
Ms. Wendy Werner President	Werner Associates 2200A Yale St. Louis, MO 63143	(314) 644-2221
Ms. Paula Williams Paralegal	Boeing Corporation 6200 James S. McDonnell Boulevard MC S100-3340 St. Louis, MO 63134	(314) 232-2183

Life Science Lab Assistant

Dr. Derek Bartlem Managing Director	KWS Gateway Research Center 1005 North Warson Road St. Louis, MO 63132	(314) 989-0392
Dr. Matthew Begemann Molecular Biology Lead	Benson Hill Biosystems 1100 Corporate Square Drive St. Louis, MO 63132	(636) 577-0905

Mr. Jay Boleach Career & Technical Education Coordinator	Ferguson Florissant School District 201 Brotherton Lane Ferguson, MO 63135	(314) 517-7145
Dr. Erica Fishel Director, Technology Transfer	Donald Danforth Plant Science Center 975 North Warson St. Louis, MO 63132	(314) 587-1204
Ms. Rachel Gruber Chemist	Apertus Pharmaceuticals 331 Consort Drive St. Louis, MO 63011	(314) 422-0809
Mr. Rik Holmes Regional Sales Manager	Thermo Fisher Scientific 379 Beckley Place St. Charles, MO 63304	(314) 596-7994
Dr. Patrick McLaughlin Director of Molecular Biology	APSE, Inc. 1036 Westrun Drive Ballwin, MO 63021	(402) 613-1806
Mr. Ian Rappold Scientist II	Patheon Biologics 9327 Fredric Court St. Louis, MO 63144	(314) 239-8378
Dr. Abhay Singh Project Lead; Principal Scientist	Mogene Green Chemicals LLC 1005 North Warson Road, Suite 403 St. Louis, MO 63132	(314) 669-2592
Ms. Becky Staerk Scientist, Purification Development	Patheon 1246 Cork Elm Drive Kirkwood, MO 63122	(314) 229-1327

Manufacturing Technology

Mr. Howard Appleman Tech Planning - AMR&D	Boeing P.O. Box 516 MC: S245-1003 St. Louis, MO 63166	(314) 234-1235
Mr. Donald DuBois Instructional Designer	GKN Aerospace 142 JS McDonnell Boulevard Hazelwood, MO 63042	(314) 264-3457
Mr. Leon Gurevich President	Rapid Development Services 11080 Linpage Place St. Louis, MO 63132	(636) 787-4000

Mr. Colin Shipley Lead Robotics Engineer	Bastian Robotics 2200 Forte Court Maryland Heights, MO 63043	(314) 432-2224
Mr. Arthur Simonyan Vice President of Operations	Rapid Development Services 11080 Linpage Place St. Louis, MO 63132	(636) 787-4000
Mr. Ted Stegeman President	Industrial Steel Fabricators 12208 Missouri Bottom Road Hazelwood, MO 63042	(314) 895-1447
Mr. Glenn Traner Engineering Manager	Tech Manufacturing, LLC 45 Cooperative Way Wright City, MO 63390	(636) 745-9477
Mr. Matthew Williams Senior Staff Engineer	Emerson Tool Company 8100 West Florissant Avenue St. Louis, MO 63136	(314) 553-5056
Mr. Steve Williams Tooling Engineer	Apple Procurement and Ops Unit 01 13F Kerry Plaza #1 4th Zhangain Road Shenzhen, China 518048	(314) 484-1281

Mass Communications

Ms. Benita Arceneaux Owner, Producer	Nita Productions: An All Media Production Co. 820 Cardiff Court O'Fallon, IL 62269	(850) 532-9138
Mr. Larry Baden Associate Professor, Media Communications	Webster University 470 East Lockwood Avenue St. Louis, MO 63119	(314) 246-7616
Mr. Donny Blake Movie Producer	Independent Contractor 7218 Zephyr Place, #103 St. Louis, MO 63143	(314) 645-5544
Ms. Allison Collinger Owner	AHC Consulting, LLC 9200 Olive Street, Suite 130 St. Louis, MO 63132	(314) 680-1583
Mr. Steve Friedman Executive Vice President	Creative Producers Group 1220 Olive Street #210 St. Louis, MO 63103	(314) 367-2255

Mr. Gary Gottlieb
Executive Director
St. Louis Audio Project
505 Selma
St. Louis, MO 63119
(314) 606-7037

Mr. Ken Ohlemeyer
Account Director
Brighton Agency
835 White Rock Drive
St. Louis, MO 63131
(314) 505-5293

Ms. Aja Williams
Digital Media Producer
Nine Network of Public Media
3655 Olive Street
St. Louis, MO 63108
(314) 512-9144

Network Engineering

Mrs. Shree Borcharding
Instructor
St. Louis Special School District
12721 West Watson Road
St. Louis, MO 63127
(314) 989-7444

Mr. Daniel Jundt
Senior Manager, Engineering
Charter Communications
5431 Hollow Oak Court
St. Louis, MO 63129
(314) 894-4326

Mr. Heinz Kahan
Systems Manager
Washington University School of
Medicine
660 South Euclid
St. Louis, MO 63110
(314) 362-2816

Mr. Mike Rebar
Senior Manager, IT
Emdeon Business Services
1649 Garden Valley Court
Glenco, MO 63038
(314) 954-3331

Mr. Randall Sanders
Program Manager, Member of
Technical Staff
XO Communications
2020 Westport Center Drive
Maryland Heights, MO 63146
(314) 797-2662

Mr. Michael Thum
Technical Specialist
BJC Healthcare
4353 Clayton Avenue
St. Louis, MO 63110
(314) 262-6400

Nursing

Ms. Katie Balella
Clinical Design and Development
Manager
BJC Learning Institute
8300 Eager Road, Suite 200A
St. Louis, MO 63144
(314) 362-0979

