

MINUTES OF THE FEBRURY 21, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, February 21 2017 at the St. Petersburg College Health Education Center, Teaching Auditorium, 7200 66th Street N, Pinellas Park, Florida. The following Board members were present: Chair Bill Foster, Vice-Chair Nathan Stonecipher and Deveron Gibbons. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, February 21, 2017, at the Health Education Center, Teaching Auditorium, 7200 66th N Street, Pinellas Park, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

17-035. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
February 21, 2017

HEALTH EDUCATION CENTER
TEACHING AUDITORIUM
7200 – 66th STREET N
PINELLAS PARK, FL 33781

SPECIAL MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Denise Kerwin (*Not Attending*)
- B. Recognitions/Announcements - None

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of January 17, 2017 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel
- C. Faculty Governance Organization (FGO) – Dr. Richard Mercadante, Chair
- D. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

VI. STRATEGIC FOCUS AND PLANNING

- A. STUDENT SUCCESS AND ACHIEVEMENT
 - 1. Online Revitalization Update – Dr. Susan Colaric, Associate Vice President, Online Learning and Services (*Presentation*)
- B. BUDGET AND FINANCE
 - 1. Monthly Financial Report - Ms. Janette Hunt, Director of Budget and Compliance (*Presentation*)

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2. 2017-2018 Enrollment Model – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services (*Presentation*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Naming of Facilities
 - a. Mrs. Maria Nieves Edmonds – Tarpon Springs, Women on the Way Center (*Action*)
 - b. Dr. John M. Chapin – Bay Pines STEM Center, Science Labs (*Action*)

D. ACADEMIC MATTERS

1. Proposed 2018-2019 Academic Calendar – Mr. Djuan Fox, Coordinator, Academic Projects (*Presentation/Action*)
2. Faculty Evaluation and Contract Review Process – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation*)
3. Faculty Annual Contract and Continuing Contract Recommendations (*Action*)

E. STRATEGIC PRIORITIES

1. Marketing, Recruitment and Outreach – Dr. Kevin Gordon, Provost, Downtown Campus and Ms. Diana Sabino, Executive Director of Marketing and Strategic Communications (*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. JP Morgan Global Philanthropy – Collaborative Action Research Grant – Smart Start: Helping College Students Get on the Right Path to Degrees and Careers (*Action*)

- b. National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Education and Human Resources (EHR) (*Action*)

VIII. INFORMATIONAL REPORTS

- A. Quarterly Report of Contract Items

IX. PRESIDENTIAL SEARCH UPDATE

Presidential Search Timeline (*Information*)

Presidential Search Advertisement (*Action*)

X. PUBLIC ACCESS/UNAGENDAED ITEMS

XI. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing –

- 6Hx23-4.73 Requirements of the College of Public Safety – Southeastern Public Safety Institutes

XII. PRESIDENT’S REPORT

Legislative Update

XIII. NEXT MEETING DATE AND SITE

March 21, 2017, Allstate Center, AC-103

XIV. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting February 21, 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: January 20, 2017

Confirmation of Publication

[Notice of meeting](#)

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17-036. Under Item I, Call to Order

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

17-037. Under Item II-A, Preliminary Matters

None

17-038. Under Item II-B, Recognition/Announcements

None

17-039. Under Item III, Comments

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

Mr. Gibbons recognized the passing of three former SPC staff members: Mr. Joseph Smith, Ms. Maria Edmonds and Dr. John Chapin and expressed gratitude for their service to the College and the community.

Mr. Gibbons shared that he attended the Women on the Way luncheon as well as the African American Art in the 20th Century exhibit where two collectors from Sarasota donated works. He expressed that the gallery was very nice and hoped that when the new building is completed at St. Petersburg/Gibbs, additional works could be exhibited there. He also attended a Fast Forward workshop and the Keys to Manhood event at Allstate where over 300 people listened to a panel discussion on the benefits of an education. Louis Murphy, former Tampa Bay Buccaneers football player, also spoke.

Dr. Law showed the Board the Economic Advancement Award the College was recently given by the Clearwater Regional Chamber of Commerce. Dr. Law shared that the College has received the official audit results for the past year and that there were no findings. Dr. Law also recognized Dr. Kevin Gordon and his staff for their efforts on the Keys to Manhood event.

Public Comments:

Mr. Jim Wilson of the Veterans Health Network (VHN) addressed the staff concerning the desire to build a facility on 30 acres of land on the Seminole Campus to serve veterans who need assisted living, food and education. He explained that both the veterans and the College could benefit by this arrangement and noted that once the initial funding of \$26M is approved by the Florida legislature, the facility would become self-sustaining.

Mr. Dennis O'Keefe, the architect of the facility, also addressed the Board. He explained that the first phase of the facility would be the Assisted Living quarters and the second phase would be for transitional housing and training. He also stressed that since the Veterans Association would provide housing and training funding, there would be no further funding required beyond the \$26M requested from the legislature to build the Assisted Living quarters.

Mr. Gibbons asked why the VHN was requesting such a large parcel of land. Mr. O'Keefe responded that ten acres were for the Assisted Living facility and the rest was for the transitional housing and training buildings. Mr. Gibbons suggested that the VHN have further discussions with Dr. Law about this request. He noted that SPC already has veterans support services and that training was something that SPC already does.

Chairman Foster noted that he was initially approached by the VHN, but under the Sunshine Law, chose not to meet with them privately. He added that he was not particularly in favor of ceding SPC land since the College may need it for future expansion. Mr. Stonecipher added that he felt there was more due diligence that the College would need to do and supported the suggestion that the VHN meet with Dr. Law on this matter. He also expressed that he would want to know more about the outcome of the \$26M request from the legislature.

Mr. Wilson explained that the acquisition of the land was the next step in getting approval and agreed to meet with Dr. Law on this topic.

17-040. Under Item IV, Review and Approval of Minutes

The minutes of the January 17, 2017 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Gibbons moved approval of the minutes as submitted. Mr. Stonecipher seconded the motion. The motion passed unanimously

17-041. Under Item V, Monthly Reports

Under Monthly Reports

C. Faculty Governance Organization (FGO) – Dr. Richard Mercadante, Chair

Dr. Mercadante informed the Board that he believes that the vote to unionize the faculty would take place within the next few weeks. He explained that the FGO had taken the position to facilitate the discussion without taking sides. He said he had asked the faculty union representative why they did not come to the College with any issues they had first and that they responded, "That's not the way we do things." Dr. Mercadante said that the FGO has never wavered in its commitment to the betterment of students and felt that the College was better off than it was seven years ago, before Dr. Law arrived.

Dr. Mercadante also addressed the issue of course scheduling and shared that the Faculty and Deans have been collaborating on a course schedule that meets the needs of the students.

Finally, Dr. Mercadante reminded the Board that the topic of student mental health was discussed at the December Board Workshop and a result of that discussion was a request for a Social Services Coordinator. He noted that in a recent editorial in the Tampa Bay Times, ten of the 12 state universities failed to meet the minimum requirement of one counselor per 1000 students. He acknowledged that budgeting was tight, but said that this was the only request that the FGO would make this fiscal year.

Mr. Gibbons expressed his disappointment that the faculty had chosen not to come before the Board with their issues before turning to a union vote.

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D. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

Ms. Trimble provided updates to the Board on Career Service Employee Council activities. She shared that the Council's SharePoint site was being improved. That site is used to promote the Committee and to store public documents. The Employee Growth and Success Initiative is continuous and Ms. Trimble noted that only 2% of employees do not have a completed plan. She noted that there will always be a small percentage of these due to new hires. She also shared that 11% of employees have completed their 24 hours of training, 17% have completed approximately half of their required training and nearly 60% have completed between one and twelve hours. Thirteen percent have not completed any training this year.

Ms. Trimble added that there are a number of employees, particularly in the custodial department, for whom English is not their primary language. English as a Second Language classes have been established and she has received positive feedback from this group.

Ms. Trimble mentioned two events that are scheduled. The first is the Retiree Emeritus Luncheon which is scheduled for April 11 will be held at the EpiTech center. In addition, Employee Appreciation luncheons will be held throughout May, one at each campus.

17-042. Under Item VI – A, Strategic Focus and Planning

Under Strategic Focus and Planning:

A. STUDENT SUCCESS AND ACHIEVEMENT

1. Online Revitalization Update – Dr. Susan Colaric, Associate Vice President, Online Learning and Services (*Presentation*)

Dr. Colaric presented information about the progress of the Online Revitalization Initiative. She noted that the courses have been addressed in the order that would have the most impact on students as quickly as possible. The GenEd area has been the largest group of courses affected so far. Dr. Colaric reported that 74 courses are complete, 29 courses are in progress, 25 are scheduled for 2018 delivery and one course remains to complete an A.A. degree.

Dr. Colaric noted several efforts to boost student retention. These include targeted emails, online learning support workshops, online communities, listening posts to gain student feedback and a continuous improvement approach to the revitalized courses. She noted that success rates for online learning are improving towards closing the gap between face-to-face and online learning.

Dr. Colaric noted that the Southern Regional Education Board Electronic Campus Regional Reciprocity Agreement is ending on June 30, 2017. She explained that online courses go across state lines. The previous agreement has been replaced by the State Authorization Reciprocity Agreement (SARA). Dr. Colaric explained that SARA is a voluntary membership and to date, 47 states have joined. California, Florida and Massachusetts have not joined yet. She noted that until Florida joins, SPC cannot. Bills are being considered by the Florida legislature. She noted that the University of Florida, University of Central Florida and Florida State support the

proposed bills. Mr. Gibbons asked for a breakdown of the data regarding online versus face-to-face success rates. Dr. Colaric noted that there have been large improvements in math and that some of the revitalization efforts for online are also being adopted by the face-to-face programs. She noted that the data has been broken down for purposes of continuous improvement.

Dr. Law noted that the College's commitment to serving students outside of the classroom has inspired rapid improvement of online success rates to catch up with face-to-face success rates. Mr. Gibbons stressed that he would like to see a mandatory course for students to help them prepare for taking courses online. Dr. Colaric responded that first-time-in-college students are advised not to take math courses online. Mr. Gibbons commented that he is nervous about pushing students toward online classes without a mandatory online preparation course. Dr. Law said that he would come back to the Board with a more thorough response.

17-043. Under Item VI – B, Budget and Finance

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

Ms. Hunt presented three components of the financial report: the monthly report, the projected revenues for the balance of the fiscal year and the projected revenue for fiscal year 2017/18.

Ms. Hunt reported that revenues as of January 31, 2017 were \$91.4M, a .6% decrease year over year. Expenses as of January 31, 2017 were \$83M, a 1.9% decrease year over year.

