

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES November 15, 2016**

Seminole Campus  
Conference Center  
9200 113<sup>th</sup> Street N.  
Seminole, FL

***SPECIAL MEETING:*** 9:00 A.M.

#### **I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

#### **II. PRELIMINARY MATTERS**

- A. Presentation of Retirement Resolutions and Motion for Adoption - None
- B. Recognitions/Announcements
  - 1. Introduce Dr. Tashika Griffith, Associate Provost, Allstate Center

#### **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 October 11, 2016 (*Action*)

#### **V. MONTHLY REPORTS**

- A. Board Attorney
- B. General Counsel

#### **VI. STRATEGIC FOCUS AND PLANNING**

##### **A. STUDENT SUCCESS AND ACHIEVEMENT**

- 1. Career and Academic Pathways Update - Dr. Anne Cooper, Senior Vice President, Instruction and Academic Program and Dr. Tonjua Williams, Senior Vice President, Student Services (*Presentation*)
- 2. Enrollment Strategy III – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services Dr. Rebecca Ludwig, Dean, College of Health Sciences (*Presentation*)

B. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Budget and Compliance Director (*Presentation*)
2. 3 – Year Financial Plan – (*Information*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Stop Loss Renewal (*Action*)
2. Construction
  - a. Construction Update – Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Presentation*)
3. Other
  - a. Collective Bargaining Update – Dr. Law (*Information*)

D. ACADEMIC MATTERS

1. Faculty Matters
  - a. Faculty/Chair Positions for 2017-2018 – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation/Action*)

**VII. CONSENT AGENDA**

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

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. Aspen Institute – Frontier Set (*Action*)
  - b. National Science – Advanced Technological Education (ATE) Center, iNoVATE Regional Center for Cloud and Virtualization – Florida State College at Jacksonville (*Action*)
  - c. National Science – Advanced Technological Education (ATE) Center, Biomedical Engineering Technology (BMET) Pathways to Medical Device Manufacturing, Cybersecurity, and Networking Project (*Action*)
  - d. Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional counterdrug Task Force Training (MCTFT) (*Information*)

**VIII. INFORMATIONAL REPORTS - NONE**

**IX. PUBLIC ACCESS/UNAGENDAED ITEMS**

**X. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – NONE**

**XI. PRESIDENT’S REPORT**

**XII. NEXT MEETING DATE AND SITE**

**Strategic Planning Workshop (9:00 AM -12:00 PM)  
December 13, 2016 Epi Center, Collaborative Labs (Board Workshop)**

**XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting November 15, 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: October 14, 2016

Confirmation of Publication

[Notice of meeting](#)

# Dr. Tashika Griffith

## Associate Provost, Allstate Center



Before joining SPC, Dr. Griffith was the Associate Dean of Student at the University of Tennessee in Knoxville. At the University of Tennessee, she coordinated student services, led student success initiatives and provided oversight of the Center for Leadership and Service, Center for Student Engagement and Student Media. Throughout Dr. Griffith's career, she has served in various student support and instructional roles. She has made numerous local and national presentations and served on various professional committees - most recently, she was a board member for the NASPA Center for Women. Dr. Griffith is committed to fostering relationships and providing care and support to students.

Dr. Griffith holds a bachelor's degree in English with a certification in ethnic studies from Florida Atlantic University, a master's degree in higher education and leadership policies from Virginia Polytechnic Institute and State University and a doctoral degree in education from Northeastern University.



# Career and Academic Pathways Update

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**SPC** St. Petersburg  
College

Anne Cooper – SVP, Instruction and Academic Programs  
Tonjua Williams – SVP, Student Services  
Board of Trustees Meeting  
November 15, 2016

# Guided Pathways Defined

“The Pathways Model is an ***integrated, institution-wide*** approach to student success based on intentionally designed, clear, coherent and structured educational experiences.”

SPC selected for AACC Pathways Project – November 2015



*SPC's goal is to “help students finish what they start.”*

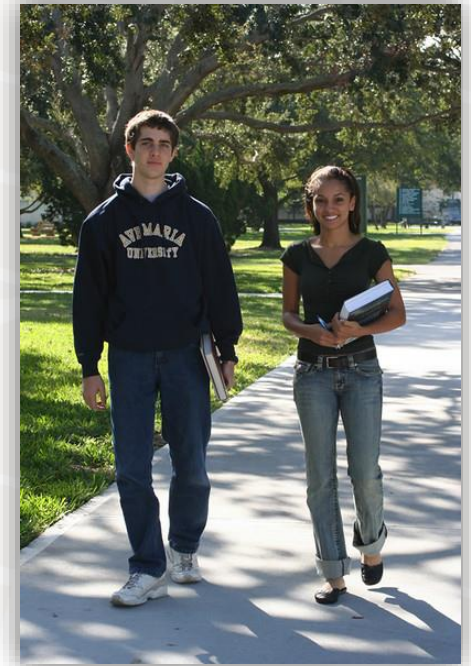
# AACC Pathways Initiative Update

Event	Topics	Date
Pathways Institute #1	<i>Transformational Leadership</i>	February 2016
Pathways Institute #2	<i>Communication &amp; Planning</i>	April 2016
Pathways Institute #3	<i>Redesigning Student Intake Systems and Ongoing Academic &amp; Non Academic Supports</i>	October 2016
Pathways Institute #4	<i>Ensuring Students are Learning &amp; Progressing Along the Pathway</i>	February 2017
Pathways Institute #5	<i>Pathways Design II: Pathways to Transfer and Employment</i>	June 2017
Pathways Institute #6	<i>Policies Meets Pathways: Governing Board Roles and Policy Change</i>	October 2017

# Institute #1: Transformational Leadership

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- General Education Reform
- College Experience – 6 Components
- Summer Institutes
  - Academic Pathways defined with embedded industry certifications





# Career and Academic Communities



# Institute #2: Engage College-wide Stakeholders

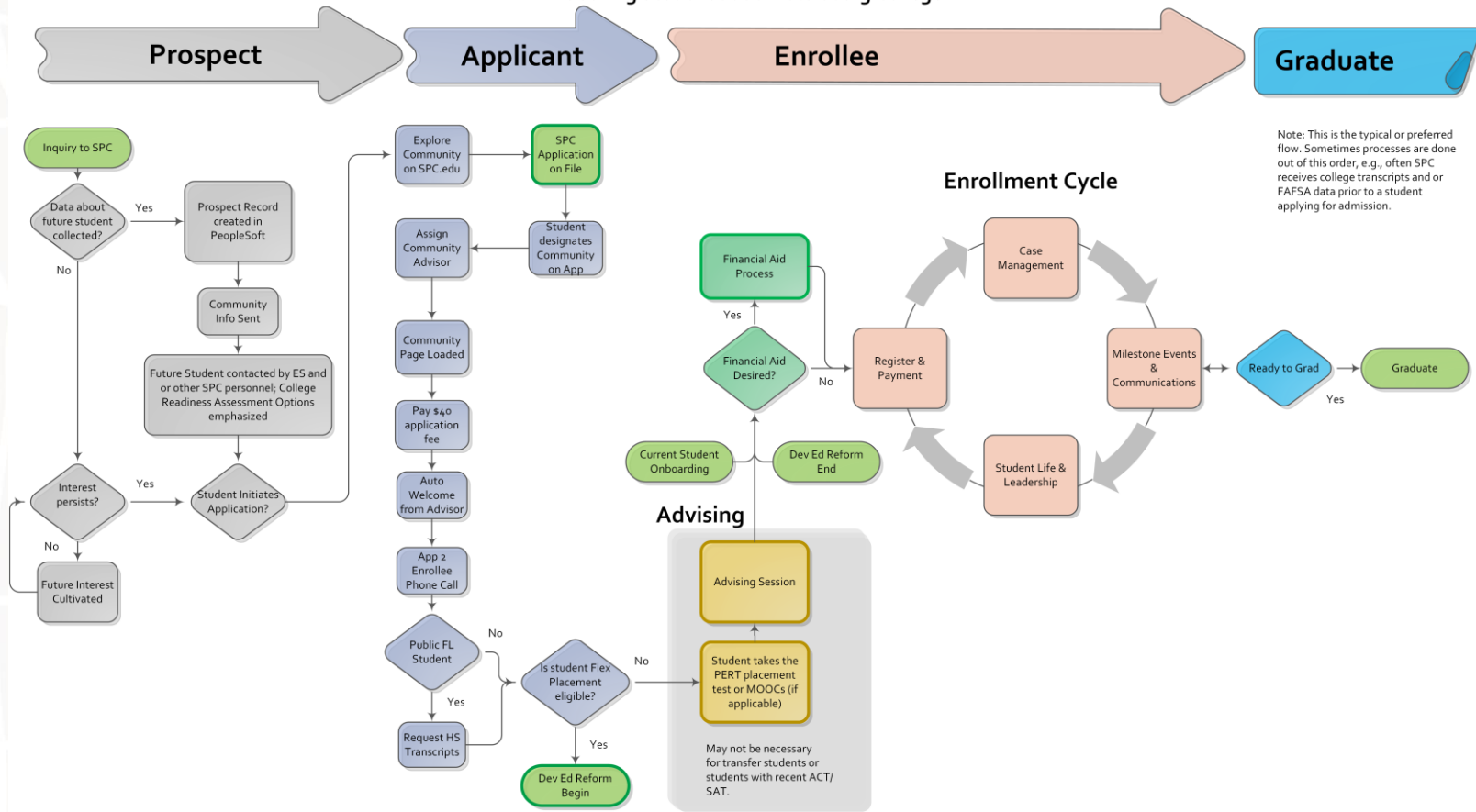
- Faculty Dinner Conversations – 210 Attendees
- Student Services Lunches to introduce guided pathways – 186 Attendees
- Summer Institute to develop milestones and common first 15 credit hours – 275 Attendees
- Student Services discussions and planning sessions – 90 Attendees
- Fall Faculty Welcome Back – 700 Attendees
- Campus Pathways Forums – 250 Attendees
- Workforce Connections Event – 350 Attendees
- [All College Day](#) – Video
- Moving the Needle



# Redesigning Student Intake Systems & Onboarding Processes

Typical On-Boarding Path for Degree/Certificate Seeking Student at St. Petersburg College

Last Modified: Oct. 20, 2016



# Communication Plan

**SPC St. Petersburg College** ENROLLMENT SERVICES  
727-341-4772

Dear Jessica,

Congratulations on applying and becoming an SPC student! I hope that the information I have provided has been helpful for you in getting started.

Now that you are a new SPC student, I wanted to give you information about your new SPC Career and Academic Advisor.

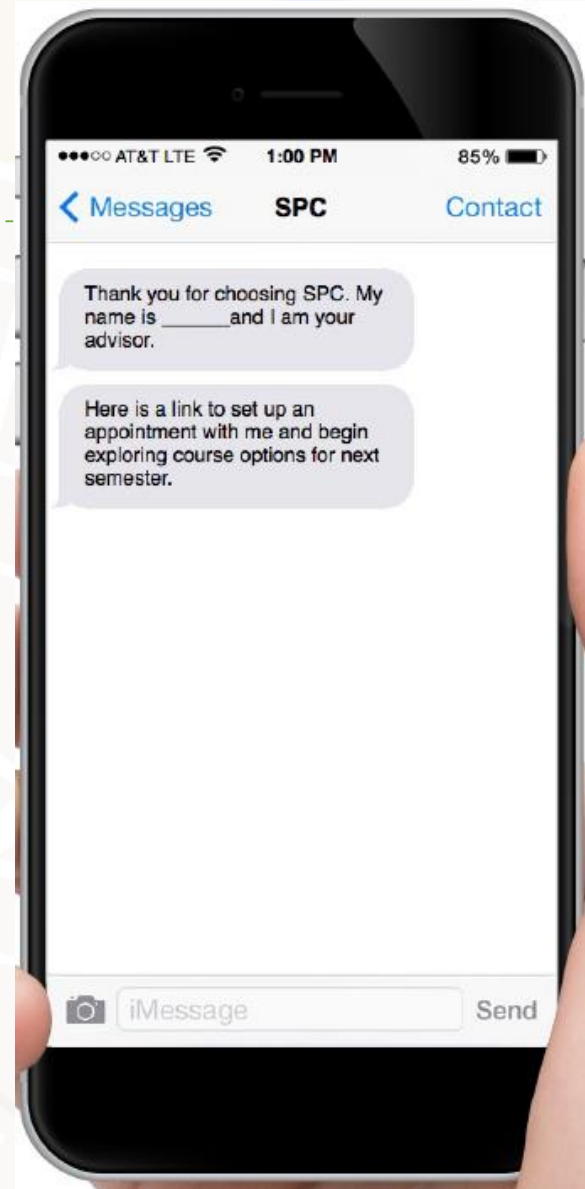
Your personal advisor is <First> <Last>, and can be reached at <email> or by phone at <### ### ####>. You can expect <First> to contact you soon to schedule an appointment, register you for orientation and help you plan out your class schedule.

