

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES September 20, 2016**

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

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

- A. Invocation
- B. Pledge of Allegiance

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

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Gary Graham (*Attending*)
  - 2. Jennie Orama (*Attending*)
  - 3. John Chapin (*Attending*)
  - 4. Leta Carreira (*Not Attending*)
  - 5. Suzanne Carvell (*Not Attending*)
- B. Recognitions/Announcements
  - 1. Florida College System Foundation Presentation – Dr. Tom Furlong, Trustee, Florida College System, Mr. Joe Lang, Trustee Emeritus; Florida College System, Mr. Braulio Colón, Vice President and Program Director, Post - Secondary Education, Helios Education Foundation

#### **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 August 16, 2016 (*Action*)

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

- A. Board Attorney
- B. General Counsel

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

- A. STUDENT SUCCESS AND ACHIEVEMENT
  - 1. Online Revitalization – Dr. Susan Colaric, Associate Vice President, Online Learning and Services (*Presentation*)

B. STUDENT SERVICES - NONE

C. BUDGET AND FINANCE

1. Monthly Financial Report – Ms. Janette Hunt, Budget and Compliance Director (*Presentation*)
2. 2016-17 Budget – Mr. Brian Miles, Vice President Administrative/Business Services and Information Technology, Ms. Janette Hunt (*Presentation*)

D. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Health Insurance Plan – Desiree Woroner, Director, Human Resources (*Presentation/Action*)
2. Construction
  - a. Green Living Demonstration Center – Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Action*)

E. ACADEMIC MATTERS

1. Credit Curriculum Changes (*Action*)
2. Workforce and Professional Development Curriculum Changes (*Action*)

F. STRATEGIC PRIORITIES

1. Quality Enhancement Plan Update - Ms. Jennifer Haber, Associate Professor, Communications, Ms. Heather Robertson, Academic Director, Center of Excellence for Teaching and Learning (*Presentation*)
2. Enrollment Strategy Plan I – Mr. Mark Strickland, Provost, Seminole Campus, Mr. Jimmy Chang, Dean of Mathematics (*Presentation*)

**VII. CONSENT AGENDA**

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

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. Florida State University – High Risk Delinquent and Dependent Youth Educational Research Project (*Action*)

2. OTHER
  - a. Renewal of Pre-Qualified Contractors for Small Construction Projects (*Action*)
  - b. Demolition of the Clearwater Administration Building (*Action*)
  - c. Textbook Affordability (*Action*)

**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**

**October 11, 2016, Downtown Campus**

**XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 20, 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: September 9, 2016

Confirmation of Publication

[Notice of meeting](#)

**St. Petersburg College Board of Trustees**  
**Collective Bargaining Workshop**  
**(Information)**

September 20, 2016

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**Agenda**

1. Collective Bargaining – Mr. James Crosland and Ms. Denise Heekin; Bryant, Miller, and Olive PA's (Presentation)

# Florida College System Foundation Scholarship

- Tom Furlong, Trustee, Florida College System
- Joe Lang, Trustee, Emeritus, Florida College System
- Braulio Colón, Vice President and Program Director,  
Helios Education Foundation

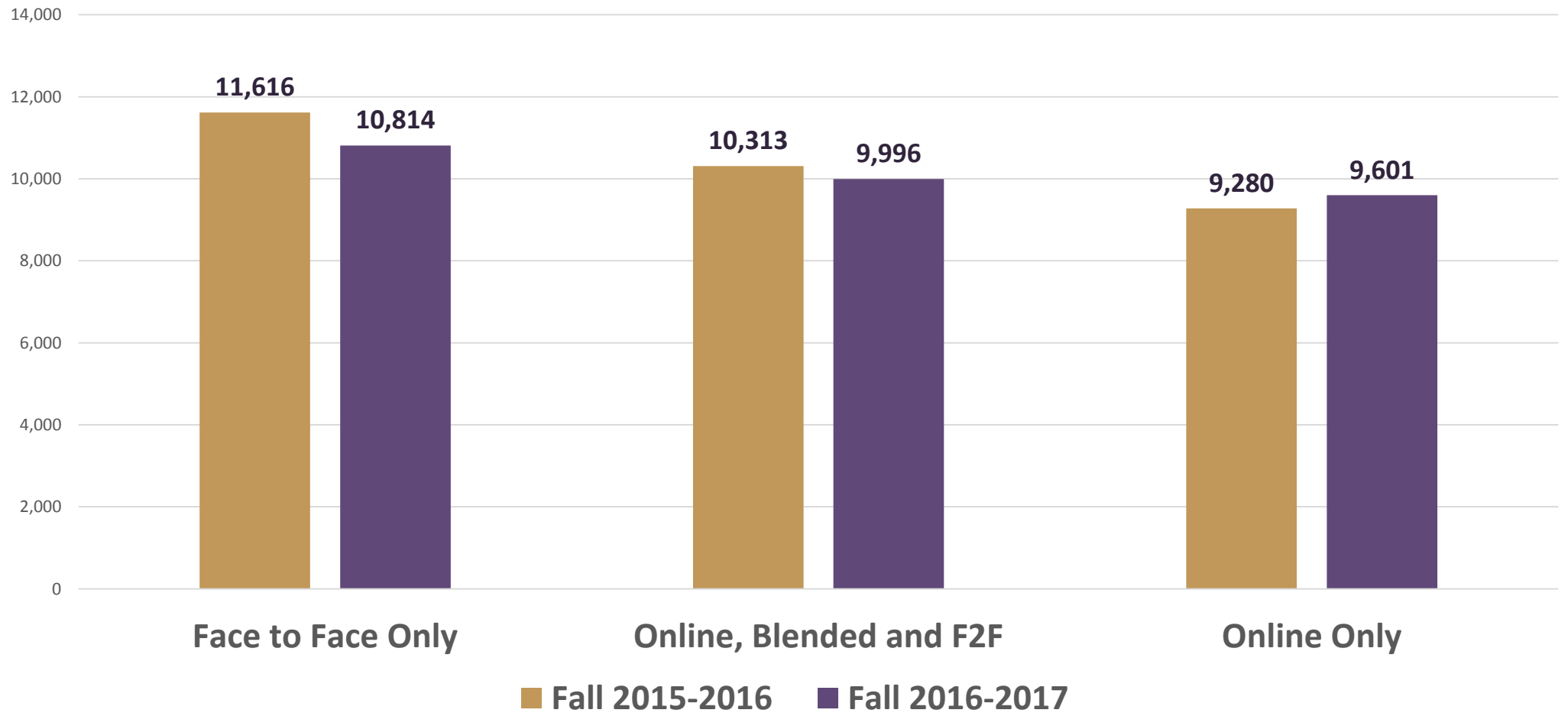


**FALL 2016**

**WHO'S HERE: ONLINE**

**SPC Board of Trustees Meeting  
September 20, 2016**

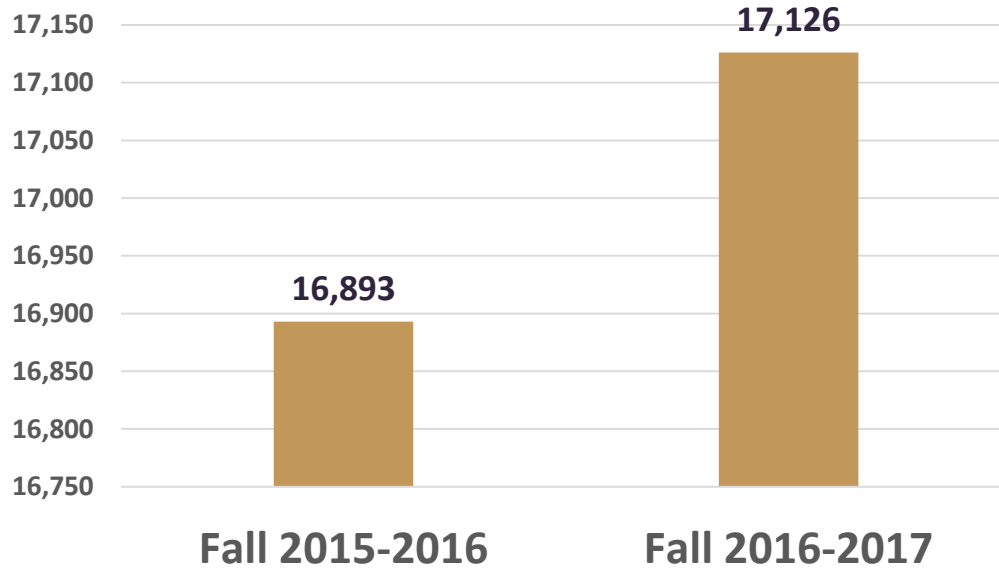
# Headcount by Instructional Method



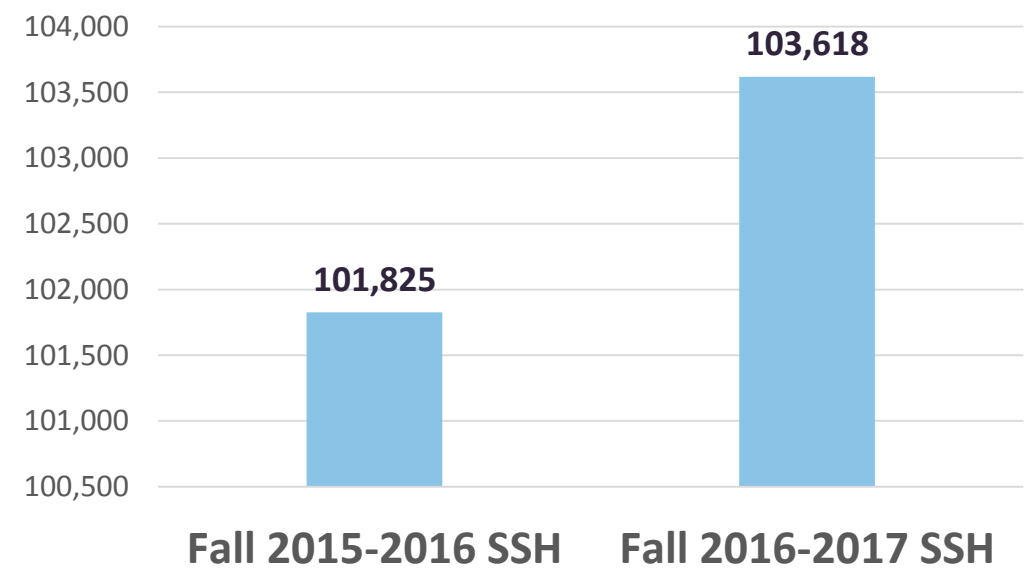
Source: BI – Headcount Enrollment By Day Dashboard, Data Extracted August 30, 2016

