

# MINUTES OF THE AUGUST 15, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

The Board of Trustees of St. Petersburg College met on Tuesday, August 15, 2017 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street N., Largo, Florida. The following Board members were present: Chair Nathan Stonecipher, Bridgette Bello, Katie Cole, and Deveron Gibbons. Trustee Bill Foster was not present. Also present were Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

## NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, August 15, 2017, at the EpiCenter, Room 1-453, 13805 58<sup>th</sup> Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

**17-133.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## 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

**MINUTES OF THE AUGUST 15, 2017 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

---

- 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, Director, Human Resources Development (*Presentation*)
- 2. Construction
  - a. Schematic Design and Phase 1 Construction Guaranteed Maximum Price (GMP), Student Success Center, St. Petersburg Gibbs (*Presentation/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**

# MINUTES OF THE AUGUST 15, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

## 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

### **17-134. Under Item I, Call to Order**

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

### **17-135. Under Item II-A, Recognition/Announcements**

Dr. Williams introduced Dr. Patrick Rinard who has been named Interim Senior Vice President of Student Services. Mr. Brian Miles, Vice President, Administrative/Business Services & Information Technology, introduced Ms. Janette Hunt who has been named Acting Associate Vice President of Budgeting and Compliance. He noted that Ms. Hunt is also an advocate against Human Trafficking outside of her work at the College. Dr. Williams introduced Dr. Misty Kemp who has been named the Acting Executive Director of Retention Services/Director of Title III.

### **17-136. Under Item II-B, Presentation of Retirement and Motion for Adoption**

Dr. Williams recommended adoption of retirement resolutions for Mr. James Mignerey and Ms. Kim Wolff who were in attendance, and joined by family and colleagues, received their resolutions as presented by President Williams.

Mr. Stonecipher led the Board through the annual appointment of Board positions and Direct Support Organizations. Mr. Gibbons motioned that Mr. Stonecipher be nominated as Board Chair for the Fiscal Year 2017/18. Ms. Cole seconded the motion. The motion passed unanimously.

Mr. Gibbons nominated Ms. Cole as the Vice Chair for the 2017/17 Fiscal Year. Ms. Bello seconded the motion. The motion passed unanimously.

The Board considered the proposed 2017/18 Board of Trustees Meeting schedule. Ms. Cole pointed out that the November meeting had been scheduled during the Thanksgiving holiday week and proposed that the meeting be rescheduled for Tuesday, November 14, 2017, at the Tarpon Springs Campus. The Board voted unanimously to accept the proposed meeting schedule, including times and locations, with the adjustment to November's date.

Chair Stonecipher recommended the following Board appointments to Direct Support Organization Boards: Ms. Cole, SPC Foundation, Inc.; Mr. Gibbons, Leepa-Rattner Museum of Art, Inc.; and, Ms. Bello, the Institute for Strategic Policy Solutions. The Board voted unanimously to accept these appointments.

**17-137. Under Item III, Comments**

Opportunity was given for comments from the Board Chair, Board Members, the President and the public.

Chair Stonecipher noted that the Board's materials included the Current Board Evaluation form that would be completed later in the fiscal year. Ms. Cole asked about the timing of the completion of the form and Dr. Williams responded that it would be done during the summer. Mr. Gibbons requested that a 360-degree feedback component be added to the President's evaluation for the next fiscal year. Dr. Williams stated that she would prefer that the 360-degree feedback component be added to the current year's evaluation. She suggested that this would be something the Transition Team could work on. The Board agreed to add that component to the current year's evaluation form. Chair Stonecipher clarified the scoring of the form such that a score of 5 would be the highest rating.

Mr. Gibbons commented that Mr. Dan Barto, Director of Safety and Security, received an award for providing the best security for community colleges nationwide. Along with that award, a grant of \$450K was given over a period of eight years. Mr. Gibbons commended Mr. Barto and his team for this achievement.

Mr. Gibbons also mentioned that former SPC President, Dr. William Law, was awarded the key to the City of St. Petersburg by the Mayor and the City Council.

Mr. Gibbons also asked the Board and College staff to keep Dr. Williams and her family in their prayers as she has recently lost her father-in-law.

Ms. Bello commented that Dr. Williams has been awarded the Tampa Bay Business Journal's Businesswoman of the Year in the Government and Non-Profit category.

Dr. Williams shared that this is her seventh week as President of SPC. She commented that the College has had a graduation, the Fall Faculty Meeting, she has met with faculty, been to Tallahassee twice, and she has met with the Chancellor and the State Chamber of Commerce. She has also had a luncheon with donors, visited community centers and has met with many others. She said the College was also preparing for the Quality Enhancement Plan (QEP). Dr.

# MINUTES OF THE AUGUST 15, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

Williams said she is still excited about taking on her role as President and that the College is moving forward.

Dr. Williams also noted that of SPC's 100 athletes, 25 were honored for having a 3.3 GPA and above.

## **17-138. Under Item IV, Review and Approval of Minutes**

The minutes of the June 20, 2017 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Ms. Cole moved approval of the minutes as submitted. Mr. Gibbons seconded the motion. The motion passed unanimously

## **17-139. Under Item V, Monthly Reports**

Under Monthly Reports

Ms. Suzanne Gardner reported that she had submitted a summary of new laws that came from the last State Legislative session. She said that the booklet has been posted on the Board's website. She noted that many of the changes were process oriented.

Mr. Gibbons requested a change in the agenda that would allow the Board to vote on those items that required action from the Board early in the meeting because he could not stay for the entire meeting. Chair Stonecipher agreed and **moved to the Administrative Matters of the agenda.**

## **17-140. Under Item VI - D, Administrative Matters**

The Board considered Personnel Items VI - D.1a. Mr. Gibbons moved approval. Ms. Cole seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Human Resources
  - a. Personnel Report (*Action*)

Ms. Cole commented that she recognized how difficult the recent personnel changes have been and expressed her appreciation that the College has taken the actions needed to remain fiscally responsible.

- b. Health Insurance Update – Ms. Desiree Woroner, Director, Human Resources Development (*Presentation*)

Ms. Woroner provided an overview of the Employee Health Insurance Plan Update. She shared that even though average enrollment has increased only slightly since 2015, insurance claims and costs have continued to rise. Ms. Woroner said that enrollment in the high-deductible plan option grew 24% to a total of 403 participants. She noted that while medical, inpatient and generic drug utilization have all risen for active employees, for retirees there have been significant reductions:

Medical is down 50%; Inpatient is down 60% and Drug plan usage is down 3%. She added that there were no claims exceeding \$50K for retirees.

Ms. Woroner said that the projected claim spend increase for calendar year 2017 was 10% and this was addressed with plan modifications and cash. She projects a 3% claim expense for calendar year 2018, leaving a projected shortfall without plan modifications of \$1M.

Ms. Woroner explained the following next steps to address this issue: Plan options will be reviewed with stakeholders and the Insurance Committee. The College will evaluate “Seed” funding for Health Savings Accounts; the Employee Health and Wellness Program will be evaluated; the management of pharmacy benefits will be evaluated; a full suite of carrier offerings will be evaluated for 2019; and the financial threshold for the Self-Funded Safe Harbor will be ensured. She stated that recommendations will be brought before the Board in September.

Chair Stonecipher asked if she has looked at what other Colleges are doing. Ms. Woroner said that she has gathered information on other coverages and that SPC is considered a “platinum” provider because of its generous health plan provisions. She added that many colleges are part of a consortium and that SPC will look at that option compared to continuing to be self-insured. Mr. Gibbons commented that since the cost of health care is so great and continues to grow, he felt this issue needs a lot of attention and he encouraged the investigation of becoming part of a co-op.

Ms. Cole asked for information regarding the impact of fluctuations in health care costs on the College’s budget, particularly in the event of catastrophic claims. Ms. Woroner responded that the College does have a stop-loss arrangement and is currently looking at lowering it. Mr. Gibbons asked if the College could look at what kinds of options might exist for employees to buy their own insurance. Dr. Williams commented that there is a lot of data and options being explored and that those options will be presented to the Board in September.

2. Schematic Design and Phase 1 Construction Guaranteed Maximum Price (GMP), Student Success Center, St. Petersburg Gibbs Campus - Mr. Jim Waechter, Associate Vice President, Facilities, Planning and Institutional Services (*Presentation/Action*)

Mr. Waechter presented the proposed schematic design of the new Student Success Center for the St. Petersburg Gibbs Campus. Mr. Jason Jensen, of the Wannamaker Jensen Architectural firm, provided additional information regarding the building layout and design features.

