

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES October 13, 2015

EPICENTER MEETING ROOM (1-453)
13805 – 58TH STREET N.
LARGO, FLORIDA

REGULAR MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Lynn Whitelaw (*Attending*)
- B. Recognitions/Announcements

III. COMMENTS

- A. Board Chair
- B. Board Members
- C. President
- D. Public Comment(s) pursuant to §286.0105 FS

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of September 15, 2015 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel
- C. Faculty Governance Organization (FGO) - Dr. Richard Mercadante, President
- D. Career Service Steering Committee (CSEC) - Mr. Rick Gibson, Chair

VI. STRATEGIC FOCUS AND PLANNING

- A. STRATEGIC PRIORITIES - None

B. STUDENT SUCCESS AND ACHIEVEMENT

1. International Education Plan of Action 2015-2016 – Ramona Kirsch, Director, Center for International Programs (*Presentation*)
2. Call Center Outsourcing update – Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)

C. BUDGET AND FINANCE

1. FY15-16 September 30th Financial Report – Ms. Janette Hunt, Acting Director, Budget and Compliance (*Presentation*)
2. FY 15-16 College Budget Phase II-Revenue Adjustment and Spending Plan - Dr. Doug Duncan, Senior Vice President, Administrative Business Services and Information Technology (*Presentation*)

D. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Career Employee Evaluation – Desiree Woroner, HR Director of Operations, Mr. Rick Gibson, Chair, Career Service Steering Committee (*Presentation*)

E. ACADEMIC MATTERS

1. American Association of Community Colleges – Pathways Project, Dr. Anne Cooper, Senior Vice-President Instruction and Academic Programs (*Action*)

VII. CONSENT AGENDA

A. OLD BUSINESS (**items previously considered but not finalized**) - **None**

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS - **None**
2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 – **None**
3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Energy Conservation Initiative (*Action*)

VIII. DIRECT Support Organizations

A. Direct Support Organizations

1. AUDITS AND OTHER STATUTORY REQUIREMENTS OF DIRECT SUPPORT ORGANIZATIONS, APRIL 2014, THROUGH MARCH 31, 2015

- a. St. Petersburg Foundation, Inc. (*Action*)
- b. Leepa-Rattner Museum of Art (LRMA) (*Action*)
- c. Institute for Strategic Policy Solutions (*Action*)

IX. INFORMATIONAL REPORTS

- ### **A. Quarterly Informational Report on Contract Items (*Information*)**

X. PUBLIC ACCESS/UNAGENDAED ITEMS

XI. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing (*Action*)

- Rule 6Hx23-1.06 – Responsibility and Authority of the President

XII. PRESIDENT’S REPORT

- ### **A. Board 2016 Legislative Priorities (*Action*)**

XIII. NEXT MEETING DATE AND SITE

Tuesday, November 17, 2015, Allstate Center, AC-103

XIV. ADJOURNMENT

ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)

The purpose of the meeting is to ask the governing board to approve the annual audit so that it can be submitted to the Pinellas County School District and the State.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting October 13, 2015, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

***No packet enclosure**

Date Advertised: September 18, 2015

Confirmation of Publication

[Notice of meeting](#)



Faculty Governance Organization (FGO)

- Faculty Engagement
- Focus for Current Year



SPC St. Petersburg
College

International Education Plan 2015-2016
13 October 2015

SPC Center for International Programs

Putting the world within reach

SPC Strategic Internationalization Plan

Strategic Internationalization is essential to SPC...

- **Global Citizenship**
- **Diversity**
- **Partnerships**
- **Student Focus**

Includes internal & external stakeholder input:

- **SPC Strategic International Team (SIT)**
- **ACE Internationalization Institute**
- **Florida Consortium for International Education**



Mission Statement

Promote student success and enrich our communities through education, career development and self-discovery

SPC Plan: Student Access to Global Engagement (SAGE)



**EDUCATION
ABROAD**



**INTERNATIONAL
STUDENT
SERVICES**



**INTERNATIONAL
PARTNERSHIPS**



**CURRICULAR &
CO-CURRICULAR**

Why is SAGE important for all students?

Student's marketability in the global workforce:

Language skills and social awareness—both native and foreign—and a developed sensitivity to other points of view, are essential to success in the global workplace.

—Peter Lengyel, President & CEO, Safran USA

What employers want - global citizens:

78% of employers say college graduates must have “intercultural skills and understanding of societies and cultures outside of the US.”

83% say students must have “teamwork skills in diverse groups.”

Falling Short? College Learning and Career Success,
2015 report, AAC&U by Hart Research Associates

SAGE Pillar #1: Education Abroad

Student Engagement Abroad



EDUCATION
ABROAD

- **Study**
16 programs, 14 countries, 11 Departments, 19 faculty
- **Service Learning**
Caribbean, Europe, South America
- **Internships and Practicums**
Australia, Caribbean, Central America
- **Partnership Programs**
Europe, Southeast Asia