# Online Opening Day Enrollment

### Unduplicated Student Headcount

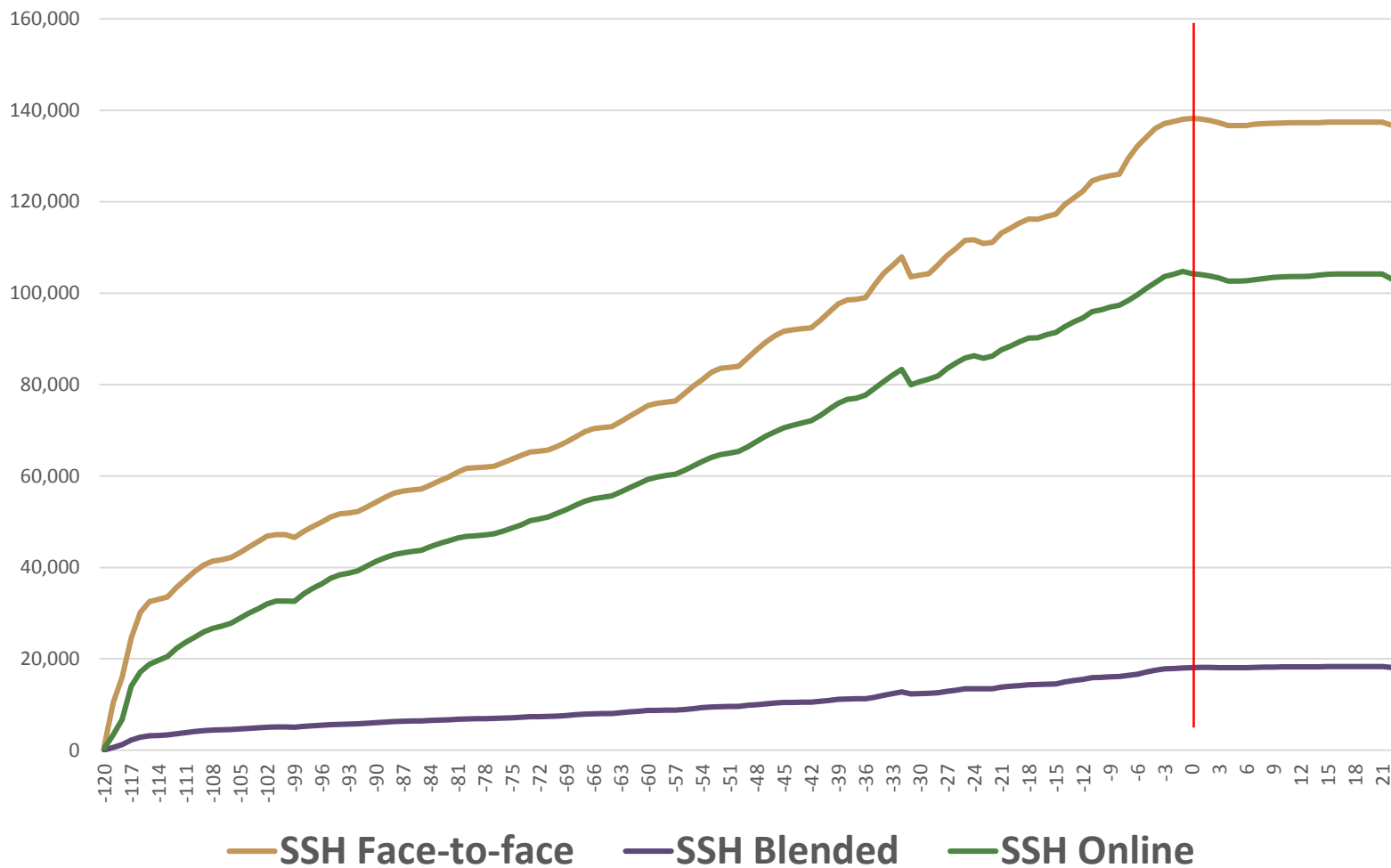


### Enrollment SSH





# SSH Enrollment Trend



# Week 1 Drops, SSH

**Face-to-face**

5.2%

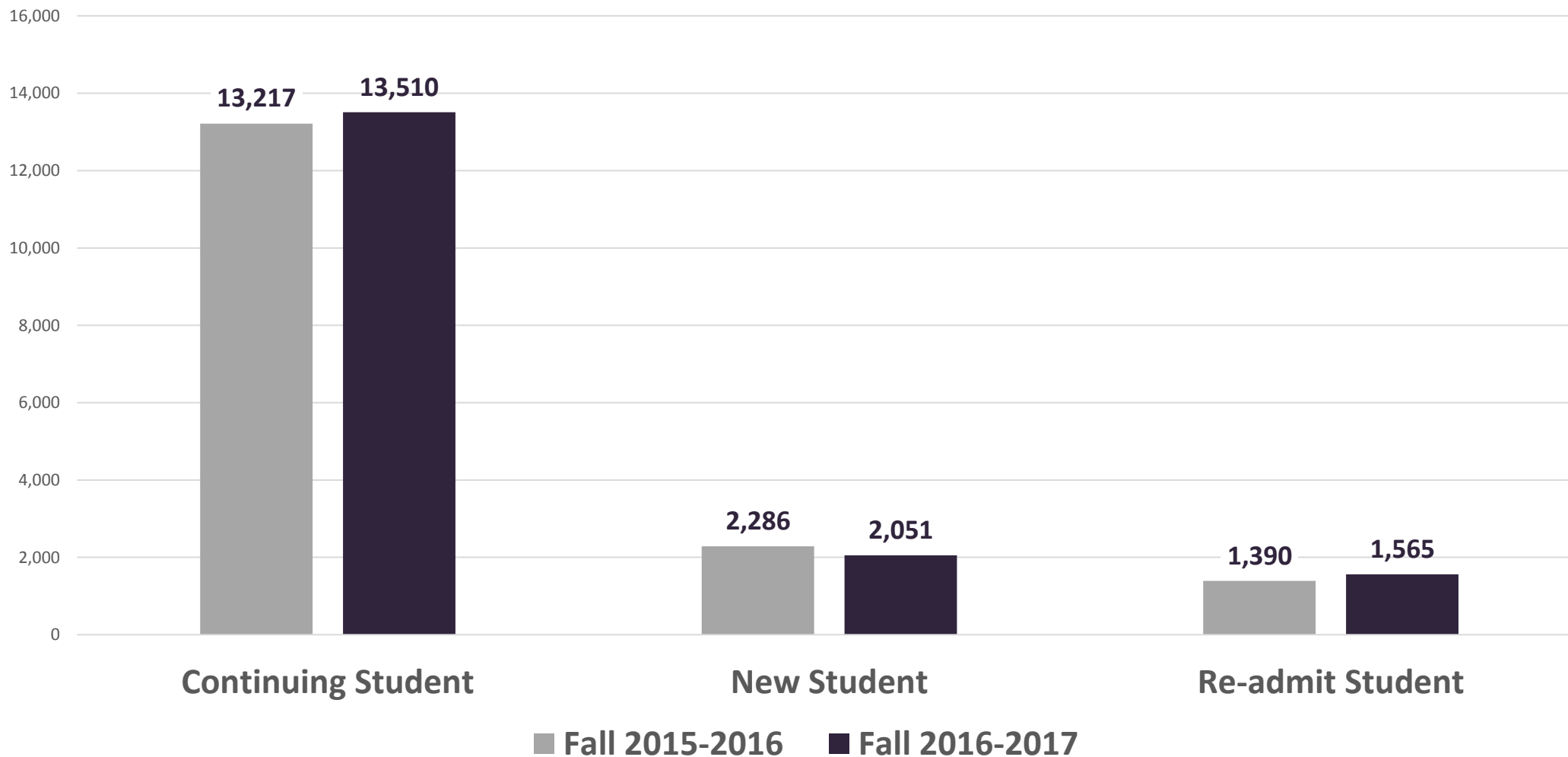
**Blended**

5.3%

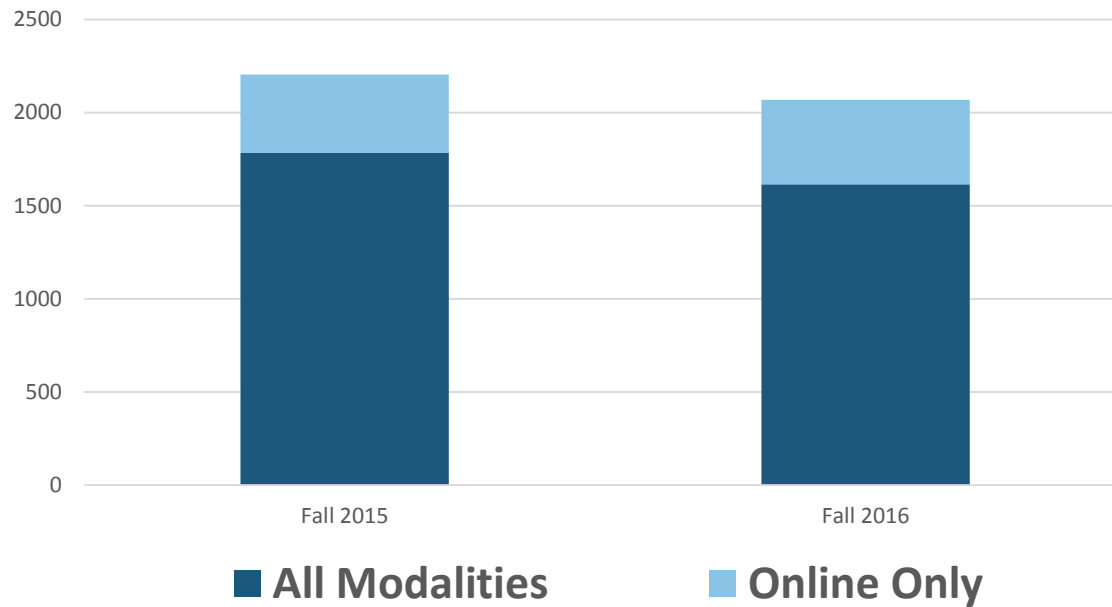
**Online**

6.1%

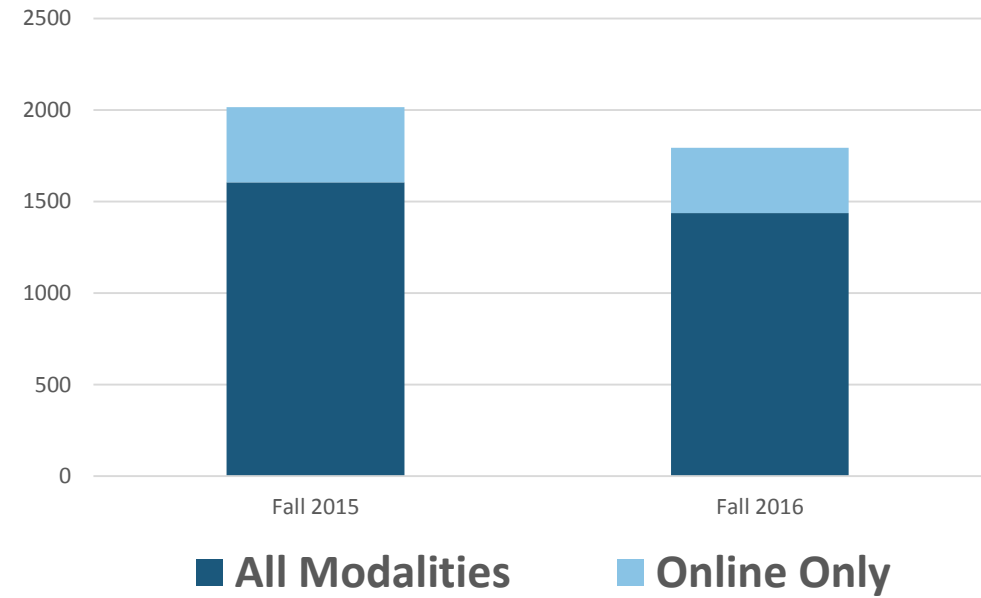
# Online Headcount by Enrollment Type



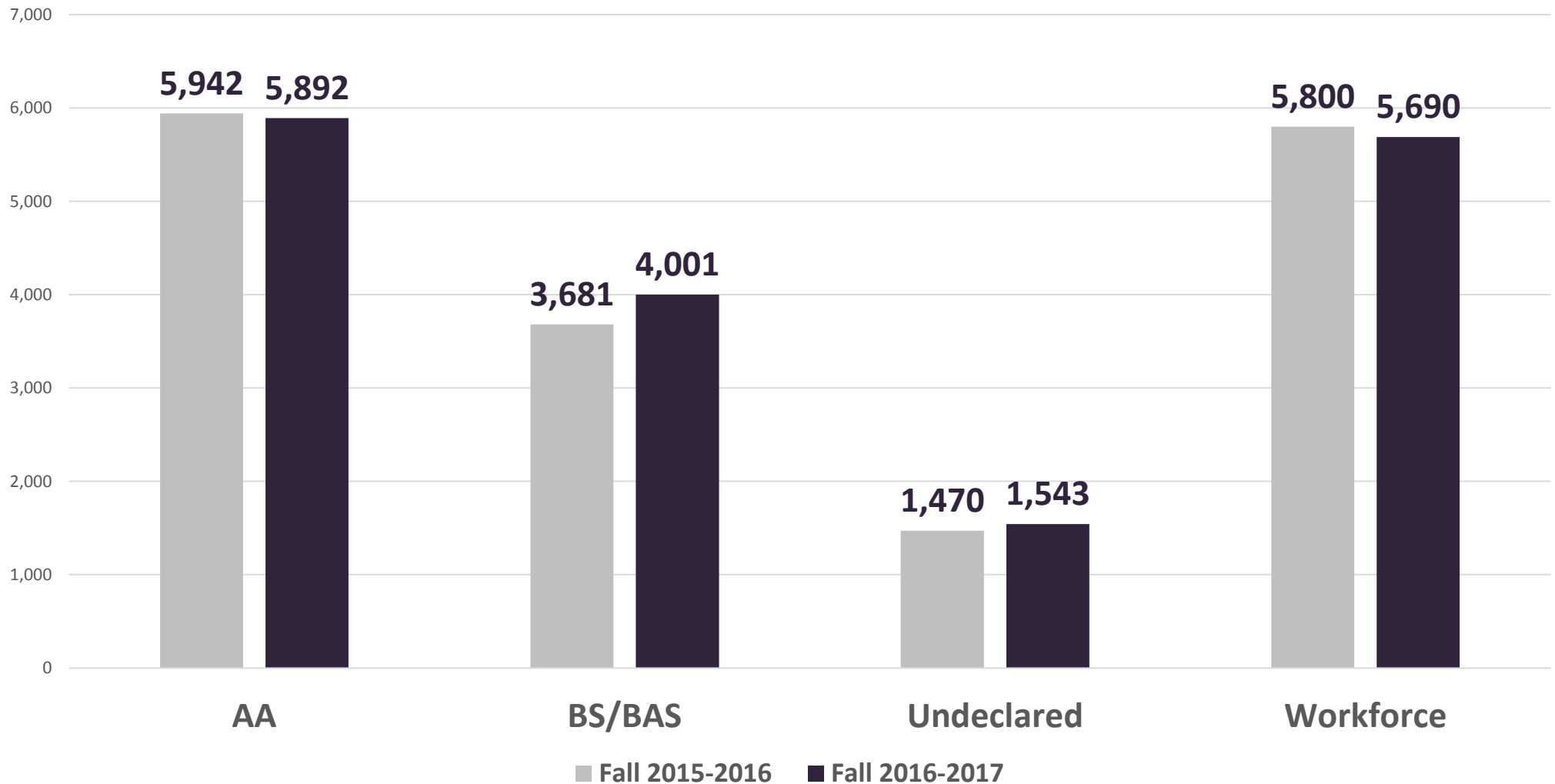
## Full Time



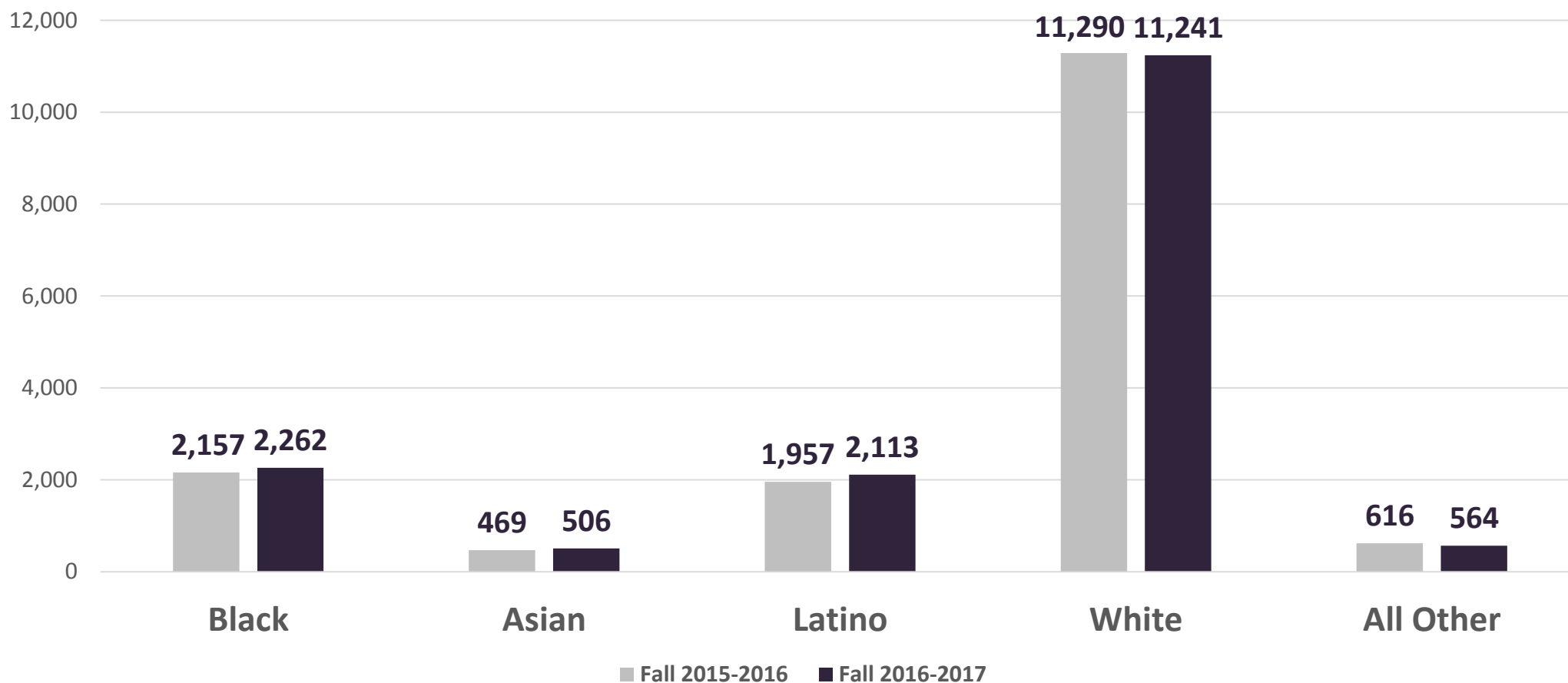
## Part Time



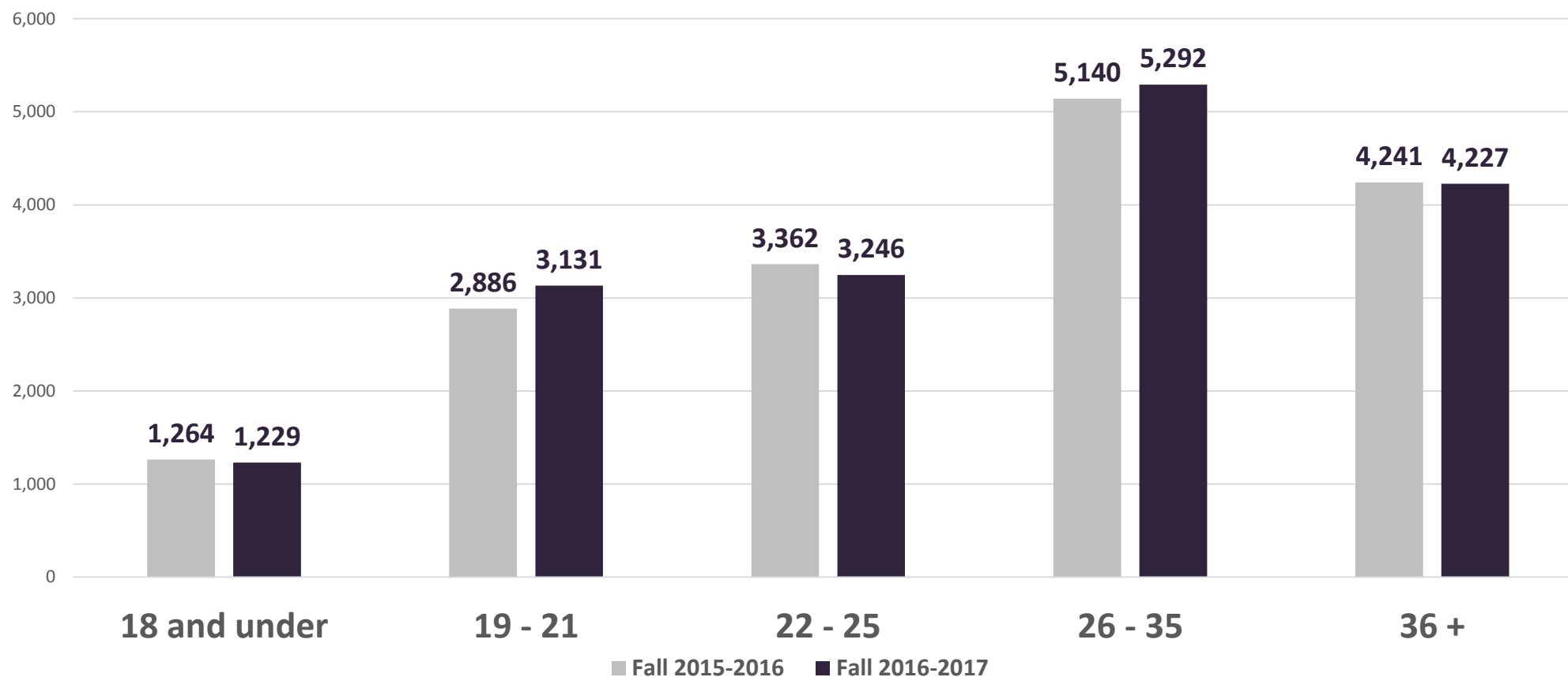
# Online Headcount by Degree Objective



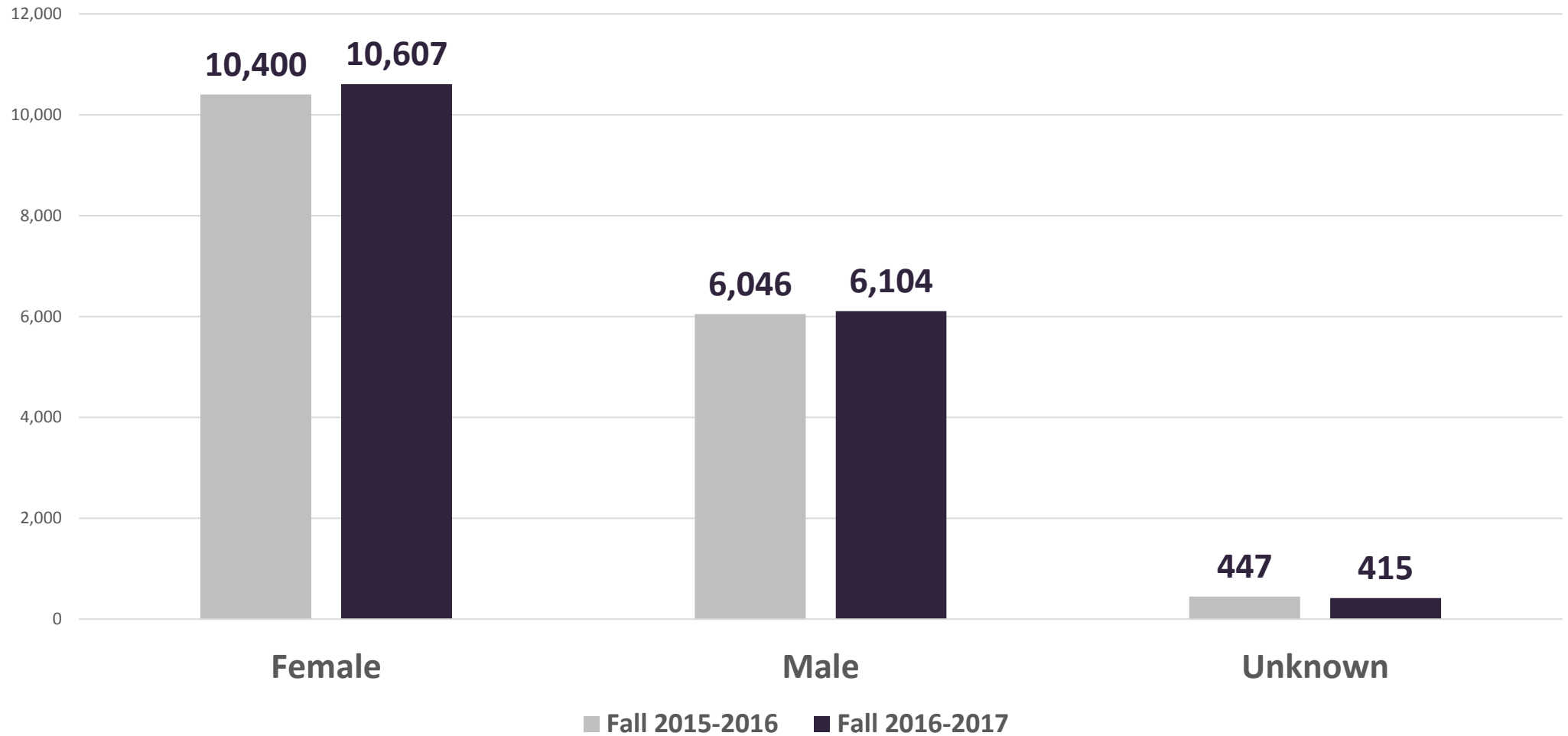
# Online Headcount by Ethnicity



# Online Headcount by Age

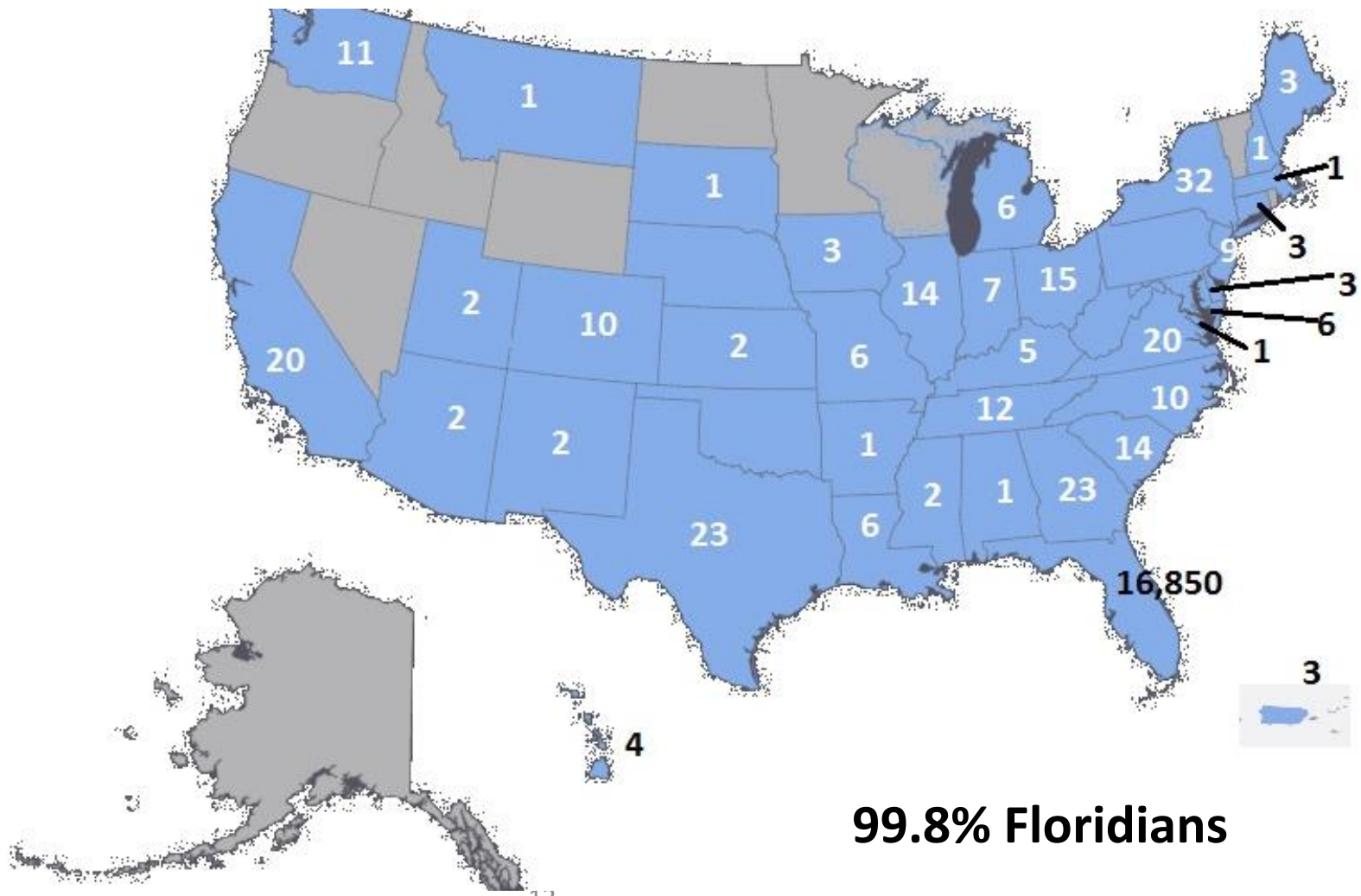


# Online Headcount by Gender



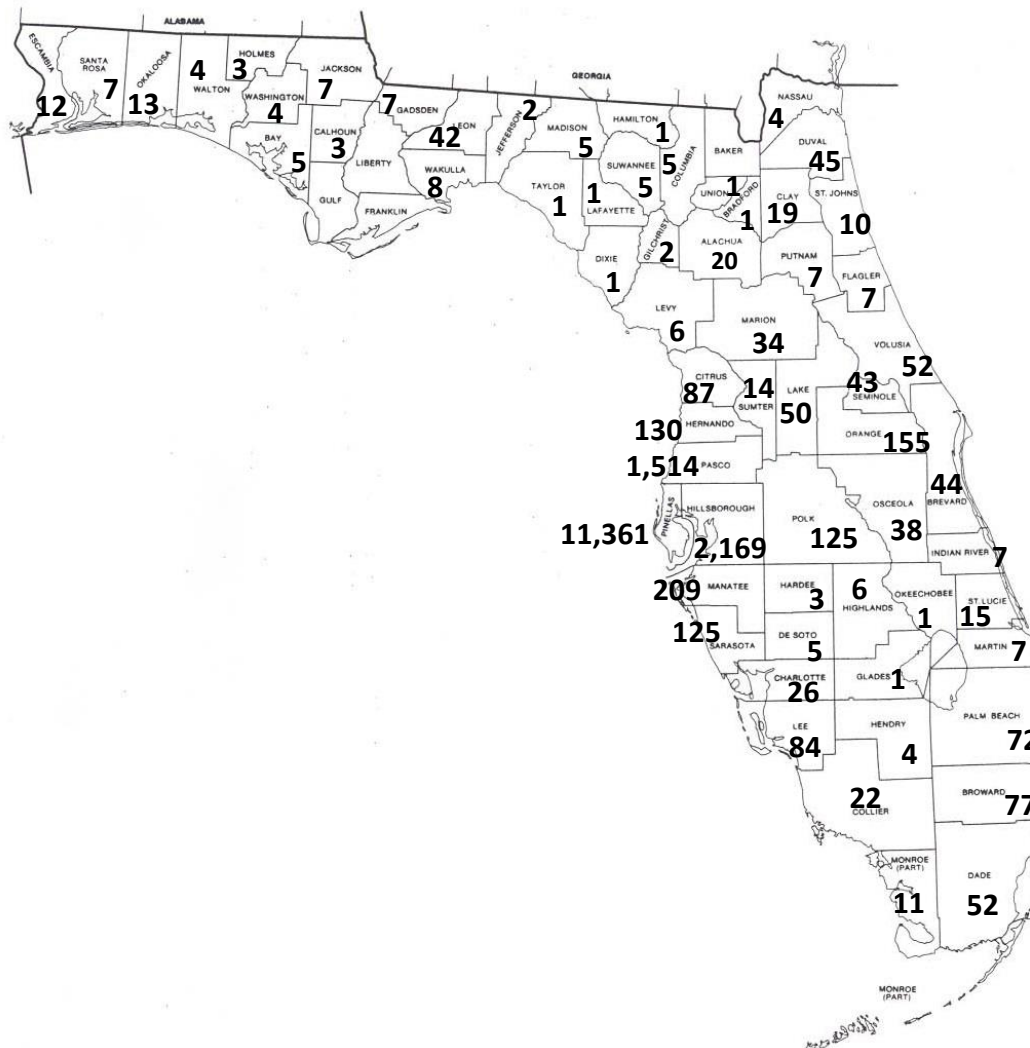


# Geographic Distribution

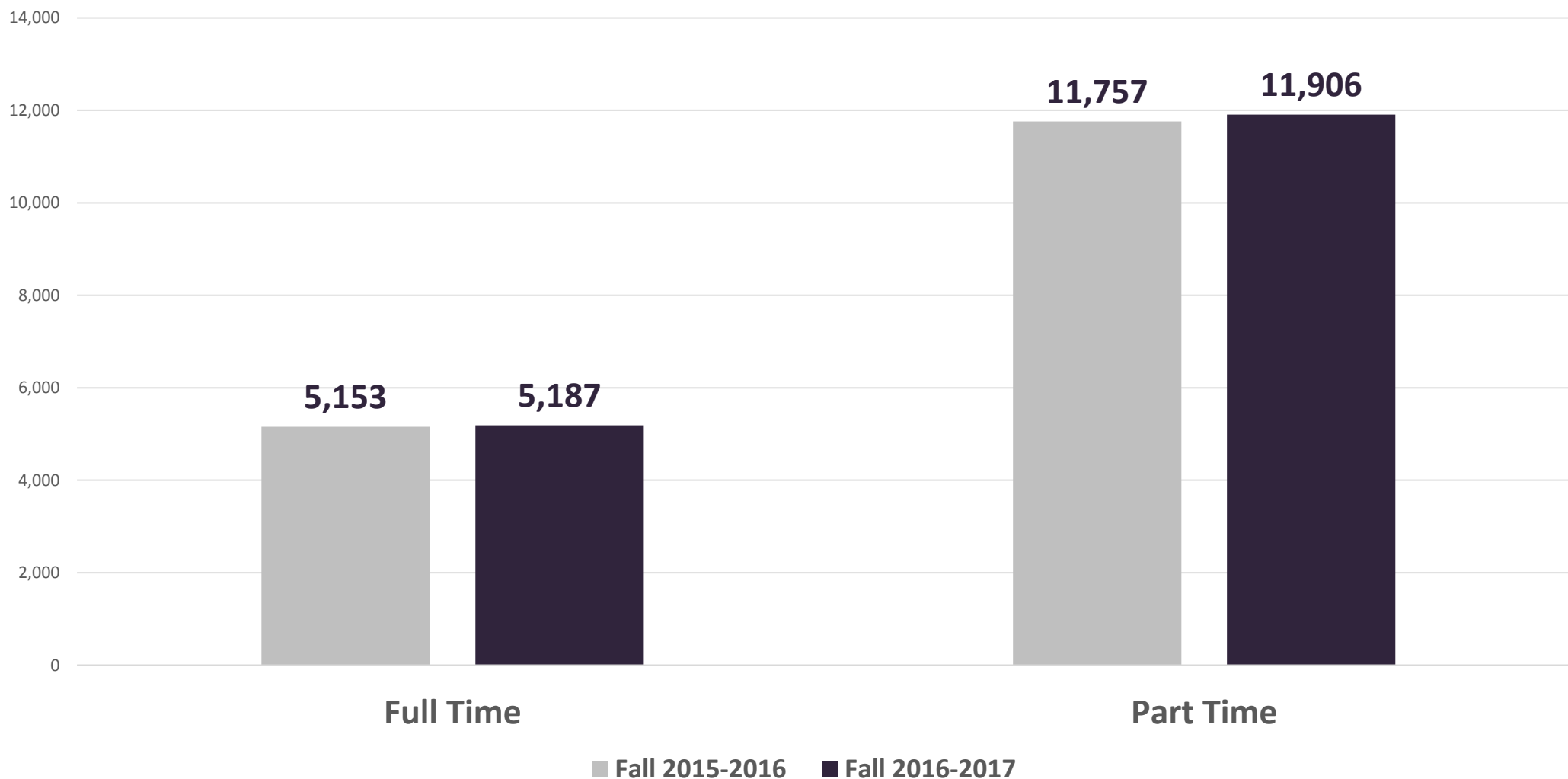


**99.8% Floridians**

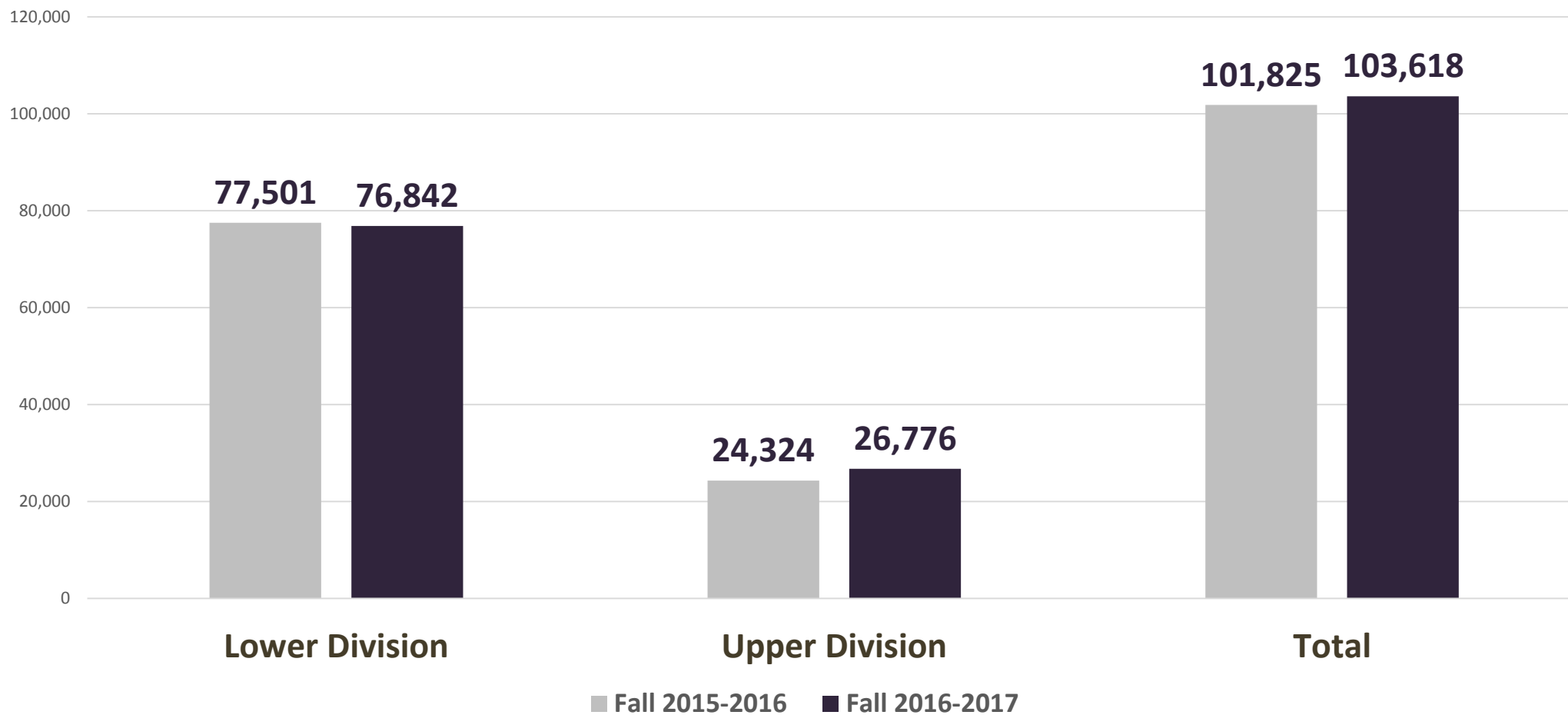
# Geographic Distribution: Florida



# Online Headcount by Enrollment Status

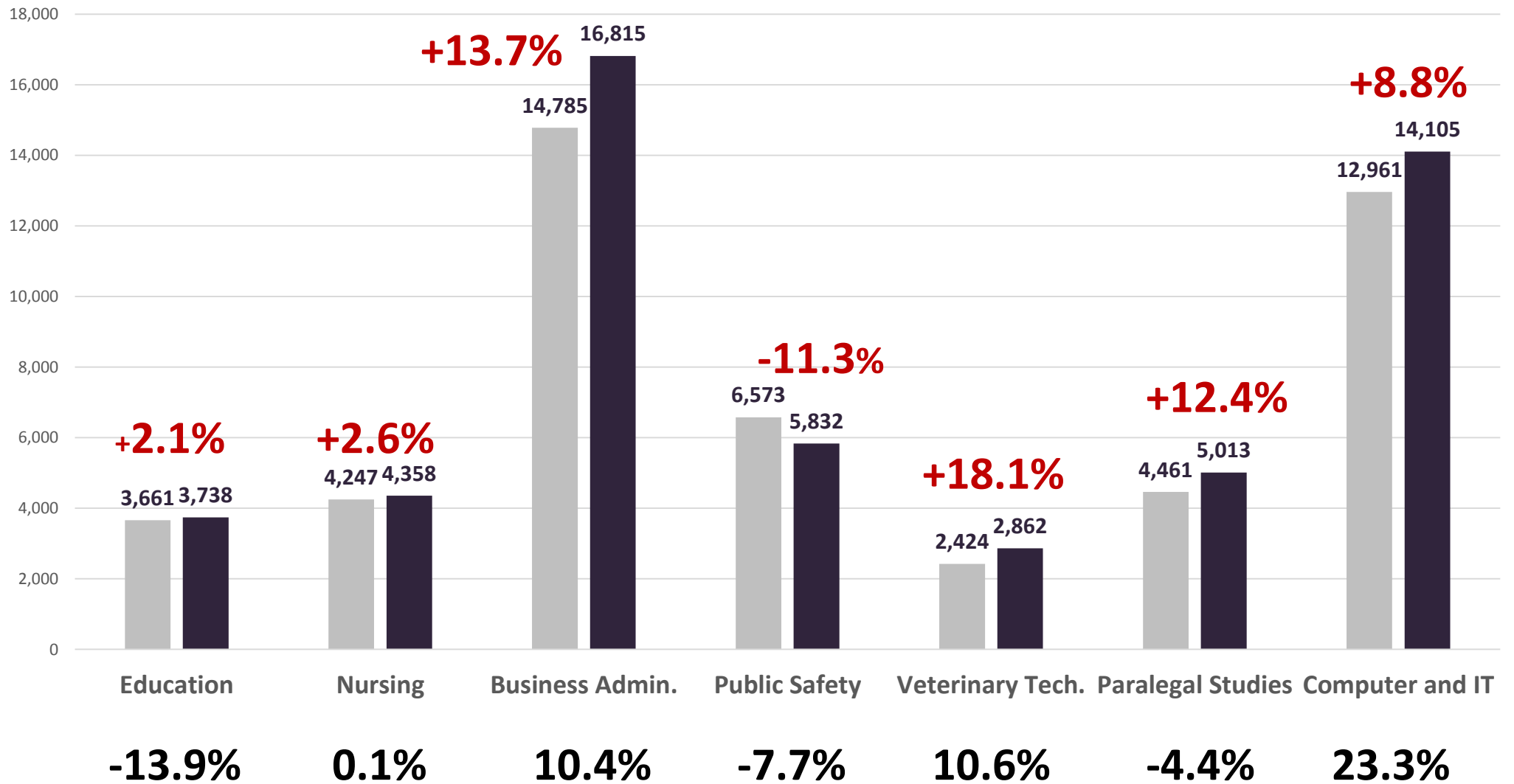


# Online Lower & Upper Division - SSH



**SSH – Student Semester Hours**

# Online Baccalaureate Programs SSH



- **Outreach to first-time online students in week 2 to let them know of support services available**
- **Soft Skills into MyCourses Support**
- **Outreach earlier in term to help enroll in the next semester**

- **Guided Pathways**

- **SParC**

- **Revitalized courses**

“The most organized course I’ve had yet”

“This course had a predictable pattern to it which made it easy to progress through”

“This is one of the best online courses I have taken”



# QUESTIONS?

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

Janette Hunt  
September 20, 2016