Mr. Waechter then reviewed the budget for the schedule. He stated that the original requested budget amount was \$20M with a pledged match of \$5M. The FY 2016/17 award was for \$10M with a \$2.5M match. The FY 2017/18 award is \$6.5M with a pledged match of \$1.625M, yielding a budget for initial demolition, Phase I and Phase II of \$20,625,000. He presented that the remaining FY 2018/19 budget request would be \$3.5M with a \$875K pledged match. The total proposed project budget is \$25M.



## MINUTES OF THE AUGUST 15, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

Mr. Waechter reviewed the schedule for Phases 1, 2 and 3. Phase 1, from August to December 2017, includes site development and underground infrastructure. Phase 2, beginning in January 2018 and continuing for 12 to 18 months, includes building construction. Phase 3, during the spring of 2019, includes final finishes and site improvements.

Mr. Gibbons raised concerns regarding the slowness of the visible progress of this construction project. He stated he has received two telephone calls from state legislators asking why construction has not started. Mr. Waechter responded that the College opted to take the Design/Build approach, which allows for funding requests in smaller increments rather than asking for 100% up front.

Ms. Cole asked when the next request for authorization would take place. Mr. Waechter responded that the civil package is before the Board today for \$1.6M. The next phase would include the building design, less the finishes, and also possibly a structural package which includes the structural steel. He said that the steel requires a huge lead time for the project. Mr. Waechter said that if the steel package can be identified with a lead time, he could come back to the Board maybe as early as September.

Ms. Cole commented that she had also received calls from legislators, but that she also does not want to put the College in the position of needing additional funds. She asked when the Board could get pieces to approve that would show the legislators that the College is actively spending this money. She also asked what percentage the structural package is of the overall budget.

Mr. Waechter answered that it is not a big number, but it is a milestone. He estimated that it might be \$2M. He added that right behind that, the money for the rest of the design could be encumbered.

Jason Jensen commented that even the site package is an acceleration because it is being put out ahead of time before the project is completely designed. He stated that if the College considers a few steps at a time, it reduces the risk of having to pull back. Mr. Jensen said that these are all phases in the normal design development process. He said his firm can work on these packages ahead of time to expedite the project and could work with LEMA Construction ahead of time to meet budget marks.

Mr. Gibbons again expressed his concern that the project is taking too long and added that he feared the College is in jeopardy now of not getting money from the legislature because the building has not been started and that there would not be enough done by the end of the next legislative session in March. He said that the contract for the architect and builder came before the Board last October and he is concerned that it would not be well received by the legislature that building construction has not started.

Ms. Bello asked if the Board could have the structural steel package by the next board meeting and be able to vote on it.

Mr. Jensen said that the September meeting would be too soon, but felt it could be available by the October meeting. He said it would include the foundation and the steel package.

Mr. Johnathan Stanton of LEMA Construction told the Board that the College has a good plan. The first phase of \$1.6M is all the underground work. The next phase is 100% documents and LEMA would bid out the rest of the project. The third phase would be not building out the east wing and the provosts suite/office in case the College does not get the final \$3.5M. Mr. Stanton said that LEMA would have the drawings done in November and the bids would come in December. At that time, LEMA would be able to say it would be another \$15.5M for the building and another \$3.5M for Phase 3. He said that, instead of voting on \$1.6M, \$15.5M and \$3.5M dollar amounts, the Board would vote on three phases and to stay under budget. He said that the whole purpose of the Design/Build approach is to ensure that the project does not exceed the budget. By December, \$1.6M will have been spent and the Board could vote on the rest of it at that time. He said that LEMA will be spending the \$1.6M for the rest of the year. In December the plans will be done, all the bids will be done, LEMA would be asking for funding for the rest of the project.

Ms. Bello asked if it would take until December to do the ground work. Mr. Stanton responded that they would be spending the \$1.6M until the end of the year. He explained that spending on construction is typically a bell curve, smaller in the beginning, the majority when the building comes out of the ground, and again a smaller amount to finish the project.

Ms. Cole stated that she would like to have the structural funds in October for the Board to commit to. She said that from a publicity standpoint, the College would need a groundbreaking ceremony this fall.

Mr. Stanton said that LEMA could come up with a steel package separately but that it will cost more money in advertisements because they were going to publicly advertise for bids for the underground and again for the whole building at one time. If the steel package is separate, it would cost extra to publicly advertise. Mr. Stanton explained that even if the steel is ordered earlier, in October, the structure would not begin until March.

Ms. Cole asked why the structure could not begin earlier, if the steel is being ordered early.

Mr. Stanton explained that LEMA would be doing site work and ground work in December and the foundations in January/February. He added that the structure could maybe begin a month early.

Mr. Jensen suggested that his firm and LEMA work on the steel and foundation schedules and come back in September with a schedule update and a package for steel that the Board could vote on in October.

Mr. Gibbons said he did not want to rush the project and end up with something that nobody is happy with. He said that a year is a long time for a planning phase. He said that the College was maybe stuck with the March deadline to come out of the ground and that maybe it stays with the way it has been presented. Mr. Jensen said that the College has been judicious in making sure the project does not go over budget.

# MINUTES OF THE AUGUST 15, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

Mr. Gibbons commented that if the College does not commit to the budget, it makes it look like the College does not have faith in getting the funding in the future.

Mr. Stonecipher proposed that the Board should vote for the GMP for Phase I today. He said that by December's meeting, the Board could vote on the allocation for the GMP for phases two and three and get those funds confirmed before the January legislative session starts. He also suggested that the Board get an update every two months. He asked for a motion to accept the Schematic Design as presented. Mr. Gibbons moved to accept, Ms. Bello seconded the motion. The motion passed unanimously.

Chair Stonecipher then asked for a motion to approve the Phase 1 GMP of \$1.566M today with the expectation that the Board will vote on Phases 2 and 3 in December. Mr. Gibbons moved to accept, Ms. Bello seconded the motion and the motion passed unanimously.

Mr. Gibbons stated that the prior Board voted that the College would put Dr. Kuttler's name on the new building. He said he wanted to bring that point up so the Board could discuss it further at some point.

**Chair Stonecipher moved to the 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*)  
Chair Stonecipher asked for a motion from the Board to approve all items in the Consent Agenda. Mr. Gibbons moved to approve the Consent Agenda in its entirety. Ms. Cole seconded the motion. The motion passed unanimously.

Chair Stonecipher moved back to Student Success.

**17-141. Under Item VI – A, Strategic Focus and Planning**

Under Strategic Focus and Planning:

A. STUDENT SUCCESS AND ACHIEVEMENT

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

Dr. Rinard reviewed the data around the fall student enrollment for 2017/18. He stated that overall enrollment and total student semester hours were both down 3.4%. Baccalaureate student semester hours increased 3.6% and first-time-in-college enrollment increased 6.4%. New student enrollment increased 1.1%. African American student enrollment declined 4.0% overall, but rose 20.6% for first-time-in-college. Hispanic student enrollment increased 3.5% overall and rose 15.9% for first-time-in-college. The first-time-in-college retention rate is 57.5% with a noticeable difference between full-time students (70.8%) versus part-time students (50%). Pinellas County high school graduates starting at SPC increased 5%. The percentage of students receiving financial assistance is 61%.

Dr. Coraggio reviewed the next steps to enhance student enrollment. He shared that forums on June 16 and July 14 with College Provosts and Deans were held in which they reviewed targeted occupations in the region. As a result, he said the following programs are being developed or explored: Elementary Education Online (Fall 2017), Education Studies and Community Leadership Online (Fall 2017), Expansion of EMT (Tarpon Springs), 911 Dispatchers Program (PSAV), Dietetic Technician, Certified Community Health Worker, Mechatronics (embedded in Engineering Technology), Private Security Officer (PSAV), Robotics and Simulation Technician (embedded in Electronics Engineering Technology) and Lineman Apprenticeship with Duke Energy.

In addition, Dr. Coraggio shared that the State has offered grant money totaling \$85M to support job growth. SPC has applied for grants for two programs: Electromechanical and Mechatronics Technician Training (EMTT) program with Lockheed Martin (\$1.6 Million) and Pinellas County Security and Defense Center (PCSDC) (\$1.3 Million).