Ms. Hunt shared that the fiscal year end budgeted revenue projection is \$154M, currently the actual projection is \$144.6M, a decrease of 7%. She added that all state appropriations are expected to be received and that student fees are in line with student semester hours. Ms. Hunt noted that in the December 2016 Board Workshop, it was suggested that the College reduce its reliance on the Fund Balance and this is occurring.

For the Fiscal Year 2017/18 revenue projection, Ms. Hunt highlighted a projected 3.59% student semester hours decline from fiscal year 2016/17 actual student semester hours. She also noted that there are proposed changes to the Performance Funding Model.

Ms. Hunt reviewed the budget planning schedule with the Board. The Florida legislative session begins March 7. At the March 21 Board meeting, she will provide an update on projected expenses for 2017/18. March 31 is the Strategic Budget Request Presentation Day. On April 18, the Board will be provided a draft budget that includes the strategic budget requests. The Florida legislative session ends on May 5. On May 16, the proposed budget will be submitted to the Board for approval. If additional changes are required, they will be incorporated and the budget will be presented again to the Board for approval on June 20. The final budget is due to the State on June 30.

2. 2017-2018 Enrollment Model – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services (*Presentation*)

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Dr. Coraggio presented information on the 2017-18 enrollment model. He noted that the Board had requested a “sweet spot” level for enrollment. He noted that the goal has been to meet students’ needs by delivering courses day, night and online. He explained that a model was considered based on six-year and three-year historical data. Dr. Coraggio stated that the three-year model showing a 4.5% decline was more realistic. He noted that there are two areas where an increase may happen – upper division and online courses.

The projection data was broken into four distinct groups: lower division online, upper division online, lower division face-to-face and upper division face-to-face. He explained that the 2017/18 enrollment projection was estimated using change factors that described the historical change in Fall/Spring enrollment from 2015/16 to 2016/17. He added that some additional adjustments were made to allow for additional on-ground courses. Overall, this resulted in an estimated -3.5% reduction in academic schedule enrollment. Finally, Offsite Dual Enrollment numbers were removed from the model using the previous year of historical data. This is less than 11,500 student semester hours. The proposed budgeted enrollment number for 2017-18 is 542,904.

Dr. Coraggio commented that, this year, the College will plan for a reasonable outcome and will work on ways to increase enrollment. Chairman Foster asked if the goal was to work towards a 50/50 ratio of online to face-to-face enrollment. Dr. Coraggio responded that one area of potential growth was online enrollment outside of the service area. Dr. Law added that the College is attempting to meet demand. He noted that many students have to take online classes because they wait too long to enroll in face-to-face classes. Chairman Foster commented that he was pleased with the push toward a \$10K degree.

17-044. Under Item VI - C, Administrative Matters

The Board considered Personnel Items VI - C.1a.

Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

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

The Board considered Personnel Items VI - C.2a-b Mr. Stonecipher moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

2. Naming of Facilities
 - a. Mrs. Maria Nieves Edmonds – Tarpon Springs, Women on the Way Center (*Action*)

b. Dr. John M. Chapin –Bay Pines STEM Center, Science Labs (*Action*)

Dr. Law asked the Board to name the new science labs at the Bay Pines STEM center for Dr. John M. Chapin. He said it was a small, but important part of our outreach to the community and activity learning. He said that Dr. Chapin was instrumental in creating this program. He mentioned that Dr. Chapin had worked for Dr. Law in Texas and Tallahassee and that his real love was as the Dean of Natural Sciences at St. Petersburg College. Dr. Law said the faculty went out of their way to support Dr. Chapin during his illness and had approached Dr. Law about naming the property at Bay Pines for Dr. Chapin. Dr. Law recognized Dr. Chapin's widow, Marsha, and his daughter, Kristin, and presented a bouquet to them. Chairman Foster also acknowledged their support.

Mr. Gibbons expressed that both Dr. Chapin and Ms. Edmonds epitomized people who worked hard to achieve their dreams. He thanked Dr. Chapin's family for sharing him with the College.

Dr. Law asked the Board for approval to name the Women on the Way Center on the Tarpon Springs campus in honor of Ms. Maria Nieves Edmonds. He recognized Ms. Edmonds' efforts on behalf of women who are re-entering their education and need emotional and human support to further their careers. He noted that Ms. Edmonds was a long-time counselor and was instrumental in starting the program. He added that after Ms. Edmonds left the College, she continued her service to the community through her work with the Juvenile Welfare Board and the Hispanic Leadership Council. Dr. Law added that Dr. David Edmonds, Ms. Edmonds' husband, would be in attendance at the naming ceremony.

17-045. Under Item VI - D, Academic Matters

1. Proposed 2018-2019 Academic Calendar – Mr. Djuan Fox, Coordinator, Academic Projects (*Presentation/Action*)

Mr. Fox presented the proposed 2018/19 Academic Calendar. He explained that the calendar is created through the efforts of many different members of the College community. He highlighted that the calendar allows for a week off between the Spring and Summer semesters to allow more time for students to meet with counselors. He noted that there was also a desire to align more closely with Pinellas County schools.

Mr. Gibbons moved to accept the 2018/19 academic calendar. Mr. Stonecipher seconded the motion. The motion passed unanimously.

2. Faculty Evaluation and Contract Review Process – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation*)

Dr. Cooper reviewed the process used to review annual faculty contract renewals and continuing contracts. She explained that new faculty are required to do a teaching demo and are trained through an onboarding process that includes training on College processes and procedures as

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well as the Learning Management System. In addition, new faculty receive mentoring from program chairs and they join a cohort of new faculty for that year.

Dr. Cooper explained that the cohort takes monthly courses through the Center of Excellence for Teaching and Learning. They also visit all the campuses and participate in discussions on best practices, SPC culture and students. In the second year, the cohort participates in a group project. This year's cohort participated in the SACS submission in order to learn about the accreditation process.

Dr. Cooper explained that faculty evaluations are stored in Faculty 180. Evaluation sections are recommended by faculty and deans. Success data is compared to others who teach the same courses. They typically teach between 10 and 22 courses per year. Faculty are also asked to document out-of-class support activities. In addition, faculty provide information about their professional development efforts, publications, participation in organizations and attendance at conferences and College events.

Dr. Cooper explained that the Deans review the faculty data, perform classroom observations and then present recommendations to Dr. Cooper and Dr. Law. This year, there were 80 faculty members due for contract renewal. Dr. Cooper explained that the recommendation is that 70 faculty members be renewed. Of the remaining ten, three will be delayed until May 2017, two are in programs that are ending, three are interim faculty and two resigned. Ten faculty are being recommended for continuing their contracts.

3. Faculty Annual Contract and Continuing Contract Recommendations (*Action*)

Mr. Gibbons moved to accept the Faculty Annual Contract and Continuing Contract Recommendations. Mr. Stonecipher seconded the motion. The motion passed unanimously.

17-046. Under Item VI - E, Strategic Priorities

1. Marketing, Recruitment and Outreach – Dr. Kevin Gordon, Provost, Downtown Campus and Ms. Diana Sabino, Executive Director of Marketing and Strategic Communications (*Presentation*)

Dr. Gordon explained to the Board that since October's presentation to the Board, a Recruitment Committee has been created, the pre-admissions onboarding process has been improved, new recruiting initiatives for targeted populations have been developed, presence in high schools has been significantly increased and success is being measured weekly. He explained that the recruitment goal for the fall 2017 semester is a 3% increase. This would mean 4,802 new students and a 59% application to enrollment conversion. A stretch goal of 5,000 new students is also in place.

Ms. Sabino described the new onboarding tool called the Getting to Know You Card. She highlighted the shortened response time to inquiries that would result once the information is

entered into the CRM system. She noted that staff have been trained to conduct follow-up through the CRM.

Dr. Gordon shared a list of advisors who are going out to high schools on a weekly basis and noted that these visits will be reviewed during the weekly College Webinar. At these high school visits, the counselors are able to set up one-on-one visits between students and advisors, explain financial aid opportunities and explain test preparation to students. Chairman Foster asked if there has been any outreach to private schools. Dr. Gordon replied that there has been some outreach, but it is not as robust as public school visits.

Dr. Gordon shared that between January and mid-May, there will be 277 events touching almost 17,000 prospects. He reviewed the metrics that will be monitored and reviewed at the weekly meetings.

Ms. Sabino shared data regarding website requests, noting an increase in conversion rates. She also covered some upcoming college-wide events and noted that these events are being expanded to include parents and community outreach. Ms. Sabino also discussed the increased outreach occurring around the FUSE program, including acceptance letters and other triggered and automated communications. She shared that the new prospect website was launched yesterday and that it has been designed to be customized to the student's inquiry. She explained that the site will not ever be finished because additional data will be used to feed continuous improvement of the site.

Dr. Gordon reviewed the progress made on several marketing/recruitment initiatives. This includes the design of new marketing resources, coordinated strategy for outreach efforts, training of collaborators, the development of processes that increase enrollments and expanded efforts of the recruitment committee through regular meetings and weekly reporting.

Mr. Stonecipher asked for a comparison number to the 277 recruitment events planned for the coming semester to past semesters. Dr. Gordon responded that he could research that and added that efforts are more focused now than previously. Dr. Law added that one of the goals was that someone from SPC would be present at all events occurring in Pinellas County.

Mr. Gibbons asked if the advisors were performing other duties besides visiting the high schools and Dr. Gordon explained that, in addition to their regular duties, advisors try to visit the high schools during non-peak times, usually between 8a.m. and 1:30p.m. He further explained that these same recruiters rotate through attending the community events. Dr. Law added that they try to send the same advisors to each school so as to establish rapport with the students.

Mr. Gibbons stressed that he felt the College should be extending recruiting outreach to churches and local businesses. He shared that he was in a local restaurant and noticed that a recruiter from Pinellas Technical College was there. He stressed that they are not a college and many students do not understand the difference in what they would achieve there versus through St. Petersburg College. Dr. Law commented that SPC currently gets 34% of the high school graduates and that the College is trying to increase that number.

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Chairman Foster commented that he felt the college should stress the difference between working at a trade and owning the business and if a student wants to eventually own a business, they need to come to St. Petersburg College. He encouraged participation in local job fairs, not to offer jobs at St. Petersburg College, but to recruit students who need a path to employment.

Mr. Gibbons commented that he liked that the College is offering more articulation agreements and suggested that this would significantly increase AA students coming to SPC.