Warm regards,

<PAA First> <PAA Last>

**SPC TITAN LOGO HERE**

**SPC St. Petersburg College** Connect with us:   

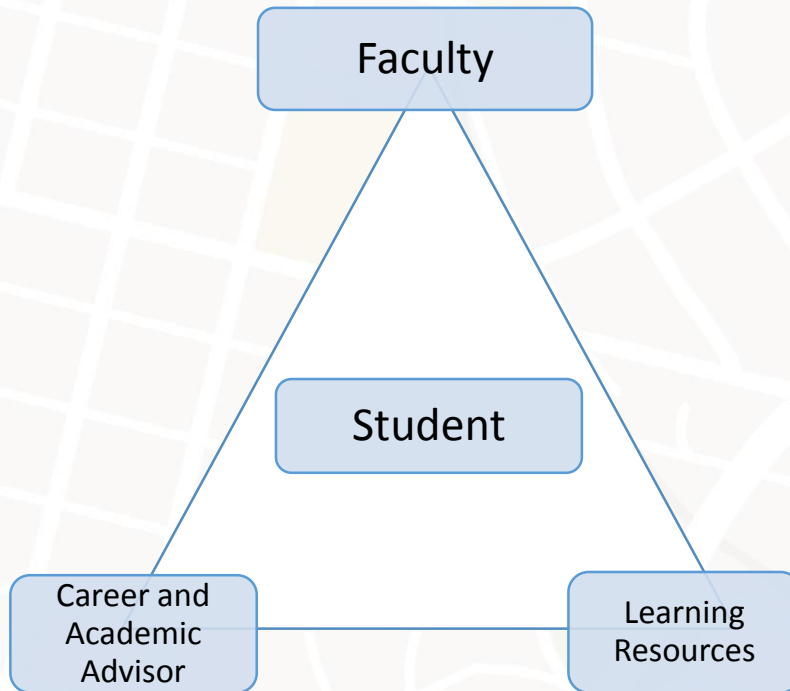


# Institute #3: Integration of Career and Academic Community



# Institute #3: Integration of Career and Academic Community

- Developing Integration – Move to Triad Leadership Team (TLT) Model



1. Communication/Training
2. Contextualization
3. Milestone Events

# Contextualized Activities



- All College Day Seminar
- Webinar October 27
- Developing Online Course



Carol Weideman, Ph.D.



Nicholas Manias, Ed.D.

# Completion Milestones Procedure Changes

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## Composition

- ENC 1101 within the first 6 attempted college-level credits
- ENC 1102 within the first 24 attempted college-level credits



# Completion Milestones Procedure Changes

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## Mathematics

- Mathematics 1<sup>st</sup> college credit course within the first **15** attempted semester hours.
- Subsequent Math courses taken within sequential semesters.

# Smart Start Orientation

- **Fall 2016:** Piloted Contextualized Smart Start Sections
  - Student feedback and success data indicated that students preferred to explore all Career and Academic Communities and participate in various career focused events.
- **Fall 2017:** Students will participate in activities geared toward all 10 communities and will be able to choose their community of interest.
  - This decision provides students ample time to make sure they have selected the right community instead of forcing this important decision too early at point of entry.



# Smart Start Orientation



## Fall 2016

- Piloted Contextualized Smart Start Sections
- Student feedback and success data indicated that students preferred the opportunity to explore all Career and Academic Communities and participate in various career focused events.



## Fall 2017

- Smart Start will not be contextualized for a single Career and Academic Community instead, students will participate in activities geared toward all 10 communities and will be able to choose their community of interest.
- This decision provides students ample time to make sure they have selected the right community instead of forcing this important decision too early at point of entry.

	PHASE I	PHASE II	PHASE III
<b>Target Completion</b>	Now - December 16, 2016	January 2 - May 12, 2017	May 15 - July 31, 2017
<b>Projects for Completion</b>	<p>Advisor/Community Assignment Programming</p> <p>Readmission and Reaffirmation Pages in PeopleSoft</p> <p>Advisor BI Dashboard</p> <p>0% - 25% Communications Plan</p>	<p>Soft Opening of New Case Management Model</p> <p>Community Triad Leadership Model</p> <div style="text-align: center;"> </div> <p>Launch New SPC Application</p> <p>Remaining Milestones 25% - 100% Communications Plan</p>	<p>Full Launch of New Case Management Model</p> <p>Launch 3 Pilot Communities:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Health Sciences &amp; Veterinary Technology</li> <li>• Public Safety, Policy, and Legal Studies</li> </ul>
<b>Training Needs</b>	<ul style="list-style-type: none"> <li>• Assign/Reassign Process in PeopleSoft for managers</li> </ul>	<ul style="list-style-type: none"> <li>• BI Dashboard</li> <li>• Case Management</li> <li>• OneVoice</li> <li>• SPARC</li> <li>• New SPC Application</li> </ul>	TBD



**QUESTIONS?**

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# **Spring 2017 Enrollment Plan**

## ***Ensuring the Best Program Offerings for Students***

Academic Affairs

Jesse Coraggio, Vice President, Institutional Effectiveness & Academic Services  
Rebecca Ludwig, Dean, College of Health Sciences

# Spring 2017 Enrollment Plan : Three Components

- September BOT: Student Retention and Progression Efforts
- October BOT: Enrollment Strategies for New Students
- November BOT: Ensuring the Best Program Offerings for Students

- Too many students in Undecided or General Education Associate in Arts (AA) programs [Fall 2016=6,014 Students]
- Some programs have fewer than 20 graduates per year [2015-16 - 18 AS programs excluding those on Teach-out]
- Students in good academic standing have “stopped” out [About 2,500 from Fall to Spring last two years]
- Backlog of students who seek limited access programs [Fall 2016=2,835 Health Sciences-AS students]



# Strategies to Ensure the Best Program Mix

- I. Refresh, Revitalize, or Retire Programs
- II. Maximize Existing Enrollment Opportunities
- III. Grow Enrollment through New Program Offerings

# I. Refresh, Revitalize, or Remove Programs

## *Academic Program Viability Reports*

include ten measures which are designed to evaluate a program's viability each year.

St. Petersburg College **SPC** One College Support Academic Departments College Administration Committees & Groups Executive Leadership SPC Locations **SPC-Business Intelligence**

### Academic Program Viability Report > Enrollment

Enrollment | Performance | Percent Full | Graduates | Course Groups

Unduplicated Student Count Graph

Class College School Dept - Academic Group Desc - Academic Organization - Subject Catalog Nbr: **BUSTECH-LD**, Student Term Career Des&..

Term	Unduplicated Student Count
2012	4,016
2013	4,015
2014	4,174
2015	4,177

Unduplicated Student Count

Class College School Dept - Academic Group Desc - Academic Organization - Subject Catalog Nbr: **BUSTECH-LD**, Student Term Career Des&..

Term	Academic Year - Term Desc	Unduplicated Student Count
2012		4,016
2013		4,015
2014		4,174
2015		4,177

Student System Cube Refresh  
 Last Refresh: 10/31/2016 6:01:16 AM

Academic Year - Term Desc - Multi: 2012, 2013, 2014, 2015

Campus Description: All

Career - Program - Plan - Subplan - Multi: Undergraduate

College - Group - Acad Org - Subject: BUSTECH-LD

Course Instructional Method: All

Student Type (FTIC): All

Age Group: All

Ethnic Group: All

Gender: All

# I. Refresh, Revitalize, or Remove Programs

*Program Specific Meetings* are held with program administrators, deans, and staff from Academic Effectiveness and Workforce. The Team will:

- *Review Program Specific Trend Information*
- *Follow-up report from last year's action plans*
- *Create a action plan for the upcoming year to make improvements*

*Measures Include:* 1) unduplicated student count, 2) SSH Enrollment, 3) performance, 4) percent full metric, 5) number of program graduates, 6) internships, 7) industry certification, 8) placement data, 9) Perkins completion metrics, and 10) employment trends.

# I. Refresh, Revitalize, or Remove Programs

## *Timeline for Next Reporting Cycle*

***September 2016***

Programs Review  
Measure Charts  
and Complete  
Follow-up Reports

***Oct. – Nov. 2016***

Individual  
Program Meetings  
with Program  
Admin to discuss  
results and plans

***December 2016***

Final APVRs  
Completed by  
Programs

***January 2017***

APVRs presented  
to Leadership

# I. Refresh, Revitalize, or Remove Programs

***Comprehensive Academic Program Review*** is a more comprehensive process which is conducted for every program every four years.

## ***Purpose***

To provide key college stakeholders with:

- A comprehensive report that offers a 360-degree perspective of a program's viability and productivity;
- Relevant program-specific information regarding the continued sustainability of a program; and,
- Evidence to support actionable change for the purposes of performance improvement.

### **Funeral Services - AS**

Enhanced Comprehensive Academic Program Review 2015-16

*Associate in Science Degree:  
Funeral Services*

*Certificate:  
Funeral Arts*



Academic Effectiveness and Assessment  
St. Petersburg College

March 2016

# I. Refresh, Revitalize, or Remove Programs

## The following steps are completed after the program meeting:

- Dean's Perspective and Action Plan (*completed by program dean*)
- CAPR is shared with the Advisory Board, feedback requested (*completed by program dean*)
- Using the PowerPoint template provided, highlight findings (*completed by program dean*)
- Presented to the Academic Affairs Council (*completed by program dean*)

# II. Maximize Existing Enrollment Opportunities

## *College of Health Sciences:*



HEALTH SCIENCES AND  
VETERINARY TECHNOLOGY  
AT ST. PETERSBURG COLLEGE

- Expanding current daytime clinical schedules to include evenings & weekends
- Open enrollment in selected online BAS-HSA & BAS-DH courses for students wanting to start program before completing admission requirements
- Auto-accepting SPC AS graduates into online BAS programs
- Expanding auto-accept AS-DH graduates into online BAS programs to AS-DH graduates from other institutions

# II. Maximize Existing Enrollment Opportunities

## *College of Education:*



- New certificates in Preschool Specialization and Infant/Toddler Specialization
- Working closely with Career Outreach Specialists to identify newly coded A.S. ECE students to strengthen advising and creation of MLPs
- FL removed two pre-req courses for B.S. Ed Studies/Preschool and changed a third course to a co-req, which removes barriers for AS to BS transfer
- Legislators increased T.E.A.C.H. scholarship funding from \$3 million to \$10 million
  - Students who work FT in childcare centers qualify for tuition, stipends, and bonuses



# II. Maximize Existing Enrollment Opportunities

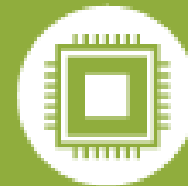
## *College of Business:*

**BUSINESS**

AT ST. PETERSBURG COLLEGE

- Updating the hospitality program to include more 8 week classes and online classes to enable faster completion
- Collaborating with the advisory board to broaden program focus into careers, i.e. event planning.

## *College of Computer & Information Technology:*

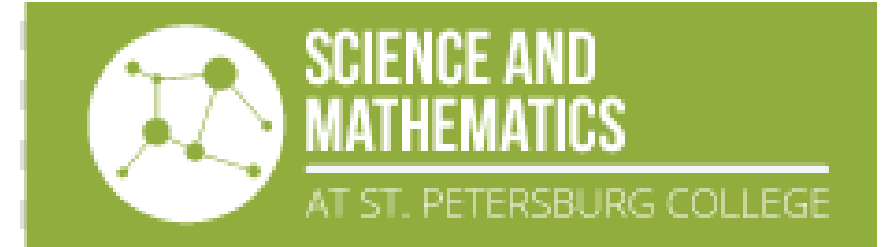
**TECHNOLOGY**

AT ST. PETERSBURG COLLEGE

- Researching through O\*NET and Burning Glass jobs prominent in the Tampa Bay area
- Provide new industry certification opportunities in the Web Development AS degree

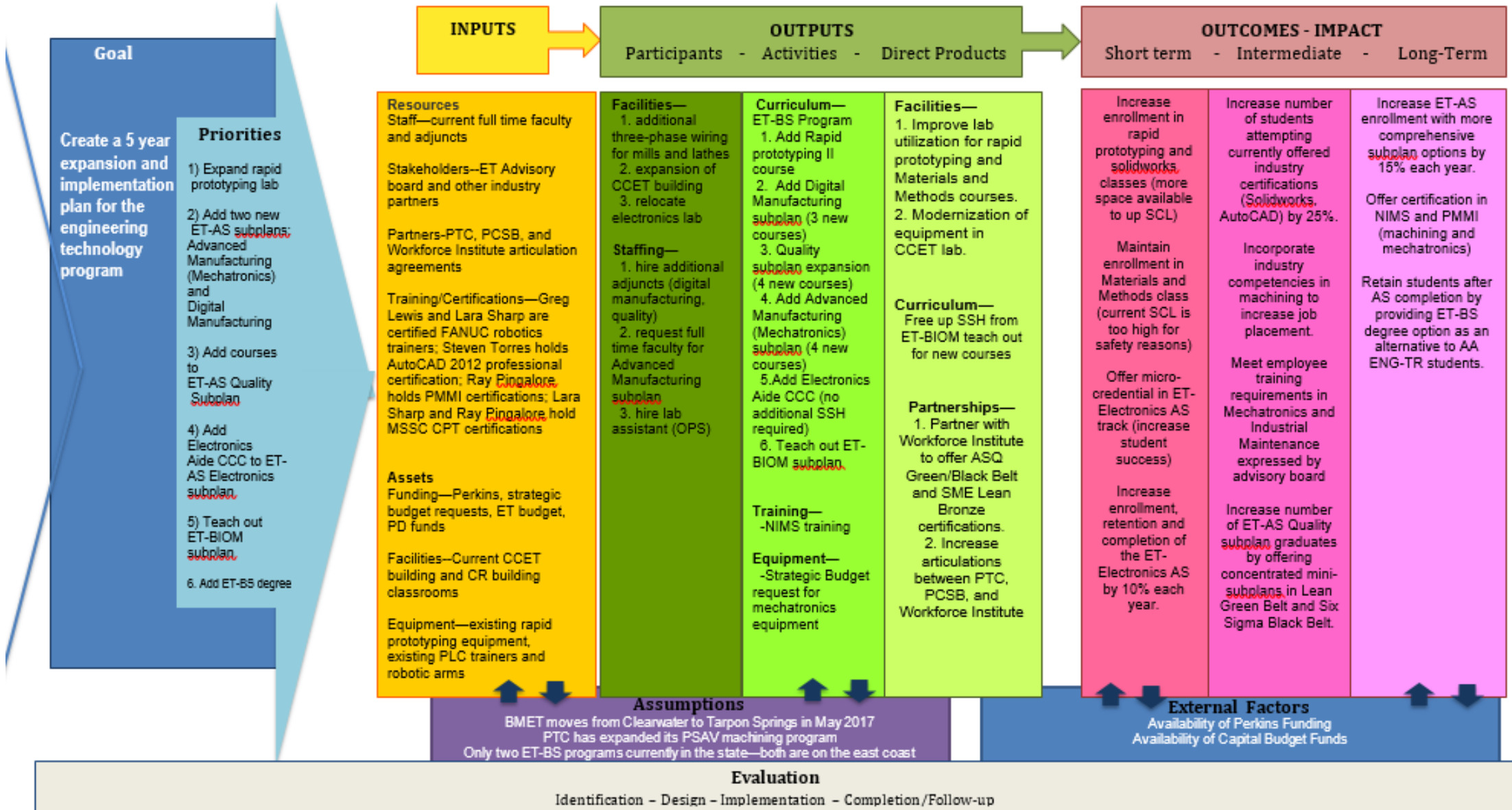
# II. Maximize Existing Enrollment Opportunities