Ms. Bello commented that she was most disturbed that almost half of SPC's students are not returning and asked why that was the case. Dr. Williams explained that there are a variety of issues and that the faculty is focusing on improving the classroom experience. She added that the College is having to re-recruit the students already enrolled. She also noted that registration is still ongoing and the numbers presented are a little premature.

# MINUTES OF THE AUGUST 15, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

Chair Stonecipher asked if incentive programs have been considered to entice students to re-enroll. Dr. Williams answered that students are scheduled for an appointment to register and that the Provosts have talked at great length about ways to get students to register.

Ms. Cole asked about the decline in nursing students and Dr. Coraggio explained that there has been a decline in baccalaureate nursing largely due to the fact that the hospitals have backed off from requiring baccalaureate degrees for their nurses. Ms. Cole remarked that a comparison of the community's needs to the College's offerings might be appropriate. Dr. Coraggio responded that these needs were brought to the Provosts/Deans meetings and the list of programs generated from those forums were driven by that information.

## **17-142. Under Item VI - C, Budget and Finance**

1. 2016/17 Year End Financial Report – Ms. Janette Hunt, Director, Budget and Compliance (*Presentation*)

Ms. Hunt reported that the College projected a 7% decline in Student Tuition & Out-of-State Fees, but the actual Year over Year decline was 5.3%. She highlighted a larger than expected amount received for Lab fee revenues of \$1.9M. She noted that the 176.3% increase to Industry Certification revenues was due to the College's share of appropriations in the amount of \$596K.

Ms. Hunt shared that the Board had asked the College to reduce its reliance on the Fund Balance. Ms. Hunt reported that the College spent \$3.4M from the Fund Balance, indicating a decrease. She reported that total revenue for the year was \$148.6M.

Ms. Hunt reported that expenses were adjusted during the year. She stated that the year over year personnel expenses were down 1.3% largely due to not filling vacancies in personnel. She clarified that the 13.3% increase in the Professional category is due to the reclassification of Career and Academic Advisors in to professional positions. Ms. Hunt shared that Personnel & Benefits expenses finished the year at \$118.6M, a reduction year over year of 1.3%.

Ms. Hunt explained to the Board that the numbers that Ms. Woroner reported on earlier for Health Insurance were calendar year numbers versus the fiscal year numbers appearing in the budget report which shows a slight difference. She noted that actual health insurance cost change was a little under 10%.

Ms. Hunt pointed out that the "Other Personnel Benefits" number does not include the GASB 68. This pertains to the College carrying the State's liability for the State Retirement dollars on its books, even though it is not a College liability. She stated that this figure does not affect the College's reserve or fund balance. Ms. Hunt shared that the College spent \$3.3M less in current expenses year over year and about \$30K less in Capital expenses.

2. Fiscal Year 2017-2018 Budget Update –Ms. Janette Hunt, Acting Associate Vice President, Budget and Compliance (*Presentation*)

Ms. Hunt explained that she would present further information on the 2017/18 Budget in next month's meeting but she wanted to bring the Board up-to-date on things that have occurred since the June 2017 meeting.

Ms. Hunt said that the Board approved a \$3.6M performance funding budget based on information the College had at the time. She explained that since that time, the College was notified that the actual allocation would be \$3.5M. She advised that the Florida Administrative Code and Board of Trustees Rules authorizes the college President to amend the budget in cases such as this. Accordingly, the president decreased the budget by less than 1% (\$138K).

Ms. Hunt shared that the budget was based on an anticipated 3.5% enrollment decline in enrollment and that enrollment is 3.4% down, creating a positive difference of \$53K. She said that this number will continue to be tracked and monitored.

Ms. Hunt explained that there would be six- and twelve-month reviews of the budget and that the Board would be given more information about these reviews and actions in the coming months.

**17-143. Under Item VI - E, Academic Matters**

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

Dr. Crawford reported that the Focus Report was submitted in March and the off-site committee only had ten questions on the 91 standards. The average is 18 questions. She said that the QEP has been finalized and will be submitted later this month. Efforts are being made to prepare the College community for the on-site visit in October. The reviewers will have campus tours, an overview from Dr. Williams on the College and will conduct interviews with a final exit conference at the end of the visit. They will also meet with Dr. Williams and Chair Stonecipher.

Ms. Roberson described some of the efforts being made to prepare the College for the on-site visit scheduled for October 9-12, 2017. She said she hoped that Board members would be able to set aside some time during that period in case the reviewers requested an interview with them.

Ms. Roberson described some of the details of the preparation plan for the SACS visit. She mentioned that the On-Site Visit Committee has been working on ways to prepare all stakeholders for the visit. This week, a five-minute online training video with quiz will be launched for all students, faculty and staff. Dr. Haber said there would be campus training visits to meet with stakeholder groups, and three online sessions for online faculty and students. She shared that the week before the visit there will be Ready, Set, Succeed Spirit Week with daily

# MINUTES OF THE AUGUST 15, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

activities. In addition, a FAQ website has been developed that provides an overview of questions that might be asked during the reaffirmation/reaccreditation process. There will also be specialized meetings for each of the standards groups to prepare them in the event they are asked to respond to questions from the on-site committee.

Dr. Haber said her role was to share the QEP with the entire institution. She said that a Top 10 List has been composed and is on a card that will be given to the College community to provide information about the QEP. The topic for the QEP is “College Readiness for Long-term Success.”

Dr. Haber explained that, in order to support student success, the students will receive training and strategies for time management, comprehension skills, knowledge monitoring, how to be motivated and other skills. Students will be in a class, a Neighborhood for Success, where they can get these strategies. It will be led by a faculty mentor and success coach who will guide them through those strategies for the next year.

Dr. Haber said that the targeted population for this is the flexible opt-out students. These are students who have opted not to take recommended developmental courses. She explained that the pilot for this program will begin in week five of this semester at the Clearwater and Gibbs campuses which were identified as having the largest need.

Dr. Crawford explained that during the SACS visit, the on-site committee will be reading the QEP for the first time. The on-site committee will also be looking at the ten standards that had questions that the College has responded to, as well as 18 other standards that are federally required. Dr. Crawford told the Board members that the committee may want to meet with all five Board members. She suggested that when Dr. Williams is providing her overview it would be a good time for one or two Board members to be in the room.

Chair Stonecipher thanked the presenters for their work on this effort.

## **17-144. Under XIII, 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

## **17-145. Under Item X, Public Access/Unagendaed Items**

## **17-146. Under Item XII, President’s Report**

Dr. Williams recognized Ms. Frances Neu for her efforts to find donors for the new building. Ms. Neu has been working with Ms. Jane Silverberg who has donated \$150K to put her name on a room in the new STEM Center. This room will be adjacent to the Lab dedicated to Dr. Chapin.

Dr. Williams also told the Board that their packet contains a copy of the letter she had written to the Transition Team. She expressed her agreement with Mr. Gibbons' suggestion for 360-degree review. She said she felt it was pertinent and is something the faculty has asked for. She said this would be perfect for the Transition Team to work on.

Dr. Williams explained that the Transition Team is composed of a variety of individuals across the College. She said some were appointed and some volunteered to serve on the team. Dr. Williams said the Transition Team will be working for about 75 days with a consultant who is working at no charge. The purpose is for the Team members to share ideas and concerns and also to share solutions that will help the College move forward. Dr. Williams said that she would not be involved nor would any of the executive leaders of the College. She said that she wanted the committee to be open and comfortable with sharing their ideas. The Team will be sharing a report with the Executive team once they have their recommendations together and that report will also be shared with the Board.

**17-147. Under Item XIII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, September 19, 2017, 9:00 a.m., at the EpiCenter.

**XII. ADJOURNMENT**

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 11:09 a.m.

---

**Tonjua Williams**  
**Secretary, Board of Trustees**  
 St. Petersburg College  
 FLORIDA

---

**Nathan Stonecipher**  
**Chairman, Board of Trustees**  
 St. Petersburg College  
 FLORIDA



**Attachments  
Board Memos and  
Supplemental  
Materials**

**Board of Trustees  
Meeting**

**August 15, 2017**

## II – B.1 New Senior Vice President, Student Services

## Patrick Rinard, Ph.D.

Acting Senior Vice President, Student Services



Dr. Rinard began his career at St. Petersburg College in 1992 as an Admissions and Academic Advisor, and has held a variety of positions from a Manager in Information Systems, to College Registrar, and Associate Vice President of Enrollment Services where he oversaw Admissions, Registration, College Placement Testing, Graduation/Commencement, and systems testing for new development in SPC's Student Information System. Two years ago, he became a member of the Council of Campus Provosts and actively participates on Provosts/Deans Council and other college-wide councils and committees. He has community based experience and leadership in higher education with the Council for Student Affairs.

