

MINUTES OF THE JUNE 21, 2016 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, June 21, 2016 at the St. Petersburg College EpiCenter, 13805 – 58th Street N., Largo, Florida. The following Board members were present: Vice Chair Lauralee Westine, Bill Foster, Deveron Gibbons, and Nathan Stonecipher. Chairman Dale Oliver did not attend. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, June 21, 2016, at the EpiCenter, Room 1-453, 13805 58th Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

A copy of the agenda may be obtained within seven (7) days of the meeting on the [SPC Board of Trustees website](#) at www.spcollege.edu, or by calling the Board Clerk at (727) 341-3241.

Members of the public are given the opportunity to provide public comment at meetings of the Board of Trustees concerning matters and propositions on the agenda for discussion and Board action. At the Board meeting, in advance of the time for public comment on the agenda, individuals desiring to speak shall submit a registration card to the Board Clerk, Ms. Rebecca Turner, at the staff table. Policy and procedures regarding public comment can be found on the [SPC Board of Trustees website](#) at www.spcollege.edu

If any person wishes to appeal a decision made with respect to any matter considered by the Board, he or she will need a record of the proceedings. It is the obligation of such person to ensure that a verbatim record of the proceedings is made. Section 286.0105, Florida Statutes.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency five business days before the meeting by contacting the Board Clerk at 727-341-3241. If you are planning to attend the meeting and are hearing impaired, please contact the agency five business days before the meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

16-1052. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

June 21, 2016

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
Largo, FL

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Recognitions
 - 1. Mr. Robert J. Fine, Jr. – Trustee Emeritus
- B. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Theresa Furnas (*Not Attending*)
 - 2. Carol Kuhn (*Not Attending*)
 - 3. Jane Mohr (*Not Attending*)
 - 4. Iris Ramos-Polanco (*Not Attending*)
 - 5. Brenda Shears (*Not Attending*)
 - 6. Nancy Russell (*Attending*)
 - 7. Doug Duncan (*Attending*)
- C. Announcements
 - 1. Governor’s Higher Education Leadership Award

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees’ Meeting of May 17, 2016 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACHIEVEMENT

- 1. Smart Start Update – Mr. Rod Davis, Associate Provost, Tarpon Springs

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Campus, Ms. Aja Aspilaire, Career and Academic Advisor St. Petersburg Gibbs Campus(*Presentation*)

B. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Acting Budget and Compliance Director (*Presentation*)
2. Overview on Performance Funding – Dr. Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology (*Presentation*)
3. Adoption of 2016-2017 Operating Budget (*Action*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Annual Contract Recommendation (*Action*)
2. Construction
 - a. Clearwater Library GMP and 100% Construction Drawings –Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, Dr. Stan Vittetoe, Provost, Clearwater Campus (*Presentation/Action*)
3. Other
 - a. Re-affirmation of St. Petersburg College, Mission, Vision, Values Ms. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness (*Presentation/Action*)
 - b. New Vice President, Administrative/ Business Services and Information Technology*

D. ACADEMIC MATTERS

1. Arts and Entertainment BAS Review and Next Steps – Dr. Jonathan Steele, Dean of Humanities and Fine Arts, Mr. Djuan Fox, Coordinator, Special Projects (*Presentation*)

E. STRATEGIC PRIORITIES

1. Allstate Campus Renaming Proposal/Plan-Skyway District Campus – Dr. Scott Fronrath, Provost, Allstate Center (*Presentation/Action*)

VII. CONSENT AGENDA

- A. OLD BUSINESS (items previously considered but not finalized)
NONE
- B. NEW BUSINESS
 - 1. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Achieving the Dream – Engaging Adjunct Faculty in Student Success (*Action*)
 - b. Florida Education Fund – Center of Excellence (*Action*)
 - c. FLDOE – Carl D. Perkins (*Action*)
 - d. FLDOE – College Reach out Program (CROP) (*Action*)
 - e. CareerSource Florida – FloridaFLEX: CoreRx (*Action*)
 - f. CareerSource Florida – FloridaFLEX: Power Design (*Action*)
 - g. U.S. Department of Homeland Security – Federal Emergency Management Agency – Fire Prevention Grant (*Action*)
 - h. U.S. Department of Justice – Office of Community Oriented Policing Services (COPS) – Florida Department of Law Enforcement – COPS Anti-Heroin Task Force Program (*Action*)
 - 2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000
 - a. Cenergistic, Inc. – Energy Savings Agreement (*Action*)
 - 3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*Information*)
 - 4. OTHER
 - a. Baynard, McLeod and Lang, PA, Agreement for Legal Services (*Action*)
 - b. Accounts Receivable Write-Off (*Action*)

VIII. DIRECT SUPPORT ORGANIZATIONS *

- 1. Appointments/ Current Assignments
 - a. St. Petersburg Foundation, Inc.
 - b. Leepa-Rattner Museum of Art –Deveron Gibbons
 - c. Institute for Strategic Policy Solutions – Dale Oliver

IX. PUBLIC ACCESS/UNAGENDAED ITEMS**X. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing -**

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- 6Hx23-1.37 Smoking in College Facilities

XI. PRESIDENT'S REPORT

XII. NEXT MEETING DATE AND SITE

August 16, 2016, Epi Center – Annual Organizational Meeting

XIII. 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 provide highlights of the 2015-16 school year and to ask the governing board to approve the proposed budget for the 2016-17 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 21, 2016, 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: April 29, 2016

Confirmation of Publication

[Notice of meeting](#)



St. Petersburg Collegiate High School

A Charter School at St. Petersburg College

Governing Board Meeting
EpiCenter, 1-451 & 1-453
June 21, 2016

Agenda

1. SPCHS Highlights for 2015-16
2. SPCHS Proposed Budget for 2016-17 (submitted for approval)

16-106. Under Item I, Call to Order

The meeting was convened by Vice Chair Westine at 9:00 a.m. The invocation was given by Mr. Gibbons and was immediately followed by the Pledge of Allegiance.

16-107. Under Item II-A, Preliminary Matters, Recognitions

The Board recognized Mr. Robert Fine, Trustee Emeritus, for his service as a Board of Trustees member. Mr. Fine was presented with a recognition certificate and a glass sculpture in gratitude for his work on the Board

16-108. Under Item II-B, Presentation of Retirement Resolutions

Dr. Law recommended adoption of retirement resolutions for Theresa Furnas, Carol Kuhn, Jane Mohr, Carol Kuhn, Iris Ramos-Polanco, Brenda Shears, Nancy Russell, and Doug Duncan. Nancy Russell and Doug Duncan were in attendance and, joined by family and colleagues, received their resolutions as presented by Vice Chair Westine and President Law.

16-109. Under Item II-B, Announcements

St. Petersburg College awarded Governor's Higher Education Leadership Award

Dr. Law announced the receipt of the Governor's Higher Education Leadership Award to St. Petersburg College "for their investment in Florida's future by having graduates with the highest entry-level wage of Florida's state colleges." Dr. Law thanked the Board, faculty and staff who worked hard on workforce initiatives.

16-110. Under Item III, Comments

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Mr. Gibbons recognized and thanked Captain Fine's capable service as a Board Trustee and wished him, as well as Dr. Duncan and Mrs. Russell, well on their retirement.

Mr. Foster also attended the conference with Dr. Law at which the aforementioned award was granted. He noted that he attended a seminar that stressed the importance of internships as a link to future employment for students.

Vice Chair Westine commented that she came to the Board mid-way through the implementation of the Student Success model. She noted that the model focuses on recruiting, retaining and assuring student success that all culminates in graduates getting high-paying jobs. She said that the achievement of this award reinforces the College's efforts towards that end.

16-111. Under Item IV, Review and Approval of Minutes

The minutes of the May 17, 2016 Meeting of the Board of Trustees of St. Petersburg College were presented by the Vice Chair for approval. Mr. Foster moved approval of the minutes as submitted. Mr. Gibbons seconded the motion. The motion passed unanimously

16-112. Under Item V, Monthly Reports

Neither Mr. Lang, nor Ms. Gardner had anything to report this month.

16-113. Under Item VI, Strategic Focus and Planning

Under Strategic Focus and Planning:

A. STUDENT SUCCESS AND ACHIEVEMENT

1. Smart Start Update – Mr. Rod Davis, Associate Provost, Tarpon Springs Campus, Ms. Aja Aspilaire, Career and Academic Advisor St. Petersburg Gibbs Campus(*Presentation*)

Smart Start Update Presentation deferred until August meeting

16-114. Under Item VI – B. Budget and Finance

B. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Acting Budget and Compliance Director (*Presentation*)

Ms. Janette Hunt, Acting Budget and Compliance Director, presented the monthly financial report. Ms. Hunt reported that revenues were currently at \$138M or 91% of the budgeted amount. She added that an additional \$7.4M in state appropriations will be received in July. Ms. Hunt also reported that expenses are currently at \$136M or 89% of budgeted amount. She added that additional payments to adjunct instructors will be made by the end of this current fiscal year and another in the next fiscal year. Ms. Hunt shared that expenses have been trending 1-2% lower than

budgeted for the fiscal year. Lastly, Ms. Hunt shared that the Operating Budget Fund will be balanced at the end of the fiscal year.

2. Overview on Performance Funding – Dr. Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology
(Presentation)

Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology, presented an overview on Performance funding. Mr. Miles explained that the Florida College System (FCS) has provided draft Performance Funding College and Measure scores and that confirmation of these scores will come following the July 20th, 2016, State Board of Education (SBE) meeting to finalize the Performance Funding model.

Mr. Miles explained the four measures contained in the model: retention rates, completion rates, job placement/continuing education and entry-level wages of graduates. He further explained that each measure has two parts. The Excellence Benchmark compares each college's performance as compared to the other colleges in the system. The Improvement Benchmark measures each college's performance compared to its own previous performance. He added that points are awarded to each institution based on the higher of the two benchmarks.

Mr. Miles went on to explain the point distributions and criteria for the four areas and noted that there are 17 proposed modifications to the model. After reviewing each measure in more detail, Mr. Miles provided a summary of the cohort details on which the measures are based.

Mr. Miles then clarified the four award level thresholds and their funding impact. Award levels are Purple, Bronze, Silver and Gold. For Base Funding, performance can impact the reduction, restoration or the addition of funding. The additional funding for Gold level performers is provided from funding not given to Purple level performers. New funding is also available to Silver and Gold level performers.

Mr. Miles explained that St. Petersburg College's ranking among the 28 system colleges is still unconfirmed, but that by achieving a total of 26.8 points out of 30 possible points, SPC has achieved Silver status. The funding impact of this ranking is that the Base Funding will be \$1.8M and the College will receive an additional \$1.8M in redistributed funds.

Mr. Miles noted that the next steps include an attempt to recreate and validate the State data and to develop short- and long-term strategies to improve performance metrics in areas such as "auto-graduate" programs, the further development of the FUSE program pilot with USF and continued focus on Career and Academic Pathways.

Dr. Law expressed his pride in this achievement, but expressed continued frustration in not being able to deconstruct the rankings. He commented that making improvements to performance is difficult without knowing what the measurements are.

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Vice Chair Westine noted that the College's focus should continue to be on student success and that initiatives that are in place are working.

Mr. Foster asked to return to the financial report and asked Ms. Hunt for clarification of the \$2.4M surplus to the Operating Budget. Ms. Hunt explained that, with the additional payments to the adjuncts in the coming two months, that surplus will be reduced to zero. Dr. Duncan added that, in prior years, it was less difficult to realize a year-end surplus, but in more difficult economic times, the goal is to achieve a zero balance at year end.

3. Adoption of 2016-2017 Operating Budget (*Action*)

Ms. Hunt presented the proposed 2016-2017 Operating Budget to the Board. She outlined the funding for each of the seven strategic priorities and highlighted various initiatives and programs that would fall into each of the seven priorities. The seven priority areas are: Classroom Experience, College Experience, Engagement beyond the Classroom, Marketing & Strategic Communication and Community Initiatives, the Quality Enhancement Plan, Strategic Enrollment Growth, and Professional Development for College employees. Total proposed funding for the seven Strategic Priorities is \$1.04M.

Ms. Hunt highlighted some particular areas of the proposed Operating Budget. Under Revenue, as previously presented, Performance Funding would be \$3.65M. The Distance Learning Fee of \$3.8M is also impacted by some changes proposed at the State level. Dr. Law shared that the Governor wants to abolish all distance learning fees. Dr. Law stated that he did not support this proposal and noted that the \$15 fee currently funds a large portion of out-of-classroom support.

Mr. Gibbons asked if the fee was being increased and Dr. Law noted that the College is actually lowering the fee slightly in response to a cap put in place by the State. He added that some colleges charge as much as \$100 for this fee. Dr. Law noted that the College could actually ask for approximately \$1.00 more, but did not feel this increase merited the issues it could raise for Board Trustees. Mr. Gibbons stated that he would like to hold the fee at its current rate and not raise it to the maximum allowable. Vice Chair Westine asked for a motion to modify the proposed fees to hold them at \$15.10. Mr. Foster moved to modify the fees, Mr. Gibbons seconded the motion. The motion passed unanimously.

Ms. Hunt also highlighted the proposed Health Insurance line item. She noted that the proposed \$11.8M is meant to restore funding to the contingency as a precaution. Dr. Duncan noted that the College began this approach 15 years ago and explained the various funding sources for the Health Insurance plan. He noted that the proposed College funds of \$11.8M is the largest funding source, followed by \$2.5M from employees and lesser amounts from retiree contributions and restricted funds. Dr. Duncan stated there has been a slight uptick in expenses and that this funding level is meant to keep costs level for employees.