Mrs. Kathy Barnes Director, Critical Care	St. Mary's Health Center 6320 Clayton Road St. Louis, MO 63117	(314) 768-8701
Ms. Maureen Bell Clinical Director	St. Joseph Health Center 300 First Capitol Drive St. Charles, MO 63301	(636) 947-4437
Ms. Mary Brobst Executive Director of Nursing	St. Clare Health Center 105 Bowles Avenue Fenton, MO 63026	(636) 496-2000
Ms. Valerie Cooper Administrator	Lutheran Senior Services 723 South Laclede Station Road St. Louis, MO 63119	(314) 968-5570
Ms. Cyndi Cornett Education Specialist	St. Anthony's Hospital 10010 Kennerly Road St. Louis, MO 63128	(314) 525-4509
Dr. Sue Dean-Baar Dean, Professor	University of Missouri School of Nursing One University Boulevard St. Louis, MO 63121	(314) 516-7067
Ms. Patty Eppel Manager	Christian Hospital 11133 Dunn Road St. Louis, MO 63136	(314) 653-4305
Ms. Kenya Haney Cardiology Lince Service	St. Joseph Health Center 5417 James River Drive Florissant, MO 63034	(314) 653-0249
Mrs. Diane Hildwein Director of Nursing Clinical Education	St. Luke's Hospital 232 South Woods Mill Road St. Louis, MO 63017	(314) 205-6119
Ms. Janene Mickel Nurse Manager	Ranken Jordan 11365 Dorsett Road Maryland Heights, MO 63043	(314) 872-6500
Ms. Catherine Miller Assistant Chief Nurse/Speciality Services	John Cochran VA Hospital 915 North Grand Avenue St. Louis, MO 63106	(314) 652-4100

Dr. Teri Murray Dean, School of Nursing	St. Louis University 3525 Caroline Mall St. Louis, MO 63104	(314) 977-8908
Ms. Barbara Schmank Clinical Education Specialist	Mercy Hospital St. Louis 615 South New Ballas Road St. Louis, MO 63141	(314) 251-5549
Dr. Patsy Stapleton, PhD, RN-BC Manager, Center for Practice Excellence	Barnes-Jewish Hospital 600 South Taylor, Suite 120 Mailstop 90-94-235 St. Louis, MO 63110	(314) 454-8541
Ms. Cindy Vishy Manager of Clinical Education	St. Louis Children's Hospital One Children's Place St. Louis, MO 63110	(314) 286-0388
Ms. Stacey Weiler Education Specialist/Clinical Placement Coordinator	SSM Healthcare 10101 Woodfield Lane, Suite 350 St. Louis, MO 63132	(314) 989-2126

Occupational Therapy Assistant

Ms. Wendy Apgar	15462 Schoettler Valley Court Chesterfield, MO 63017	(636) 532-7108
Ms. Tammy Bunger COTA	Great Circle 330 North Gore St. Louis, MO 63119	(314) 919-4700
Mr. Adam Busby COTA	Great Circle 330 North Gore St. Louis, MO 63119	(314) 919-4700
Ms. Susan Collier COTA/L	Pro Rehab/ Athletico 1135 Art Hill Place St. Louis, MO 63139	(314) 369-2173
Mrs. Mary Falcetti	10056 Canterbury Farms Court St. Louis, MO 63128	(314) 849-0951
Ms. Jennifer Greco	5648 Pernod St. Louis, MO 63139	(314) 352-9069
Ms. Cindy Haynes	709 Nirk Avenue Kirkwood, MO 63122	(314) 821-0459

Mrs. Kristine Moranville	10 Fountain Court Florissant, MO 63033	(314) 838-9257
Ms. Cheryl Strickland Regional Vice President	Select Rehabilitation 11854 Melody Lane Bridgeton, MO 63044	(314) 395-9067
Ms. Rebecca Tivoli COTA	Achievement Unlimited 9510 Page Avenue St. Louis, MO 63132	(314) 258-7437

Office Information Systems

Ms. Joan Case Executive Assistant	Express Scripts, Inc. One Express Way HQ21-03 St. Louis, MO 63121	(314) 684-7647
Mr. John Hayes President	B. Loehr Staffing PO Box 21530 Olivette, MO 63132	(314) 567-6500
Ms. Ife Jacobs Customer Service Manager	Aesculap 619 Lambert Pointe Drive Hazelwood, MO 63042	(314) 736-5738
Ms. Janie Juarez Administrative Lead	Monsanto Company 800 North Lindbergh Boulevard St. Louis, MO 63167	(314) 694-6799
Ms. Susan Keen Office Manager/Owner	Linhardt Chiropractic/Tranquility of Touch 4444 Telegraph Road St. Louis, MO 63129	(314) 416-4100
Ms. Kisha Lee Medical Records Manager	St. Louis County, Department of Health 6121 North Hanley Berkeley, MO 63134	(314) 432-2664
Ms. Kathleen McClish Senior Administrative Assistant	Monsanto 800 North Lindbergh Boulevard, M1A St. Louis, MO 63167	(314) 694-5859
Ms. Betty Meszaros Administrative Assistant	W.G. Stern & Company 100 North Broadway, Suite 1808 St. Louis, MO 63102	(314) 436-1015

Mrs. Lynette Sona, CPS Retired	1018 Timberwood Trails Florissant, MO 63031-7532	(314) 838-1751
Ms. Beverly Spudich, CPS/CAP Retired	7314 Dorset Avenue St. Louis, MO 63130	(314) 727-7943
Ms. Kate Tegtmeier Office Manager	Prudential Select Properties 5494 Brown Road, Suite 113 Hazelwood, MO 63042	(314) 324-7683

Physical Therapist Assistant

Ms. Lisa Ahlers Physical Therapist Assistant	St. Anthony's Hospital 12692 Lamplighter Square St. Louis, MO 63128	(314) 849-2366
Dr. Joni Barry Associate Professor Physical Therapy	Maryville University 650 Maryville University Drive St. Louis, MO 63141	(314) 529-9608
Dr. Carol Beckel Assistant Professor	St. Louis University 3437 Caroline Street St. Louis, MO 63104	(314) 977-8539
Ms. Lauren Brody-Terrill Manager, Student Programs	RehabCare/Kindred Healthcare 2265 Brookview Lane Pacific, MO 63069	(314) 659-2521
Dr. Cheryl Caldwell Professor	Washington University 4444 Forest Park Boulevard, Box 8502 St. Louis, MO 63108	(314) 286-1471
Ms. Angela Ellison Physical Therapist Assistant	Jefferson Barracks VA 6417 Lynbrook St. Louis, MO 63123	(314) 482-6216
Ms. Judy Mange Administrator	9414 Pine Brentwood, MO 63144	(314) 962-9111
Mrs. Kelly Nowacki Physical Therapist Assistant	St. Mary's Hospital (SSM) 9145 Arvin Place St. Louis, MO 63123	(314) 638-8491
Mrs. Deleney Renner Physical Therapist Assistant	Barnes Jewish Hospital #1 Barnes Jewish Hospital Plaza St. Louis, MO 63108	(314) 362-2389