SPC Study Abroad Programs 2015-2016

| Faculty | Country | Department |
|--------------------|--------------------------|-----------------------------|
| Trish Gorham | Australia | Veterinary Technology |
| Jennifer Fernandez | Bonaire, Dutch Caribbean | Natural Sciences |
| Abraham Miller | | |
| Dawn Joyce | China | Communications |
| Rina Coronel | Costa Rica | Business |
| Fernando Ojeda | Costa Rica | Communications (Spanish) |
| Kelly Rich | Dominican Republic | High School/Dual Enrollment |
| Jim Wallis | Ecuador | Natural Sciences |
| Sara Brzezinski | | Social Sciences |
| Nick Manias | France (Spring Break) | Ethics |
| Basil Moutsatsos | | Humanities |
| Kimberly Felos | Greece | Humanities/ Communications |
| Steven Sinclair | India | Humanities |
| Michael Jahosky | Israel | Humanities |
| Tim Wolter | Italy (Spring Break) | Humanities |
| Amy Krueger | Jamaica | Dental Hygiene |
| Cher Gauweiler | Jamaica | Education |
| Donna Ettl | South Africa | Health Sciences |
| Roxana Levin | Spain | Communications (Spanish) |



INTERNATIONAL STUDENT SERVICES

Student Engagement at Home

- **International Student Speakers Bureau (ISSB)**
International Students bringing diversity and cultural awareness to SPC Classrooms & K-12 Pinellas County Schools
- **Global Partners at SPC (GPS)**
International and Domestic Students paired for meaningful cross-cultural dialogue and civic engagement
- **International Events College-Wide**
Sponsoring weekly events infused with global content

SAGE Pillar #3: International Partnerships

Student Engagement with Partners

- ***GoGlocal* in Tampa Bay**
Global partners at the local level include civic engagement with consular corps, heritage groups, sister cities, and business councils
- **SPC In The World**
Over 40 partnerships with international associations, government entities, study abroad providers and educational institutions around the world engaging students, faculty, and staff



INTERNATIONAL
PARTNERSHIPS

SAGE Pillar #4: Curricular and Co-Curricular

Student Engagement in the Classroom

- **Collaborative Online International Learning (COIL)**
18 faculty, 18 classrooms,
18 international partners
- **Global Distinction program**
Enhancing curriculum with:
Co-Curricular global activities
Capstone project addressing global issue
Presentation to SPC and community



**CURRICULAR &
CO-CURRICULAR**



Questions? Comments?

Thank you!



Presenter e-mail: kirsch.ramona@spcollege.edu

Or see our website: <http://www.spcollege.edu/international/>

START SMART
FINISH STRONG
FALL 2015



The
College
Experience

St. Petersburg College

October 2015

Smart Start Orientation

Student Success and Retention

Smart Start Described:

- A **non-credit course** required for all new, first-time at SPC degree seeking students and students returning from suspension and dismissal
- The course is **taught by Career & Academic Advisors** (using the learning management system)
- The course is a **4 week course**, two engagements per week (one on campus and one online), 1.5 hours each

Core Curriculum Topics:

- Week One: Library Resources
- Week Two: Academic Standing
- Week Three: Career Services
- Week Four: My Learning Plan



Smart Start Orientation

Student Success and Retention

| Fall Cohort | # of Students |
|-----------------------------|---------------|
| Regular Session | 4544 |
| Express Session | 834 |
| 2 nd 8 Week | 165 |
| Summer Pilot (Completed) | 80 |
| TOTAL | 5,623 |

| <u>SSC 1101 Outcomes (to date)</u> | |
|------------------------------------|-------------|
| Satisfactory | 3,848 (86%) |
| Unsatisfactory Enrolled | 444 (10%) |
| Unsatisfactory Not Enrolled | 190 (4%) |

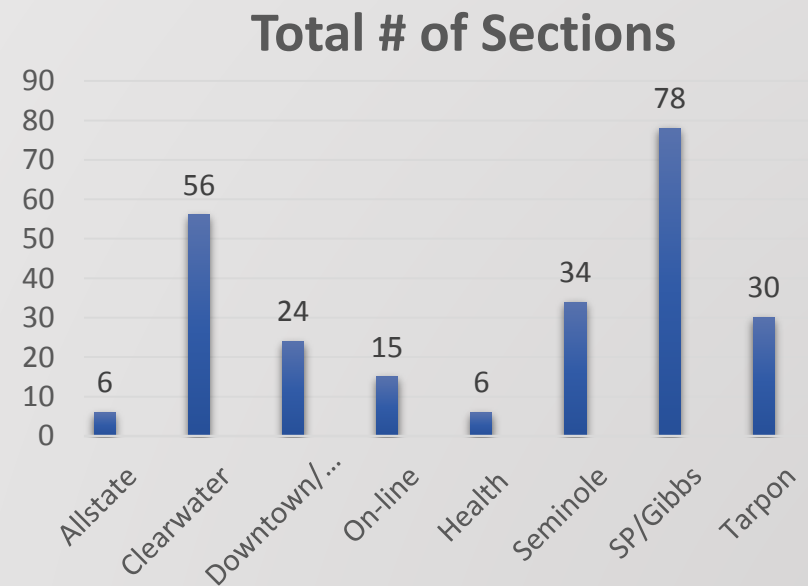
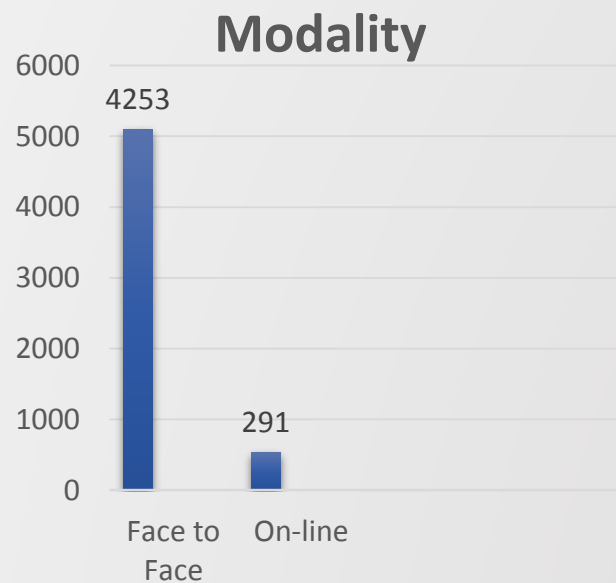
The College Experience: Smart Start Orientation October 2, 2015 Source: SPC Business Intelligence and PeopleSoft Student Production 10.07.2015