# Revenue Focus as of August 31, 2016

Revenue Type	Budget	Actual	Actual to Budget %
Tuition & Out of State Fees	\$56,560,516	\$23,181,638	41%
CCPF – State Appropriation	\$51,695,712	\$8,662,356	17%
Lottery – State Appropriation	\$16,693,508	-	0%
Performance Funding	\$3,652,774	\$608,796	17%
New Facilities Operating Cost	\$128,429	-	0%
Learning Support Fee	\$1,834,042	\$727,944	40%
Distance Learning Fee	\$3,814,485	\$1,522,828	40%
Technology Fee	\$2,818,596	\$1,139,839	40%
Lab Fees	\$1,714,401	\$744,897	43%
Industry Certifications	\$150,000	-	0%
Other Revenue	\$5,397,200	\$264,686	5%
Other Student Fees	\$1,622,007	\$161,313	10%
Fund Transfers In	\$3,556,839	-	0%
Stabilization Reserve	\$2,173,009	-	0%
PO Rolls & Accruals	\$2,291,443	-	0%
<b>Total Revenue</b>	<b>\$154,102,961</b>	<b>\$37,014,293</b>	<b>24%</b>

# Expense Focus as of August 31, 2016

Expense Type	Budget	Actual	Actual to Budget %
<b>Personnel &amp; Benefits</b>			
Instructional/Faculty	\$28,899,727	\$5,349,812	19%
Administrative	\$10,275,180	\$1,669,800	16%
Career (Non-Instructional)	\$21,729,661	\$2,512,373	12%
Professional	\$15,874,846	\$1,843,953	12%
Adjunct/Supplemental	\$14,341,325	\$841,325	6%
Other Professional OPS	\$766,481	\$35,686	5%
Non-Instructional OPS & Overtime	\$2,459,839	\$301,534	12%
Student Assistants	\$428,000	\$75,582	18%
Health Insurance	\$11,854,547	\$2,224,245	19%
Other Benefits	\$11,700,854	\$2,064,983	18%
<b>Total Personnel &amp; Benefits</b>	<b>\$118,330,460</b>	<b>\$16,919,295</b>	<b>14%</b>
<b>Total Current Expense</b>	<b>\$32,341,920</b>	<b>\$4,616,321</b>	<b>14%</b>
<b>Total Capital Expense</b>	<b>\$3,430,581</b>	<b>\$529,552</b>	<b>15%</b>
<b>Total Operating Costs</b>	<b>\$154,102,961</b>	<b>\$22,065,167</b>	<b>14%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>		<b>\$14,949,126</b>	