Mrs. Katherine Welsh
Physical Therapist Assistant
Rehab Pro
13230 Manchester Road
Des Peres, MO 63131
(314) 403-0863

Ms. Jennifer Wilcox
Physical Therapist
Mercy Hospital
16555 Manchester Road
Wildwood, MO 63040
(636) 458-9343

Radiologic Technology

Mrs. Lee Ann Ackerman
Director of Operations
Orthopedic Associates, LLC
1050 Old Des Peres Road
St. Louis, MO 63131
(314) 714-3013

Mrs. Sabrina Bell
CT Technologist
Des Peres Hospital
2345 Dougherty Ferry Road
St. Louis, MO 63122
(314) 966-9194

Dr. Steven Don
Radiologist
St. Louis Children's Hospital
510 South Kingshighway Boulevard
St. Louis, MO 63110
(314) 454-6229

Mr. David Englehart
Medical Physicist
SSM St. Mary's Health Center
6420 Clayton Road
St. Louis, MO 63117
(314) 768-8256

Ms. Monique French
Team Leader - Imaging
SSM St. Clare Hospital
1015 Bowles Avenue
Fenton, MO 63025
(636) 496-2195

Mr. William Hubble
Nuclear Medicine Technology
Program Director
St. Louis University
3437 Caroline
St. Louis, MO 63104
(314) 997-8594

Ms. Patricia Levitt
Director of Diagnostic Imaging
SSM St. Mary's Hospital
6420 Clayton Road
St. Louis, MO 63117
(314) 768-8273

Ms. Michelle Onder
Radiology Manager
Missouri Baptist Medical Center
3015 North Ballas Road
St. Louis, MO 63131
(314) 996-4334

Dr. Linda Proctor
Radiologist
Missouri Baptist Medical Center
3015 North Ballas Road
St. Louis, MO 63131
(314) 996-6180

Ms. Jamie Rapp Radiology Supervisor	SSM St. Joseph Hospital West 100 Medical Plaza Lake St. Louis, MO 63367	(636) 625-7721
Dr. Michael Ward, Ph.D, RT Vice Dean for Student Affairs and Diversity	Barnes-Jewish College Goldfarb School of Nursing 4483 Duncan St. Louis, MO 63110	(314) 362-6900
Respiratory Care		
Ms. Katrina Bogman Respiratory Care Team Leader	St. Mary's Health Center 6420 Clayton Road St. Louis, MO 63117	(314) 768-8438
Ms. Lisa Cracchiolo Respiratory Care Educator	St. Louis Children's Hospital One Children's Place St. Louis, MO 63110	(314) 454-2335
Mrs. Mary Fairchild Respiratory Care Team Leader	Cardinal Glennon 1465 South Grand Boulevard St. Louis, MO 63104	(314) 268-6487
Ms. Delores Griffin Respiratory Care Manager	St. Louis University Hospital 3635 Vista Avenue St. Louis, MO 63110	(314) 577-8810
Ms. Jacqueline Holloman Director, Respiratory Care Services	St. Luke's Hospital 232 South Woods Mill Road Chesterfield, MO 63017	(314) 542-4888
Mr. William Lamb Owner	Lamb Law Firm, LLC 1050 Pike Street St. Charles, MO 63301	(314) 749-4315
Mr. Gabriel Logan Respiratory Care Supervisor	Missouri Baptist Hospital 3015 North Ballas Road St. Louis, MO 63131	(314) 996-5123
Mr. Matthew McClellan Special Areas Curriculum Coordinator	Hazelwood School District 15955 New Halls Ferry Road Florissant, MO 63031	(314) 953-5185
Mr. Jeremy Parks Respiratory Care Practitioner	Barnes Jewish Hospital One Barnes-Jewish Hospital Plaza St. Louis, MO 63110	(314) 536-5041

Ms. Teresa Power Respiratory Care Team Leader	St. Clare Health Center 1015 Bowles Avenue Fenton, MO 63026	(636) 496-5682
Ms. Peggy Reed Med. RRT Education Director	BJC Hospital Barnes Jewish Hospital Plaza St. Louis, MO 63110	(314) 362-3767
Mr. Gregg Ruppel, Med, RRT, RPFT, FAARC Director, PFT Lab	St. Louis University Hospital 3635 Vista Avenue St. Louis, MO 63110-0250	(314) 577-8812
Dr. Robert Walsh Certified Registered Nurse Anesthetist	12566 Tall Pine St. Genevieve, MO 63670	(314) 651-2951

Surgical Technology

Mr. Brian Ash CST, CFA	10922 Shea Drive St. Louis, MO 63123	(314) 849-8593
Mr. Andrew Boedeker Account Specialist	Aon Risk Services 8182 Maryland Avenue St. Louis, MO 63105	(636) 248-6562
Mr. Philip Carlock Retired	1705 Coronita Drive Fenton, MO 63026	(314) 303-1334
Ms. Nicole Deckard CST	Cardinal Glennon 346 Emerson Road, Apt. 203 High Ridge, MO 63049	(573) 210-7905
Mr. Bradley Deutch CST, RN	412 South Market Waterloo, IL 62298	(618) 939-4841
Dr. J. Marchosky Neurosurgeon	Neurospinal Surgery, P.C. 226 South Woods Mill Road, #56W Chesterfield, MO 63017	(314) 878-0808
Ms. Cheryl Rivas CST	Mercy Hospital 3628 Diamond Head Drive St. Louis, MO 63125	(314) 308-3030
Ms. Katie Yancey Procurement Coordinator	MTS 2327 Time Centre St. Charles, MO 63303	(314) 680-4592