## *College of Natural Sciences:*



- Planning academic course layout for next 6 terms to inform students
- Creation of SPC Chapter of Tampa Bay Association of Environmental Professionals (TBAEP- membership over 350 environmental professionals)
- Focus on in-program certifications such as Stormwater Management Inspector

# Engineering Technology 5 Year Plan – Logic Model



# III. Grow Enrollment through New Program Offerings

Degree/Certs	Program (Enrollment)	Term Started
Associate in Science (AS)	Biotechnology Laboratory Technology (Fall=44)	Summer 2016
Associate in Science (AS)	Biomedical Engineering Technology (Fall=46)	Fall 2016
Associate in Arts (AA) Transfer Plan	26 New Transfer Plans Added including 20+ FUSE (Fall=6,405 In Transfer Plans or 48.4% of AA students)	Fall 2016
Certificate	Cisco Certified Network Associate	Summer 2016
Certificate	Computer Programmer	Summer 2016
Certificate	Computer Programming Specialist	Summer 2016
Certificate	Audio Technology	Fall 2016
Certificate	Supply Chain Management	Fall 2016
Postsecondary Adult Vocational Certificate (PSAV)	Fire Fighter/EMT-Combined	Summer 2016
Advanced Technical Certificate	Health Data Management	Spring 2017
Bachelor of Applied Science (BAS)	Arts and Entertainment Technology	Pending State Review

# Questions

St. Petersburg College  
Board of Trustees  
Financial Report as of October 31, 2016

Janette Hunt  
November 15, 2016

# Report as of October 31, 2016

	Budget	Actual	% of YTD	PY % of YTD	YOY
<b>Revenue</b>					
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 31,525,269	55.7%	57.7%	-2.0%
State Appropriation - CCPF	\$ 51,695,712	\$ 17,324,712	33.5%	33.6%	-0.1%
State Appropriation - Lottery	\$ 16,693,508	\$ -	0.0%	0.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 1,217,591	33.3%	30.0%	3.3%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 976,435	53.2%	54.7%	-1.5%
Distance Learning Fee	\$ 3,814,485	\$ 2,066,535	54.2%	54.5%	-0.3%
Technology Fee	\$ 2,818,596	\$ 1,536,265	54.5%	56.5%	-2.0%
Lab Revenue Fees	\$ 1,714,401	\$ 944,489	55.1%	58.4%	-3.3%
Industry Certifications	\$ 150,000	\$ -	0.0%	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 1,895,600	35.1%	33.8%	1.3%
Other Student Fees	\$ 1,622,007	\$ 295,326	18.2%	25.1%	-6.9%
Fund Transfers In	\$ 3,556,839	\$ 358,500	10.1%	0.0%	10.1%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	0.0%	0.0%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 58,140,721</b>	<b>37.7%</b>	<b>38.7%</b>	<b>-1.0%</b>

# Report as of October 31, 2016

	Budget	Actual	% of YTD	PY % of YTD	YOY
<b>Personnel &amp; Benefits</b>					
Instructional/Faculty-Full time	\$ 28,899,727	\$ 9,992,293	34.6%	36.0%	-1.4%
Administrative	\$ 10,275,180	\$ 3,473,126	33.8%	50.7%	-16.9%
Career (Non-Instructional)	\$ 21,729,661	\$ 6,383,668	29.4%	30.1%	-0.7%
Professional	\$ 15,874,846	\$ 4,909,832	30.9%	19.2%	11.8%
Adjunct/Supplemental	\$ 14,341,325	\$ 3,870,142	27.0%	30.1%	-3.1%
Other Professional OPS	\$ 766,481	\$ 66,275	8.6%	9.4%	-0.8%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 865,038	35.2%	42.6%	-7.4%
Student Assistants	\$ 428,000	\$ 146,417	34.2%	31.4%	2.8%
Health Insurance	\$ 11,854,547	\$ 4,656,371	39.3%	37.8%	1.5%
Other Personnel Benefits	\$ 11,700,854	\$ 4,342,974	37.1%	36.8%	0.3%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 38,706,137</b>	<b>32.7%</b>	<b>33.2%</b>	<b>-0.5%</b>
<b>Current Expense</b>					
Total Current Expense	\$ 32,341,920	\$ 9,599,949	29.7%	31.2%	-1.5%
<b>Capital</b>					
Total Capital	\$ 3,430,581	\$ 939,096	27.4%	31.3%	-3.9%
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 49,245,182</b>	<b>32.0%</b>	<b>32.8%</b>	<b>-0.8%</b>
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ 8,895,540</b>			



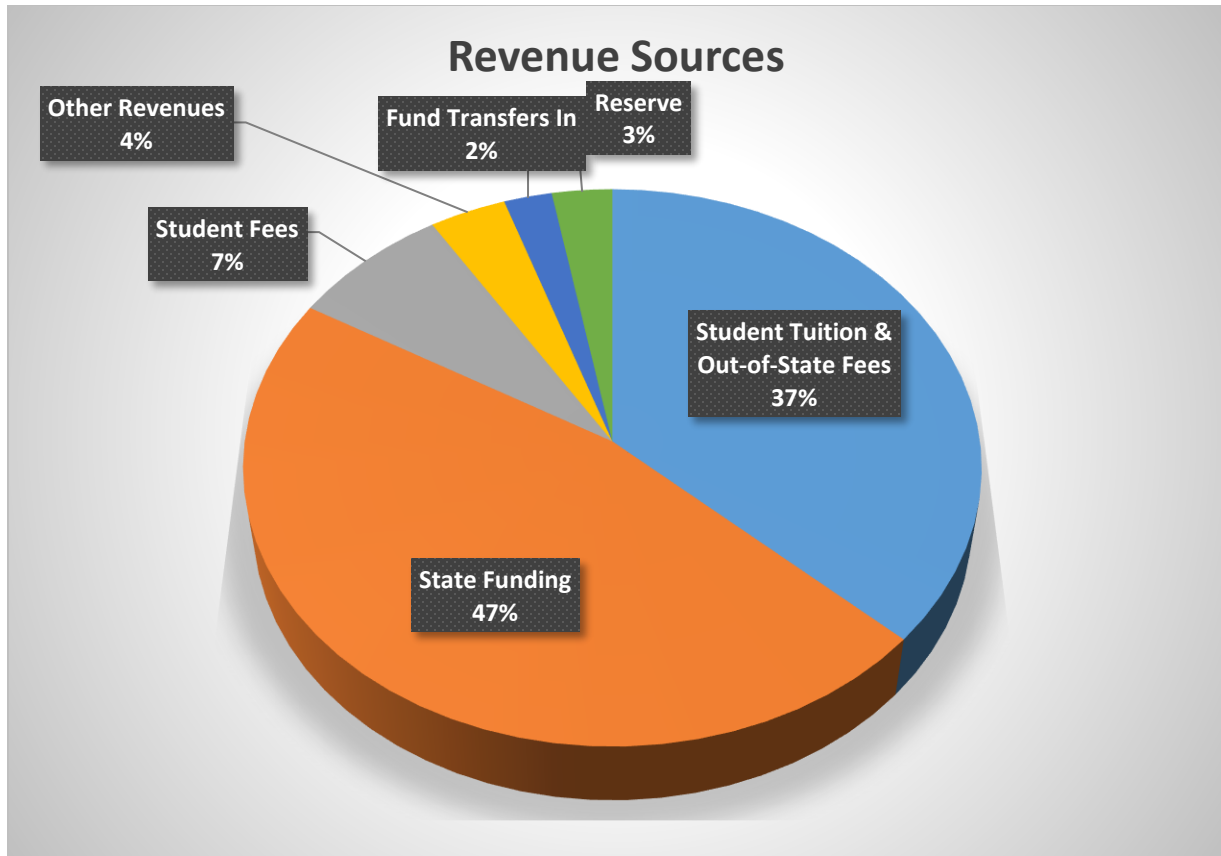
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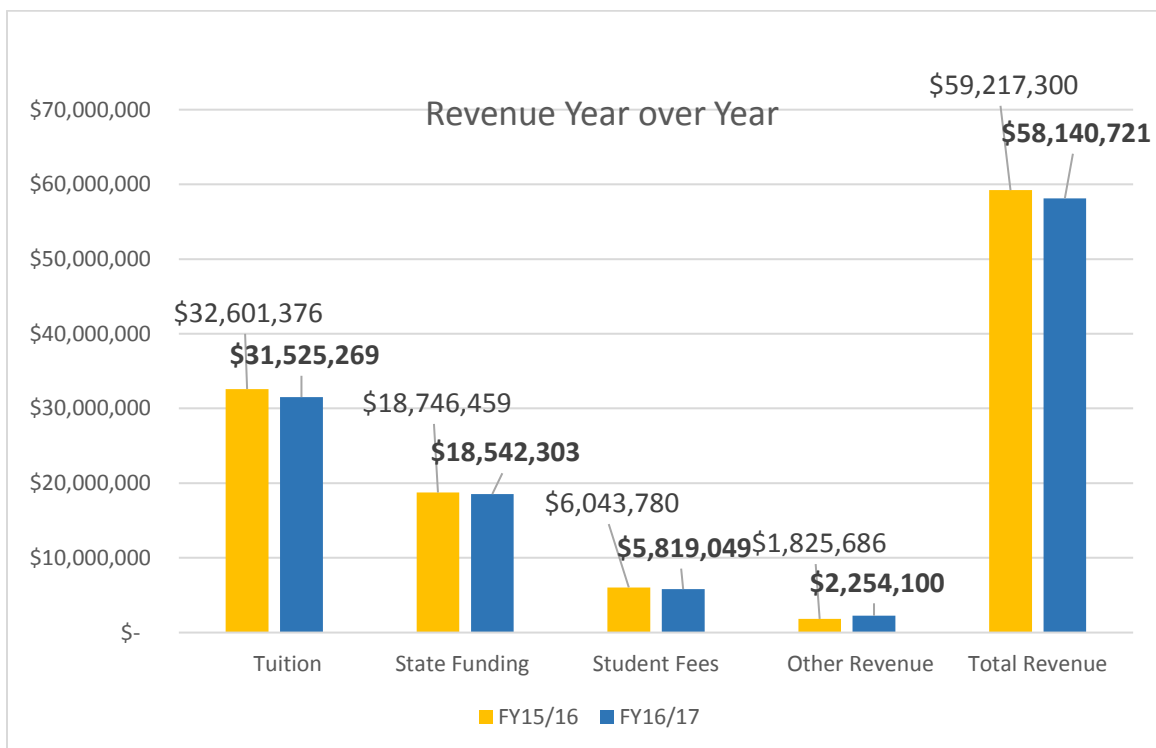
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Professional	\$ 15,874,846	\$ 4,909,832	30.9%	\$ 16,591,094	\$ 3,178,122	19.2%	11.8%
Adjunct/Supplemental	\$ 14,341,325	\$ 3,870,142	27.0%	\$ 14,691,325	\$ 4,418,381	30.1%	-3.1%
Other Professional OPS	\$ 766,481	\$ 66,275	8.6%	\$ 766,481	\$ 72,339	9.4%	-0.8%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 865,038	35.2%	\$ 2,430,981	\$ 1,035,733	42.6%	-7.4%
Student Assistants	\$ 428,000	\$ 146,417	34.2%	\$ 415,000	\$ 130,461	31.4%	2.8%
Health Insurance	\$ 11,854,547	\$ 4,656,371	39.3%	\$ 11,554,547	\$ 4,368,882	37.8%	1.5%
Other Personnel Benefits	\$ 11,700,854	\$ 4,342,974	37.1%	\$ 11,705,085	\$ 4,312,592	36.8%	0.3%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 38,706,137</b>	<b>32.7%</b>	<b>\$ 118,154,416</b>	<b>\$ 39,233,624</b>	<b>33.2%</b>	<b>-0.5%</b>
<b>Current Expense</b>							
Travel	\$ 629,676	\$ 224,952	35.7%	\$ 619,926	\$ 268,166	43.3%	-7.5%
Repairs & Maint	\$ 872,674	\$ 358,707	41.1%	\$ 898,392	\$ 382,713	42.6%	-1.5%
Rental/Leases	\$ 445,340	\$ 10,918	2.5%	\$ 445,340	\$ 112,654	25.3%	-22.8%
Insurance (Non Health)	\$ 1,708,272	\$ 1,096,091	64.2%	\$ 1,708,272	\$ 1,159,011	67.8%	-3.7%
Utilities	\$ 5,800,000	\$ 1,825,443	31.5%	\$ 5,800,000	\$ 2,076,496	35.8%	-4.3%
Services and Fees	\$ 7,734,988	\$ 1,823,201	23.6%	\$ 7,734,988	\$ 1,498,324	19.4%	4.2%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 847,798	54.3%	\$ 1,559,895	\$ 1,161,784	74.5%	-20.1%
Materials and Supplies	\$ 5,928,526	\$ 1,466,232	24.7%	\$ 5,470,922	\$ 1,709,902	31.3%	-6.5%
Tech Expense/Licensing	\$ 2,805,757	\$ 1,052,867	37.5%	\$ 2,805,257	\$ 884,611	31.5%	6.0%
Bad Debt/Unemployment	\$ 1,147,782	\$ (43,228)	-3.8%	\$ 1,147,782	\$ (58,877)	-5.1%	1.4%
Other Current Expense	\$ 3,709,010	\$ 936,966	25.3%	\$ 3,295,417	\$ 635,462	19.3%	6.0%
<b>Total Current Expense</b>	<b>\$ 32,341,920</b>	<b>\$ 9,599,949</b>	<b>29.7%</b>	<b>\$ 31,486,191</b>	<b>\$ 9,830,246</b>	<b>31.2%</b>	<b>-1.5%</b>
<b>Capital</b>							
Computer Refresh Leases	\$ 2,904,221	\$ 843,474	29.0%	\$ 2,820,836	\$ 842,951	29.9%	-0.8%
Capital Purchases	\$ 526,360	\$ 95,622	18.2%	\$ 526,360	\$ 205,056	39.0%	-20.8%
<b>Total Capital</b>	<b>\$ 3,430,581</b>	<b>\$ 939,096</b>	<b>27.4%</b>	<b>\$ 3,347,196</b>	<b>\$ 1,048,007</b>	<b>31.3%</b>	<b>-3.9%</b>
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 49,245,182</b>	<b>32.0%</b>	<b>\$ 152,987,803</b>	<b>\$ 50,111,877</b>	<b>32.8%</b>	<b>-0.8%</b>
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ 8,895,540</b>		<b>\$ -</b>	<b>\$ 9,105,423</b>		