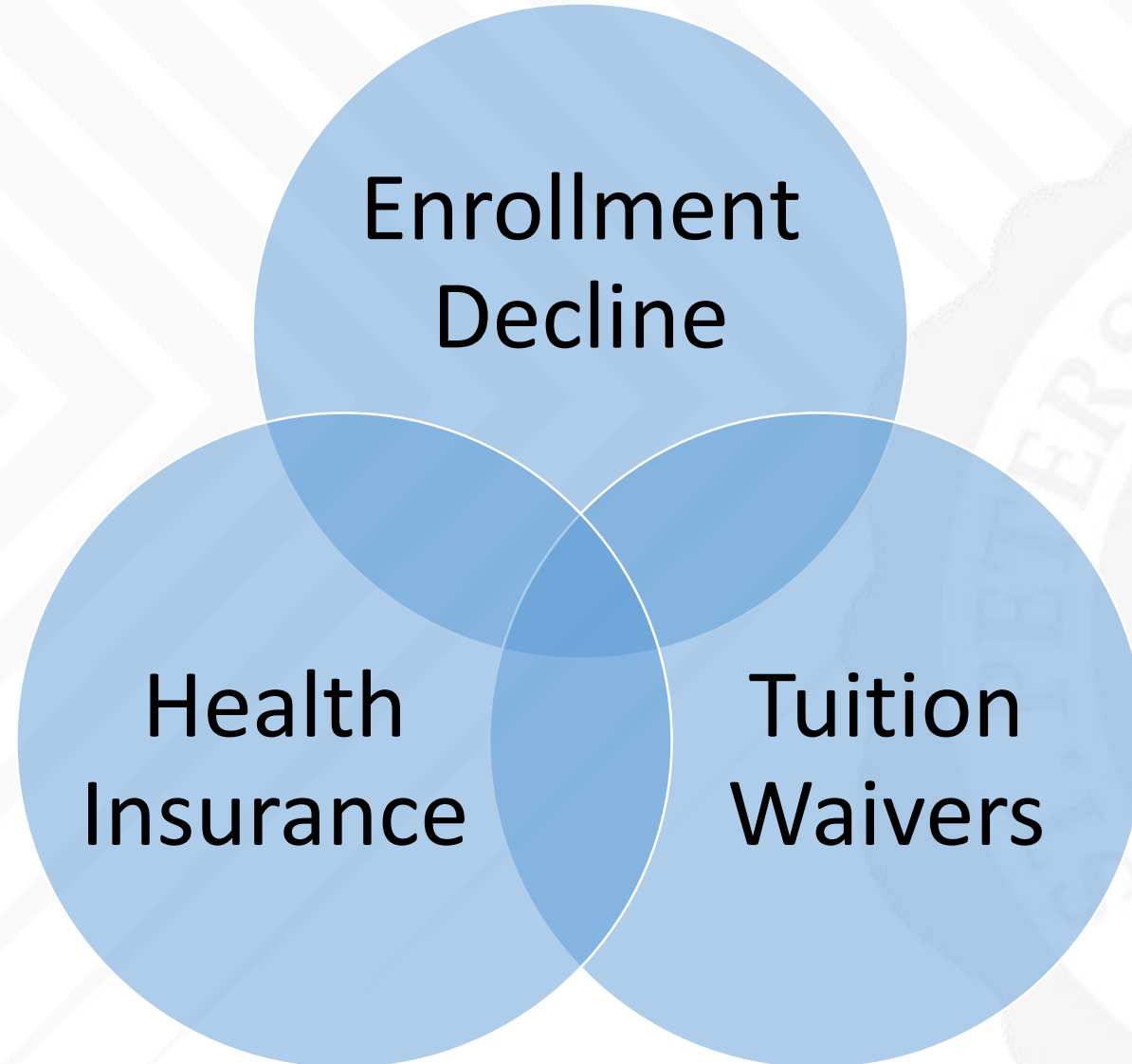
# Operating Budget Trends



St. Petersburg College  
Board of Trustees  
Budget Plan

Brian Miles  
September 20, 2016

# Budget Plan



**Enrollment  
Decline**

**Health  
Insurance**

**Tuition  
Waivers**



# Budget Plan

\$3.6M Performance Funding



\$442K Bookstore Voucher Program\*



\$800K Salary Lapse



\$1.3M Current Expense Reduction



\$6.1M Total

\* Pending discussions with Barnes & Noble

# Budget Plan

\$6.1M Total

\$1.8M Restores Base

\$2.7M Enrollment Decline

\$1.4M Tuition Waivers

\$300K Health Insurance

\$0 Balance



**Questions?**





September 20, 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>
Peterman Jr, Frank W	Academic Program Coordinator	Provost SPG	7/15/2016
Gordon, Kelly A	Career & Academic Advisor	Associate Provost SP	8/22/2016
Bell, Shoshona L	Career Outreach Specialist	Provost HC	8/30/2016
Single, Bethany JC	Instructional Design Spec	Instructional Computing SE	9/6/2016
Renc-Carter, Christine A	Museum Curator	Art Education Center DO	7/18/2016
Vermeren, Paul R	Reference & Instruction Librn	Learning Resources	9/12/2016

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Showers, Denotra L	(Acting) Student Supp Manager	Associate Provost SP	9/1/2016
Pantelides, Sherry Kelley	Coord, Early College/Dual Enrl	Academic & Student Affairs	9/6/2016
Bodie, Matthew D	Exec Dir, Learning Resources	Learning Resources	8/1/2016
Drexler, Amy	Instructional Tech Specialist	Instructional Computing SE	8/15/2016
Hall, Nicole Shalonda	Student Support Manager	SPC-Downtown	8/29/2016

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Hampton, Michelle R	Career Outreach Specialist	Associate Provost HC	9/1/2016
Curry, Lindsay A	Instructional Supp Specialist	Learning Resources	8/13/2016
Brierton, Jason T	Instructional Support Spec.	Learning Resources	8/15/2016
Conforti, Christine R	Laboratory Specialist	Natural Science SPG	8/29/2016
Blue, Keisha L	Sr Administrative Svcs Assist	College Reach Out Program DO	9/12/2016
Saint-John, Karen E	Sr Administrative Svcs Speclst	SPC-Downtown	8/29/2016
Bello, Rena Rita	Student Support Advisor	Special Programs/Intl Educ DO	8/15/2016
Huggins, Roxsanne Marie	Student Support Assistant	SPC-Downtown	8/8/2016
Elcius, Molinseai Elisha	Student Support Specialist	Scholarships/Stu Fin Assist SP	8/29/2016
Vigue, Mark M	Technology Support Specialist	Provost SE	8/13/2016

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Washington, Terry L	Administrative Svcs Specialist	Corporate Training E&SS DO	7/23/2016
Weld, Tara J	Administrative Svcs Specialist	Fine & Applied Arts CL	8/22/2016
Green, Theresa L	Facilities Specialist	Maintenance Services TS	8/27/2016
Field, Richard	Sr Security Officer	Campus Security HC	9/3/2016
Algarin, Joseph Manuel	Sr Technlgy Support Specialist	Provost AC	8/13/2016
Ozier, Jesse A	Tech Support & Refresh Spc	IT Network Help Desk	8/15/2016

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Johnson-Sabree,Kengia Tanaydra	Chair, Health Info Technology	Health Information Mgmt HC	7/5/2016
Emerle,Karen L	Faculty	Nursing HC	8/11/2016
Grisanti,Sharon M	Faculty	Dental Hygiene HC	8/11/2016
Kerns,Carolyn J	Faculty	Nursing HC	8/11/2016
Pryby,Felicia K	Faculty	Nursing HC	8/11/2016

<b>TRANSFER/PROMOTION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Fair,Timothy A	(Interim) Chair, O&P	BA Programs/UPC	8/29/2016
Davis,Glenn E	(Interim) Program Director II	Emergency Medical Services HC	8/1/2016
Italia,Mark P	Faculty	Natural Science CL	7/16/2016
Lewis,Mary E	Faculty	Nursing HC	8/1/2016
Newberry,Sheila A	Faculty	Health Information Mgmt HC	7/1/2016
Stepanovsky,Nerina J	Faculty	Emergency Medical Services HC	8/1/2016
Williams,Sharon	Faculty	Letters SE	8/1/2016

<b>HIRE Temporary/Supplemental</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Bateh,Justin	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Foster,David E	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Gasic,Dena A	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Rollings,Regina M	Adjunct Bach Prog.	BA Programs/UPC	8/15/2016
Scotti,Victoria M	Adjunct Bach Prog.	Nursing HC	8/15/2016
Yakzan,Ahmad M	Adjunct Bach Prog.	Baccalaureate Programs/UPC	8/15/2016
Marsh,Ryan B	Faculty - supplemental	Social Science CL	8/15/2016
Churchill,Leah Jean	Instructor, Temp HardToFill	Nursing HC	8/15/2016
McCabe,Gina Marie	Instructor, Temp HardToFill	Nursing HC	8/15/2016
Oglesby,Kathleen M	Instructor, Temp HardToFill	Nursing HC	8/15/2016
Wolons,Mary Ellen N	Instructor, Temp HardToFill	Nursing HC	9/6/2016
Bertelson,Susan	Instructor, Temporary Credit	Mathematics CL	8/15/2016
Campbell,Martha E	Instructor, Temporary Credit	Letters SE	9/12/2016
Cancel,Melissa J	Instructor, Temporary Credit	Letters CL	8/15/2016
Caponi,Louis D	Instructor, Temporary Credit	Mathematics CL	9/7/2016
Caponi,Louis D	Instructor, Temporary Credit	Mathematics CL	8/15/2016
Christopoulos,Eleni M	Instructor, Temporary Credit	Fine & Applied Arts CL	8/15/2016
Cooley,Mack D	Instructor, Temporary Credit	Engineering Technology CL	8/15/2016
Covert,Pamela B	Instructor, Temporary Credit	Letters SE	8/15/2016
Croom,Olga R	Instructor, Temporary Credit	Social Science TS	8/15/2016
Duchesneau,Daniel R	Instructor, Temporary Credit	Emergency Medical Services HC	8/15/2016
Foltz,Zachary	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Gillham,Michael A	Instructor, Temporary Credit	Social Science SE	8/15/2016
Gravinese,Philip M	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Hargitai,Peter J	Instructor, Temporary Credit	Letters SPG	8/15/2016
Higgins,Eron E	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Hoang,Loan B	Instructor, Temporary Credit	Mathematics SPG	8/15/2016
Hull,Melissa Louise	Instructor, Temporary Credit	Fine & Applied Arts SPG	8/15/2016
Iapicco,Lana L	Instructor, Temporary Credit	Speech - Letters SE	8/15/2016
Kimber Jr,George William	Instructor, Temporary Credit	Mathematics SE	8/15/2016
Kraskow,Michael B	Instructor, Temporary Credit	Business Administration SP	8/15/2016
Lucas,Andrew	Instructor, Temporary Credit	Dual Credit - AC	8/15/2016
Mann,Michelle F	Instructor, Temporary Credit	Social Science SE	8/22/2016
Maymeskul,Olena	Instructor, Temporary Credit	Mathematics CL	8/15/2016
McColley,Stacey W	Instructor, Temporary Credit	Fine & Applied Arts SPG	8/15/2016

Megna,Gino A	Instructor, Temporary Credit	BA Programs/UPC	8/15/2016
Mitchell Jr,Perry R	Instructor, Temporary Credit	Natural Science SE	8/15/2016
Pena,Nichole Evon	Instructor, Temporary Credit	Letters SPG	9/12/2016
Reyes,Silvio A	Instructor, Temporary Credit	Mathematics SE	8/15/2016
Ridgeway,Iiona L	Instructor, Temporary Credit	Mathematics SPG	8/15/2016
Roque,Beyte	Instructor, Temporary Credit	Natural Science CL	8/11/2016
Schramm,Derek David	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Shamblott,Michael	Instructor, Temporary Credit	Baccalaureate Programs/UPC	8/22/2016
Steckel,Curt Alan	Instructor, Temporary Credit	Fine & Applied Arts CL	8/15/2016
Talboy,Alaina N	Instructor, Temporary Credit	Social Science CL	8/15/2016
Walsh,MaryLou	Instructor, Temporary Credit	Social Science DT	8/15/2016
Watson,Frank E	Instructor, Temporary Credit	Natural Science CL	8/15/2016
Wilson,Thomas M	Instructor, Temporary Credit	Dual Credit - AC	8/15/2016
Woodard,Crystal L	Instructor, Temporary Credit	Natural Science SPG	8/15/2016
Yow,Charles	Instructor, Temporary Credit	Letters CL	8/15/2016
Zuber,Kim	Instructor, Temporary Credit	College of Computer & InfoTech	8/15/2016
Lespinasse Ide Lafargue,Karine N	Librarian- Temporary	Learning Resources	9/5/2016
Landeros,Shivaun Rachelle	OPS Career Level 1	Athletics - DO	8/15/2016
Lucena-Henderson,Noemi	OPS Career Level 1	Provost SE	8/15/2016
Mackay,Cathi Brake	OPS Career Level 1	Learning Resources	6/27/2016
Risley,Tina L	OPS Career Level 1	Provost SE	9/9/2016
Santiago,Frank A	OPS Career Level 1	Academic & Student Affairs	9/6/2016
Snyder,Danielle Lynn	OPS Career Level 1	Learning Resources	6/22/2016
Stroop,Stephanos Dalton	OPS Career Level 1	Athletics - DO	8/15/2016
Uzzo,Alexander Stanton	OPS Career Level 1	Learning Resources	9/12/2016
Willis,Erica Nicole	OPS Career Level 1	Academic & Student Affairs	9/6/2016
Brown,Jaire	OPS Career Level 2	Associate Provost SP	8/8/2016
Deveaux,Alexis Dion	OPS Career Level 2	Marketing & Strategic Comm	8/31/2016
Loefke,Justin	OPS Career Level 2	Student Activities SE	8/24/2016
Ruiz,Connie	OPS Career Level 2	Counseling & Advisement CL	8/15/2016
Charalambakos,Anastasia Georgia	OPS Career Level 3	OSSD VEA Grant - CL	8/22/2016
Yamaguchi,Risa	OPS Career Level 3	Athletics - DO	8/29/2016
Holmes,Brittany Marie	OPS Career Level 4	Associate Provost SP	8/29/2016
Brooks,Keri	OPS Career Level 5	International Center - CL	8/15/2016
Buell,Athena M	OPS Career Level 5	Learning Resources	8/22/2016
Gonzalez,Margaret Christine	OPS Career Level 5	Academic & Student Affairs	9/12/2016
Hardesty,Charles D	OPS Career Level 5	Provost CL	9/12/2016
Nguyen,Alexander Q	OPS Career Level 5	Academic & Student Affairs	9/7/2016
Nikolopoulos,Maria E	OPS Career Level 5	Academic & Student Affairs	8/22/2016
Taylor,Tracy C	OPS Career Level 5	Learning Resources	8/8/2016
Bonneville,Katie A	OPS Teaching Asst/Interpreter	Corporate Training E&SS DO	8/13/2016
Hill,Rebecca Lynn	OPS Teaching Asst/Interpreter	Corporate Training E&SS DO	8/13/2016
Akinci,Beril	Professional Trainer	Academic & Student Affairs	8/29/2016
Algren,Gregory Allen	Professional Trainer	Criminal Justice AC	8/15/2016
Cook,Donnel	Professional Trainer	Fire Science AC	8/22/2016
Darbonne,Jolene Marie	Professional Trainer	Criminal Justice AC	9/1/2016
Gordon,Calvin L	Professional Trainer	Student Activities AC	8/8/2016
Hasty,Andrew H	Professional Trainer	Criminal Justice AC	8/30/2016
Insko,John K	Professional Trainer	Criminal Justice AC	9/1/2016

<b>RECLASSIFICATIONS/POSITION UPDATES</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Boyce,Ronald G	Assistant Dir, HR Development	Human Resources Benefits	8/31/2016
Hunt,Janette N	Directir of Budget &Compliance	Information Tech & Research DO	8/31/2016
Woroner,Desiree A	Director, HR Development	Human Resources	8/31/2016
Roe,Bobby W	Faculty	BA Programs/UPC	8/1/2016

**TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES**

<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effect. Date</b>
Krueger, Amy	Instructor	Dental Hygiene HC	10/1/2016-10/10/2016

Destination: Ocho Rios, St. Ann, Jamaica

The purpose of this trip is to attend a Community Dental Health Practicum. Eight students will travel with Professor Krueger to participate in the program facilitated by SPC and Great Shape! Inc. 1,000 Smiles Project. 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 Dental Hygiene department. Estimated cost to the College is \$1,974.26.

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Flores, Osbaldo	CPSI AC	10/16/2016-10/22/2016
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Destination: Real Intercontinental - San Salvador, El Salvador

The purpose of this trip is For Community Policing: From Theory to Practive training #21460. The benefit to the College is to provide for nationally and internationally recognized training programs.

Funded by CSPI. Estimated cost to the College is \$2,257.58


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

DK091216

September 20, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Employee Health Insurance Plan- Update and Recommendations

**Approval is sought to make changes to the 2017 Health Insurance Plan based on increased claim spend.**

Since 2012, the college has enjoyed relatively low percentages of change in claim spend from year to year. The college has been able to cover its expense with adequate levels of employee and institution contributions.

In 2016 and 2017, however, the college anticipates higher percentages of change in claim spend, resulting in shortfalls between contributions and expenses. In 2016, the college projects a claim spend increase of 8.2% resulting in a \$1 million shortfall; in 2017, the college projects a claim spend increase of 2.5% resulting in a \$1.5 million shortfall.

To adjust for these increases, the college recommends using some of its health insurance fund balance. In 2016, the college recommends using \$1 million; in 2017, the college recommends using \$500,000.

The balance in 2017 can be covered through changes in the Health Insurance Plan, including:

- Increasing the number of salary contribution tiers above \$65,000 and adding \$10 per month to each employee's contribution amount, regardless of tier level;
- Increasing retiree contributions to help cover the high cost of retiree claim spend;
- Increasing prescription co-pays from \$10/\$20/\$35 to \$10/\$30/\$50;
- Reducing dental coverage and adding a buy-up option; and
- Implementing prescription prior authorization and step therapy tiers.

The college's Health Insurance fund balance is currently \$6.5 million. These changes are supported by the Insurance Committee and will help stabilize the Health Insurance fund balance for the future.

Brian Miles, Vice President, Administrative/Business Services & Information Technology; and Desiree Woroner, Director of Human Resources Development, recommend approval.