HUMAN RESOURCES AGENDA SUMMARY

APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF	6
ADDITIONAL COMPENSATION / ADMINISTRATIVE / PROFESSIONAL STAFF	2
APPOINTMENTS / FULL-TIME CLASSIFIED STAFF	14
APPOINTMENTS / PART-TIME CLASSIFIED STAFF	1
PROBATIONARY TO NON-PROBATIONARY STATUS / FULL-TIME CLASSIFIED STAFF	2
ADDITIONAL COMPENSATION / CLASSIFIED STAFF	1
REVISIONS TO PREVIOUSLY APPROVED ITEMS	10
INFORMATION ONLY:	
RETIREMENTS / FACULTY	1
RETIREMENTS / ADMINISTRATIVE / PROFESSIONAL STAFF	6
RETIREMENTS / CLASSIFIED STAFF	1
RESIGNATIONS / FACULTY	1
RESIGNATIONS / ADMINISTRATIVE / PROFESSIONAL STAFF	1
RESIGNATIONS / CLASSIFIED STAFF	1

06/23/16

APPOINTMENTS / FULL-TIME ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Guth, Samuel	C	MC	Manager, Facilities & College-wide Mechanical Systems Administration	P 14	\$80,000.00	Replacement	07/01/16
Mueller, Kim	C	CC	Learning Development Specialist/ Trainer	P 10	\$58,213.00	Repurposed	07/01/16
Miller, Amy	C	FV	Supervisor, Deaf Services	P 10	\$49,143.00	Replacement	07/01/16
Steele, Anthony	C	WW	Coordinator, Student Enrollment & Advising	P 10	\$51,630.00	Replacement	07/22/16
Effinger, Katherine	C	FV	Child Care Specialist	P 07	\$36,920.00	Replacement	07/01/16
Bolar, Jamie	N	FP	Project Associate I, temporary (VP Student Affairs Office)	P 07	\$40,000.00	Society of Mfg. Engineering	07/05/16

-1-

ADDITIONAL COMPENSATION / ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOC	TITLE	RGE	FY16 BASE RATE	ADDITIONAL COMPENSATION RATE	COMMENTS	EFFECTIVE DATE
Johnson, Joyce	CC	Director, Curriculum & Assessment	A 15	\$82,539.00	\$90,792.90	assuming partial duties of vacant position	06/13/16 – until filled
Brown, Jacquelyn	CC	Coordinator, Enrollment Communication & Applicant Tracking	P 09	\$46,800.00	\$51,480.00	assuming partial duties of vacant position	06/13/16 – until filled

06/23/16

APPOINTMENTS/ FULL-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Georg, Michael	N	MC	End User Technology Specialist	CU 09	\$43,029.00	Replacement	06/27/16
Watson, Deborah	C	MC	Administrative Assistant	CN 07	\$49,071.00	Repurposed	06/13/16
Robinson, Keisha	C	FP	Administrative Assistant	CN 07	\$45,383.00	Repurposed	06/13/16
Anderson, Olivia	C	CC	Purchasing Coordinator	CU 07	\$37,513.00	Replacement	06/27/16
Simmons, Sharon	C	FV	Administrative Secretary II	CU 06	\$40,959.00	Replacement	07/01/16
Proctor, Charles	C	FP	College Police Officer	CN 06	\$35,554.00	Replacement	06/24/16
Gilmore, Brian	C	FP	College Police Officer	CN 06	\$35,554.00	Replacement	06/24/16
Brethauer, Roy	C	FV	College Police Officer	CN 06	\$35,554.00	Replacement	06/24/16
Caples, Robert	N	FV	College Police Officer	CN 06	\$35,554.00	Replacement	06/24/16
Herman, Sherri	C	MC	Information & Enrollment Assistant	CU 05	\$33,396.00	Replacement	06/27/16
Karl, Taylor	C	MC	Accounting Clerk II	CU 05	\$33,396.00	Replacement	06/27/16
Broussard, Cathy	C	FV	Secretary (Communications)	CU 04	\$30,521.00	Replacement	07/05/16
Rodriguez, Jose	N	MC	Groundskeeper	n/a	\$17.85/ hr	Replacement	06/27/16
Shield, David	N	MC	Housekeeper	n/a	\$13.12/ hr	Replacement	06/27/16

-2-

APPOINTMENTS/ PART-TIME CLASSIFIED STAFF

NAME	CURRENT OR NEW EMPLOYEE	LOC	TITLE	RANGE	PAY RATE	COMMENTS	EFFECTIVE DATE
Griffin, Schaeffer	C	WW	Information & Enrollment Assistant, part-time, continuing	OC 05	\$14.67/ hr	Replacement	06/27/16

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

NAME	LOC	TITLE	PAY RATE	COMMENTS	EFFECTIVE DATE
Jessen, Ann Marie	MC	Housekeeper	\$16.17 / hr	Completion of probationary period	06/07/16
Williams, Darnyell	MC	Housekeeper	\$16.17 / hr	Completion of probationary period	05/30/16

ADDITIONAL COMPENSATION / CLASSIFIED STAFF

NAME	LOC	TITLE	RGE	FY16 BASE RATE	ADDITIONAL COMPENSATION RATE	COMMENTS	EFFECTIVE DATE
Bannister, Dennis	MC	Supervisor, Buildings & Grounds	CN 09	\$67,319.00	\$74,050.90	assuming partial duties of vacant position	06/01/16 – 07/31/16

REVISIONS TO PREVIOUSLY- APPROVED ITEMS

Board of Trustees Approval on 07/23/15, page 2

Revise assignment ending date for Dawn Meyer from 05/18/16 to 05/15/17

Board of Trustees Approval on 08/20/15, page 1

Revise assignment ending date for Michael Greene from 05/18/16 to 05/15/17

Board of Trustees Approval on 09/24/15, page 1

Revise pay rate for Jeanna Mueller from \$53,150.00 (step B) to \$54,470.00 (step D).