Dr. Duncan next explained the proposed Technology Budget to the Board. He noted that this is a unique approach not normally taken by other colleges. It allows the College to plan for upgrades and the refreshing of technology tools on a scheduled basis. He noted that the funds are used for such things as network upgrades, enterprise-wide software updates, and desktop and learning support computers.

Dr. Duncan explained that computers are leased and refreshed every four years. Funding for the technology budget comes from Operating expenses (\$3M), Capital Improvement Fees (\$1.96M), Technology Fees (\$1.9M) and Distance Learning Fees (\$798K). He added that each campus maintains campus discretionary budgets for three general areas: minor equipment, technology refresh and technology leases. Dr. Duncan commented that since technology costs tend to go down, at each refresh, some cash is also freed up.

Mr. Stonecipher asked how the technology budget is determined. Dr. Duncan explained that an inventory was taken at each campus at the beginning of this approach. He also noted that every employee position has a computer assigned to it. Dr. Law added that the instructional labs are refreshed on a scheduled basis.

Ms. Hunt explained the proposed Capital Outlay budget and the breakdown of the \$39.4M of which \$10.1M is recurring capital improvement fees. She noted that the largest amount, \$25.3M, is for major construction projects such as the St. Pete/Gibbs project (\$12.5M). She also highlighted that there is an additional \$1.5M in Public Education Capital Outlay (PECO) funding for the year. Finally, Ms. Hunt gave a brief recap of the other proposed budget funds: Fund 2, restricted for student activities, (\$4.7M); Fund 3, Auxiliary (\$3.6M); Fund 5, Scholarships and Financial Aid (\$65M); and Fund 7, Capital Construction (\$39.4M).

The Board considered Budget and Finance Items IV-B.3. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

16-115. Under Item VI - C, Administrative Matters

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Annual Contract Recommendation (*Action*)

The Board considered Personnel Items VI-C.1a-b. Mr. Stonecipher moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

2. Construction
 - a. Clearwater Library GMP and 100% Construction Drawings –Mr. Jim Waechter, Associate Vice President, Facilities Planning and

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Institutional Services, Dr. Stan Vittetoe, Provost, Clearwater Campus, Ms. Barbara Pickell, Director of Libraries, Ms. Jennifer Obermaier, Assistant Director of Libraries (*Presentation/Action*)

Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services and Dr. Vittetoe presented the Clearwater Library GMP and 100% Construction Drawings. Mr. Waechter reviewed the timeline and announced that the Clearwater City Council approved the final project documents at the June 16, 2016 City Council meeting. Vice Chair Westine asked what the dollar amount difference was between the proposed budget and the final guaranteed maximum price and Mr. Waechter responded that the price is approximately 1% over the initial proposal of \$15M. He then introduced Mr. Barbara Pickell, Director of the Clearwater Public Library System.

Ms. Pickell expressed her pleasure that this project is finally becoming a reality and explained that she, the Mayor and the City Manager are very pleased to be moving forward with this partnership that will produce an asset for the citizens of Clearwater and the students of St. Petersburg College.

Ms. Jennifer Obermaier, Assistant Director of the Clearwater Public Library System, also thanked the Board and shared that the staff of St. Petersburg College has been great to work with on this project.

Vice Chair Westine asked for a motion to approve the budget for the Joint Use Clearwater Library project. Mr. Foster motioned for approval, Mr. Gibbons seconded the motion and the motion passed unanimously.

3. Other

- a. Re-affirmation of St. Petersburg College, Mission, Vision, Values
Ms. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness (*Presentation/Action*)

Ms. Sabrina Crawford presented on the Reaffirmation of St. Petersburg College's Mission, Vision, and Values. She noted that the Southern Association of Colleges and Schools (SACS) requires that the College review the mission statement periodically. St. Petersburg College reviews the Mission, Vision and Values every three years, but beginning with the December 2016 Board Strategic Workshop, they will be reviewed annually. Ms. Crawford asked the Board for reaffirmation of the Vision and Mission Statements as well as the Values.

The Board considered Item VI-C.3a. Mr. Stonecipher moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

- b. New Vice President, Administrative/ Business Services and Information Technology*

Dr. Law nominated Mr. Brian Miles as the Vice President of Administrative/Business Services and Information Technology, replacing Dr. Duncan. The Board considered Personnel Item VI-C.3b. Mr. Stonecipher moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

4. Accounts Receivable Write-off (Action) – *This item was added to the original Agenda.*

Mr. Mike Bennett, Associate Vice-President Financial Aid Services, and Mr. Mike Meigs, Director of Student Accounting and Business Systems, presented on Financial Aid Write-offs and Bad Debt.

Mr. Meigs shared that, according to student accounting requirements in Florida, accounts receivable are carried on the books for two years and are then written-off. He explained that, while write-offs are down 22% from two years ago, they have increased 11% from last year and are projected to increase 10% in the next year. He shared that a national benchmark for bad debt is normally 1% of tuition and fees and that the write-offs this year for St. Petersburg College are 1.3% of total tuition and fees.

Mr. Bennett shared information regarding the financial aid debt incurred by St. Petersburg College's students. The amount of debt has decreased over the past five years. This debt reflects the students who received financial aid and totally withdrew from the school term before completing 60% of the term, thus requiring them to repay their loan. In light of this trend, the proposal before the Board contained several items to address this problem. Proposed changes include revising the attendance policy for the first week of classes, revising the College's drop with refund policy, revising the withdrawal policy for the 60% mark of the term, and a continuation of counseling for students regarding the academic and financial consequences of not attending or withdrawing from a class.

Vice Chair Westine asked if the College had turned the collection process over to a private organization and Mr. Bennett responded that the process has been turned over to a pre-collection agency first for billing and phone calls. If there is no response, the case is then turned over to a collection agency.

Mr. Meigs explained that the change to the attendance policy would mean that faculty would turn in no-shows for the first week only and those students would be dropped before the disbursement of financial aid to them. Mr. Bennett also explained that, under Federal regulations, a student must attend 60% of the term in order for the College to receive funding. In that case, if a student withdraws after completing 60%, they would not owe anything toward their debt.

Mr. Gibbons suggested accepting the proposals. Dr. Law asked for more time to review the proposed changes at the executive level. Mr. Gibbons asked for data concerning the number of students who withdrew who opted not to take recommended remedial coursework. Dr. Law responded that those numbers would be provided. He also noted that the College has given financial aid to 20,000 students. Dr. Law voiced a concern regarding placing additional burdens on the faculty and added that he had faculty members tell him that some students rely on their

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financial aid funds for living expenses. He noted that if a student completes the paperwork correctly and on time, the College is not in a position to deny them financial aid.

Vice Chair Westine asked for an update on collections as well. She noted a concern that the College not be taken advantage of and that students should be using the money for the purpose it was intended to address. She asked for a motion on the Write-offs, but asked that the proposed changes be brought back before the Board in September or October.

Mr. Stonecipher moved to accept the write-offs. Mr. Gibbons seconded the motion. The motion passed unanimously.

16-116. Under Item VI – D, Academic Matters

1. Arts and Entertainment BAS Review and Next Steps – Dr. Jonathan Steele, Dean of Humanities and Fine Arts, Mr. Djuan Fox, Coordinator, Special Projects (*Presentation*)

Mr. Djuan Fox presented the timeline for the proposed Arts and Entertainment BAS. He informed the Board that the response from the State Division of Florida Colleges was not what was hoped for. The State is asking for an updated data set restricted to Pinellas County FLDEO Employment data and that the program be limited to only one Classification of Instruction Program Code. Mr. Fox also noted that the State considered Contracted (1099 or freelance) employees to be part-time employees.

Dr. Steele reviewed the State's data on employment in the field. He noted that the industry sources the College consulted were seeking consultants and that the income reported was per assignment. He said this could be misleading since the consultant may have several assignments in a year.

Mr. Stonecipher asked why the State is requesting that only Pinellas County data be used and Mr. Fox answered that the State requested that the College focus only on the local market. Mr. Fox added that total jobs in the four county area (Pinellas, Hillsborough, Manatee and Orange) originally considered by St. Petersburg College was much higher than the State's numbers and earned an average salary of \$52-54K.

Dr. Law expressed his frustration with the response from the State and found it to be unfair to restrict students to the Pinellas County area. He said the 6,000 people working on a 1099 basis would love to have a certification that would allow them to be non-contract employees. He stated that he would like the State to address this discrepancy in writing, which has not been the case so far.

Vice Chair Westine voiced a concern that, while she supports this new program, the College has many other issues to work on and would be reluctant to "spin our wheels" on this issue if it will

be wasted time. Dr. Law expressed the desire to support the staff who have worked so hard on this program and that he would like to resubmit the application with the State's requested modifications.

Mr. Foster suggested getting resolutions from local city councils and industries in support of the program with regard to the economic impact of the arts on the local community. Dr. Law agreed that was something to follow up on and asked the Board's permission to resubmit the application for the new program. Vice Chair Westine noted that a vote was not required for this, but that the Board consensus was to go forward with the resubmission. She also supported getting input from local industries and councils.

Under Item VI-E, Strategic Priorities. Allstate Campus Renaming Proposal/Plan. Skyway District Campus – Dr. Scott Fronrath, Provost, Allstate Center. *This item was added to the original agenda.*

Dr. Fronrath presented a proposal to rename the Allstate Center to the Skyway District Campus. In support of this change, he noted that the other St. Petersburg College campuses were identifiable geographically, i.e. Tarpon Springs, Clearwater, Midtown. He noted that the area close to the Allstate Center has been delineated and signage erected proclaiming it the Skyway Marina District. Dr. Fronrath reviewed a proposed timeline for the name change, culminating in signage installation in the Fall of 2016 and a Community Debut Ceremony in the Spring of 2017.

Dr. Fronrath also shared a video (<http://centipede.spcollege.edu/CampusPromoBOT/>) highlighting the campus. He noted that a goal set for the campus is to expand its focus beyond the premier education center for public safety that it is known for today. He noted that there are already ten interns working with Jabil and that the campus will be part of the workforce certification programs under Dr. Jim Connelly's management.

Mr. Stonecipher asked about the origins of the Allstate Center and Dr. Fronrath shared that the Allstate Insurance Company gifted the property to the College in 1988 as a specialty campus for public safety. Vice Chair Westine asked if Allstate had been approached about this change. Dr. Fronrath answered that the intention is to name one of the buildings for the company, but did not want to reach out to Allstate Insurance formally prior to Board approval to move forward.

Vice Chair Westine asked if law enforcement had been informed of the proposed change and Dr. Fronrath replied that they had and they did not have any issues with the proposed change.

Mr. Gibbons asked if the proposed change was only piggy-backing on the Skyway Marina District name and expressed that he did not particularly like the proposed name. After some additional discussion, the Board expressed the desire that the word "district" not be used within the name. Also, it was proposed that the words "public safety" be included in the name. Vice Chair Westine proposed that the name change decision be tabled until next month. Mr. Gibbons

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made a motion to table the discussion regarding the renaming of the Allstate Center until next month. Mr. Foster seconded the motion and the motion passed unanimously.

16-117. Under Item VII - A, Consent Agenda

The Board considered all Items under VII. Mr. Gibbons moved approval Mr. Stonecipher seconded the motion. The motion passed unanimously.

Under Old Business - **NONE**

16-118. Under Item VII-B.1, New Business Grants/Restricted Funds Contracts

Information regarding these items is as follows:

1. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Achieving the Dream – Engaging Adjunct Faculty in Student Success (*Action*)
 - b. Florida Education Fund – Center of Excellence (*Action*)
 - c. FLDOE – Carl D. Perkins (*Action*)
 - d. FLDOE – College Reach out Program (CROP) (*Action*)
 - e. CareerSource Florida – FloridaFLEX: CoreRx (*Action*)
 - f. CareerSource Florida – FloridaFLEX: Power Design (*Action*)
 - g. U.S. Department of Homeland Security – Federal Emergency Management Agency – Fire Prevention Grant (*Action*)
 - h. U.S. Department of Justice – Office of Community Oriented Policing Services (COPS) – Florida Department of Law Enforcement – COPS Anti-Heroin Task Force Program (*Action*)

16-119. Under Item VII-B.2, Bids, Expenditures and Contracts over \$325,000

Information regarding these items is as follows:

- a. Cenergistic, Inc. – Energy Savings Agreement (*Action*)

16-120. Under Item VII-B.3, Capital Outlay, Maintenance, Renovation, and Construction

3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*Information*)

16-121. Under Item VIII, DIRECT SUPPORT ORGANIZATIONS*

After some discussion, the following direct support organizations Board assignments were made:

1. Appointments/ Current Assignments
 - a. St. Petersburg Foundation, Inc. – Deveron Gibbons
 - b. Leepa-Rattner Museum of Art – Lauralee Westine
 - c. Institute for Strategic Policy Solutions – Dale Oliver

Vice Chair Westine asked for a motion to approve the direct support organization Board assignments as they appear above. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion and the motion passed unanimously.

16-122. Under IX, Public Access/Unagendaed Items

Vice Chair Westine closed the Board of Trustees meeting and opened the public hearing.

16-123. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing

A rulemaking hearing was conducted for the purpose of amending and/or adopting changes to the Board of Trustees Rules and Procedures Manual. Proof of public notice of this meeting is included as a part of these minutes. Internal notice was published in the **Blue and White** and notices were duly posted. The chairman requested comments from the public.

X. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing -

- 6Hx23-1.37 Smoking in College Facilities

There were no public comments. The President sought approval of Item X. Mr. Foster moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

Vice Chair Westine closed the Public Hearing and re-opened the Board of Trustees meeting.

16-124. Under Item XI, President’s Report

No report.