# Employee Health Insurance



## Plan Update

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*Presented to  
SPC Board of Trustees*

*September 20, 2016*

# Calendar Year Claim Spend

	2012	2013	2014	2015	2016 (projected)	2017 (projected)
Average Enrollment	1,312	1,375	1,395	1,420	1,429	1,429
Average Membership	2,314	2,516	2,557	2,611	2,628	2,628
Total Claims	\$13,231,448	\$13,995,035	\$14,707,026	\$15,426,275	\$16,695,000	\$17,145,000
Total Per Member/Year	\$5,718	\$5,562	\$5,752	\$5,908	\$6,353	\$6,524
% Change vs. Prior Year		-3%	3%	3%	<b>8.2%</b>	2.7%

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

# Recap of Trends

- **Top conditions:** hypertension, hyperlipidemia, depression
- **High-dollar claims:** 1.6% of population, 39% of total claims paid
- **Retirees:**
  - 2.9% of overall plan membership (73 enrollees)
  - Medical: up 32.1% (\$1.1M to \$1.4M)
  - Inpatient: up 256% (\$63K to \$216K)
    - › Spinal, Osteoarthritis, Cancer
- **Overall plan membership:**
  - 55% female, 45% male
  - Average age is 40
- **High deductible plan membership:** up 52%

Sources: Aetna Integrated Informatics; Brown & Brown Insurance



# Projections & Considerations

## Projected claim spend increase from CY15 to CY16: 8.2%

- CY16: projected \$1M shortfall
  - College to cover entire shortfall from fund balance
  - Projected fund balance will be \$5.5M

## Projected claim spend increase from CY16 to CY17: 2.5%

- CY17: projected \$1.5M shortfall
  - College to cover \$500k from fund balance; make \$1M in plan changes
  - Projected fund balance will be \$5M
  - Self Insurance Safe Harbor Requirement is 17% (~\$3M)
- CY18: balanced Health Insurance fund

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

# Summary of Recommendations

- CY17 Plan Changes:
  - Increase salary contribution tiers, plus \$10 \$228,187
  - Increase retiree contributions \$115,116
  - Increase Rx co-pay to \$10/\$30/\$50 \$ 84,000
  - Reduce dental coverage/add buy-up \$150,000 (min)
  - Implement Rx prior authorization/step therapy \$100,000 (min)  
\$677,303 (min)
- Lower Stop-Loss Limit From \$350k to \$250k (pending)
- Reserve \$300K in budget plan to help achieve CY17 goal

# Employee Health Insurance

**QUESTIONS**

# Summary of Recommendations

St. Petersburg College

Delivered on: 08/31/2016

Action Steps for 2017 Plan Savings	Estimated Annual Savings vs. Current
Add additional EE salary tiers/increase Retiree contribution amounts	\$343,303
Change Rx copay to \$10/\$30/\$50	\$84,000
Implement Core/Buy-Up menu for Dental	\$150k-\$600k contingent upon final enrollment

Addl. Recommended Plan Modifications	Potential Cost Avoidance
<b>Implement Prior Auth/Step Therapy protocols*</b> *cost savings based on existing population, grandfathering changes context to prevention of future cost increase	\$100k-\$150k
<b>Add fully-insured retiree options*</b> *claim savings based upon 12 month utilization	\$14k per retiree exiting group plan



# Employee Contribution Modeling: Added Tiers + Illustrative Retiree Rates

St. Petersburg College

Delivered on: 08/31/2016

OA Select HSA	Enrollment by income tier									EE Contribution												
	<\$25k	\$25k-\$35k	\$35k-\$45k	\$45k-\$55k	\$55k-\$65k	\$65k-\$75k	\$75k-\$85k	\$85k+	Pre 65 Retiree	Post 65 Retiree	Total	<\$25k	\$25k-\$35k	\$35k-\$45k	\$45k-\$55k	\$55k-\$65k	\$65k-\$75k	\$75k-\$85k	\$85k+	Pre 65 Retiree	Post 65 Retiree	
EE	27	68	29	25	32	14	7	7	0	0	209	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$550.60	\$500.00
EE+SP	4	14	10	7	4	1	2	2	0	0	44	\$123.58	\$130.42	\$137.28	\$144.10	\$150.94	\$170.94	\$190.94	\$210.94	\$1,211.32	\$881.73	
EE+CH	5	9	8	2	1	2	1	0	0	0	28	\$105.96	\$112.80	\$119.66	\$126.48	\$133.32	\$153.32	\$173.32	\$193.32	\$991.08	\$881.73	
Family	<u>4</u>	<u>10</u>	<u>14</u>	<u>13</u>	<u>13</u>	<u>9</u>	<u>7</u>	<u>12</u>	<u>0</u>	<u>0</u>	<u>82</u>	<u>\$184.90</u>	<u>\$191.74</u>	<u>\$198.60</u>	<u>\$205.42</u>	<u>\$212.26</u>	<u>\$232.26</u>	<u>\$252.26</u>	<u>\$272.26</u>	<u>\$1,651.79</u>	<u>\$1,500.00</u>	
Total	40	101	61	47	50	26	17	21	0	0	363	\$2,034	\$5,438	\$5,400	\$4,182	\$3,816	\$2,708	\$2,391	\$3,759	\$0	\$0	
Annual PEPY												\$24,405	\$65,262	\$64,806	\$50,185	\$45,798	\$32,495	\$28,692	\$45,108	\$0	\$0	
												\$610	\$646	\$1,062	\$1,068	\$916	\$1,250	\$1,688	\$2,148	#DIV/0!	#DIV/0!	
<b>OA Select</b>																						
EE	10	126	129	58	47	41	23	35	17	23	509	\$10.00	\$10.00	\$38.44	\$45.54	\$52.66	\$62.66	\$72.66	\$82.66	\$619.86	\$500.00	
EE+SP	3	44	41	15	17	26	12	26	5	17	206	\$246.72	\$253.82	\$275.16	\$282.26	\$289.38	\$309.38	\$329.38	\$349.38	\$1,363.69	\$881.73	
EE+CH	3	15	20	13	15	16	12	8	0	0	102	\$221.84	\$228.96	\$250.28	\$257.38	\$264.50	\$284.50	\$304.50	\$324.50	\$1,115.75	\$881.73	
Family	<u>6</u>	<u>18</u>	<u>25</u>	<u>15</u>	<u>33</u>	<u>25</u>	<u>22</u>	<u>29</u>	<u>0</u>	<u>0</u>	<u>173</u>	<u>\$447.78</u>	<u>\$454.90</u>	<u>\$476.24</u>	<u>\$483.32</u>	<u>\$490.44</u>	<u>\$510.44</u>	<u>\$530.44</u>	<u>\$550.44</u>	<u>\$1,859.58</u>	<u>\$1,500.00</u>	
Total	22	203	215	101	112	108	69	98	22	40	990	\$4,192	\$24,051	\$33,152	\$17,471	\$27,547	\$27,926	\$20,947	\$30,536	\$17,356	\$26,489	
Annual PEPY												\$50,308	\$288,608	\$397,823	\$209,652	\$330,558	\$335,111	\$251,369	\$366,429	\$208,273	\$317,873	
												\$2,287	\$1,422	\$1,850	\$2,076	\$2,951	\$3,103	\$3,643	\$3,739	\$9,467	\$7,947	
<b>Choice POS II</b>																						
EE	0	1	3	3	1	4	5	6	2	9	34	\$156.40	\$163.52	\$184.86	\$191.94	\$199.06	\$209.06	\$219.06	\$229.06	\$651.34	\$500.00	
EE+SP	0	0	1	1	1	4	3	8	0	4	22	\$393.36	\$400.48	\$421.80	\$428.90	\$436.02	\$456.02	\$476.02	\$496.02	\$1,432.95	\$881.73	
EE+CH	0	0	0	0	1	1	0	0	0	0	2	\$364.86	\$371.98	\$393.32	\$400.40	\$407.52	\$427.52	\$447.52	\$467.52	\$1,172.42	\$881.73	
Family	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>\$703.86</u>	<u>\$710.98</u>	<u>\$732.32</u>	<u>\$739.40</u>	<u>\$746.52</u>	<u>\$766.52</u>	<u>\$786.52</u>	<u>\$806.52</u>	<u>\$1,954.03</u>	<u>\$1,500.00</u>	
Total	0	1	4	5	4	9	8	14	2	13	60	\$0	\$164	\$976	\$1,744	\$1,789	\$3,088	\$2,523	\$5,343	\$1,303	\$8,027	
Annual PEPY												\$0	\$1,962	\$11,717	\$20,929	\$21,469	\$37,054	\$30,280	\$64,110	\$15,632	\$96,323	
												#DIV/0!	\$1,962	\$2,929	\$4,186	\$5,367	\$4,117	\$3,785	\$4,579	\$7,816	\$7,409	
<b>Total PEPY</b>	<b>62</b>	<b>305</b>	<b>280</b>	<b>153</b>	<b>166</b>	<b>143</b>	<b>94</b>	<b>133</b>	<b>24</b>	<b>53</b>	<b>1,413</b>	<b>\$74,713</b>	<b>\$355,832</b>	<b>\$474,345</b>	<b>\$280,766</b>	<b>\$397,825</b>	<b>\$404,660</b>	<b>\$310,342</b>	<b>\$475,647</b>	<b>\$223,905</b>	<b>\$414,196</b>	
												<b>\$1,205</b>	<b>\$1,167</b>	<b>\$1,694</b>	<b>\$1,835</b>	<b>\$2,397</b>	<b>\$2,830</b>	<b>\$3,302</b>	<b>\$3,576</b>	<b>\$9,329</b>	<b>\$7,815</b>	
<b>Grand Total PEPY</b>												<b>\$3,412,232</b>										
<b>Difference From Current</b>												<b>\$2,415</b>										
												<b>\$343,303</b>										

# Plan Alternatives & Estimated Decrements

St. Petersburg College

Delivered on: 08/31/2016

## CURRENT ACTIVE MENU

## ALTERNATES

	OPEN ACCESS SELECT HMO	CHOICE POS	ALT (HMO)	ALT (POS)
	<b>Network</b>		<b>Network</b>	<b>Network</b>
Deductible:	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500
Embedded Deductible:	N/A	N/A	N/A	N/A
Calendar or Policy Year:	Calendar	Calendar	Calendar	Calendar
Coinsurance:	0%	0%	0%	0%
Maximum Out-of-Pocket: (Includes Deductible):	\$1,500 (\$3,000 Family) Yes	\$1,500 (\$3,000 Family) Yes	\$1,500 (\$3,000 Family) Yes	\$1,500 (\$3,000 Family) Yes
(Includes Copay):	Yes	Yes	Yes	Yes
(Includes Rx):	Yes	Yes	Yes	Yes
<b>PHYSICIAN SERVICES</b>				
Office Visit	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Specialist	Deductible + \$45	Deductible + \$45	Deductible + \$45	Deductible + \$45
Chiropractic	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
<b>HOSPITAL/ EMERGENCY SERVICES</b>				
Inpatient Hospital	Deductible + \$250	Deductible + \$250	Deductible + \$250	Deductible + \$250
Emergency Room	Deductible + \$150	Deductible + \$150	Deductible + \$150	Deductible + \$150
Urgent Care	Deductible + \$30	Deductible + \$30	Deductible + \$30	Deductible + \$30
Outpatient Surgical Facility	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
Ambulatory Surgery Center:	Deductible + \$100	Deductible + \$100	Deductible + \$100	Deductible + \$100
<b>DIAGNOSTIC SERVICES</b>				
Lab, X-Ray & Diagnostics Outpatient:	\$0	\$0	\$0	\$0
Lab, X-Ray & Major Diagnostics Outpatient: (CT, PET, MRI, MRA)	\$0	\$0	\$0	\$0
<b>PREVENTIVE ADULT WELLNESS</b>	\$0	\$0	\$0	\$0
<b>PRESCRIPTION</b>				
Deductible:	<b>Calendar Year Deductible</b>	<b>Calendar Year Deductible</b>	<b>Calendar Year Deductible</b>	<b>Calendar Year Deductible</b>
Tier 1:	\$10	\$10	\$10	\$10
Tier 2:	\$20	\$20	\$30	\$30
Tier 3:	\$35	\$35	\$50	\$50
Tier 4:	N/A	N/A	N/A	N/A
Mail Order Prescription:	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)	2x's Copay (90 day supply)
Prior Auth/Step Therapy	Not Included	Not Included	Incl.	Incl.
<b>LIFETIME MAXIMUM</b>	Unlimited	Unlimited	Unlimited	Unlimited
	<b>Out-of-Network</b>	<b>Out-of-Network</b>	<b>Out-of-Network</b>	<b>Out-of-Network</b>
Deductible:	N/A	\$500 (\$1,500 Family)	N/A	\$500 (\$1,500 Family)
Coinsurance:	N/A	30%	N/A	30%
Maximum Out-of-Pocket:	N/A	\$3,000 (\$9,000 Family)	N/A	\$3,000 (\$9,000 Family)
Per Occurrence Deductible (Inpatient):	N/A	\$250	N/A	\$250
Per Occurrence Deductible (Outpatient Surgery)	N/A	N/A	N/A	N/A

# Dental Plan Design: Recommended Menu

St. Petersburg College

Delivered on: 08/31/2016

## AETNA CURRENT / RENEWAL

## AETNA ALTERNATE 3

	Aetna		Aetna	
	<b>PPO NETWORK</b>	<b>NON-NETWORK</b>	<b>PPO NETWORK</b>	<b>NON-NETWORK</b>
NETWORK:				
PROVIDER ACCESS:				
COINSURANCE PERCENTAGE:	100% / 90% / 60% / 50%	100% / 80% / 50% / 50%	100% / 80% / 50% / 50%	50% / 50% / 50% / 50%
DEDUCTIBLE (FAMILY MAX):	\$50 (\$150 Family)	\$50 (\$150 Family)	<b>\$75 (\$225 Family)</b>	<b>\$75 (\$225 Family)</b>
DEDUCTIBLE WAIVED FOR PREVENTATIVE?:	Yes	Yes	Yes	Yes
PERCENTILE OF UCR:	Negotiated Fee	80th	Negotiated Fee	80th
CALENDAR YEAR MAX:	\$2,000		<b>\$1,500</b>	
ORTHODONTIC LIFETIME MAXIMUM:	\$2,500		<b>\$1,500</b>	
INCLUDES ADULT ORTHO:	Yes		Yes	
ROUTINE EXAMS:	<b>Benefit Level</b> Preventive	<b>Frequency</b> 2 per year	<b>Benefit Level</b> Preventive	<b>Frequency</b> 2 per year
CLEANING:	Preventive	2 per year	Preventive	2 per year
FLUORIDE TREATMENTS:	Preventive	1 per year, under age 16	Preventive	1 per year, under age 16
X-RAYS (BITEWINGS):	Preventive	1 set per year	Preventive	1 set per year
X-RAYS (FULL MOUTH):	Preventive	1 per 3 years	Preventive	1 per 3 years
X-RAYS (OTHER):	Preventive	1 per 3 years	Preventive	1 per 3 years
SEALANTS:	Preventive	1 per 3 years, under age 16	Preventive	1 per 3 years, under age 16
FILLINGS:	Basic		Basic	
ORAL SURGERY (SIMPLE):	Basic		Basic	
ORAL SURGERY (COMPLEX):	Basic (Major-Impacted Tooth)		Basic (Major-Impacted Tooth)	
ROOT CANAL THERAPY:	Basic (Major-Molars)		Basic (Major-Molars)	
PERIODONTAL SCALING:	Basic		Basic	
PERIODONTAL SURGERY:	Major	1 per quadrant per 3 years	Major	1 per quadrant per 3 years
CROWNS:	Major		Major	
BRIDGES:	Major	1 per 8 years	Major	1 per 8 years
DENTURES:	Major	1 per 8 years	Major	1 per 8 years
IMPLANTS:	Major		Major	
WAITING PERIODS:	None		None	
LATE ENTRANT PENALTIES:	12 months Basic & Major, 24 months Ortho		12 months Basic & Major, 24 months Ortho	
ALLOWS ANNUAL OPEN ENROLLMENT:	Yes		Yes	
INCLUDES ROLLOVER:	No		No	
EMPLOYER CONTRIBUTION:	100%		100%	
EMPLOYEE PARTICIPATION:	100%		100%	
RATE GUARANTEE:	2 Years		2 Years	



# Dental Plan Cost: Core/Buy-Up Scenario (Core plan maintain current EE contributions)

St. Petersburg College

Delivered on: 08/31/2016

Buy Up (Current)	Enrollment	Illustrative Rate	EE Contributions	as % of illustrative rate	ER Net Costs	Enrollment	Illustrative Rate	EE Contributions	as % of illustrative rate	ER Net Costs
EE	813	\$37.90	\$0.00	0%	\$37.90	813	\$34.39	(\$17.19)	50%	\$17.19
EE+SP	302	\$71.99	(\$16.58)	23%	\$55.41	302	\$65.72	(\$48.53)	74%	\$17.19
EE+CH	125	\$71.99	(\$16.58)	23%	\$55.41	125	\$61.69	(\$44.49)	72%	\$17.19
Family	<u>348</u>	<u>\$95.11</u>	<u>(\$31.50)</u>	33%	<u>\$63.61</u>	<u>348</u>	<u>\$115.55</u>	<u>(\$98.35)</u>	85%	<u>\$17.19</u>
Total	1,588	\$94,652	(\$18,042)		\$76,610	1,588	\$95,728	(\$68,423)		\$27,305
<b>Annual</b>		<b>\$1,135,820</b>	<b>(\$216,500)</b>		<b>\$919,320</b>		<b>\$1,148,739</b>	<b>(\$821,077)</b>		<b>\$327,662</b>
PEPY		\$715	(\$136)		\$579		\$723	(\$517)		\$206
<b>Core (New Plan - Alt 3)</b>										
EE						813	\$29.08	\$0.00	0%	\$29.08
EE+SP						302	\$55.58	(\$16.58)	30%	\$39.00
EE+CH						125	\$52.16	(\$16.58)	32%	\$35.58
Family						<u>348</u>	<u>\$97.71</u>	<u>(\$31.50)</u>	32%	<u>\$66.21</u>
Total						1,588	\$80,951	(\$18,042)		\$62,910
<b>Annual</b>							<b>\$971,415</b>	<b>(\$216,500)</b>		<b>\$754,915</b>
PEPY							\$612	(\$136)		\$475

# Available Retiree Options

St. Petersburg College

Delivered on: 08/31/2016

## CURRENT RETIREE MENU

## NEW RETIREE OPTION

	OPEN ACCESS SELECT HMO	CHOICE POS	Traditional Choice
	<b>Network</b>	<b>Network</b>	<b>Network</b>
Deductible:	\$250/\$350/\$275/\$500	\$250/\$350/\$275/\$500	Medicare Part A: \$1,216 Medicare Part B: \$147
Embedded Deductible:	N/A	N/A	N/A
Calendar or Policy Year:	Calendar	Calendar	Calendar
Coinsurance:	\$0	\$0	20% (Part B)
Maximum Out-of-Pocket:	\$1,500 (\$3,000 Family)	\$1,500 (\$3,000 Family)	N/A
(Includes Deductible):	Yes	Yes	N/A
(Includes Copay):	Yes	Yes	N/A
(Includes Rx):	Yes	Yes	N/A
<b>PHYSICIAN SERVICES</b>			
Office Visit	Deductible + \$30	Deductible + \$30	20% (Part B)
Specialist	Deductible + \$45	Deductible + \$45	20% (Part B)
Chiropractic	Deductible + \$30	Deductible + \$30	20% (Part B)
<b>HOSPITAL/ EMERGENCY SERVICES</b>			
Inpatient Hospital	Deductible + \$250	Deductible + \$250	
Emergency Room	Deductible + \$150	Deductible + \$150	
Urgent Care	Deductible + \$30	Deductible + \$30	
Outpatient Surgical Facility	Deductible + \$100	Deductible + \$100	
Ambulatory Surgery Center:	Deductible + \$100	Deductible + \$100	
<b>DIAGNOSTIC SERVICES</b>			
Lab, X-Ray & Diagnostics Outpatient:	\$0	\$0	
Lab, X-Ray & Major Diagnostics Outpatient: (CT, PET, MRI, MRA)	\$0	\$0	
<b>PREVENTIVE ADULT WELLNESS</b>	\$0	\$0	
<b>PRESCRIPTION</b>			
Deductible:	N/A	N/A	N/A
Tier 1:	\$10	\$10	
Tier 2:	\$20	\$20	
Tier 3:	\$35	\$35	
Tier 4:	N/A	N/A	
Mail Order Prescription:	2x's Copay (90 day supply)	2x's Copay (90 day supply)	
Prior Auth/Step Therapy	Not Included	Not Included	
<b>LIFETIME MAXIMUM</b>	Unlimited	Unlimited	

Days 1-60: \$1,216 Medicare Part A deductible  
Days 61-90: \$304 per day each benefit period (3)  
Days 91 and after (within which is included a 60 day lifetime reserve) \$608 per "lifetime reserve day" after day 90, each benefit period

20% (Part B)  
20% (Part B)

\$0

N/A

\$3,700 ICL, \$10/\$20/\$35,\$4.950k gap,  
\$10/51%/51%(Generic)/40%(Brand), Catastrophic -  
greater of \$3.3 or 5% (Generic) \$8.25 or 5% (Brand)

2x's Copay (90 day supply)

Not Included

Unlimited

	Current	Renewal	Current	Renewal	Medical Pharmacy Total
<b>Pre-65 Retiree</b>	\$598.01	\$619.86	\$684.90	\$651.34	\$353.67
<b>Pre-65 Retiree+1</b>	\$1,196.02	\$1,363.69	\$1,369.80	\$1,432.95	\$75.56
<b>Pre-65 Family</b>	\$1,728.25	\$1,115.75	\$1,979.36	\$1,172.42	\$429.23
<b>Post-65 Retiree</b>	\$340.87	\$500.00	\$390.39	\$500.00	
<b>Post-65 Retiree+1</b>	\$681.73	\$881.73	\$780.79	\$881.73	
<b>Post-65 Family</b>	\$985.10	\$881.73	\$1,128.24	\$881.73	


Commercial "comp" rates for retirees estimates based upon 2016 illustrative premiums

Plan designs as listed not intended as comprehensive summaries, carrier plan documents will be provided

"Commercial" medical rates + medicare part D premiums estimates provided by Aetna underwriting and subject to change

September 20, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Green Living Demonstration Center, Seminole Campus.