17-047. Under Item VII - A, Consent Agenda

Under Old Business

NONE

17-048. Under Item VII – B, New Business

1. ACADEMIC MATTERS
 - a. Workforce and Professional Development Curriculum Changes (*Action*)

2. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. JP Morgan Global Philanthropy – Collaborative Action Research Grant – Smart Start: Helping College Students Get on the Right Path to Degrees and Careers (*Action*)

 - a. National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Education and Human Resources (EHR) (*Action*)

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

17-049. Under VIII, Informational Reports

- A. Quarterly Report of Contract Items

17-050. Under IX, Presidential Search Update

Presidential Search Timeline (*Information*)

Dr. Law reviewed the search calendar with the Board. It is as follows: The Search and Screen Committee met on 2-7-17 with Dr. Hockaday and Chairman Brett and established the timeline and process for the search. The first Community Forum was at Tarpon Springs on 2-16-17. The second Community Forum is at Midtown Jamerson Center on 2-21-17. The Presidential Ad will be posted on 2-22-17 and closed at midnight on 3-13-17. Dr. Hockaday,

Chairman Brett, and FGO Senate President Dr. Mercadante will narrow the candidates to the top 20 and then distribute the names to the Search and Screen Committee on 3-17-17

Presidential Search Advertisement (*Action*)

Chairman Foster asked the Board to approve the authority for him to approve the Presidential Search Advertisement. Mr. Gibbons moved to grant Chairman Foster this authority. Mr. Stonecipher seconded the motion. The motion passed unanimously.

17-051. Under Item X, Public Access/Unagendaed Items

NONE

17-052. Under Item XI, Proposed Changes to BOT Rules Manual – Public Hearing -

- 6Hx23-4.73 Requirements of the College of Public Safety – Southeastern Public Safety Institutes

Brian Frank, Dean, College of Public Safety explained that at the Allstate Campus, some students wanted to change their status during the appeals process to regular student versus academy student. He said this proposed change to the BOT Rules Manual would merge the appeal rules.

Mr. Gibbons moved to accept this item. Mr. Stonecipher seconded the request. The motion passed unanimously.

17-053. Under Item XII, President's Report

Legislative Update

Dr. Law explained that two Bills before the Florida legislature (Senate Bills 2 and 374) will make major changes to Performance Funding. He explained that efforts were being made to make changes to these proposed bills. He noted that Bill 374 puts limitations on the growth of baccalaureate degrees. It also creates a statewide board for community colleges that would significantly diminish the role of the current Board. He recommended that the Board collectively visit Tallahassee to speak to legislators about this. Mr. Gibbons added that there should be a conversation with Senate President Negrón. Chairman Foster asked that the Board coordinate a time to go to Tallahassee.

Mr. Lang, Board Attorney, encouraged the Board to consider the positive effect of having a statewide community college board, namely that it achieves a higher level of respect and gives the community colleges a voice.

Dr. Law informed the Board that the SACS submission is due March 1 and that it was mailed yesterday.

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Chairman Foster mentioned that he thought there would be a new Board member by the next meeting.

17-054. Under Item XII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, March 21, 2017, 9:00 a.m., at the Allstate Center, Room 103.

XII. ADJOURNMENT

Having no further business to come before the Board, Chair Foster adjourned the meeting at 11:06a.m.

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

Bill Foster
Chair, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental Materials

Board of Trustees Meeting
February 21, 2017



Faculty Governance Organization (FGO)

- FGO and Union Topic
- Faculty/Deans Collaboration on Course Scheduling
- Social Services Coordinator Proposal

V- Career Service Employee Council

St. Petersburg College
SPC

CAREER SERVICE EMPLOYEE COUNCIL

UPDATES

- ❖ SharePoint Site
- ❖ Employee Growth and Success Initiative

Career Service Employees – Professional Development
-as of 2/1/17

St. Petersburg College
SPC

*Growth Plan Progress
for Career Service Employees*

Category	Count	Percentage
Growth Plans in progress	16	2%
Growth Plans completed	633	98%

*Training Progress Toward
24 Recommended Hours*

Hours Completed	Count	Percentage
24+ hrs completed	71	11%
0 hrs completed	84	13%
13-23 hrs completed	110	17%
1-12 hrs completed	384	59%

Data Sources:
Growth Plan System &
SkillPort Reports

Career Service Employee Council

IN PROGRESS

- ❖ Retiree Emeritus Luncheon - 4/11/17
- ❖ Employee Appreciation Luncheons



VI – A.1 Online Revitalization Update



Standard Courses Completed			
New	PUP3043	121	COP3035
New	ANS3440	132	ATE1110
New	COP2844	142	MAC1114
New	EEC1120	147	ATE1211
New	NUR4606	150	CET1171C
New	HSC4931	165	HSA3702
New	PGY2000	173	ENC2210
New	PUP3046	177	ATE1944
New	ISM4368	183	ATE2631
106	EVR1001C	194	DEH3813
119	PAD3874	199	ETI1701
		325	ATE3605
		341	ATE2639L
		389	MUT1001
		391	ATE2638L
		402	MAT0056
		404	PUP3002
		431	ATE2638L
		434	ATE4854
		447	HSC3243
		486	SPN2200
		488	COP2803

St. Petersburg College
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Standard Courses Completed: Top 100

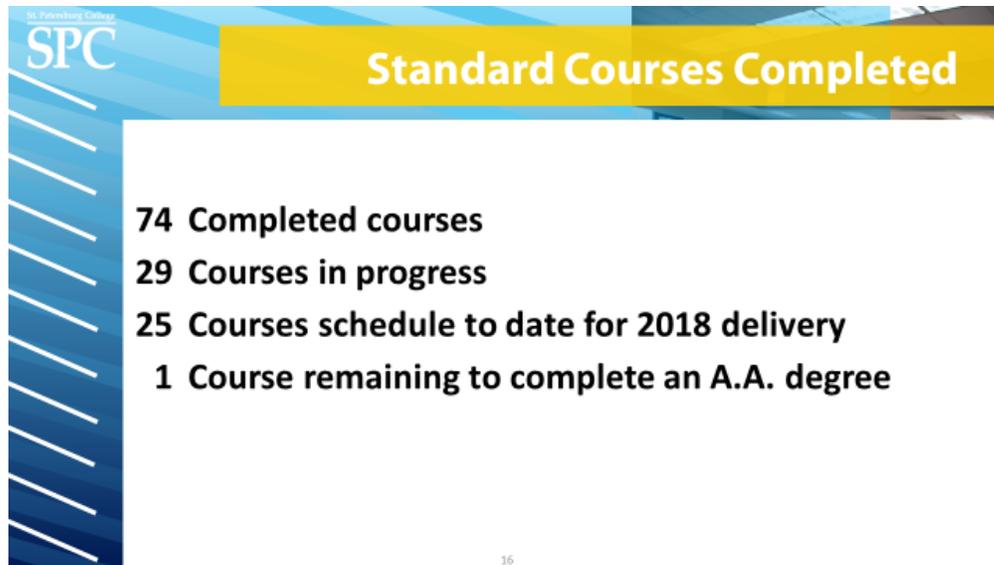
1	CGS1100	16	HUM2210	31	FIN3403	46	NUR3805	61	CGS1515	75	NUR3066	90	SLS1501
2	PHI1600	17	HSC1531	32	MAN4584	47	CNT1000	62	MAN3504	76	MAN2340	91	HIM2223
3	POS2041	18	MAN3303	33	SPN1120	48	EDF1005	63	NUR4169	77	MAN4102	92	AMH2020
4	HUM1020	19	MGF1106	34	MGF1107	49	EME2040	64	BUL3310	78	NUR4636	93	MAC1140
5	REL2300	20	GEB3213	35	BSC2085L	50	BSC2086L	65	50%	79	HSA4184	94	HSC3201
6	ENC1101	21	SYG2000	36	BUL2241	51	MAC2233	66	NUR4835L	80	MAN3802	95	PAD4204
7	PSY1012	22	ISM3011	37	SPC1608	52	EDF2085	67	SPN1121	81	CGS1831	96	BSC1930
8	CGS1070	23	MAN3503	38	SPC1017	53	PAD4232	68	HIM2652	82	HIM1430	97	ISM3232
9	ACG2021	24	ACG2071	39	ARH1000	54	NUR3125	69	HIM2012	83	AST1003	98	SLS1301
10	ENC1102	25	MAN3240	40	BSC2086	55	HUM2233	70	AMH2010	84	CTS2433	99	SYG2010
11	SLS1101	26	MAR3802	41	ECO2023	56	BSC1005C	71	ESC1000C	85	CGS1560	100	BSC1083
12	MAT1033	27	MAT0028	42	DEP2004	57	NUR3874	72	MCB2010	86	MAR2011		
13	STA2023	28	GEB1011	43	HUM2270	58	MAN3301	73	NUR3826	87	CHM1025		
14	MAC1105	29	COP1000	44	MAT1100	59	CTS1120	74	NUR4636L	88	REA0017		
15	ECO2013	30	BSC2085	45	MAT0022	60	NUR4835	75	MAN4583	89	SPC1065		

AY 2016-17

St. Petersburg College
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Standard Courses Completed

