

## AGENDA

### ST. PETERSBURG COLLEGE BOARD OF TRUSTEES August 15, 2017

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

#### ANNUAL ORGANIZATIONAL MEETING: 9:00 A.M.

#### I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

#### II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Mr. James Mignerey (*Attending*)
  - 2. Ms. Kim Wolff (*Attending*)
  - 3. Ms. Connie Boyle (*Not Attending*)
  - 4. Ms. Pam Dodson (*Not Attending*)
  - 5. Mr. Lawrence Hobbs (*Not Attending*)
  - 6. Mr. Gary Gray (*Not Attending*)
  - 7. Mr. Michael Kieta (*Not Attending*)
  - 8. Mr. Hanh Van Pham (*Not Attending*)
- B. Recognitions/Announcements
  - 1. New Acting Senior Vice President, Student Services\*
  - 2. New Acting Associate Vice President of Budgeting and Compliance
  - 3. New Acting Executive Director of Retention Services/Director of Title III
- C. Annual Organizational Meeting
  - 1. Election of Chairperson
  - 2. Election of Vice Chairperson
  - 3. Selection of Day for Regular Monthly Board Meetings
  - 4. Selection of Time for Regular Monthly Board Meetings
  - 5. Designation of Location for Special Board Meetings Held at Locations Other than the EpiCenter
- D. Appointment of Board Members to Direct Support Organizations Boards:  
SPC Foundation, Inc; Institute for Strategic Policy Solutions and Leepa-Rattner  
Museum of Art, Inc. (*Action*)

#### III. COMMENTS

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

#### **IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of June 20, 2017 (*Action*)

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

- A. Board Attorney
- B. General Counsel

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

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

- 1. Fall 2017 Enrollment Update - Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services; Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)

##### **B. BUDGET AND FINANCE**

- 1. FY 2016-17 Year End Financial Report – Ms. Janette Hunt, Acting Associate Vice President, Budgeting and Compliance; Mr. Brian Miles, Vice President, Administration/Business Services and Information Technology (*Presentation*)

##### **C. ADMINISTRATIVE MATTERS**

- 1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Health Insurance Update– Ms. Desiree Woroner, Human Resources Director of Operations (*Presentation*)
- 2. Construction
  - a. Schematic Design and Phase 1 Construction Guaranteed Maximum Price (GMP), Student Success Center, St. Petersburg Gibbs (*Action*)

##### **D. ACADEMIC MATTERS**

- 1. SACS/Quality Enhancement Plan Update – Dr. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness, Dr. Jennifer Haber, Professor, Ms. Heather Roberson, Academic Director, Center for Excellence in Teaching and Learning (*Presentation*)

#### **VII. CONSENT AGENDA**

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

- B. **NEW BUSINESS**

- 1. **ACADEMIC MATTERS**

- a. Workforce and Professional Development Curriculum Changes (*Action*)
- 2. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. U. S. Department of Education – TRIO Veterans Upward Bound Program (*Action*)
  - b. American Institute for Research – Improving Student Teaching Initiative Program (*Action*)
  - c. U.S. Department of Justice – Community Oriented Policing Services (COPS), Community Policing Development (CPD) (*Action*)
  - d. CareerSource Florida, Inc. – FloridaFLEX Grant – Power Design, Inc. (*Action*)
- 3. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000
  - a. Microsoft Campus Agreement – Staff, Faculty & Administration (*Action*)
  - b. Contract between St. Petersburg College and Ricoh for Print Shop Equipment Lease (*Action*)
- 4. Spot Survey #1, Renovation of Language Arts, Clearwater Campus (*Action*)

#### **VIII. INFORMATIONAL REPORTS**

- A. Quarterly Informational Report of Contract Items
- B. Quarterly Informational Report of Exempt and Non-Exempt Purchases
- C. Quarterly Report of Dell Financial Agreements

#### **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**

**September 19, 2017, Epi Center**

#### **XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting August 15, 2017, 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: August 4, 2017

# Janette Hunt

## Acting Associate Vice President of Budget and Compliance



Ms. Janette Hunt is appointed as the Acting AVP of Budgeting and Compliance. As Acting AVP of Budgeting and Compliance, Ms. Hunt will provide budgeting oversight for the college to include financial planning, budget projections, cost analysis, and will serve as Chief Compliance Officer to ensure adherence to the laws, rules and procedures that apply to procurement and funding sources.

Ms. Hunt holds a bachelor's degree from the University of South Florida and has over 10 years of professional budgeting and accounting experience. Since joining SPC in 2011, Ms. Hunt has served as Senior Accountant, Budget Support & Development Compliance Coordinator, and Budget & Compliance Director.

# Misty Kemp

## Acting Executive Director of Retention Services/Director of Title III




Having joined SPC in 2015, Dr. Kemp has served and will continue to serve as Director of Title III, in addition to assuming duties and responsibilities as Acting Executive Director of Retention Services. Her new title will be Acting Executive Director of Retention Services and Director of Title III.

In her new role, Dr. Kemp will oversee Postsecondary Programs (Veteran Services, Accessibility Services, Women on the Way, Student Support Services and TRIO), secondary programs for middle and high school students that include the Center of Excellence and the College Reach Out Program. She will also oversee the Dr. Martin Luther King, Jr. Day of Service. Dr. Kemp brings with her 18 years of higher education experience.

August 15, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, President   
**SUBJECT:** 2017 - 2018 Proposed Board of Trustees Meeting Schedule

**Approval is sought to schedule the 2017-2018 St. Petersburg College Board of Trustees meetings according to the proposed schedule below.**

Proposed meeting dates and locations:

August 15, 2017	Epi Center
September 19, 2017	Epi Center
October 17, 2017	Bay Pines STEM Center
November 21, 2017	Tarpon Springs Campus
December 12, 2017	Epi Center, Collaborative Labs (Board Workshop)
January 16, 2018	Epi Center
February 20, 2018	Douglas S. Jamerson Jr. Midtown Center
March 20, 2018	St. Petersburg Gibbs
April 17, 2018	Epi Center
May 15, 2018	Epi Center
June 19, 2018	Epi Center
July	None

# St. Petersburg College

## 2017-2018 School Calendar

August 2017						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 BOT Meetings

 College Closed

**St. Petersburg College  
Board Evaluation of the President  
2017-2018**

For each of the following questions, indicate your level of satisfaction with the President’s performance in the following areas by providing a score between one and five. Additionally, please provide any additional feedback or comments as appropriate. If insufficient information or not applicable, the board member may indicate by placing N/A or by not placing a score and explaining in the comments.

Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
<b><u>LEADERSHIP:</u></b>							
1. Understands and supports comprehensive community college mission.							
2. Has ethical, fair, honest leadership style.							
3. Is an effective communicator.							
4. Has an effective management style, inspiring others and engendering confidence.							
5. Recruits and utilizes effective employees.							
6. Displays resourcefulness in identifying, analyzing, and solving problems.							
7. Provides decisive and diplomatic leadership style.							
<b><u>DIVERSITY INITIATIVES</u></b>							
1. Provides appropriate institutional leadership on board priority of increasing diversity in employment among administrators, faculty and staff.							



Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
2. Plans and implements initiatives to increase penetration into diverse communities and student enrollment of the diverse communities in Pinellas County.							
3. Reaches out to the diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community.							
4. Follows through on the college's priority for minority businesses to participate in opportunities to partner and do business with the college.							
<b><u>PLANNING AND BUDGETING:</u></b>							
1. Supports and provides leadership on the college's educational master plan.							
2. Sets appropriate priorities and focus for the college within the overall master plan.							
3. Provides leadership in the area of improving student success.							
4. Provides leadership in increasing student access and penetration into the community.							
5. Leads the college's efforts to identify sources of funding.							
6. Provides understanding and appropriate allocation of resources to priorities of college.							
7. Understands and supports fundraising from private and foundation supporters to strengthen college.							

Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
8. Is responsive to solving financial and management issues identified by audits or resulting from funding fluctuations.							
<b><u>BOARD RELATIONS:</u></b>							
1. Provides adequate information and makes sound recommendations to the Board.							
2. Carries out the actions and priorities of the Board							
3. Maintains a proper balance between bringing policy matters to the board for discussion and action and acting on managerial and administrative matters.							
4. Maintains a positive and open relationship with board members.							
<b><u>EXTERNAL RELATIONS:</u></b>							
1. Provides effective, positive representation of the college in the community.							
2. Develops positive relationships with government, business, and industry leaders and organizations.							
3. Maintains appropriate relationships with state officials and demonstrates support for Florida College System goals and activities.							
4. Maintains appropriate relationships with state and federal organizations and government offices.							

Factor Category	BOT Ratings						Comments
	Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5	Avg.	
5. Represents and presents the college's image of success with appropriate regional and national education organizations.							
6. Skilled in meeting the social obligations of the presidency.							
7. Seeks opportunities to communicate the vision and goals of the college in the Pinellas community.							
<b><u>ADDITIONAL ITEM:</u></b>							
1. The president provides leadership to assure that the college addresses equity issues required by the state and in bringing forth a report to the board with goals and performance in this area.							

**Additional comments and feedback for the president:**

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\_\_\_\_\_  
Board Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

**From:** Tonjua Williams  
**Sent:** Monday, July 03, 2017 11:17 AM  
**To:** ALLOFSPC <[ALLOFSPC@SPCollege.edu](mailto:ALLOFSPC@SPCollege.edu)>  
**Subject:** A Message from the President

July 3, 2017

Good morning,

Today is my first day as the seventh President of St. Petersburg College. I am humbled and proud to serve in this capacity.

St. Petersburg College is a special place where opportunities are endless, hope is never deferred and dreams come true. For 90 years, SPC students have experienced faculty, staff and administrators who care and support, and help them achieve success. We will continue to uphold this legacy.

At SPC, we have been and will remain committed to student success. However, we continue to learn that the needs of our students are complex and ever-changing. The strategies used five years ago may not address the needs of today's student. It is time to reflect, reconnect and refocus our efforts to improve student success that develops a strong community and workforce.

To that end, let's renew our mission and revitalize our vision with a focus on four key areas, which I call "The Four C's" -

- Culture – the values, attitudes and character of SPC
- Communication – how we interact with each other and the world around us
- Collaboration – uniting to leverage our collective strengths
- Creativity – utilizing ideas that motivate and drive success

These four words naturally lead to a fifth one – community – a word that defines who we are, what we do and why we do it.

I believe building community is essential, not only in addressing our current enrollment decline and budget shortfall, but also in making SPC a better place for learning, growing and working. We must come together. Be nimble. Be flexible. Be creative.

Educating today's workforce is challenging and increasingly complex work in a competitive world. It requires each and every one of us to be active participants, drawing from each other through open and inclusive engagement. I want you to know that my door is always open to you and I look forward to your involvement.

I am excited about the future of SPC, and especially about working with you as we create a bright future for our students, employees and community.

Sincerely,

Tonjua

Presidential Transition Team

	<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Campus</b>
1	Kenneth	Afienko	Instructor, Public Safety Admn	AC
2	Candace	Baker	Student, WOW	CL
3	Belinthia	Berry	Prog Dir II Global Corp College	EP TE
4	Grey	Bill	Emergency Mgmt Coordinator	AC
5	Lisa	Borzewski	Chair, Mathematics	SE
6	Eric	Carver	Provost	HEC
7	Jimmy	Chang	Dean, Mathematics	SPG
8	Rod	Davis	Associate Provost	TS
9	Victor	Dukes	Sr. Security Officer	TS
10	Rita	Farlow	Marketing	DO
11	Christopher	Harvey	Exec Director Student Success	EP TE
12	Fatma	Hedeia	Student	CL
13	Kimberly	Jackson	Chair, Social Sciences	MT
14	Joven	Jocelyn	Student	SPG
15	Nikki	Jorgensen-Zidar	Instructional Support Specialist/Adjunct Faculty	CL
16	Frank	Jurkovic	Student Life and Leadership Coor	DT
17	Amy	Lockhart	AVP, Finance & Bus Services	DO
18	Starla	Metz	Principal	SPCHS
19	Roxanna	Mojica	Security Officer	HEC
20	Steven	Moody	Sr Tech Support Specialist	SPG
21	Tom	Philippe	Instructor, College of Business	EP TE
22	Ashley	Reinman	Student	HEC
23	Jose	Ribas	Student	TS
24	Cynthia	Seay	Sr. Administrative Assistant	DO
25	Dwayne-ron	Sharpe	Administrative Specialist	CL
26	Joshua	Smith	Student	SE
27	Karen	Sommerville	Career and Academic Advisor	CL
28	Jeanne	Trimble	Facilities	AC
29	Shannon	Ulrich	Instructor, Natural Science	CL
30	Todd	VanAuken	Instructor, Radiography	HEC
31	Darlene	Westberg	Instructor, CCIT	SPG
32	Benjamin	Woods	Administrative Svcs Specialist	SE

# Fall 2017 Enrollment Update

Please note: the data in this presentation was pulled on Monday, August 7 and will change by the time the Board meets on Tuesday, August 15. The data for the Board meeting will reflect enrollment through Sunday, August 13.

Thank you.

# Fall 2017 Enrollment Summary

Board of Trustees Meeting  
August 15, 2017



# ***SPC Recent Student Profile***

**75.0% Working\***

**65.7% Taking an online course**

**45.0% Over 26 years of age**

**36.8% Minority**

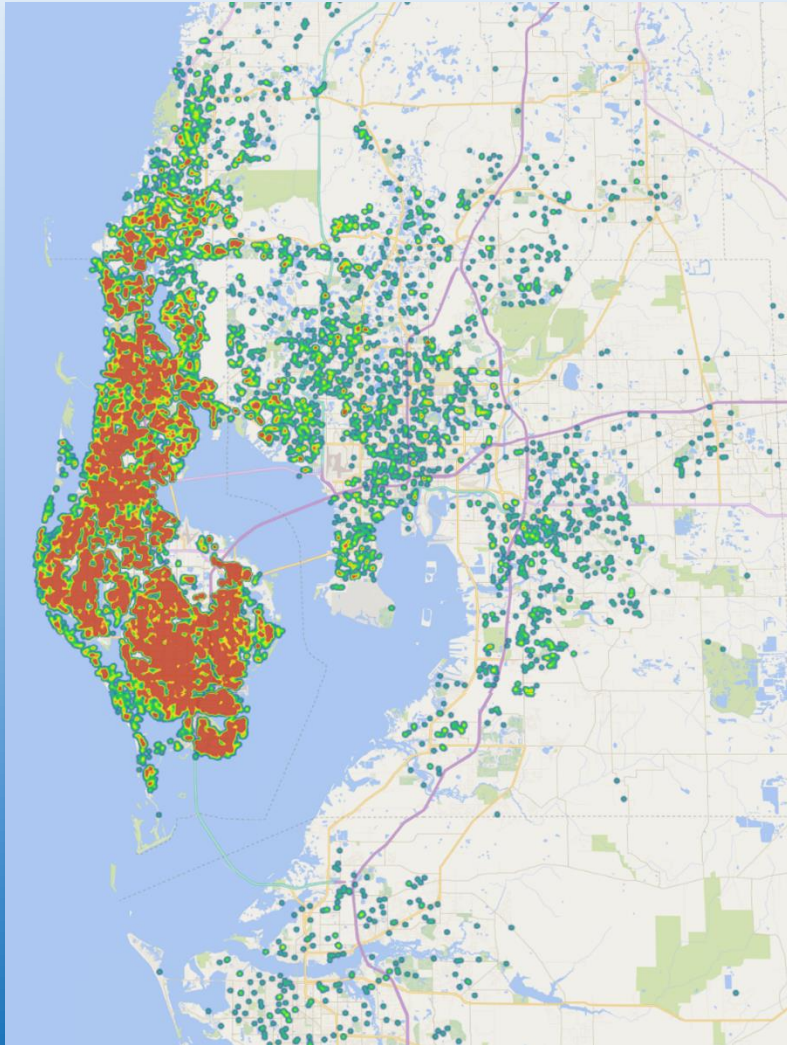
**35.0% Have children\*\***

**34.8% First in Family to Attend College\*\*\***

**14.6% Baccalaureate**



# Enrollment in Tampa Bay Area

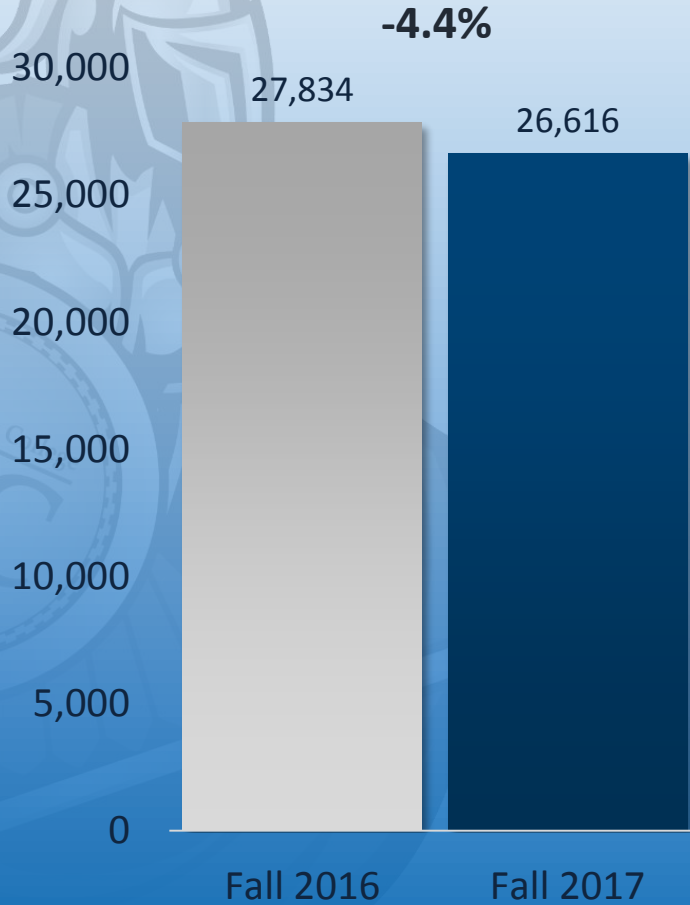


## Fall 2017 Enrollment

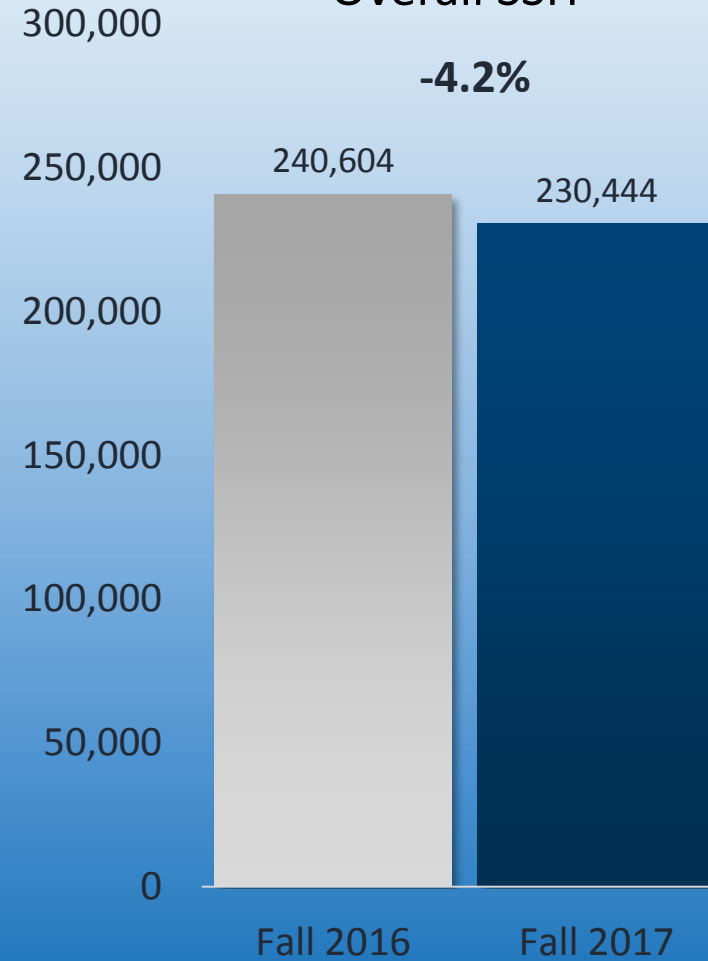
- 92% within four county area
- 73% within Pinellas County