Smart Start Orientation

Student Success and Retention

Enrollment by Campus



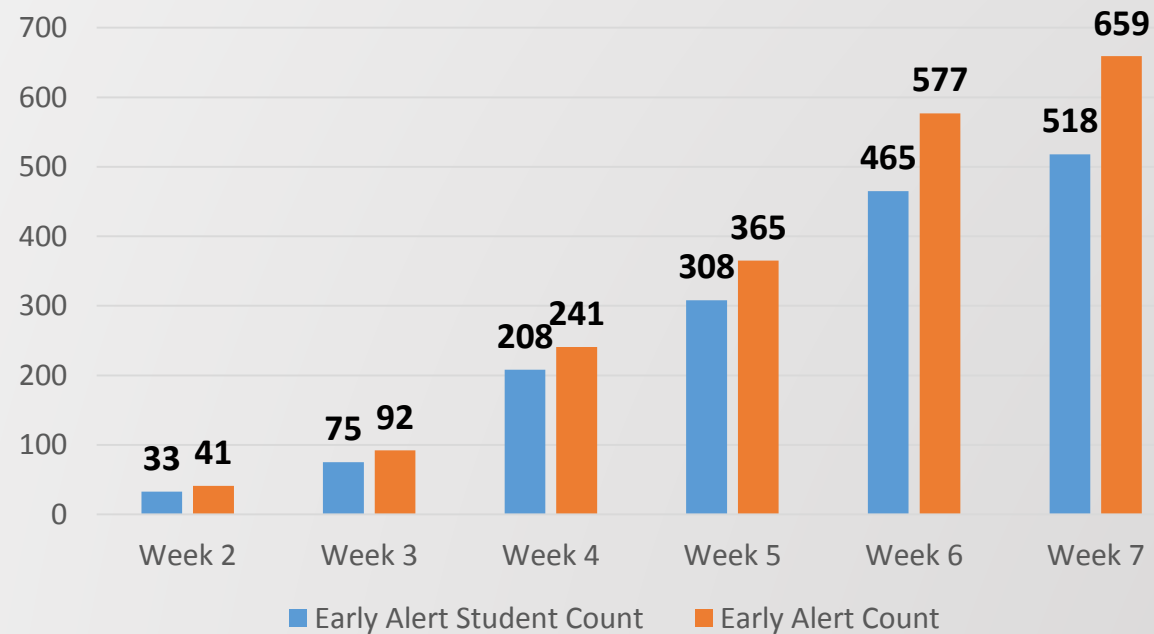
Source: Pulse Business Intelligence System, Date extracted October 5, 2015.



Smart Start Orientation

Student Success and Retention

Cumulative Early Alerts



SSC 1101
Enrollment

4544

The College Experience: Smart Start Orientation October 2, 2015 Source: SPC Business Intelligence and PeopleSoft Student Production 10.07.2015



Smart Start Orientation

Student Success and Retention

Students with W/WF

| | Number of Students | % Career Coded Green | % MLP | % Utilized Learning Support |
|-----------------------|--------------------|----------------------|------------|-----------------------------|
| All SSC 1101 Students | 4544 | 3626 (80%) | 4090 (90%) | 2304 (51%) |

| | # of Courses with W/WF | % of Total Course Enrollment with W/WF |
|-------------------|------------------------|--|
| FTIC Fall 2015 | 313 | 2.6% |
| ALL SPC Fall 2015 | 2785 | 2.9% |
| FTIC Fall 2014 | 1,538 | 12% |
| ALL SPC Fall 2014 | 10,349 | 11% |

The College Experience: Smart Start Orientation October 2, 2015 Source: SPC Business Intelligence and PeopleSoft Student Production 10.07.2015



Smart Start Orientation

NEXT STEPS

Advisors and Campus Leadership will:

- Make curriculum and assignment completion modifications for Spring 2016
- Engage new applicants and students who withdrew or did not complete Smart Start to get them registered or finish course assignments
- Remove the Getting Started component as an entrance requirement and infuse material into advising sessions and Smart Start course
- Program Smart Start withdrawals to occur according to the college's withdrawal policies



Questions?