Board of Trustees Approval on 12/10/15, page 3

Revise acting assignment ending date for Jeffrey Forrest from 06/30/16 to 06/30/17

Revise acting assignment ending date for Janice Nesser-Chu from 06/30/16 to 06/30/17

Revise acting assignment ending date for Julie Fickas from 06/30/16 to 06/30/17

Board of Trustees Approval on 12/10/15, memo of agenda modifications

Revise acting assignment ending date for Angelic Cole from 06/30/16 to 12/31/16

Board of Trustees Approval on 04/28/16, page 2

Revise assignment effective date for Robert Grass from 05/23/16 to 05/16/16

Board of Trustees Approval on 05/19/16, page 1

Revise assignment effective date for Mareo Hendrickson from 06/15/16 to 05/27/16

Board of Trustees Approval on 05/19/16, page 4

Revise assignment ending date for Erica Popp from 12/31/16 to 05/15/17

INFORMATION ONLY

RETIREMENTS / FACULTY

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Day, Leroy Thomas	MC	Professor (Foreign Language)	20 years of service	06/30/16

RETIREMENTS / ADMINISTRATIVE / PROFESSIONAL STAFF

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Wright, Willie	MC	Manager of Facilities	47 years of service	06/30/16
Kays, Vernon	MC	Academic Dean	11 years of service	05/31/16
Landau, Jacquelyn	CO	Continuing Education Specialist	17 years of service	07/31/16
⊕ Trauterman, Tammy	CO	Child Care Specialist	21 years of service	06/30/16
McGee, Darlene	MC	Associate Instructional Designer, 36 weeks	18 years of service	06/30/16
Mehranfar, Barbara	W	Coordinator, Student Enrollment/ Academic Advising	36 years of service	06/30/16

RETIREMENTS / CLASSIFIED STAFF

NAME	LOCATION	TITLE	COMMENTS	EFFECTIVE DATE
Whitworth, Patricia	MC	Secretary	26 years of service	05/31/16

06/23/16

RESIGNATIONS / ADMINISTRATIVE/ PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Perez Franco, Antonia	MC	Associate Professor (Foreign Language)	05/31/16

RESIGNATIONS / ADMINISTRATIVE/ PROFESSIONAL STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Woodward, William	CC	Associate Vice Chancellor, Student Affairs	06/24/16

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RESIGNATIONS / CLASSIFIED STAFF

NAME	LOCATION	TITLE	EFFECTIVE DATE
Trumpe, Ishmael	CC	Administrative Secretary (Professional Development & Quality)	06/03/16

Recommendation for Award/Purchasing – Contract

- Supports: Journalism Coursework -Student Newspapers – District Wide

Board approval is requested for the award of a contract for the printing of student newspapers to *MISSOURIAN PUBLISHING CO.* and *ARCADE PRINTING*, in an amount estimated at **\$120,000.00**, with no guaranteed amount to any one vendor, for a period of three (3) full years, to begin July 1, 2016.

Description

This contract will be used to both print the student newspapers at all three campus locations and to provide on-site practical experience in the production aspects of journalism coursework. The two recommended low bidders meet all the requirements of the bid and are recommended for award so that faculty at each location can select the production facility that best suits their particular program content

Bid – B0003503

The evaluation of this bid, which opened February 18, 2016, is listed below:

<u>Basic Production Costs for Typical Newspaper Publications</u>			
	<u>FP/”Scene”</u>	<u>FV/ “Forum</u>	<u>MC/”Montage”</u>
	12 Pages, 2,000 copies	8 Pages, 2,000 copies	20 pages, 2,000 copies
<u>Bidders</u>	<u>Price Quote</u>	<u>Price Quote</u>	<u>Price Quote</u>
<i>MISSOURIAN PUBLISHING CO.</i>	404.04	405.52	550.49
<i>ARCADE PRINTING</i>	518.00	233.00	No Bid
Breeze Publishing Co.	462.00	No bid	897.00
Press Journal Printing	430.00	317.00	815.00
Signature Offset	836.41	820.69	916.47

Funding

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

Advertisements

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

Recommended for Award/Purchasing – Renewal

- Supports: Biology, Life Sciences and Science Departments – District Wide

Contract B0003179 with *CAROLINA BIOLOGICAL SUPPLY COMPANY, SERGENT-WELCH/VWR, FREY SCIENTIFIC, NEBRASKA SCIENTIFIC, PRODUCTS UNLIMITED, INC.* and *BIO CORPORATION* for routine purchase of biological materials was originally approved by the Board of Trustees on September 26, 2013 for a period of three (3) full years, to begin November 27, 2013 in the amount of \$350,000.00, with an option to renew for the fourth (4) year. We request approval to exercise the fourth (4th) year renewal option with no additional funding.

Recommendation for Award/Purchasing - Contract

- Supports: Family & Consumer Sciences Departments District-Wide. HRM at FP and Child Care Center at FV

Board approval is requested for the award of a contract for the routine purchase of retail grocery products to ***DIERBERGS MARKETS, INC., SCHNUCKS MARKETS, INC., and ALDI INC.,*** in an amount estimated at ***\$50,000.00*** annually, which no guaranteed amount to any one vendor, for a period of three (3) full years, to begin July 1, 2016

Description

This contract will be used district-wide by a wide range of departments, including the Hospitality/Restaurant Management Program, and Child Care Center for the purchase of food products and small quantities of hospitality items. All responding bidders are being recommended for award to afford staff the widest selection of product and price, as well as provide convenient access to stores in close proximity of the campuses.

Bid – B0003541

The evaluation of this bid, which opened May 23, 2016, is listed below:

<u>Bidders</u>	<u>Terms of Purchase</u>
<i>DIERBERGS MARKETS, INC.</i>	College Purchase Order or In-Store Charge Account Authorized Users Only.
<i>SCHNUCKS MARKETS, INC.</i>	College Charge Account Card for Authorized for Authorized Users Only
<i>ALDI INC.</i>	Cash, College Credit Card or Check with Authorized Signature.

Funding

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

Advertisements

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

Recommendation for Award/Purchasing – Contract

- Supports District-Wide Assessment Departments

Board approval is requested for the award of a contract for the routine purchase of assessment materials to **THE COLLEGE BOARD**, in an amount estimated at **\$90,000.00** annually, for a period of one year, to begin July 1, 2016, with an option to renew for a second and third year.

Description

This contract will be used by the Assessment Departments at all College locations for the purchase of Accuplacer Tests routinely used in assessment of student proficiencies. The recommended bidder is the sole supplier of this product and the quotation request was therefore conducted on a restricted basis.