16-125. Under Item XII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, August 16 2016, 9:00 a.m., at the EpiCenter

XII. ADJOURNMENT

Having no further business to come before the Board, Vice Chair Westine adjourned the meeting at 11:15 a.m.

Immediately following the St. Petersburg College Board of Trustees meeting, Vice Chair Westine opened the semi-annual St. Petersburg College Collegiate High School Governing Board meeting at 11:15a.m.

**MINUTES OF THE JUNE 21, 2016 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

16-126. Under St. Petersburg Collegiate High School (SPCHS)

Ms. Starla Metz, Principal, St. Petersburg Collegiate High School presented highlights and the proposed 2016-2017 budget for the St. Petersburg Collegiate High School. Ms. Metz presented brief highlights of some outstanding students from the St. Petersburg Collegiate High School. She shared that the anticipated high school graduation rate is 100% and the anticipated A.A. graduation rate is 99% by the end of the summer term. Ms. Metz added that SPCHS seniors were awarded over \$3.7M in scholarships and that SPCHS received the Five Start School Award from the Florida Department of Education. In addition, 10% of graduating seniors will be attending SPC, 27% will be attending UF and 23% will be attending USF, with many of the remaining students attending other colleges and universities.

Ms. Metz also highlighted Mr. Erik Scott, a 2006 alumnus of SPCHS, who is currently studying medicine and will be returning to the Collegiate High School to speak to other students about his experiences.

Ms. Metz asked the Board for approval of the proposed budget for 2016-2017 which she stated was very similar to the prior year's budget. Vice Chair Westine asked for a motion to approve the SPCHS proposed budget for 2016-2017. Mr. Gibbons moved approval, Mr. Stonecipher seconded the motion and the motion passed unanimously.

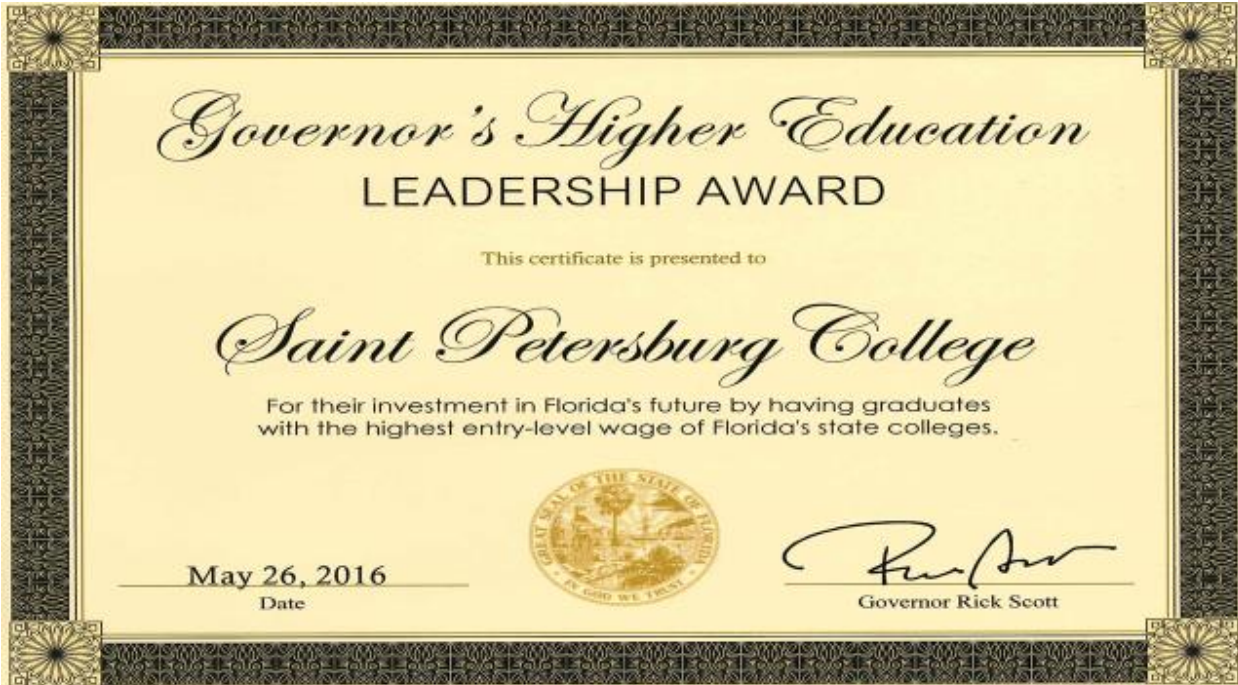
William D. Law, Jr.
Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Dale Oliver
Chairman, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental Materials

Board of Trustees Meeting
June 21, 2016

II – C Governor’s Higher Education Leadership Award



VI – B.1 Monthly Financial Report



St. Petersburg College Board of Trustees Monthly Financial Report

Janette Hunt
June 21, 2016



Revenue Focus

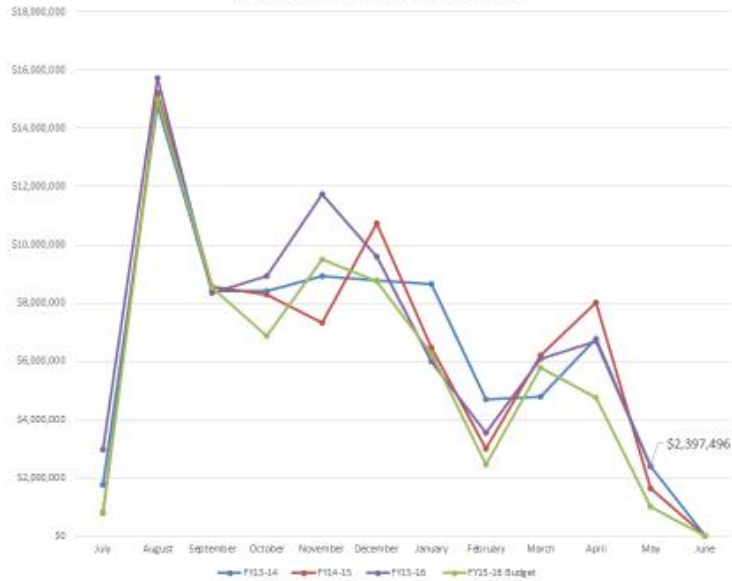
ST. PETERSBURG COLLEGE				
FY16-16 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - May 31				
Revenue	FY15-16 Budget	FY15-16 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Student Tuition & Out-of-State Fees	\$ 56,498,805	\$ 55,621,251	98%	
State Appropriation - CCPF	\$ 53,669,965	\$ 49,357,515	92%	
State Appropriation - Lottery	\$ 14,934,524	\$ 11,947,620	80%	
Performance Funding	\$ 2,404,418	\$ 2,194,032	91%	
Operating Cost for New Facilities	\$ 172,684	\$ -	0%	
Learning Support Access Fee	\$ 1,831,810	\$ 1,696,189	93%	
Distance Learning Fee	\$ 3,752,441	\$ 3,744,647	100%	
Technology Fee	\$ 2,815,337	\$ 2,674,561	95%	
Lab Revenue Fees	\$ 1,714,401	\$ 1,933,287	113%	
Industry Certifications	\$ 150,000	\$ -	0%	
Other Revenues	\$ 5,397,200	\$ 4,965,932	92%	
Other Student Fees	\$ 1,622,007	\$ 985,005	61%	
Fund Transfers In	\$ 3,568,839	\$ 3,527,304	99%	
Revenue Stabilization Reserve	\$ 2,173,009	\$ -	0%	
One-Time Non-Recurring Funds	\$ 2,291,443	\$ -	0%	
Total Revenues - Fund 1x	\$ 152,887,803	\$ 138,587,441	91%	90%



Expense Focus

Operating Costs	FY15-16 Budget	FY15-16 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Personnel & Benefits				
Instructional Faculty-Full Time	\$ 28,170,380	\$ 26,533,435	94%	
Administrative	\$ 9,710,167	\$ 9,066,369	93%	
Career (Non-Instructional)	\$ 22,118,336	\$ 18,504,753	84%	
Adjunct/Supplemental	\$ 14,691,325	\$ 14,238,696	97%	
Professional	\$ 16,591,094	\$ 13,506,139	81%	
Other Professional OPS	\$ 796,481	\$ 483,544	63%	
Non-Instructional OPS and Overtime	\$ 2,430,881	\$ 2,335,851	96%	
Student Assistants	\$ 415,000	\$ 386,555	93%	
Health Insurance	\$ 11,554,547	\$ 12,086,304	105%	
Personnel Benefits	\$ 11,705,085	\$ 11,598,413	99%	
Total Personnel & Benefits	\$ 118,154,416	\$ 108,741,160	92%	93%
Current Expense				
Total Current Expense	\$ 31,486,190	\$ 25,381,743	81%	83%
Capital Spending				
Total Capital Spending	\$ 3,347,196	\$ 2,067,042	61.8%	88%
Total Operating Costs - Fund 1x	\$ 152,987,802	\$ 136,185,945	89%	90%
Total Remaining Funds (Surplus/Deficit)	\$ 0	\$ 2,397,496		

Operating Budget Fund Balance Trends



VI – B.2 Overview of Performance Funding

St. Petersburg College
SPC

**Florida College System
Performance Funding
Model Overview**

*Board of Trustees Meeting
- June 21, 2016*

An Achieving
Partnership
Institution

St. Petersburg College
SPC

- Florida College System (FCS) has provided *Draft* Performance Funding College and Measure scores
- Awaiting Confirmation from July 20th State Board of Education (SBE) meeting to finalize Performance Funding model

Update

An Achieving
Partnership
Institution

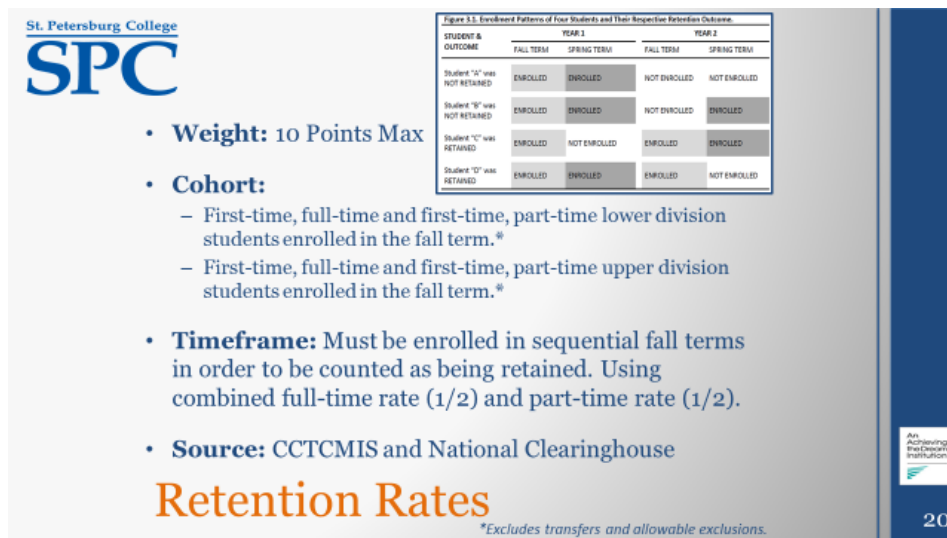
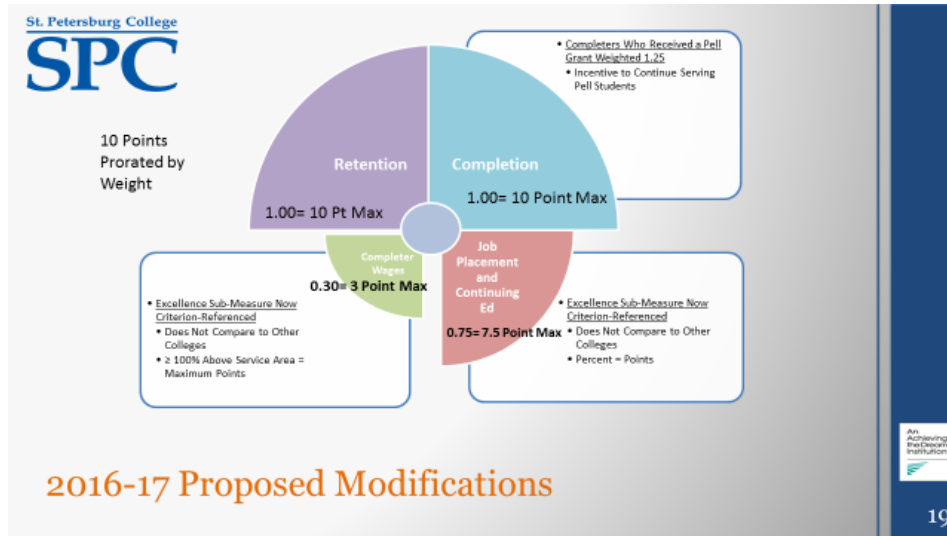
16

1. Retention Rates
2. Completion Rates
3. Job Placement/Continuing Education
4. Entry Level Wages

Four Measures

- Each measure has two distinct parts:
 1. Excellence Benchmark
 2. Improvement Benchmark
- Points are awarded to each institution based on the higher of the two benchmarks.