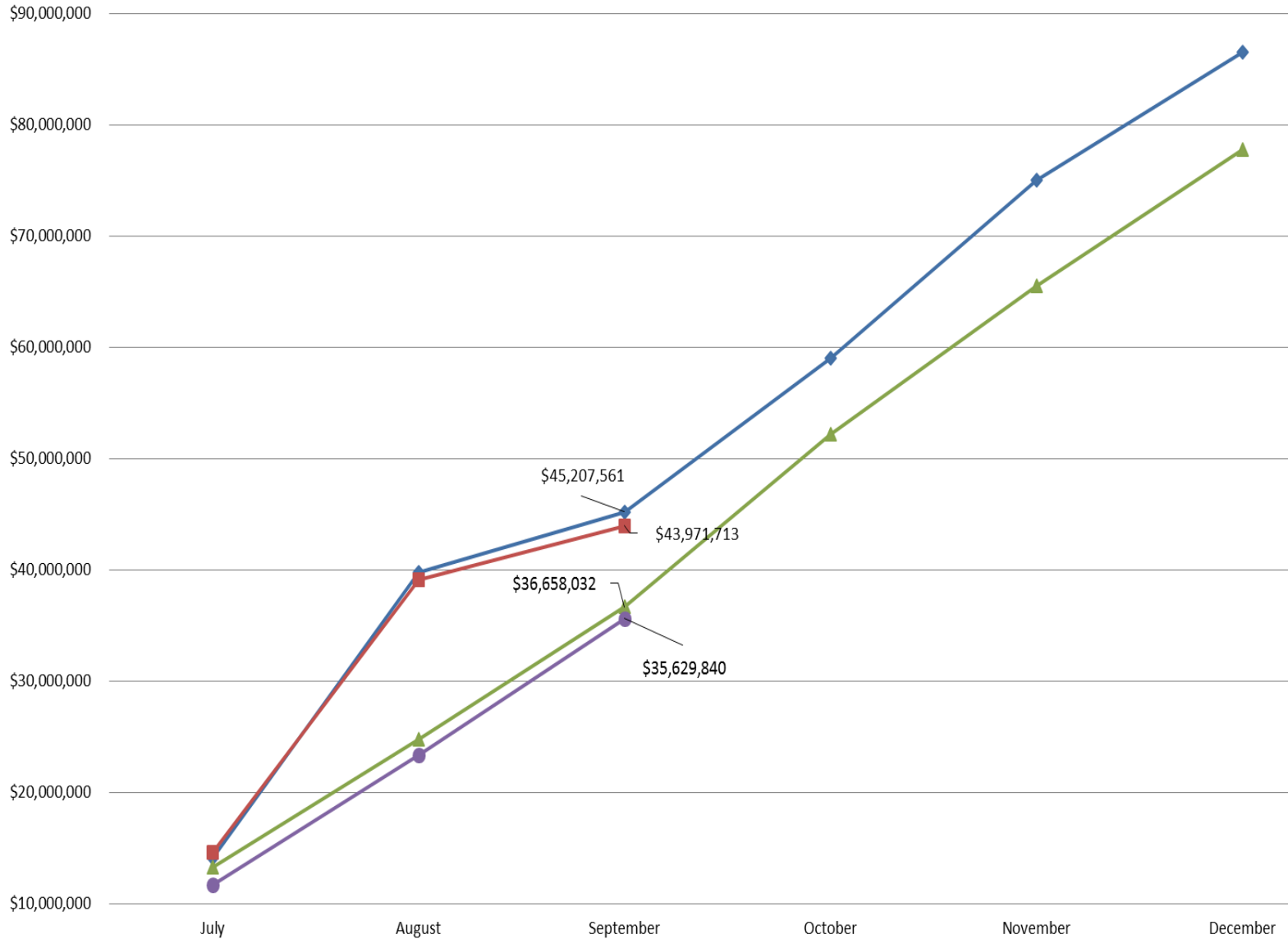




St. Petersburg College
Board of Trustees
Monthly Financial Report

Janette Hunt
October 13, 2015

St. Petersburg College FY15-16 Fund 1 Actuals



◆ Revenue Budget ▲ Expense Budget ■ Revenue Actual ● Expense Actual



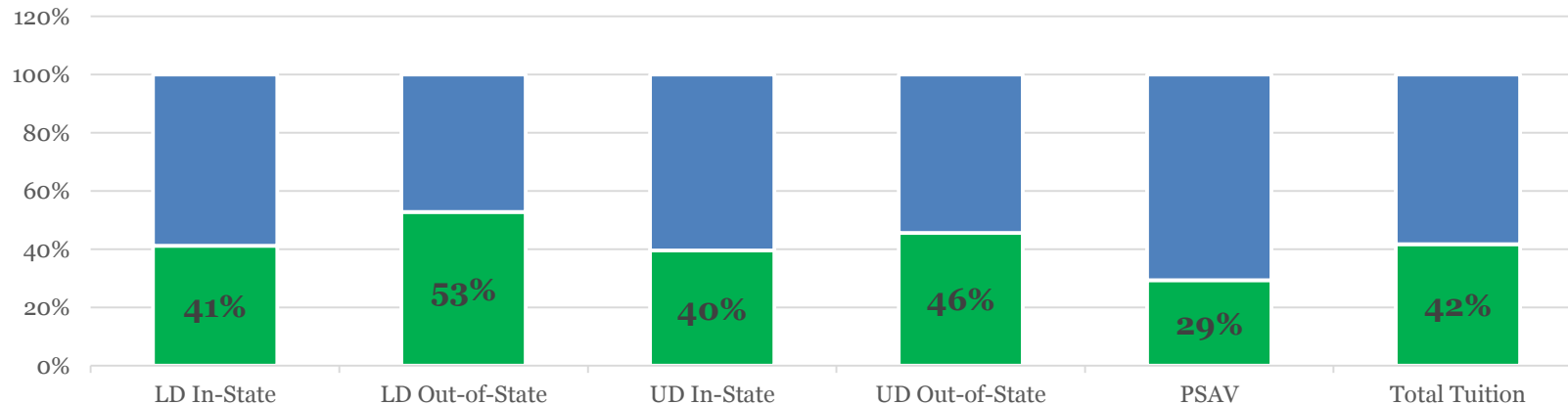
Revenue Focus

ST. PETERSBURG COLLEGE

FY15-16 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - Sept 30

| Revenue | FY15-16 Budget | FY15-16 Actual | % YTD Actual | % Tracking |
|-------------------------------------|-----------------------|----------------------|-----------------|---------------|
| | | | to Total Budget | to YTD Budget |
| Student Tuition & Out-of-State Fees | \$ 58,920,268 | \$ 24,561,207 | 42% | |
| State Appropriation - CCPF | \$ 54,863,174 | \$ 13,804,551 | 25% | |
| State Appropriation - Lottery | \$ 14,934,524 | \$ - | 0% | |
| Performance Funding | \$ 1,202,209 | \$ 255,468 | 21% | |
| Operating Cost for New Facilities | \$ 172,604 | \$ - | 0% | |
| Learning Support Access Fee | \$ 1,909,846 | \$ 759,254 | 40% | |
| Distance Learning Fee | \$ 3,752,441 | \$ 1,554,424 | 41% | |
| Technology Fee | \$ 2,938,032 | \$ 1,198,144 | 41% | |
| Lab Revenue Fees | \$ 1,714,401 | \$ 811,886 | 47% | |
| Industry Certifications | \$ 150,000 | | 0% | |
| Other Revenues | \$ 5,397,200 | \$ 700,402 | 13% | |
| Other Student Fees | \$ 1,622,007 | \$ 326,378 | 20% | |
| Fund Transfers In | \$ 3,556,839 | | 0% | |
| Revenue Stabilization Reserve | \$ 2,173,009 | \$ - | 0% | |
| One-Time Non-Recurring Funds | \$ 2,291,443 | | 0% | |
| Total Revenues - Fund 1x | \$ 155,597,996 | \$ 43,971,713 | 28.3% | 29.0% |