Dr. Rinard has achieved many milestones, but is most proud of being a graduate of St. Petersburg Jr. College in 1983. Dr. Rinard earned a Doctorate in Higher Education from Barry University in 2010.



August 15, 2017

Page 6

## II – B.3 New Acting Associate Vice President of Budgeting and Compliance

## 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.



August 15, 2017

Page 8

## II – New Acting Executive Director of Retention Services/Director of Title III

### 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

Page 10

St. Petersburg College  
**SPC**

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	St. Petersburg Gibbs
October 17, 2017	Bay Pines STEM Center
November 14, 2017	Tarpon Springs Campus
December 12, 2017	Epi Center, Collaborative Labs (Board Workshop)
January 16, 2018	Epi Center
February 20, 2018	Douglas L. Jamerson Jr. Midtown Center
March 20, 2018	Epi Center
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>LEADERSHIP:</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>DIVERSITY INITIATIVES</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>ADDITIONAL ITEM:</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:

---



---



---

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

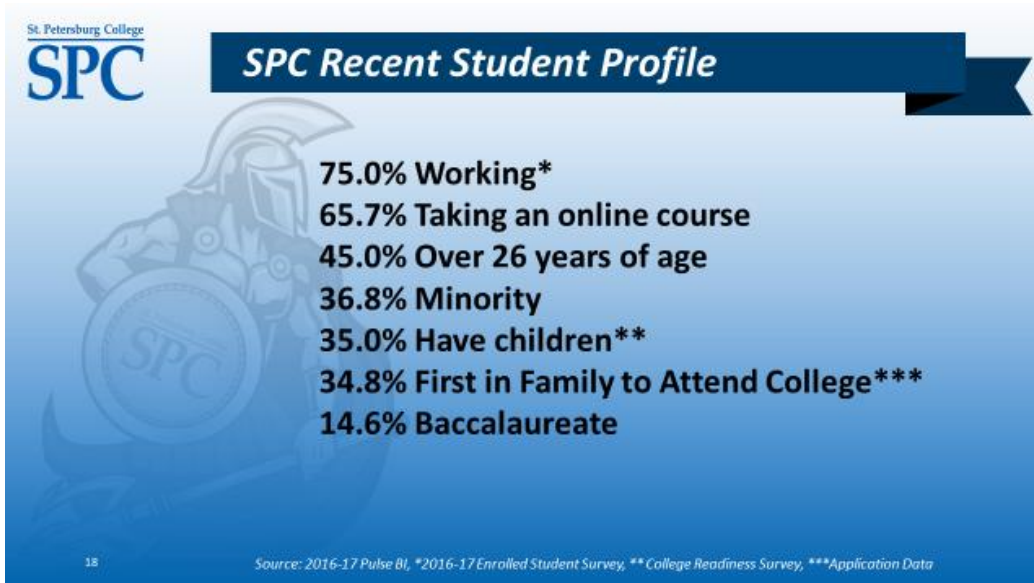
VI – A.1 Fall 2017 Enrollment Update



**Fall 2017  
Enrollment  
Summary**  
Board of Trustees Meeting  
August 15, 2017



The slide features a blue background with a large, faint watermark of the St. Petersburg College Titans logo. At the top, there is a dark blue banner. The text is positioned on the left side, and the official logo is on the right.



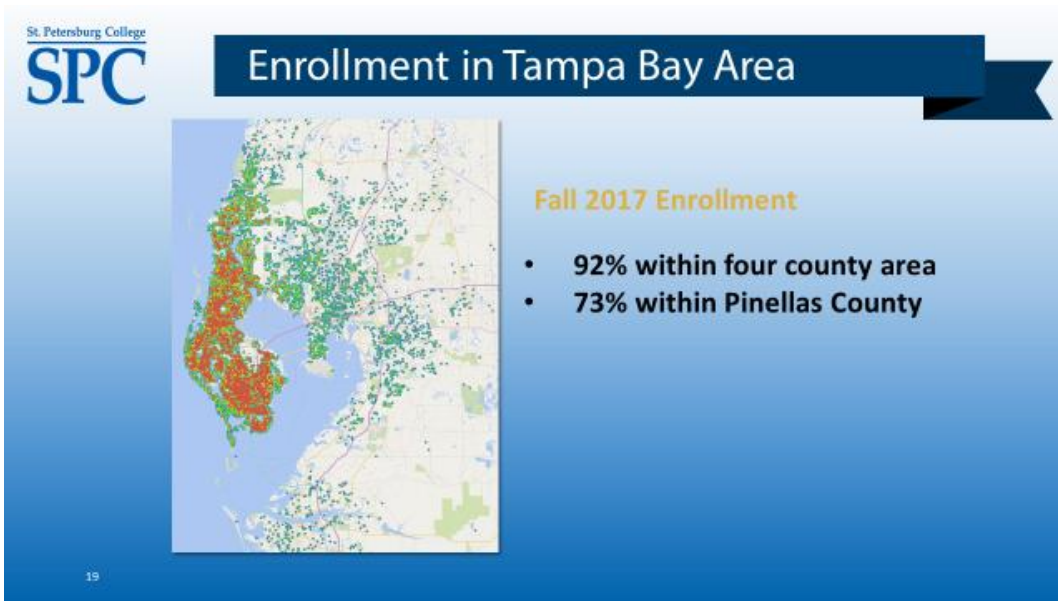
St. Petersburg College  
**SPC**

**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**

18 Source: 2016-17 Pulse BI, \*2016-17 Enrolled Student Survey, \*\* College Readiness Survey, \*\*\*Application Data

The slide has a blue background with a faint watermark of the Titans logo. It includes the SPC logo in the top left, a title banner, a list of statistics, and a footer with a page number and source information.



## Student Semester Hours



21

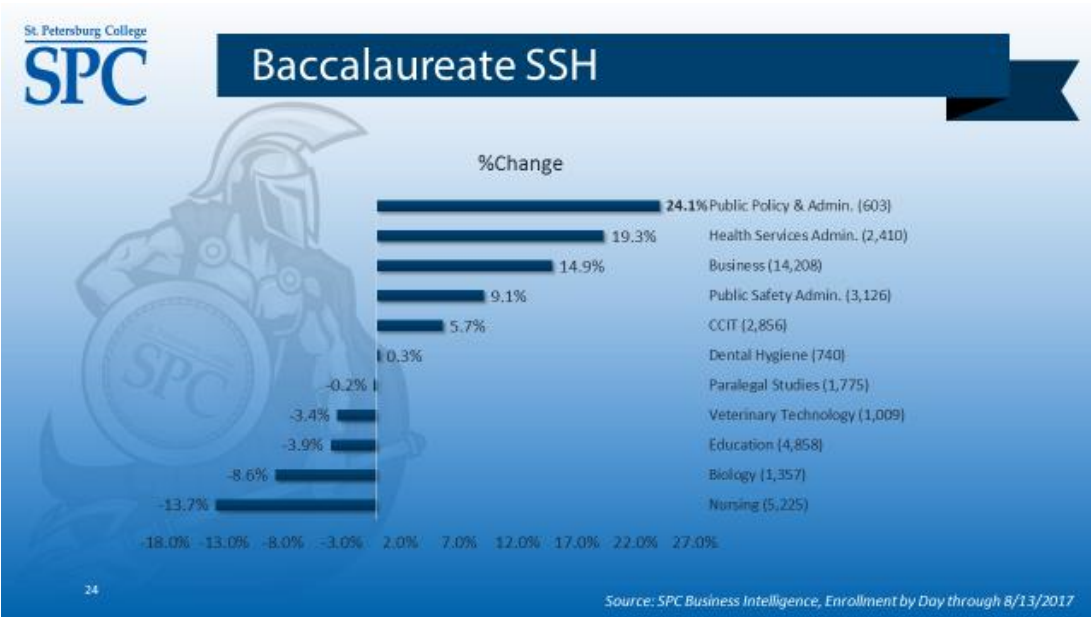
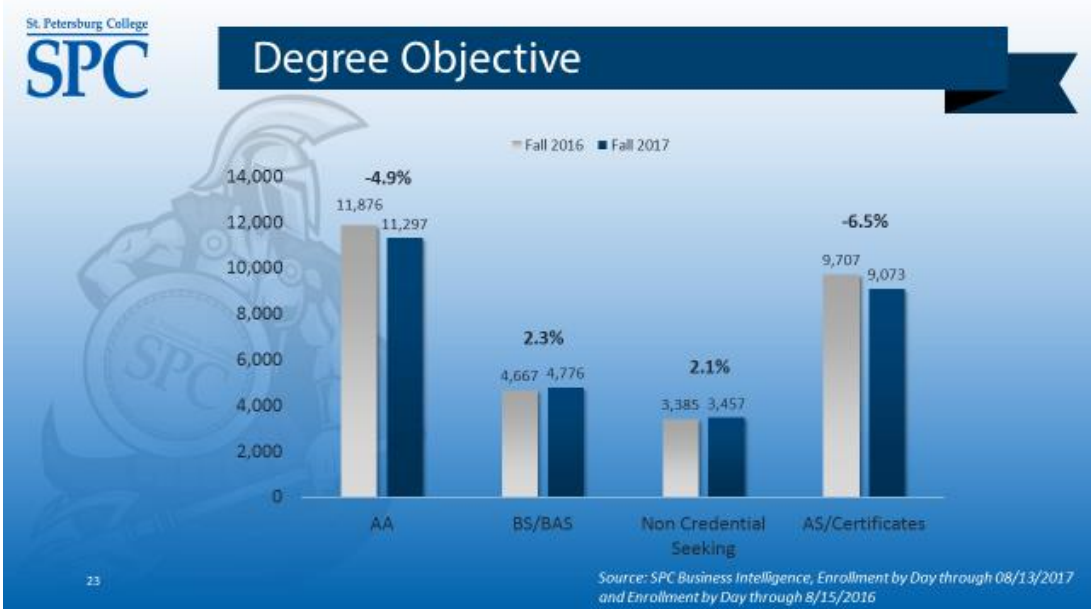
Source: SPC Business Intelligence, Enrollment by Day through 8/13/2017