# Overall Enrollment

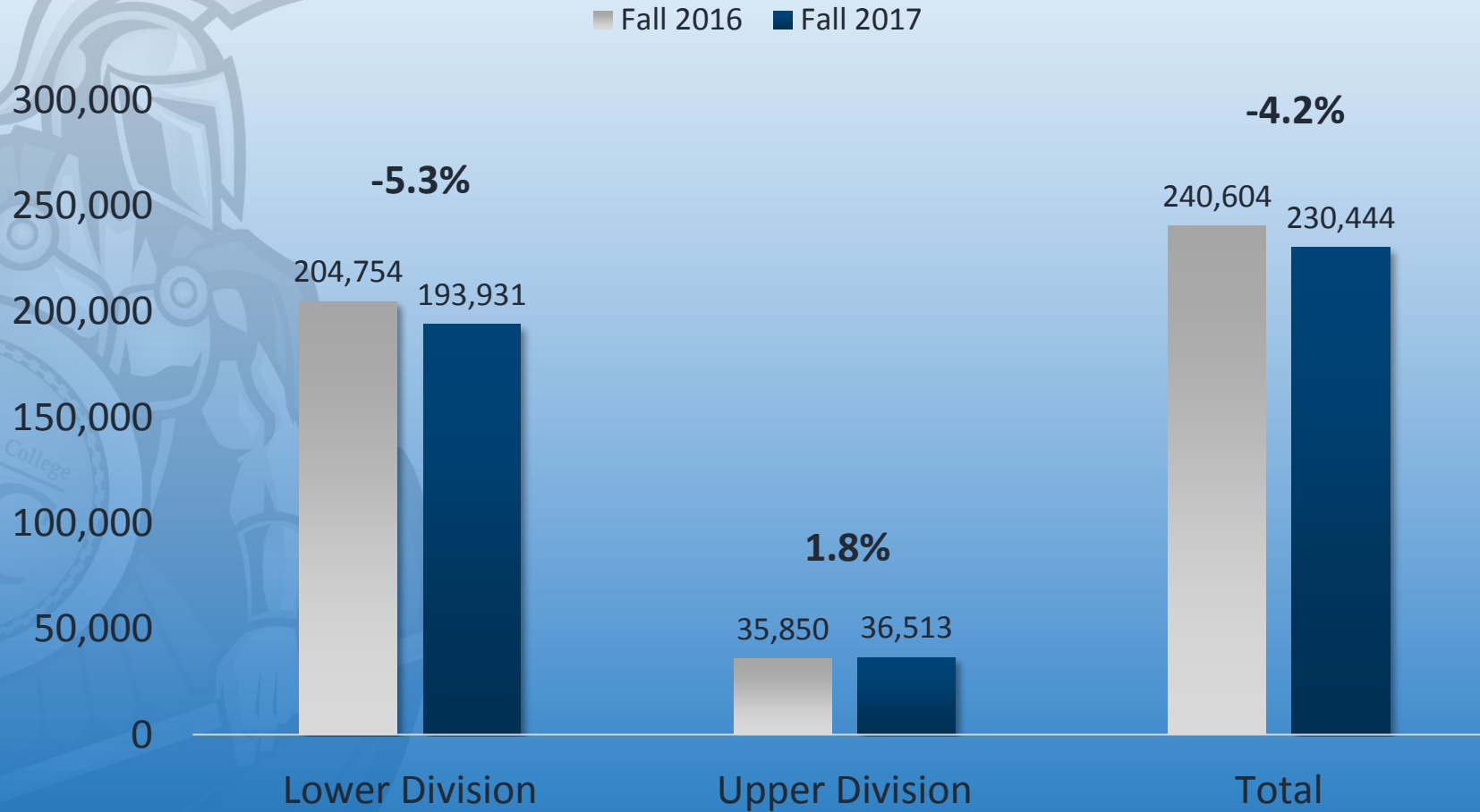
Overall Headcount



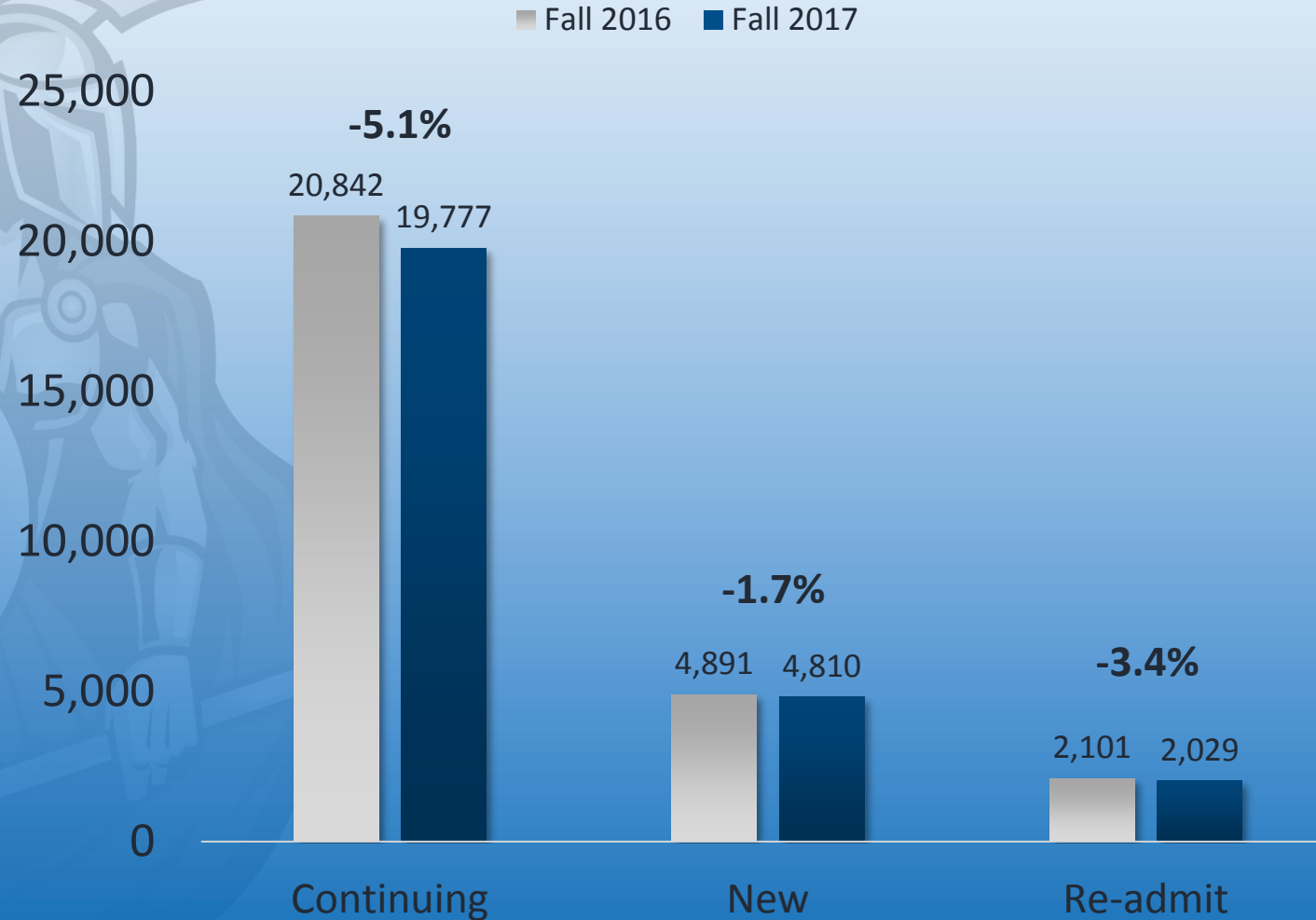
Overall SSH



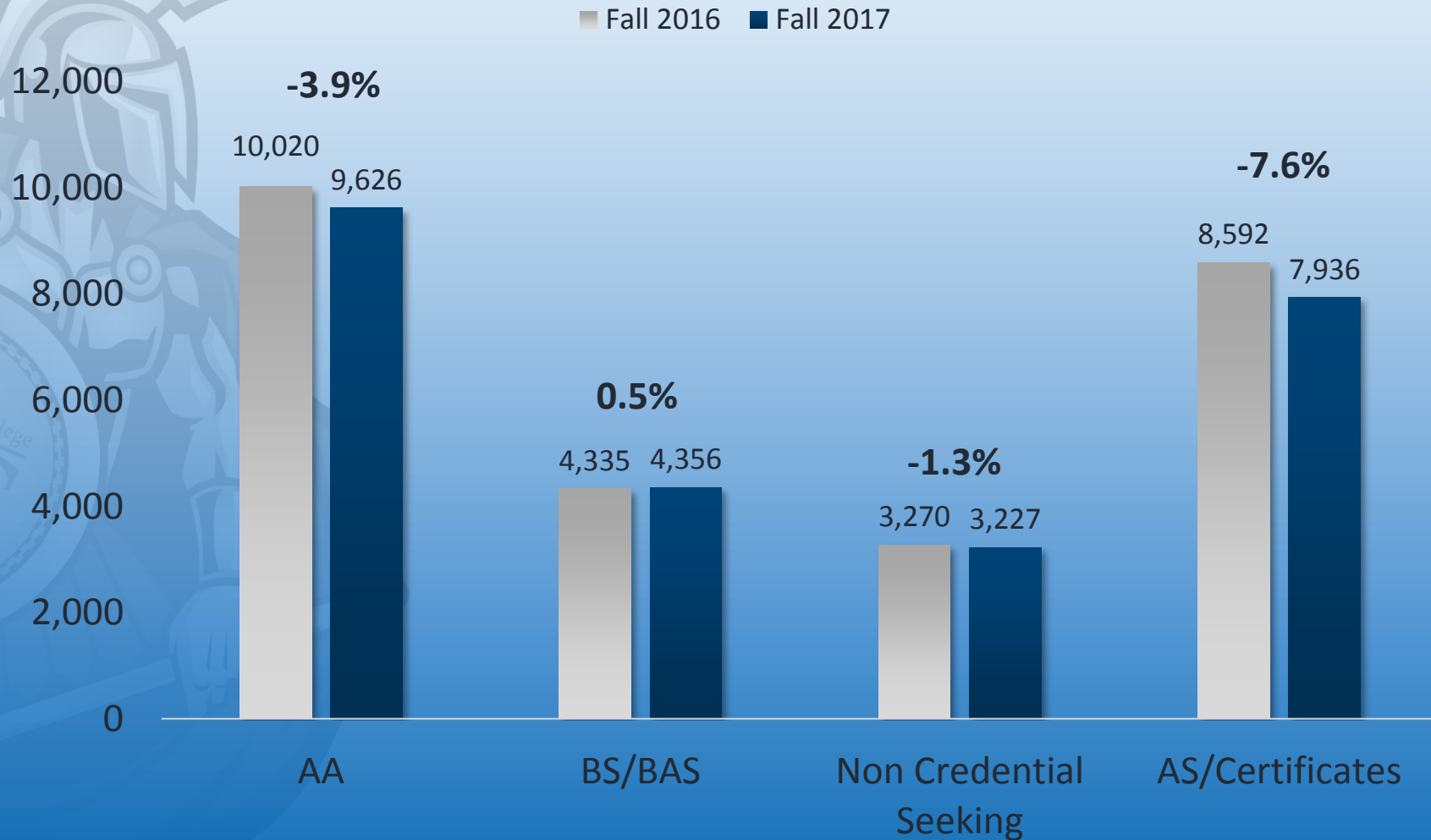
# Student Semester Hours



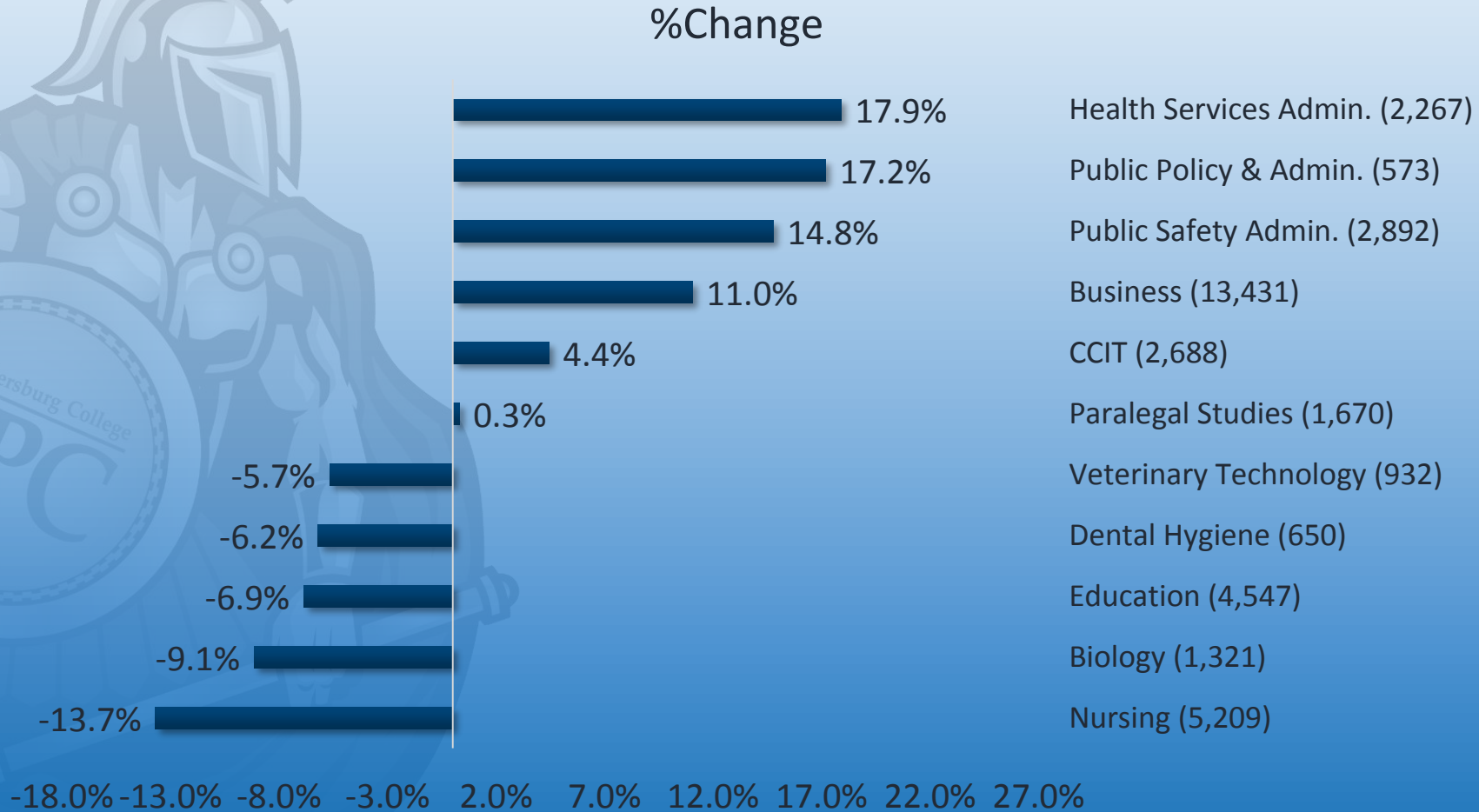
# Enrollment Type



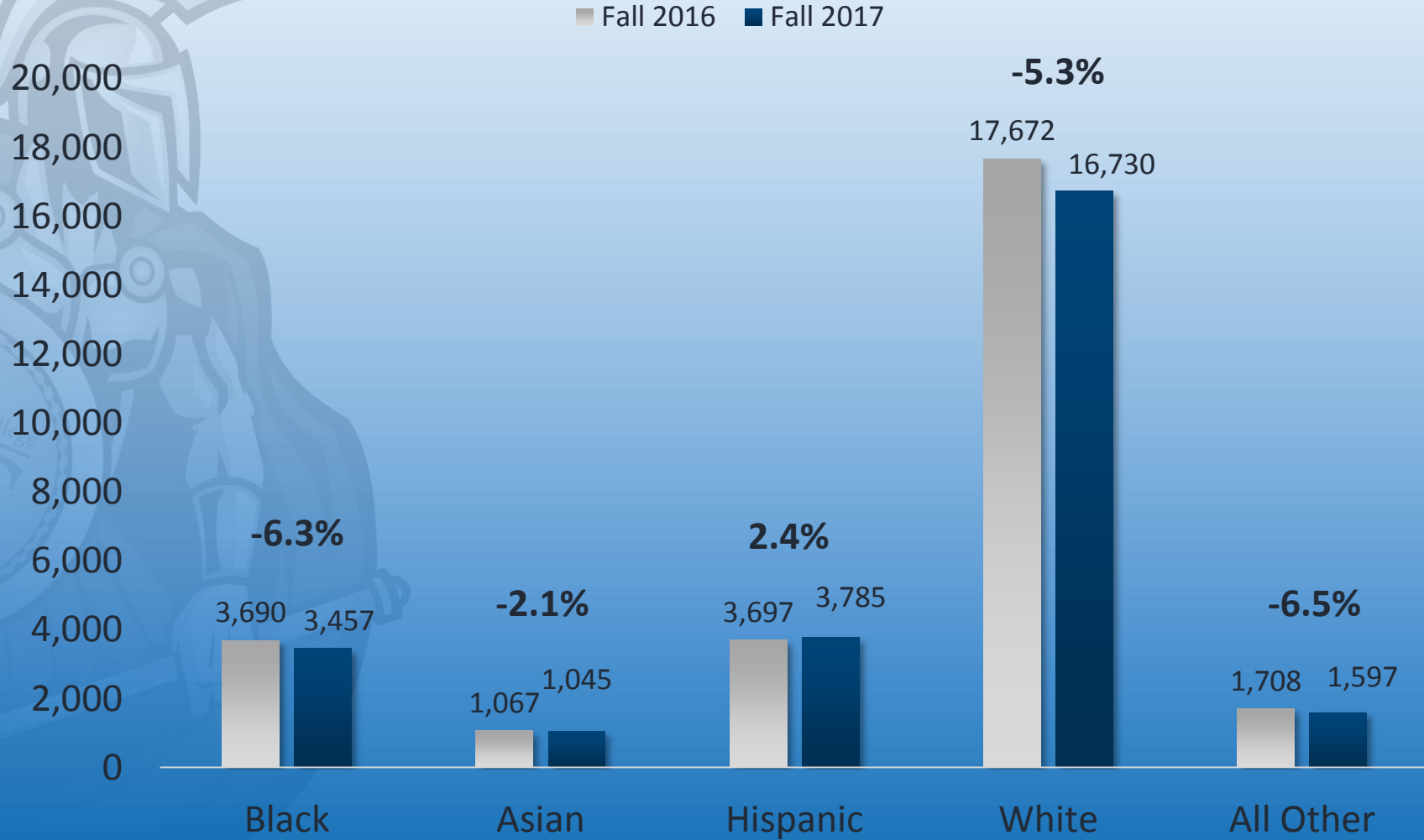
# Degree Objective



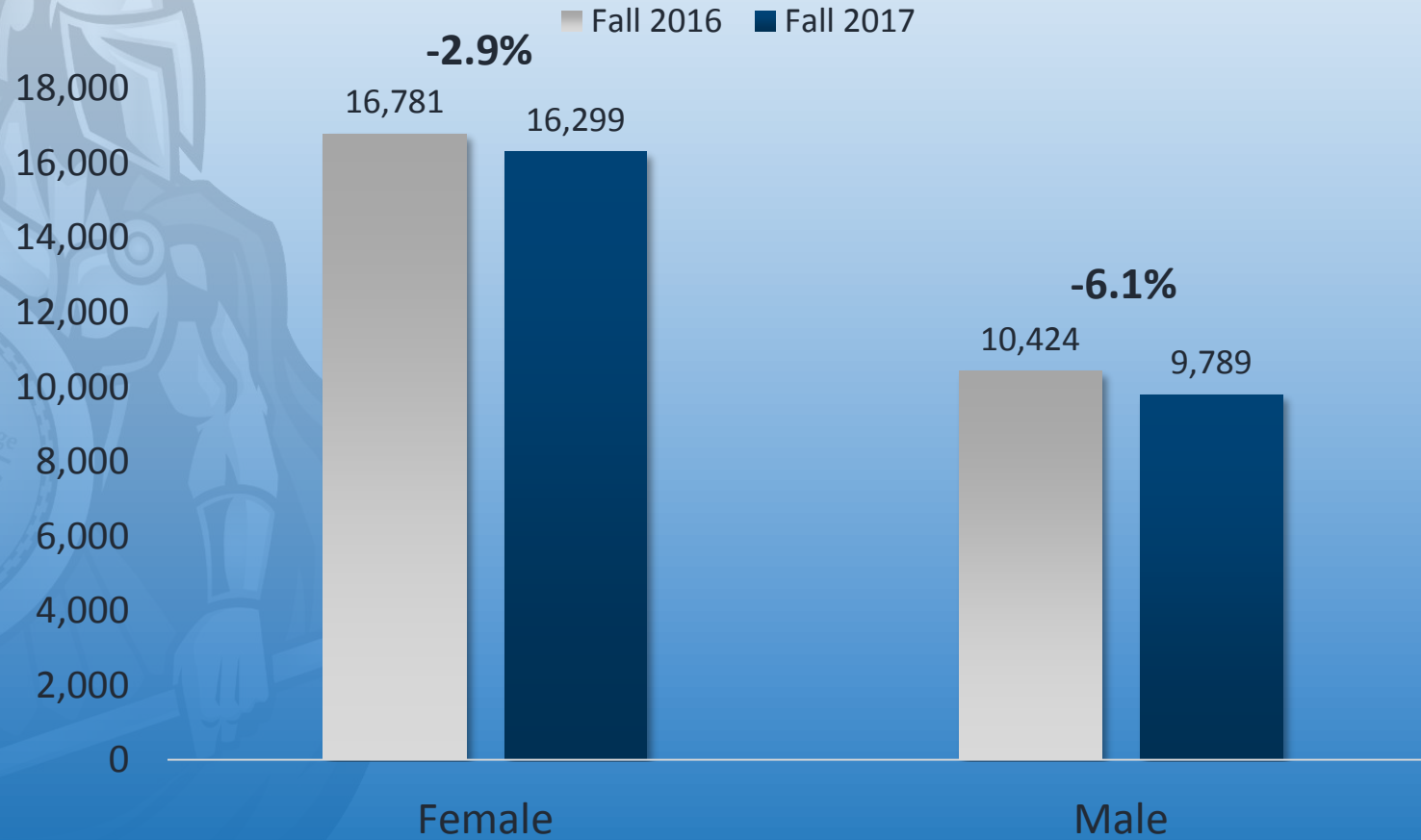
# Baccalaureate SSH



# Ethnicity

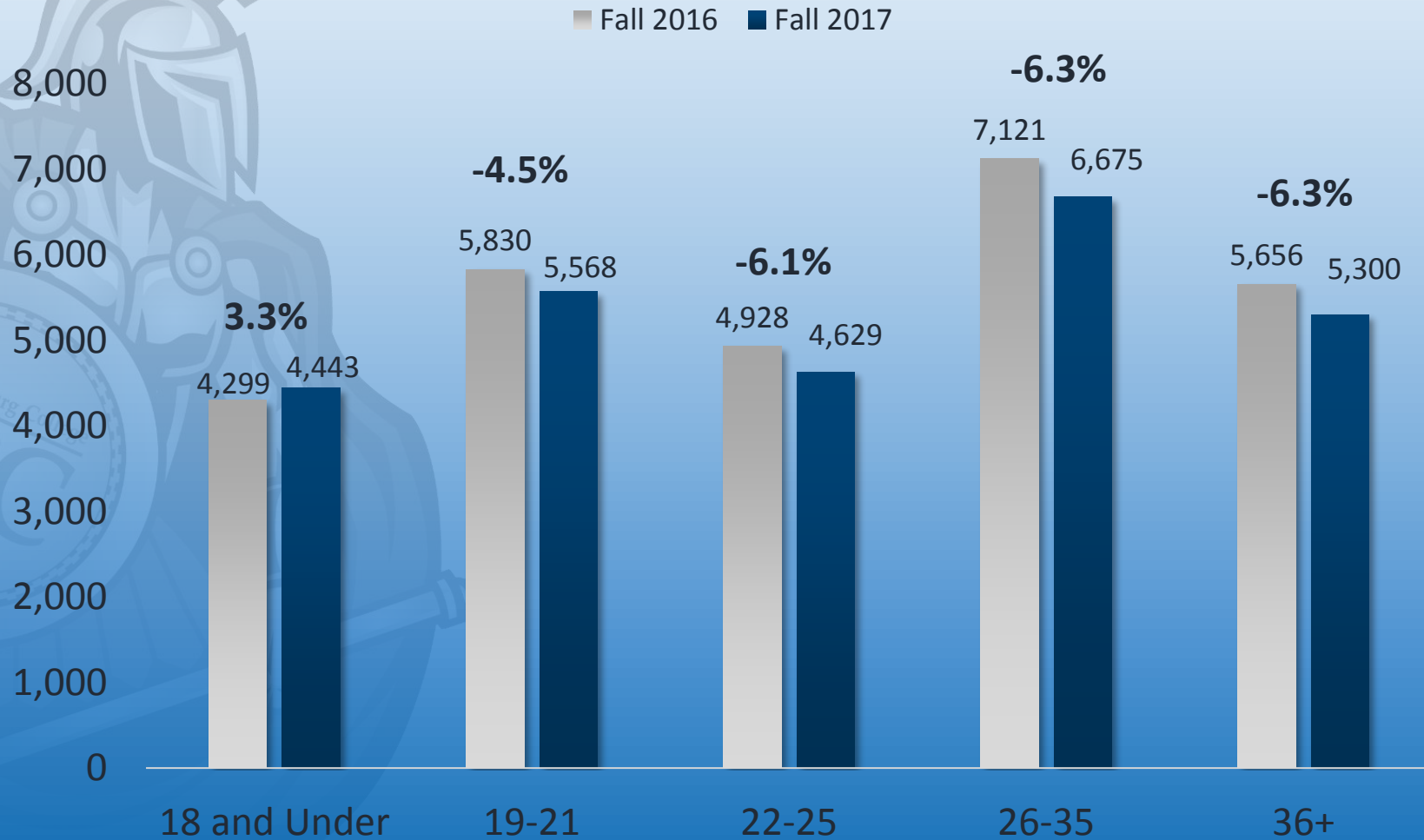


# Gender





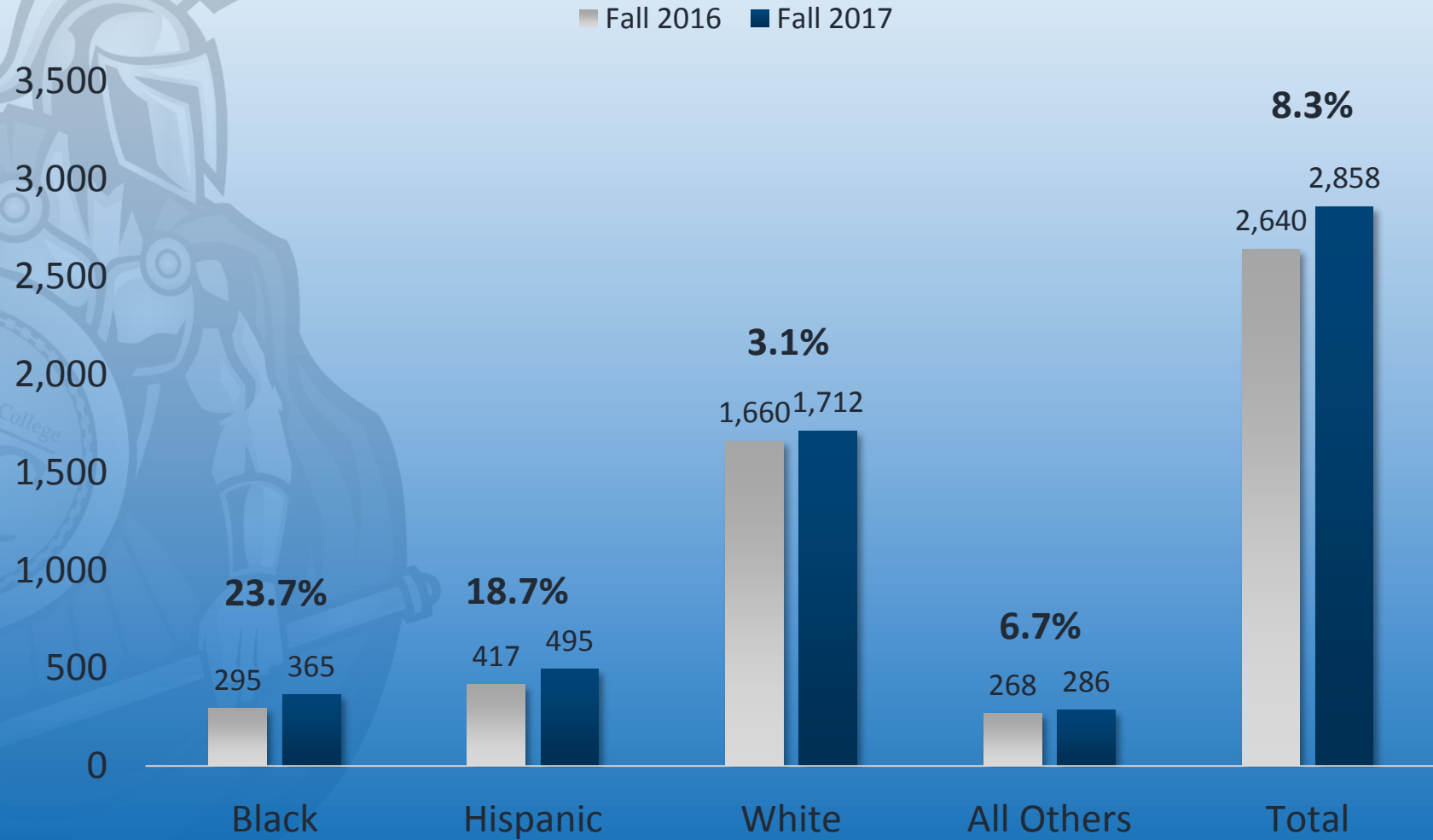
# Enrollment by Age



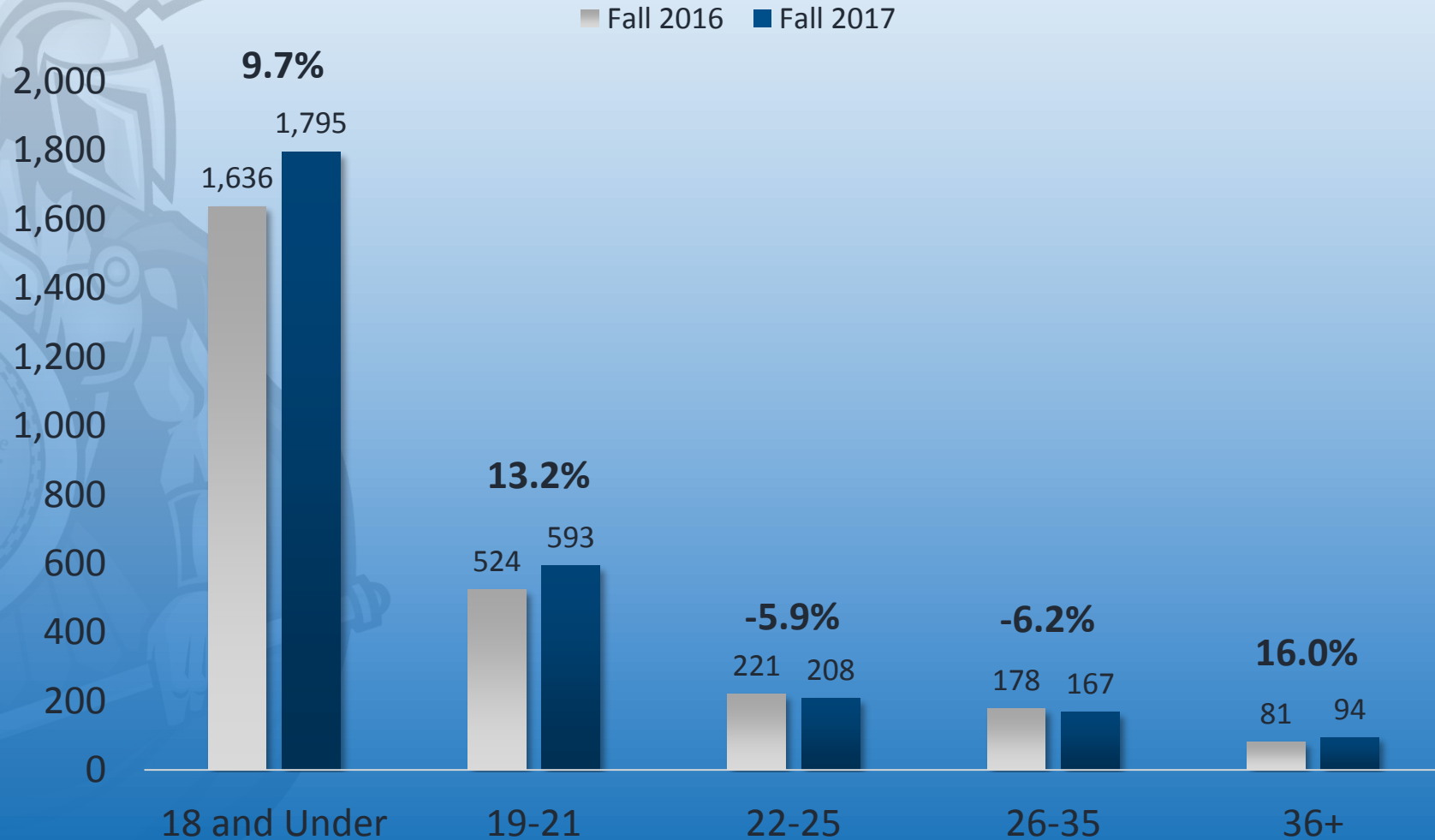
# Community Outreach

- High School Visits by Advisors
- HEC Open House
- Information Sessions
- Take Stock in Children Awards Ceremony
- 3<sup>rd</sup> Annual Touch A Truck
- Pinellas Parent Educator Association Convention
- Mount Zion College Prep 101
- Best of the Burg Business Showcase
- 6<sup>th</sup> Annual Saturday in the Park Family Health Fest
- TASC0 Teen BBQ Cook-Off
- Numerous church visits and faith-based student program events
- SPIFFS World Day Celebration

# FTIC Ethnicity



# FTIC Enrollment by Age



# Fall to Fall Retention of FTIC

	Fall 2016 FTIC	# Enrolled Fall 2017		Total	# Not Enrolled Fall 2017
		Full-Time	Part-Time		
Full-Time	1,153	516	254	770	383
Part-Time	2,059	267	658	925	1,134
<b>Total</b>	<b>3,212</b>	<b>783</b>	<b>912</b>	<b>1,695 (52.7%)</b>	<b>1,517 (47.3%)</b>

# Pinellas County Public HS

Pinellas Public School Name	2016	2017	Difference
BOCA CIEGA HIGH	68	81	19.1%
CLEARWATER HIGH SCHOOL	100	98	-2.0%
COUNTRYSIDE HIGH SCHOOL	126	118	-6.3%