**Authorization is requested to terminate the Design Build contract with Skanska Corporation for the Green Living Demonstration Center, Seminole Campus, and to not pursue further development of the project.**

This project involved the design and construction of a Green Living Demonstration Center. The project budget is \$675,000, of which \$475,000 was federally funded through the Department of Energy (DOE). When schematic design was complete and priced by the contractor, the college's contribution grew from \$200,000 to \$763,000. Given the other capital projects that the college plans to endeavor, as well as imposing deadlines related to the grant, it is recommended that the best interests of the college will be served by stepping away from this project.

William D. Law, Jr., President; Brian Miles, Vice President, Administrative/Business Services and Information Technology, Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Credit Curriculum

The following is a summary of credit and Postsecondary Adult Vocational (PSAV) curriculum changes for which approval is sought for Spring and Summer 2017. Please see attachment for additional information.

**New/Deleted/Modified Programs (3 total):**

College/School/Department	New	Deleted	Modified	Total
A. College of Business			1	1
B. College of Computer & Info Technology			1	1
C. Health Science Department		1		1
				<u>3</u>

**New/Deleted/Modified Courses (54 total):**

College/School/Department	New	Deleted	Modified: Course Review	Modified: SPC Standards	Total
A. College of Business					0
B. College of Computer & Info Tech				4	4
C. College of Education			2		2
D. College of Health Sciences				1	1
E. College of Nursing			2		2
F. College of Policy and Legal Studies			1		1
G. College of Public Safety			15		15
H. School of Veterinary Technology				5	5
I. Communications Department				1	1
J. Eng & Building Arts Department			5		5
K. Fine Arts/Humanities Department				2	2
L. Health Science Department			3		3
M. Mathematics Department		1			1
N. Natural Science Department	1 <i>reactiv.</i>				1
O. Social & Beh Sciences Department					0
P. Study Abroad Program			10		10
Q. PSAV			1		1
					<u>54</u>

## Credit Curriculum Updates for Spring and Summer 2017

*Note: Closed programs follow a three-year teach-out period and deleted courses follow a five-year teach-out period, unless otherwise indicated.*

### PROGRAMS:

#### A. College of Business

1. Program Update: *Sustainability Management (SUSMGT-BAS)*: This is an out of cycle program change necessitated by the discovery of Pathway obstacles. Added CGS 1100 and ACG 2021 as Lower Division Support Courses, as they were previously hidden prerequisites for MAN 3504 and FIN 3403.

#### B. College of Computer and Information Technology

1. Program Modification: *Technology Management BAS (TGMGT-BAS)*: Admissions requirements language was added to clarify acceptable courses for 21-technical credit requirement.

#### C. Health Sciences Department

1. Program Deletion: *Orthotics and Prosthetics BAS (ORTHO-BAS)*: This program was approved for closure by the BOT in January of 2016 and acknowledged by SACS-COC in Spring 2016. The teach-out period will expire in Spring 2017, officially closing the BAS program. The Orthotics and Prosthetics AS program will continue.

### COURSES:

#### A. College of Business *no updates*

#### B. College of Computer & Information Technology

1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Web Foundations/Essentials (CGS 1831)*
  - b. *Computer Repair Essentials (CET 1171C)*
  - c. *Spreadsheet Techniques and Programming (CGS 1515)*
  - d. *Network Security Foundations (CTS 1120)*

#### C. College of Education

1. Course Updates: The following courses were modified to align to SPC Course Standards or as part of special programs funded through grants:
  - a. *Integrated English Language Arts, Social Studies and the Creative Arts for the Elementary Classroom (EDE 4226)*: The course title, description, and MLO's were revised to align content with a new course that was added to the Elementary Education BS program through a Center of Excellence grant.
  - b. *Science Concepts and Procedures in the P-12 Classroom (SCE 4832)*: A topic was added to enable teachers to enhance their content knowledge in the Science STEM area.

#### D. College of Health Sciences

1. Course Update: *Educational Concepts in Allied Health Education (HSC 3243)* was modified to align to SPC Course Standards

#### E. College of Nursing

1. Course Updates: The following courses were modified as a result of course review:

- a. *Pharmacology in Nursing Practice* (NUR 3145): Content modified to be consistent with current professional standards of registered nurse practice from the American Nurses Association (ANA).
- b. *Nursing of the Family* (NUR 4606): Content modified to be consistent with current professional standards of registered nurse practice from the American Nurses Association (ANA).

#### **F. College of Policy and Legal Studies**

- 1. Course Update: *Business Law II* (BUL 2242) was modified to align to SPC Course Standards

#### **G. College of Public Safety Administration**

- 1. Course Updates: Content and learning outcomes were modified for the following courses to align to State Curriculum Framework changes:
  - a. *Management of Community Corrections* (CJC 3163)
  - b. *Contemporary Issues & Trends in Corrections* (CJC 3311)
  - c. *Corrections Practice & Policy* (CJC 3601)
  - d. *Private Fire Protection Systems I* (FFP 1540)
  - e. *Building Construction for the Fire Service* (FFP 2120)
  - f. *Blueprint Reading and Plans Review* (FFP 2521)
  - g. *Public Personnel Management* (MAN 3301)
  - h. *Facilities and Property Management* (MAN 4863)
  - i. *Foundations of Public Safety Administration* (PAD 3820)
  - j. *Managing Conflict in Public Organizations* (PAD 4046)
  - k. *Public Finance* (PAD 4204)
  - l. *Strategic and Operational Planning* (PAD 4332)
  - m. *Critical Incident Management* (PAD 4393)
  - n. *Administrative Law* (PAD 4603)
- 2. Course update: The Statewide Course Numbering System changed the title and course number of *Research Methods in Criminology* (CCJ 2704) to *Intro to Research Methods in Criminology* (CCJ 2720).

#### **H. School of Veterinary Technology**

- 1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Animal Lab Procedures* (ATE 2639)
  - b. *Veterinary Hospital Management* (ATE 4317)
  - c. *Large Animal Clinical & Nursing Skills* (ATE 1636)
  - d. *Veterinary Work Practicum I* (ATE 1943)
  - e. *Small Animal Nutrition* (ATE 3605)

#### **I. Communications Department**

- 1. Course Update: *Elementary Spanish II* (SPN 1121): Modified to align to SPC Course Standards.

#### **J. Engineering and Building Arts Department**

- 1. Course Updates: The following courses were modified as result of course review:
  - a. *Special Topics in Biomedical Engineering* (BME 2930): Added prerequisite of *Introduction to Biomedical* (BME 1008) to enhance student success.
  - b. *DC Circuit Analysis with Lab* (EET 1015C): Added prerequisite of *Introduction to Electronics* (EET 1084) to enhance student success.
  - c. *Solidworks Simulation Design Analysis* (ETD 2382C): Added prerequisites (ETD 2368C and ETD 2369C) to enhance student success.
  - d. *Six Sigma Black Belt Concepts* (ETI 2624): Added prerequisite of *Principles of Six Sigma*

- (ETI 2610) to enhance student success.
- e. *Six Sigma Capstone Project* (ETI 2626): Added prerequisite of *Six Sigma Project Management* (ETI 2619) to enhance student success.

#### **K. Fine Arts/Humanities Department**

1. Course Updates: The following courses were modified to align to SPC Course Standards:
  - a. *Honors Introduction to Philosophy* (PHI 1010H)
  - b. *Introduction to Philosophy* (PHI 1010)

#### **L. Health Science Department**

1. Course Updates: The following courses were modified as a result of course review:
  - a. *Physical Therapy Clinical Practice I* (PHT 1801L): The course description, major learning outcomes and criteria performance standards were updated to reflect current specialized accreditation requirements.
  - b. *Physical Therapy Clinical Practice II* (PHT 2810L): Updated major learning outcomes to accurately reflect course requirements.
  - c. *Physical Therapy Clinical Practice III* (PHT 2820L): The course description, major learning outcomes and criteria performance standards were updated to reflect current specialized accreditation requirements.

#### **M. Mathematics Department**

1. Course Deletion: *Combined College Algebra/Pre-Calculus* (MAC 1106) has not been offered in a number of years due to low enrollment. It is being removed from the Course Catalogue but will remain in active status to accommodate transfer coursework.

#### **N. Natural Science Department**

1. Course Reactivation:
  - a. *Co-op Work Experience* (CHM 2949) Course was reactivated in College Catalogue to enable students to participate in internships with local businesses.

#### **O. Social and Behavioral Sciences Department *no updates***

#### **P. International Programs**


1. Course Updates: The following courses were modified to add new study abroad topics/destinations:
  - a. *Drawing I* (ART 1300C): Study Abroad Germany
  - b. *Veterinary Work Experience V* (ATE 2947): Study Abroad Thailand
  - c. *Abnormal Psychology* (CLP 2140): Study Abroad Belize
  - d. *Composition I* (ENC 1101): Study Abroad Germany
  - e. *Composition II* (ENC 1102): Study Abroad Germany
  - f. *Music Appreciation* (MUL 1010): Study Abroad Cuba
  - g. *Hand Drumming Techniques* (MUN 1441): Study Abroad Cuba
  - h. *Personality Development* (PPE 2001): Study Abroad England
  - i. *Co-op Work Experience* (POS 2949): Study Abroad South Africa
  - j. *Honors Service Learning* (IDH 2634H): Study Abroad Dominican Republic

#### **Q. Postsecondary Adult Vocational Courses:**

1. Course Update: *Emergency Medical Technician* (EMS 0110) was updated due to State Curriculum Framework changes to the contact hours, title and course number.

September 20, 2016

**MEMORANDUM**

**TO:** Board of Trustees St. Petersburg College  
**FROM:** William D. Law, President   
**SUBJECT:** Workforce and Professional Development

**Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2016-2017 catalog year.**

*Workforce and Professional Development:* Added two new technology courses based on industry needs and student feedback:

- CMP0550 ProTrain IT and Software Development
- WSD0940 WordPress

*Workforce and Professional Development:* Added one new course to provide a classroom format as an alternative to the current online format:

- ISN0150 Life and Variable Annuity Only 2-14

**Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2015-2016 catalog year.**

*Workforce and Professional Development:* Added four new technology courses relating to Unmanned Aerial Systems (UAS/drones):

- AAP0118 UAS Safety Ground School (formerly UAS Safety Certification)
- AAP0119 UAS Remote Pilot Certificate Prep
- AAP0122 DJI Inspire 1 System Training
- AAP0123 UAS Safety Awareness

*Workforce and Professional Development, Math Readiness Program:* Added one new course to give students an alternative to MAC1105:

- AAP0035 College Algebra CLEP Prep

*Workforce and Professional Development, Math Readiness Program:* Added two new courses to help students prepare for their enrolled math course:

- AAP0090 Math Quick Start
- AAP0036 Math Readiness Exit Exam



*Workforce and Professional Development, Continuing Education Health:* Added one new online course for qualified military spouses in the southeast United States:

- HHP0591 Condensed Curriculum International (CCI) Health Care Certification

*Workforce and Professional Development:* Added 13 new courses to increase variety to the professional development course offerings:

- IPS0305 Cultural Competency in the Workplace
- IPS0306 Working With You is Killing Me
- IPS0307 Diversity in the Workplace
- IPS0315 Understanding Behavioral Styles
- IPS0316 Motivating Others
- IPS0317 Conflict to Collaboration
- LDS0308 Characteristics of an Effective Leader
- LDS0309 Leading Change
- LDS0322 Techniques for Coaching: Proactively and Reactively
- MNS0307 Branding Yourself as a Business Leader
- SMS0307 Ethical Decision Making in the Workplace
- BSF0315 Getting Leads with LinkedIn
- PRJ0100 CAPM/PMP Project Management Certification Exam Preparation

Revised 6 professional development courses changing the course title, description and price:

- IPS0340 Taking the Heat (Customer Service)
- IPS0352 Customer Service for Small Businesses
- MNS0311 Conflict Resolution in the Workplace
- SMS0330 Professionalism in the Workplace
- BSF0574 Entrepreneurship: Getting Started
- CMN0322 Business Writing

*Workforce and Professional Development, Florida Trade and Manufacturing Program:* Added one new course for students to retake a manufacturing exit exam:

- MNF0010 Manufacturing Exam Retake

# Quality Enhancement Plan QEP Update

Jennifer Haber, QEC Lead Faculty

Heather Roberson, CETL Director

***Board of Trustees – September 20, 2016***

## The QEP Document will:

- Focus on a topic a singular topic related to student learning.
- Include broad-based stakeholder involvement (including the BOT) in the development and implementation.



***The QEP Document is submitted to SACSCOC  
in August 2017***

## College Readiness for Long-term Success

Focus on **non-cognitive skills** (self-efficacy, academic ability, grit) and how these impact **cognitive abilities** (information literacy).

- **Population:** Flexible Opt-out students
- **Emphasis:** First 15 hours
- **Method:** Learning Communities

## **Quality Enhancement Committee (QEC):**

Topic focus research and plan development.

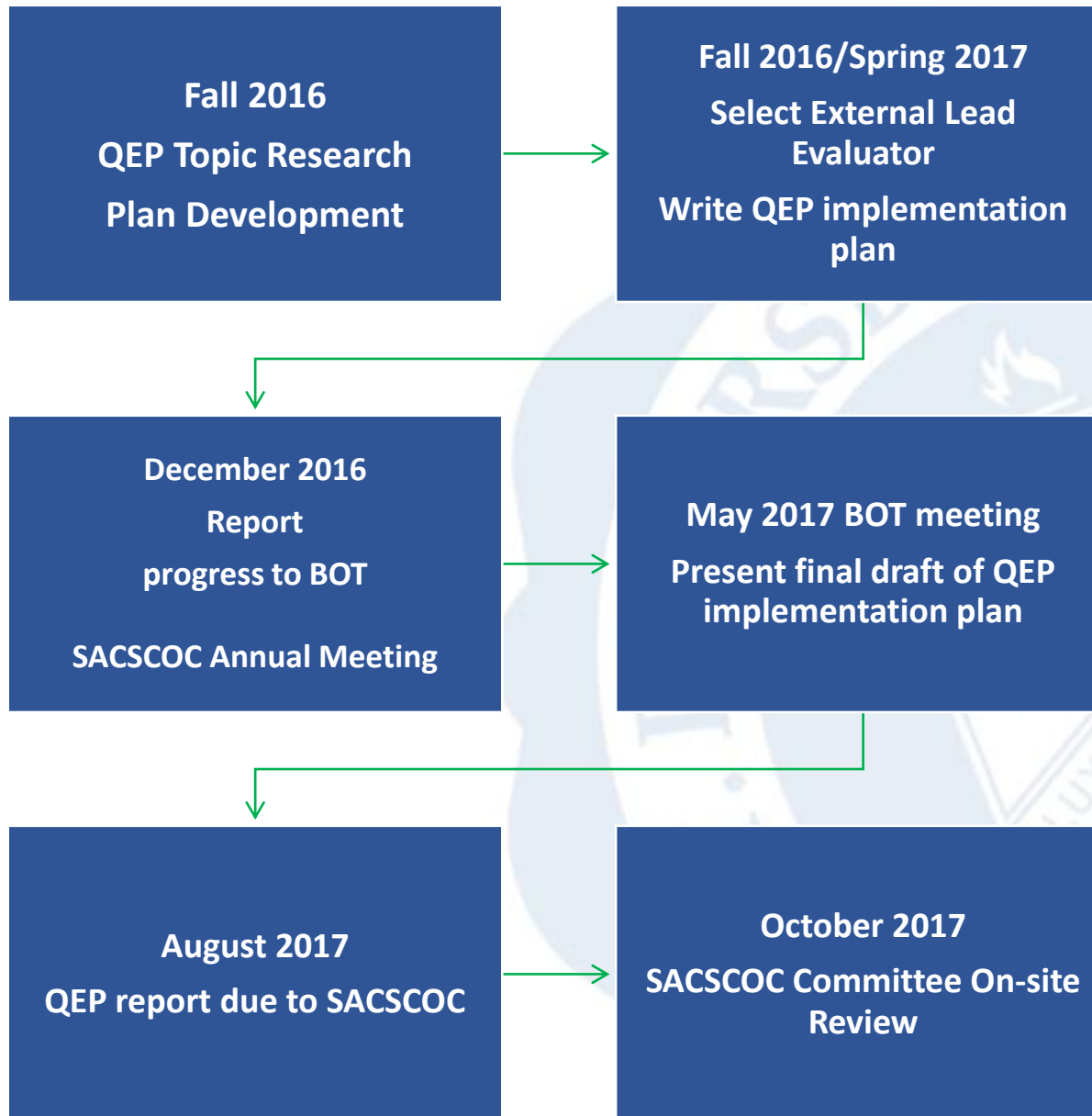
### **QEC sub-committees:**

- Research Committees:
  - Learning Communities
  - Non-cognitive skills
  - Information Literacy
- Web Site: <http://qep.spcollege.edu>
- Marketing and social media
- Video

## Increase topic awareness and stakeholder engagement:

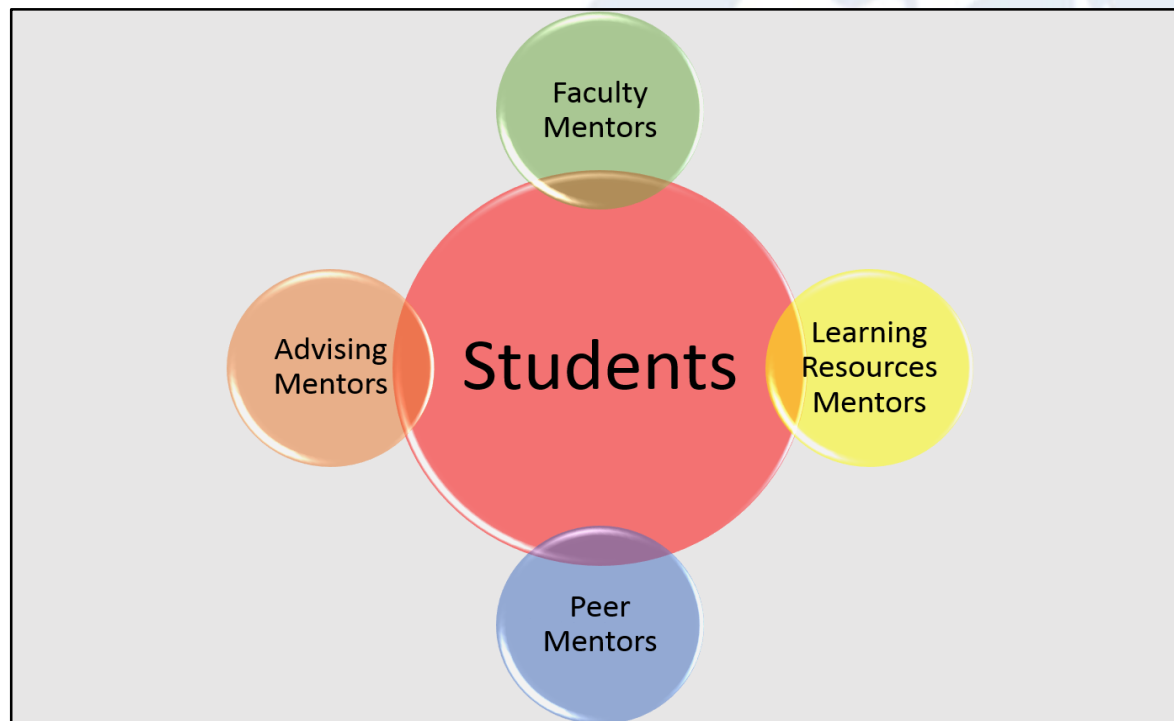
- Student and faculty/staff contests (slogan, logo, video).
- Community events (PEAC, Career Advisory, Rotary).
- SPC All College Day (October 18<sup>th</sup>).
- Campus events and student groups.
- SPC employee councils and faculty committees.
- Social media campaign, website updates, and myCourses banners.