Measures



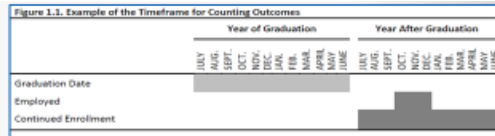
	Students in the Cohort		Total
	Lower Division	Upper Division	
150% Completion Rate			
Numerator	1,000	100	1,100
Denominator	5,000	500	5,500
Rate	20%	20%	20%
200% Completion Rate			
Numerator	1,500	150	1,650
Denominator	5,000	500	5,500
Rate	30%	30%	30%

NEW: Completers Who Received a Pell Grant Weighted 1.25

- **Weight:** 10 Points Max
- **Cohort:**
 - Lower Division Cohort: first-time, full-time lower division students enrolled at the beginning of the fall term (may include students beginning in the summer term).*
 - Upper Division Cohort: first-time, full-time upper division students from the fall, spring, and summer term.*
- **Timeframe:** students comprising each cohort were tracked for 150% (2/3) using Fall 2011 and 200% (1/3) using Fall 2010 of catalog time
- **Source:** CCTCMIS, FETPIP, National Clearinghouse

Completion Rates

*Excludes transfers and allowable exclusions.



NEW: Criterion-Referenced, Not Compared to Other Colleges

- **Weight:** 7.50 Points Max (Discounted from 10 Points)
- **Cohort:** graduates (from summer, fall, and spring) in the year after graduating (all degrees and certificates).
- **Timeframe:**
 - Employed: have an earnings record during the fourth fiscal quarter of the year (October through December).
 - Continuing education: have an enrollment record in the year following graduation.
- **Sources:** CCTCMIS, FETPIP, National Clearinghouse

Job Placement/Continuing Education

Figure 4.1. Example of the Timeframe for Counting Outcomes

	Year of Graduation						Year After Graduation																
	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APRIL	MAY
Graduation Date																							
Employed																							

NEW: Criterion-Referenced, Not Compared to Other Colleges

- **Weight:** 3 Points Max (Discounted from 10 Points)
- **Cohort:** Graduates (from summer, fall, and spring) in the year after graduating (all degrees and certificates).
- **Timeframe:** Graduates working with wages in the fourth fiscal quarter after graduation.
- **Source:** Entry Level Wages defined as the average wage of graduates found working full-time in the FETPIP database compared to entry-level wages in the college's service area by the Florida DEO.

Entry Level Wages

Measures	Cohort Year
1) Job Placement/Continuing Education	• 2013-2014 Graduates
2) Completion Rates: 150%	• Fall 2011-FT FTIC* • Fall 2011, Spring 2011, Summer 2012-FT First Time Bacc *
Completion Rates: 200%	• Fall 2010-FT FTIC* • Fall 2010, Spring 2010, Summer 2011-FT First Time Bacc*
3) Retention Rates	• Fall 13-14 to Fall 14-15 • First-time, FT and PT lower division students First-time, FT and PT upper division students
4) Entry Level Wages	• College Completer Avg. FT Wage (2013-14) • DEO Entry Level Wage in Service Area (2014)

Notes: FT = Fulltime, PT = Part-time, FTIC = First Time in College, DEO = Department of Economic Opportunity.

Measure Cohort Detail

*Excludes transfers and allowable exclusions.



	Purple (2)	Bronze (3)	Silver (20)	Gold (3)
Base Funding (Institutional Investment)	✓ Implement Plan for Restoration	✓ Auto-Restore Institutional Investment	✓ Auto-Restore Institutional Investment	✓ Auto-Restore Institutional Investment ✓ Potential Redistribution from Purple
New Funding (State Investment)	None	None	✓ Prorated Share of State Investment	✓ Prorated Share of State Investment ✓ Redistribution from Bronze

15.2	19.5	Avg. = 23.9	28.2
2 standard deviations below mean threshold	1 standard deviation below mean threshold	Within 1 standard deviation of Mean	1 standard deviation above mean threshold

2016-17 Proposed Thresholds



- SPC is ?? of out 28 Florida State Colleges (Silver Status with 26.8 out of 30.0 points)
 - Retention Rates: **10.00** out of 10.00
 - Completion Rates: **6.67** out of 10.00
 - Job Placement/Continuing Education: **7.16** out of 7.50
 - Entry Level Wages: **3.00** out of 3.00
- With Silver Status, SPC will have their base funding restored (1.8 million) and receive a proportional amount of performance dollars (1.8 million).

SPC Ranking



- Continue to attempt to recreate and validate state data
- Develop short-term and long-term strategies to improve performance metrics, such as:
 - ‘Auto-grad’ programs
 - Continue developing FUSE program with USF (currently in pilot)
 - Career and Academic Pathways

Next Steps



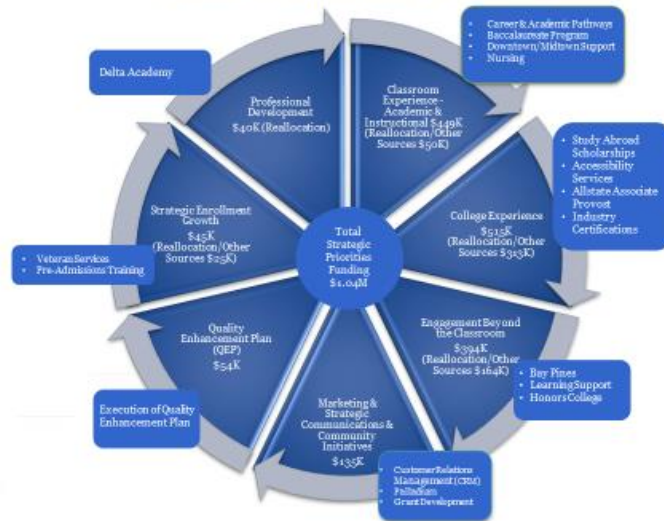
Questions



St. Petersburg College Board of Trustees FY16/17 Budget

Janette Hunt
June 21, 2016

Funding to Support Strategic Priorities





FY16/17 St. Petersburg College Operating Budget

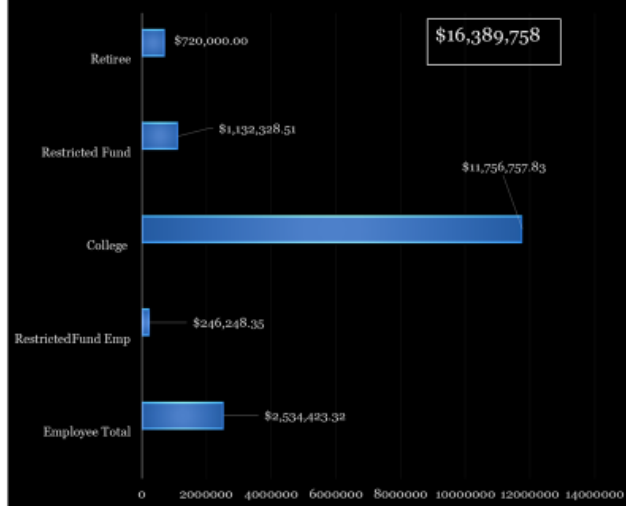
Revenue		FY16/17 Budget
Student Tuition & Out-of-State Fees		\$ 56,560,516
State Appropriation - CCPF		\$ 51,695,712
State Appropriation - Lottery		\$ 16,693,506
Performance Funding		\$ 3,652,774
Operating Cost for New Facilities		\$ 128,429
Learning Support Access Fee		\$ 1,634,042
Distance Learning Fee		\$ 3,814,485
Technology Fee		\$ 2,816,596
Lab Revenue Fees		\$ 1,714,401
Industry Certifications		\$ 150,000
Other Revenues		\$ 5,397,200
Other Student Fees		\$ 1,622,007
Fund Transfers In		\$ 3,556,839
Revenue Stabilization Reserve		\$ 2,173,009
One-Time Non-Recurring Funds		\$ 2,291,443
Total Revenues - Fund 1x		\$ 154,102,961
Operating Costs		FY16/17 Budget
Personnel & Benefits		
Instructional/Faculty-Full Time		\$ 28,899,727
Administrative		\$ 10,275,180
Career (Non-Instructional)		\$ 21,729,861
Adjunct/Supplemental		\$ 14,341,325
Professional		\$ 15,874,846
Other Professional OPS		\$ 766,481
OPS and Overtime		\$ 2,459,839
Student Assistants		\$ 428,000
Health Insurance		\$ 11,894,947
Other Personnel Benefits		\$ 11,700,854
Total Personnel & Benefits		\$ 118,330,460
Current Expense		
Total Current Expense		\$ 32,341,920
Capital Spending		
Total Capital Spending		\$ 3,430,581
Total Operating Costs - Fund 1x		\$ 154,102,961
Total Remaining Funds (Surplus/Deficit)		\$ -

\$300K to Health Plan

\$413K to Contingency

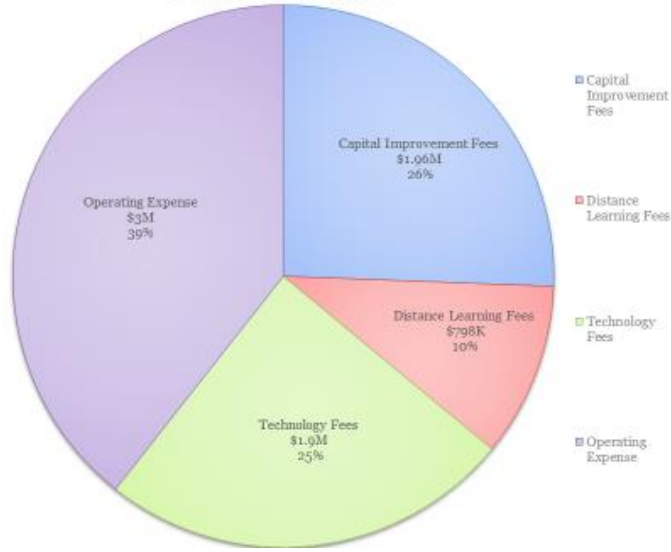


Health Fund Contribution Sources

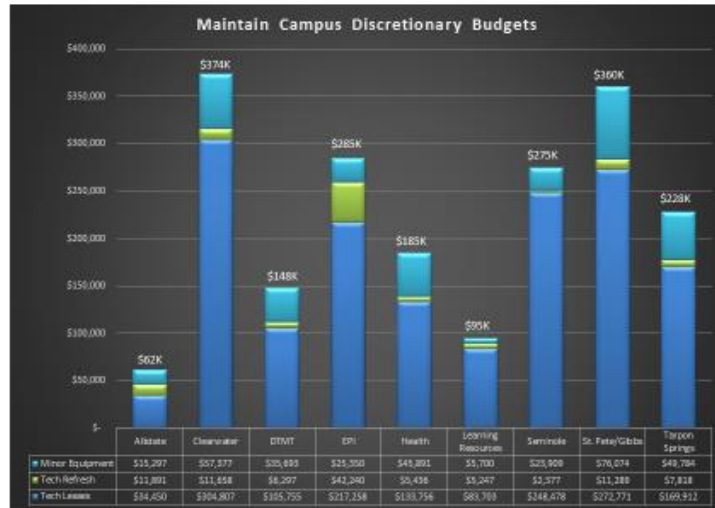




Technology Budget
Computer Refresh \$4.4M
Maintenance and Licensing \$3.2M



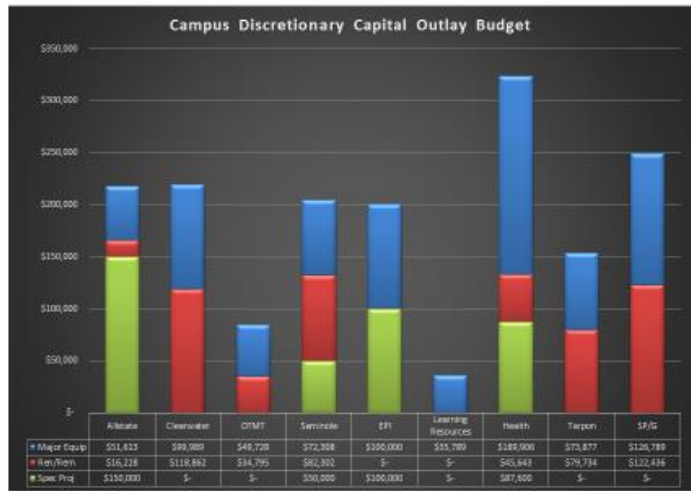
Campus Minor Equipment & Technology



2016-17 Capital Outlay (Construction, Remodel, Renovation & Equipment)



Academic & Student Oriented





Recap - Other College Fund Budget



June 21, 2016

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
Hogan, Terri McGee	Career & Academic Advisor	Enrollment Management DO	6/13/2016- 6/30/2017

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effect. Date
Swaim, Lenore S	Apprenticeship Empl. Recruiter	Business Administration SP	4/25/2016- 6/30/2017
Johns, Charlotte D	Scholarship & Stu Fin Asst Dir	Scholarships/Stu Fin Assist SP	6/6/2016- 6/30/2017

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effect. Date
Yeager, Gabriel Harrison	Accounting Support Specialist	Provost TS	5/31/2016
Dobson, Terri L	Administrative Svcs Specialist	Business Technologies CL	6/6/2016
Norris, Lilian Y	Administrative Svcs Specialist	Leepa/Rattner Museum - DO	6/7/2016
Bermudez, Carmen G	Custodian	Custodial Services CL	5/23/2016
McClain, Travis Quintin	Materials Mgmt Assistant	Facilities Services CL	6/1/2016
Amado, Juan sebastian	Sr Administrative Svcs Assist	Associate Provost CL	5/16/2016

Lambert, Stacy A

Student Support Specialist

Associate Provost TS

5/16/2016

TRANSFER/PROMOTION Budgeted Career Service

Name	Title	Department/Location	Effect. Date
Beekman, Maribeth C	Administrative Svcs Specialist	Student Activities SPG	6/6/2016
Martinez, Erika G	Administrative Svcs Specialist	Provost TS	5/9/2016