DIXIE M. HOLLINS HIGH SCHOOL	65	79	21.5%
DUNEDIN HIGH SCHOOL	78	102	30.8%
EAST LAKE HIGH SCHOOL	113	127	12.4%
GIBBS HIGH SCHOOL	34	45	32.4%
LAKEWOOD HIGH SCHOOL	51	40	-21.6%
LARGO HIGH SCHOOL	88	91	3.4%
NORTHEAST HIGH SCHOOL - ST PET	90	94	4.4%
OSCEOLA HIGH SCHOOL - SEMINOLE	126	140	11.1%
PALM HARBOR UNIVERSITY HIGH SC	126	163	29.4%
PINELLAS PARK HIGH SCHOOL	123	130	5.7%
SEMINOLE HIGH SCHOOL - SEMINOL	165	156	-5.5%
ST. PETERSBURG HIGH SCHOOL	60	72	20.0%
TARPON SPRINGS HIGH SCHOOL	104	94	-9.6%
<b>Total</b>	<b>1,517</b>	<b>1,630</b>	<b>7.4%</b>

# Pinellas County Private HS & Homeschooled

Pinellas Private School Name	2016	2017
ADMIRAL FARRAGUT ACADEMY	6	4
CALVARY CHRISTIAN HS	12	23
CANTERBURY SCHOOL - ST PETERSB	1	2
CLEARWATER CENTRAL CATHOLIC HI	10	11
INDIAN ROCKS CHRISTIAN SCHOOL	21	23
KESWICK CHRISTIAN SCHOOL	8	2
NORTHSIDE CHRISTIAN SCHOOL	17	12
SAINT PETERSBURG CATHOLIC HIGH	12	13
SHORECREST PREPARATORY SCHOOL	0	1
<b>TOTAL</b>	<b>87</b>	<b>91</b>

HOMESCHOOLED PINELLAS	36	72
HOMESCHOOLED FLORIDA	19	20
HOMESCHOOLED OUT OF FLORIDA	1	0
<b>TOTAL</b>	<b>56</b>	<b>92</b>

*Note: June 2017 graduates enrolled at SPC in Fall 2017; Data through 08/03/2017  
 Source: PCS Data and HS applied and enrolled by day.sql*

# Pasco County Public HS

Pasco County School Name	2016	2017
ANCLOTE HS	28	40
FIVAY HS	4	2
GULF HS	8	12
HUDSON HS	0	1
JW MITCHEL HS	44	49
LAND O'LAKES HS	1	2
PASCO COMPREHENSIVE HS	1	0
RIDGEWOOD HS	0	6
RIVER RIDGE MIDDLE & HS	10	16
SUNLAKE HS	0	1
WIREGRASS RANCH HS	2	1
ZEPHYRHILLS HS	0	3
<b>TOTAL</b>	<b>98</b>	<b>133</b>