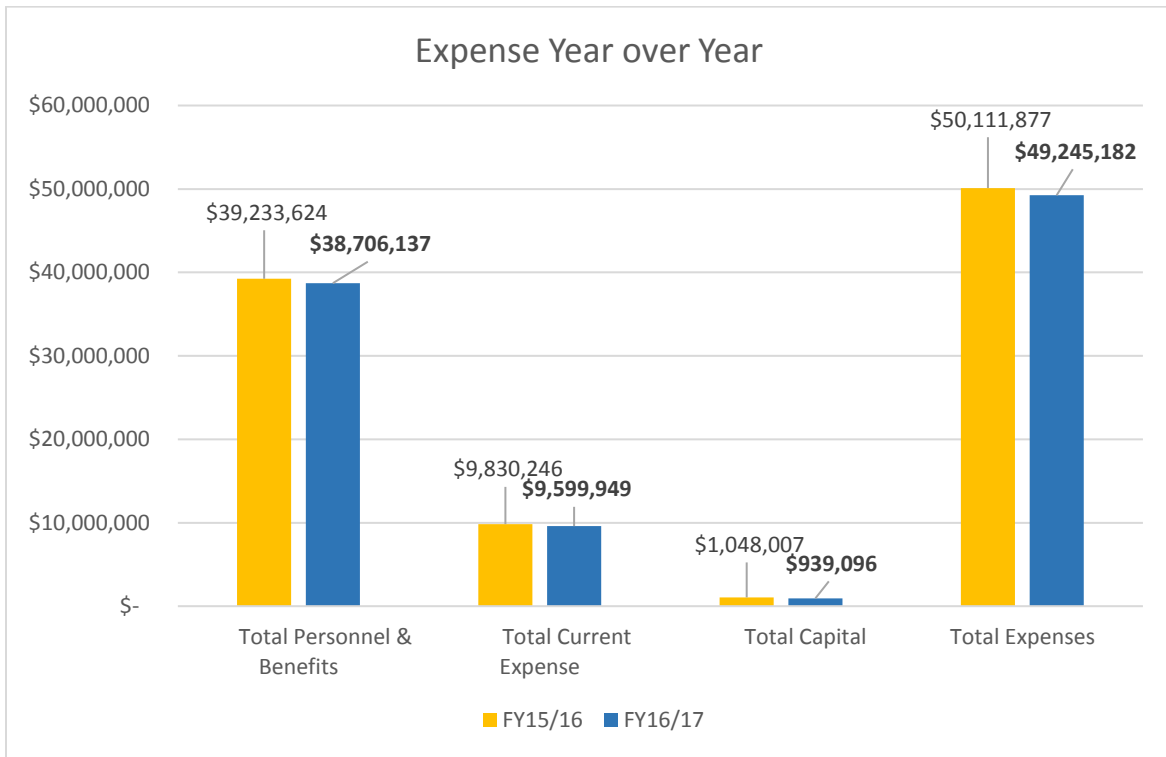
The College's Operating Fund (1x) revenue sources are illustrated in the pie chart below:



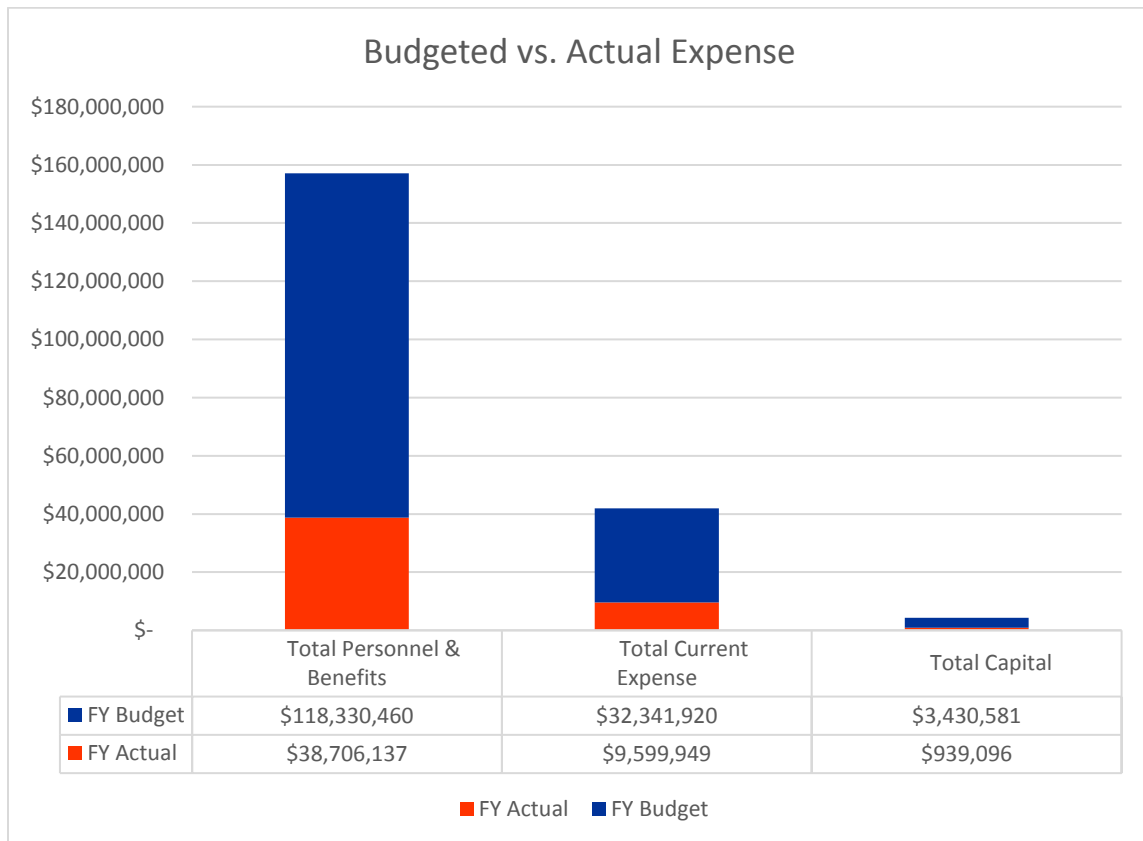
The total revenue from year over year comparison from the current fiscal year to the prior fiscal year difference is a decline of \$1,076,579. This computes to a negative 1.0 percent change.



The total expense from year over year comparison from the current fiscal year to the prior fiscal year is a decline of \$866,696. This computes to a negative 0.8 percent change.



The total year-to-date actual expense is 32 percent of the overall budgeted amount.



# ST. PETERSBURG COLLEGE

Proposed Three-Year Financial Plan  
Fiscal Years July 2018 – June 2020

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## Introduction

The purpose of this plan is to provide St. Petersburg College’s financial goals and objectives for the next three fiscal years (FY2017-18, FY2018-19, FY2019-20). The information contained herein derives from various sources and includes projections and recommendations. Going forward, it is the College’s intent to update this plan each year as part of the budgeting process.

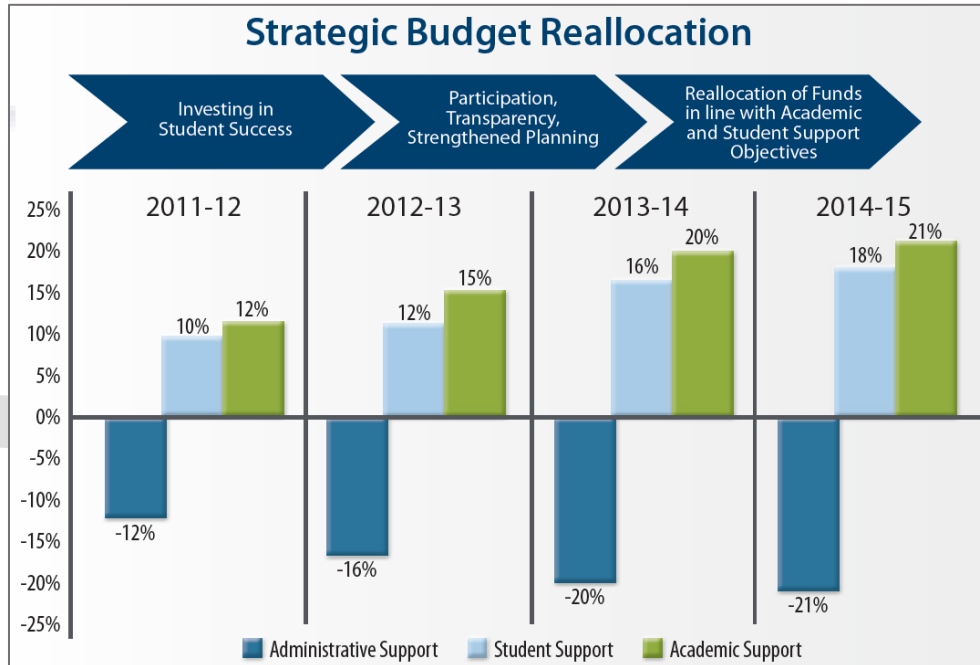
## SPC’s Mission, Vision and Values

SPC’s prioritizes its financial resources in accordance with its mission, vision and values. The College’s mission is to “*promote student success and enrich our communities through education, career development and self-discovery.*” Its vision is to be “*a great college transforming the lives of our students, of our communities, of our employees.*” Institutional values include student focus, academic excellence, outstanding service, diversity, ethics, culture of inquiry, partnerships, transparency, leadership and empowerment, global citizenship, innovation, mutual respect, and professional development. Each year in December, the Board of Trustees and college employees meet in a workshop setting to formulate the SPC’s annual strategic priorities.



## Aligning Financial Resources

Since 2011, SPC has aligned its financial resources to enhance student success by reducing the amount of funding to administrative support and increasing funding to academic support and student support.



## I. Current Position

SPC is experiencing several financial pressures. These pressures include an enrollment decline (3.6% in Fall 2016), increased costs related to health insurance, and increased costs related to student tuition waivers. With these pressures in mind, SPC has developed the following financial goals and objectives for the next three years.

### A. Goals and Objectives

- Stabilizing the Operating Budget by:
  - Adjusting revenue and expense to track enrollment trends
  - Enhancing SPC's position to receive maximum performance funding dollars
  - Reducing, and eventually eliminating, the Stabilization Reserve as a line item
  - Decreasing the deficit in the Health Insurance Plan by transferring cash reserves, making plan modifications, and securing against high-dollar claims
- Funding a 2.5% salary increase in FY17-18

## II. Operating Budget (Fund 1x)

Following is projected revenue and expense under three scenarios (optimistic, base, and pessimistic) followed by further discussion.



Following this table are details of specific assumptions:

Scenario Assumptions - Fund 1x									
	Optimistic			Base			Pessimistic		
	2017 - 2018	2018 - 2019	2019 - 2020	2017 - 2018	2018 - 2019	2019 - 2020	2017 - 2018	2018 - 2019	2019 - 2020
<b>Revenue Changes</b>									
State Appropriation	\$ 720,420	\$ 727,624	\$ 727,696	\$ -	\$ -	\$ -	\$ (144,084)	\$ (143,796)	\$ (143,796)
Student Tuition	\$ 546,381	\$ 827,767	\$ 1,053,851	\$ -	\$ -	\$ -	\$ (1,639,142)	\$ (1,059,978)	\$ (535,781)
Distance Learning Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,566,889)	\$ -
Stabilization Reserve	\$ (724,336)	\$ (724,336)	\$ (724,336)	\$ (724,336)	\$ (724,336)	\$ (724,336)	\$ (724,336)	\$ (724,336)	\$ (724,336)
One Time Non-Recurring Funds	\$ (485,361)	\$ (485,361)	\$ (970,722)	\$ (485,361)	\$ (485,361)	\$ (970,722)	\$ (485,361)	\$ (485,361)	\$ (970,722)
<b>Revenue Change Total</b>	<b>\$ 57,104</b>	<b>\$ 345,694</b>	<b>\$ 86,489</b>	<b>\$ (1,209,697)</b>	<b>\$ (1,209,697)</b>	<b>\$ (1,695,058)</b>	<b>\$ (2,992,923)</b>	<b>\$ (5,980,360)</b>	<b>\$ (2,374,635)</b>
<b>Expenditure Change</b>									
Salary Increase & Changes	\$ 2,106,519	\$ -	\$ -	\$ 2,106,519	\$ -	\$ -	\$ 232,506	\$ -	\$ -
Benefits Changes	\$ 524,656	\$ 240,801	\$ 237,962	\$ 760,210	\$ 486,312	\$ 240,417	\$ 596,885	\$ 603,807	\$ 483,184
Decrease Personnel Expense Ratio	\$ (1,010,870)	\$ (788,870)	\$ (788,870)	\$ (1,010,870)	\$ (788,870)	\$ (788,870)	\$ -	\$ -	\$ -
6 Month Hiring Freeze*	\$ (1,200,000)	\$ (1,200,000)	\$ (1,200,000)	\$ (1,200,000)	\$ (1,200,000)	\$ (1,200,000)	\$ (1,200,000)	\$ (1,200,000)	\$ (1,200,000)
One Time Non-Recurring Funds	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -
<b>Expenditure Change Total</b>	<b>\$ 770,305</b>	<b>\$ (1,748,069)</b>	<b>\$ (1,750,908)</b>	<b>\$ 1,005,859</b>	<b>\$ (1,502,558)</b>	<b>\$ (1,748,453)</b>	<b>\$ (20,609)</b>	<b>\$ (596,193)</b>	<b>\$ (716,816)</b>
<b>Net Change</b>	<b>\$ (713,202)</b>	<b>\$ 2,093,763</b>	<b>\$ 1,837,397</b>	<b>\$ (2,215,556)</b>	<b>\$ 292,861</b>	<b>\$ 53,395</b>	<b>\$ (2,972,314)</b>	<b>\$ (5,384,167)</b>	<b>\$ (1,657,819)</b>

Changes are shown in the year they occur; therefore, changes in fiscal year 2017-2018 will carry forward to upcoming years.