# Next Steps



# Questions?

## College Readiness for Long-term Success





# Spring 2017 Enrollment Plan

## *Student Retention & Persistent Efforts*

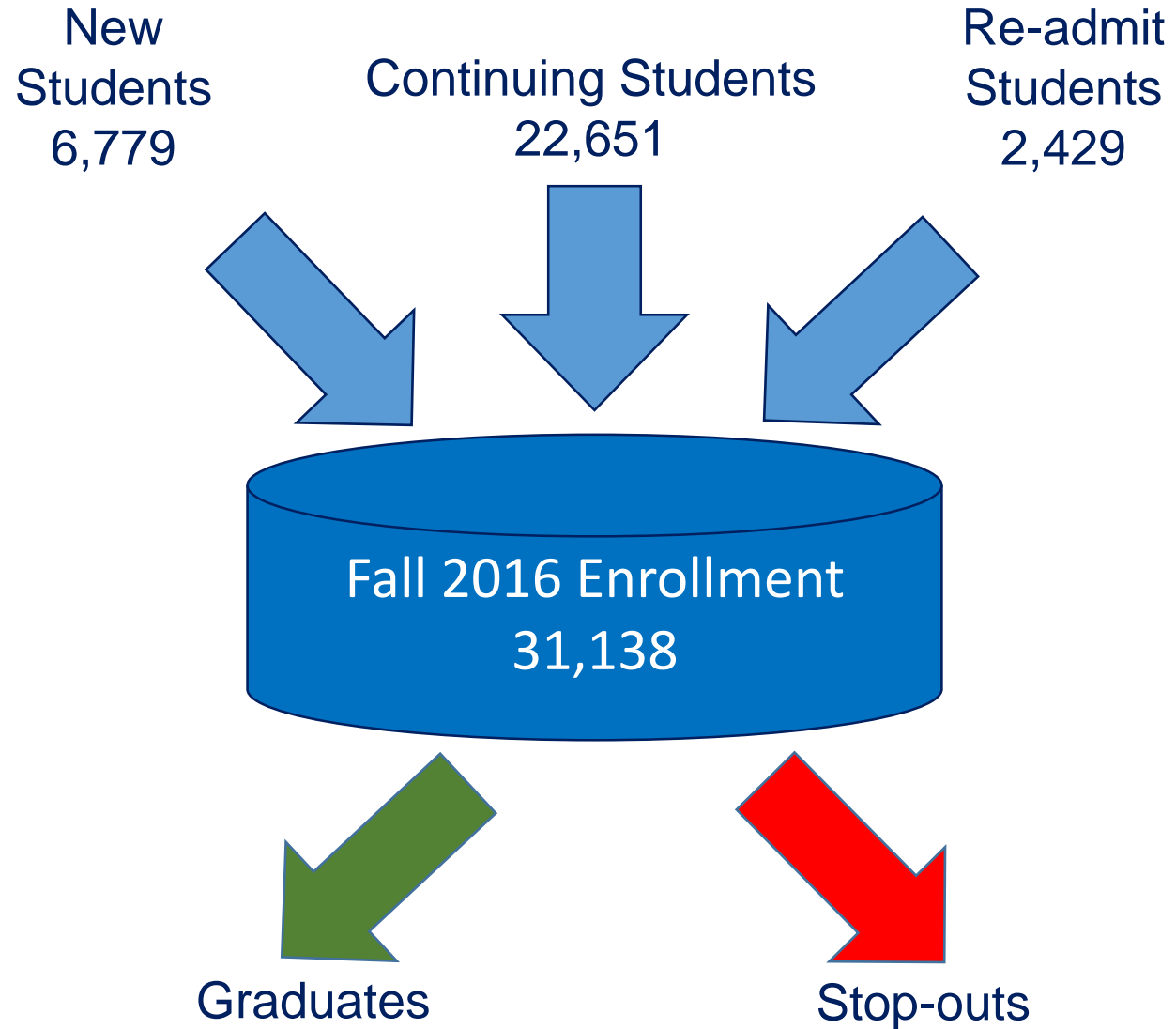
Academic Affairs & Student Services

Jimmy Chang, Dean, Mathematics  
Mark Strickland, Provost, Seminole Campus

# 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

# Student Retention & Persistence Defined



# Fall 2015 Retention & Progression Data

## Fall-to-Spring Persistence of FTIC

	Fall FTIC	# Persisting to Spring	% Persisting to Spring	# Persisting one year	% Persisting one year
Fall 2012	3,377	2,858	84.6%	2,033	60.2%
Fall 2013	3,559	2,951	82.9%	2,245	63.1%
Fall 2014	3,714	3,047	82.0%	2,086	56.2%
Fall 2015	3,560	2,926	82.2%	2,094	58.8%
Fall 2016	3,147				

Source: Cohort Retention by Term Dashboard, Pulse BI

## Fall-to-Spring Attrition

- From Fall 2014 to Spring 2015 – **2,436** students did not return
- From Fall 2015 to Spring 2016 - **2,348** students did not return
  - Degree or Certificate seeking
  - Meets SAP (if applied for FA)
  - In good academic standing
  - No Associate Provost holds preventing registration
  - Did not graduate in Fall
- From Fall 2015 to Spring 2016 – total of **4,037** students did not return (includes those not in good standing)

Source: BI, Cohort Retention by Term and PS SQL

# Strategies to Improve Retention and Progression

- Implementing career and academic communities
- Changing the advising and on-boarding model
- Implementing the academic success plan
- Providing enhanced student information for faculty

## CAREER + ACADEMIC COMMUNITIES

at St. Petersburg College

**Start your journey today!** Choose from one of the ten career and academic communities to see what opportunities await after you graduate. Take the first step now by going to [spcollege.edu](http://spcollege.edu)

### CHART YOUR PATH BUILD YOUR FUTURE

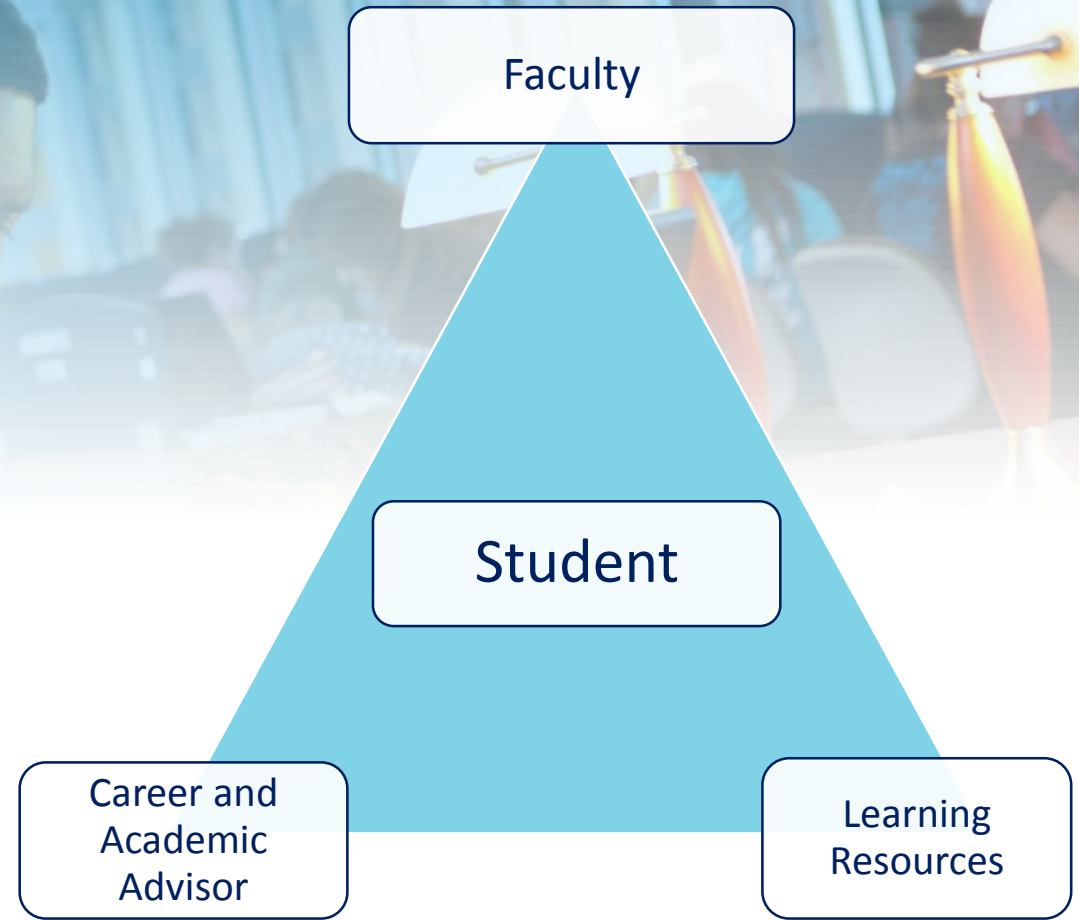
#### MEDIAN FIRST-YEAR EARNINGS IN THE GRADUATION

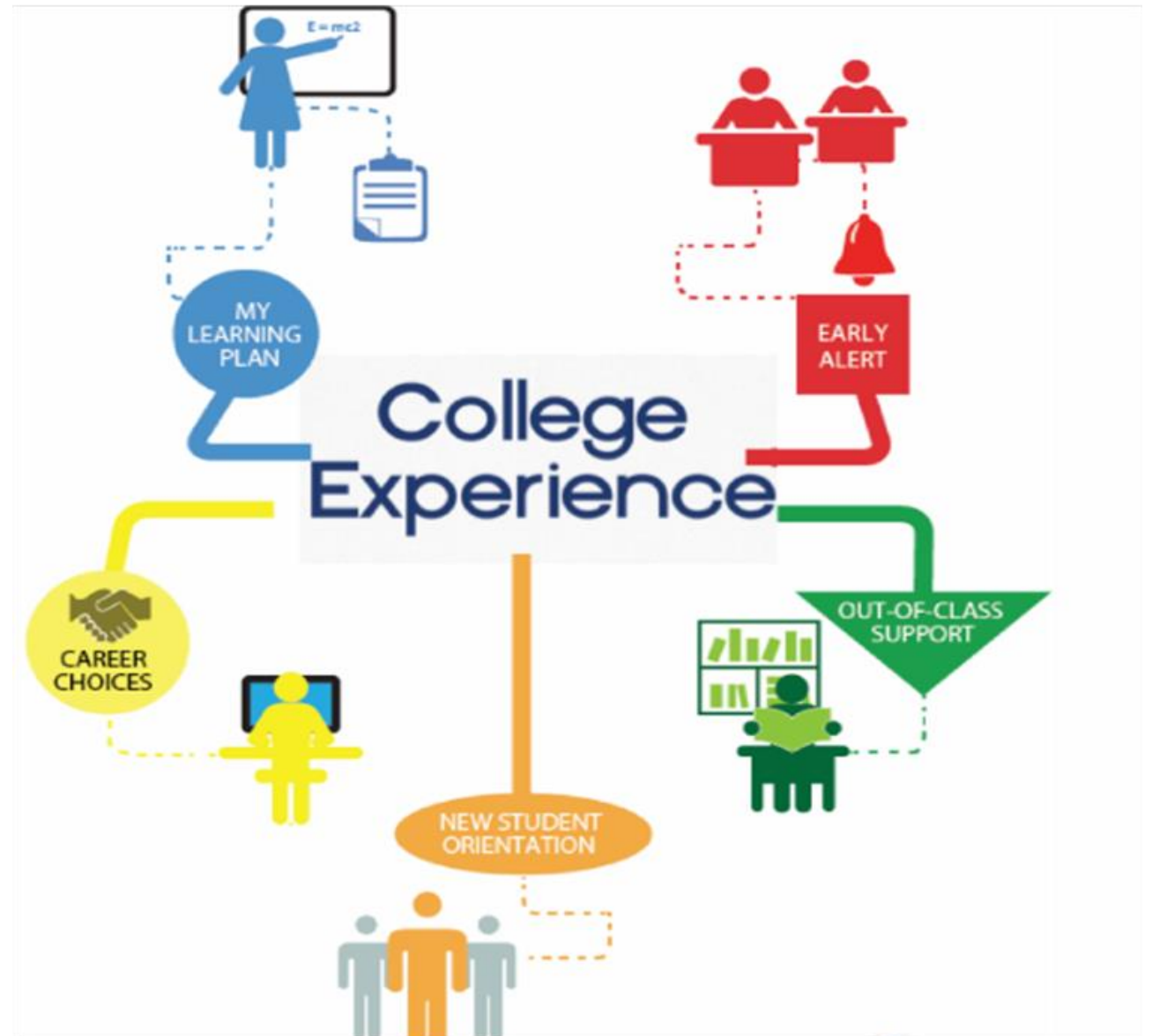
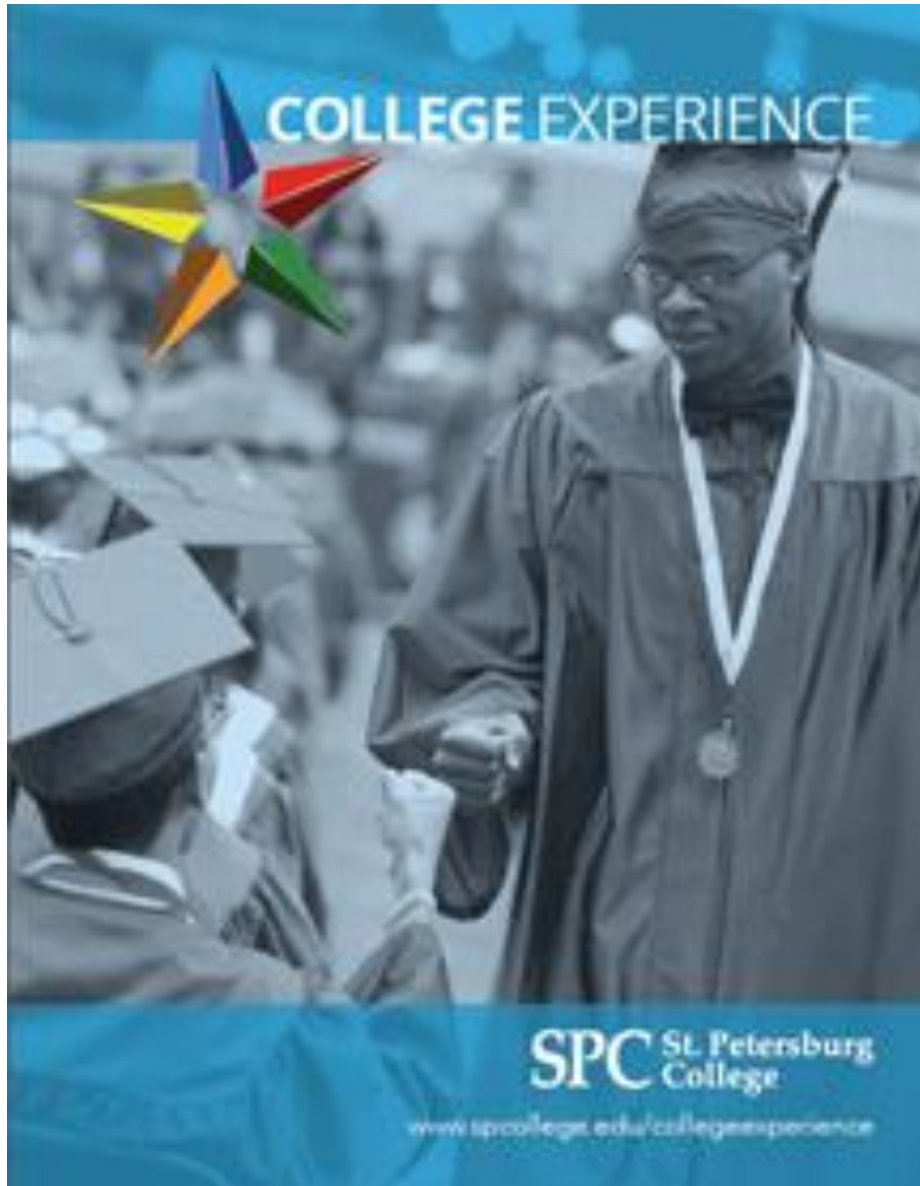


# Implementing Guided Pathways

## Implementing Pathways Provides:

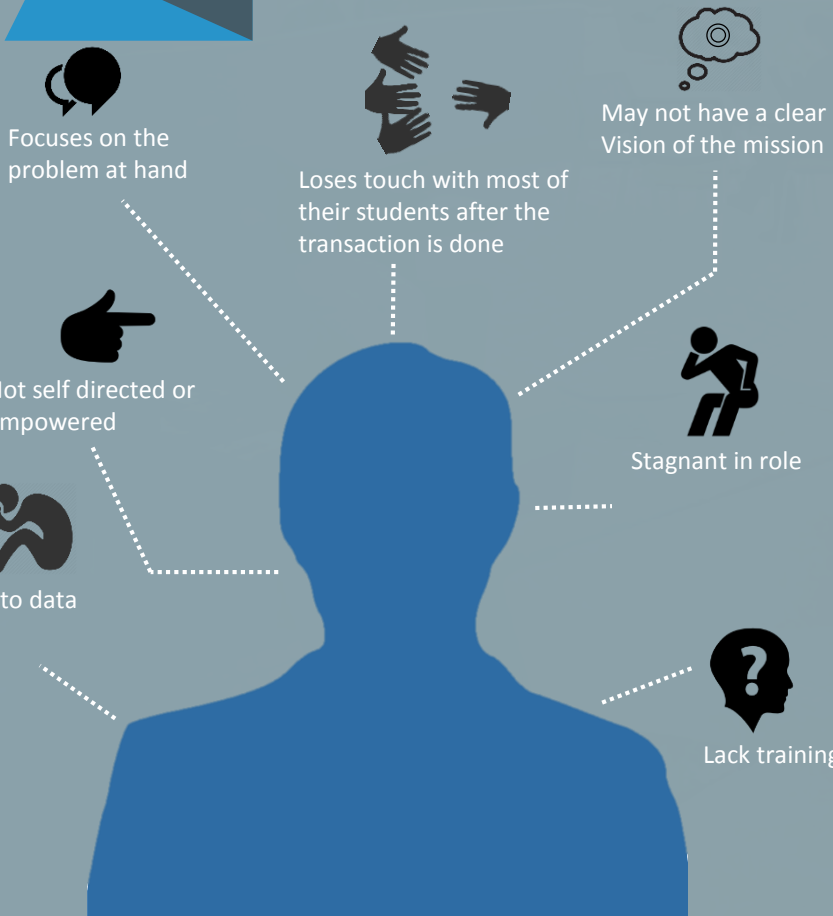
- Guided exploration within career and academic communities
- Earlier informed decisions regarding career/academic choices
- Student engagement within and outside the classroom to reinforce career/academic decision
- Increased completion rates







## Transactional Advisor VS Relational Advisor



- ✓ Credentialed Practitioners
  - ✓ Career Facilitator
  - ✓ Customer Service
- ✓ From transactional to relational service to students and employees
- ✓ Empowered to make decisions on a case by case basis
- ✓ Case Manage students in need
- ✓ Guided Pathways
  - ✓ Career & Academic Communities
  - ✓ Partnership with Faculty
  - ✓ Contextualized Smart Start
- ✓ Use of predictive analytics to intervene before challenges happen

- Faculty classroom engagement strategies for retention
- Opportunities for student engagement beyond the classroom
- Student success/Developmental education reform
- Course enrollment policies
- Career workforce pathways towards degree completion

# Faculty - Student Engagement



SPC my|Courses

SPARC Development Course

[Course Home](#)
[Calendar](#)
[Course Content](#)
[Communicate](#)
[Reports](#)
[Submission Review](#)
[Grades](#)
[Edit Course](#)
[Online Rooms](#)

[Capture Central](#)
[LOR](#)

## Faculty Tools |

**Attendance**

Checks last login status of currently enrolled students. This tool also has quick click notification to easily notify students who haven't engaged in a while.