*Note: June 2017 graduates enrolled at SPC in Fall 2017; Data through 08/03/2017  
 Source: HS applied and enrolled by school and day privates and pasco.sql*



## Fall 2017 – Financial Aid by the numbers

- **16,139 students awarded \$106.9 million!**
  - Average award package - \$6,623 per year
- **Pell Grant – 10,767 students awarded \$49.2 million**
  - Average award - \$4,575 per year
- **Scholarships and Waivers – 1,712 students awarded \$2.87 million**
  - Average award - \$1,676 per year
- **Other grants – 6,342 students awarded \$7.42 million**
  - Average award - \$1,170 per year
- **Student Loans – 6,060 students awarded \$46.9 million**
  - Average award - \$7,744 per year
- Increased loan counseling initiatives have resulted in 20% lower borrowing levers over the same number of students

St. Petersburg College  
Board of Trustees  
Financial Report as of June 30, 2017

Janette Hunt  
August 15, 2017

# Report as of June 30, 2017

	Budget	Actual	% of YTD	YOY
<b>Revenue</b>				
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 52,644,348	93.1%	-5.3%
State Appropriation - FCS	\$ 51,695,712	\$ 51,769,362	100.1%	0.1%
State Appropriation - Lottery	\$ 16,693,508	\$ 16,693,508	100.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 3,652,774	100.0%	0.0%
Operating Cost for New Facilities	\$ 128,429	\$ 128,429	100.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,610,829	87.8%	-4.7%
Distance Learning Fee	\$ 3,814,485	\$ 3,636,652	95.3%	-4.3%
Technology Fee	\$ 2,818,596	\$ 2,543,547	90.2%	-4.6%
Lab Revenue Fees	\$ 1,714,401	\$ 1,965,875	114.7%	1.1%
Industry Certifications	\$ 150,000	\$ 595,908	397.3%	176.3%
Other Revenues	\$ 5,397,200	\$ 5,324,711	98.7%	-3.1%
Other Student Fees	\$ 1,622,007	\$ 857,376	52.9%	-14.5%
Fund Transfers In	\$ 3,556,839	\$ 3,663,173	103.0%	-1.6%
Stabilization Reserve	\$ 2,173,009	\$ 1,237,325	56.9%	-86.6%
PO Rollovers & Accruals	\$ 2,291,443	\$ 2,291,443	100.0%	0.0%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 148,615,259</b>	<b>96.4%</b>	<b>-3.5%</b>

# Report as of June 30, 2017

	Budget	Actual	% of YTD	YOY
<b>Personnel &amp; Benefits</b>				
Instructional/Faculty-Full time	\$ 28,899,727	\$ 27,632,435	95.6%	-5.7%
Administrative	\$ 10,275,180	\$ 9,117,788	88.7%	-18.3%
Career (Non-Instructional)	\$ 21,729,661	\$ 20,227,338	93.1%	0.1%
Professional	\$ 15,874,846	\$ 15,658,350	98.6%	13.3%
Adjunct/Supplemental	\$ 14,341,325	\$ 14,845,184	103.5%	-3.1%
Other Professional OPS	\$ 766,481	\$ 214,904	28.0%	-0.5%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 2,511,437	102.1%	-20.4%
Student Assistants	\$ 428,000	\$ 240,899	56.3%	-31.9%
Health Insurance	\$ 11,854,547	\$ 15,457,687	130.4%	9.5%
Other Personnel Benefits	\$ 11,700,854	\$ 12,712,028	108.6%	-3.2%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 118,618,049</b>	<b>100.2%</b>	<b>-1.3%</b>
<b>Current Expense</b>				
<b>Total Current Expense</b>	<b>\$ 32,341,920</b>	<b>\$ 27,727,836</b>	<b>85.7%</b>	<b>-11.6%</b>
<b>Capital</b>				
<b>Total Capital</b>	<b>\$ 3,430,581</b>	<b>\$ 2,269,373</b>	<b>66.2%</b>	<b>-2.4%</b>
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 148,615,259</b>	<b>96.4%</b>	<b>-3.5%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>		

# FY17-18 Budget Updates

# Enrollment Projections

- Tuition Budget Based on Enrollment Decline of 3.5%
- Current Tuition Enrollment Decline is 4.2%

	Budget	Projection	Difference
<b>Tuition</b>	\$ 50,887,002	\$ 50,544,706	\$ (342,296)
<b>Student Fees</b>	\$ 10,359,716	\$ 10,330,756	\$ (28,960)
<b>Total</b>	<b>\$ 61,246,718</b>	<b>\$ 60,875,462</b>	<b>\$ (371,256)</b>

## Phase Two

Enrollment Plan



Review College Structure (Resource Reallocation)



Increase Facility Rentals & Partnerships



Student Software Review



Review Consulting Services



Information Technology Purchase/Lease Review

# Phase Three

Review Campus & Physical Footprint



Increase International Student Enrollment



Faculty Hiring:

Associate Level 30ECH instead of 36ECH

Baccalaureate Level 36ECH instead of 42ECH



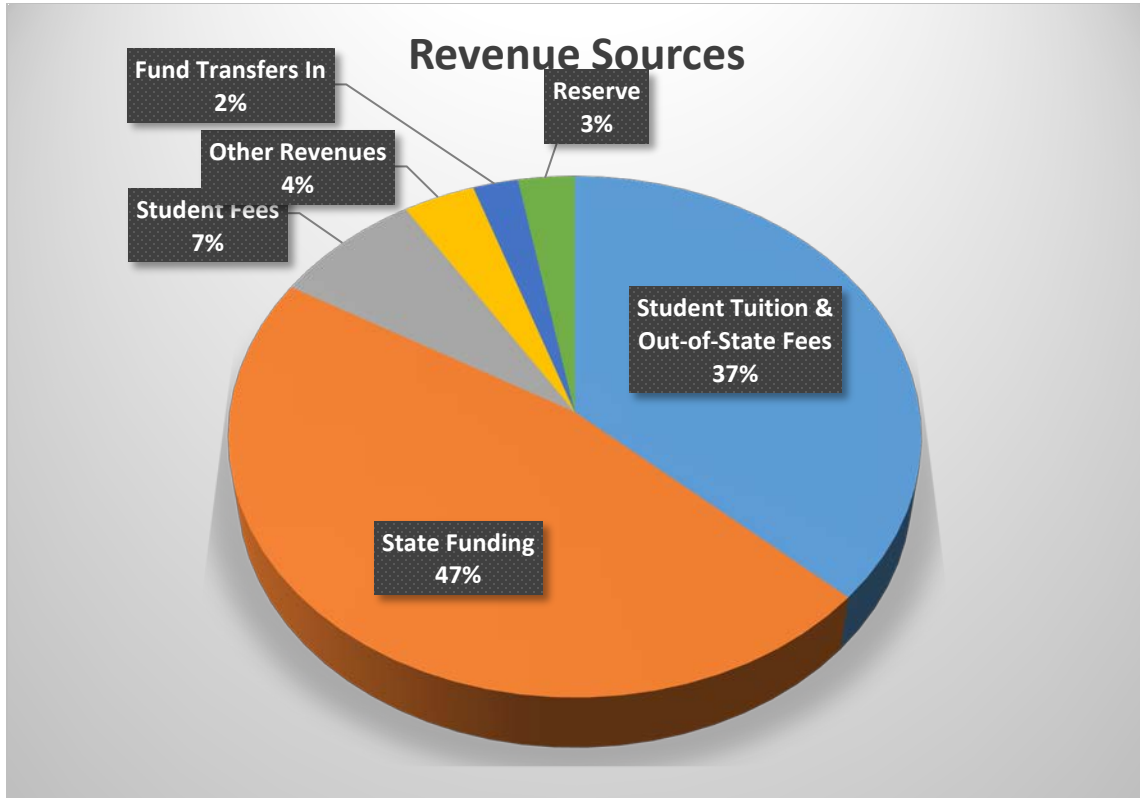
**Questions?**



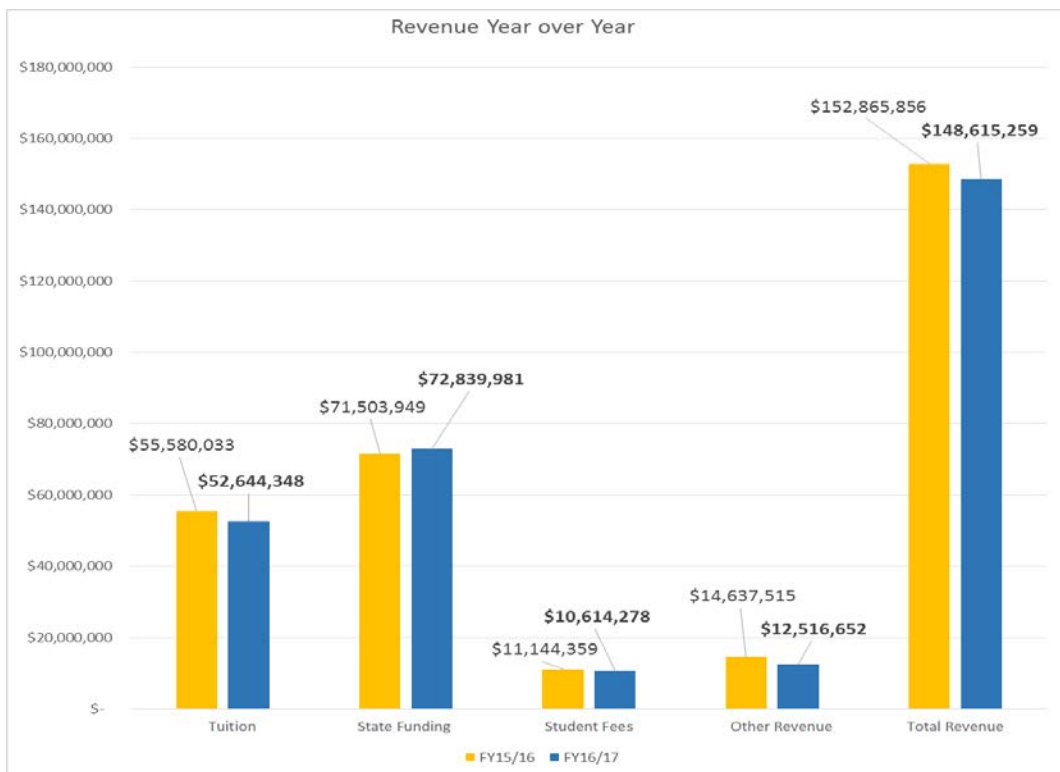
**St. Petersburg College**  
**Financial Report**  
**As of June 30, 2017**

	Budget	Actual	% of YTD	PY Budget	PY Actual	PY % of YTD	YOY
<b>Revenue</b>							
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 52,644,348	93.1%	\$ 56,498,805	\$ 55,580,033	98.4%	-5.3%
State Appropriation - FCS	\$ 51,695,712	\$ 51,769,362	100.1%	\$ 53,660,965	\$ 53,660,965	100.0%	0.1%
State Appropriation - Lottery	\$ 16,693,508	\$ 16,693,508	100.0%	\$ 14,934,524	\$ 14,934,524	100.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 3,652,774	100.0%	\$ 2,404,418	\$ 2,404,418	100.0%	0.0%
Operating Cost for New Facilities	\$ 128,429	\$ 128,429	100.0%	\$ 172,604	\$ 172,604	100.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,610,829	87.8%	\$ 1,831,810	\$ 1,694,965	92.5%	-4.7%
Distance Learning Fee	\$ 3,814,485	\$ 3,636,652	95.3%	\$ 3,752,441	\$ 3,739,140	99.6%	-4.3%
Technology Fee	\$ 2,818,596	\$ 2,543,547	90.2%	\$ 2,815,337	\$ 2,671,091	94.9%	-4.6%
Lab Revenue Fees	\$ 1,714,401	\$ 1,965,875	114.7%	\$ 1,714,401	\$ 1,946,803	113.6%	1.1%
Industry Certifications	\$ 150,000	\$ 595,908	397.3%	\$ 150,000	\$ 331,438	221.0%	176.3%
Other Revenues	\$ 5,397,200	\$ 5,324,711	98.7%	\$ 5,397,200	\$ 5,494,191	101.8%	-3.1%
Other Student Fees	\$ 1,622,007	\$ 857,376	52.9%	\$ 1,622,007	\$ 1,092,361	67.3%	-14.5%
Fund Transfers In	\$ 3,556,839	\$ 3,663,173	103.0%	\$ 3,568,839	\$ 3,731,742	104.6%	-1.6%
Stabilization Reserve	\$ 2,173,009	\$ 1,237,325	56.9%	\$ 2,173,009	\$ 3,120,139	143.6%	-86.6%
PO Rollovers & Accruals	\$ 2,291,443	\$ 2,291,443	100.0%	\$ 2,291,443	\$ 2,291,443	100.0%	0.0%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 148,615,259</b>	<b>96.4%</b>	<b>\$ 152,987,803</b>	<b>\$ 152,865,856</b>	<b>99.9%</b>	<b>-3.5%</b>
<b>Personnel &amp; Benefits</b>							
Instructional/Faculty-Full time	\$ 28,899,727	\$ 27,632,435	95.6%	\$ 28,170,380	\$ 28,533,368	101.3%	-5.7%
Administrative	\$ 10,275,180	\$ 9,117,788	88.7%	\$ 9,710,187	\$ 10,391,311	107.0%	-18.3%
Career (Non-Instructional)	\$ 21,729,661	\$ 20,227,338	93.1%	\$ 22,119,336	\$ 20,557,766	92.9%	0.1%
Professional	\$ 15,874,846	\$ 15,658,350	98.6%	\$ 16,591,094	\$ 14,160,191	85.3%	13.3%
Adjunct/Supplemental	\$ 14,341,325	\$ 14,845,184	103.5%	\$ 14,691,325	\$ 15,657,373	106.6%	-3.1%
Other Professional OPS	\$ 766,481	\$ 214,904	28.0%	\$ 766,481	\$ 218,428	28.5%	-0.5%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 2,511,437	102.1%	\$ 2,430,981	\$ 2,977,055	122.5%	-20.4%
Student Assistants	\$ 428,000	\$ 240,899	56.3%	\$ 415,000	\$ 365,903	88.2%	-31.9%
Health Insurance	\$ 11,854,547	\$ 15,457,687	130.4%	\$ 11,554,547	\$ 13,969,422	120.9%	9.5%
Other Personnel Benefits	\$ 11,700,854	\$ 12,712,028	108.6%	\$ 11,705,085	\$ 13,087,924	111.8%	-3.2%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 118,618,049</b>	<b>100.2%</b>	<b>\$ 118,154,416</b>	<b>\$ 119,918,742</b>	<b>101.5%</b>	<b>-1.3%</b>
<b>Current Expense</b>							
Travel	\$ 629,676	\$ 880,940	139.9%	\$ 619,926	\$ 975,710	157.4%	-17.5%
Repairs & Maint	\$ 872,674	\$ 953,500	109.3%	\$ 898,392	\$ 947,031	105.4%	3.8%
Rental/Leases	\$ 445,340	\$ 232	0.1%	\$ 445,340	\$ 96,875	21.8%	-21.7%
Insurance (Non Health)	\$ 1,708,272	\$ 1,664,223	97.4%	\$ 1,708,272	\$ 1,706,138	99.9%	-2.5%
Utilities	\$ 5,800,000	\$ 4,975,309	85.8%	\$ 5,800,000	\$ 5,343,728	92.1%	-6.4%
Services and Fees	\$ 7,734,988	\$ 7,475,890	96.7%	\$ 7,734,988	\$ 7,660,772	99.0%	-2.4%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,579,732	165.4%	\$ 1,559,895	\$ 3,023,604	193.8%	-28.5%
Materials and Supplies	\$ 5,928,526	\$ 4,324,833	72.9%	\$ 5,470,922	\$ 5,690,196	104.0%	-31.1%
Tech Expense/Licensing	\$ 2,805,757	\$ 2,786,243	99.3%	\$ 2,805,257	\$ 2,377,486	84.8%	14.6%
Bad Debt/Unemployment	\$ 1,147,782	\$ 748,531	65.2%	\$ 1,147,782	\$ 1,060,054	92.4%	-27.1%
Other Current Expense	\$ 3,709,010	\$ 1,338,402	36.1%	\$ 3,295,417	\$ 1,770,379	53.7%	-17.6%
<b>Total Current Expense</b>	<b>\$ 32,341,920</b>	<b>\$ 27,727,836</b>	<b>85.7%</b>	<b>\$ 31,486,191</b>	<b>\$ 30,651,973</b>	<b>97.4%</b>	<b>-11.6%</b>
<b>Capital</b>							
Computer Refresh Leases	\$ 2,904,221	\$ 1,837,244	63.3%	\$ 2,820,836	\$ 1,735,630	61.5%	1.7%
Capital Purchases	\$ 526,360	\$ 432,129	82.1%	\$ 526,360	\$ 559,510	106.3%	-24.2%
<b>Total Capital</b>	<b>\$ 3,430,581</b>	<b>\$ 2,269,373</b>	<b>66.2%</b>	<b>\$ 3,347,196</b>	<b>\$ 2,295,140</b>	<b>68.6%</b>	<b>-2.4%</b>
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 148,615,259</b>	<b>96.4%</b>	<b>\$ 152,987,803</b>	<b>\$ 152,865,856</b>	<b>99.9%</b>	<b>-3.5%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		

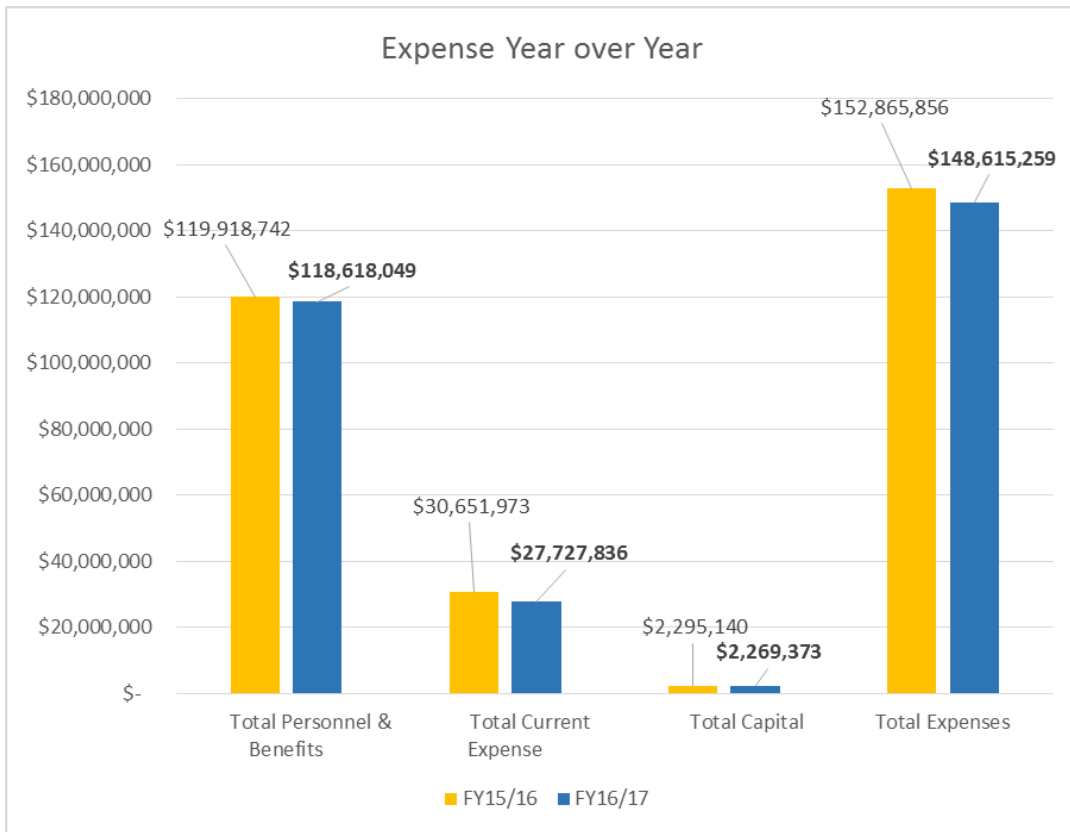
The College's Operating Fund (1x) revenue sources are illustrated in the pie chart below:



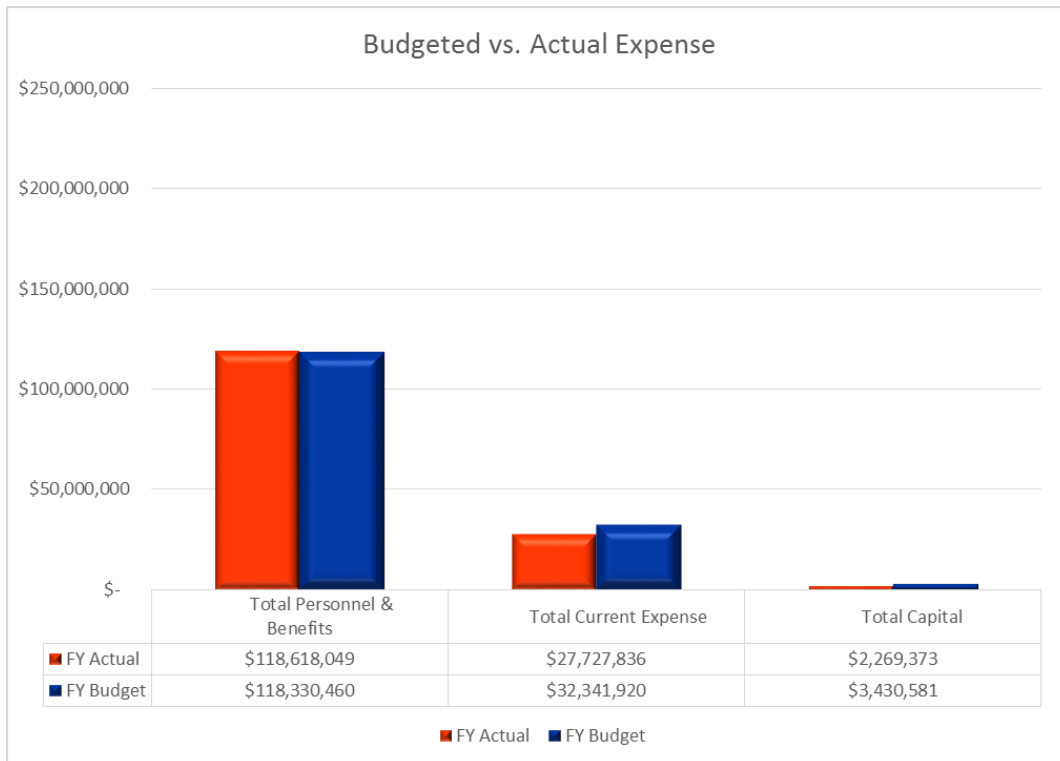
The total revenue difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$4,250,597. This represents a -3.5% change.



The total expense difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$4,250,597. This represents a -3.5% change.




The year-to-date total of actual expense is 96.4% of the overall budgeted amount.



August 15, 2017

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President 

**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>Effective Date</b>
Kemp, Misty D	(Acting) ExDirRtnSvcs/DirTitleIII	Academic & Student Affairs EPI	7/3/2017 - 9/30/2017
Shumate, Jeanette E	Accessibility Svcs Coordinator	Accessibility Services/OSSD TS	7/10/2017 - 6/30/18
Davis, Jennifer A	Laboratory Coordinator	Baccalaureate Programs HEC	7/3/2017 - 6/30/18
Castillo, Fabiola	(Acting) Budget Specialist	Budgeting & Compliance DO	6/19/2017 - 8/31/2017
Hunt, Janette N	(Acting) Admin AVP, Bdg&Compl	Budgeting & Compliance DO	7/1/2017 - 9/30/2017
Manteiga, Michelle	SrMgr, Benf&Wellness	Human Resources EPI	7/17/2017 - 6/30/18
DiMattia, Michele B	Museum Collections Manager	Leepa/Rattner Museum TS	7/17/2017 - 6/30/18
Bell, La Dawn	Student Success Specialist	Provost Office SPG	7/31/2017 - 6/30/18

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Jean-Felix, Michael J	Career & Academic Advisor	Associate Provost Office SPG	6/19/2017 - 6/30/18

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Despain, Aaron L	Faculty	Baccalaureate Programs EPI	8/10/2017 - 7/20/2018
Nousiainen, Robin M	Faculty	Baccalaureate Programs HEC	8/10/2017 - 7/20/2018
Pelletier, Scott R	Faculty	Emergency Medical Services HEC	8/10/2017 - 7/20/2018
Pennock, Jane M	Faculty	Nursing HEC	8/10/2017 - 7/20/2018
Prifti, Bledar	Faculty	Social & Behavioral Science SE	8/10/2017 - 7/20/2018
Maza, Joanna D	Faculty	Veterinary Technology VT	8/10/2017 - 7/20/2018
Modrakovic, Janet R	Faculty	Veterinary Technology VT	8/10/2017 - 7/20/2018

<b>TRANSFER/PROMOTION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Moriarty, Christian R	Chair, Ethics	Ethics SPG	8/1/2017 - 7/31/2018

<b>RE-APPOINTMENT Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Jones, Lori	Instructor	Baccalaureate Programs EPI	8/10/2017 - 7/20/2018
Concepcion, Iris	Instructor	Nursing HEC	8/10/2017 - 7/20/2018
Kerns, Carolyn	Instructor	Nursing HEC	8/10/2017 - 7/20/2018
Mistretta, Jennifer	Instructor	Nursing HEC	8/10/2017 - 7/20/2018

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>

Clawson, Sharon A	Student Support Advisor	Academic & Student Affairs SE	7/17/2017
Stephens, Jessica L	Student Support Advisor	Academic & Student Affairs TS	7/17/2017
Rakoczi, Eduard	Sr Security Officer	Campus Security SPG	7/24/2017
Asbury, Darlene K	Custodian	Custodial Services SE	8/7/2017
Beauchamp, Brent K	Multimedia Services Specialist	Marketing&StrategicCommunicatn DO	7/5/2017
Kane, Jacquelyn J	Student Support Specialist	Provost Office TS	7/17/2017
Edwards Harris, Rosa C	Student Support Advisor	Special Programs/Intl Educ DO	6/28/2017
Thompson, Jenelle K	Sr Administrative Svcs Assist	SSS TRIO Grant DO	7/24/2017

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Andrews, Timothy J	Video Production Specialist	Instructional Television SE	7/29/2017
Marks, Paul G	Video Production Specialist	Instructional Television SE	7/29/2017
Benjamin, David K	Senior Facilities Specialist	Maintenance Services SPG	5/30/2017

<b>HIRE Supplemental</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Shellhorn, Wendy L	Faculty - supplemental	Baccalaureate Programs HEC	8/14/2017
Smolenski, David A	Faculty - supplemental	Baccalaureate Programs DO	8/14/2017
Duclos, Belinda D	Faculty - supplemental	Business Administration SPG	8/14/2017
Single, Bethany J	Faculty - supplemental	College of Computer & InfoTech SPG	8/14/2017
Appleton, Anthony L	Faculty - supplemental	College of Education TS	8/14/2017
Johnson, Hannah A	Faculty - supplemental	College of Education TS	8/14/2017
Colaric, Susan M	Professional Trainer	Workforce/Professnl Developmnt EPI	7/3/2017

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Stanley Jr, Robert W	Adjunct Faculty	Baccalaureate Programs DO	8/14/2017
Gillespie, Tyler M	Adjunct Faculty	Communications CL	8/14/2017
Rampolla, Kathleen D	Adjunct Faculty	Communications CL	8/14/2017
Klee, Amber L	Adjunct Faculty	Communications SPG	8/14/2017
Marchetti, Kimberly M	Adjunct Faculty	Communications SPG	8/14/2017
Simmons, Cortnie R	Adjunct Faculty	Health Information Mgmt HEC	8/14/2017
Jackson, Daniel C	Adjunct Faculty	Mathematics CL	8/14/2017
Krysko, Kenneth L	Adjunct Faculty	Natural Science CL	8/14/2017
Dean, Marianne J	Adjunct Faculty	Natural Science SE	8/14/2017
Roque, Beyte	Adjunct Faculty	Natural Science SE	8/14/2017
Henderson, Samuel H	Adjunct Faculty	Natural Science SPG	8/14/2017
Daskalakis, Daniel C	Adjunct Faculty	Natural Science TS	8/14/2017
Magnuson, Nancy L	Adjunct Faculty	Respiratory Care HEC	8/14/2017
Durban, Heather	Adjunct Faculty	Social & Behavioral Science CL	8/14/2017
Luce, Patrick S	Adjunct Faculty	Social & Behavioral Science CL	8/14/2017
Quinn, Molly S	Adjunct Faculty	Social & Behavioral Science CL	8/14/2017
Patton, Spyridon	Adjunct Faculty	Social & Behavioral Science TS	8/14/2017
Poulakidas, Athanasios	Adjunct Faculty, Bach	Baccalaureate Programs CL	8/14/2017
Deibler, Ryan D	Adjunct Faculty, Bach	Baccalaureate Programs DO	7/7/2017
Peterson, Cheryl L	Adjunct Faculty, Bach	Baccalaureate Programs DO	6/23/2017
Petty, Eric D	Adjunct Faculty, Bach	Baccalaureate Programs DO	8/14/2017
Zuber, Kim	Adjunct Faculty, Bach	College of Computer & InfoTech CL	8/15/2017
Duff Jr, John A	Adjunct Faculty, Bach	College of Computer & InfoTech SPG	8/14/2017
Hearin, Patrick	Adjunct Faculty, Bach	College of Education TS	8/14/2017
Guest, Jennifer L	Adjunct Faculty, Bach	Humanities & Fine Arts CL	8/14/2017
Brauer, Mary Beth	Adjunct Faculty, HTF Nursing	Nursing HEC	8/14/2017
Miller, Diane S	Adjunct Faculty, HTF Nursing	Nursing HEC	8/14/2017
Petrocelli, Tamara G	Adjunct Faculty, HTF Nursing	Nursing HEC	8/14/2017
Brubaker, Mary E	Adjunct, Dual Enrollment	Early College/Dual Enrollment AC	8/14/2017

Culbreth, Michael T	Adjunct, Dual Enrollment	Early College/Dual Enrollment AC	8/14/2017
Ridgeway, Kyle M	Adjunct, Dual Enrollment	Early College/Dual Enrollment AC	8/14/2017
Edwards, Sarah E	Adjunct, Dual Enrollment	Early College/Dual Enrollment SE	8/14/2017
Archer, Ashlea	Instructor, Temporary Sub	Natural Science TS	7/1/2017
Qian, Pengyu	OPS Career Level 1	Learning Resources SPG	6/12/2017
Roberson, Jada S	OPS Career Level 1	Learning Resources SPG	6/12/2017
Qirjollari, Jorgo	OPS Career Level 4	Career Connections EPI	6/12/2017
Nappa, Geraldine A	OPS Career Level 4	Communications SPG	6/12/2017
Todd III, Richard C	OPS Career Level 5	Academic & Student Affairs SPG	6/12/2017
Carter, Dia L	OPS Career Level 6	Academic & Student Affairs SPG	6/12/2017
Houston, Nicole B	OPS Professional	College Reach Out Program DO	6/12/2017
Stanley, Terri K	OPS Professional	Workforce/Professnl Developmnt EPI	6/5/2017
Mckay, Dustin M	Professional Trainer	Fire Sciences AC	6/26/2017
Avery, Richard S	Professional Trainer	Workforce/Professnl Developmnt EPI	6/2/2017
Kopischke, Steven J	Professional Trainer	Workforce/Professnl Developmnt EPI	6/2/2017

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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.

ND073117

August 15, 2017

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President 

**SUBJECT:** Employee Health Insurance – 2017 Update and 2018 Preview

On Jan. 1, 2017, St. Petersburg College made the following plan changes:

- Increased salary contribution tiers by \$10
- Increased retiree contributions
- Increased medication co-pay to \$10/\$30/\$50
- Reduce dental coverage/add buy-up
- Implement medication prior authorization/step therapy

Here is an update on how this impacted our claims costs as well as considerations for Jan. 1, 2018. After consulting the College insurance committee and stakeholders, the Board will receive specific recommendations for consideration at the September Board of Trustees meeting.

**Year-to-date claims trends**

When comparing claims incurred and paid January-June 2016 to those January-June 2017:

- The total medical and pharmacy claims paid by the college increased 10% (from nearly \$14,972,933 to \$16,419,087);
- Plan members (employees and their dependents) stayed with in-network providers more frequently (about 98% of the time this year versus about 96% last year); and
- Utilization of generic medications over brand medications rose by 3%.

**Expectations for Insurance Changes in 2018**

St. Petersburg College continues to collaborate with Brown & Brown to keep plan design competitive while helping the College manage expense.

Insurance Committee and stakeholder considerations may include:

- Evaluate employee premiums, co-insurance and co-pays;
- “Seeding” new employee Health Savings Accounts;
- Evaluate management of pharmacy benefits; and
- Evaluate carrier offering.



*Within Reach*

St. Petersburg College

**SPC**

# Employee Health Insurance



## Plan Update

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*Presented to  
SPC Board of Trustees*

*August 15, 2017*



## Recap of Trends

	2015	2016	2017 (projected)	2018 (projected)
Average Enrollment	1,420	1,445	1,425	1,425
Average Membership	2,611	2,671	2,673	2,673
Total Claims	\$15,426,275	\$16,135,888	\$17,842,000	\$18,349,000
Total Per Member/Year	\$5,908	\$6,041	\$6,675	\$6,865
% Change vs. Prior Year	3%	2%	10%	3%

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

## Trends

- **Top 3 conditions by costs:** High Blood Pressure, High Cholesterol, Gastritis
- **Top 5 conditions by unique claimants:** High Blood Pressure, High Cholesterol, Gastritis, Obesity and Depression
- **High-dollar claims:** 1.6% of population, 41% of total claims paid
  - Multiple admissions for cardiac issues
- **Overall plan membership:**
  - 55% female, 45% male
  - Average age: 40
- **High deductible plan membership:** up 24% (326 to 403)
  - Features include:
    - \$1500 Individual
    - \$3000 Family
    - 20% Co-Insurance on all services except Rx

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

# Trends

## Active Employees:

- Medical: up 10%
- Inpatient: up 24%
- Drug plan: Flat
- Generic Drug Utilization: up 3%

## Retirees:

- Medical: down 50%
- Inpatient: down 60%
- Claims exceeding \$50k: None
- Drug plan: down 3%

CY17 projected claim spend increase: 10%

CY17 projected expense addressed with plan modifications and cash

CY18 projected claim spend increase: 3%

CY18 projected shortfall without plan modifications: 1M

Sources: Aetna Integrated Informatics; Brown & Brown Insurance

## Next Steps

- Review plan options with stakeholders and Insurance Committee
- Evaluate “Seed” funding for Health Savings Accounts
- Evaluate Employee Health and Wellness Program
- Evaluate management of pharmacy benefits
- Evaluate full suite of carrier offerings
- Ensure financial threshold is secure for Self-Funded Safe Harbor
- Make recommendations at September BOT

Sources: Aetna Integrated Informatics; Brown & Brown  
Insurance

*Within Reach*

St. Petersburg College


**SPC**

# Employee Health Insurance

## QUESTIONS

August 15, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, President   
**SUBJECT:** Student Success Center, St. Petersburg/Gibbs Campus.

**Approval is requested for Schematic Design and Phase 1 construction, Project 301-D-17-3, Student Success Center, St. Petersburg/Gibbs campus.**

LEMA Construction, Inc., in conjunction with Wannemacher Jensen Architects, have completed the Schematic Design for Project #301-D-17-3, Student Success Center, St. Petersburg/Gibbs Campus. This project consists of the design and construction of a new 3 level 47,809 square foot open concept building overlooking Eagle Lake that is in close proximity to the campus quad.

Approval is requested for this Schematic Design as well as the first phase of construction, consisting of the underground infrastructure work associated with the project. The Guaranteed Maximum Price (GMP) for this first phase is \$1,566,517, and the total current budget for this project is \$19,500,000. This GMP is subject to mandatory reviews for building codes, safety-to-life, the Americans with Disabilities Act (ADA) and further refinements through the value engineering process.

The Board approved the Design-Build contract for this project in October, 2016, after which a purchase order was issued in the amount of \$1,297,000 for design and pre-construction services. That purchase order will be increased by the amount of this Guaranteed Maximum Price to allow this phase one construction to begin.

The College intends to utilize the Direct Purchase Program for this project in order to realize cost savings within the project. The savings realized will be reported to the Board at the time of final accounting for this project.

Tonjua Williams, President; Brian Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

# SACSCOC & QEP

## On-Site Visit Update

Board of Trustees – August 15, 2017



# Timelines

8-2017

- Focus Report & QEP sent mid/end August

9-2017

- SACS Ready!

10-2017

- Visit October 9-12

Monday

- Site Visits

Tuesday

- Welcome Session
- Interviews

Wednesday

- Interviews
- Chair & President Meeting

Thursday

- Exit Conference

# SACS Ready!

- On-Site Visit Committee
- Online Video / Review Quiz
- Campus Training Visits
- Campus and online events – RSS! Spirit Week
- FAQ Website
- Specialized meetings for standards under review

# Just The Facts


- QEP – Ready, Set, Succeed!
  - College Readiness – Strategies for Success
  - Flex Opt-Out Students
  - Clearwater & Gibbs Pilot
- SACSCOC Standards
  - 10 Follow-ups – Focus Report
  - 18 Other Standards – Federally Required

# Questions?



August 15, 2017

**MEMORANDUM**

**TO:** Board of Trustees St. Petersburg College  
**FROM:** Tonjua Williams, 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, CE Health:* Added one new course to prepare recent LPN graduates for entry into the LPN-RN Transitional Program.

- HHP0520 LPN Boot Camp

Anne Cooper, Senior Vice President, Instruction and Academic Programs and Andrea Henning, Executive Director, Collaborative Labs and Workforce Institute.

August 15, 2017

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President



**SUBJECT:** U.S. Department of Education – TRIO Veterans Upward Bound Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education, by St. Petersburg College for the Veterans Upward Bound (VUB) Program Grant. Permission is also sought to accept an estimated \$1,287,500 in funding over a five-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 purpose of the Veterans Upward Bound (VUB) program is to increase the percentage of low-income and first generation veterans who successfully pursue postsecondary education opportunities. This program will help participants develop the skills and motivation necessary to enter and succeed in a program of postsecondary education by providing basic skill development, college preparation courses, dedicated tutoring and assistance applying for college and financial aid. Services will be provided to 125 veterans annually. As a result, participants will be equipped to successfully enroll into post-secondary education academically and financially. SPC's proposal will include partnerships with various community organizations to assist with the identification and service of veterans including the MyVA Communities, Bay Pines, American Legion, Salvation Army, CareerSource Pinellas and Pinellas County Vet Centers.