Bid – B0003545

Listed below is the quotation opened on May 24, 2016 for the various assessment materials used by the College:

<u>Product/Service Description</u>	<u>Average Annual Usage</u>	<u>Unit Price</u>	<u>Estimated Annual Cost</u>
Accuplacer Test Units-On Line	38,000	\$ 2.05	\$ 77,900
Companion Regular Print Non-Reusable Test Booklets (single test)	3,600	\$ 2.50	\$ 9,000
Companion Special Format Re-Usable Test Book (four in one)	5	\$275.00	\$1,375.00
Answer Sheets/Special Format Companion Tests	500	\$ 1.75	\$ 875.00

Funding

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

Advertisements

Advertisements and WEB postings are not run on items available from only one source.

Recommendation for Award/Purchasing – Contract

- Supports: Maintenance Staff – District Wide

Board approval is requested for the award of a contract for the routine purchase of paint and related supply items to **PPG/PORTER PAINTS**, in an amount estimated at \$30,000.00 annually, for a period of one (1) full year, with option to renew for a second and third year, beginning July 1, 2016.

Description

This contract will be used district-wide by maintenance staff to purchase a variety of paint, primers, stains and related supplies to maintain cosmetic appearances of College facilities. Bids were evaluated on paint pricing, quality and delivery.

Bid – B0003539

The evaluation of this bid, which opened May 19, 2016, is listed below:

Bidders	Pricing/ 45 Pts.	Quality/ 50 Pts.	Delivery/ 5 Pts.	Total 100 Pts.
PPG/PORTER PAINTS	38.15	50	5	93.15
Sherwin Williams	44	40	5	89
Lowe's	No Bid			

Funding

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

Advertisements

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

Recommendation for Award/Purchasing - Contract

- Supports: District Wide Maintenance Departments

Board approval is requested for the award of a contract for the routine disposal of trash and yard waste materials to *MERIDIAN WASTE SERVICES*, in an amount estimated at **\$166,074.88** for a period of three (3) full years and ten (10) months, to begin July 1, 2016.

Description

This contract will be used by all College locations for the routine removal of trash items and yard waste. Cost projections were calculated using current container configurations and service patterns for all College locations. The recommended bidder offered the overall lowest cost and meets all requirements of the bid.

Bid – B0003556

The evaluation of this bid, which opened May 16, 2016, is listed below:

<u>Bidders</u>	<u>Projected 3-Year and 10 month Cost w/escalation</u>
<i>MERIDIAN WASTE SERVICES</i>	<i>\$166,074.88</i>
Aspen Waste Systems, Inc.	183,373.53
Allied Services, LLC	196,195.10
Progressive Waste Solutions	222,896.12

Funding

Purchases made against this contract will be funded from current operating budgets.

Advertisements

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

Recommendation for Award/Purchasing – Purchase

- Supports: College Police – District Wide

Board approval is requested for the purchase of four (4) new 2014 (never sold) Dodge Chargers with police packages from ***LOU FUSZ CHRYSLER JEEP DODGE*** for an amount estimated at ***\$88,120.00***.

Description

The four Dodge Charges will become part of the police vehicle patrol fleet and as they are new (never have been sold) and will have their full manufacturer’s (new car) warranty. Two other responding vendors offered various used vehicles with less warranty coverage. The recommended vendor’s offer is a better purchase for the College in the long term.

Bid – B0003562

The evaluation of this bid, which opened Thursday, April 28, 2016, is listed below:

<u>Bidders</u>	<u>4 Dodge Chargers w/Police Package</u>	<u>Total Price</u>
<i>LOU FUSZ CHRYSLER JEEP DODGE</i>	<i>\$88,120.00/ 2014, NEW (NEVER SOLD)</i>	<i>\$88,120.00</i>
Missouri State Highway Patrol	\$63,800.00/ (2013/2014 Used)	\$63,800.00
Landmark Dodge	\$14,500/12,500 (2) (2011/2013) one each used	\$27,000.00

Funding

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

Recommendation for Award/Purchasing - Contract

- Supports: District-Wide Virtual Classroom Access

Board approval is requested for the renewal of an annual license agreement for Collaborate from **BLACKBOARD, INC.**, for video conferencing, in an amount estimated at **\$273,235.00**, for a period of three (3) full years, to begin July 1, 2016.

Description

This software module is Blackboard’s video conferencing software solution and will support Online Education. Collaborate will integrate with the college’s use of the Blackboard Learn technology system providing students and faculty access to virtual classroom environments including access through mobile devices.

<u>Item Description</u>	License Fees			<u>TOTAL</u>
	<u>YR 16/17</u>	<u>YR 17/18</u>	<u>YR 18/19</u>	
Web Conferencing Enterprise Instant Messaging License & 24/7 Technical Support	\$ 88,400.00	\$ 91,052.00	\$ 93,783.00	\$ 273,235.00

Funding

This expenditure will be funded from the Technology Fee budget.

Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of intercollegiate athletic medical excess and catastrophic insurance with, *SUMMIT AMERICA*, in an amount estimated at ***\$48,197.00***, for a period of one (1) full year, to begin July 1, 2016.

Description

The plan is designed to cover medical expenses for intercollegiate athletic injuries after the athlete exhausts the benefits of his/her personal medical insurance, if applicable, following meeting of a \$1,500.00 deductible with coverage up to \$25,000.00 per accident. The catastrophic insurance is designed to cover injuries with costs in excess of \$25,000.00 following exhaustion of the student's personal medical insurance, if applicable, up to the maximum of \$5,000,000.00 per injury.

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of workers compensation excess insurance with, ***SAFETY NATIONAL CASUALTY CORPORATION***, in an amount estimated at ***\$111,392.00***, for a period of one (1) full year, to begin July 1, 2016.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of fiduciary liability insurance with, **FEDERAL INSURANCE COMPANY (CHUBB)**, in an amount estimated at **\$4,090.00**, for a period of one (1) full year, to begin July 1, 2016.

Description

This plan is designed to cover personal liability of fiduciaries imposed due to a breach or ERISA responsibility for any plan losses including the misuse of plan assets and errors and omissions.

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of crime/kidnap/ransom insurance with, **FEDERAL INSURANCE COMPANY (CHUBB)**, in an amount estimated at **\$16,947.00**, for a period of one (1) full year, to begin July 1, 2016.

Description

This plan includes coverage for the following events: employee theft; depositors forgery; forgery or alteration; theft, disappearance and destruction loss inside and outside the premises; credit card forgery; computer fraud; funds transfer fraud; money orders and counterfeit paper currency; and investigative costs. The kidnap and ransom portion of the plan covers loss of property and other consideration surrendered for the return of such due to an illegal abduction, threat, or series of threats.