\*Excluding mission critical positions approved by the College President and all Vice Presidents.

## B. Revenue Assumptions

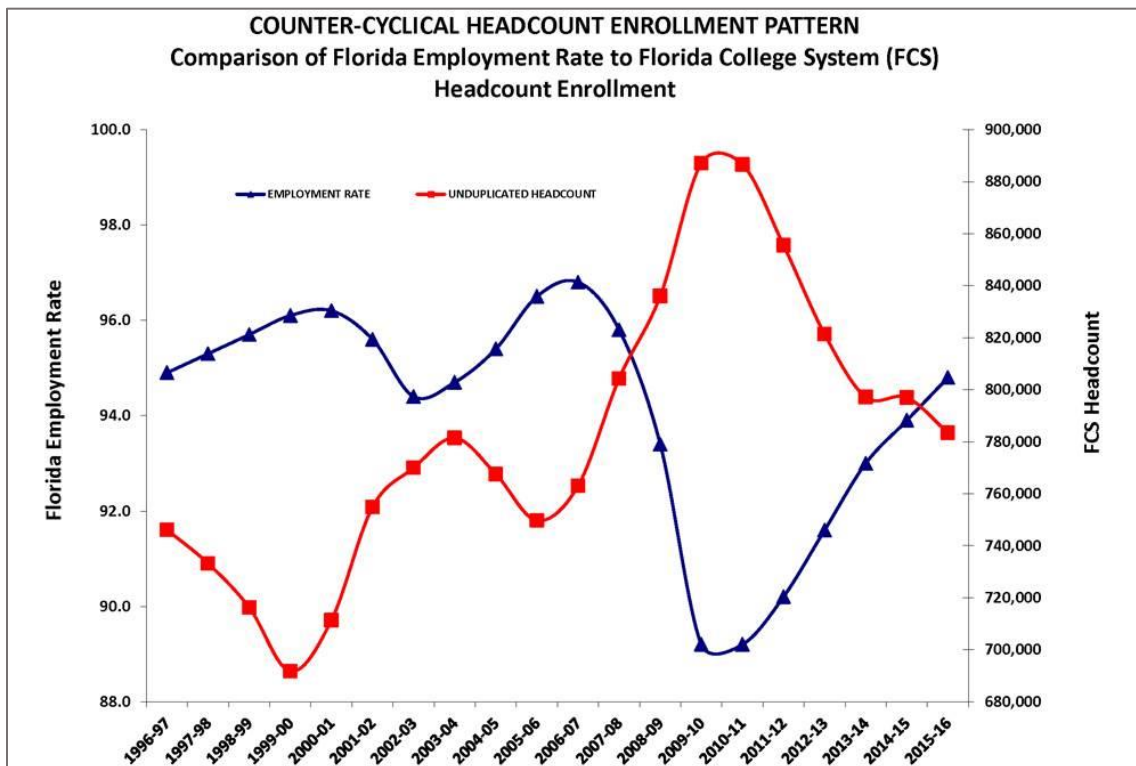
### 1. State Appropriations

State appropriations include the Community College Program Funding (CCPF), Lottery Allocation, and Performance Based Funding. The following scenarios represent a range of possibilities concerning state appropriations:

- **Optimistic:** State appropriations will increase slightly.
- **Base:** State appropriations will remain flat.
- **Pessimistic:** State appropriations will decrease by 0.2%. In Fiscal Year (FY) 2015-16, SPC received \$1.2 million in performance funding dollars. The addition of this funding to the College's operating budget represented a 5.1% increase in state appropriated revenue. In FY2016-17, SPC received \$1.8 million in Performance Based Funding, but experienced a 0.2% decrease in total state appropriated revenue, to date, for the year. This scenario assumes a similar decrease for each of the next three years.

### 2. Student Tuition

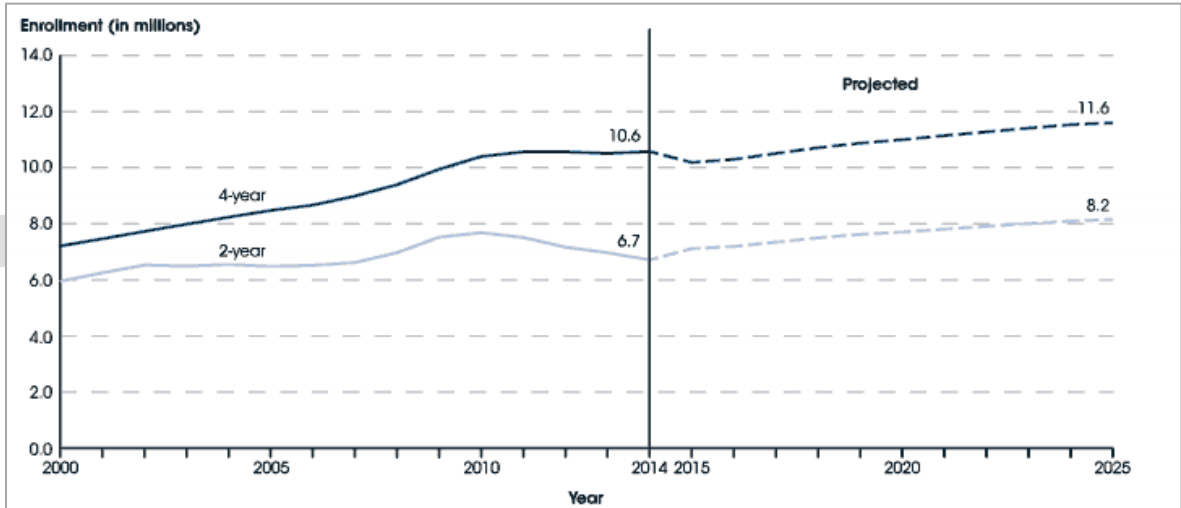
Student tuition includes both upper and lower division tuition rates as well as out of state fees for non-resident students. SPC's ability to collect tuition as a revenue source depends on the institution's headcount, and headcount tends to run counter-cyclical to how well Florida's economy is performing. As students find meaningful employment, they tend to take fewer courses, thereby causing SPC's headcount and tuition to decrease.



Source: <http://edr.state.fl.us/content/conferences/communitycolleges/>

The following scenarios represent a range of possibilities for student tuition:

- **Optimistic:** Enrollment will increase by 4.4% over the next three years (1% in the first year, 1.5% in the second year, and 1.9% in the third year), resulting in the following tuition increase over the next three years: \$546,381, \$827,767, and \$1.1 million, respectively. These projections are based on the National Center for Education Statistics' report titled, *The Condition of Education 2016*, in which enrollment for postsecondary two-year institutions is projected to increase by 21% between 2014 and 2025 (see below). This projection equates to a 1.9% increase per year over 11 years.



Source: <http://nces.ed.gov/pubs2016/2016144.pdf>

- **Base:** Enrollment will be flat. This projection is based on actual revenue received in the Spring, Summer and Fall semesters of Calendar Year (CY) 2016.
- **Pessimistic:** Enrollment will decline by 3.0% in FY2017-18, 2.0% in FY2018-19, and a 1.0% in FY2019-20, resulting in a \$3.2 million decrease in tuition revenue over the next three fiscal years.

### 3. Distance Learning

Distance learning fees are assessed to students enrolled in lower division and upper division online courses. Effective July 1, 2016, Florida Statutes limits how much SPC may charge in distance learning fees to \$15 per credit hour. In response to this change, the College adjusted its upper division fees from \$17 to \$15 per credit hour for FY2016-17.

The following scenarios represent a range of possibilities for distance learning fees:

- **Optimistic:** Fees remain at \$15 per credit hour.
- **Base:** Fees remain at \$15 per credit hour.
- **Pessimistic:** Fees are reduced below \$15 per credit hour. There is some indication the State of Florida may ask Florida Colleges to eliminate distance learning fees altogether. Doing so would represent a \$3.6 million loss in revenue at SPC.

#### 4. Stabilization Reserve

The Stabilization Reserve line item was created several years ago and placed into the budget to help soften the impact of fluctuations in revenue and expense. This line item is subsidized by the College's fund balance (net position), and is not meant to support recurring operating expense. SPC should work to reduce the amount in this line item to maintain a healthy net position. All three scenarios (Optimistic, Base, and Pessimistic) assume a 33% reduction each year.

#### 5. One-Time Non-Recurring Funds

One-time non-recurring funds include purchase order roll forwards. Purchase order (PO) roll forwards are POs from the prior fiscal year budget that are paid out of the current fiscal year due to timing of goods and services received. In other words, budget from the previous year is rolled forward to the next fiscal year and fund balance is encumbered. In the budgeting process, an expense line item should be added to offset the roll forward amount.

In FY2016-17, it is recommended that the issuance of POs cease in the month of May, unless for an emergency situation, to decrease the amount of fund balance encumbered.

Reducing the \$2.3 million line item to reflect the new PO process equates to a \$1.9 million revenue change, leaving a balance of \$350,000. A corresponding expense offset of \$350,000 will result in a net zero budget effect. All three scenarios (Optimistic, Base, and Pessimistic) assume 25% reduction each year for the first two years and 50% reduction in the third year.

### C. Expenditure Assumptions

#### 1. Personnel Salaries

- **Optimistic scenario:** Fund a 2.5% salary increase in October 2017. This scenario includes the final year of salary increases to the Career & Academic Advisors, totaling \$73,000, and a projected \$160,000 salary increase to certain positions impacted by the change to Fair Labor Standards Act. This scenario results in a \$2.1 million increase in personnel costs.
- **Base scenario:** Same as the optimistic scenario.
- **Pessimistic scenario:** No salary increase. This scenario includes the final year of salary increases to the Career & Academic Advisors totaling \$73,000, and a projected \$160,000 salary increase to certain positions impacted by the change to Fair Labor Standards Act.

#### 2. Personnel Benefits

Benefits will increase in proportion to the 2.5% salary increase. Additionally, SPC is working with its insurance team to make appropriate plan changes. Claims projections support a 3-8% increase in employer and employee health insurance contributions. Historically, the College has experienced benefit expense increases at the low-to-mid end of that range. The College assumes a projection of 1-2.5% increase in benefit costs. The following scenarios with respect to personnel benefits represent the assumed possibilities:

- **Optimistic scenario:** Includes the funded 2.5% salary increase, the final year of salary increase to Career & Academic Advisors, and benefits related to the positions impacted by the change to Fair Labor Standards Act. Additionally, assuming a 1% per year health

care cost increase results in \$524,656; \$240,801; and \$237,962, respectively, in total benefits costs.

- **Base scenario:** Same as the optimistic scenario with the exception of health care costs, which increase 2.0% in FY2017-18 and FY2018-19, then 1.0% in FY2019-20, resulting in \$760,210; \$486,312; and \$240,417 increase in benefits costs.
- **Pessimistic scenario:** No salary increase. Includes the final year of salary increases to the Career & Academic Advisors. Health care costs increase 2.5% in FY2017-18 and FY2018-19, then 2.0% in FY2019-20, resulting in \$596,885; \$603,607; and \$483,184 increases in benefits costs.

### 3. Personnel Expenditure Ratio

Currently, personnel costs represent 77% of SPC's total operating budget. The recommended goal is to reduce the percentage from 77% to 75% over the next three fiscal years. Reducing the personnel costs 2.0% over three years equates to a 0.66% reduction in personnel costs, resulting in a savings of \$789,000 per fiscal year. This reduction could be achieved by evaluating and repurposing positions leading to efficiencies and enhanced sustainability. The College will re-evaluate the use of temporary personnel. Temporary personnel that reach an accumulated 2,080 hours are entitled to State of Florida Retirement Service (FRS) benefits. In addition, the College's overtime costs equate to approximately \$372,000 per year. We recommend reducing overtime costs to \$150,000.

- **Optimistic scenario:** Reduce overtime costs by \$222,000, repurpose of positions and reexamination of comprehensive Other Personnel Services (OPS) \$789,000; totaling \$1.0 million.
- **Base scenario:** Same as the optimistic scenario.
- **Pessimistic scenario:** No change.

### 4. One-Time Non-Recurring Funds

As stated above, this expense is to offset the one-time rolled POs.

### 5. Recommendations to Achieve Budget Equilibrium

Given the financial planning assumptions, achievement of the College's strategic goals will require a combination of actions to enhance revenues, reduce expenditures, and reallocate resources. To achieve budget equilibrium, the College should continuously pursue the following actions:

- Increase revenues through enrollment growth.
- Increase grants and contracts from all sources.
- Explore opportunities to increase auxiliary revenue.
- Increase facilities rental.
- Review benefit programs for potential cost savings.
- Invest in an enterprise budget-planning software system. Budget with more granularity.
- Tailor budget training to groups of faculty and staff with common functions throughout the College.
- Develop and implement processes that are more efficient, structured, and systems that will reduce annual administrative costs in academic support, student services, and institutional support areas.