## Enrollment Type

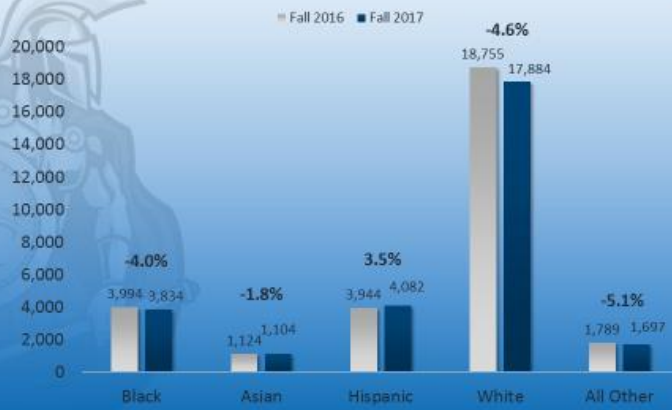


22

Source: SPC Business Intelligence, Enrollment by Day through 8/13/2017



## Ethnicity



25

Source: SPC Business Intelligence, Enrollment by Day through 8/13/2017

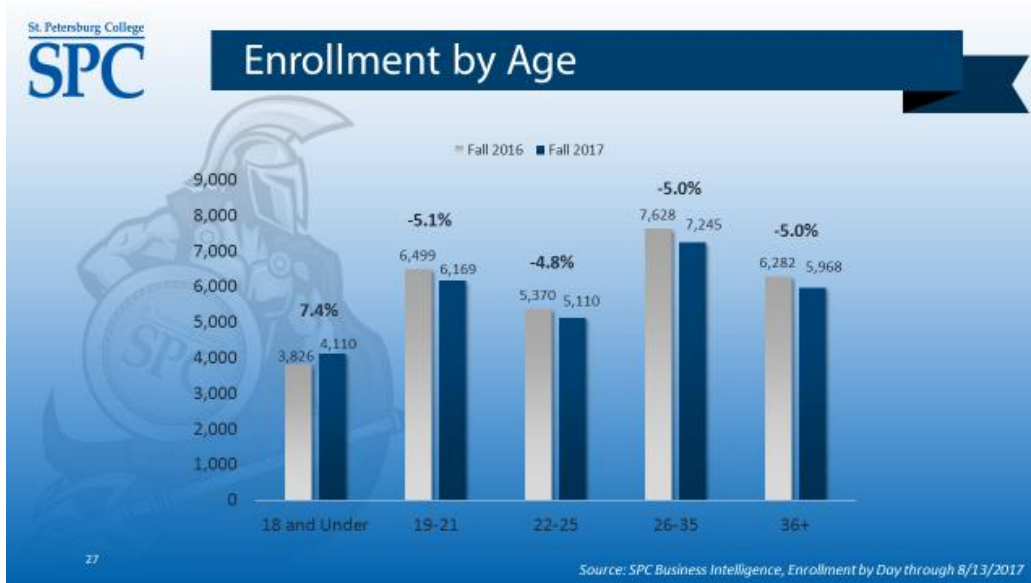
## Gender



26

Source: SPC Business Intelligence, Enrollment by Day through 8/13/2017





St. Petersburg College  
**SPC**

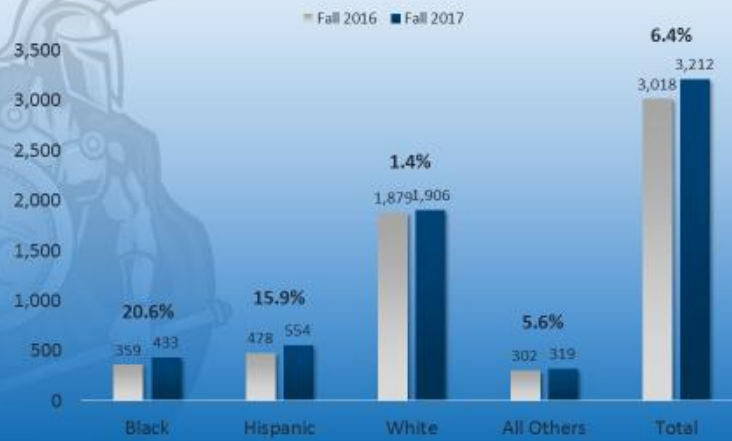
## Community Outreach

- 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
- TASCO Teen BBQ Cook-Off
- Numerous church visits and faith-based student program events
- SPIFFS World Day Celebration

28



## FTIC Ethnicity



29

Source: SPC Business Intelligence, Enrollment by Day through 8/13/2017

## FTIC Enrollment by Age



30

Source: SPC Business Intelligence, Enrollment by Day through 8/13/2017

## 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	537	280	817 (70.8%)	336 (29.2%)
Part-Time	2,059	275	755	1,030 (50%)	1,029 (50%)
<b>Total</b>	<b>3,212</b>	<b>812</b>	<b>1,035</b>	<b>1,847 (57.5%)</b>	<b>1,365 (42.5%)</b>

31

Source: BI, Cohort Retention by Term &gt; Overall Enrollment by Cohort data through 8/13/17

## Pinellas County Public HS

2017 Graduates	Pinellas Public School Name	2016	2017	% Change	Yield
329	BOCA CIEGA HIGH	78	85	9.0%	25.8%
304	CLEARWATER HIGH SCHOOL	104	112	7.7%	36.8%
361	COUNTRYSIDE HIGH SCHOOL	143	130	-9.1%	36.0%
315	DIXIE M. HOLLINS HIGH SCHOOL	76	88	15.8%	27.9%
306	DUNEDIN HIGH SCHOOL	87	116	33.3%	37.9%
497	EAST LAKE HIGH SCHOOL	125	138	10.4%	27.8%
237	GIBBS HIGH SCHOOL	41	54	31.7%	22.8%
218	LAKEWOOD HIGH SCHOOL	66	43	-34.8%	19.7%
315	LARGO HIGH SCHOOL	91	99	8.8%	31.4%
344	NORTHEAST HIGH SCHOOL	112	114	1.8%	33.1%
368	OSCEOLA HIGH SCHOOL	134	144	7.5%	39.1%
546	PALM HARBOR UNIVERSITY HS	139	170	22.3%	31.1%
386	PINELLAS PARK HIGH SCHOOL	139	139	0%	36.0%
441	SEMINOLE HIGH SCHOOL	180	167	-7.2%	37.9%
402	ST. PETERSBURG HIGH SCHOOL	69	80	15.9%	19.9%
288	TARPON SPRINGS HIGH SCHOOL	114	104	-8.8%	36.1%
<b>5,657</b>	<b>Total</b>	<b>1,698</b>	<b>1,783</b>	<b>5.0%</b>	<b>31.5%</b>