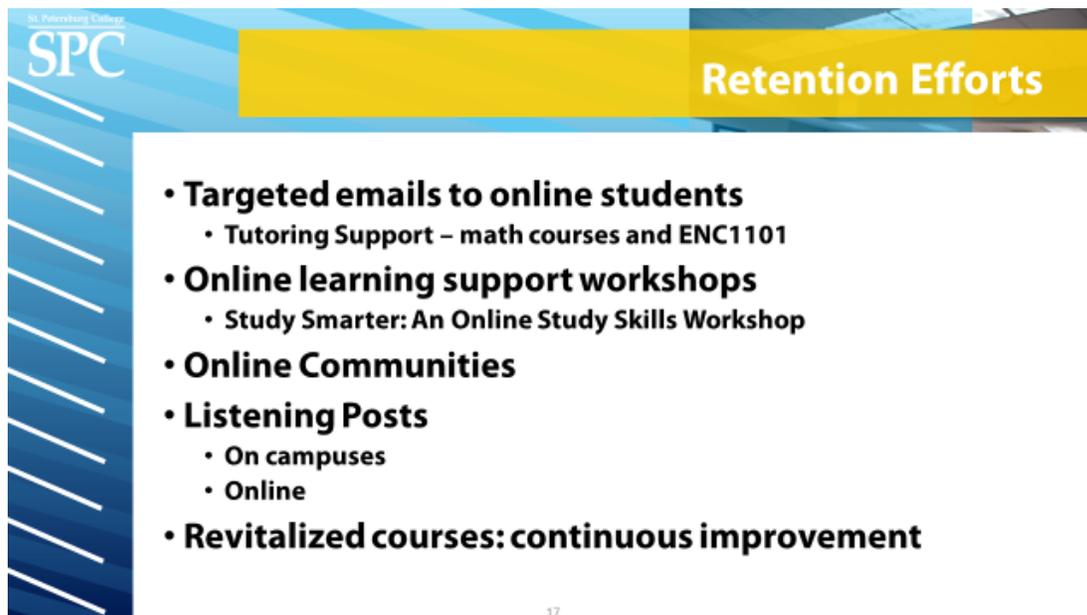
Gen Ed ARH1000 PHI1600 BSC1005C POS2041 BSC2085 REL2300 CGS1070 SLS1101 CGS1100 SPC1017 ECO2013 SPC1608 ENC1101 SPN1120 ENC1102 STA2023 ESC1000C SYG2000 EVR1001C BSC2085L HUM1020 BSC2086 HUM2210 MAC1114 HUM2233 MAC1140 HUM2270 PHI1010 MAC1105 PSY1012 MAC2233 SPN1121 MGF1106 SPN2200 MGF1107	Completed & Planned Courses by Degree/Discipline Health Science HSA4184 HSA4140 HSC1531 HSC3201 HSC3243 HSC4931 HSA3702 Legal BUL2241 BUL2242 Engineering ETH1701 Misc planned courses FA/Hum PGY2000 Social Science ECO2023 Communications ENC2210 MIRA MUT1001	Vet Tech ATE1110 ATE2639L ATE1211 ATE1311L ATE1943 ATE1636 ATE1944 ATE1654L ATE2631 ATE2638L ATE4854 ATE2638L ANS3440 ATE2639L ATE3605	Computer & Information Technology CET1171C ISM3011 CGS1515 CGS1303 CGS1831 CGS1545 CNT1000 COP2844 COP1000 COP3035 COP2803 ISM4368 CTS1120
Math MAT0022 MAT1033 MAT0028 MAT1100 MAT0056		Nursing NUR3874 NUR4835 NUR4169 NUR4835L NUR4606 NUR3805 NUR4636 NUR3826 NUR4636L	Business ACG2021 MAN3240 ACG2071 MAN3303 FIN3403 MAN3503 GEB1011 MAR3802 GEB3213
		Dental DEH3813 DEH3814	Education EDF3660 EEC1120 EDF1005
		Public Policy PUP3002 PUP3046 PUP3043	Public Safety PAD3874



Standard Courses Completed

- 74 Completed courses**
- 29 Courses in progress**
- 25 Courses schedule to date for 2018 delivery**
- 1 Course remaining to complete an A.A. degree**

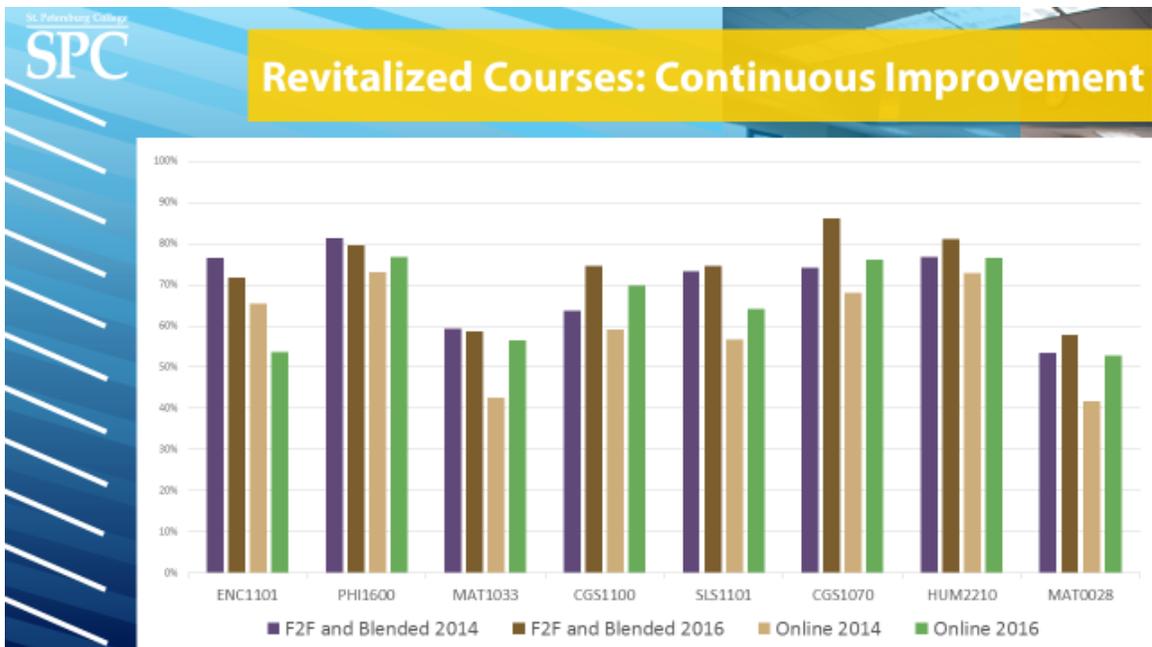
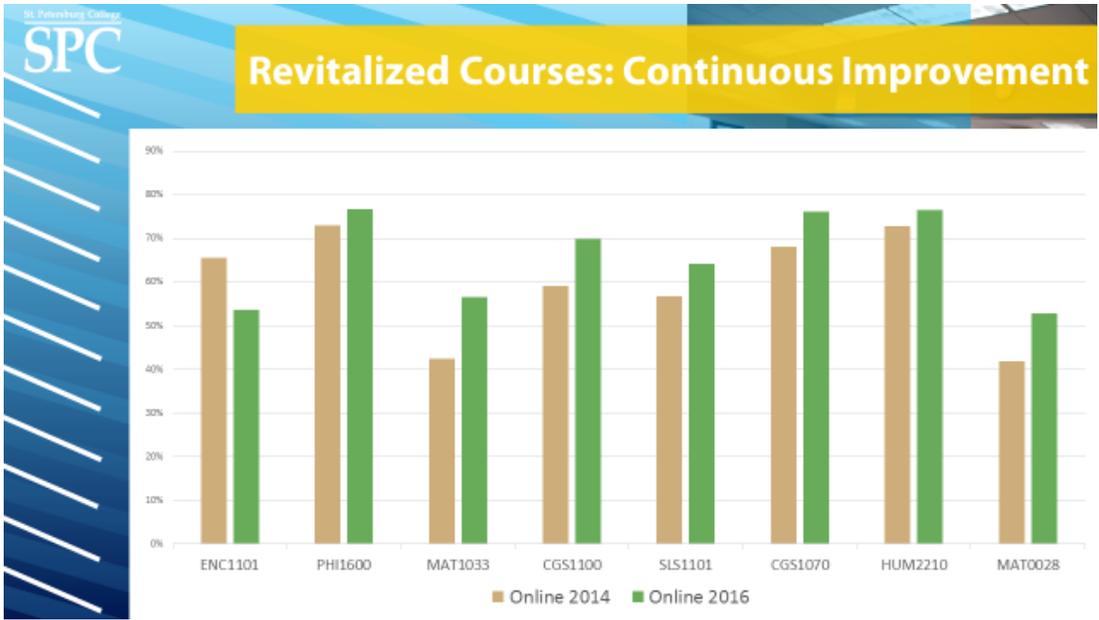
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Retention Efforts

- **Targeted emails to online students**
 - Tutoring Support – math courses and ENC1101
- **Online learning support workshops**
 - Study Smarter: An Online Study Skills Workshop
- **Online Communities**
- **Listening Posts**
 - On campuses
 - Online
- **Revitalized courses: continuous improvement**

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State Authorization for Distance Learning

- **Southern Regional Education Board (SREB)**
- **SREB Electronic Campus Regional Reciprocity Agreement (SECCRA)**
 - Established procedures to offer online courses to other member states
 - Also covered Department of Defense MOU's
- **Ends June 30, 2017**

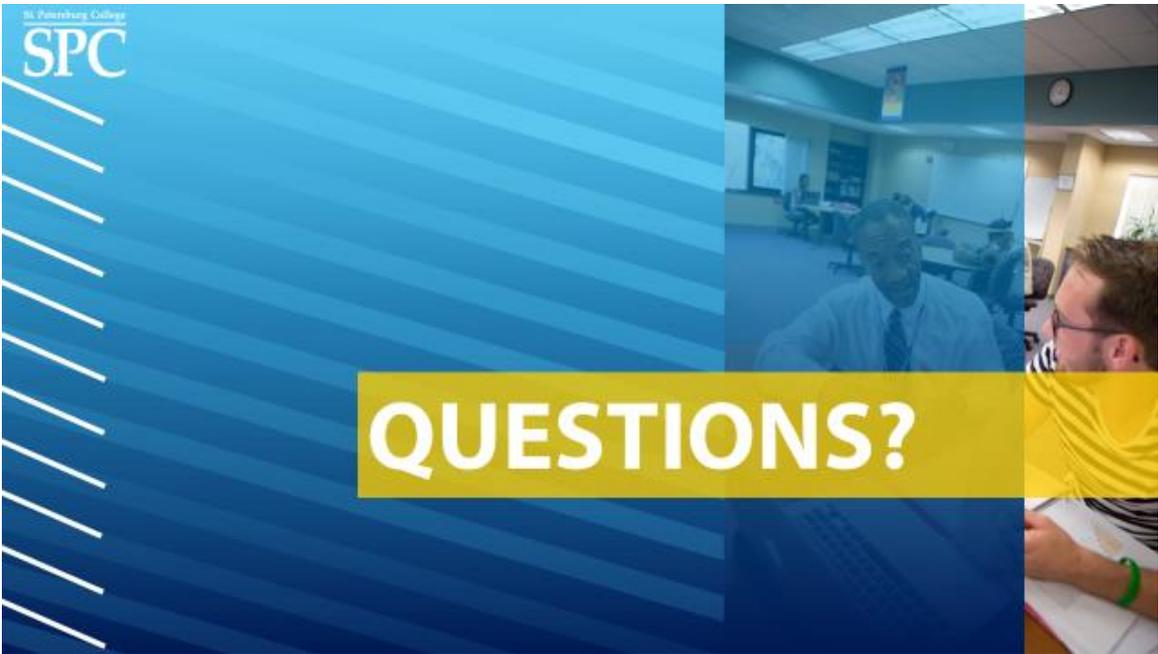
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State Authorization for Distance Learning

- **State Authorization Reciprocity Agreement (SARA)**
 - Voluntary agreement between member states and U.S. territories
 - Establishes standards for interstate offering of post-secondary education courses and programs
 - Coordinated through the regional education boards
 - 47 states have joined plus D.C. and Puerto Rico
 - Exceptions are California, Florida and Massachusetts
- **SB668**

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QUESTIONS?