The estimated period of performance will be from September 1, 2017 through August 31, 2022. The total project budget is projected to be \$1,287,500 over a five-year period. See attached Information Summary for additional information.

Patrick Rinard, Associate Vice President, Enrollment Services; Suzanne L. Gardner, General Counsel; and Jeff Cavanagh, Coordinator, Veteran Services, recommend approval.

Attachment

Ks071717

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

**Date of BOT Meeting:** August 15, 2017

**Funding Agency or Organization:** U.S. Department of Education

**Name of Competition/Project:** Educational Opportunity Center (EOC)

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

**Grant/Contract Time Period:** **Start:** 9/1/17      **End:** 8/31/22

**Administrator:** Patrick Rinard

**Manager:** Jeff Cavanagh

**Focus of Proposal:**

St. Petersburg College’s Veterans Upward Bound (VUB) Program will provide services to 125 veterans per year across Pinellas County who seek to enter or continue to pursue a higher education, with a concentration on those who have been identified as low-income and first-generation college students. The program has been designed to include an array of high-quality services tailored to each individual. Facilitated by dedicated Postsecondary Advisors (PSA), the primary program activities include: targeted college preparation courses, support completing financial aid and college applications, academic tutoring, preparation for college entrance exams, assistance with course selection, information on and assistance with federal student financial aid and college admissions and educational and financial counseling services. To ensure proper administration and monitoring of these activities, the PSAs and participants will collectively develop a personalized roadmap, an Individual Education Plan (IEP), which will assess barriers and apply strategies to support them as meet their educational goals.

**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	\$ 826,060
Fringe	\$ 266,615
Travel	\$ 40,520
Supplies	\$ 11,430
Other (Licenses, printing, computer leases)	\$ 47,500
Indirect Costs	<u>\$ 95,375</u>
Total Budget	\$ 1,287,500

**Funding:**

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

matches listed below)	\$ 1,287,500
Total amount from funder:	\$ 1,287,500
Amount/value of match:	Cash: N/A
	In-kind: N/A

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

**College Values, Strategic Initiatives and Activities Addressed:**

Value(s):	1. Student Focus
	2. Academic Excellence
	3. Outstanding Service
	4. Partnership


Strategic Initiative(s):	1. Recruitment and Retention
	2. Pathway Initiative



August 15, 2017

**MEMORANDUM**

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** American Institute for Research – Improving Student Teaching Initiative Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the American Institute for Research, by St. Petersburg College for the Improving Student Teaching Initiative (ISTI). Permission is also sought to accept an estimated \$9,625 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The American Institute for Research (AIR) and the University of Michigan, through funding from the Bill and Melinda Gates Foundation, are engaging teacher preparation programs across the country in the Improving Student Teaching Initiative (ISTI) research project, via subaward. The goal of ISTI is to successfully prepare teachers for the 21<sup>st</sup> century classroom by improving student teacher placements and developing an in-depth evaluation and feedback process to determine what level of feedback/guidance is necessary for teachers to succeed. SPC will benefit from the project by receiving evaluative data demonstrating workforce outcomes and effectiveness in program participation for SPC students as compared to national outcomes, helping to inform and improve our own teacher preparation processes.

The estimated period of performance will be from July 1, 2017 through August 31, 2018. The total project budget is projected to be \$9,625 over a one-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Kimberly Hartman, Dean, College of Education, recommend approval.

Attachment

ks0801172

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

**Date of BOT Meeting:** August 15, 2017

**Funding Agency or Organization:** American Institute for Research

**Name of Competition/Project:** Improving Student Teaching Initiative (ISTI)

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

**Grant/Contract Time Period:** **Start:** 7/1/17      **End:** 8/31/18

**Administrator:** Kimberly Hartman

**Manager:** Carla Rossiter

**Focus of Proposal:**

Led by American Institute for Research (AIR) and the University of Michigan, the Improving Student Teaching Initiative (ISTI) is a national research project aimed at identifying effective strategies for student teacher placement and feedback. As part of the ISTI project, SPC will engage in the following activities: 1) identify College of Education teaching candidates to participate in the study; 2) identify teaching mentors and school placements for teaching candidates; 3) assist AIR in facilitating ongoing feedback from teaching candidates and teacher mentors via online surveys, and 4) support those teaching candidates selected for “intensive feedback” through observed classroom teaching from teaching mentors and field coordinators. Funding for this project will support stipends for participants.

**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.)

Other (Student Stipends)	\$ 9,625
Total Budget	\$ 9,625

**Funding:**

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

matches listed below)	\$ 9,625
Total amount from funder:	\$ 9,625
Amount/value of match:	Cash: N/A
	In-kind: N/A

Required match or cost sharing:	No	X	Yes
Voluntary match or cost sharing:	No	X	Yes

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


**College Values, Strategic Initiatives and Activities Addressed:**

Value(s):	1. Student Focus
	2. Academic Excellence
	3. Outstanding Service
	4. Partnership

Strategic Initiative(s):	1. Recruitment and Retention Plan
	2. Pathways Initiative

August 15, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** U.S. Department of Justice: Community Oriented Policing Services (COPS),  
Community Policing Development (CPD)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice (DOJ) by St. Petersburg College's Center for Public Safety Innovation (CPSI) for the Community Oriented Policing Services (COPS), Community Policing Development (CPD) grant. Permission is sought to accept an estimated \$547,772.50 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the Community Policing Development (CPD) grant is to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks and best practices that are national in scope. One of several focus areas, CPD is looking to support training that meets the goals of the 2016 Protecting Our Lives by Initiative COPS Expansion (POLICE) Act by offering scenario-based integrated response courses designed to counter active shooter threats or acts of terrorism. Addressing this topic area, CSPI is proposing to develop and administer training that focuses on the aftermath of an active shooter situation and will include the development and delivery of training in a variety of modalities, including classroom, online and video. A continuum of topics will include tactical medicine, evidence collection/preservation, critical incident peer support, and managing the long-term effects of trauma.

The estimated period of performance will be from October 1, 2017 – September 30, 2019. The total award amount is projected to be \$547,772.50 over a two-year period. See attached Information Summary for additional information.

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

Attachment

ks0801171

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

**Date of BOT Meeting:** August 15, 2017

**Funding Agency or Organization:** U.S. Department of Justice (DOJ)

**Name of Competition/Project:** Community Oriented Policing Services (COPS), Community Policing Development (CPD)

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

**Grant/Contract Time Period:** **Start:** 10/1/17      **End:** 9/30/19

**Administrator:** Scott Fronrath

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College’s Center for Public Safety Innovation (CPSI) is proposing the Preparing for the Aftermath of Active Shooter Situations project, comprised of three trainings along a continuum of engagement to help officers and other responding personnel. The training will increase the skills and abilities of both individual officers and departments related to active shooter situations including processing and preserving the unique evidence and how to better cope (personally, organizationally, and as a family member) with the aftermath. The developed training resources will specifically address Tactical Medical Training, Collection and Preservation of Evidence in an Active Shooter Crime Scene and Dealing with Long-Term Impact of an Active Shooter Incident. The training will involve in-person, online and train-the-trainer sessions to ensure broad outreach and program sustainability.

**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	\$ 210,684.00
Fringe	\$ 80,061.00
Travel	\$ 5,432.00
Supplies	\$ 2,400.00
Consultants/Contractors	\$ 187,398.00
Other Costs	\$ 12,000.00
Indirect Cost	\$ 49,797.50
Total Budget	\$ 547,772.50

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 547,772.50

Total amount from funder: \$ 547,772.50

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: \$49,798.00  
(Fixed) administrative fee: N/A  
Software/materials: N/A  
Equipment: N/A  
Services: N/A  
Staff Training: N/A  
FTE: N/A  
Other: (10% Grant Acct Salary/Benefits for 2 yrs) \$13,142.00


**College Values and Strategic Initiatives Addressed:**

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

Strategic Initiative(s):  
1. Community Initiatives  
2. Learning Beyond the Classroom

August 15, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D, President   
**SUBJECT:** CareerSource Florida, Inc. – FloridaFLEX Quick Response Training Grant – Power Design, Inc.

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the FloridaFLEX (FLEX) Quick Response Training grant opportunity on behalf of Power Design, Inc. (Power Design). Permission is also sought to accept an estimated \$848,334 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

FloridaFLEX grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for FLEX grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board.

As a full service electrical subcontractor based in St. Petersburg, Power Design's operations include design build and value engineering services, low voltage systems, fire alarms, security, structured wiring, telephone, cable head end systems and controlled access. The company currently employs 834 employees in Florida and is expecting a significant growth by 30 percent or more in 2017. The projected growth of 210 high-quality jobs will pay an average annual wage well over the local and state private sector in the State of Florida over the next year. SPC Workforce Institute will provide consulting and fiscal agent services to Power Design over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from July 1, 2017 through June 30, 2018. The total project budget is projected to be \$848,334 over a one-year period. Of this amount, the College anticipates receiving approximately \$40,397 for its services over the same period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Andrea Henning, Executive Director of Collaborative Labs, Workforce Institute and Customized Training and Professional Development, recommend approval.

Attachment

ks0801172

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

**Date of BOT Meeting:** October 15, 2017

**Funding Agency or Organization:** CareerSource Florida

**Name of Competition/Project:** FloridaFlex (Quick Response Training) - Power Design

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

**Grant/Contract Time Period:** **Start:** 7/1/17      **End:** 6/30/18

**Administrator:** Andrea Henning

**Manager:** Mary Schock

**Focus of Proposal:**

St. Petersburg College’s Workforce Institute Training Office will serve as the fiscal agent for Power Design, Inc. in the implementation of the FloridaFlex Quick Response Training Program. Power Design will train approximately 250 of its newly hired employees through its St. Petersburg headquarters and operational center to increase productivity, employee retention and to reduce the risk of relocation. SPC’s Workforce Institute will assist Power Design with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

**Budget for Proposal:**

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

Subcontract to Power Design	\$ 807,938
Indirect Costs	<u>\$ 40,397</u>
Total Budget	\$ 848,334

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 848,334
Total amount from funder:	\$ 848,334
Amount/value of match:	Cash: N/A In-kind: N/A

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



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

**College Values, Strategic Initiatives and Activities Addressed:**

Values:	1. Partnerships 2. Professional Development
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Strategic Initiatives	1. Recruitment and Retention Plan 2. Three-year Financial Plan
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August 15, 2017

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President



**SUBJECT:** Microsoft Campus Agreement – Students, Staff, Faculty & Administrative

Approval is sought to extend the existing agreement with Microsoft for licensing of Microsoft software and services including Windows Operating System (OS), Office Suite and Office365 Email for all student, faculty and staff and other related Microsoft academic and administrative software and services.

The agreement extends our current contract for a three (3) year term beginning September 1, 2017 through August 31<sup>st</sup>, 2020.

The first year cost is \$229,287.50, estimated second year cost is \$240,751.88, and estimated third year cost is \$252,789.47 based on the college's student, staff and faculty count (FTE) and use of other Microsoft products and services.


The anticipated total expenditure will not exceed \$722,828.84 for the three year extension term. The "not to exceed" amount will cover potential increase of the college's student/staff/faculty FTE count during the agreement term and increase to counts for other Microsoft administrative products such as Microsoft (MS) Skype for Business Voice, MS Servers, MS Database Software and MS Azure cloud services.

Brian Miles, Vice President, Administrative/Business Services & Information Technology, and David Creamer, Senior Director Network & Telecommunications, recommend approval.

August 15, 2017

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President 

**SUBJECT:** Contract between St. Petersburg College and Ricoh for Print Shop Equipment Lease

**Approval is sought to enter into a contract with Ricoh for printing equipment for the College's Print Shop.**

Since 2015, St. Petersburg College has outsourced its print shop services, including production and site coordination, to Ricoh. The Ricoh employed site coordinator and production specialist are currently operating on Xerox machines which are under lease with Xerox until January 31, 2019. Ricoh has made an offer to buy out the remaining Xerox contract, along with early termination charges at a reduction of \$64,994.67 the cost of the total lease. In addition, Ricoh's lease costs for newer, more capable machines saves the college \$28,488.96 per year. Another \$10,925.20 a year is the amount the college will save on the clicks per impression. Costs previously paid under the Xerox contract for staples, tape, coil, and oversized runs are also included, saving the college another \$5,105.79 at minimum for these items.


Total savings realized from approving the buyout contract with Ricoh to replace Xerox print shop equipment with Ricoh equipment is: \$44,519.95.

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services; Brian Miles, Vice President, Administrative/Business Services; and Suzanne Gardner, General Counsel, recommend approval.

August 15, 2017

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President 

**SUBJECT:** Spot Survey, #1, Renovation of Language Arts, Clearwater Campus

**Approval is sought for Spot Survey #1, Renovation of Language Arts, Clearwater Campus.**

As part the new Joint-Use Library project at the Clearwater Campus, a portion of the Language Arts Building will need to be remodeled to accommodate the registration and advising functions, prior to the demolition of the Administration building. The college intends to use Sum Of the Digits Allocation (SODA) funds for this scope of work, which requires that the scope be included on the Educational Plant Survey. This amendment to the Educational Plant Survey satisfies that requirement, as detailed in FS 1013.31.

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

**AMENDMENT #1 (Spot Survey #1)**  
EDUCATIONAL PLANT SURVEY dated June 30, 2017  
St. Petersburg College  
August 15, 2017

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has prepared an amendment to the current Educational Plant Survey for St. Petersburg College, submitted on June 30, 2017. In accordance with Section 1013.31, Florida Statutes, the amendment has been reviewed and approved by the Board of Trustees.

The following new recommendations are made:

The College needs to amend the Educational Plant Survey dated June 30, 2017, to include the following items:

**Site 2: Clearwater Campus**

**2.011 Renovation of Language Arts Building; Building 36; rooms #100, 100A, 100B, 100C, 100D, 100E, 100F, 100G, 100H, 100J; 110, 112; use codes 210, 240, 310, 410; 34 student stations, 6,362 NSF.**


Approved by the Board of Trustees of St. Petersburg College on August 15, 2017.

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Tonjua Williams, President of the College  
Secretary to the Board of Trustees  
St. Petersburg College

August 15, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, President   
**SUBJECT:** Quarterly Informational Report of Contract Items

This informational report includes executed contracts and/or items that have been approved by either the President or designee during the preceding Quarter and are being reported to the Board pursuant to Board of Trustees' Rule 6Hx23-5.903.

**Section A: Program Related Contracts**

1. Dual Enrollment Agreement with **Admiral Farragut Academy, Inc. (AFA)** that will allow eligible AFA students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2017 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 29, 2017. Department—Dual Enrollment/Early College
2. Affiliation Agreement with **Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital** to provide clinical experience to students enrolled in the Nursing, Health Sciences, and Continuing Education Health Programs. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on May 16, 2017. Departments—College of Nursing, Health Sciences & Continuing Education Health
3. Agreement with **Aspen University** whereby SPC's College of Nursing will provide preceptors/opportunities for students in the Aspen University School of Nursing Master's degree program that will allow them to receive practicum experience. There is no cost to the College. The Agreement will commence as soon as possible and continue for a period of three years. This item was approved by Anne Cooper on June 14, 2017. Department—College of Nursing
4. Articulation Agreement with **Bergen Community College (BCC)** that will allow graduates of BCC's AAS in Veterinary Technology Program to articulate into SPC's BAS in Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was

approved by Anne Cooper on March 31, 2017. This item is being included on this Quarterly Report as it was not included on the previous report. Department—Veterinary Technology

5. Dual Enrollment Agreement with **Calvary Christian High School (CCHS)** that will allow eligible CCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2017 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 29, 2017. Department—Dual Enrollment/Early College
6. Agreement with **Clara Education Center, Inc. (CEC)** whereby CEC will promote the Intensive English Program in Vietnam and assist students in enrolling in the Program. The Agreement will commence as soon as possible and will continue for the period of one year. The College agrees to pay CEC \$1,040, less any required taxes, for each student enrolled in the Program with payment being made after the 20<sup>th</sup> day of the student's first semester in the Program. Based on an anticipated number of students, the College anticipates and expected revenue of \$39,390 less expenses of \$5,200 for an approximate net revenue of \$34,190 for the one-year period. This item was approved by Anne Cooper on April 10, 2017. Department—Workforce and Professional Development
7. Dual Enrollment Agreement with **Clearwater Central Catholic High School (CCCHS)** that will allow eligible CCCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2017 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 29, 2017. Department—Dual Enrollment/Early College
8. Dual Enrollment Agreement with **Dunedin Academy (DA)** that will allow eligible DA students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2017 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 29, 2017. Department—Dual Enrollment/Early College
9. Agreement with **Robert Entel, MD** to continue to provide services as the Medical Director for the Radiography Program that will help maintain and monitor standards of the Program. The cost to the College for this Agreement will be \$1,500. The Agreement period covers medical direction services for Sessions I, II & III 2017-18. This item was approved by Anne Cooper on May 10, 2017. Department—Radiography

10. Memorandum of Understanding (MOU) with **Florida A&M University** to establish the intent to create a beneficial environment between SPC and FAMU that promotes the transfer of SPC graduates into specified programs at FAMU through the development of articulation agreements and academic pathways. The MOU will commence as soon as possible and continue through May 30, 2018. There is no cost to the College associated with entering into this Agreement. This item was approved by Jesse Coraggio on May 1, 2017. Department—Instruction & Academic Programs
11. Agreement with **Hillsborough County Public Schools** that will allow for the placement of SPC's College of Education students in internship, practicum and observation experiences. The Agreement will commence as soon as possible and continue for the period of five years. There is no cost to the College. This item was approved by Anne Cooper on June 12, 2017. Department—College of Education
12. Dual Enrollment Agreement with **Indian Rocks Christian School (IRCS)** that will allow eligible IRCS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2017 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 29, 2017. Department—Dual Enrollment/Early College
13. Agreement with **Institute of Technology Tallaght (ITT)** in Ireland to collaborate to promote the exchange of experiences and staff in the fields of education, science, culture and other academic areas. The Agreement will commence as soon as possible and will continue unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on May 10, 2017. Department—Center for International Programs
14. Dual Enrollment Agreement with **Northside Christian School (NCS)** that will allow eligible NCS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2017 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 29, 2017. Department—Dual Enrollment/Early College
15. Dual Enrollment Articulation Agreement for 2017-18 between **Pinellas County School Board** and the College. The Agreement defines the academic programs and activities that will benefit *Dual Enrollment* students of Pinellas County. The College will offer information on student progress and acceleration mechanisms to students in Pinellas County high schools to facilitate greater success in post-secondary education. The School Board will market and encourage high school students regarding opportunities for Dual Enrollment articulation and accelerated college credit opportunities. The Agreement will commence as soon as possible and will ongoing; however, the Agreement must be



- reviewed and updated annually. There is no cost to the College. This item was approved by Anne Cooper on June 29, 2017. Department—Academic & Student Affairs
16. Amendment to the Affiliation Agreement with **Shands Teaching Hospital and Clinics** to provide clinical experience to students enrolled in the Nursing, Health Information Technology and Continuing Education Health Programs. The Agreement is ongoing unless terminated by either party. The Amendment adds the Health Information Technology Program to the Agreement. There is no cost to the College. This item was approved by Anne Cooper on May 22, 2017. Departments—CE Health; College of Nursing & Health Information Technology
  17. Agreement with **Sinclair Community College** for a partnership to offer dual-branded online courses for Unmanned Aerial Systems. Sinclair will design, develop and instruct online courses through its learning management system. The College will advertise/market the non-credit courses and certifications/CEUs and complete registrations through the SPC registration site. The Agreement will provide an 80% - 20% split with SPC receiving 20% of course revenue for its services and Sinclair receiving the remaining 80%. The Agreement will commence as soon as possible and continue for the period of one year. Based on the foregoing, the revenue to the College during this period is estimated to be \$4,000. This item was approved by Anne Cooper on April 4, 2017. Department—Workforce Institute
  18. Dual Enrollment Agreement with **St. Petersburg Catholic High School (SPCHS)** that will allow eligible SPCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2017 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 29, 2017. Department—Dual Enrollment/Early College
  19. Agreement with the **University of Phoenix (UOP)** whereby SPC will provide a mentor and the opportunity for graduate students in the Master of Science in Nursing Program at UOP to complete nursing practicum activities for their practicum. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on April 18, 2017. Department—College of Nursing
  20. Agreement with **University of South Florida**, Department of Internal Medicine to provide the services of Dr. Mark Rumbak for physician input and related clinical expertise regarding pulmonary medicine during Sessions I & II, 2017-18. The cost to the College for this Agreement will be \$2,000. This item was approved by Anne Cooper on June 6, 2017. Department—Respiratory Care
  21. Affiliation Agreement with the **U.S. Department of Veterans Affairs (Sierra Pacific Veterans Integrated Services Network) VA Pacific Islands Health Care System** to provide clinical experience to students in the College's Health Information Technology Program. The Agreement will commence as soon as possible and continue until June 2027.