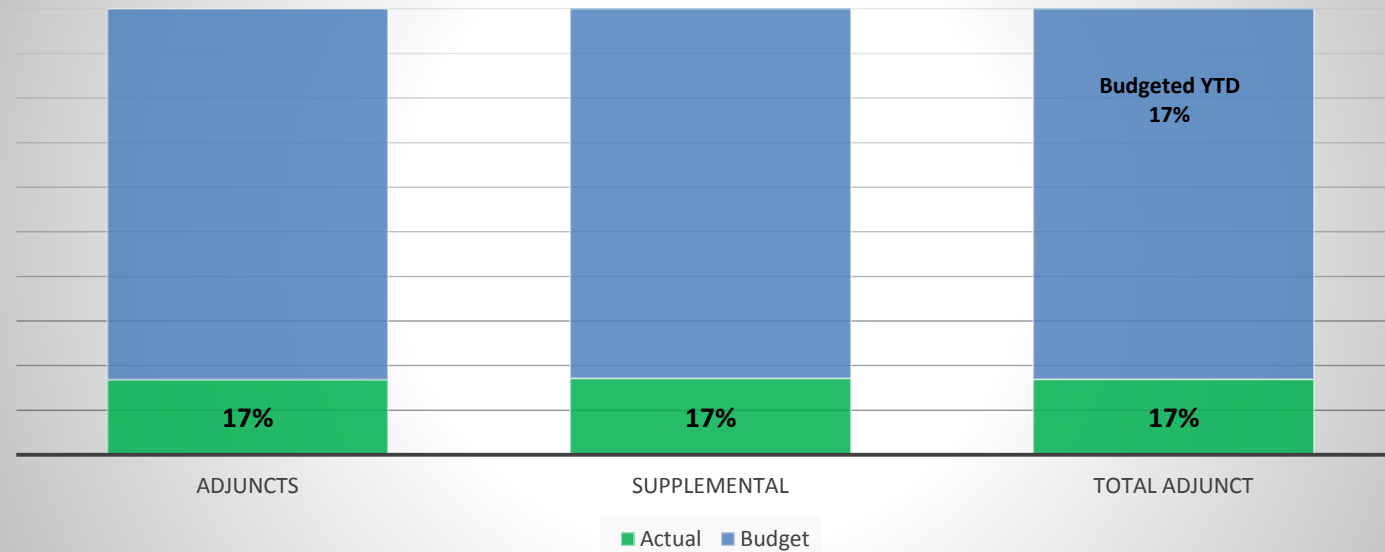
Tuition Revenue Tracking to Budget



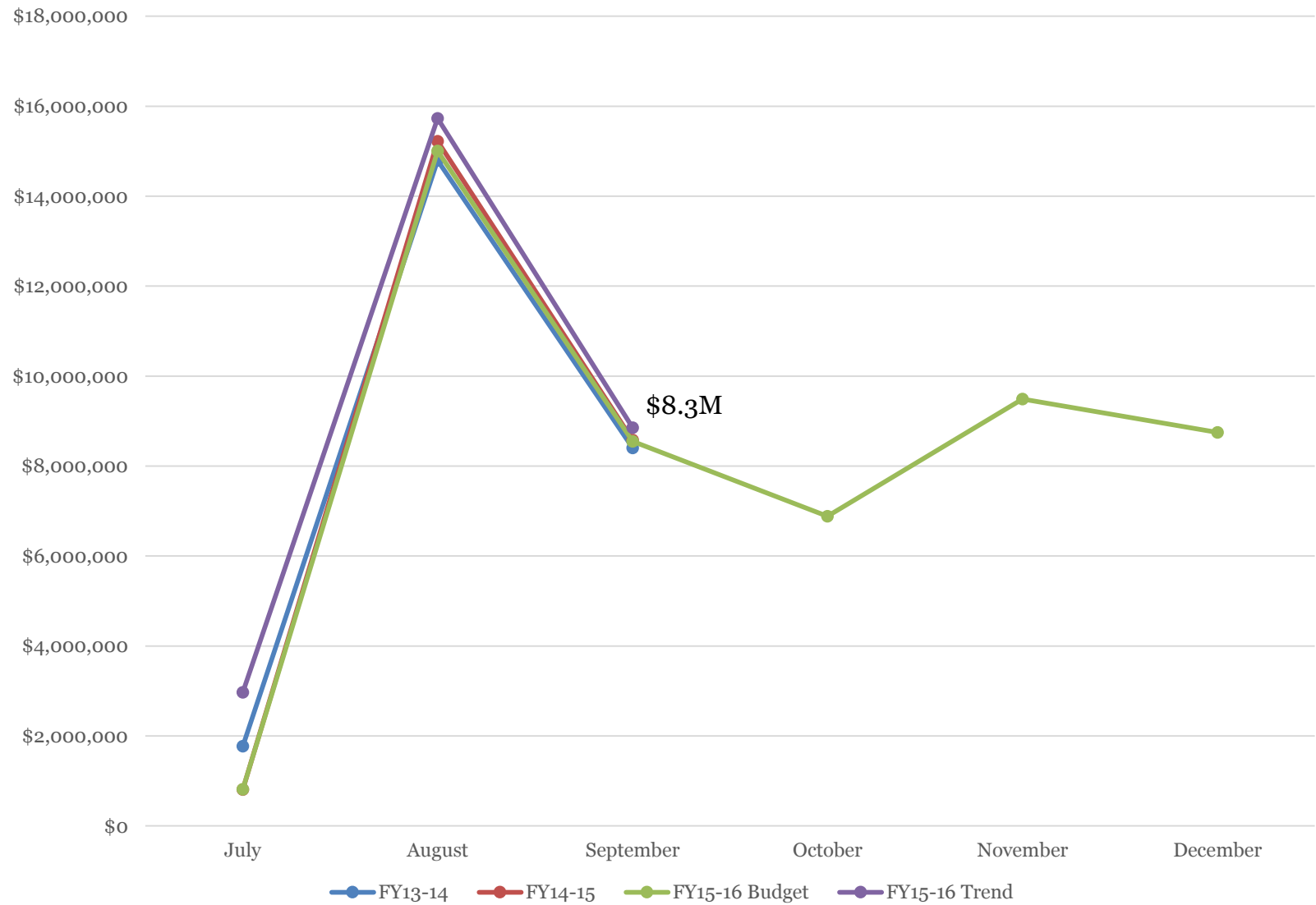
Expense Focus

| Operating Costs | FY15-16 Budget | FY15-16 Actual | % YTD Actual to Total Budget | % Tracking to YTD Budget |
|--|----------------|----------------|---------------------------------------|--------------------------------|
| Personnel & Benefits | | | | |
| Total Personnel & Benefits | \$ 120,123,290 | \$ 26,997,003 | 22% | 24% |
| Current Expense | | | | |
| Total Current Expense | \$ 32,077,510 | \$ 7,785,272 | 24% | 22% |
| Capital Spending | | | | |
| Total Capital Spending | \$ 3,397,196 | \$ 847,565 | 25% | 29% |
| | | | | |
| Total Operating Costs - Fund 1x | \$ 155,597,996 | \$ 35,629,840 | 23% | 24% |
| | | | | |
| Total Remaining Funds (Surplus/Deficit) | \$ (0) | \$ 8,341,873 | | |