HIRE Faculty

Name	Title	Department/Location	Effect. Date
Cianciolo, Kimberley H	(Acting) Faculty	Health Information Mgmt HC	5/16/2016
Todaro, John	(Interim) Faculty	Emergency Medical Services HC	5/16/2016
Johnson-Sabree, Kengia	Academic Chair	Health Information Tech HC	7/5/2016

HIRE Temporary/Supplemental

Name	Title	Department/Location	Effect. Date
Ringeisen, Jordan Alexander	General Support	Veterinary Technology HC	5/31/2016
Soliman, Ann Marie	Instructor, Temp HardToFill	Nursing HC	5/23/2016
Cook, Mary Ann T	Instructor, Temporary Credit	Business Technologies SP	5/31/2016
Camejo, Eden	Instructor, Temporary Credit	Business Administration TS	5/16/2016
Damianov, Boris	Instructor, Temporary Credit	Social Science SE	5/16/2016
Gravinese, Philip M	Instructor, Temporary Credit	Natural Science SPG	5/16/2016
McDuffie, Rolanda S	Instructor, Temporary Credit	Business Administration TS	5/16/2016
McGivern, Michael H	Instructor, Temporary Credit	Business Administration TS	5/16/2016
Riveros, Sandra L	Instructor, Temporary Credit	Foreign Language TS	5/16/2016
Rodriguez, Lester	Instructor, Temporary Credit	Social Science SE	5/16/2016
Roque, Beyte	Instructor, Temporary Credit	Natural Science SPG	5/16/2016
Waitz, Krista L	Instructor, Temporary Credit	Building Arts CL	5/16/2016
Economos, Alexis Nicole	OPS Career Level 1	Provost SE	6/4/2016
Garcia, Ceidi A	OPS Career Level 1	Provost SE	6/4/2016
Mundorff, Sydney Nicole	OPS Career Level 1	Provost SE	6/4/2016
Miller, Joshua	OPS Career Level 1	Provost CL	5/16/2016
Kelly, Maria A	OPS Career Level 2	Learning Resources	5/23/2016
Quiroz Beltran, Angie	OPS Career Level 2	Associate Provost CL	6/6/2016
Zazycki, Edward L	OPS Career Level 2	Mail & Distribution DO	6/7/2016
Roe, Garrick Ian	OPS Career Level 2	Associate Provost SP	5/9/2016

Wright, Yulonda E	OPS Career Level 2	Facilities Plan & Inst Svcs	5/9/2016
Coraggio, Sydnie Pagie	OPS Career Level 3	President Support	5/31/2016
Vanderklok, Amanda L	OPS Career Level 4	Academic & Student Affairs	5/20/2016
McLaren, William Ted	OPS Career Level 5	Academic & Student Affairs	5/30/2016
Stanisic, Natasha	OPS Career Level 5	Academic & Student Affairs	5/16/2016
Rupp, Karen	OPS Professional	Engineering Technology CL	5/18/2016
Brown, Anthony B	Professional Trainer	Allstate Center Provost	6/13/2016
Burford, Scott Thomas	Professional Trainer	Fire Science AC	5/18/2016
Chiaracane, Philip	Professional Trainer	Student Support Services - SP	5/24/2016
Curran, John Raymond	Professional Trainer	Fire Science AC	5/20/2016
Fallahee, Terrance C	Professional Trainer	Criminal Justice AC	6/10/2016
Haynes, Jason P	Professional Trainer	Fire Science AC	6/6/2016
Lemmon, Lynn S	Professional Trainer	Student Support Services - SP	5/23/2016
Nadeau, Benjamin J	Professional Trainer	Student Support Services - SP	5/23/2016
Romigh, Melissa M	Professional Trainer	Student Support Services - SP	5/23/2016
DeMilo, Connie M	Professional Trainer	Corporate Training E&SS DO	5/16/2016
Holt, Charles Ryan	Professional Trainer	Fire Science AC	5/16/2016

PERKINS GRANT ROLLOVER

Name	Title	Department/Location	Effect. Date
Washington, Terry L	Administrative Svcs Assistant	Corporate Training E&SS DO	7/1/2016
Meyer, Julia M	Administrative Svcs Specialist	Tech Prep - DO	7/1/2016
O'Neal, Lakesha	Community Relations Coordinatr	Marketing & Strategic Comm	7/1/2016
Johnson, Henry	Community Relations Coordinatr	Marketing & Strategic Comm	7/1/2016
Hall, Gordon W	Community Relations Coordinatr	Marketing & Strategic Comm	7/1/2016
Eli, Megan Lynn	Instructional Supp Specialist	Health Education Ctr Provost	7/1/2016
Markford, Pamela J	Instructional Support Spec.	New Initiative Program - HC	7/1/2016
Watson, Kaison O	Recruiter	Enrollment Management DO	7/1/2016
Fenley, Irma E.	Sign Language Interpreter	Srvcs Spc Students/OSSD CL	7/1/2016
Wyatt, Stephanie N.	Sign Language Interpreter	Srvcs Spc Students/OSSD CL	7/1/2016
Miller, Regina A.	Sr Technlgy Support Specialist	Academic & Student Affairs	7/1/2016
Campbell, Dustin R	Technology Support Specialist	Academic & Student Affairs	7/1/2016

CORRECTIONS to the May BOT Personnel Memo
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Name	Title	Department/Location	Effect. Date
Strickland, Mark F.	Provost	Academic & Student Affairs SE	4/19/2016- 6/30/2017

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effect. Date

Name	Title	Department/Location	Effect. Date
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Zombek,Angela	Instructor	Social Science CL	5/23/2016- 5/27/2016
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The purpose of this trip is to attend a conference that brings together international researchers, experts and educators to engage in academic discussions and share their most current research and experiences in all areas of Social Science. The benefit to the College is to increase the visibility of St.

Petersburg College in the historical profession and to represent the College abroad.

Funded by the Catholic University of the Sacred Heart in Milan. Estimated cost to the College is zero.

Jackson,Kimberly	Academic Chair	Social Science MT	7/10/2016- 7/30/2016
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The purpose of this trip is to travel with SPC students participating in the USF-SPC Vietnam study abroad program for the purpose of developing future SPC study abroad programs to Vietnam. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Social Science department. Estimated cost to the College is \$5,337.80.

Brzezinski,Sara	Instructor	Social Science TS	7/16/2016- 8/1/2016
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The purpose of this trip is to offer St. Petersburg College students an educational opportunity to introduce them to mental health diagnoses, treatment, and prevention by combining lectures, labs and discovery-oriented investigative experiences of the native cultures, community agencies, educational institutions, and inner cities of Ecuador. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Social Science department. Estimated cost to the College is \$4,819.63.

Wallis,James	Instructor	Social Science TS	7/16/2016- 8/1/2016
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The purpose of this trip is to offer St. Petersburg College students an educational opportunity to introduce them to mental health diagnoses, treatment, and prevention by combining lectures, labs and discovery-oriented investigative experiences of the native cultures, community agencies, educational institutions, and inner cities of Ecuador. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Social Science department. Estimated cost to the College is \$4,832.49.

Coronel,Rita	Instructor-12 Month	College of Business EPI	7/25/2016- 8/5/2016
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The purpose of this trip is to be a Faculty Leader - teaching students, while studying in Costa Rica, firsthand experience on how to do business in Latin America countries through the Intercultural Relations tin Business Course. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the College of Business. Estimated cost to the College is \$2,957.64.

Ettle,Donna	Adjunct Instructor	College of Health Science HEC	7/27/2016- 8/6/2016
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The purpose of this trip is to provide students with the opportunity to study HSA1100 or HSA1102 with hands-on study experience during the the study abroad program in the community of South Africa. The benefit to the College is to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the College of Health Sciences. Estimated cost to the College is \$3,959.50.

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

Dk061016

Agenda Item VI - C.1b

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President *WDL*

SUBJECT: Contract Recommendations

Approval is sought for the following recommended personnel actions concerning contractual appointments for 2016-2017.

Recommend appointment to an annual instructional contract (2015-2016), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.

Name	Title	Department	Contract dates
Wilson,Ian	Instructor	Letters SPG	8/15/16-7/21/17


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

Dk061016

Agenda Item VI – C.2a

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Approval of Project 1707-P-12-2, Clearwater East Community Library at St. Petersburg College, Clearwater Campus

Approval is requested for the 100% Construction Documents (Phase III) and the Guaranteed Maximum Price (GMP) and related documents in accordance with the project schedule.

In collaboration with the college staff, Canerday, Belfsky & Arroyo, Architects, Inc., has completed the 100% Construction Documents and Creative Contractors, Inc. has developed the Guaranteed Maximum Price (GMP) for Project 1707-P-12-2, Clearwater Library, Clearwater Campus.

This Project will consist of construction of the new 43,515 square foot Clearwater East Community Library at St. Petersburg College, a joint-use Library for St. Petersburg College and the City of Clearwater. The existing Library and the Administration Buildings will be demolished once the new Library is completed. The total Guaranteed Maximum Price (GMP) for this project is \$11,996,313. The total project budget is \$14,970,045. The project will be funded with a contribution of \$5,664,639 from the City of Clearwater and \$9,305,406 from St. Petersburg College. The college's contribution is included in the FY 16-17 capital budget.

The anticipated date for substantial completion is January 3, 2018. This GMP has been reviewed for building codes, safety-to-life, the Americans with Disabilities ACT (ADA) and further refinements.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; Stan Vittetoe, Provost; Joe Leopold, Dean, Communications; Leo Arroyo, Principal, Canerday, Belfsky & Arroyo, Architecture, recommend approval.



June 21, 2016



- 75% Construction Documents under review
- Final Construction Documents issued May 6
- Guaranteed Maximum Price delivered May 27
- Approval by Clearwater City Council on June 16
- Guaranteed Maximum Price Approval by St. Petersburg College on June 21
- Groundbreaking July 2016
- College occupancy, Fall 2017
- City occupancy, early 2018

- Total Budget - \$15.0 Million
- College Share - \$ 9.3 Million
- City Share - \$ 5.7 Million


June 21, 2016



June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: St. Petersburg College Mission, Vision, and Values

Approval is sought for the reaffirmation of the attached Mission, Vision, and Value Statements for St. Petersburg College. This current version was the result of an extensive review and development process performed by the Strategic Issues Council and Committees that was reviewed at the Strategic Board Workshop in December 2012 and later approved by the Board of Trustees at the January 2013 Board meeting.

The Southern Association of Colleges and Schools (SACS) requires that the College review their mission statement periodically. Per these requirements, the College performs this review every three years. The current review began in May 2012 to streamline the Mission statement and also create vision and value statements which considered the following:

- Mission: What is our purpose? Why do we exist? Who do we serve? What makes us unique?
- Vision: What/Where/Who do we want to be in the future?
- Values: What are the ideals most important to us?

Three proposals were developed by the Academic Affairs Committee, Student Support Committee, and Systems Support Committee and then presented to the Strategic Issues Council. These committees and councils were comprised of Faculty, Students, Career staff, and Administration staff. All three proposals had common themes which served as the foundation for the final proposed Mission, Vision, and Value statements.

The graphical representation (on the next page) reflects the essence of those recommendations and has been used to communicate the Mission, Vision and Values throughout the College over the last three years.



Mission Statement

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

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, and Sabrina Crawford, Executive Director, Institutional Research and Effectiveness, recommend approval.

VI – C.3a Re-affirmation of St. Petersburg Mission, Vision, and Values


St. Petersburg College
SPC

Mission, Vision, and Values


*Board of Trustees Meeting
June 21, 2016*

An Achieving
The Classic
Institution

St. Petersburg College
SPC



www.spcollege.com/mission



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

An Achieving
The Classic
Institution

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Current Mission, Vision, and Values were:

- The result of an extensive review and development process performed by the Strategic Issues Council and Committees, which contain representative staff in various college roles.
- Reviewed at the Strategic Board Workshop in December 2012 and later approved by the Board of Trustees at the January 2013 Board meeting.

Background

- The Southern Association of Colleges and Schools (SACS) requires that the College review their mission statement periodically.
- Per these requirements, the College performs this review every three years.

Background

St. Petersburg College
SPC

Vision Statement
A Great College Transforming the Lives...
Of our students
Of our communities
Of our employees

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

Mission and Vision

An Achieving the Dream Institution

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St. Petersburg College
SPC

- May BOT meeting - provided an opportunity for the Board to review the College's current Mission, Vision, and Values.
- Bringing it back now to the BOT for reaffirmation.
- Going forward the Mission, Vision, and Values will be reviewed annually at the December Strategic Board workshop.

Next Steps

An Achieving the Dream Institution

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Questions?

June 21, 2016

MEMORANDUM**TO:** Board of Trustees**FROM:** William D. Law, Jr. **SUBJECT:** Vice President Administration, Business, and IT

It is my pleasure to inform the Board of the selection of Mr. Brian Miles as the college's Vice President for Administration, Business, and IT. Mr. Miles presently serves as the Associate Vice President for this area and has impressed all who have worked with him in this role.

Mr. Miles is a graduate of the U.S. Military Academy at West Point, holds a J.D. Degree from Nova Southeastern University and is completing an MBA degree from University of Memphis. He joined the college in 2012 as Associate General Counsel and has held his current position since 2015.

Mr. Miles was the unanimous choice of the screening committee, comprised of the other college vice presidents. The recommendation from the vice presidents was summed up as Mr. Miles "demonstrated the qualities of a strategic leader who is mission focused and knows how to collaborate to find solutions and integrate success." My one-on-one interview with Mr. Miles gave me strong certitude that he has a grasp of the role and challenges faced by the chief administrative officer, has the talent and insight to address the challenges, and most importantly, is firmly committed to the servant leadership model we are working to implement at the college.