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of foreign liability insurance with, *ACE AMERICAN INSURANCE COMPANY*, in an amount estimated at **\$2,500.00**, for a period of one (1) full year, to begin July 1, 2016.

Description

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

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of inland marine insurance with, *TRAVELERS INSURANCE COMPANY*, in an amount estimated at **\$2,500.00**, for a period of one (1) full year, to begin July 1, 2016.

Description

The plan includes coverages for fine arts and certain facilities equipment with a total coverage level of \$205,055.00 and with a \$1,000.00 deductible.

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Purchasing – Insurance

Board approval is requested for the renewal of property insurance offered by the Midwestern Higher Education Compact through the ***LEXINGTON AND ZURICH INSURANCE COMPANIES***, in an amount estimated at ***\$180,690.00***, for a period of one (1) full year, to begin July 1, 2016.

Description

This insurance plan provides all of the coverage the college had in the past with a policy limit of \$466,694,975. It also includes \$100,000,000 in earthquake insurance without restrictions because of the New Madrid Fault Zone. Additionally, the college will have \$100,000,000 of terrorism coverage which includes both certified events (international based) and non-certified (special-interest groups/protests).

Funding

This expenditure will be funded from current operating budgets.

Recommendation for Award/Physical Facilities:

Board approval is requested for award of a contract to replace two air handler units in the Meramec Library to The Waldinger Corporation in the amount of 283,537.00.

Description:

The two air handlers responsible for distributing heat and air conditioning to the second floor area in Instructional Resources were installed in 1967. This equipment no longer operates properly resulting in temperature variations and occupant discomfort. New equipment will operate more efficiently, resulting in operating and energy savings.

Plans and specifications were prepared by BRiC Partnership, LLC and the Physical Facilities/Engineering and Design Department.

Bid – F 16 605, Replace Two (2) Air Handler Units in Instructional Resources, St. Louis Community College at Meramec

The results of this bid, which opened June 9, 2016, are listed below:

<u>Contractors:</u>	<u>Base Bid</u>
The Waldinger Corporation	\$ 283,537.00
Integrated Facility Services, Inc.	298,500.00

Funding:

This project will be funded from capital budgets.

Advertisements:

The College places newspaper advertisements, in compliance with Board policy, on those bids estimated.

Recommendation for Ratification/Physical Facilities:

Board ratification is requested of **one consulting agreement for architectural services** under \$50,000.00.

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

Descriptions:

Etegra, Inc.

A15-0266 ETE #3 – Study of Windows, Corporate College **\$ 6,700.00**

During heavy rainstorms Corporate College’s banded windows leak. Caulking and flashing repairs have not adequately addressed the issue in all areas. This consulting agreement will provide an investigation into the source of the problem, recommend solutions and provide a cost estimate for the repair. This price does not include exploratory demolition if needed, or a boom, lift or other mechanism to allow the consultant to examine the window heads or third floor façade.

Etegra, Inc. Total **6,700.00**

Total Ratifications **\$ 6,700.00**

Recommendation for Award/Maintenance/Physical Facilities:

Board approval is requested to exercise the fourth year renewal option and extend **Service Agreement M-263 – Housekeeping, St. Louis Community College at Cosand Center** with **Hudson Services dba HBS, Inc.**, at an annual cost of **\$69,540.00**.

Description:

This agreement will provide superior housekeeping services for the Cosand Center thru June 30, 2017. The initial agreement received Board approval on June 20, 2013 with renewal options for up to four additional years.

Hudson Services dba HBS, Inc. has requested a 2% increase for FY 17.

Funding:

This agreement will be funded from current operating budgets.

Recommendation for Award/Maintenance/Physical Facilities:

Board approval is requested to exercise the third year renewal option and extend **Service Agreement M-266 – Elevator Maintenance Service, St. Louis Community College District Wide** with **KONE** at an annual cost of **\$92,316.00**.

Description:

This agreement provides full coverage elevator maintenance services including preventative maintenance such as cleaning and lubrication, call back service and parts, and defines expected reporting procedures and response times for 49 elevators and lifts. thru June 30, 2017. The initial agreement received Board approval on June 12, 2014 with renewal options for up to four additional years.

KONE has requested no increase for FY 17.

Funding:

This project will be funded from operating budgets.

Recommendation for Award/Maintenance/Physical Facilities:

Board approval is requested to exercise the second year renewal option and extend **Service Agreement M-296 – Housekeeping, St. Louis Community College at Corporate College with Centaur Building Services, Inc.**, at an annual cost of **\$111,463.56**.

Description:

This agreement will provide superior housekeeping services for the Corporate College thru June 30, 2017. The initial agreement received Board approval on November 19, 2015 with renewal options for up to four additional years.

Centaur Building Services, Inc. has requested no increase for FY 17.

Funding:

This agreement will be funded from current operating budgets.

Recommendation for Award/Maintenance/Physical Facilities:

Board approval is requested to exercise the second year renewal option and extend **Service Agreement M-298 – Security Guard Service, St. Louis Community College at Corporate College** with **Twin City Security, Inc.**, at an annual cost of **\$66,339.00**.

Description:

This agreement will provide 81 hours of weekly armed, building security services for Corporate College thru June 30, 2017. The initial agreement received Board approval on February 25, 2016 with renewal options for up to four additional years.

Twin City Security, Inc. has requested no increase for FY 17.

Funding:

This agreement will be funded from current operating budgets.

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

Contracts and Agreements

Agreement between St. Louis Community College and UMB Bank

It is recommended that the Board of Trustees approve the Organization Resolution and Agreement covering deposit accounts and related services between **St. Louis Community College** and **UMB Bank**. The agreement formalizes the manner in which the College has been operating with UMB Bank. Specifically, it authorizes **Paul Zinck, Vice Chancellor; Ann Noland, Bursar; Celeste Metcalf, Controller, and Cynthia Green, Assistant Controller**, to: (1) complete documents to open or maintain accounts, (2) sign for the collection of checks, (3) issue stop payment orders, wire transfers, automated clearing house (ACH) services, (4) obtain necessary electronic services (5) have access to devices that allow the College's accounts to be monitored, and (6) perform other day-to-day treasury management functions.