32

Note: June 2017 graduates enrolled at SPC in Fall 2017; Data through 08/13/2017

## Pinellas County Private HS & Homeschooled

Pinellas Private School Name	2016	2017
ADMIRAL FARRAGUT ACADEMY	6	6
CALVARY CHRISTIAN HS	15	22
CANTERBURY SCHOOL - ST PETERSB	1	2
CLEARWATER CENTRAL CATHOLIC HI	10	12
INDIAN ROCKS CHRISTIAN SCHOOL	23	23
KESWICK CHRISTIAN SCHOOL	10	2
NORTHSIDE CHRISTIAN SCHOOL	20	12
SAINT PETERSBURG CATHOLIC HIGH	16	15
SHORECREST PREPARATORY SCHOOL	0	1
<b>TOTAL</b>	<b>101</b>	<b>95</b>
HOMESCHOOLED PINELLAS	44	79
HOMESCHOOLED FLORIDA	22	21
HOMESCHOOLED OUT OF FLORIDA	1	1
<b>TOTAL</b>	<b>67</b>	<b>101</b>

Note: June 2017 graduates enrolled at SPC in Fall 2017; Data through 08/13/2017  
 Source: PCS Data and HS applied and enrolled by day.sql

33

## Pasco County Public HS

Pasco County School Name	2016	2017
ANCLOTE HS	34	44
FIVAY HS	5	3
GULF HS	10	14
HUDSON HS	0	1
JW MITCHEL HS	51	53
LAND O'LAKES HS	1	2
PASCO COMPREHENSIVE HS	1	0
RIDGEWOOD HS	0	6
RIVER RIDGE MIDDLE & HS	11	16
SUNLAKE HS	0	1
WIREGRASS RANCH HS	2	1
ZEPHYRHILLS HS	0	3
<b>TOTAL</b>	<b>115</b>	<b>144</b>

Note: June 2017 graduates enrolled at SPC in Fall 2017; Data through 08/13/2017  
 Source: HS applied and enrolled by school and day privates and pasco.sql

34

## Fall 2017 – Financial Aid by the numbers

- **17,440 students awarded \$119.5 million!**
  - Average award package - \$6,850 per year
- **Pell Grant – 11,932 students awarded \$53.0 million**
  - Average award - \$4,462 per year
- **Scholarships and Waivers – 2,070 students awarded \$3.43 million**
  - Average award - \$1,657 per year
- **Other grants – 6,562 students awarded \$7.6 million**
  - Average award - \$1,159 per year
- **Student Loans – 7,080 students awarded \$54.2 million**
  - Average award - \$7,651 per year

• Increased loan counseling initiatives have resulted in lower borrowing levels and a slight decrease in the number of student borrowers.

## Next Steps

- Strategic Workforce Forums with the Provosts and Deans on 6/16 and 7/14 reviewed the Targeted Occupations within our region and are developing and/or exploring the following programs:
  - Elementary Education Online (Fall 2017)
  - Education Studies and Community Leadership Online (Fall 2017)
  - Expansion of EMT (Tarpon Springs)
  - 911 Dispatchers Program (PSAV)
  - Dietetic Technician
  - Certified Community Health Worker
  - Mechatronics (embedded in Engineering Technology)
  - Private Security Officer (PSAV)
  - Robotics and Simulation Technician (embedded in Electronics Engineering Technology)
  - Lineman Apprenticeship with Duke Energy



## Next Steps

- SPC has developed two applications for the Department of Economic Opportunities' Florida Job Growth Grant:
  - **Electromechanical and Mechatronics Technician Training (EMTT) program** with Lockheed Martin, Monin, MI Metals and regional manufacturing associations (\$1.6 Million)
  - **Pinellas County Security and Defense Center (PCSDC)** represents a coordinated effort between municipal police departments, EMS companies, local emergency management departments, and private industry in simulation development, personnel training, and pipeline sustainability for job opportunities and advancement. (\$1.3 Million)

37

## Noteworthy Observations

- Headcount and SSH -3.4%
- Baccalaureate SSH +3.6%
- FTIC enrollment is up 6.4%
- New students are up 1.1%
- African American students overall is down 4.0% and FTIC is up 20.6%
- Hispanic students overall are up 3.5% and FTIC is up 15.9%
- FTIC 2016 Retention rate is 57.5%
  - FTIC 2016 Full Time retention rate is 70.8%
  - FTIC 2016 Part Time retention rate is 50%
- Pinellas County graduates starting at SPC is up 5%
- 61% of our students receiving Financial Assistance

38

# Questions



VI – B.1 FY 2016-17 Year End Financial Report



SPC St. Petersburg College 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>

SPC St. Petersburg College		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%	
Total Personnel & Benefits	\$ 118,330,460	\$ 118,618,049	100.2%	-1.3%	
<b>Current Expense</b>					
Total Current Expense	\$ 32,341,920	\$ 27,727,836	85.7%	-11.6%	
<b>Capital</b>					
Total Capital	\$ 3,430,581	\$ 2,269,373	66.2%	-2.4%	
Total Operating	\$ 154,102,961	\$ 148,615,259	96.4%	-3.5%	
<b>Balance</b>	\$ -	\$ -			

## FY17-18 Budget Updates



## Performance Based Funding

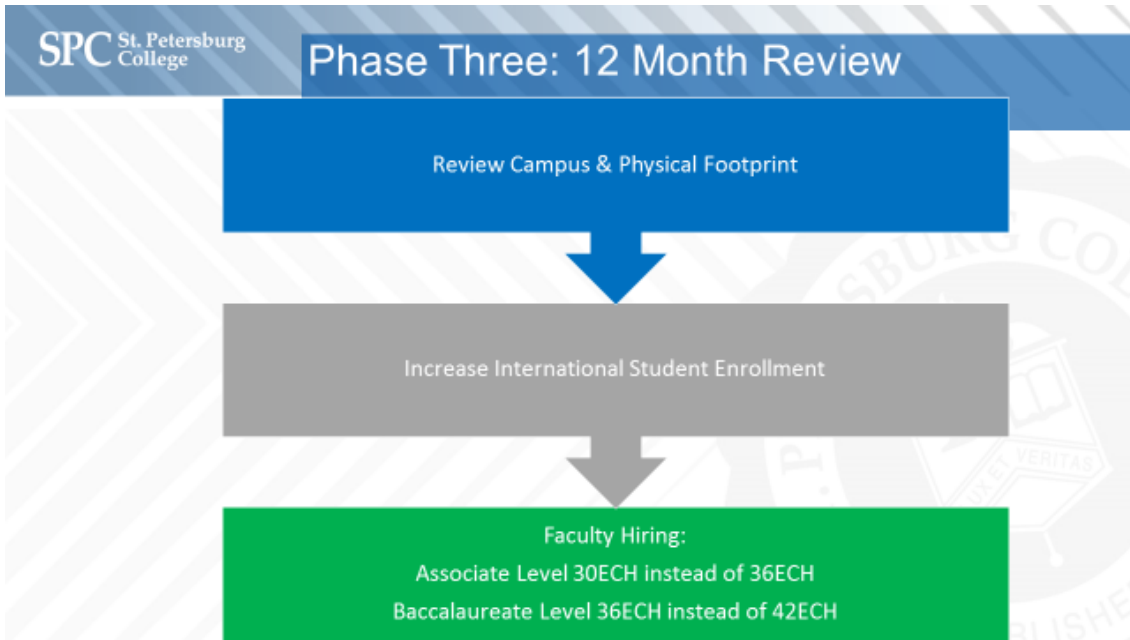
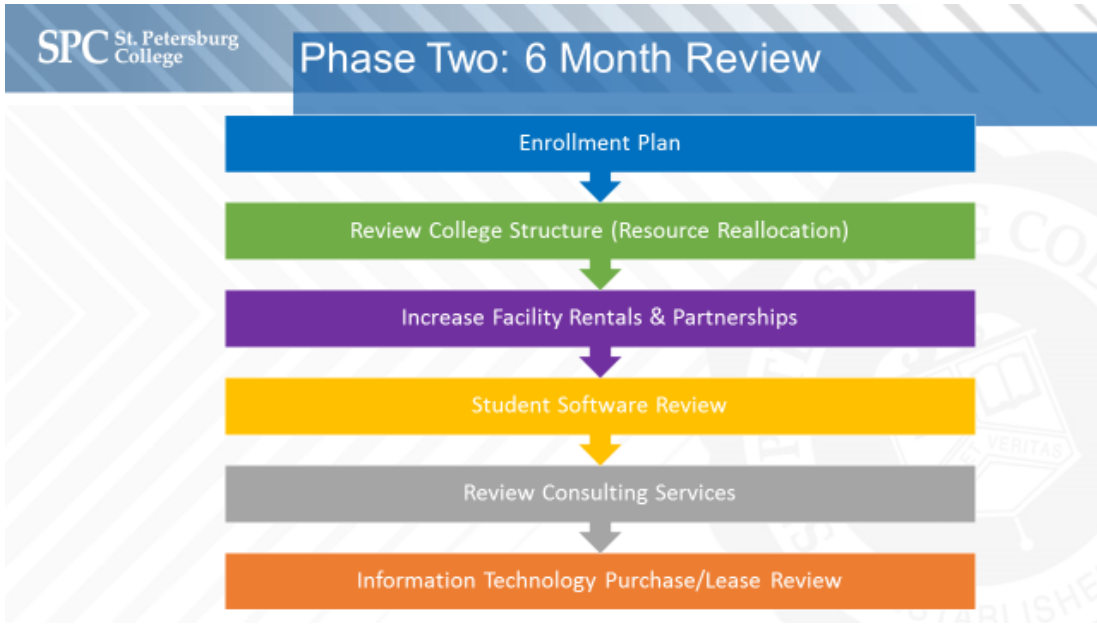
- Budget Approved June 20, 2017
- SPC Silver Category – Base funds restored (\$1.76M) and prorated share of state investment (\$1.76M)
- Budget Amended
  - Florida Administrative Code & BOT Rule