## D. Budget FY2017-18

For FY2017-18, the College will develop the initial departmental budget based on prior year actual expenditures. These initial budgets will be provided to each department for review and justification as to how the dollars and or positions tie to the College's strategic initiatives. Each department will also be encouraged to find savings.

Each department is designated a Budget Supervisor. It is the Budget Supervisor's responsibility to ensure that the budget is spent in accordance with the College's mission and policies. The budget staff will lead several trainings to assist Budget Supervisors.

## III. Other Relevant Financial Data

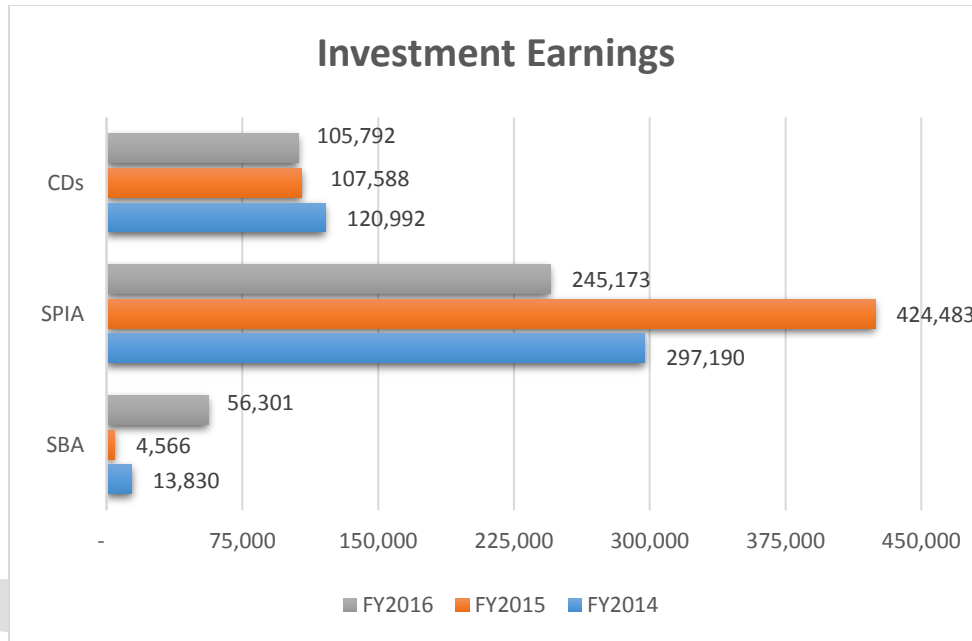
### A. Investments

The College has adopted a written investment policy requiring that surplus funds of the College be invested in those institutions and instruments permitted under the provisions of the Florida Statutes. The College investments are held in three major classes: State Treasury Special Purpose Investment Account (SPIA), Florida Prime Investment Pool administered by the State Board of Administration (SBA), and Certificates of Deposits (CDs).

Funds in SPIA and SBA are classified as cash-equivalents since these are liquid assets that can be transferred between those investment accounts and SPC's operating account (cash) in one-two business days.

CDs are time-restricted deposits that upon maturity are either re-invested or placed in the operating account for planned large payments.

The below chart depicts the earned interest over the last three fiscal years. The Federal Reserve is signaling that it will raise interest rates slightly at the end of this calendar year; however, due to the College's large construction projects, the investment earnings will decrease over the next two fiscal years with an opportunity for growth in the third year.

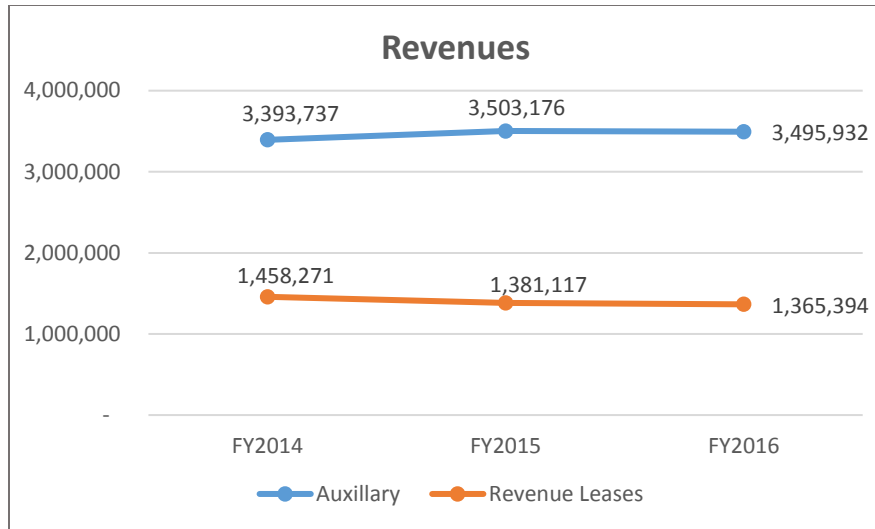


As of September 30, 2016 the balances are as follows:

CDs	\$ 8,934,493
SPIA	\$20,238,334
SBA	\$ 7,595,628

### B. Auxiliary Activities / Lease Revenue

Auxiliary activities are those established to provide non-instructional services for sale to students, faculty and staff. Present activities at the College include bookstore operations, food services, excess bandwidth and vended copy machines. These funds are budgeted and transferred to the general current fund and disbursed upon the approval of the President or their designee. The College also leases certain space to other organizations. This lease revenue, per the State Accounting manual, is recorded in the general current fund (1x). Both are graphed below:



As campuses are spread across Pinellas County, the College lacks the centralized population of students at one location that would appeal to a major vendor. Therefore, it is a challenge to attract vendors of a scale that would significantly enhance our revenue.

Beginning in this fiscal year, the College will pursue additional forms of auxiliary income to bring services to our students and create additional revenue to support our mission. Examples include kiosks for printing on each campus and expansion of concession services. Lease revenue will be studied to develop a college-wide rental structure. Revenue is projected to remain relatively flat in FY2017-18 as we develop these new services and leases.

### C. Capital Construction

The College receives funding for construction from the State and student fees. Per Florida Statute, the source of the funding dictates the type of project that can be constructed. The three major funding sources are:

- **Public Education Capital Outlay (PECO)** dollars are generated through the revenue from the State gross receipts tax on the sale of gas, electricity, and communication services. PECO dollars fund large construction projects appropriated by the legislature.
- **PECO Sum-of-the-Digits Allocation (SODA)** funding is determined by a mathematical formula based on building square footage and the age of the building. Funds can be used for renovation, maintenance, repair, and safety-to-life issues.
- **Student Capital Improvement Fee (SCIF)** projects are funded through student fees and can be used to construct, maintain, and enhance educational facilities.

Major projects over the next two fiscal years include:

- **St. Petersburg Student Success Building** funded with PECO (\$20 million) and SCIF (\$5 million).
- **Clearwater Library** funded with SCIF (\$9.3 million).



The following is a list of potential projects for the next three fiscal years and beyond:

- **Health Education Campus**, \$50-60 million
- **Academic Student Learning Support Center**, Downtown campus, \$1.7 million

The College has received the first \$10 million for the St. Petersburg Student Success Centers and is requesting the second \$10 million appropriation in the next legislative session.

The College continues to receive a healthy allocation of SODA funds due to the age of our buildings. Unless the formula is changed by the legislature, these funds will remain sufficient for the next three fiscal years.

In anticipation of the potential SCIF projects, it is recommended that FY2016-17 and FY2017-18 be used as SCIF reserve-building years. During these two years, the College will focus on its commitments and decrease discretionary spending to improve its position for FY2019. Leadership will explore all avenues of funding for the Health Education Campus, including bonding and public/private partnerships.

#### D. Waivers

The College offers several types of tuition and fee waivers, most required by Florida Statute. Depending upon the type of waiver, the student may qualify for full or partial waiver of tuition and fees, or just the portion attributed to out-of-state fees. Below are the past three fiscal years of data, as well as FY2016-17 projected expenditures:

<b>Waivers</b>				
<b>Type</b>	<b>FY2013-14 Actuals</b>	<b>FY2014-15 Actuals</b>	<b>FY2015-16 Actuals</b>	<b>FY2016-17 Projected</b>
<b><i>College Discretionary</i></b>				
Senior Citizens	\$172,956	\$196,027	\$209,748	219,441
Fine Arts	3,473	3,496	22,643	28,208
Institutional	0	0	148,921	54,433
Athletics - All Sports	254,172	210,070	267,812	273,424
<b>Subtotal</b>	<b>430,601</b>	<b>409,593</b>	<b>649,124</b>	<b>575,506</b>
<b><i>Statutorily Required</i></b>				
DCF	336,529	330,279	391,610	282,216
Homeless	173,354	167,343	113,090	114,228
State Employees	134,672	115,337	97,223	110,701
Veterans	0	809,961	1,213,720	851,760
Purple Heart	5,876	12,955	10,031	6,455
Dreamers	0	440,384	508,338	433,598
<b>Subtotal</b>	<b>650,431</b>	<b>1,876,259</b>	<b>2,334,012</b>	<b>1,798,957</b>
<b>Total</b>	<b>\$1,081,032</b>	<b>\$2,285,852</b>	<b>\$2,983,136</b>	<b>\$2,374,463</b>

### 1. Athletic/Institutional Waivers

The Athletics department at SPC supports teams for baseball, basketball, softball, tennis and volleyball. These waivers are for the out-of-state tuition and fees for 24 athletes. The Institutional waivers mentioned above are to support additional out-of-state tuition and fee waivers when there are already four other out-of-state students on a team. The Institutional waiver was comprised of twelve athletes in FY2015-16, and five for FY2016-17.

The majority of the waivers are required by statute and thus cannot be reduced, leaving only the College-discretionary waivers. Senior citizens' waivers could be limited to one class per semester or have a limit on the number of times a particular class can be repeated. In regard to Athletic/Institutional waivers, the College could limit the number of out-of-state athletes.

### E. Health Insurance

National healthcare costs will play a major role in the coverage available to our employees. The College will need to keep a watchful eye on the national stage and try to predict the best strategy to provide quality health insurance for our employees, while working within our budgetary means. Conservative plan changes were approved by the Board for calendar year 2017.

The chart below depicts, on a calendar year basis, the actual and projected **cash** inflows and outflows. These cash flows include claims, administrative fees, and the College's stop-loss insurance. (Cash flows are distinct from Brown & Brown's **claims** information previously presented to the Board.)

	Calendar Year					
	2012	2013	2014	2015	2016 (projected)	2017 (projected)
Premiums	17,360,903	16,828,738	16,780,884	16,072,730	17,130,649	17,473,952
Claims/Admin Fees/Stop Loss	16,150,058	16,971,061	16,847,366	17,870,785	18,179,913	18,725,310
Excess/(Deficit)	1,210,845	(142,323)	(66,481)	(1,798,055)	(1,049,264)	(1,251,359)

In order to retain its self-funded status, the College must retain a cash balance of at least two months of claims in its self-insurance account. This amount is commonly referred to as *safe harbor*. As average claims rise or fall through the years, so does the safe-harbor requirement. The safe harbor for calendar year 2016, as stated in the actuarial report, is \$3.0 million.

As of October 31, 2016, the cash balance in the College's self-insurance fund is \$6.1 million. This cash balance at December 31, 2016, will be used to secure the \$3.0 million safe harbor and fund the \$1.3 million projected health insurance shortfall in calendar years 2016 and 2017. It is anticipated that the calendar year 2018 premiums will fully support the College's 2018 healthcare costs.

## F. Net Assets (Net Position)

Net Assets (net position / fund balance / reserves) is the accumulative remainder of revenues over expenses. Regardless of the economic environment, the College must serve its students and support its activities. Net Assets protect the College from unexpected events, such as an unexpected decline in State funding, appropriation withholdings, or shift in enrollment. Both cash and non-cash transactions can affect Net Assets.

The table below displays Net Assets for Funds 1x and 3x for the last four fiscal years. The table is displayed to separate out those liabilities that are to be financed in the future. There are three major non-cash transactions that affect Net Assets and are described below the table.

<b>Unrestricted Net Position (Funds 1x and 3)</b>				
	<b>FY2013</b>	<b>Audited FY2014</b>	<b>FY2015</b>	<b>Unaudited FY2016</b>
Unallocated Net Position	\$21,089,534	\$21,439,411	\$21,593,102	\$17,440,458
Reserves	7,052,164	5,748,382	4,724,187	3,967,295
<b>Total Reserve and Unallocated Fund Balance</b>	<b>\$28,141,698</b>	<b>\$27,187,793</b>	<b>\$26,317,289</b>	<b>\$21,407,753</b>
<i>Amounts to be Financed in Future:</i>				
Other Postemployment Benefits	(3,025,305)	(3,779,000)	(4,491,568)	(5,267,540)
Compensated Absences	(10,239,006)	(10,999,973)	(11,376,637)	(11,581,102)
Net Pension Liability (GASB 68)	-	-	(40,065,516)	(38,746,655)
	<b>(13,264,311)</b>	<b>(14,778,973)</b>	<b>(55,933,721)</b>	<b>(55,595,297)</b>
Net Unrestricted Net Position	\$14,877,387	\$12,408,820	(\$29,616,432)	(\$34,187,544)
<i>Sources: Audited Financial Statements and Annual Financial Report</i>				

### 1. Other Postemployment Benefits (GASB 45)

The College follows GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, for other postemployment health care benefits administered by the College.

Employees who retire from the College are eligible to participate in the College's self-insured health, dental, and prescription plan coverage, by paying blended group premium rates. Future claims benefits payable by the College are actuarially determined each year. The long-term liability represents the estimated future benefits that the College expects to be funded from future appropriations. In FY2016 the College expensed \$775,000.

## 2. Compensated Absences

College employees may accrue annual and sick leave based on length of service, subject to certain limitations regarding the amount that will be paid upon termination. The College reports a liability for the accrued leave. At June 30, 2016, the estimated liability totaled \$11,581,102. The Fund 1x FY2016 expense was \$314,560.