Agreement between St. Louis Community College and Cooley, LLP

Board ratification is requested for a contract for legal services between **St. Louis Community College** and **Cooley, LLP**, to provide legal counsel in the area of federal regulation of student financial aid. The fees for these services are estimated at **\$500,000.00** for the contract period March 1, 2016 through February 28, 2017.

Contracts between St. Louis Community College, Driven to Inspire and Joe Johnson

It is recommended that the Board of Trustees approve contracts (plus air/ground transportation, and lodging) between **St. Louis Community College, Driven to Inspire** and **Joe Johnson** as part of the African-American Male Initiative Summer Summit of 2016.

Driven to Inspire is a motivated creative group of professionals who strive to empower people in all aspects of their lives. They will be providing leadership summits, 4K coaching keynote presentations, communication workshops, critical thinking workshops and team building exercises for one full week this summer.

Honorarium: \$16,000 (plus travel, ground, and lodging expenses)

Joe Johnson is a licensed school counselor who will be presenting for three days on high school to college transition, diversity issues, and pursuing purpose and not dreams.

Honorarium: \$8,250 (plus travel, ground, and lodging expenses)

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
St. Luke's Hospital	Diagnostic Medical Sonography	08/01/15 to 07/31/17
Labtest Diagnostics	Clinical Laboratory Technology	03/26/16
Community Fire Protection District	Paramedic Technology Program	05/03/16

Agreement between St. Louis Community College and Economic Modeling, LLC.

It is recommended that the Board of Trustees ratify an agreement between St. Louis Community College and Economic Modeling, LLC., for a subscription to Career Coach. This subscription provides students with current data on wages, employment, and job postings. The subscription fee is \$24,000.00 for the period July 1, 2016 through June 30, 2017.

Workforce Solutions Group

Ratification of Direct Pay Agreements

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

<u>Funding Source</u>	<u>Title of Program and/or Purpose</u>	<u>Campus</u>	<u>Date</u>	<u>Amount</u>
Anheuser-Busch, Inc.	Instruction Design and Curriculum Development	Workforce Solutions Group	April 20 2016 through October 30, 2016	\$26,400
	Manager: Don Robison			
Hussmann Corporation	Technical Training	Workforce Solutions Group	May 20, 2016 through June 30, 2016	\$8,400 <i>(Previously reported \$8,400 – April, 2016. YTD Total \$26,170)</i>
	Manager: Don Robison			

Contracts and/or Agreements

Agreement between St. Louis Community College and United States Probation Office and Pretrial Services

It is recommended that the Board of Trustees ratify an agreement between St. Louis Community College and United States Probation Office and Pretrial Services. The program is to allow United States Probation Office and Pretrial Services Office clients to participate in Job Readiness, OSHA Certification and Fork Lift training during the time frame of July 25, 2016 through September 2, 2016. The agreement will not exceed the amount of \$5,000.

Workforce Solutions Group

Issuance of Missouri Community College Job Retention Training Certificates – The Boeing Company Project

Board approval is requested for the resolution and revised agreement authorizing the issuance of \$5.9 million principal amount of Missouri Community College Job Retention Training Certificates, The Boeing Company, for the purpose of carrying out a Job Retention Training Program over six years; Authorization and approving certain documents in connection with the issuance of the certificates; and authorizing certain other actions in connection with the issuance of the certificates. The minimum number of employees expected to receive technical skill training is 1,953.

RESOLUTION AUTHORIZING THE EXECUTION OF A PROGRAM AND FINANCING AGREEMENT FOR THE PURPOSE OF CARRYING OUT A RETAINED JOBS TRAINING PROGRAM FOR THE BOEING COMPANY; AND AUTHORIZING AND APPROVING CERTAIN DOCUMENTS AND ACTIONS RELATING THERETO.

WHEREAS, The Junior College District of St. Louis, St. Louis County, Missouri (the “College”) is authorized pursuant to Sections 620.800 through 620.809 of the Revised Statutes of Missouri, as amended (the “Act”), to enter into agreements with businesses located within the State of Missouri (the “State”) to establish training arrangements for the retention of jobs by providing education and training of workers for existing jobs (as defined in the Act) in the State; and

WHEREAS, The Boeing Company (the “Employer”) proposes to enter into a Program Financing Agreement (the “Agreement”) with the College and Commerce Bank, as fiscal agent, which will provide for the education and training of the Employer’s employees for retained jobs (the “Project”); and

WHEREAS, the Board of Trustees of the College hereby finds that based on information provided by the Employer, the Board of Trustees expects that the Revenues (as defined in the Agreement) will be sufficient to secure the faithful performance of the Employer’s obligations under the Agreement; and

WHEREAS, the Board of Trustees of the College hereby further finds and determines that it is necessary and desirable in connection with the Project that the College enter into certain documents and take certain other actions as herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE JUNIOR COLLEGE DISTRICT OF ST. LOUIS, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Workforce Solutions Group

Section 1. Authorization of Agreement. The College is hereby authorized to enter into the Agreement in substantially the form presented to and reviewed by the Board of Trustees of the College at this meeting, with such changes therein as shall be approved by the officers of the College executing such documents, such officers' signatures thereon being conclusive evidence of their approval thereof.

Section 2. Execution of Documents. The College is hereby authorized to enter into and the Chair or the Vice Chair of the Board of Trustees or the Chancellor or any Vice Chancellor of the College is hereby authorized and directed to execute and deliver, for and on behalf of and as the act and deed of the College, and the Secretary or the Assistant Secretary of the Board of Trustees is authorized to attest to, the Agreement and such other documents and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. Further Authority. The officers, agents and employees of the College are hereby authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution, and to carry out, comply with and perform the duties of the College with respect to the Agreement, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 4. Effective Date. This Resolution shall take effect and be in full force immediately after its passage by the Board of Trustees of the College.

ADOPTED by the Board of Trustees this ____ day of June, 2016.

Chair of the Board of Trustees

(SEAL)

ATTEST:

Secretary of the Board of Trustees

Institutional Development

Acceptance of External Funds

Productive Living Board \$ 151,358.00

Grant to St. Louis Community College to provide vocational enhancement services to St. Louis County residents with developmental disabilities through the Continuing Education Access Program.

Restricted

Project Period: 7/1/16- 6/30/17
Project Director: Heather Ellison