VI – B.1 Monthly Financial Report

St. Petersburg College
Board of Trustees
Financial Report as of January 31, 2017

Janette Hunt
February 21, 2017

St. Petersburg College
SPC

SPC St. Petersburg College **Report as of January 31, 2017**

	Budget	Actual	% of YTD	YOY
Revenue				
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 44,689,370	79.0%	-4.3%
State Appropriation - CCPF	\$ 51,695,712	\$ 30,310,268	58.6%	0.0%
State Appropriation - Lottery	\$ 16,693,508	\$ -	0.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 2,130,784	58.3%	2.1%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,375,741	75.0%	-4.4%
Distance Learning Fee	\$ 3,814,485	\$ 2,962,815	77.7%	-2.4%
Technology Fee	\$ 2,818,596	\$ 2,163,280	76.8%	-4.8%
Lab Revenue Fees	\$ 1,714,401	\$ 1,531,246	89.3%	-6.1%
Industry Certifications	\$ 150,000	\$ -	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 2,630,209	48.7%	-2.8%
Other Student Fees	\$ 1,622,007	\$ 499,700	30.8%	-11.7%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	88.2%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	0.0%
Total Revenue	\$ 154,102,961	\$ 91,431,066	59.3%	-0.6%

Report as of January 31, 2017

	Budget	Actual	% of YTD	YOY
Personnel & Benefits				
Instructional/Faculty-Full time	\$ 28,899,727	\$ 16,308,655	56.4%	-2.5%
Administrative	\$ 10,275,180	\$ 6,677,705	65.0%	3.1%
Career (Non-Instructional)	\$ 21,729,661	\$ 10,959,169	50.4%	-1.1%
Professional	\$ 15,874,846	\$ 7,653,422	48.2%	-2.2%
Adjunct/Supplemental	\$ 14,341,325	\$ 7,217,496	50.3%	-4.3%
Other Professional OPS	\$ 766,481	\$ 109,510	14.3%	-0.2%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 1,445,565	58.8%	-8.4%
Student Assistants	\$ 428,000	\$ 162,762	38.0%	-12.0%
Health Insurance	\$ 11,854,547	\$ 8,264,180	69.7%	3.0%
Other Personnel Benefits	\$ 11,700,854	\$ 7,346,997	62.8%	0.2%
Total Personnel & Benefits	\$ 118,330,460	\$ 66,145,462	55.9%	-1.1%
Current Expense				
Total Current Expense	\$ 32,341,920	\$ 15,454,415	47.8%	-4.0%
Capital				
Total Capital	\$ 3,430,581	\$ 1,472,256	42.9%	-6.3%
Total Operating	\$ 154,102,961	\$ 83,072,133	53.9%	-1.9%
Revenue over Expense	\$ -	\$ 8,358,934		

Year End Revenue Projection

	Budget	Actual	Δ
Revenue			
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 52,705,886	-7%
State Appropriation - CCPF	\$ 51,695,712	\$ 51,695,712	0%
State Appropriation - Lottery	\$ 16,693,508	\$ 16,693,508	0%
Performance Funding	\$ 3,652,774	\$ 3,652,774	0%
Operating Cost for New Facilities	\$ 128,429	\$ 128,429	0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,703,277	-7%
Distance Learning Fee	\$ 3,814,485	\$ 3,751,560	-2%
Technology Fee	\$ 2,818,596	\$ 2,619,607	-7%
Lab Revenue Fees	\$ 1,714,401	\$ 1,714,401	0%
Industry Certifications	\$ 150,000	\$ 150,000	0%
Other Revenues	\$ 5,397,200	\$ 5,397,200	0%
Other Student Fees	\$ 1,622,007	\$ 891,414	-45%
Fund Transfers In	\$ 3,556,839	\$ 3,556,839	0%
Stabilization Reserve	\$ 2,173,009	\$ -	-100%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	-100%
Total Revenue	\$ 154,102,961	\$ 144,660,607	-6%

SPC St. Petersburg College **FY17/18 Revenue Projection**

	FY16/17 Budget	FY17/18 Budget
Revenue		
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 50,887,002
State Appropriation - CCPF	\$ 51,695,712	\$ 51,695,712
State Appropriation - Lottery	\$ 16,693,508	\$ 16,693,508
Performance Funding	\$ 3,652,774	\$ 3,652,774
Operating Cost for New Facilities	\$ 128,429	\$ 128,429
Learning Support Access Fee	\$ 1,834,042	\$ 1,674,390
Distance Learning Fee	\$ 3,814,485	\$ 3,526,830
Technology Fee	\$ 2,818,596	\$ 2,577,247
Lab Revenue Fees	\$ 1,714,401	\$ 1,714,401
Industry Certifications	\$ 150,000	\$ 150,000
Other Revenues	\$ 5,397,200	\$ 5,397,200
Other Student Fees	\$ 1,622,007	\$ 1,036,414
Fund Transfers In	\$ 3,556,839	\$ 3,556,839
Stabilization Reserve	\$ 2,173,009	\$ -
PD Rollovers & Accruals	\$ 2,291,443	\$ 350,000
Total Revenue	\$ 154,102,961	\$ 143,040,746

- Projected 3.59% SSH decline from FY16/17 actual SSH
- Legislative Session Begins March 7
 - Performance Funding Changes
- In Accordance with SSH
- Anticipate Insignificant Change
- Barnes & Noble Commission Feb.
 - Review of Auxiliary Fund
- Reducing the reliance on fund balance

Questions?

St. Petersburg College
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St. Petersburg College
SPC

2017-18 Enrollment Model

*St. Petersburg College
Board of Trustees Meeting
February 2017*

An Achieving
the Dream
Institution

St. Petersburg College
SPC

To create a proposed model for 2017-18 academic schedule using historical trend data that:

1. Meets students' needs and
2. Reasonable from a budgetary perspective.

Purpose

An Achieving
the Dream
Institution

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Two Linear Regression 2017-18 Projection Models

1. Six-year model resulted in a 2.6% decline in enrollment.
2. Three-year model resulted in a 4.5% decline in enrollment.

Initial Linear Regression Models

While the college has experienced overall enrollment declines over the last few years a few areas have shown growth:

- Upper Division Courses
- Online Courses

- Using this information, four groups mutually exclusive were created.

Historical Trends

Year	LD online	UD online	LD FTF	UD FTF	Total	% Diff
2014-15	197,011	57,581	351,605	23,674	629,871	
2015-16	191,090	57,887	332,962	22,977	604,916	-4.0%
2016-17	175,048	59,982	318,340	21,300	574,670	-5.0%

- Summer 2017 was estimated based on the 5% decrease in enrollment for Fall 2016 and Spring 2017.

2017-18 Enrollment Model

	LD online	UD online	LD FTF	UD FTF
Change Factors	-2.8%	8.3%	-5.9%	-7.4%
Additional Adjustments %	-1.0%	n/a	1.5%	1.0%
Adjustments SSH	-1701	0	4493	197

- 2017-18 Enrollment was estimated using Change Factors that described the historical change in Fall/Spring enrollment from 2015-16 to 2016-17.
- Some Additional Adjustments were made to allow for additional on-ground courses.

2017-18 Enrollment Model

Year	LD online	UD online	LD FTF	UD FTF	Total	% Diff
2014-15	197,011	57,581	351,605	23,674	629,871	
2015-16	191,090	57,887	332,962	22,977	604,916	-4.0%
2016-17	175,048	59,982	318,340	21,300	574,670	-5.0%
2017-18	170,147	64,975	299,558	19,724	554,404	-3.5%

- This resulted in an estimated -3.5% reduction in academic schedule enrollment.

2017-18 Enrollment Model

Year	LD online	UD online	LD FTF	UD FTF	Total
2017-18 (Less Open Campus)	170,147	64,975	288,058	19,724	542,904

- Finally, Offsite Dual Enrollment (Open Campus) was removed from the model using the previous year of historical data (Less 11,500 SSH).
- 542,904 is the proposed budgeted enrollment number for 2017-18.

2017-18 Enrollment Model



Questions

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Biddins,Lorisha C	Senior Accountant	Accounting Services EPI	1/31/2017 - 6/30/2017
West,Suzanne	Inst Strategic Project Coord	Workforce/Professnl Developmnt EPI	1/23/2017 - 6/30/2017

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Depaz,Ezekiel	Career & Academic Advisor	Associate Provost Office TS	1/9/2017 - 6/30/2017
Aspilaire,Aja M	Career & Academic Advisor	Counseling & Advisement SPG	1/17/2017 - 6/30/2017

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Royal,Rickie M	Administrative Svcs Assistant	Associate Provost Office SPG	1/17/2017
Holtzman,Heather Nicole	Sr Library Svcs Technician	Learning Resources TS	1/5/2017
Abvarez Montagna,Leylin	Administrative Svcs Specialist	Provost Office TS	1/9/2017
Ghozali,Colleen E	Sr Administrative Svcs Assist	Provost Office TS	1/23/2017
Carrizo,Lisseth	Sr Administrative Svcs Speclst	Scholarships/Stu Fin Assist DO	1/17/2017
King,Rosemary	Student Support Advisor	Special Programs/Intl Educ DO	1/17/2017

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Maiolie,Patricia A	Academic Records Supervisor	Academic & Student Affairs TS	1/21/2017
Huynh,Richard	Security Officer	Campus Security CL	1/21/2017
Bailey,Richard S	Facilities Technician	Maintenance Services TS	1/28/2017

HIRE Supplemental			
Name	Title	Department/Location	Effective Date
Newsom,Tara	Faculty - supplemental	Communications CL	1/9/2017
Eggers,Penni J	Faculty - supplemental	Emergency Medical Services HEC	1/9/2017
Cianciolo,Kimberly H	Faculty - supplemental	Health Information Mgmt HEC	1/9/2017

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Wood,Chaz Michael	OPS Career Level 1	Academic & Student Affairs CL	1/26/2017
Alfano,Whitney Ann	OPS Career Level 5	Academic & Student Affairs HEC	1/30/2017
DeMarco,Matthew	OPS Career Level 5	Academic & Student Affairs HEC	1/30/2017
Johnston,Kimberly Nicole	OPS Career Level 5	Academic & Student Affairs HEC	1/30/2017
McComas,Colleen	OPS Professional	Academic & Student Affairs HEC	1/16/2017