There is no cost to the College. This item was approved by Anne Cooper on May 31, 2017.  
Department—Health Information Technology

22. Affiliation Agreement with the **U.S. Department of Veterans Affairs** (VA New England Network) **Edith Nourse Rogers Memorial Veteran's Hospital** to provide clinical experience to students in the College's Bachelor of Science Nursing Program. The Agreement will commence as soon as possible and continue until March 2027. There is no cost to the College. This item was approved by Anne Cooper on May 25, 2017.  
Department—College of Nursing

**Section B: Contracts above \$100,000 (\$100,001-\$325,000)**

23. Agreement with **Bachelor Degree Access Strategies, LLC** to continue to provide consulting services and deliverables as agreed to by the parties. Consulting services will include areas such as structuring and implementing certificate, two-year, baccalaureate and graduate programs; enhancing opportunities with international institutions; and assisting in management transition services. The Agreement will commence July 1, 2017 and continue through June 30, 2017. Consultant will support the transition activities related to the Board's search and selection of the next SPC President and provide transition and orientation services to the new president after June 30, 2017. The cost to the College for this period will not exceed \$168,000 plus travel expenses. This item was approved by the President on March 2, 2017. Department—President's Office
24. Agreement with **Dynamic Security, Inc.** to provide security officer services college-wide for the period commencing July 1, 2017 and continuing through June 30, 2018. Although the initial amount of the Purchase Order for these services will be for \$101,572, the total anticipated cost to the College through June 30, 2018 is expected to be \$160,000. This item was approved by the President on May 13, 2017. Department—Security Services
25. Agreement with **Fibernet Direct Florida, LLC** to provide Internet service at the District Office for a period of three years. The cost to the College for this Agreement will be \$3,150 per month for a total cost over three years of \$113,400. The Agreement will commence as soon as possible. This item was approved by the President on May 12, 2017. Department—Information Systems, Networks
26. Master Agreement with **HNTB Corporation** (HNTB) whereby SPC's Collaborative Labs will provide services as a sub-contractor to HNTB, in support of its contract with the Florida Department of Transportation. The Collaborative Labs will provide a series of workshops in the Tampa Bay region in connection with HNTB's Project Number 66178. Separate Task Orders will be issued to SPC to conduct individual workshops under the terms of this Master Agreement. The Agreement period is from May 5, 2017 through May 5, 2022. Although the exact revenue under this Agreement is not yet determined, it is anticipated that the revenue over the contract period may be approximately \$300,000. This item was approved by Anne Cooper on May 10, 2017. Department—Collaborative Labs

**Section C: Contracts above \$50,000 (\$50,001-\$100,000)**

27. Agreement with **Apple, Inc.** to lease 21 Apple computers, one iPad, and one Apple TV for use at the Collaborative Labs/Workforce Institute at the EpiCenter. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$75,264.40. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$75,265.40. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by the Board based on its approval of the 2017-18 Budget on June 20, 2017. — Brian Miles
28. Agreement with **Ovid Technologies, Inc.** to renew the subscription for various electronic products to support the Nursing, Health Services Administration, and Human Services Programs. The renewal period is from June 30, 2017 through June 30, 2018 at a cost to the College of \$65,702. This item was approved by Anne Cooper on April 7, 2017. Department—District Library
29. Agreement with **ProEducation Solutions, LLC** to continue to provide consulting services for Financial Assistance Services to assist in processing of student files selected for federal verification and SAP appeal reviews. The renewal Agreement will commence as soon as possible and will continue for the period of one year. The anticipated cost to the College for this Agreement period will be \$89,000. This item was approved by Tonjua Williams on May 18, 2017. Department—Financial Assistance Services
30. Agreement with **SharpTurn Consulting Partners, LLC** to provide consulting services to assist the College in hiring and documenting the processes for the Benefits Manager role as well as well as begin a portion of the Implementation Phase I infrastructure rebuilding tasks for Human Resources Development. The Agreement will commence as soon as possible and continue through June 30, 2017. The cost to the College for this Agreement will be \$55,000. This item was approved by Brian Miles on May 22, 2017. Department—Administrative/Business Services & Information Technology

**Section D: Contracts above \$10,000 (\$10,001-\$50,000)**

31. Agreement with **AAA Club Alliance, Inc. f/k/a AAA Allied Group, Inc. an affiliated of AAA Auto Club South** to provide business related travel management services for the College. This contract is being “piggy backed” off of the Greater Orlando Aviation Authority’s contract. The Agreement will commence July 1, 2017 and continue through June 30, 2019. The cost to the College is anticipated to be approximately \$10,000 - \$12,000 annually. This item was approved by Brian Miles on April 27, 2017. Department—Business Services
32. Agreement with **AcademicWorks, Inc.** to provide annual maintenance and serve for the Scholarship Management System software. The Agreement will commence on July 13,

- 2017 and continue through July 12, 2018. The cost to the College for this Agreement will be \$11,485.95. This item was approved by Brian Miles on June 23, 2017. Department—Resource Development
33. Agreement with **American Funding Innovators, Inc. (AFI)** to continue the College's subscription to access AFI's software solution for grant management. The Agreement will commence August 1, 2017 and continue through July 31, 2018. The cost to the College for this period will be \$12,000. This item was approved by Brian Miles on June 23, 2017. Department--Grants
  34. Agreement with **Apple, Inc.** to lease 18 Apple computers and one iPad for use at the St. Petersburg/Gibbs Campus. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$34,500. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$34,501. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by the Board based on its approval of the 2016-17 Budget on June 21, 2016. — Brian Miles
  35. Agreement with **Augusoft, Inc.** to continue to provide the Lumens Pro Learning Management System for the day-to-day operation and management of business solutions services for the Workforce Institute. This renewal Agreement includes the annual subscription fee (\$26,931.84) for Lumens Entrepreneur and Lumens API and the annual customization fee of \$8,652.80. The renewal period will commence as soon as possible and continue for one year at a total cost to the College of \$35,584.64. This item was approved by Anne Cooper on June 6, 2017. Department—Workforce Institute
  36. Agreement with **Benjamin Solutions Group, LLC** to provide professional services and project deliverables in line with the strategic vision and goals of the College over a one-year period. The cost to the College for this Agreement is not to exceed \$45,590.50. The Agreement will commence July 1, 2017 and continue through June 30, 2018. This item was approved by Jesse Coraggio on June 14, 2017. Department—Marketing & Strategic Communications
  37. Agreement with **Florida Lambda Rail, LLC** to continue the College's membership and services from Florida Lambda Rail which provides the College with access to university research networks, Internet2, SPC Disaster Recovery site and high availability internet connectivity. The Agreement will commence as soon as possible and continue through March 31, 2018. The cost to the College for this Agreement period will be \$33,840. This item was approved by Anne Cooper on April 4, 2017. Department—Information Systems – Networks
  38. Agreement with **Gaumard** to provide its Gaumard Cares Bronze Plus two-year service plan for Noelle and Newborn simulators used in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for the period of two

years. The cost to the College for this Agreement will be \$13,995. This item was approved by Tonjua Williams on April 6, 2017. Department—Emergency Medical Services

39. Agreement with **Highpoint Technology Solutions, Inc.** to renew product and maintenance support services for the HighPoint mobile product for PeopleSoft Campus Solutions which will continue to allow for SPC communications with PeopleSoft via devices such as Apple iPad, Apple iTouch, Motorola Droids and Blackberry devices. The Agreement will commence as soon as possible and continue through May 30, 2020. The cost to the College for this three-year renewal will be \$40,000. This item was approved by Brian Miles on June 13, 2017. Department—Information Systems - AIS
40. Agreement with **Laurie L. Hill** to provide professional consulting services including marketing, sales and business development for the College's Collaborative Labs. The Agreement will commence June 14, 2017 and continue through December 14, 2017. The College will pay the consultant \$15,000 over the period of the Agreement. Additionally, the consultant will be paid a commission of 10% based on the Gross Contract Price for any business for which the engagement occurs pursuant to the terms of the Agreement. The consultant will also be reimbursed for any travel expenses approved by the College in advance and which are subject to the College's travel rules and procedures and Section 112.061, Florida Statutes. Based on the foregoing, the anticipated costs for this Agreement will be \$18,000. This item was approved by Anne Cooper on June 2, 2017. Department—Collaborative Labs
41. Agreement with **Kone, Inc.** to continue to provide for the operation and maintenance of three KONE MRL Traction elevators at the Downtown Center. The Agreement will commence on May 1, 2017 and continue for the period of one year. The cost to the College for this period will be \$11,340. This item was approved by Brian Miles on April 5, 2017. Department—Facilities Services
42. Agreement with **Lyrasis** for a renewal subscription to LexisNexis Academic service for use in the College's Paralegal Studies and Business Programs. The Agreement is from July 1, 2017 through June 30, 2018. The cost to the College for this Agreement will be \$22,480.92. This item was approved by Anne Cooper on May 2, 2017. Department—District Library
43. Agreement with **Joe A. Nelson DO, MS d/b/a Medical Direction Consultants, Inc.** to provide medical direction and accountability for the Emergency Medical Services Program and the Emergency Medical Services Non-Credit Program. The Agreement will commence July 1, 2017 and continue through June 30, 2018 at a cost to the College of \$18,000. This item was approved by Anne Cooper on June 22, 2017. Department—Emergency Medical Services
44. Agreement with **ReadSpeaker, LLC** to provide its service which integrates into MyCourses and offers Text-to-speech technology which will allow all students the benefit of having course content read aloud. This technology will provide an added benefit to many students such as those with literacy difficulties, those who speak the language fluently but struggle to read it, those who multitask, those with visual impairment, those

who access content on mobile devices, and those with different learning styles, etc. The Agreement for this service will commence as soon as possible and continue for the period of two years. The cost to the College for this period will be \$14,790. This item was approved by Anne Cooper on April 4, 2017. Department—Online Learning & Services

45. Agreement with **Ricoh, USA, Inc.** to lease a Multifunctional Printer for use in Student Life and Leadership on the Seminole Campus. The Agreement will commence as soon as possible and continue for the period of four years. The cost to the College for this Agreement will be \$7,171.68 plus approximately \$4,000 for copy charges over the four-year period. Based on the foregoing, the total anticipated cost for this Agreement over five years will be \$11,171.68. This item was approved by Tonjua Williams on June 26, 2017. Department—Student Life and Leadership
46. Agreement with **Ricoh, USA, Inc.** to lease two copiers for use in the Financial Assistance Services Department. The Agreement will commence as soon as possible and continue for the period of five years. The cost to the College for this Agreement will be \$10,854.60 plus approximately \$3,000 for copy charges over the five-year period. Based on the foregoing, the total anticipated cost for this Agreement over five years will be \$13,854.60. This item was approved by Tonjua Williams on May 15, 2017. Department—Financial Assistance Services
47. Agreement with **Juan Elias Saade, legal representative of SABA, S.A. DE C.V.** to provide for the lease of office space in El Salvador to accommodate staff supporting the Department of State Management of Police Precincts grant. The lease is expected to commence as soon as possible and continue for the period of one year. The cost to the College will be \$31,200. This item was approved by Tonjua Williams on April 13, 2017. Department—Center for Public Safety Innovation
48. Agreement with **Skillsoft Corporation** to continue to provide e-learning modules via a learning management system for College employees that will allow for ongoing professional development of budgeted and non-budgeted employees. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College will be \$33,264.60. This item was approved by Brian Miles on June 6, 2017. Department—Human Resources Development
49. Agreement with **TSA Consulting Group, Inc.** to provide compliance administration services to the College for the College’s voluntary retirement programs [403(b) and 457(b)]. The renewal Agreement will commence July 1, 2017 and continue for the period of three years. The cost to the College will be \$12,000 per year for a total cost of \$36,000 over the Agreement period. This item was approved by Brian Miles on June 23, 2017. Department—Human Resources Development
50. Agreement with **Unicon, Inc.** to provide continued Open Source Support for the College’s Student Success Plan installation. The renewal for the comprehensive technical support package (Standard Gold Subscription for SSP) will commence July 1, 2017 and continue through June 30, 2018. The cost to the College for this Agreement period will be \$15,500.

This item was approved by Brian Miles on June 23, 2017. Department—Associate Provost Office, SP/G

**Section E: Contracts below \$10,000**

51. Agreement with **Active Security Company** to provide monitoring/inspection of the emergency panic buttons in Congressman Crist's office area. The Agreement will commence on July 1, 2017 and continue for the period of one year. The cost to the College for this Agreement will be \$407.40. This item was approved by Brian Miles on May 9, 2017. Department—Security Services
52. Agreement with **American Society of Composers, Authors and Publishers (ASCAP)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2018. The cost to the College to continue this Agreement for this period is estimated to be approximately \$6,800. This item was approved by Brian Miles on June 12, 2017. Department—Business Services, Accounting
53. Modification to the Agreement with **Anona United Methodist Church** for the use of the College's Digitorium and adjoining classrooms at the Seminole Campus for Sunday morning church activities. This modification will extend the Agreement through July 30, 2018. The College anticipates receiving approximately \$958 per event/day of use during the term of the Agreement. This item was approved by Brian Miles on June 6, 2017. Department—Provost
54. Agreement with **Apple, Inc.** to lease 3 Apple computers for use at the Clearwater Campus. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$6,464.36. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$6,465.36. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by the Board based on its approval of the 2016-17 Budget on June 21, 2016. — Brian Miles
55. Agreement with **Autopilot HQ, Inc.** for an annual Autopilot Business Class Subscription (50,000 Contacts) to use the Autopilot service which will allow the College to automate marketing campaigns by creating journeys based on user's behavior. The subscription plan includes dedicated customer success manager; configuration support; marketing strategy; and unlimited messaging and integrations. The Agreement will commence as soon as possible and will continue from year-to-year unless terminated by either party. The cost to the College for the first year will be \$9,710.40; thereafter, should the Agreement be continued, additional expenditure approval will be sought at that time. This item was approved by Jesse Coraggio on April 10, 2017. Department—Marketing & Strategic Communications

56. Agreement with **Banquet Masters, Inc.** to continue to provide food service for the St. Petersburg/Gibbs Campus. The renewal Agreement will commence on August 1, 2017 and continue through July 31, 2018. The College will receive remuneration based on a percentage from 2.5% - 7% based on weekly sales revenue. This item was approved by Brian Miles on June 23, 2017. Department—Purchasing
57. Agreement with **Steve Bhaerman** to present a lunchtime presentation to students; a dinner speech and discussion for SPC students and the general public; and a morning discussion with community leaders. The events for *Laughter, Awakening and Evolution* will take place September 28-29, 2017 at the Seminole Campus. The cost to the College will be \$4,000. This item was approved by Tonjua Williams on June 6, 2017. Department—Institute for Strategic Policy Solutions
58. Agreement with **Bibliotheca, LLC** to provide maintenance for the 3M Bookcheck Unit used in the St. Petersburg/Gibbs Library. The Agreement will commence as soon as possible and will continue through June 30, 2018. The cost to the College will be \$296.74. This item was approved by Anne Cooper on May 1, 2017. Department—District Library
59. Agreement with **Broadcast Music, Inc.** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2018. The cost to the College to continue this Agreement for this period is estimated to be approximately \$7,000. This item was approved by Brian Miles on June 12, 2017. Department—Business Services, Accounting
60. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE Fidelis Lucina Simulator, MFS0148 commencing July 12, 2017 and continuing through July 11, 2018. The cost to the College will be \$6,458.40. This item was approved by Tonjua Williams on June 28, 2017. Department—College of Nursing
61. Agreement with **Clear Channel Outdoor, Inc.** to provide bulletin advertising for the College from November 6, 2017 through December 3, 2017. The cost to the College for this Agreement will be \$3,172. This item was approved by Jesse Coraggio on May 30, 2017. Department—Marketing & Strategic Communications
62. Agreement with **Clear Channel Outdoor, Inc.** to provide bulletin advertising at 10 locations in the Tampa Bay area for a total of 4 weeks from May 21, 2018 through June 17, 2018. The cost to the College for this Agreement will be \$5,000. This item was approved by Jesse Coraggio on June 23, 2017. Department—Marketing & Strategic Communications
63. Agreement with **Competitive Edge Software, Inc.** to provide a report writing database to be used by College Security staff in documenting incidents and creating reports. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$5,040. This item was approved by Brian Miles on May 9, 2017. Department—Security Services



64. Agreement with **Connected View, LLC** to provide hosting services for the Leepa-Rattner Museum of Art in order to maintain its donor database. The Agreement will be for one year at a cost of \$3,360. This item was approved by Tonjua Williams on April 7, 2017. Department—Leepa-Rattner Museum of Art
65. Agreement with **Courtyard by Marriott** to reserve a block of rooms on November 7-8, 2017 for participants attending the Moving the Needle Conference to be held at the Seminole Campus. Participants will be paying the hotel for their rooms directly. This item was approved by Mark Strickland on May 30, 2017. Department—Provost, Seminole Campus
66. Agreement with **CustomGuide, Inc.** to provide an Enterprise License (unlimited eLearning users) to access the CustomGuide courseware library that will allow for customizable courseware with unlimited printing rights, practice files and homework exercises, a customizable quick reference library, and instructor guides for various course titles. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$7,490. This item was approved by Anne Cooper on June 7, 2017. Department—Workforce Institute
67. Agreement with **Direct Media, USA** to provide Bus Super Tail ad space which will run from July 1 through August 2017. The cost to the College for this Agreement will be \$1,125. This item was approved by Jesse Coraggio on May 22, 2017. Department—Marketing & Strategic Communications
68. Agreement with **Duke Energy Florida, Inc.** that will allow for the installation of fiber optic cable onto Duke Energy power poles in order to provide network connectivity from the Health Education Center Central Campus to the Health Education Center South Annex Building. The Agreement will commence as soon as possible and continue through installation completion. The cost to the College for this Agreement will be \$1,251. This item was approved by Anne Cooper on April 17, 2017. Department—Information Systems—Networks
69. Agreement with **EBSCO Subscription Services** to continue the subscription to the ALT Health Watch electronic database to support Health Programs. The cost to the College for this Agreement will be \$2,814. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on April 17, 2017. Department—District Library
70. Agreement with **Films Media Group** to continue the Films on Demand Veterinary Collection for streamed video content that will support the Veterinary Technology Program. The Amendment will commence as soon as possible and continue for the period of one year at a cost to the College of \$525. This item was approved by Anne Cooper on April 17, 2017. Department—District Library
71. Agreement with **First Baptist Church of Indian Rocks, Inc.** for the use of its facility for the College of Nursing Pinning Ceremony to be held on May 4, 2017. The cost to the