## 3. Net Pension Liability (GASB 68)

The College is required to participate in the Florida Retirement System (FRS) Pension Plan and the Retiree Health Insurance Subsidy (HIS) Program, both of which are administered by the Florida Department of Management Services' Division of Retirement. The pension liabilities are owned by the State of Florida Retirement System and are reported in separate, audited, comprehensive annual financial reports of the Division of Retirement. Governmental accounting regulations require the College to report its proportionate share of this liability on the College's financial statements, but the liability will ultimately be paid out from the State of Florida Retirement System.

## G. Long-Term Liabilities

The College has the following long-term liabilities:

	<b>Balance as of June 30, 2016</b>	<b>Amount Due within One Year</b>
Bonds Payable	\$ 23,105,000	\$ 1,660,000
Note Payable	514,078	187,770
Capital Leases Payable	4,516,606	1,221,674
Compensated Absences (All Funds)	11,870,796	1,187,080
Other Postemployment Benefits Payable	5,267,540	0
FRS & HIS Net Pension Liability	47,209,842	1,232,924
<b>Totals</b>	<b>\$ 92,483,862</b>	<b>\$ 5,489,448</b>

### 1. Bonds Payable

Various bonds have been issued to finance College capital outlay projects. The long-term liability balance represents the principal portion to be repaid, with maturity dates ranging from 2019 to 2030.

### 2. Note Payable

In 2011, the College purchased a building and property from the Juvenile Welfare Board. A portion of this purchase is being financed at zero interest, and the principal is being repaid in quarterly installments through the maturity date of 2019.

### 3. Capital Leases Payable

Various assets are being financed through lease contracts, including network equipment, dental hygiene equipment, firefighting equipment, and the Allstate Campus Energy Performance Chiller Plant. The long-term liability balance represents the principal portion to be repaid to the lessors, with maturity dates ranging from 2017 to 2036.

November 15, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Personnel Report

**Approval is sought for the following recommended personnel transactions:**

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Aquino,Harrison	Assistant Director, Creative	Marketing & Strategic Comm DO	10/19/2016-6/30/2017
Phu,Tam T	Nursing Skills Facilitator	Nursing HC	10/11/2016-6/30/2017
Mothershed,Thomas M	Research Analyst	Institutional Research EPI	10/10/2016-6/30/2017
Boston,Raena Joy	Workforce Institute Job Coord	Corporate Training E&SS DO	10/10/2016-6/30/2017

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Ganoo,Kelliann	Career & Academic Advisor	Student Support Services SE	10/3/2016-6/30/2017
Meyer,Julia M	Cert Testing Coordinator	BA Programs/UPC EPI	11/14/2016-6/30/2017
Couch,Marie S	Grants Management Specialist	Director of Grants DO	11/28/2016-6/30/2017
Sorice Jr,Paul Gerald	Instructional Support Tech	Instructional Computing SE	10/4/2016-6/30/2017

<b>TRANSFER/PROMOTION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Appleton,Anthony L	Interim Chair, Natural Science	Natural Science SPG	9/26/2016

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Savary,Shari A	Accounting Support Specialist	Scholarships/Stu Fin Assist DO	10/3/2016
Thompson,Christian Avery	Administrative Svcs Assistant	Natural Science SPG	10/24/2016
Quiroz Beltran,Angie	Administrative Svcs Specialist	Associate Provost CL	10/24/2016
Owens,Megan M	Laboratory Specialist	Natural Science SPG	10/24/2016
Jasinski,John F	Student Support Advisor	Scholarships/Stu Fin Assist SP DO	10/11/2016
Jean-Felix,Michael Joseph	Student Support Specialist	SPC-Downtown	10/3/2016

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Beasey,Kimberly A	Acting, ExeAdminSvc Specialist	Academic & Student Affairs EPI	10/3/2016
Mojica,Roxanna	Security Officer	Campus Security SPG	10/29/2016

<b>EMPLOYEE CONTRACTS</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Bellomo,Mary O.	Sr Instructional Tech Analyst	Natl Ter Prep Instit/WMD Grant AC	12/17/16-06/30/17
Brown,Trenette	Project Admin Svcs Manager	Natl Ter Prep Instit/WMD Grant AC	12/17/16-06/30/17
Bullock,April S	Career & Academic Advisor	Counseling & Advisement SPG	12/17/16-06/30/17
Connolly,James L.	Dir, Corporate Training	Corporate Training E&SS DO	12/17/16-06/30/17

Dale,Sean A.	Systems Analyst, LearnMgmtSys	Learning Mgt Network Sys EPI	1/01/17-06/30/17
Davis,Connor M	Coordinator, LRMA PR & Grants	Resource Development DO	12/17/16-06/30/17
Heisler,Laura	Public Safety Training Coord	Florida Natl. Guard Grant AC	12/17/16-06/30/17
Kirchgraber,Todd A.	Public SafetyTraining Director	Florida Natl. Guard Grant AC	12/17/16-06/30/17
LaHaie,Eileen M.	ExecDir,Public Safety Training	Criminal Justice AC	12/17/16-06/30/17
Littlewood,Christopher S.	Instructional Technology Coord	Natl Ter Prep Instit/WMD Grant AC	12/17/16-06/30/17
Sherman,Tiffani L.	Producer, PublicSafetyTraining	Natl Ter Prep Instit/WMD Grant AC	12/17/16-06/30/17
Swift,Christopher	Technology Project Manager	SE Public Safety Institute AC	12/17/16-06/30/17
Veloff,Steven J	Instructional Tech Analyst	Natl Ter Prep Instit/WMD Grant AC	12/17/16-06/30/17
Walker,Gail E.	Public Safety Training Coord	Florida Natl. Guard Grant AC	12/17/16-06/30/17
Writt,Jeremy L.	Producer, PublicSafetyTraining	Florida Natl. Guard Grant AC	12/17/16-06/30/17

<b>HIRE Temporary/Supplemental</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>

<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Ellison,Audrey	Adjunct Bach Prog.	BA Programs/UPC	10/3/2016
Aguigui,Cherelle C	Instructor, Temporary Credit	Health Information Mgmt HC	10/10/2016
Battista,Lauren J	Instructor, Temporary Credit	Letters SPG	10/3/2016
Allen,Tara Lindsey	OPS Career Level 1	Academic & Student Affairs EPI	10/24/2016
Berg,Melinda H	OPS Career Level 1	Academic & Student Affairs EPI	10/24/2016
Haman,Haley Noell	OPS Career Level 1	Student Activities SPG	10/24/2016
Morgan,Joan C	OPS Career Level 1	Academic & Student Affairs EPI	10/24/2016
Sanderford,Taylor Lynn	OPS Career Level 1	Academic & Student Affairs HE	10/24/2016
Walker,Candace Joy Renee	OPS Career Level 1	Academic & Student Affairs EPI	10/24/2016
Berringer,Carol	OPS Career Level 1	Provost SE	10/8/2016
Morales,Jose A	OPS Career Level 1	Landscape Services HEC	10/5/2016
Bunch,Jennisia Eryonna	OPS Career Level 2	College Reach Out Program DO	10/31/2016
Camero,Mateo	OPS Career Level 2	Counseling & Advisement CL	10/20/2016
Jones,Natasha C	OPS Career Level 2	College Reach Out Program DO	10/27/2016
Fritts,Charleston Brion	OPS Career Level 3	College of Computer & InfoTech EPI	10/24/2016
Grosso,Sarah Jessica	OPS Career Level 5	Human Resources DO	10/24/2016
Santiago Fumero,Nicole Danielle	OPS Career Level 5	Academic & Student Affairs DT	10/31/2016
De Jesus,Andy	OPS Career Level 5	International Center CL	10/3/2016
Haddix,Raychell C	OPS Career Level 5	Academic & Student Affairs HE	10/4/2016
Leyva,Daviel C	OPS Career Level 5	Learning Resources SE	10/10/2016
Verdeja,Anthony W	OPS Professional	Letters CL	10/8/2016
Collier,Richard C	Professional Trainer	Corporate Training E&SS DO	10/18/2016
Davis,Christopher Ellis	Professional Trainer	Corporate Training E&SS DO	11/8/2016
Greear,Thomas J	Professional Trainer	Fire Science AC	10/3/2016
Jones-Cruder,LaTuana D	Professional Trainer	Corporate Training E&SS DO	10/10/2016
Poirrier,Adam L	Professional Trainer	Fire Science AC	10/3/2016

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

Fernandez, Ernesto	Former Professional Trainer	CPSI AC	11/12/2016-11/16/2016
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Destination: San Juan, Puerto Rico

The purpose of this trip is to travel to San Juan to escort staff members from the Department of State, International Narcotics and Law Enforcement (INL) division through the US Embassy in El Salvador to visit with different municipal police departments in Puerto Rico to observe the various youth-centered programs these agencies support, including Police-Athletic League (PAL)s, Big Brothers, Big Sisters, etc. for possible replication throughout El Salvador. All training needs that are identified will be then handled by SPC through current or future funding.

The benefit to the College is to provide for nationally and internationally recognized training programs.

Funded by the Center for Public Safety Innovation (CPSI). Estimated cost to the College is \$891.05.

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

ND110416

November 15, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *WDL*  
**SUBJECT:** Renewal of College’s Stop Loss Policy

**Confirmation is sought to renew the College’s stop-loss policy for its self-funded health plan effective January 1, 2017, according to the agreed-upon terms.** The College carries stop-loss coverage on specific (individual person) as well as overall aggregate (college-wide) claims to reduce its risk of catastrophic loss. The College re-evaluated the coverage levels, and considered market bids as part of an overall review of the plan coverage leading into the 2017 plan year. The recommendation is to maintain coverage at the current deductible level with no increase in rates for the 2017 plan year.

The College’s policy would continue with Symetra Financial. The Symetra Financial aggregate and specific stop-loss premium will be locked in through Dec. 31, 2017 at \$372,749. The terms of the agreement are as follows:

<b>2017 Terms and Options</b>	
Specific Terms - Limit:	Unlimited/person, mandated by Health Care Reform legislation
Aggregate Terms:	Limit \$1-million, 125% aggregate margin
Covered Benefits:	Medical and Prescription Drugs
Third-Party Administrator:	Aetna
<b>Current Renewal</b>	
Contract:	12/15
Specific Deductible*:	\$350,000
Estimated Aggregate Deductible:	\$20,648,110
Composite Enrollment:	1,403
Composite Spec. Rate:	\$20.64
Composite Agg. Rate:	\$1.50
Annual Premium:	\$372,749

*\*Includes unlimited lifetime max feature mandated by Health Care Reform*

Brian Miles, Vice President, Administrative/Business Services & Information Technology, and Desiree Woroner, Director, Human Resources, bring this actions forward, and recommend approval.



# **CONSTRUCTION PROJECTS UPDATE NOVEMBER, 2016**

# Seminole Student Services Center



# Seminole Student Services Center



# Seminole Student Services Center



# Health Education Center Study Rooms



# Health Education Center Study Rooms



# Allstate Center Chiller Plant Replacement



# Bay Pines STEM Center





# Bay Pines STEM Center



# Bay Pines STEM Center

**Substantial Completion  
March 2017**

**Occupancy  
May 2017**



**Total Budget = \$4.8 Million - PECO**

# Clearwater Joint-Use Library



# Clearwater Joint-Use Library



# Clearwater Joint-Use Library

**Occupancy – (College - Fall 2017)**

**Occupancy – (City - Spring 2018)**



**Total Budget = \$15 Million**

- **9.3 Million – SPC Local Funds**
- **5.7 Million - City Funds**

# St. Petersburg/Gibbs Student Success Center



# St. Petersburg/Gibbs Student Success Center



# St. Petersburg/Gibbs Student Success Center





# St. Petersburg/Gibbs Student Success Center

**Demolition in Process**

**Construction- 12 months**



**Design Phase Underway,  
Complete in Summer 2017**


**Total Budget = \$25 Million**

- **20 Million PECO**
- **5 Million College Match**

November 15, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Fulltime faculty and academic chair positions for the 2017-2018 academic year

**The attached list contains the recommended requests for fulltime faculty and academic chair positions for the 2017-2018 academic year. The deans, provosts, and president's executive team reviewed and approved the requests for consideration by the Board of Trustees.**

The process of review begins by generating the number of replacements due to retirements, resignations, promotions or non-renewals. This year we have four retirements, three resignations, one promotion and two unfilled position from last year and one academic chair who returned to faculty.

Decisions to replace, reallocate, convert or hold a position are based on careful review of the number of college-wide and campus courses taught within the academic discipline by fulltime vs adjunct faculty. Our institutional goal is to reach and maintain a 55/45 fulltime to adjunct ratio of student semester hours taught. Utilizing workforce practitioners as adjuncts who bring real world, current experience and practical application into the classroom, is the driving force behind the maintenance of a 55/45 fulltime to adjunct faculty ratio. This ratio is determined by calculating the number of student semester hours (SSH) taught by fulltime faculty compared to the total number of student semester hours (SSH) within a discipline by campus for the academic year.

In addition to the fulltime adjunct faculty ratios, program growth, graduation rates, course fill ratios, additions of new programs and/or facilities and the overall quality of our academic programs are also part of the review process. These needs can sometimes be met by reallocating or transferring positions from other campuses without a negative impact because of shifting enrollments. We may have a retirement or resignation in a faculty position that can now be converted to an Academic Chair position which better serves the needs of the program. Finally, positions are considered where needs have not yet been met by the aforementioned methods. This year we are requesting three new positions. This insures that we continue to build a strong professorial team for all our programs and campuses.

Attachment

Anne Cooper, Senior Vice President, Instruction and Academic Programs, recommend approval.