Adjunct Expense Tracking to Budget

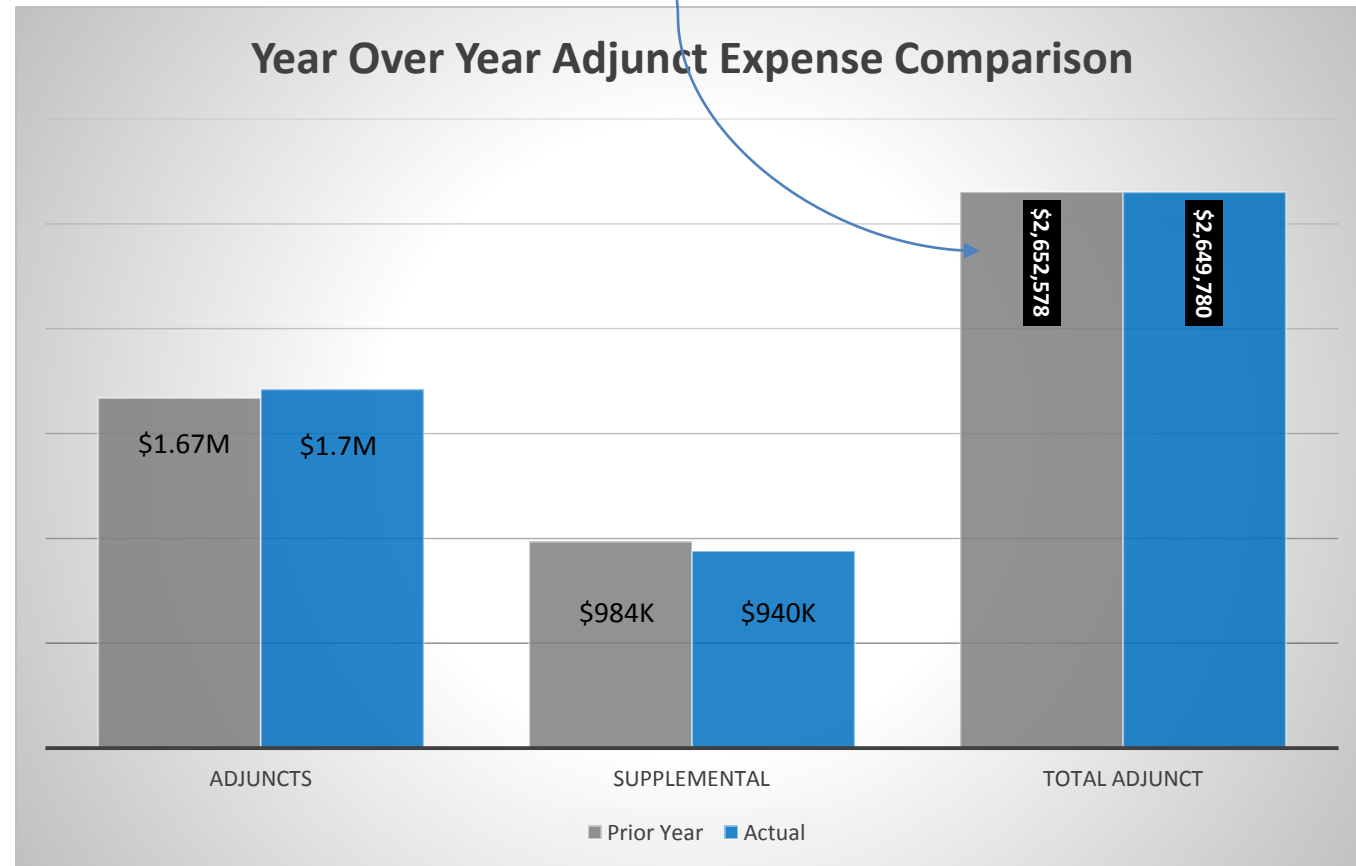


Operating Budget Fund Balance Trends



Fall 2014: 277902 Student Semester Hours (SSH)

Fall 2015: 270880 SSH



FY15-16 Schedule Adjustment:

Realign costs with revised enrollment projections

- Adjust instructional schedule for Spring and Summer registration based on actual enrollment projection
- Review actual Adjunct ECH (equated credit hours) instructional costs once schedule is adjusted
- Review other instructional costs



Questions?

October 13, 2015

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President
SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

| HIRE Budgeted Administrative & Professional | | | |
|--|-------------------------------|-------------------------------|---------------------|
| Name | Title | Department/Location | Effect. Date |
| Solomon, Clara L | Assistant Director, Records | Central Records DO | 09/08/15-06/30/16 |
| Puckett, Karin S | Budget Specialist (Coll Labs) | Collaborative Labs EPIctr | 08/31/15-06/30/16 |
| Dollenmayer, Lisa J | Career & Academic Advisor | Registration SPG | 09/21/15-06/30/16 |
| Baldwin, Brittany D | Career & Academic Advisor | Associate Provost SPG | 09/28/15-06/30/16 |
| Scott, Clarence A | Career & Academic Advisor | Registration SPG | 09/28/15-06/30/16 |
| Sager, Clara | Career & Academic Advisor | Registration SPG | 10/05/15-06/30/16 |
| Guthrie, Rochelle S | Career & Academic Advisor | Provost SE | 10/05/15-06/30/16 |
| Styles, Renee M | Career & Academic Advisor | Enrollment Management DO | 08/18/15-06/30/16 |
| Miller, Isaac | Coord, Curriculum Services | Institutional Research EPIctr | 08/24/15-06/30/16 |
| McBride, Jennifer C | Grant Writer | Director of Grants DO | 08/31/15-06/30/16 |
| Schofield, Jennifer E | Instructional Design Tech | Instructional Computing SE | 08/25/15-06/30/16 |

| TRANSFER/PROMOTION Budgeted Administrative & Professional | | | |
|--|--------------------------------|------------------------------|---------------------|
| Name | Title | Department/Location | Effect. Date |
| Morrow, Leslie Tamara | (Acting) Student Supp Manager | Registration SPG | 10/12/15-06/30/16 |
| Miles, Brian | AVP, Admin, Plan & OperSupport | BusSVITSystems DO | 09/01/15-06/30/16 |
| Morgan, Amy L | Career & Academic Advisor | Associate Provost TS | 09/12/15-06/30/16 |
| Palmer, Jennifer G | Strategic Execution Proj Mgr | Business Services DO | 09/28/15-06/30/16 |
| Panagiotacos, James A | Systems Analyst (Desktop Sys) | Admin Information Systems DO | 09/14/15-06/30/16 |