- College for the Agreement will be \$5,025. This item was approved by Anne Cooper on April 11, 2017. Department—College of Nursing
72. Agreement with **First Baptist Church of Indian Rocks, Inc.** for the use of its facility for the College's Commencement Ceremony to be held on July 22, 2017. The cost to the College for the Agreement will be \$5,925. This item was approved by Tonjua Williams on May 9, 2017. Department—Enrollment Services
  73. Agreement with **Florida West Coast Public Broadcasting, Inc. (WEDU)** to co-sponsor the marketing efforts for various Institute for Strategic Policy Solutions events during the 2017-18 fiscal year at a cost to the College of \$3,000. The Agreement will commence July 1, 2017 and continue through June 30, 2018. This item was approved by Tonjua Williams on June 29, 2017. Department—Institute for Strategic Policy Solutions
  74. Agreement with **Four Points by Sheraton Tallahassee Downtown** to provide lodging for students and staff who are traveling to Tallahassee to observe the Florida Supreme Court. The trip is scheduled for June 6-9, 2017; however, the dates for the stay may change based on the Supreme Court's schedule. The cost to the College for this Agreement will be \$1,500. This item was approved by Anne Cooper for Tonjua Williams on April 4, 2017. Department—Student Life & Leadership
  75. Agreement with **Four Points by Sheraton Tallahassee Downtown** to provide lodging for students and staff who are traveling to Tallahassee on May 19-20, 2017, to visit Florida State University and Florida A & M University. The cost to the College for this Agreement will be \$1,635. This item was approved by Tonjua Williams on April 13, 2017. Department—Student Support Services
  76. Agreement with **Gravitas Productions, Inc.** that will allow them to film parts of a documentary on the St. Petersburg/Gibbs Campus on June 9-10, 2017. Gravitas will only film on the outside of campus buildings on these dates. There is no cost to the College. This item was approved by Jamelle Conner on May 26, 2017. Department—Associate Provost's Office
  77. Agreement with **Holiday Inn & Suites Oceanside** to provide rooms for the College's Softball Team trip to Vero Beach on April 27-30, 2017. The cost to the College for this Agreement will be \$5,247. This item was approved by Tonjua Williams on April 25, 2017. Department—Athletics
  78. Agreement with **Holiday Inn Harbourside** to reserve a block of rooms on November 7-8, 2017 for participants attending the Moving the Needle Conference to be held at the Seminole Campus. Participants will be paying the hotel for their rooms directly. This item was approved by Mark Strickland on May 30, 2017. Department—Provost, Seminole Campus
  79. Agreement with **Holiday Inn Express & Suites** to reserve a block of rooms on November 7-8, 2017 for participants attending the Moving the Needle Conference to be held at the Seminole Campus. Participants will be paying the hotel for their rooms directly. This item

- was approved by Mark Strickland on May 30, 2017. Department—Provost, Seminole Campus
80. Agreement with the **Hyatt Regency Jacksonville-Riverfront** to provide rooms for the College Reach-Out Program (CROP) trip to Jacksonville, Florida on June 9-10, 2017. The cost to the College for this Agreement will be \$1,308. This item was approved by Tonjua Williams on May 19, 2017. Department—Office of Special Programs/CROP Program
  81. Agreement with **Lexi-Comp, Inc. d/b/a Lexicomp** to provide a Software License for use of its Lexicomp Online for Dentistry application. The renewal Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$1,931.25. This item was approved by Anne Cooper on May 24, 2017. Department—District Library
  82. Agreement with the **Mallard Group** for professional marketing and advertising services for the Institute for Strategic Policy Solutions from July 1, 2017 through June 30, 2018. The cost to the College will be \$2,500. This item was approved by Tonjua Williams on June 14, 2017. Department—Institute for Strategic Policy Solutions
  83. Amendment to the College's Premier Services Agreement with **Microsoft Corporation** which will allow the College to use 43 of its Premier Product Support Assistance hours to fund the registration fees to secure 4 seats at the Microsoft Ignite training scheduled for September 2017. Since the support hours were already purchased under the Premier Services Agreement, there is no additional cost to the College. This item was approved by Brian Miles on April 13, 2017. Department—Information Systems, Networks
  84. Agreement with **Anthony Ottaviani, MD** to continue to serve as Medical Director for the Respiratory Care Program. This is an accreditation requirement for the Respiratory Care Program. The cost to the College for this Agreement will be \$4,800. Dr. Ottaviani will be paid in equal amounts at the end of Sessions I & II 2017-18 for his services. The Agreement period is from July 1, 2017 through June 30, 2018. This item was approved by Anne Cooper on May 18, 2017. Department—Respiratory Care
  85. Agreement with **Ovid Technologies, Inc.** to renew the subscription to the Nursing@Ovid eBooks which will support the Nursing Program. The renewal period is from June 30, 2017 through June 30, 2018 at a cost to the College of \$7,961. This item was approved by Anne Cooper on April 7, 2017. Department—District Library
  86. Agreement with **Ovid Technologies, Inc.** to renew the subscription to the Dentistry eBook collection used in the Dental Hygiene Program. The renewal period is from June 30, 2017 through June 30, 2018 at a cost to the College of \$3,159. This item was approved by Anne Cooper on April 7, 2017. Department—District Library
  87. Agreement with **Ovid Technologies, Inc.** to renew the subscription to the Cabi Animal & Veterinary Science eBook collection used in the Veterinary Technology Program. The renewal period is from June 30, 2017 through June 30, 2018 at a cost to the College of

- \$2,766. This item was approved by Anne Cooper on April 7, 2017. Department—District Library
88. Agreement with **Patterson Dental Supply, Inc.** to provide maintenance and support for the Eaglesoft Health Information System used in the Dental Hygiene Clinic. The Agreement will commence July 1, 2017 and continue through June 30, 2018. The cost to the College for this Agreement will be \$2,064. This item was approved by Tonjua Williams on June 14, 2017. Department—Dental Hygiene Clinic
  89. Agreement with **Peace4Tarpon** to provide instruction design assistance and development of three online modules as part of the Peace4Tarpon Trauma Education Program for delivery to students through D2L. The College will receive a revenue of \$6,000 for its services under the Agreement. Peace4Tarpon will provide all content, marketing and pricing for the courses and review courseware. This Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on June 14, 2017. Department—Workforce Institute
  90. Agreement with **Philips Healthcare** to provide a two-year service contract for the Heartstart MRX Equipment Serial #US00583924 used in the Emergency Medical Services Program at a cost to the College of \$2,460.50. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Tonjua Williams on April 6, 2017. Department—Emergency Medical Services
  91. Agreement with **Pinellas County School Board** for an Authorized Carrier Agreement for the College to continue as an authorized carrier of Pinellas County School students for those programs where the students participate in joint programs between SPC and the Pinellas County School Board. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Brian Miles on April 26, 2017. Department—Facilities Planning/Institutional Services
  92. Agreement with the **Pinellas County Urban League, Inc.** (PCUL) whereby the College will continue to provide office space, without charge, for an administrative office for The 2020 Plan Task Force. The PCUL will acknowledge the College as a partner and supporter in all appropriate materials. PCUL will also provide their own office supplies, materials and printing and copying services. The Agreement will commence as soon as possible and continue through June 30, 2018. This item was approved by Tonjua Williams on June 2, 2017. Department—Provost, DT/MT
  93. Agreement with **Primal Pictures** for continued access to Anatomy.TV to support the Physical Therapy Assistant, Dental, Chiropractic, and Anatomy & Physiology classes. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$9,800. This item was approved by Anne Cooper on May 4, 2017. Department—District Library
  94. Agreement between 8 Colleges within the Florida College System (St. Petersburg College [Lead Institution]; St. Johns River State College; Hillsborough Community College; Lake-

Sumter State College; Eastern Florida State College; College of Central Florida; State College of Florida, Manatee-Sarasota; and Palm Beach State College) to form the **Pulse BI (Business Intelligence) Consortium** to continue to collaborate and facilitate the development and enhancement of a business intelligence system to capture and share institutional data and analytics, and to leverage such technology and management systems in furtherance of student academic success and academic progression at their respective institutions. The Agreement will commence as soon as possible and will continue for the period of one year. There is no cost to the College. This item was approved by Anne Cooper on April 13, 2017. Department—Institutional Research

95. Agreement with **QM Quality Matters, Inc. a/k/a Maryland Online, Inc.** to continue the annual consortium subscription to Maryland colleges and universities. The subscription provides SPC with access to certain benefits of the Higher Education Quality Matters program including rubrics, training, license, peer reviews and user group participation. The Agreement will commence July 1, 2017 and continue through June 30, 2018 at a cost to the College of \$2,600. This item was approved by Anne Cooper on May 11, 2017. Department—Online Learning & Services
96. Agreement with **Salesforce.com Foundation** to add seven subscriptions for the licensing of Sales Cloud – Lightning CRM-Enterprise Edition and the Premier Success Plan (Support). The Agreement will commence as soon as possible and continue through March 3, 2018. The cost to the College will be \$3,591. This item was approved by Tonjua Williams on June 2, 2017. Department—Marketing & Strategic Communications
97. Agreement with **SimplexGrinnell** to provide fire alarm monitoring services for various buildings college-wide. The Agreement will commence July 1, 2017 and continue through June 30, 2018. The cost to the College for this Agreement will be \$8,970. This item was approved by Brian Miles on May 9, 2017. Department—Facilities/In-House Construction
98. Agreement with **SimplexGrinnell** to provide fire alarm monitoring services for the Bay Pines Marine Science Center. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$470. This item was approved by Brian Miles on May 9, 2017. Department—Facilities/In-House Construction
99. Agreement with **SimplexGrinnell** to provide burglary alarm monitoring service for the Allstate Center Indoor Firing Range. The Agreement will commence July 1, 2017 and continue through June 30, 2018. The cost to the College for this Agreement will be \$320. This item was approved by Brian Miles on May 9, 2017. Department—Facilities/In-House Construction
100. Agreement with **Siteimprove, Inc.** to continue to provide access to its service that provides the College with data on quality assurance, accessibility, web analytics, search engine optimization and response. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$6,600. This item was approved by Jesse Coraggio on June 15, 2017. Department—Marketing & Strategic Communications

101. Agreement with **SK Train** to develop and deliver Project management curriculum for on-ground and hybrid fundamentals programs to be offered through the Workforce Institute. The College will market the program, recruit students, provide classroom space, provide access to instructional technology and recruit a certified/qualified non-credit adjunct instructor. The cost to the College to be paid to SK and which will be offset by student fees, will be \$30 per student. The College estimates 35 students for a total cost of \$1,050 during the period of the Agreement. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on June 21, 2017. Department—Workforce Institute
102. Agreement with **Stanly Community College (SCC)** to continue the affiliation whereby SCC provides essential operational support to the Academy at SPC, which provides Cisco training through the College of Computer & Information Technology. SCC will provide unlimited support via email, telephone and web format. SCC will also provide Netlab access for Academy instructors for their professional development opportunities. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$600. This item was approved by Anne Cooper on June 15, 2017. Department—College of Computer & Information Technology
103. Agreement with **Tagboard, Inc.** to provide access to proprietary Tagboard social media “hashtag” aggregation technologies including moderation, curation, and display tools and applications for use on the College’s website, landing pages, and social media projects. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$900. This item was approved by Jesse Coraggio on May 16, 2017. Department—Marketing & Strategic Communications
104. Agreement with **Tampa Bay Trane (TBT)** whereby the College will allow TBT to connect to SPC’s building systems equipment to collect and analyze data to provide operational assessments and recommendations. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Brian Miles on April 27, 2017. Department—Facilities Services
105. Agreement with **Times Publishing d/b/a Tampa Bay Times** to co-sponsor various Institute for Strategic Policy Solutions events during the 2017-18 Fiscal Year at a cost to the College of \$5,000. The Agreement will commence July 1, 2017 and continue through June 30, 2018. This item was approved by Tonjua Williams on June 6, 2017. Department—Institute for Strategic Policy Solutions
106. Agreement with the **University of South Florida** for approximately 29 students in the Summer of Success Program, Clearwater Campus, to participate in USF’s Riverfront Park ropes Course on June 16, 2017. The experience is designed to build leadership skills, increase self-confidence, promote critical thinking, and develop and enhance communication skills and teamwork. The cost to the College for this Agreement will be \$870. This item was approved by Tonjua Williams on May 12, 2017. Department—Student Support Services Program

107. Agreement with the **U.S. Small Business Administration (USSBA)** whereby the College will partner with USSBA and **Springboard Enterprises** to co-sponsor a local competition as the first round of its national competition of *InnovateHer: Innovating for Women Business Challenge 2017*. The competition will be conducted by early June and the winner of the local competition will advance to the national competition to be held in September. The Agreement will commence as soon as possible. There is no cost to the College. This item was approved by Tonjua Williams on May 3, 2017. Departments—Provost, Downtown Center; College of Business

Pamela S. Smith, Legal Services Coordinator, prepared this Quarterly Informational Report on contract items not exceeding \$325,000.

Suzanne Gardner, General Counsel, recommends approval.

ps0630171

August 15, 2017

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President



**SUBJECT:** Quarterly Informational Report of Exempt and Non-Exempt Purchases

This informational report includes purchases above Category 2 (currently \$35,000.) but not exceeding Category 5 (\$325,000.) as specified in Board of Trustee’s Rule 6Hx23-5.12. These transactions during the preceding quarter have been approved by the President’s designee and may be exempt from the bidding procedure pursuant to the State Board of Education Procurement Requirements 6A-14.0734.

Because each transaction stands on its own and does not occur in sequence with other transactions, a cumulative dollar amount is not implied when the same vendor appears more than once on the report. A summary appears at the end of the report, grouping vendors that appear on the report more than once, showing a total for each during the period.

The acronyms “SBE”, “BOT” and “ITB” stand for the State Board of Education, the St. Petersburg College Board of Trustees, and Invitation to Bid, respectively.

**The listing is by Purchase Order Number:**

- 1. P.O. #102331 – Prolifics Application Services Inc.** – This is in the amount of **\$46,261.00** for consultant to assist and support as application lead for new project development in PeopleSoft from 7/1/2017-9/30/2017. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information technology ...” **Recommended** by Brian Miles, Vice President Business Services and Information Technology, and approved by Brian Miles, Vice President Business Services and Information Technology.
- 2. P.O. #102414 – Oracle America Inc.** – This is in the amount of **\$82,584.45** for two months renewal for 7/1/2017-8/31/2017 Oracle software update licenses and support services P-96-613-14-000-11 short term. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information technology ...” **Recommended** by Brian Miles, Vice President Business Services and Information Technology, and approved by Brian Miles, Vice President Business Services and Information Technology.
- 3. P.O. #102432 – Barnes and Noble College Booksellers LLC** – This is in the amount of **\$145,000.00** for SPCHS student’s books and supplies for the period of 7/1/2017-



6/30/2018. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “

4. Educational tests...” **Recommended** by Catherine Kennedy, Associate Vice President, Academic Affairs and Partnerships, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
5. **P.O. #102437 – Banquet Masters** – This is in the amount of **\$38,000.00** for SPCHS students free/reduced lunches for the period of 7/1/2017-6/30/2018. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption E: “Food...” **Recommended** by Catherine Kennedy, Associate Vice President, Academic Affairs and Partnerships, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
6. **P.O. #102541 – Assessment Technologies Institute** – This is in the amount of **\$110,000.00** for textbooks, dvds, and assessment and review for the College of Nursing for the period of 7/1/2017 to 6/30/2018. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational tests ...” **Recommended** by Susan Baker, Dean, College of Nursing, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
7. **P.O. #102700– Command Corporation** – This is in the amount of **\$41,600.00** for 13x8 hour course or 104 finished hours of voice over work. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, President.
8. **P.O. #102767 – City of Seminole** – This is in the amount of **\$62,097.48** for the period of 7/1/2017-6/30/2018 for staffing for the city of Seminole library. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services ...” **Recommended** by Matthew Bodie, Executive Academic Program Director, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
9. **P.O. #102803– Daikin Applied** – This is in the amount of **\$39,525.00** for annual and semi-annual inspections of 31 chillers college-wide. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract pricing ...” **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Brian Miles, Vice President Business Services and Information Technology
10. **P.O. #102870 – Josephson, Dwayne Scott:** This is in the amount of **\$50,000.00** for instructional services and consulting for both public and contracted workforce institute classes as scheduled for July 2017 through June 2018. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Andrea Henning, Executive Director, Collaborative Lab, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

**Change Orders listed in numeric order:**

- 1. P.O. #100522.2– Hillsborough Community College** – This change order is in the amount of **\$4,984.31** increase (new total is \$72,705.80). Funding allocation for 2016-2017 College Reach-Out Program expenses at Hillsborough Community College. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Misty Kemp, Acting Executive Director, Retention Services, and approved by Tonjua Williams, President.

**Summary of Vendors Appearing More Than Once (exclusive of change orders)**

NA

**For Information: Excerpt from Board of Trustees Rule 6Hx23-5.12 Purchasing**

All non-exempt purchases exceeding the Category Three threshold amount [\$65,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$325,000] as specified in Section 287.017, Florida Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies it has implemented a drug-free workplace program as specified in Section 287.087, Florida Statutes, shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

**The following are exceptions to competitive solicitations:**

- A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.
- B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.
- C. Library books, reference books, periodicals, and other library materials and supplies.
- D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
- E. Food.
- F. Services or commodities available only from a single or sole source.
- G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

I. Single Source procurements for purposes of economy or efficiency in standardization of materials or equipment.


J. Emergency purchases not in excess of the Category Two threshold [\$35,000] as specified in Section 287.017, Florida Statutes as provided for in P6Hx23-5.123.

**(Rule Authority: State Board of Education Rule 6A-14.0734 Bidding Requirements.)**

This Quarterly Informational Report was compiled by Joe C. Smith, Director of Procurement, Asset Management and Auxiliary Services.

August 15, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, President   
**SUBJECT:** Quarterly Report of Dell Financial agreements

**Section B: Major Technology Contracts**

Material for August 15, 2017 BOT meeting – Quarterly report of Dell Financial agreements.

**Section B: Major Technology Contracts**

1. Agreements with **Dell Financial Services, LLC** to lease a total of 143 computers; network infrastructure equipment for various sites; AV equipment and displays; and other computer equipment for use in various academic and administrative departments college wide. The leases, **entered into between March 4, 2017 and July 31, 2017** are for a period of 36 - 60 months. The cost to the College for these leases is expected to be approximately \$181,437.05. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$8,264.07. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$189,701.12. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2017-18 Budget on June 20, 2017. — Brian Miles