It will be my pleasure to have Brian Miles as a member of the College's leadership team.

Thank you.

Brian Miles

Vice President, Administrative/Business Services and Information Technology



June 21, 2016

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Agenda Item VI –C.4

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President *WDL*

SUBJECT: Accounts Receivable Write-Off

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2014. In each instance, the receivable is at least two years old.

Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.

The increase in the write-off over the previous year is attributable primarily due to repayment of financial aid debts. The total write-off this year increased by 11%. Accounts receivable has trended slightly higher for the last two years with a projected 10% increase in write-offs next year. Approved write-offs for last year totaled \$965,104.66.

Accounts to be written-off, totaling \$1,074,133.55 are summarized on the following schedule:

Student Tuition Debt:	\$168,938.46
Financial Aid:	\$893,201.15
Return Checks/Other:	\$11,993.94
Total Write-off	\$1,074,133.55

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Systems; Theresa Furnas, Associate Vice President, Financial and Business Services; and Mike Meigs, Director of Student Accounting and Business Systems, recommend approval.

Write-Offs/Bad Debt

Mike Meigs
Director,
Student Accounting and Business
Systems and
Michael J. Bennett,
Associate Vice President,
Financial Assistance Services

- Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.
- Statistics
 - 22% decrease in write-offs from two years ago to last year
 - 11% increase in write-offs from last year to this year
 - 10% increase in write-offs projected for next year
 - A national benchmark for bad debt is normally 1% of tuition and fees
 - This year's write-off is 1.3% of total tuition and fees

Write-Offs/Bad Debt @ SPC

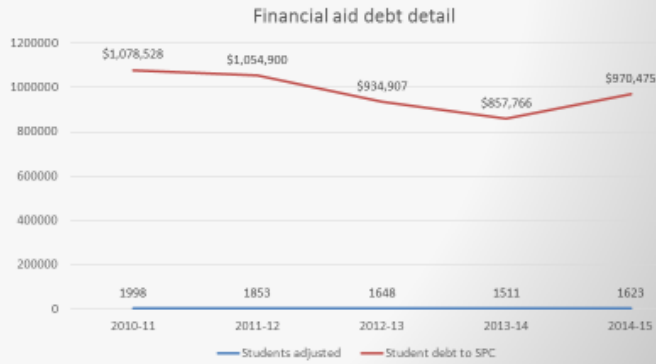
Accounts to be written-off as of 6/30/2014	Amount
Student Tuition Debt	\$168,938.46
Financial Aid	\$893,201.15
Return Checks/Other	\$11,993.94
Total	\$1,074,133.55

Accounts Receivable Write-Offs

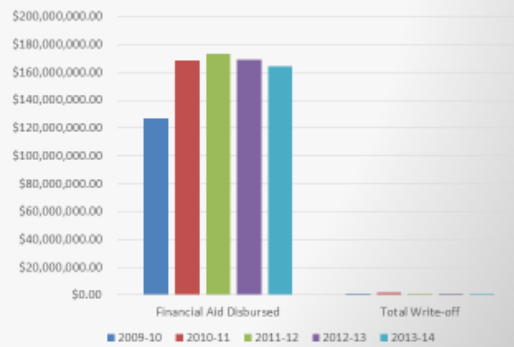


5-Year Write-Off Trends





Financial aid debt detail



Financial aid disbursed compared to Write-Offs

Last day to drop with a refund

Term	Drop with Refund
Spring 2017	March 15, 2017
Fall 2017	October 15, 2017
Spring 2018	March 15, 2018
Fall 2018	October 15, 2018

- Proposed solutions to be discussed
 - Revise the attendance policy for the first week of classes
 - Revise the College's drop with refund policy
 - Revise the withdrawal policy for the 60% mark of the term
 - Continue to enhance counseling regarding academic and financial consequences of not attending or withdrawing from a class
 - Website – www.spcollege.edu/withdrawal & Upcoming Financial Aid Dates
 - Printed piece – *Withdrawing from classes can cost you!*

Withdrawal deadline

Term	Withdrawal Deadline
Spring 2017	March 15, 2017
Fall 2017	October 15, 2017
Spring 2018	March 15, 2018
Fall 2018	October 15, 2018



Proposed solutions to be discussed



Questions?

VI – D.1 Arts and Entertainment BAS Review and Next Steps

New Program Proposal: BAS in Arts and Entertainment Technology Review

Jonathan Steele, Dean, Fine Arts and Humanities
Djuan Fox, Project Coordinator in Academic Services
SPC Board of Trustees – June 21, 2016

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

BAS Proposal

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Timeline	
January 2014	Letter of Intent Approved by BOT
February 2014	Received Letter of Support from University of South Florida (USF)
April 2014 – May 2015	Moratorium Implemented
February 2016	Board of Trustees Review/Approval
May 2016	Feedback Received from the Division of Florida Colleges
June 2016	BOT Update

BAS Proposal

- Creating a professional **workforce degree** program serving **multiple technological and arts** areas which service the needs of the Pinellas County Community.
 - Music Industry/Recording Arts
 - Digital Arts
 - Photographic Technology
- The new degree will emphasize **“real world” entrepreneurial skills** through high-quality, practical curriculum, and flexible **project-based, collaborative experiences**.

State Feedback

1. Job data
 - Updated Data Set
 - Restricted to Pinellas County FLDEO Employment Data
 - Limited to only one Classification of Instructional Program (CIP) Code
2. Contracted Employees (1099, Freelance)
 - Considered part-time employment

Employment Data



State Feedback

DEMAND: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) EMPLOYMENT PROJECTIONS

A.1.1	Occupation		Number of Jobs				Salary		Education Level	
	Name/Title	SOC Code	County/Region	Base Year	Projected Year	Level Change	Total Job Openings	Avg. Hourly Wage		Annualized Salary
	Producers and Directors	272012	Pinellas	264	273	9/3.4%	10 yr.	\$ 29.92	\$62,233	Bachelor's Degree
	Film and Video Editors	274032	Pinellas	49	45	0/-8.2%	1 yr.	\$ 15.06	\$31,325	Associate Degree
	Art, Drama, and Music Teachers, Postsecondary	251121	Pinellas	204	244	40/19.6%	8 yr.	NA	\$--	Master's or Higher Degree
								\$--	\$--	
	Total						19	\$22.49	\$46,779	

State Feedback

Contracted Employees (1099, Freelance)

Year	Reporting	Year to Year Change	Year Change Since 2002	Avg. Receipts
2002	4,094			
2003	4,153	1.40%	1.40%	\$16,526
2004	4,477	7.80%	9.40%	\$16,997
2005	4,783	6.80%	16.80%	\$18,239
2006	4,882	2.10%	19.20%	\$18,417
2007	5,341	9.40%	30.50%	\$17,841
2008	5,111	-4.30%	24.80%	\$18,500
2009	5,355	4.80%	30.80%	\$16,103
2010	5,696	6.40%	39.10%	\$16,685
2011	5,760	1.10%	40.70%	\$17,025
2012	5,902	2.50%	44.20%	\$17,499
2013	6,011	1.80%	46.80%	\$17,993

Independent Artists, Writers and Performers in the Tampa-St. Petersburg-Clearwater, FL Metropolitan Statistical Area, 2002 through 2013

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Next Steps

- Update application with recommended changes
- Re-submit application to state by June 30th

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VI – E.1 Allstate Campus Renaming Proposal Plan Skyway – District Campus



Allstate Center-Renaming Proposal/ Plan

Board Of Trustees Meeting

June 21, 2016

Vision Statement

*To become a full-service distinguishable campus serving
southern Pinellas County.*

Mission Statement

*Expand Academic and Career programs beyond the
College of Public Safety by integrating companion
programs that fulfill the workforce of southern Pinellas
County.*



Problem Statement

In support of the College's strategic initiative to provide accessible learning opportunities to a range of community needs, the Allstate Center is in a position to be better utilized for career and academic services.

June 21, 2016

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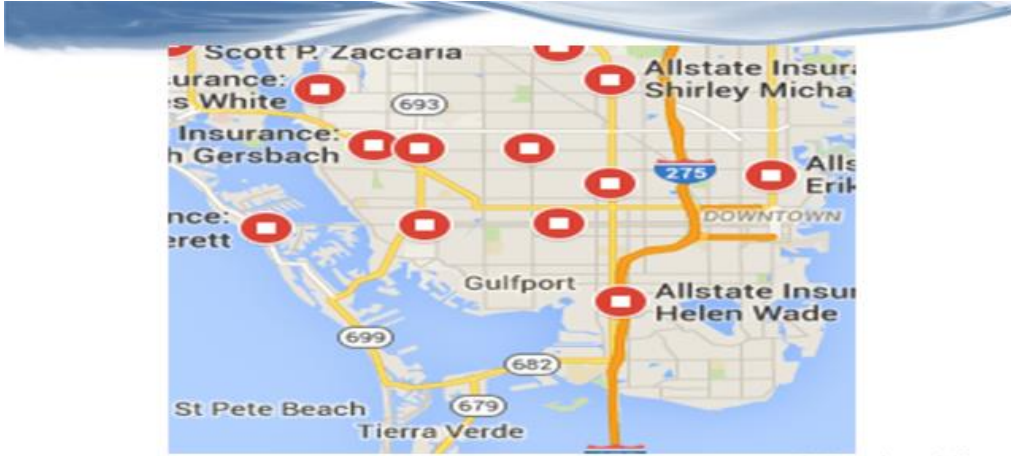
Problem Statement *continued*

The problem to be addressed is the Allstate Center's name is not geographically identifiable to students searching for a home campus. Therefore, it restricts students from choosing the Allstate Center for their full-service career and academic source. The consequence of the campus name confusion is a continuing loss of potential revenue to the college.

June 21, 2016

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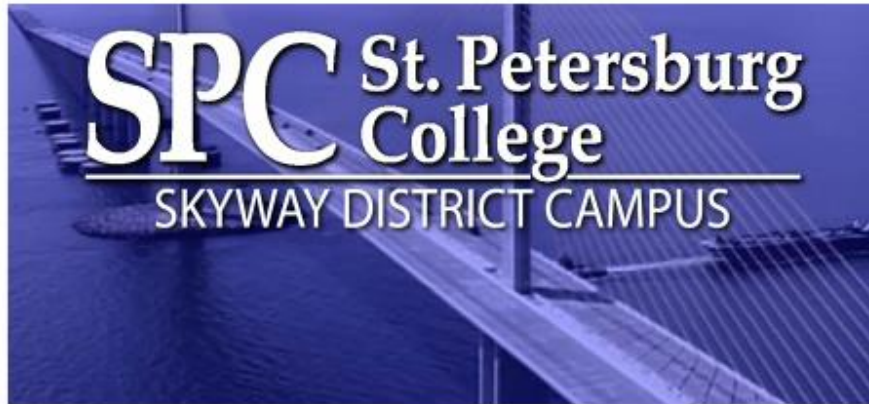




Proposed Name:
'Skyway District Campus'

Action Item(s):	Date(s):
BOT Presentation (Emergent Plan)	November 17, 2015
BOT Presentation (Proposal for Name Change)	June 21, 2016
Submit proposal to Chancellor of the Florida College System	Upon approval (July 1, 2016)
Marketing Campaign	September, 2016
Order Building Signage	September, 2016
Install new signage	Fall, 2016
Community Debut Ceremony	Spring, 2017





<http://centipede.spcollege.edu/CampusPromoBOT/>

June 21, 2016

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Questions?



June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *WDL*
SUBJECT: Achieving the Dream – Engaging Adjunct Faculty in the Student Success Movement

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to Achieving the Dream, by St. Petersburg College for the Engaging Adjunct Faculty in the Student Success Movement Grant. Permission is also sought to accept an estimated \$160,000 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Achieving the Dream (ATD), with the support of the Helmsley Charitable Trust and Great Lakes Higher Education Guaranty Corporation, is seeking to support projects focused on improving adjunct faculty participation and learning in faculty-led pedagogical reforms and engagement strategies. ATD will support six Leader Colleges to develop practices and policies to support adjuncts to improve instruction and become engaged in student success initiatives. ATD will provide the technical assistance, oversight, and management of all aspects of the project. The Community College Research Center (CCRC) will serve as a third-party evaluator for the project, documenting the strategies employed, stakeholder experiences with implementation, and project outcomes. Under this project, SPC is proposing to: 1) train all Adjunct Supervisors through the College's Delta Academy program; 2) develop and implement an Adjunct Certification process; and 3) create an Adjunct Advisory Board within the College's Center of Excellence for Teaching and Learning (CETL). During the initial three months SPC will engage in a work plan development process, led by ATD to guide the development, implementation, refinement, and institutionalization of the chosen adjunct faculty engagement strategies.

The estimated period of performance will be from July 1, 2016 through June 30, 2018. The total project budget is projected to be \$160,000 over a two-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Jesse Coraggio, Vice President Institutional Effectiveness and Academic Services; Djuan Fox, Coordinator, Special Projects and Heather Roberson, Academic Director, Center of Excellence for Teaching and Learning, recommend approval.