Moncrieffe,Chaz-Rae LeVonne	OPS Career Level 1	Academic & Student Affairs TS	1/26/2017
Miller,Jennelle L	Adjunct Faculty	Academic & Student Affairs VT	1/9/2017
Paul,Suzanne M	OPS Teaching Asst/Interpreter	Accessibility Services CL	1/17/2017
Levellyn,Stephen J	Adjunct Faculty, Bach	Baccalaureate Programs CL	1/9/2017
Stokes,Denise W	Adjunct Faculty, Bach	Baccalaureate Programs HEC	1/9/2017
Marshall,Kim L	Adjunct Faculty, Bach	College of Computer & InfoTech EPI	1/9/2017
Pinckney,Matthew Tyrel	OPS Career Level 2	College Reach Out Program DO	1/30/2017
Belloni,Lauren M	Adjunct Faculty	Communications CL	1/9/2017
Franela,Sonja	Adjunct Faculty	Communications SPG	1/9/2017
Donald,Jack	Dual Enrollment	Offsite High School	1/9/2017
Glover II II,Harry B	Dual Enrollment	Offsite High School	1/9/2017
Keith,Sharity	Dual Enrollment	Offsite High School	1/9/2017
Sales,Doricha	Dual Enrollment	Offsite High School	1/9/2017
Santana,Lyann	Dual Enrollment	Offsite High School	1/9/2017
Weaver,John	Dual Enrollment	Offsite High School	1/9/2017
Gushee,Peter J	Professional Trainer	Emergency Medical Services HEC	1/2/2017
Todaro,John	Professional Trainer	Emergency Medical Services HEC	1/2/2017
Distasio,Daniel Alexander	Professional Trainer	Emergency Medical Services HEC	1/2/2017
Schwabe,Jason A	Professional Trainer	Fire Sciences AC	1/9/2017
Smith,Steven Ricarldo	Adjunct Faculty	Health Information Mgmt HEC	1/9/2017
Kely,Damia D	Adjunct Faculty	Human Services HEC	1/9/2017
Caine,Matthew T	Adjunct Faculty	Humanities & Fine Arts SPG	1/9/2017
Wegmann,Nina	Adjunct Faculty	Humanities & Fine Arts SPG	1/9/2017
Lespinasse Ide Lafargue,Karine N	Librarian- Temporary	Learning Resources DT	1/21/2017
Taylor,Tracy C	OPS Career Level 5	Learning Resources DT	1/23/2017
Wallace,Robert Andrew	OPS Career Level 5	Learning Resources MT	1/23/2017
Hawthorne,Christian Dana	OPS Career Level 1	Learning Resources SPG	1/30/2017
Mead,Paula L	OPS Career Level 2	Learning Resources TS	1/31/2017
Hunt,Holly Ann	Adjunct Faculty	Mathematics SPG	1/9/2017
Fernandez,Joseph Rogelio	Adjunct Faculty	Natural Science CL	1/9/2017
Migliore,Joseph Paul	Adjunct Faculty	Natural Science CL	1/9/2017
Walker,Sonya R	Adjunct Faculty	Natural Science CL	1/9/2017
Hunt,Kevin Ann	Adjunct Faculty	Natural Science SE	1/9/2017
Aubry Jr,Frantz	Adjunct Faculty	Natural Science TS	1/9/2017
Medina-Guevara,Yadira	Adjunct Faculty	Natural Science TS	1/9/2017
Randelman,Robert Ellis	Adjunct Faculty	Natural Science TS	1/9/2017
Stacy,Vance W	Professional Trainer	Center Public Safety Innovation Grant AC	1/2/2017
Bocchino,David M	Professional Trainer	Provost Office AC	1/30/2017
Gant,Ernest Jermaine	OPS Career Level 5	Provost Office SPG	1/16/2017
Hampton-Garrett,Crystal A	OPS Career Level 4	Provost Office SPG	1/17/2017
Higgins,Shantel R	OPS Career Level 5	Provost Office TS	1/14/2017
Arsht,Alona V	Adjunct Faculty	Respiratory Care HEC	1/9/2017
Hare-Hudak,Stephanie A	Adjunct Faculty	Social & Behavioral Science CL	1/9/2017
Luce,Patrick S	Adjunct Faculty	Social & Behavioral Science SE	1/9/2017
Durban,Heather	Adjunct Faculty	Social & Behavioral Science TS	1/9/2017
Haman,Haley Noell	OPS Career Level 2	Student Support Services DT	1/23/2017
Alvarez,Robert	Professional Trainer	Workforce/Professnl Developmnt EPI	1/9/2017
Caminiti,Kimberly M	Professional Trainer	Workforce/Professnl Developmnt EPI	1/20/2017
Shorr,Michael Jared	Professional Trainer	Workforce/Professnl Developmnt EPI	1/9/2017
Starr,Teresa G	Professional Trainer	Workforce/Professnl Developmnt SE	1/20/2017

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Liebert, David	Chair, Social & Behavioral Sciences	Social Sciences TS	3/3/2017 - 3/11/2017

Destination: Londonderry, United Kingdom

The purpose of this trip is to offer SPC students the educational opportunity to apply the sociological, psychological and historical culture of England to the study of PPE 2002: Personality Development. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Estimated cost to the College is \$3379.53.

Newsom, Tara	Instructor	Social & Behavioral Science	3/4/2017 - 3/11/2017
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Destination: Santo Domingo, Dominican Republic

The purpose of this trip is to lead SPC students on a Dominican Republic Civic Engagement study abroad program offering credit in IDH 2634H Honors Service Learning and to enrich SPC's Civic Engagement Project by promoting students' civic engagement, cross-cultural awareness and cultural enrichment. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Estimated cost to the College is \$377.24.

Greenlee, George	Instructor	Social Science	3/4/2017 - 3/26/2017
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Destination: Port Elizabeth, South Africa

The purpose of this trip is to offer SPC study abroad students traveling to South Africa the educational opportunity to apply the Nelson Mandela Metropolitan University (NMMU) Midyear Short Programme in Human Rights to the study of SPC ECO 2013 Principles in Microeconomics course in South Africa. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Estimated cost to the College is \$2894.00.

Slater, Roy	Instructor	Social Science	3/4/2017 - 3/26/2017
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Destination: Port Elizabeth, South Africa

The purpose of this trip is to offer SPC study abroad students traveling to South Africa the educational opportunity to apply the Nelson Mandela Metropolitan University (NMMU) Midyear Short Programme in Human Rights to the study of SPC ECO 2013 Principles in Microeconomics course in South Africa. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Estimated cost to the College is \$2873.00.

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

ND020117

Feb. 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Request to begin the process to appropriately honor Mrs. Maria Nieves Edmonds, former Associate Provost, Tarpon Springs Campus, and a co-founder and first coordinator of the St. Petersburg College Women on the Way program.

Approval is sought to name the Women on the Way Center on the Tarpon Springs Campus as follows, “Maria Nieves Edmonds Women on the Way Center.”

Women on the Way was established at St. Petersburg College in 1981 as a resource and support center for women. Its goal was to provide women with access to skill training and other resources needed for success in an academic setting. The original site was on the Clearwater Campus.

Specific services provided by Women on the Way include scholarship assistance and counseling; workshops and seminars on time management, parenting and success strategies; a textbook lending library; and a boutique to provide women with appropriate clothing, toiletries and small household items.

Women on the Way participants struggle with balancing home, childcare needs, work and academics. The program provides motivation and resources to help participants (currently more than 300) graduate from college and become self-sufficient.

In June 2015, the Board of Trustees approved expanding the Women on the Way program to include branches at the Cecil B. Keene, Sr. Student Achievement Center in St. Petersburg, and the St. Petersburg/Gibbs, Seminole and Tarpon Springs campuses.

The Women on the Way Center in Tarpon Springs is currently scheduled to open for Fall Term 2017.

In accordance with Board of Trustees Rule # 6Hx23-6.14, NAMING OF COLLEGE FACILITIES, the following committee members: Nathan Stonecipher, Tonjua Williams, Linda Hogans, Marvin Bright, Stan Vittetoe, and Shirley Crumbley met on Wednesday, February 1, 2017 to recommend the naming of Women on the Way, Tarpon Springs Campus in honor of Mrs. Maria Edmonds.

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Request to begin the process to appropriately honor Dr. John Chapin, former Dean of Natural Sciences, St. Petersburg College

Approval is sought to name the Science Labs at the Bay Pines STEM Center as follows, “Dr. John M. Chapin Science Lab”, former Dean of Natural Sciences, St. Petersburg College.

The Bay Pines STEM Center, a hands-on teaching center for Science, Technology, Engineering and Mathematics, is currently near completion adjacent to the Intracoastal Waterway in south Pinellas County.

The \$4.8 million facility will include:

- Classrooms capable of being subdivided for multiple simultaneous uses with appropriate laboratory infrastructure ;
- Facilities for student research, both small group projects and some individual projects;
- A multipurpose room to accommodate as many as 100 people for demonstrations, lectures and conferences;
- Facilities for small boat docking, saltwater tanks, and outdoor space to support meetings and student interaction.

In his role as Dean of Natural Sciences, Dr. Chapin was the overseer of this project following his return to St. Petersburg College in 2012.

In addition, he worked with others to successfully update the College’s Natural Science curriculum, including the development of a college-wide Human Anatomy and Physiology program with appropriate laboratory schedules. He also developed new courses and course updates in Biological, Earth and Environmental sciences.

He led faculty teams that brought two new A.S. degrees into the curriculum – Biotechnology Laboratory Technology and Biomedical Engineering Technology.

But perhaps most importantly, he willingly took the lead in the planning and development of the Bay Pines STEM Center, acquiring partnerships and other support as the Center began to take shape. It was always his goal and desire that the Center serve as a testament to the College’s

commitment to Environmental Science education and Technology training throughout the 21st century and he worked tirelessly toward that end.

In accordance with Board of Trustees Rule # 6Hx23-6.14, NAMING OF COLLEGE FACILITIES, the following committee members: Nathan Stonecipher, Anne Cooper, Natavia Middleton, Jennifer Fernandes, Kathleen Adams, Linae Boehme met on Wednesday, February 1, 2017 to recommend the naming of Bay Pines science labs, in honor of Dr. John Chapin.

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Proposed Academic Calendar for 2018-2019

Approval is sought for the 2018-2019 Academic Calendar:

The proposed calendar was developed considering State Board Rules and Calendar Committee guidelines.

F.A.C. 6A-10.019, Required Annual Calendar for Schools and Colleges for Schools and Colleges, defines common calendars for colleges and universities, and requires three (3) common entry periods shall be established so that the first day of classes will fall on or within each of the three (3) periods listed below:

1. August 10 and August 31.
2. January 2 and January 11.
3. May 1 and May 16.

As approved by the Board of Trustees the previous year, the College will again seek approval for an late exception to begin Spring Term II classes for the 2018-2019 Academic Calendar year on Monday, January 14, and a late exception to begin Summer Term III classes on Monday, May 20.