# Faculty/Chair Positions for 2017-2018

*Ann Cooper, PhD – SVP, Instruction and Academic Programs*

*SPC Board of Trustees – November 15, 2016*

# Replacement/New Positions

Replacement	Number of replacements
Retirements	4
Resignations	3
Promotions	1
2014 Unfilled Positions	2
Chair Returned to Faculty	1
New	5
<b>Total</b>	<b>16</b>
Hold	6
<b>Recommend Fill Positions</b>	<b>10</b>

# Determining Factors

- Full Time/Adjunct Ratio – institutional goal 55/45
- Program Growth/Expansion
- Graduation Rates
- Fill Ratios for Classes
- Amount of Student Impact

# Faculty/Academic Chair Positions 2016/2017

College/Department/School	Ratio FT/PT	Campus	Faculty Request	Rationale	FY16/17 Budget	Budget Request	FY17/18 Budget Impact
College of Business	42/58	EPI	New Faculty	14% Growth in SSH Fall 15 vs Fall 16	\$ -	\$ 67,820	\$ 67,820
School of Veterinary Technology	49/51	HEC	New Faculty	16% Growth in SSH Fall 15 vs Fall 16	\$ -	\$ 67,820	\$ 67,820
College of Health Sciences - Dental Hygiene	41/59	HEC	New Faculty	21% Growth in SSH Fall 15 vs Fall 16	\$ -	\$ 67,820	\$ 67,820
College of Computer and Information Technology	52/48	SPG	Replacement Faculty	Resignation	\$ 89,678	\$ 86,877	\$ (2,801)
Social & Behavioral Sciences	52/48	SEM	Replacement Faculty	Promotion	\$ 72,147	\$ 67,820	\$ (4,327)
Fine Arts/Humanities - Music	54/46	SPG	Replacement Faculty	Retirement - 12/2016	\$ 93,136	\$ 67,820	\$(25,315)
Natural Sciences bio A&P	55/45	SPG	Replacement Faculty	Retirement carry forward	\$ 94,827	\$ 67,820	\$(27,007)
College of Health Science - EMS	56/44	HEC	Replacement Faculty	Resignation at end of contract	\$ 70,504	\$ 67,820	\$ (2,684)
Communications Speech	59/41	DTMT	Replacement Academic Chair	Chair returned to faculty	\$ 121,430	\$ 86,877	\$(34,553)
Communications		DTMT	Transition Chair	Chair returned to faculty	\$ 109,951	\$104,842	\$ (5,109)
4 Held Positions					\$ 365,255	\$ -	\$(365,255)
							\$ (263,590)

# Hiring Process

Review college-wide faculty/chair diversity within academic discipline



Diverse search and screen committees chosen



Applications reviewed and final choices submitted to dean



Deans consolidate choices 5 to 6 candidates chosen for interview



Candidates present teaching demo followed by interviews with search & screen committee and dean



Finalist interviewed by Provost



Final candidates interviewed by President and Senior Vice President


# Questions?





November 15, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Aspen Institute – Frontier Set Project

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Aspen Institute, by St. Petersburg College for the Frontier Set opportunity. Permission is also sought to accept an estimated \$630,000 in funding over a four-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.**

St. Petersburg College has been selected to apply for this invitation-only opportunity led by the Aspen Institute known as the Frontier Set. supported by funding from the Bill and Melinda Gates Foundation. The intent of this project is to bring together a group of 30 high-performing community colleges committed to accelerating a series of promising strategies for improving student outcomes. Collectively, the chosen college will comprise the “Frontier Set”—pioneers in institutional transformation chosen for their potential to set new standards for improvement in student outcomes and postsecondary attainment. Each institution in the Frontier Set will contribute to and benefit from critical learning about how to achieve accelerated improvements in student success at scale. Participation in the network will give institutions access to funding intended to support the implementation of key solutions, targeted support and technical assistance, and the opportunity to learn from and alongside other high-performing institutions.

The estimated period of performance will be from January 1, 2017 through December 31, 2020. The total project budget is projected to be \$630,000 over a four-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction; Academic Programs; Tonjua Williams, Senior Vice President, Student Services; Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services; the Executive Committee; and Suzanne L. Gardner, General Counsel, recommend approval.

Attachment

ks1019163

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

**Date of BOT Meeting:** November 15, 2016

**Funding Agency or Organization:** Aspen Institute

**Name of Competition/Project:** Frontier Set

**SPC Application or Sub-Contract:** SPC Application

**Grant/Contract Time Period:** **Start:** 1/1/17      **End:** 12/31/2020

**Administrator:** Anne Cooper

**Manager:** TBD

**Focus of Proposal:**

Aspen Institute, in partnership with the Bill and Melinda Gates Foundation, is seeking to create the Frontier Set a group of 30 community colleges already deeply engaged in a wide array of student success reforms. Participation in the Frontier Set will offer selected colleges the opportunity to further integrate and accelerate those reforms within a network that provides targeted support and the ability to learn from, and share knowledge with, other high-performing institutions across postsecondary sectors. Selected colleges will be expected to engage with the Frontier Set over the course of the 4-year program period by attending and hosting site visits, building a strong cross-functional team, accelerating student success reforms and submitting data sets on related performance indicators. If selected for the Frontier Set, SPC is proposing to use the opportunity to support the College's Guided Pathways model, specifically the oversight and management of the 10 Career and Academic Communities and the development of the online components related to these efforts.

**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	\$ 377,856
Fringe Benefits	\$ 37,596
Travel	\$ 26,400
Consultants	\$ 130,876
<u>Indirect Costs</u>	<u>\$ 57,272</u>
Total Budget	\$ 630,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)      \$ 630,000

Total amount from funder:      \$ 630,000

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. Culture of Inquiry
5. Transparency
6. Innovation


Strategic Initiative(s):

1. Career Employee Success
2. Classroom Experience
3. College Experience Student Success Initiatives
4. Engagement Beyond the Classroom

November 15, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** National Science Foundation – Advanced Technological Education (ATE) Regional Center, iNoVATE Regional Center for Network Virtualization and Cloud Computing—Florida State College at Jacksonville

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by Florida State College at Jacksonville (FSCJ) in partnership with St. Petersburg College to the National Science Foundation for the Advanced Technological Education (ATE) Regional Center Grant funding opportunity. Permission is also sought to accept an estimated \$154,752 in funding over a four-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 proposed ATE Regional Center grant will establish the *iNoVATE Regional Center for Network Virtualization and Cloud Computing* in Florida. This application is built on the work of two previously funded project grants led by FSCJ, and expands partnerships with SPC, Daytona State College, Eastern Florida State College, Seminole State College, and Tallahassee Community College. The *iNoVATE Regional Center* will focus on the education of technicians in Network Virtualization (cloud computing), and will involve partnerships between academic institutions and industry to promote improvement in the education of technicians at the undergraduate and secondary school levels. As a partner institution, SPC will support the development of statewide curriculum, participate in professional development, engage local business partners and assist in establishing a network virtualization industry clearinghouse to study the technician needs of businesses and align education and training with those needs. Funding for this project would support faculty time, faculty professional development and private cloud servers.

The estimated period of performance will be from October 1, 2017 through September 30, 2021. The total project budget is approximately \$2,876,949 of which the College anticipates receiving an estimated \$154,752 over the four-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; Sharon Setterlind, Dean, College of Computer and Information Technology, recommend approval.

Attachment

ks1019162

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

**Date of BOT Meeting:** November 15, 2016

**Funding Agency or Organization:** National Science Foundation

**Name of Competition/Project:** Advanced Technological Education (ATE)  
Regional Center, iNoVATE Regional Center

**SPC Application or Sub-Contract:** Sub-Contract

**Grant/Contract Time Period:** **Start:** 10/1/17 **End:** 9/30/21

**Administrator:** Sharon Setterlind

**Manager:** Dawn Ellis

**Focus of Proposal:**

To address the skills gap resulting from businesses' fast-growing adoption of virtualization about cloud computing the project will create the *iNoVATE Regional Center for Cloud and Virtualization*. Led by Florida State College at Jacksonville (FSCJ), in partnership with several other Florida Colleges, the *iNoVATE Regional Center* will expand much needed hybrid and online course content for virtualization cloud computing college credit certificates and improve accessibility of computer network technician education for students throughout Florida. The *iNoVATE Regional Center* will focus on the following activities: 1) Serving as a regional resource for cloud and virtualization education; 2) Providing comprehensive professional development opportunities for faculty through Train-the-Trainer faculty workshops and resources; 3) Expanding, refining, packaging and disseminating cloud and virtualization curriculum and lab models; and 4) Promoting career pathway awareness, participation and persistence of underrepresented populations to create a diverse workforce. As a partners, SPC will contribute staff time to provide input on the administrative details and assist with grant deliverables, including curriculum development, recruitment of participants and training of faculty.

**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	\$ 47,728
Fringe Benefits	\$ 4,232
Travel	\$ 30,752
Equipment	\$ 24,000
Materials and Supplies	\$ 2,400
Other (Certifications, Netlab)	\$ 13,200
<u>Indirect Costs</u>	<u>\$ 32,440</u>
<b>Total Budget</b>	<b>\$ 154,752</b>

**Funding:**

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

\$ 154,752

Total amount from funder:

\$ 154,752

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:**

Values:

1. Academic Excellence
2. Partnerships
3. Innovation


Strategic Initiative(s):

1. Classroom Experience
2. Engagement Beyond the Classroom

November 15, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** National Science Foundation – Advanced Technological Education (ATE)  
Regional Center, Biomedical Engineering Technology (BMET) Pathways

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the National Science Foundation for the Advanced Technological Education (ATE) Project Grant funding opportunity. Permission is also sought to accept an estimated \$726,465 in funding over a three-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 proposed ATE Project grant, *BMET Pathways*, will develop a pipeline of skilled workers by expanding on SPC's current Biomedical Engineering Technology (BMET) A.S. Degree as well as establishing a state-of-the-art BMET laboratory for training and assessment. *BMET Pathways* leverages SPC's successful work in biomedical engineering technology and medical devices from previously-funded projects, including an NSF ATE Medical Device Industry Education Consortium (MDIEC) Planning Grant and the U.S. Department of Labor Trade Adjustment Assistance Community College Career and Training (TAACCCT) Grant for the Community College Consortium for Bioscience Credentials (C3BC), which resulted in improved outcomes for medical device technician training, industry-recognized curriculum and credentials, and the BMET A.S. degree. The project will create assessments for prior learning, latticed micro-credentials, new college credit courses, and associated, industry-recognized certificates that support enhanced learning for new and current technicians to boost the number of degreed technicians in Tampa Bay and beyond. Results from this project will be shared with institutions nationwide to demonstrate the effectiveness of a flexible pathways option and its impact on student retention and completion, leading to greater global gains in BMET education. Funding for this project would support faculty and staff time, laboratory supplies and equipment, student internships, and dissemination efforts.

The estimated period of performance will be from October 1, 2017 through September 30, 2020. The total project budget is approximately \$726,465, of which the College anticipates receiving the full funding amount over the three-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Natavia Middleton, Interim Dean, Natural Sciences, recommend approval.

Attachment

jm1027162

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

**Date of BOT Meeting:** November 15, 2016

**Funding Agency or Organization:** National Science Foundation

**Name of Competition/Project:** Advanced Technological Education (ATE) Project, BMET Pathways

**SPC Application or Sub-Contract:** SPC Application

**Grant/Contract Time Period:** **Start:** 10/1/17 **End:** 9/30/20

**Administrator:** Natavia Middleton

**Manager:** Brian Bell

**Focus of Proposal:**

The goal of the *BMET Pathways* project is to capture students at every point along the biomedical engineering technology educational pathway and to keep pace with industry-identified skills and competencies for new and emerging medical device technology. The *BMET Pathways* project will accomplish this goal by focusing on the following activities: 1) Engaging high school students and providing a clear roadmap of articulated credit and enrollment; 2) Creating assessments and credentials to recognize prior learning, particularly for key populations like veterans, and shorten time to degree completion; 3) Developing online curriculum as a flexible learning option for students in the workforce; 4) Developing micro-credentials and certificates for medical device repair, manufacturing and design, networking, and cybersecurity; 5) Developing articulations and pathways to baccalaureate programs in Engineering Technology and Information Technology Management; 6) Developing a state-of-the-art interdisciplinary medical device technology laboratory for assessments and hands-on learning; 7) Providing internship and career exploration opportunities with faculty and industry partners. Faculty from Biomedical Engineering (BMET), Engineering Technology (ET) and the College of Computer and Information Technology (CCIT) will work collaboratively with the SPC Health Education Center, Pinellas County Schools, industry advisors, and employers to ensure students have a clearly defined pathway to gain the critical skills and workforce experiences needed to obtain high-skilled, high-wage positions in these fields.

**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	\$ 262,694
Fringe Benefits	\$ 58,014
Travel	\$ 27,700
Participant Support Costs	\$ 18,500



Equipment	\$	78,000
Materials and Supplies	\$	80,769
Other (Evaluator, Warranties)	\$	39,890
<u>Indirect Costs</u>	<u>\$</u>	<u>160,898</u>
Total Budget	\$	726,465

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$	726,465
Total amount from funder:	\$	726,465
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.	Academic Excellence
	2.	Partnerships
	3.	Innovation

Strategic Initiative(s):	1.	Classroom Experience
	2.	Engagement Beyond the Classroom

November 15, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT) (Information)

This 5-year agreement was initially approved November 18, 2014 with the **Florida Department of Military Affairs**, re-establishing the 22-year old federally-funded counterdrug training program that provides all aspects of military and law enforcement counterdrug training support throughout the nation. The contract is supplemented by individual Statements of Work that detail specific training products/services to be delivered by the College's Center for Public Safety Innovation and the budget that has been allocated and approved for that particular project. **This item is to update the Board that the actual revenue to the College for Year One (Federal FY15) was \$887,000 and Year Two (Federal FY16) was \$1,501,500, which represents \$500,000 more than originally anticipated. Revenue to the College for Year 3 (Federal FY17) is anticipated to be approximately \$1,000,000. Years 4 and 5 will be dependent on the federal budget each of those years.** The Board will be advised annually of any significant changes in anticipated revenue as the contract amount is subject to the availability of federal funding every year. All other terms and conditions will remain as previously approved/advised.

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

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