| HIRE Budgeted Career Service | | | |
|-------------------------------------|--------------------------------|-----------------------------|---------------------|
| Name | Title | Department/Location | Effect. Date |
| Harker, Adrienne Marie | Admin Svcs Specialist | President Support DO | 08/31/15 |
| Depaz, Ezekiel | Administrative Svcs Specialist | Provost TS | 08/31/15 |
| Sullivan, Antoine T | Administrative Svcs Specialist | Provost TS | 08/31/15 |
| Mells, Chanedra Ariel | Instructional Supp Specialist | Natural Science CL | 08/03/15 |
| Camarra, Nicholas J | Landscaper | Landscape Services SPG | 09/01/15 |
| Corcella, Philip P | Landscaper | Landscape Services SPG | 08/31/15 |
| Jackson, Carla | Library Services Technician | Learning Resources SPG | 09/21/15 |
| Smith, Doron D | Library Services Technician | Learning Resources SPG | 09/14/15 |
| Pujari, Shruti | PeopleSoft Functional Speclt | Human Resources EPIServices | 09/28/15 |
| Field, Richard | Security Officer | Campus Security SPG | 10/12/15 |

| | | | |
|------------------|--------------------------------|-----------------------------|----------|
| Owens,Dale T | Security Officer | Campus Security CL | 09/22/15 |
| Ajazi,Rita | Sr Administrative Svcs Assist | Retention Services EPIctr | 08/31/15 |
| Shamsi,Jasmine | Sr Administrative Svcs Assist | Business Office/Regn CL | 08/24/15 |
| Napier,Amanda M | Sr Administrative Svcs Speclst | Provost SPG | 08/24/15 |
| Ma,Darnie | Student Support Assistant | SPC DT | 08/31/15 |
| Smith,Benjamin P | Technology Support Specialist | IT Network Help Desk EPIctr | 08/17/15 |

| |
|---|
| TRANSFER/PROMOTION Budgeted Career Service |
|---|

| Name | Title | Department/Location | Effect. Date |
|--------------------------|--------------------------------|------------------------|--------------|
| Skyrm,Catherine B | Administrative Svcs Specialist | Associate Provost HEC | 09/26/15 |
| Banchs,Pablo Jose | Custodian | Custodial Services CL | 08/17/15 |
| Mellick,Marilyn Cathleen | Library Services Technician | Learning Resources SPG | 09/14/15 |
| Brennecke,Michael E | Sr Administrative Svcs Assist | Mathematics CL | 10/03/15 |

| |
|---|
| TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES |
|---|

| Name | Title | Department/Location | Effect. Date |
|--------------|---------|----------------------|-------------------|
| Hardt,Steven | Faculty | Respiratory Care HEC | 10/02/15-10/09/15 |

The purpose of this trip is to travel to Cape Town, South Africa. The focus of this trip is a preliminary site visit in preparation for a future study abroad program with the goal of developing a relationship with key stakeholders who are healthcare directors involved in the local community. The benefit to the College is to further the College's mission to contribute to the international education of students by providing unique hands-on experience during the study abroad program which will follow the preparations made during this site.

Funded by the Respiratory Care department. Estimated cost to the College is \$2,951.43.

| | | | |
|------------------|---------|--------------------------------|-------------------|
| Ettel, Lee Donna | Faculty | College of Health Sciences HEC | 10/02/15-10/14/15 |
|------------------|---------|--------------------------------|-------------------|

The purpose of this trip is to travel to Cape Town, South Africa. The focus of this trip is a preliminary site visit in preparation for a future study abroad program with the goal of developing a relationship with key stakeholders who are healthcare directors involved in the local community. The benefit to the College is to further the College's mission to contribute to the international education of students by providing unique hands-on experience during the study abroad program which will follow the preparations made during this site.

Funded by the College of Health Sciences. Estimated cost to the College is \$3,114.81. Traveler to remit airfare difference for personal travel 10/8/15-10/14/15.

| | | | |
|---------------|---------|-------------------|-------------------|
| Gordon, Kevin | Provost | Provost Office DT | 10/18/15-10/22/15 |
|---------------|---------|-------------------|-------------------|

The purpose of this trip is to travel to Havana, Cuba to lay groundwork for or secure exchanges with key St. Petersburg sectors, such as Arts, Marine Science and Medicine.

The benefit to the College is to establish relationships and begin dialogue regarding educational and cultural partnerships.

Funded by the Provost department. Estimated cost to the College is \$3,100.00.

| | | | |
|--------------------------|----------|-------------------|-------------------|
| Slater, Roy | Faculty | Social Science CL | 11/20/15-11/29/15 |
| Rivero, Douglas | Faculty | Social Science CL | 11/20/15-11/29/15 |
| Slater, Roy (8 students) | Students | Social Science CL | 11/20/15-11/29/15 |

The purpose of this trip is to visit Olomouc, Czech Republic to allow SPC students the chance to participate in an International Model UN Conference. The benefit to the College is that this participation will further raise the profile of SPC. The students will gain valuable research, writing and specialty skills through participation and become versed in International issues through discussions with students worldwide.

Funded by the Social Science department. Estimated cost to the College is \$27,747.32.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology and the Strategic Issues Council Members bringing the actions forward, recommend approval.

Sw1005151