Attachment
ks0601162

BOT INFORMATION SUMMARY

GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: June 21, 2016

Funding Agency or Organization: Achieving the Dream

Name of Competition/Project: Engaging Adjunct Faculty in the Student Success Movement

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/16 **End:** 6/30/2018

Administrator: Jesse Coraggio

Manager: Heather Roberson

Focus of Proposal:

Achieving the Dream (ATD) is seeking to pilot and integrate strategies for engaging adjunct faculty in student success work through the development and implementation of policies and practices that support adjunct engagement. Over the course of two years, the selected institutions, with guidance from ATD, will begin working within two academic departments to achieve the following goals: 1) enhance the ability of adjunct supervisors' to identify and support the needs of these part-time faculty members; 2) increase the number of adjuncts that have a clear understanding of the College's success strategies; and 3) increase the number of adjuncts participating in SPC activities, trainings and leadership opportunities. Although the overall project has been designed to scale components college-wide, the initial piloting of activities will begin in the Mathematics and Communications Departments, as they comprise the majority of the College's adjunct staff. SPC has identified a project team of leadership, academic and students support staff and full-time and adjunct faculty to assist with the implementation of the project and participate in the ATD conferences and technical assistance related to the project.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$ 36,943
Fringe	\$ 5,512
Travel	\$ 34,960
Materials and Supplies	\$ 10,715
Trainings and Meetings	\$ 51,000
Indirect Costs	\$ 20,870
Total Budget	\$ 160,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 160,000
 Total amount from funder: \$ 160,000
 Amount/value of match: Cash: N/A
 In-kind: N/A

Required match or cost sharing: No Yes
 Voluntary match or cost sharing: No Yes
 Source of match/cost sharing: N/A
 Negotiated indirect cost: N/A
 (Fixed) administrative fee: N/A
 Software/materials: N/A
 Equipment: N/A
 Services: N/A
 Staff Training: N/A
 FTE: N/A
 Other: N/A

College Values, Strategic Initiatives and Activities Addressed:


Value(s):

1. Student Focus
2. Academic Excellence
3. Outstanding Service
4. Professional Development
5. Leadership and Empowerment

Strategic Initiative(s):

1. Enrich the Classroom Experience
2. College Experience Student Success Initiative
3. Quality Enhancement Plan (QEP)

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Florida Education Fund - Center of Excellence Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Education Fund by St. Petersburg College for the Center of Excellence Program (COEP) grant opportunity. Permission is sought to accept an estimated \$21,000 in funding over one year for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Previously known as the McKnight Programs in Higher Education, the Florida Education Fund's mission is to strengthen the larger community by creating and implementing programs and services that lead to institutional enhancement and greater educational advancement for historically underrepresented groups. In furthering this mission, Centers of Excellence Programs (COEP) were established statewide to engage the community by intervening in the lives of minority school children at an early age so that they will not lose interest in education and will continue to succeed in public school as well as in postsecondary education.

The four primary components of the COEP are: 1) developing Academic Enrichment Centers where students will receive after-school assistance with homework/tutoring to build skills in language arts/communication and mathematics; 2) recognizing high achieving students and inducting them into the National Achievers Honor Society; 3) sponsoring countywide and regional Black History Competition, Culture Brain Bowl, mathematics, and spelling competitions and 4) participating in the Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit. Local organizational resources, such as churches and recreation centers, will be enlisted by the College to assist in achieving the program goals. Approximately 200 students will be served by the Center's various activities.

The award funds will be used to pay consultants, and to support program activities toward goal achievement. Other major expenditures include transportation costs associated with field trips for educational and cultural events; student activity costs; student/parent seminars and meeting expenses; and costs for materials, printing and supplies.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total project budget is projected to be \$21,000.00 over a one-year period. See attached Information Summary for additional information.

Tonjua Williams, Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; and Linda L. Hogans, Executive Director, Retention Services, recommend approval.

Attachment

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: June 21, 2016

Funding Agency or Organization: Florida Education Fund

Name of Competition/Project: Center of Excellence Program (COEP)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/16 **End:** 6/30/17

Administrator: Tonjua Williams

Manager: Linda L. Hogans

Focus of Proposal:

The Center of Excellence Program (COEP) utilizes group achievement strategies to increase African-American and other historically under-represented students who enter higher education. The COEP includes 4 components: 1) National Achievers Society; 2) Academic Enrichment Centers; 3) Black History and Culture Brain Bowl and Mathematics Brain Bowl Competition; and 4) an Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Salaries & Benefits (OPS)	\$ 1,932
Consultants	\$ 400
Printing/Copying/Office Supplies	\$ 200
Seminars/Meetings	\$ 3,000
Travel	\$ 4,000
Student Activities Cost (materials & supplies)	\$ 11,018
Other Expenses	<u>\$ 450</u>
Total Budget	\$ 21,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 21,000
Total amount from funder:	\$ 21,000

Amount/value of match:	Cash:	N/A
	In-kind:	N/A

Required match or cost sharing:	No	X	Yes
Voluntary match or cost sharing:	No	X	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	N/A		
(Fixed) administrative fee:	N/A		
Software/materials:	N/A		
Equipment:	N/A		
Services:	N/A		
Staff Training:	N/A		
FTE:	N/A		
Other:	N/A		


College Values, Strategic Initiatives and Activities Addressed:

Value(s):	<ol style="list-style-type: none"> 1. Student Focus 2. Academic Excellence 3. Outstanding Service 4. Diversity
Strategic Initiative(s):	<ol style="list-style-type: none"> 1. College Experience Student Success Initiative 2. Community Initiatives 3. Engagement Beyond the Classroom

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Carl D. Perkins Vocational and Technical Education Act funds to continue Postsecondary Vocational programs. Permission is also sought to accept an estimated \$2,255,676 funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Perkins Act funding provides for Post-Secondary Vocational (PSV) programs, allowing St. Petersburg College to provide services to students enrolled in Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates and Postsecondary Adult Vocational (PSAV) programs. Specifically, the College will use grant funds to provide:

1. Services to assist special population students in identifying, enrolling and succeeding in the College's Post-Secondary Vocational programs. Special population students include students with disabilities, students who are educationally and economically disadvantaged, single parents, displaced homemakers, single pregnant women, and individuals enrolled in training non-traditional to their gender;
2. Coordination with Pinellas County Schools to develop continuous, articulated program of studies from secondary to postsecondary education including transfer to a four-year university; and conversion of Programs of Study to the state mandated template; and
3. Staff development activities relating to improvement of Post-Secondary Vocational programs, integrating academic and technical education, articulation of technical programs between the Pinellas County Schools and SPC, and improvement of services to special population students and gender equity.

The grant is in its ninth year, renewable July 1 of each year. The funding requested could change when final allocations are awarded by the state. Perkins funds are provided to St. Petersburg College on a formula-driven basis. The number of economically disadvantaged students enrolled in Associate in Science Degree and Certificate programs also determines the allocation. SPC applied under one category: Postsecondary Vocational (PSV) Programs.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The College anticipates receiving approximately \$2,255,676 over the one-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Jason Krupp, Director of Workforce Services; and Lisa Yacso, Career Pathways/Workforce Specialist, recommend approval.

Attachment

ks0601162

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: June 21, 2016

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Carl D. Perkins Vocational and Technical Education Act

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/16 **End:** 6/30/17

Administrator: Jason Krupp

Manager: Lisa Yacso

Focus of Proposal:

Under the Carl D. Perkins grant, the College applies for funding from the Post-Secondary Vocational (PSV) Programs, which include Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates, and Postsecondary Vocational (PSV) programs. This provides funding for services to assist special populations enroll in and/or complete Post-Secondary Vocational programs, enhance Post-Secondary Vocational programs, provide for SPC faculty to participate in training programs related to improving Post-Secondary Vocational programs, integrating academic and vocational education, and cooperating with Pinellas County Schools to develop strategies for a seamless continuum of services and transition from secondary through postsecondary education.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Personnel (Salary & Benefits)	\$1,507,004
Travel	\$ 62,927
Freight & Postage	\$ 2,100
Printing & Duplicating	\$ 12,000
Materials & Supplies	\$ 105,525
Other: Industry Certification Fees & Preparation for Testing	\$ 85,000
Other: Career Services Technology & Enhancements	\$ 21,500
Other: Career Pathways events & Trainings	\$ 32,949
Equipment	\$ 388,913
Indirect	\$ 37,758
Total	\$2,255,676

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$2,255,676
Total amount from funder:	\$2,255,676
Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	up to 5% (Total Administrative and Indirect Costs for Post-Secondary Vocational Programs category)
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	For registration and retention of students with special needs
Other:	N/A


College Values, Strategic Initiatives and Activities Addressed:

Value(s):	<ol style="list-style-type: none"> 1. Student Focus 2. Academic Excellence 3. Partnerships 4. Outstanding Service
Strategic Initiative(s):	<ol style="list-style-type: none"> 1. Classroom Experience 2. Strategic Enrollment Growth 3. Marketing and Strategic Communication 4. Quality Enhancement Plan

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Florida Department of Education—Tampa Bay Consortium College Reach Out Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Tampa Bay Consortium College Reach Out Program (CROP). Permission is sought to accept an estimated \$518,088 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The goal of CROP is to provide academic support services and enrichment programs to middle and high school students who have the potential to complete college but may not have the skills and/or knowledge necessary to do so without additional support. As a regional initiative, CROP provides support and academic services to approximately 1,050 low income, educationally disadvantaged students in grades 6-12 across Tampa Bay, reaching 21 middle and 36 high schools in four counties. CROP's goal is to increase the number of such students, particularly minorities, who will qualify for and complete postsecondary education. The Tampa Bay Consortium's CROP, now in its 25th year, consists of: the University of South Florida; Hillsborough Community College; State College of Florida, Manatee-Sarasota; and St. Petersburg College. St. Petersburg College serves as the fiscal and tracking agent for the Consortium and oversees the entire funding awarded to the Consortium.

The estimated period of performance will be from August 1, 2016 through July 31, 2017. The total project budget is projected to be \$518,088 over a one-year period. Of this amount, the College anticipates receiving approximately \$176,724 for its services over this same period. See attached Information Summary for additional information.

Tonjua Williams, Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; and Linda L. Hogans, Director, Special Programs, recommend approval.

Attachment

jm0601162

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: June 21, 2016

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Tampa Bay Consortium College Reach Out Program (CROP)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/16 **End:** 7/31/17

Administrator: Linda Hogans

Manager: La Crecia Wright

Focus of Proposal:

The College Reach Out Program is a consortium of Hillsborough Community College; State College of Florida, Manatee-Sarasota; the University of South Florida; and St. Petersburg College serving as fiscal agent. The Consortium provides academic support services and enrichment programs to middle and high school students who have the potential to complete college, but may not have the skills and/or knowledge necessary to do so without additional support. The goal is to increase both high school graduation rates and post-secondary enrollment rates for these students. The program will serve approximately 1,050 students in grades 6-12, providing the following services: 1) year-round, supplemental academic instruction, including summer enrichment programs and a summer residential program at USF; 2) student and parent workshops on topics pertinent to post-secondary enrollment, such as financial aid and course sequencing; and 3) supportive student services, including one-on-one mentoring and activities such as campus tours and cultural outings, to ensure students have access to ever resource available to promote their success in high school and motivation toward post-secondary education.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$ 89,585
Fringe	\$ 6,134
Travel	\$ 54,725
Printing and Supplies	\$ 15,000
Other (Workshops, Teachers, and Fees)	\$ 11,280
Contractual (Consortium Partners)	<u>\$ 341,364</u>
Total Budget	\$ 518,088

Funding:

Total proposal budget: (includes amount

requested from funder, cash and in-kind matches listed below) \$1,210,855
 Total amount from funder: \$ 518,088 (SPC's portion \$176,724)

Amount/value of match: Cash: \$519,490
 (SPC's Contribution - \$184,992)

In-kind: \$173,277
 (SPC's Contribution - \$0)

Required match or cost sharing: No Yes X
 Voluntary match or cost sharing: No Yes X
 Source of match/cost sharing: Staff and Program Development funds, other College programs, and SPC Foundation scholarships for cash

Negotiated indirect cost: N/A
 (Fixed) administrative fee: N/A
 Software/materials: N/A
 Equipment: N/A
 Services: N/A
 Staff Training: N/A
 FTE: N/A
 Other: N/A


College Values, Strategic Initiatives and Activities Addressed:

Value(s):
 1. Student Focus
 2. Diversity
 3. Academic Excellence

Strategic Initiative(s):
 1. College Experience Student Success Initiative
 2. Community Initiatives
 3. Strategic Enrollment Growth

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: CareerSource Florida, Inc. – FloridaFLEX Grant – CoreRx, Inc.

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the FloridaFLEX (FLEX) grant opportunity on behalf of CoreRx, Inc. (CoreRx). Permission is also sought to accept an estimated \$31,500 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

FloridaFLEX grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for FLEX grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board. As a growing pharmaceutical contract development and manufacturing organization headquartered in Clearwater, CoreRx is looking to expand its operation with local talent, specifically in the areas of Senior Chemist, Process Engineer, and Project Manager. CoreRx currently employs 80 employees and is looking to add 15 new employees with an average salary of \$70,000 in the next year. SPC Workforce Institute will provide consulting and fiscal agent services to CoreRx over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total project budget is projected to be \$31,500 over a one-year period. Of this amount, the College anticipates receiving approximately \$1,500 for its services over the same period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and James Connolly, Workforce Institute Director, recommend approval.

Attachment
js0608163

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: June 21, 2016

Funding Agency or Organization: CareerSource Florida, Inc.

Name of Competition/Project: FloridaFLEX Grant Program
(CoreRx, Inc.)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/16 **End:** 6/30/17

Administrator: James Connolly

Manager: Mary Schock

Focus of Proposal:

St. Petersburg College’s Workforce Institute will serve as fiscal agent for CoreRx, Inc. (CoreRx) in the implementation of the FloridaFLEX training program. CoreRx will train approximately 15 of its newly hired employees through its Clearwater facilities, primarily in Microsoft products and custom enterprise systems. SPC Workforce Institute will assist ISS with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Subcontract to CoreRx	\$ 30,000
Indirect Costs	<u>\$ 1,500</u>
Total Budget	\$ 31,500

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 31,500
Total amount from funder:	\$ 31,500
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A	

Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

College Values, Strategic Initiatives and Activities Addressed:

Values:

1. Partnerships
2. Professional Development


Strategic Initiatives:

1. Community Initiatives
2. Facilitate Learning Beyond the Classroom

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: CareerSource Florida, Inc. – FloridaFLEX Grant – Power Design, Inc.