The purpose for the requested exceptions is moving the start of the Spring semester by one week in order to improve student success. This provides an additional week for student advising, registration and financial activity before classes begin. This will provide students the opportunity to be better prepared on the first day of classes. This is similar to when the college had previously placed a week between the Spring and Summer semesters.

By starting the Spring semester a week later, the summer semester will shift by a week as well. This later Summer semester start date will provide additional opportunities for recent high school graduates to begin their education earlier by attending the summer semester.

Anne Cooper, Senior Vice President for Academic and Student Affairs, and Tonjua Williams, Vice President for Academic and Student Affairs, recommends approval.

VI – D.1 Proposed 2018-2019 Academic Calendar

AY 2018-19 Annual Academic Calendar

Djuan Fox, Coordinator, Academic Services

SPC Board of Trustees – February 21, 2017

SPC St. Petersburg
College
INSTRUCTION AND ACADEMIC
PROGRAMS

Academic Calendar Build

SPC St. Petersburg
College
INSTRUCTION AND ACADEMIC
PROGRAMS

Purpose: To build an academic calendar that best supports student success, requires soliciting input from a cross-section of persons;

- Financial Services
- Student Services
- Provosts/Deans Council
- Faculty Governance Organization (FGO)
- Human Resources

Academic Calendar - Changes

As approved by BOT the previous three academic years, SPC has requested the following:

- Late exception to begin Spring Term II and Summer Term III



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February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Faculty Contract Review Process (Information)

The faculty contract review process was completed on January 30, 2017. The dean or program administrator addressed a number of factors associated with each faculty member as part of the decision making process. These factors include:

- Student Course Success Rates
- Student Course Survey of Instruction Scores
- Participation in Out of Class Support
- College Service and Duties Outside the Classroom
- Professional Development Completed
- Professional Development Plan for coming year in collaboration with Dean / – areas for improvement/growth
- Class Observations
- Strengths

The information associated with each faculty member was presented to Senior VP of Instruction and Academic Programs and the president to ensure a thorough review was accomplished.

Ninety faculty were reviewed of which 80 were for annual contracts and 10 were for continuing contracts. Of the 80 reviewed for annual contracts 70 are recommended, 3 were delayed until May 2017, 3 will remain in their interim positions, 2 resigned and 2 are from programs that are ending. Of the 10 reviewed for continuing contracts 10 are recommended.

The review process proved to be most encouraging. Faculty are focused on the teaching and learning process and are employing a variety of methodologies to improve the engagement of their students. The Faculty Cohort support process operated by the Center for Excellence in Teaching and Learning is also providing positive results as faculty work to adopt their teaching expertise to our current students in support of student success.

Anne Cooper, Senior Vice President, Instruction and Academic Programs

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Faculty Annual Contract Recommendations

Approval is sought for the following recommended personnel actions concerning faculty appointments, which shall be enforced via contracts for employment.

Recommend appointment to a contract (2017-2018), contingent upon the successful completion of satisfactory service in the current contract year.

Effective Date	Name	Title	Department
8/1/2017	Boehme-Terrana,Linae	Instructor,12 month	Baccalaureate Programs
8/1/2017	Fair,Timothy	Interim Chair, O&P	Baccalaureate Programs
8/1/2017	Maisch,Lara	Instructor-12 month	Baccalaureate Programs
8/1/2017	Hanrahan,Patricia	Chair, College of Business	Business Administration CL
8/1/2017	Bailey,April	Chair, College of Business	Business Administration SE
8/1/2017	Przyborowski,Marta	Chair, College of Business	Business Administration TS
8/1/2017	Ellis,Dawn	Chair, College of Computer IT	College of Computer & InfoTech
8/1/2017	Long,Johnie	Chair, College of Computer IT	College of Computer & InfoTech
8/1/2017	Malave,Laura	Chair, College of Computer IT	College of Computer & InfoTech
8/1/2017	Curtis,Jessica	Instructor-12 month	College of Education
8/1/2017	Fernandez,Jennifer	Instructor-12 month	College of Education
8/1/2017	Hoeh Boyd,Emily	Instructor-12 month	College of Education
8/1/2017	McAllister,Melissa	Instructor-12 month	College of Education
8/1/2017	Santos,Wanda	Instructor-12 month	College of Education
8/1/2017	Johnson-Sabree,Kengia	Chair, Health Info Technology	Health Information Mgmt HC
8/1/2017	Anderson,Eboni	Chair, Health Sciences	Health Services Mgmt HC
8/1/2017	Hubbard,Barbara	Chair, Digital Arts&Humanities	Humanities & Fine Arts SE
8/1/2017	Hernly,Patrick	Chair, Humanities & Fine Arts	Humanities & Fine Arts SPG
8/1/2017	Stanley,Kevin	Chair, Humanities & Fine Arts	Humanities & Fine Arts TS
8/1/2017	Moore,Joy	Chair, Mathematics	Mathematics SPG
8/1/2017	Harper-Judd,Jill	Chair, Natural Science	Natural Science CL
8/1/2017	Appleton,Anthony	Interim Chair, Natural Science	Natural Science SPG
8/1/2017	Davis,Michael	Chair, Natural Science	Natural Science TS

8/1/2017	Briggs,Jeffrey	Instructor-12 month	Nursing HC
8/1/2017	Hawkins-Johnson,Jacqueline	Chair, Nursing	Nursing HC
8/1/2017	Rewald,Charles	Instructor-12 month	Nursing HC
8/1/2017	Beck,Rosanne	Instructor-12 month	SE Public Safety Institute AC
8/1/2017	Jackson,Kimberly	Chair, Social Sciences	Social & Behavioral Science DT
8/1/2017	Rivero,Douglas	Chair, Social & Behavioral Sci	Social & Behavioral Science SE
8/1/2017	Loureiro,Roberto	Chair, Social & Behavioral Sci	Social & Behavioral Science SP

 Recommend appointment to a contract (2017-2018), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.

Effective Date	Name	Title	Department
8/10/2017	Banks,Ian	Instructor	Baccalaureate Programs
8/10/2017	Roe,Bobby	Instructor	Baccalaureate Programs
8/10/2017	Cutler,Henry	Instructor	College of Computer & InfoTech
8/10/2017	Ma,Jun	Instructor	College of Computer & InfoTech
8/10/2017	Vuurens,Karen	Instructor	College of Education
8/10/2017	Paden,Melanie	Instructor	Communications CL
8/10/2017	Estlund,Amber	Instructor	Communications SE
8/10/2017	Lanhan,Valerie	Instructor	Communications SPG
8/10/2017	Nusspickel,Mark	Instructor	Communications SPG
8/10/2017	Wilson,Ian	Instructor	Communications SPG
8/10/2017	Kuropas,Cindy	Instructor	Communications TS
8/10/2017	Grisanti,Sharon	Instructor	Dental Hygiene HC
8/10/2017	Poirier,Melanie	Instructor	Dental Hygiene HC
8/10/2017	Sibbio,Ralph	Instructor	Emergency Medical Services HC
8/10/2017	Todaro,John	Instructor	Emergency Medical Services HC
8/10/2017	Bell,Brian	Instructor	Engineering Technology CL
8/10/2017	Coakley,Melissa	Instructor	Ethics SPG
8/10/2017	Moriarty,Christian	Instructor	Ethics SPG
8/10/2017	Vaughan,Joann	Instructor	Ethics SPG
8/10/2017	Cianciolo,Kimberley	(Interim) Instructor	Health Information Mgmt HC
8/10/2017	Newberry,Sheila	Instructor	Health Information Mgmt HC
8/10/2017	Downing,Carol	Instructor	Interpreter Training CL
8/10/2017	Harris,Jay	Instructor	Interpreter Training CL
8/10/2017	Davies,Joi	Instructor	Mathematics SPG
8/10/2017	Johnson,Hannah	Instructor	Mathematics SPG
8/10/2017	Stephanides,Ourania	Instructor	Mathematics TS
8/10/2017	Moore,Grace	Instructor	Natural Science SE
8/10/2017	Gionet,Laura	Instructor	Natural Science SPG
8/10/2017	Simunac,Kristin	Instructor	Natural Science TS
8/10/2017	Burgess,Diana	Instructor	Nursing HC

8/10/2017	Chastain,Heather	Instructor	Nursing HC
8/10/2017	Daniels,Amanda	Instructor	Nursing HC
8/10/2017	Emerle,Karen	Instructor	Nursing HC
8/10/2017	Lewis,Mary	Instructor	Nursing HC
8/10/2017	Pels,Margarite	Instructor	Nursing HC
8/10/2017	Pryby,Felicia	Instructor	Nursing HC
8/10/2017	Renshaw,Kathleen	Instructor	Nursing HC
8/10/2017	Van Doren,Tina	Instructor	Nursing HC
8/10/2017	Snellenburg,Kirsten	Instructor	Physical Therapist Asst HC
8/10/2017	Macogay,Eugene	Instructor	Respiratory Care HC
8/10/2017	Uruena-Agnes,Adriana	Instructor	Social & Behavioral Science DT
8/10/2017	Charboneau,Jay	Instructor	Social & Behavioral Science SP

Anne Cooper, Senior Vice President, Instruction and Academic Programs and the Strategic Issues Council Members bringing the actions forward, recommend approval.

nmd021317

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Faculty Continuing Contract Recommendations

Approval is sought for the following personnel actions concerning faculty members to receive continuing contract (2017-2018), contingent upon the successful completion of satisfactory service in the current contract year and official documentation of successful completion of required graduate coursework.