	FY17-18		Change
Revenue	Budget	Amended Budget	
State Funding	\$ 71,932,404	\$ 71,793,706	\$ (138,698)
Student Tuition & Fees	\$ 61,246,718	\$ 61,246,718	\$ -
Other Revenues	\$ 9,391,909	\$ 9,391,909	\$ -
Stabilization Reserve	\$ 1,825,000	\$ 1,825,000	\$ -
<b>Total Revenues</b>	<b>\$ 144,396,031</b>	<b>\$ 144,257,333</b>	<b>\$ (138,698)</b>
<b>Expense</b>			
Personnel & Benefits	\$ 113,209,356	\$ 113,209,356	\$ -
Current Expense	\$ 28,417,197	\$ 28,278,499	\$ (138,698)
Capital Spending	\$ 2,769,478	\$ 2,769,478	\$ -
<b>Total Expenses</b>	<b>\$ 144,396,031</b>	<b>\$ 144,257,333</b>	<b>\$ (138,698)</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Enrollment Projections

- Tuition Budget Based on Enrollment Decline of 3.5%
- Current Tuition Enrollment Decline is 3.4%

	Budget	Projection	Difference
Tuition	\$ 50,887,002	\$50,935,901	\$ 48,899
Student Fees	\$ 10,359,716	\$10,363,853	\$ 4,137
<b>Total</b>	<b>\$ 61,246,718</b>	<b>\$61,299,755</b>	<b>\$ 53,037</b>



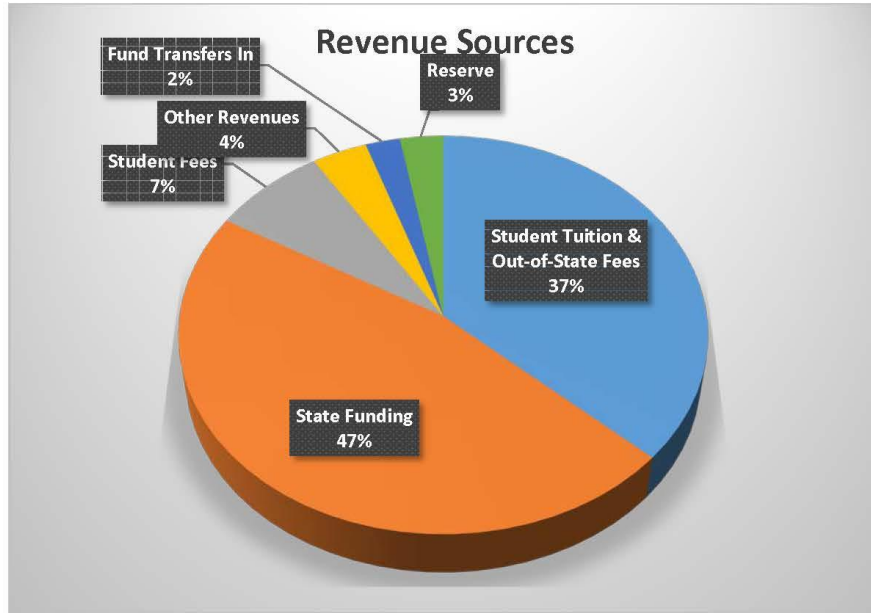
**Questions?**



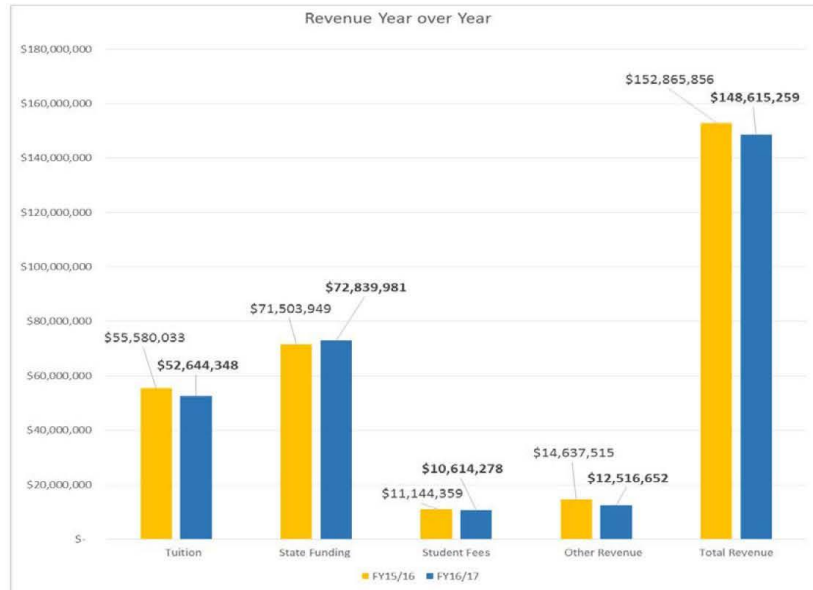
**St. Petersburg College**  
**Financial Report**  
**As of June 30, 2017**

	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>		

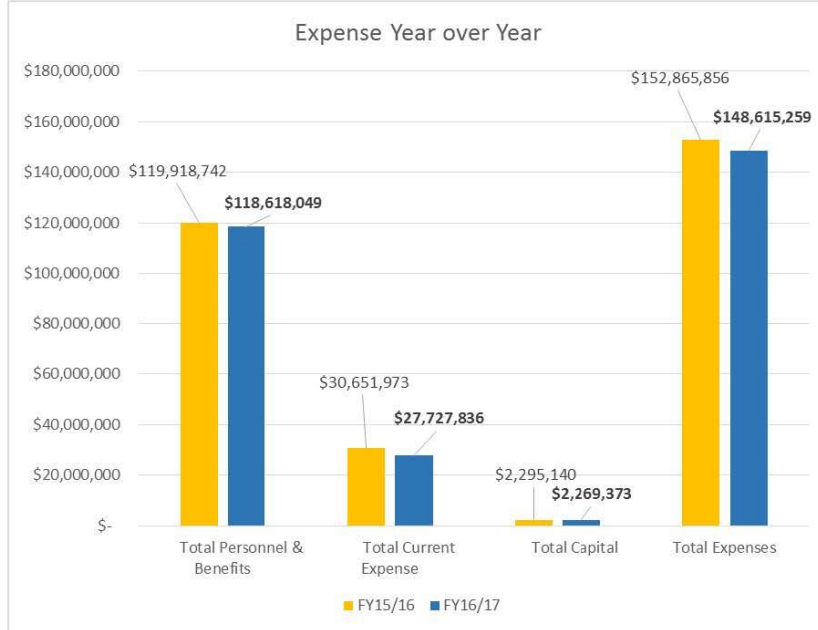
The College's Operating Fund (1x) revenue sources are illustrated in the pie chart below:



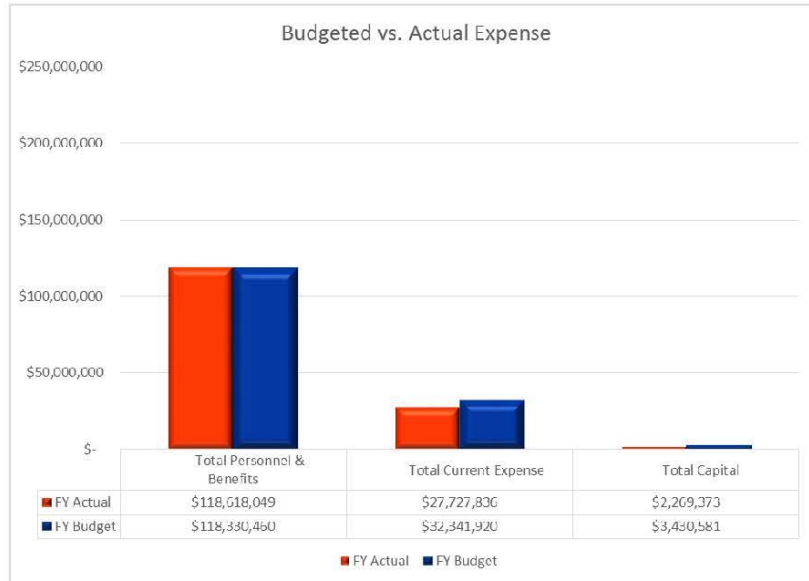
The total revenue difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$4,250,597. This represents a -3.5% change.



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 *(JW)*  
**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
Pennoch, 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
Kems, 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

---

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.

## Employee Health Insurance



### Plan Update

*Presented to  
 SPC Board of Trustees*

*August 15, 2017*

### Recap of Trends

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

Sources: Aetna Integrated Informatics, Beem & Beem 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

Source: Aetna Integrated Informatics, Brown & Brown Insurance

Employee Health Insurance Overview



## 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

Source: Aetna Integrated Informatics, Brown & Brown Insurance

Employee Health Insurance Overview

## 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 for CY2019
- Ensure financial threshold is secure for Self-Funded Safe Harbor
- Make recommendations at September BOT

Sources: Aetna Integrated Informatics, Green & Brown Insurance


Employee Health Insurance Overview

## 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.

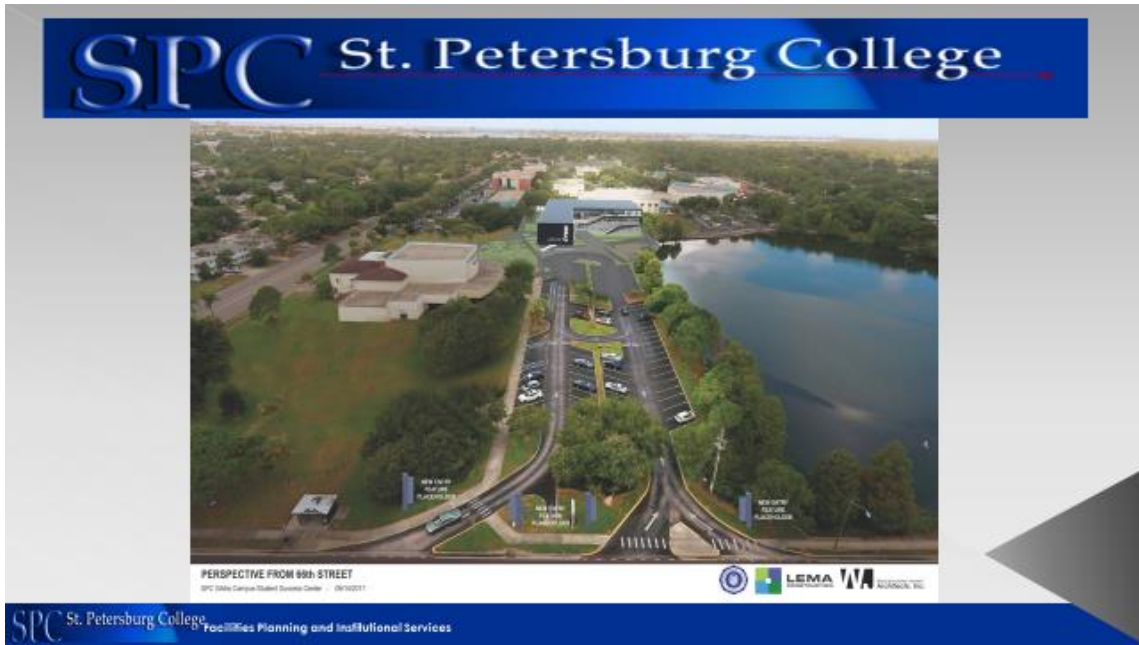
The Board approved the Design-Build contract for this project in October, 2016, after which a purchase order was issued in the amount of \$1,297,000 for design and pre-construction services. That purchase order will be increased by the amount of this Guaranteed Maximum Price to allow this phase one construction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

VI – C.2a Schematic Design and Phase I Construction Guaranteed Maximum Price (GMP)  
Student Success Center, St. Petersburg Gibbs







# SPC St. Petersburg College



LEVEL 2 FLOOR PLAN  
SPC 6600 Campus Student Success Center - 09/20/11



# SPC St. Petersburg College



LEVEL 3 FLOOR PLAN  
SPC 6600 Campus Student Success Center - 09/20/11





# SPC St. Petersburg College



LEARNING COMMON AREAS

SPC 2016s Campus Student Success Center - 05/10/2017



# SPC St. Petersburg College



EAST FACADE OVERLOOKING ENTRY PLAZA

SPC 2016s Campus Student Success Center - 05/10/2017



**SPC St. Petersburg College**

		Pledged Match	Pledged %	
Original Request	\$20 Million	\$5 Million	25%	

		Pledged Match	Pledged %	
FY 2014-17 Award	\$10 Million	\$2.5 Million	25%	
FY 2017-18 Award	\$6.5 Million	\$1.625 Million	25%	
BUDGET - Initial Demolition, Phase 1 & 2				\$20,625,000
Remaining FY 2018-19 Request	\$3.5 Million	\$875,000	25%	
<b>Totals</b>	<b>\$20 Million</b>	<b>\$5 Million</b>	<b>25%</b>	
<b>Total Proposed Project Budget</b>				<b>\$25,000,000</b>

SPC St. Petersburg College Facilities Planning and Institutional Services

**SPC St. Petersburg College**

### Proposed Schedule

**Phase 1 - August - December, 2017**  
(Site development, underground infrastructure);

**Phase 2 - January, 2018 – 12-18 months**  
(Building construction);

**Phase 3 - Spring, 2019**  
(Final finishes, site improvements)

SPC St. Petersburg College Facilities Planning and Institutional Services

## VI – D.1 SACS/Quality Enhancement Plan Update

**SPC** St. Petersburg College  
INSTRUCTION AND ACADEMIC PROGRAMS

# SACSCOC & QEP

## On-Site Visit Update

Board of Trustees – August 15, 2017

**SPC** St. Petersburg College  
INSTRUCTION AND ACADEMIC PROGRAMS

# 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	<u>\$ 1,287,500</u>

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

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

Value(s):
 

1. Student Focus
2. Academic Excellence
3. Outstanding Service
4. 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       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	<u>\$ 49,797.50</u>
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

**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       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:**

Values:	<ol style="list-style-type: none"> <li>1. Partnerships</li> <li>2. Professional Development</li> </ol>
Strategic Initiatives	<ol style="list-style-type: none"> <li>1. Recruitment and Retention Plan</li> <li>2. Three-year Financial Plan</li> </ol>

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.

dvc073117

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.


---

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 fill 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