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the FloridaFLEX (FLEX) grant opportunity on behalf of Power Design, Inc. Permission is also sought to accept an estimated \$2,537,373 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

FloridaFLEX grants (previously known as Quick Response Training grants, or QRTs) provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for FLEX grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board. Power Design, Inc. was founded in 1989. Power Design's capabilities include design build and value engineering services, low voltage systems, fire alarms, security, structured wiring, telephone, cable head end systems, and controlled access. The company is forecasting a 30% growth rate in 2016 and expects a similar growth in 2017, representing 370 new employees primarily in the areas of project management, CADD technology, construction management and systems technology. SPC Workforce Institute will provide consulting and fiscal agent services to Power Design over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total project budget is projected to be \$2,537,373 over a one-year period. Of this amount, the College anticipates receiving approximately \$126,869 for its services over the same period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and James Connolly, Workforce Institute Director, recommend approval.

Attachment
js0608163

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: June 21, 2016

Funding Agency or Organization: CareerSource Florida, Inc.

Name of Competition/Project: FloridaFLEX Grant Program
(Power Design, Inc.)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/16 **End:** 6/30/17

Administrator: James Connolly

Manager: Mary Schock

Focus of Proposal:

St. Petersburg College's Workforce Institute will serve as fiscal agent for Power Design, Inc. (PDI) in the implementation of the FloridaFLEX training program. PDI will train approximately 370 of its newly hired employees through its St. Petersburg facilities, primarily in leadership and managerial skills, PDI Standards and technical skills development. SPC Workforce Institute will assist PDI with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Subcontract to CoreRx	\$2,410,504
Indirect Costs	<u>\$ 126,869</u>
Total Budget	<u>\$2,537,373</u>

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$2,537,373
Total amount from funder:	\$2,537,373
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A	

Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

College Values, Strategic Initiatives and Activities Addressed:

Values:

1. Partnerships
2. Professional Development


Strategic Initiatives:

1. Community Initiatives
2. Facilitate Learning Beyond the Classroom

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Homeland Security - Federal Emergency Management Agency
– Fire Prevention and Safety Grant Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) by St. Petersburg College's Center for Public Safety Innovation (CPSI.) Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The goal of this two-year project is to deliver firefighter suicide prevention training through training of trainers (TOT) courses and regional conferences throughout the country. This funding will also allow subject matter experts to provide technical assistance at the local level for agencies needing assistance with program implementation. CPSI will oversee and coordinate the delivery of 20 face-to-face TOT courses and six regional conferences. All logistics including training venues, subcontracting services, contractor coordination, instructor selection and travel will be the responsibility of CPSI.

The estimated period of performance will be from October 1, 2016 through September 30, 2018. Anticipated revenue to the College will be approximately \$386,661 over a two-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Scott Fronrath, Provost; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment
el0601162

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: June 21, 2016

Funding Agency or Organization: U.S. Department of Homeland Security -
Federal Emergency Management Agency
(FEMA)

Name of Competition/Project: Fire Prevention and Safety Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/16 **End:** 9/30/18

Administrator: Scott Fronrath

Manager: Eileen LaHaie

Focus of Proposal:

St. Petersburg College’s Center for Public Safety Innovation (CPSI) is proposing to deliver firefighter suicide prevention trainings through training of trainers (TOT) courses and regional conferences throughout the country. CPSI will provide technical assistance and program follow up after each of the trainings in order to assist agencies with program implementation at the local agency level. CPSI will oversee and coordinate the delivery of 20 face-to-face TOT courses and six regional conferences. All logistics including training venues, subcontracting services, contractor coordination, instructor selection and travel will be the responsibility of CPSI.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$ 149,155.00
Fringe	\$ 52,204.00
Travel	\$ 2,544.00
Supplies	\$ 2,400.00
Consultants/Contractors	\$ 149,408.00
Other Costs	<u>\$ 30,950.00</u>
Total Budget	\$ 386,661.00

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 405,994.00

Total amount from funder:	\$ 386,661.00
Amount/value of match:	Cash: N/A In-kind: \$19,333
Required match or cost sharing:	No Yes X
Voluntary match or cost sharing:	No Yes X
Source of match/cost sharing:	SPC will not recover indirect costs (part of required in-kind contribution.)
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other: (15% Grant Acct Salary/Benefits for 2 yrs)	\$20,563


College Values and Strategic Initiatives Addressed:

Value(s):	1. Partnership 2. Professional Development
Strategic Initiative(s):	1. Community Initiatives 2. Outreach

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) - Florida Department of Law Enforcement (FDLE) – COPS Anti-Heroin Task Force Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice's COPS Office via the Florida Department of Law Enforcement (FDLE), whereby St. Petersburg College's Center for Public Safety Innovation (CPSI) would serve as a subcontractor and support the creation of a multijurisdictional anti-heroin taskforce with the goal of reducing heroin use throughout the state of Florida and introducing law enforcement to the issues involving drug endangered children. Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

In partnership with FDLE and the National Drug Endangered Children Alliance (National DEC), CPSI will support this Anti-Heroin Task Force by overseeing and coordinating a statewide conference, developing and delivering online training, and producing a series of videos to support the goals of the taskforce.

The estimated period of performance will be from October 1, 2016 through September 30, 2018. Anticipated revenue to the College will be approximately \$405,833 over a two-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Scott Fronrath, Provost; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment
el0606161

**BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS**

Date of BOT Meeting: June 21, 2016

Funding Agency or Organization: U.S. Department of Justice – Office of Community Oriented Policing Services (COPS) via the Florida Department of Law Enforcement (FDLE)

Name of Competition/Project: COPS Anti-Heroin Multijurisdictional Task Force Program

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 10/1/16 **End:** 9/30/18

Administrator: Scott Fronrath

Manager: Eileen LaHaie

Focus of Proposal:

St. Petersburg College's Center for Public Safety Innovation (CPSI) will partner with the Florida Department of Law Enforcement (FDLE) and the National Drug Endangered Children Alliance (National DEC) to create a multijurisdictional anti-heroin taskforce with the goal of reducing heroin use throughout Florida and introducing law enforcement to the issues involving drug endangered children. Funding will be provided by the U.S. Department of Justice's COPS Office to FDLE, who will in turn subcontract with CPSI to oversee and coordinate a statewide conference, develop and deliver online training, and produce a series of videos to support the goals of the taskforce.

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

Personnel	\$ 161,005
Fringe	\$ 56,354
Travel	\$ 3,770
Supplies	\$ 300
Consultants/Contractors	\$ 182,404
Other Costs	<u>\$ 2,000</u>
Total Budget	\$ 405,833

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 405,833

Total amount from funder: \$ 405,833

Amount/value of match: Cash: N/A
In-kind: N/A

Required match or cost sharing: No Yes

Voluntary match or cost sharing: No Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: N/A

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: N/A


College Values and Strategic Initiatives Addressed:

Value(s):
1. Partnership
2. Professional Development

Strategic Initiative(s):
1. Community Outreach Initiatives

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William, D. Law, Jr., President 
SUBJECT: Cenergistic, Inc. – Energy Savings Agreement

Approval is sought to enter into an Agreement with Cenergistic, Inc. whereby Cenergistic will provide services for the implementation of a people-driven energy management program that is customized to enable the College to reduce its consumption of energy. The Agreement will commence upon the program start date and continue for the period of five years. Permission is also sought to enter into any extensions or amendments, as may be necessary.

When considering this approach towards achieving energy savings, the College produced a public solicitation in the form of a Request for Qualifications (RFQ) in accordance with §287.057 FS. The solicitation began on October 15, 2015 and ran through November 5, 2015. The response to the RFQ from Cenergistic was the only response.

Under the terms of the Agreement, Cenergistic will provide a team of energy consultants to deliver the program as follows:

- Conduct on-site and ongoing assessments of the College's facilities and deliver hundreds of recommendations that are specific to the College's environment.
- Guide and assist the College's Program implementation following Cenergistic's proven methodology.
- Identify and provide, at Cenergistic's expense, an energy specialist to serve onsite to lead and manage implementation of the energy conservation program. The energy specialist will spend time in the College's facilities and work closely with staff to execute proven implementation strategies to change behavior linked to energy consumption. The energy specialist will also track energy consumption and savings through use of the EnergyCAP energy accounting software program.
- Deliver periodic savings reports to the College for review and verification.
- Offer a savings guarantee whereby Cenergistic will reimburse the College for the difference if the College's costs for the Energy CAP software and Performance Fees exceed its total savings during any performance year.

Under the terms of the Agreement, the College will:

- Identify a Program Liaison to serve as the liaison and primary point of contact for the program.
- Provide the energy specialist with office space, phone, internet access, email address, on-campus parking, building keys and alarm codes, as necessary.
- License the EnergyCAP energy accounting software which will be used by the energy specialist during the term of this Agreement. Costs to the College to license this software will be \$6,650 per year for the first three years and \$2,593 per year thereafter for a total cost of \$25,136 over five years.
- Pay to Cenergistic Performance Fees which are an amount equal to 50% of the total energy savings to the College for a given month.
- Pay to Cenergistic Billing Audit Contingent Fees which are an amount equal to 50% of any refund or credit the College receives during the first six months of the Agreement.

Although the actual costs/savings to the College are unknown, the College anticipates possible energy savings of up to \$500,000 per year attributed to this Agreement.


Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Suzanne L. Gardner, General Counsel; Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services; and Diana Wright, Director of Facilities Services, recommend approval.

ps0609161

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

- 1. Authorization was approved for Change Order #2 in the amount of \$18,577.85 for project 265-R-15-17, Renovate for Lavatories, Apparatus Building, Fire Training Center.**

Change Order #2 in the amount of \$18,577.85 revised the Guaranteed Maximum Price to \$365,930.85 with a total project budget of \$400,000.

- 2. Authorization was approved for Change Order #3 for Extension of Time, Project 265-R-15-17, Renovate for Lavatories, Apparatus Building, Fire Training Center.**

This project involved improvements to the infrastructure at the Fire Training Center, including upgrades to the restrooms, showers, equipment storage, laundry facilities, employee lockers, HVAC and other related areas. This project was completed in accordance with college standards including but not limited to “sustainable” design standards. This project was substantially complete on April 1, 2016, which represents an extension of thirty two (32) days beyond the original completion date.

- 3. Authorization was approved for the Guaranteed Maximum Price of \$45,861.00 and to issue all necessary purchase orders to Integra Construction Company, for Project 1707-K-16-4, Removal of Portables, Seminole Campus.**

This project consisted of the removal of five (5) of nine (9) portables at the Seminole Campus.

This information is provided by Doug Duncan, Senior Vice President, Business Services and Information Technology, Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx2306.10.

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Baynard, McLeod and Lang, PA—Legal Services as Board Attorney

Authorization is sought to extend the agreement with Baynard, McLeod and Lang, PA to provide the legal services of Joseph H. Lang, Esquire, to continue to serve as the Board attorney for the period commencing July 1, 2016 and continuing through June 30, 2017. Under the terms of the Agreement, Mr. Lang will receive a retainer of \$400 per month and an hourly rate of \$250 for services rendered. The Agreement will also provide that Mr. Lang may elect to use other firms, at agreed upon rates, for specialty issues not handled by Mr. Lang's firm. Although the total amount of this Agreement cannot be determined at this time, expenditure approval, for Mr. Lang's firm and other firms used to provide services contemplated herein, is requested for up to the approved budgeted amount for Fiscal Year 2016-17.

Suzanne L. Gardner, General Counsel, recommends approval.

ps0601161

June 21, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Board of Trustees' Rules

Approval is sought for the following proposed changes to the Rules Manual, which are being submitted for your consideration.

6Hx23-1.37 Smoking in College Facilities The proposed change will update the Rule to change the College's policy on smoking to implement a tobacco free campus.

Submitted by Suzanne Gardner

Suzanne L. Gardner, General Counsel, recommends approval.

ps0601161

Attachment

6Hx23-1.37 TOBACCO FREE COLLEGE SMOKING IN COLLEGE FACILITIES

This rule establishes College policy prohibiting all tobacco use at St. Petersburg College. The College is dedicated to providing a safe and healthy environment for faculty, staff, students, community and university partners, and visitors to our campuses, which includes eliminating tobacco use as part of our commitment to promoting healthy practices and choices for individuals. implements the requirements of the “Florida Clean Indoor Air Act,” in compliance with the legislative intent “to protect the public health, comfort, and environment by creating areas in public places and at public meetings that are reasonably free from tobacco smoke” and “to discourage the designation of any area within a government building as a smoking area.” The act further prohibits the smoking of tobacco in an educational facility or common area. This rule shall not be interpreted to require a designation of smoking areas.

Tobacco use is prohibited on all property and in all facilities owned or leased by St. Petersburg College, including all vehicles. There are no designated smoking areas on College property. Tobacco use includes all types of tobacco and tobacco-like products including smokeless tobacco and any other smokeable product including electronic cigarettes and chewing tobacco. The smoking of tobacco is not permitted on college property except outdoors.

The Board of Trustees authorizes and directs the President to establish procedures to implement this rule which will include but not be limited to provisions for notification, signage, compliance, and enforcement.

Specific Authority: 1001.64(1) & (4), F.S.
Law Implemented: 1001.64(5); 386.201—386.2125, F.S.
History:6/21/16. To Be Filed – 6/21/16. Proposed Date to Become Effective – 6/21/16.