**Student Persona**


Easily check and filter current grade standings for all students. This tool is also equipped with quick click notification and the ability to flag students you may want to track throughout the semester. **Please Note:** The grade book needs to be up to date (applying zeros to overdue items) to accurately display student grades.

**Grades Check**

**Grades Preview**

Allows faculty to review grades with students without risking a student seeing another student's grades or showing a student the entire grade book.

## Calendar |

Friday, July 1, 2016 

### Upcoming events

There are no events to display. [Create an event.](#)

- Student readiness profile
- Course attempts
- Is student registered for the next semester
- Contact advisor



Grade Range  Flagged Students

100%    60%

Displaying (5) students between 80% and below.

Image	Last Name, First Name	Current Overall Grade	* SPARC	Notes
	Cooper, Anne	70 % 7 / 10	<input style="border: none;" type="button" value=" * SPARC "/>	<input style="border: none;" type="button" value=" Edit Note "/>
	Coraggio, Jesse	60 % 6 / 10	<input style="border: none;" type="button" value=" * SPARC "/>	<input style="border: none;" type="button" value=" Edit Note "/>
	Duncan, Doug	68 % 6.8 / 10	<input style="border: none;" type="button" value=" * SPARC "/>	<input style="border: none;" type="button" value=" Edit Note "/>
	Law, Bill	80 % 8 / 10	<input style="border: none;" type="button" value=" * SPARC "/>	<input style="border: none;" type="button" value=" Edit Note "/>
	Stark, Ned	50 % 5 / 10	<input style="border: none;" type="button" value=" * SPARC "/>	<input style="border: none;" type="button" value=" Edit Note "/>

Get more information about SPARC.

SPARC Development Course

Michael Carnahan June 7, 2016 2:43:37 PM

John Crane (Advisor) June 15, 2016 4:00:57 PM

Add Note for Ned Stark:

# Faculty - Student Engagement



Faculty Tools | ▾

- Grade Check
- Last Login
- Student Persona
- Grade Preview



### Student Persona


Remind Selected Users

Image	Last Name, First Name	Student Profile	Registered Next Semester?	Course Repeat
		Profile	Open Registration Begins: 11-07-2016	No <input checked="" type="checkbox"/>
		Profile	Open Registration Begins: 11-07-2016	No <input type="checkbox"/>
		Profile	Open Registration Begins: 11-07-2016	No <input type="checkbox"/>

# Questions

September 20, 2016

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Florida State University – High-Risk Delinquent and Dependent Youth Educational Research Project

**Confirmation is sought for a Memorandum of Agreement with Florida State University (FSU), which will be entered into subject to Board of Trustees' approval, whereby the College will partner with FSU to implement the High-Risk Delinquent and Dependent Youth Educational Research Project. Funding appropriated to FSU by the legislature will support this program. Permission is also sought to accept an estimated \$115,000 in funding over a one-year period for this proposal and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the project.**

Florida State University (FSU) is leading a legislatively funded initiative which aims to provide children, families and social service providers with engagement strategies and activities within target communities in which the children reside to assist youth with understanding the importance of personal and educational success and achievement. FSU will serve as the fiscal agent, with the University of Florida (UF) having primary oversight of the research and implementation in collaboration with nine other higher learning institutions representing the north, central and southern regions of Florida. As one of the nine institutional partners, SPC will provide mentoring services using the Situational Environmental Circumstances Mentoring Program model (SEC) to 30 Pinellas County minority male 3rd, 4th and 5th grade students. By implementing the model, it is expected that participants will experience (1) an increase in academic achievement, (2) improvement in school attendance, and (3) a decrease in disruptive and/or inappropriate behavior. The research component will be to study student impact and the efficacy of the mentoring model.

The estimated period of performance will be from July 1, 2016 through June 30, 2017. The total budget is projected to be \$115,000 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 Kevin Gordon, Provost, recommend approval.

Attachment

ks0906161

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

**Date of BOT Meeting:** September 20, 2016

**Funding Agency or Organization:** Florida State University (FSU)

**Name of Competition/Project:** High-Risk Delinquent and Dependent Youth Educational Research Project

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

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

**Administrator:** Kevin Gordon

**Manager:** TBD

**Focus of Proposal:**

Led by Florida State University (FSU), in partnership with St. Petersburg College and eight other Florida colleges, the High-Risk Delinquent and Dependent Youth Educational Research Project will engage high-risk elementary school minority male youth by assisting them with understanding the importance of personal and educational achievement. Using the Situational Environmental Circumstances (SEC) Mentoring Program model, the program will pair SPC students (mentors) with mentees from Melrose and Lakewood Elementary Schools, through a non-traditional engagement method designed to address educational attainment, juvenile delinquency and dependency involvement, cost reductions/avoidance and resource allocations relative to high-risk minority male children. As a partner, SPC will provide prescribe mentoring services using the SEC Mentoring program model and will support the program research led by the University of Florida.

Program partners include: Bethune-Cookman University (Volusia County), Edward Waters College (Duval County), Florida A & M University (Leon County), Florida Memorial University (Miami), Florida State University (Leon), Palm Beach State College (Palm Beach County), Pasco-Hernando State College (Pasco County), St. Petersburg College (Pinellas County), University of Florida (Alachua County), and University of Central Florida (Orange County).

**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	\$ 53,442
Mentor Stipends	\$ 18,900
Fringe	\$ 16,609
Supplies	\$ 5,094
Printing	\$ 2,000
Travel	\$ 8,500
Indirect Costs	<u>\$ 10,455</u>
Total Budget	\$115,000



**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 115,000  
Total amount from funder: \$ 115,000

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. Culture of Inquiry  
  
Strategic Initiative(s):  
1. Community Initiatives  
2. Engagement Beyond the Classroom

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Renewal of Contract of Contractors for Construction Services, Miscellaneous Projects Collegewide.

**Approval is sought to renew the contracts for the seven pre-qualified contractors for small construction projects college-wide.**

At its August, 2015 meeting, the Board of Trustees approved the selection of the seven firms who had submitted qualified responses to a Request for Qualifications (RFQ) for miscellaneous projects up to a contract value not to exceed Category Five per FS 287.017, currently \$325,000. To date, four of the seven firms have performed work under the contract, and the college wishes to extend these contracts for a second year.


The firms are: Certus Builders, Inc.; Hennessy Construction Services; Hodge Management; Integra Construction Group; J. Kokolakis Contracting, Inc.; Kenyon & Partners, Inc.; and Lema Construction.

Brian Miles, Vice President, Administrative/Business Services & Information Technology; and Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services, and Mark Strickland, Provost and Committee Chairperson, recommend approval.

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Demolition of the Administration Building, Clearwater Campus.

**Approval is sought to execute the Resolution to Terminate and related Spot Survey to allow for the demolition of the Administration Building (Facility 31), Clearwater Campus.**

The plans for the new Clearwater Joint-Use Library include the demolition of the existing Library as well as the Administration Building. The process for demolition includes submittal of the attached documents to the Department of Education (DOE). These documents have already been submitted for the existing Library, and are attached hereto for the Administration Building. The 27,629 square foot Administration Building was constructed in 1965.

Brian Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; Stan Vittetoe, Provost, Clearwater Campus; and Leandro A. Arroyo, President, Canerday, Belfsky & Arroyo, Inc, recommend approval.

Attachments

**RESOLUTION** of the  
**BOARD OF TRUSTEES**  
**ST. PETERSBURG COLLEGE**  
St. Petersburg, Florida

WHEREAS, the property commonly known as the Administration Building (Facility 31) at the Clearwater Campus (Site 2) of St. Petersburg College is located at 2465 Drew Street, Clearwater, Florida; and

WHEREAS, said property is in unsatisfactory condition and has been evaluated using the Castaldi Formula Analysis and been determined to have a modernization to replacement ratio of approximately 164%, which is higher than the recommended ratio of 40% or less for modernization; and

BE IT THEREFORE RESOLVED, pursuant to Section 1013.28, Florida Statutes, the Board of Trustees declares said property is unnecessary for educational or ancillary purposes and authorizes the termination of said property.

Dated this 20<sup>th</sup> day of September, 2016

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Jeffrey Dale Oliver, Chair  
Board of Trustees  
St. Petersburg College

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William D. Law, Jr., President  
of the College and Secretary to the  
Board of Trustees  
St. Petersburg College

**AMENDMENT**  
EDUCATIONAL PLANT SURVEY dated June 19, 2012  
**Spot Survey #5**  
St. Petersburg College  
September 20, 2016

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 19, 2012. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

The following new recommendation is made.

The College needs to amend the Educational Plant Survey dated June 19, 2012 to include the following item:

**Site 2: Clearwater Campus**

**2.016 Termination of the Administration Building (Facility 31) Clearwater Campus, for a total of 27,629 gross square feet. This building will be terminated from the Facilities Inventory of St. Petersburg College, and will be demolished in conjunction with a future project in that location in accordance with Section 1013.28(1)(a), Florida Statutes.**

Approved by the Board of Trustees of St. Petersburg College on September 20, 2016

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William D. Law, Jr., President of the College  
Secretary to the Board of Trustees  
St. Petersburg College



# Office of Educational Facilities Florida Department of Education

## Room Condition Change Building Replacement/Raze

College: St. Petersburg College Contact Person: Jim Waechter  
 Phone 727-341-3267

Facility/Campus Name Clearwater Facility Number (school districts only) \_\_\_\_\_  
 Building Number(s) Administrative Bldg. #31 Parcel/Site Number(s) Site # 2

This Proposed Project will:

- Change the condition of permanent rooms from satisfactory to unsatisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)
- Change the condition of permanent rooms from unsatisfactory to satisfactory (if yes, go to Section I and complete certification in Section III). (Not applicable to community colleges)
- Raze permanent building(s) (if yes, go to Section II and complete certification in Section III).
- Replace permanent building(s) (if yes, go to Section II and complete certification in Section III).  
 Major Capital Outlay Funding Source(s) – Original Building 1965 Funding (Unknown)  
 Major Capital Outlay Funding Source(s) – Replacement Building N/A

*This form is not required for razing a single, freestanding structure that is less than 750 NSF and is debt free, or multiple small structures on a single campus whose total area is less than 750 NSF and are debt free. This form must be completed for any structure 750 NSF or greater and any structure, regardless of size, that is not debt free.*

**A. DISTRICT/COMMUNITY COLLEGE CERTIFICATION**

The district/community college must submit this certification document, completed and signed by the appropriate school officials, along with all required or necessary supporting documentation pertaining to the proposed project.

The St. Petersburg College College Board hereby certifies that:

**I. CONDITION CHANGE: (Not applicable to community colleges)**

1. All room condition changes are consistent with State Requirements for Educational Facilities (SREF) standards and the Florida Fire Prevention Code (FFPC) requirements for the condition of space.

**II. RAZE/REPLACE PERMANENT BUILDING(S):**

1. All fund sources have been researched and no current indebtedness or outstanding debt exists for the building(s) that will be razed and/or replaced.
2. Funding Source(s):
  - a. Original Building: 1965 Funding (Unknown)
  - b. If Replaced: N/A
3. Voters of the district have approved local bonding for the project: Yes/No N/A
  - a. Date of voter approval: N/A
4. Imminent danger exists for the building(s) that will be razed and/or replaced.

III. CERTIFICATION SIGNATURES:

\_\_\_\_\_  
William D. Law, Jr.  
College President  
Secretary of the Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Waechter  
Associate Vice President  
Facilities Planning and Institutional Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeffrey Dale Oliver  
Chairman of the Board of Trustees

\_\_\_\_\_  
Date

NOTE: Certification is required by the Superintendent and Director of Facilities Planning for room condition changes. Certification is required by the Superintendent/President and Board Chair to raze or replace permanent buildings.

*Submit signed form and supporting documents to:*  
Office of Educational Facilities, Room 1054  
Florida Department of Education  
325 West Gaines Street  
Tallahassee, Florida 32399-0400

## Procedures and Processes Instructions:

### B. CONDITION CHANGE (Not applicable to community colleges)

1. RATIONALE (provide the following information, as appropriate, to justify changing the condition of spaces):
  - i. In order to change the space condition from satisfactory to unsatisfactory the district must certify that the space is no longer physically safe or suitable for occupancy:
    1. Unsatisfactory space is typically designated as such due to compromising effects on the structural integrity, safety, or excessive physical deterioration of a building.
    2. Typically, space condition should be the same, either satisfactory or unsatisfactory, for all rooms in a permanent building.
    3. Space that has been determined to be unsatisfactory should not be occupied.
    4. Application of a facility replacement formula, such as the Castaldi generalized formula for modernization or other similar facilities study, does not necessarily mean that the condition of the identified spaces is unsatisfactory. The condition code cannot be changed simply due to the results of a planned replacement unless the integrity of the space meets the criteria identified to classify the space as unsatisfactory.
  - ii. In order to change the space condition from unsatisfactory to satisfactory the district must certify that the space has been successfully reconditioned to meet all applicable regulations regarding occupancy requirements.
2. OEF Review:
  - i. Site visit by OEF staff, when necessary.
  - ii. Concur with district rationale, data, and analyses:
    1. Building(s) approved as unsatisfactory; OEF will make the room condition code changes in FISH.
    2. Building(s) approved as satisfactory; OEF will make the room condition code changes in FISH.
  - iii. Disagree with district rationale, data, and analyses:
    1. Building(s) not approved as unsatisfactory.
    2. Building(s) not approved as satisfactory.
3. OEF Notify District of Findings and Decision:
  - i. OEF staff will analyze the district's data along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the proposed room condition changes, and provide a timely response either approving or disapproving the proposed room condition changes.

### C. RAZE/REPLACE PERMANENT BUILDING(S)

1. RATIONALE (provide the following information, as appropriate, to justify razing/replacing permanent buildings):
  - i. Detailed explanation of need for the proposed project and the expected benefit to the district/community college.
  - ii. General scope of the proposed project.
  - iii. Building age and year of construction.
  - iv. Existing capacity of building(s), include the number of student stations, classrooms, and other instructional spaces.
  - v. Current number of students housed and the projected number of students to be housed in the affected building(s).
  - vi. Current educational plant survey recommendations and capacity.
  - vii. What alternatives have been considered besides razing/replacement and why are the alternatives not feasible?
  - viii. School board/community college board approval of the concept of razing/replacing permanent buildings.
  - ix. Building condition/engineer study (optional).
  - x. Impact if the proposed project is not approved.




- xi. Other relevant data; identify any major systems (include date, if applicable) that have been replaced or upgraded, e.g., electrical, HVAC, fire alarm, roof, plumbing, drainage, etc. Provide a general scope of work for any previous remodeling, renovation, and addition, and year completed.
2. COST ANALYSIS (Building by Building):
- i. Castaldi Analysis (or other cost analysis formula to support the proposed project).
  - ii. The following five questions must be addressed:
    - 1. How many years will modernization extend the useful life of the modernized building(s)?
    - 2. Does the existing building(s) lend itself to improvement, alteration, remodeling, and expansion? If no, explain why not.
    - 3. Explain how a modernized and a replacement building(s) fits into a well-conceived long-range plan of the district/community college?
    - 4. What is the percentage derived by dividing the cost for modernization by the cost for a replacement building?
    - 5. A committee of district officials and independent citizens from outside the school attendance zone has determined that the replacement of the building(s) is financially justified and no other alternative is feasible? (Not applicable to community colleges)
  - iii. Detailed scope of work for modernization of the existing building(s).
  - iv. FISH building plan and/or schematic drawings of the existing building with FISH room numbers.
3. OEF Review:
- i. Site visit by OEF staff, when necessary.
  - ii. Educational adequacy review.
  - iii. Concur with district/community college rationale, data, and analyses:
    - 2. Recommend replacement of building(s).
    - 3. Recommend razing building(s).
  - iv. Disagree with district/community college rationale, data, and analyses:
    - 4. Building(s) not approved to be replaced.
    - 5. Building(s) not approved to be razed.
4. OEF Notify District/Community College of Findings and Decision:
- i. OEF staff will analyze the district's/community college's data along with all supporting documentation, coordinate any further reviews with the district, make a final decision regarding the disposition of the proposed project, and provide a timely response either approving or disapproving the proposed request.

September 20, 2016

**MEMORANDUM**

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

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

**SUBJECT:** Textbook Affordability Report

**Approval is sought to submit the College’s Textbook Affordability Report based on the changes to Florida Statute 1004.085.**

Florida Statute 1004.085 was amended effective July 1, 2016. The statute requires that the Board of Trustees at each Florida College System institution report to the Chancellor, beginning in 2016 and by September 30 of each year, the textbook and instructional materials selection process. Specifically, general education courses with a wide textbook cost variance; specific initiatives of the institution designed to reduce the costs of the textbooks; policies implemented to meet the requirement of textbook information posting 45 days before the class begins (previously 30 days); the number of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the previous academic year; and any additional information determined by the chancellors.

Always conscious of the cost of textbooks, the College developed a Textbook Affordability Task Force to further explore savings to students. Current practices include a price matching and rental program, and focusing on adoption deadlines to ensure an abundance of used books. During the last academic year, the College utilized the same textbooks 71% of the time, decreasing costs to students.

During academic year 2015-16, the college achieved a 97% success rate of meeting the 30-day textbook information posting requirement. In Fall 2016, 98% of the textbook information was posted within 45 days.

Brian Miles, Vice President Administrative/Business Services and Information Technology and Amy Lockhart, Associate Vice President Financial and Business Services, recommend approval.