Effective Date	Name	Title	Department
8/1/2017	Bennett,Rachel	Instructor,12 month	Baccalaureate Programs
8/1/2017	Coronel,Rina	Instructor,12 month	Baccalaureate Programs
8/1/2017	Risberg,Chrissy	Chair, College of Computer IT	College of Computer & InfoTech
8/1/2017	Delgato,Margaret	Chair, College of Education	College of Education
8/1/2017	Odutola,Adeniji	Chair, Ethics	Ethics TS
8/1/2017	Barnes,Jonathan	Chair, Humanities & Fine Arts	Humanities & Fine Arts CL
8/1/2017	Kolonoski,David	Chair, Mathematics	Mathematics SPG
8/1/2017	Nelson,Nydia	Chair, Mathematics	Mathematics SPG
8/1/2017	Gilleland,Amanda	Chair, Natural Science	Natural Science SE
8/1/2017	Louis,Louisana	Chair, Nursing UD (BSN)	Nursing HC
8/1/2017	Schneider, Virginia	Chair, Nursing	Nursing HC

 Anne Cooper, Senior Vice President, Instruction and Academic Programs and the Strategic Issues Council Members bringing the actions forward, recommend approval.

nmd021317

Faculty Hiring, Evaluation and Contract Review Process

Anne Cooper PhD, Senior Vice President Instruction and Academic Programs
SPC Board of Trustees – February 21, 2017



Hiring Process



New Faculty Cohort – Professional Development



1. Learning Management System Training
2. Departmental Mentoring and Ongoing Support
3. Year I – New Faculty Development Course
 - two Semesters
 - understanding SPC and our students
 - student success strategies
 - excellence in teaching & learning
 - collaboration and services
4. Year II – New Faculty Cohort Project
 - two semesters
 - special project identified to address academic area of need

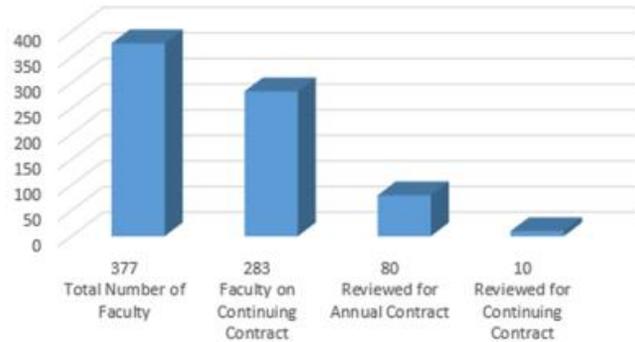
50

Faculty Annual Evaluation

- All Faculty Evaluated Annually
- Data and documentation stored in Faculty 180 – e-portfolio tool
- Evaluation Sections Include:

Student Success Data for 10 to 22 courses/year
Student Survey of Instruction; minimum 10 courses – 200 to 240 surveys
Instructional Strategies - Academic knowledge, Student engagement, Course management, Student support, Interpersonal Communication
Course Information – Syllabi, Enrollment, Program Administrator Class Observation Feedback
Professional Development
College Contributions
Scholarly Contributions

51



Both Associate & Baccalaureate Level

52

Faculty Role in Contract Review Process

• Data and Documentation

Student Course Success Rates	Faculty rates compared with college overall success rate for same course
Student Course Survey of Instruction Results	Preferred response rate of 60%-70% 6- 7pts on a 7 pt. scale in the following three areas <ul style="list-style-type: none"> • Faculty engagement • Preparation and Organization • Course Instruction Compare individual rates to the overall department rate
Out of Class Support	Online, Skype, e-mail, text, phone, in learning centers and alternate locations
College Service/Duties Outside the Classroom	Grants, communities, CETL, FGO, QEP, SACS and campus activities
Professional Development Completed and growth Plan	Internal and external events, conferences, graduate school, presentations, and publications.

Dean Role in Contract Review Process

- Reviews faculty data and documentation, adds class observation and comments
- Presents contract recommendation to President and SVP with supporting documentation
- Provides feedback to faculty member



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Results of Contract Review

Reviewed for Annual Contract	80
Recommended	
Annual	70
Delay Decision until May 2017	3
Program Ending	2
Interim	3
Resignation	2
Review for Continuing Contract	10
Recommended	
Continuing	10

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VI – E.1 Marketing, Recruitment, and Outreach

Board of Trustees Meeting: February 2017

Recruitment, Outreach and Marketing

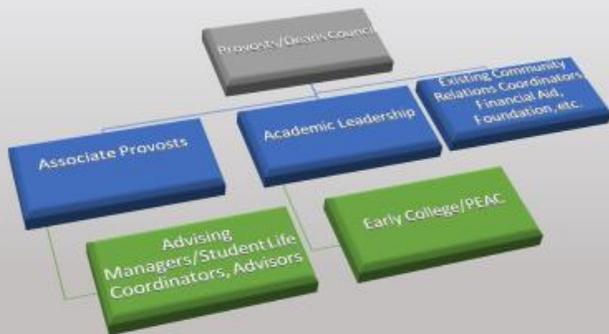
Dr. Kevin Gordon, Provost
Diana Sabino, Executive Director

St. Petersburg College

SPC

SPC St. Petersburg
College

Recruitment Team



Community Relations and Outreach Update

Created a Recruitment Committee

Improved the pre admissions onboarding process

Developed New Recruiting Initiatives for targeted populations

Increased Presence in High Schools

Monitoring Success Weekly



New Student Recruitment Goal: 2% Increase

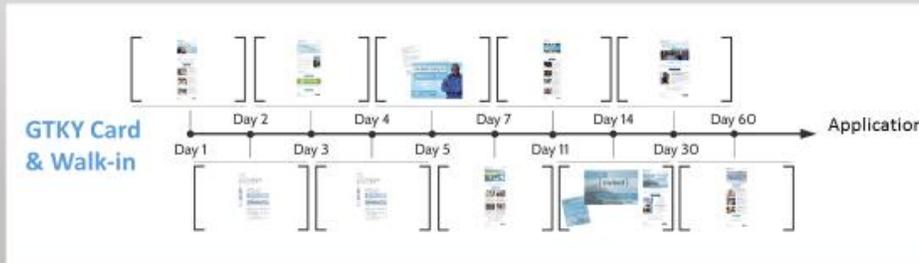
4,802 New students Fall 2017

Stretch Goal of 5000 New Students

59% App to Enrollee Conversion

Type	Number	With 2% increase
FTIC	3,051	3,112
Transfer to SPC	1,237	1,262
New non-degree seekers <i>(excluding all accelerated HS programs)</i>	420	428
Total	4,708	4,802

GTKY Card Onboarding Funnel: AFTER



Advisors in High Schools

PCS High School	SPC Campus	SPC Advisors	Frequency
Boca Ciega	SPG	Dwayne Climes	Weekly
Clearwater	CL	Courtney Autry	Weekly
Dixie Hollins	SPG	Dwayne Climes	Weekly
Countryside	CL	Karen Sommerville	Weekly
Dunedin	CL	Ryan Marsh	Weekly
East Lake	TS	David Wilburn	Weekly
Gibbs	DTMT, AS	Kerry Carter	Weekly
Lakewood	AS	Christian Aguillon	Weekly
Largo	SE	Derrick Bullard	Weekly
Northeast	SPG	Kevin Bell	Weekly
Osceola	SE	Chris Miller	Weekly
Palm Harbor	TS	Ann Sofia	Weekly
Pinellas Park	HEC	John Crane	Weekly
Seminole	SE	Johnathan Helms	Weekly
St. Petersburg	DTMT, AS	Aja Aspilaire	Weekly
Tarpon Springs	TS	Rania Samartiz	Weekly

Recruitment Events

Events from 1/4/17-2/17/2017

Events	Headcount
139	2174

Events from 1/4/17-5/17/2017

Events	Expected Headcount *
277	16936

Weekly Measurement of Success

Metrics

Events and participants

Weekly High School Visits by Advisors and Number of Student Contacts

GTKY Cards Received and Follow Up Taken

Request for Information and follow up

Applications from prior week and their source

Website Requests for Information Efforts

Calendar Year to Date

Year	Incoming	Active Application	Conversion
2016	1433	301	21.0%
2017	1908	407	21.3%

1/22 - 2/11

Week	Incoming	Active Application	Conversion	Comparable Week Incoming
1/22 - 1/28	276	75	27.1%	193
1/29 - 2/4	264	53	20.1%	183
2/5 - 2/11	262	45	17.2%	192

Major College-Wide Events

Audiences:

High School lists
 Apply no Enroll
 Past Associate Graduate
 Past Certificate Graduate
 Inquiry no Apply
 Past student non-return
 Community
 Transient
 Parents

- FAFSA Event-February 7, 18, 21, 2017
- SPC Week Open House- March 27-31, 2017
- Career Exploration Event-June 5, 2017
- Get it Done Event-July 17, 2017
- College Visit Day-October 19, 2017



SPC St. Petersburg College

Fuse Marketing



E-Mail | Direct Mail | Recruitment Piece | Slideshow | Webpage | Info Session

SPC St. Petersburg College

New Website



www.spcollege.edu

- ✓ Design new marketing resources
 - ✓ Completed
- ✓ Coordinate strategy for outreach efforts (K-12, Churches, Community Centers, Businesses, etc.)
 - ✓ In Place with assigned advisors
- ✓ Train Collaborators and provide a recruitment resource guide
 - ✓ Training Occurred 2/10/17 and continuous
- ✓ Develop processes that drives recruits into the pre-admissions and application to enrollment processes.
 - ✓ Launched 2/12/17
- ✓ Expand efforts with College-Wide Recruitment committee regular meetings.
 - ✓ Weekly Webinars 2/8/17



Questions?



St. Petersburg College
SPC

February 21, 2017

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: William D. Law, President



SUBJECT: Workforce and Professional Development

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

Workforce and Professional Development: Added 1 new course to increase variety to the professional development course offerings:

- BSF0575 Pursuing Your Business Idea: Should I or Shouldn't I

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: JP Morgan Chase Global Philanthropy – Collaborative Action Research Grant – Smart Start: Helping College Students Get on the Right Path to Degrees and Careers

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by the Community College Research Center (CCRC), Teacher's College at Columbia University in partnership with St. Petersburg College to JP Morgan Chase Global Philanthropy for the Collaborative Action Research Grant opportunity. Permission is also sought to accept an estimated \$30,000 in funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Led by the Community College Research Center (CCRC), the purpose of the proposed study, *Smart Start: Helping College Students Get on the Right Path to Degrees and Careers*, is to identify strategies for helping students choose and enter a program of study suited to their interests and aptitudes—and do so in a reasonable amount of time. The study will examine what smart start practices SPC is implementing, how students are experiencing them, and what their effect is on student success. A key focus will be the effect of college practices on the rate at which new students select and successfully enter a program of study in their first year, a leading indicator of longer term success. The program will also study the economic impact and cost analysis of guided pathways reforms on SPC student outcomes. As a partner, SPC will support the grant help coordinate CCRC field work and conduct supporting data analysis. Funding would staff time and administrative costs.

The estimated period of performance will be from July 1, 2017 through June 30, 2019. The total project budget is approximately \$2,400,000 of which the College anticipates receiving an estimated \$30,000 over the two-year period. See attached Information Summary for additional information.

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services and Suzanne L. Gardner, General Counsel recommend approval.

Attachment

js0203172

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

Date of BOT Meeting: February 21, 2017

Funding Agency or Organization: JP Morgan Chase Global Philanthropy

Name of Competition/Project: Collaborative Action Research Grant – Smart Start Study

SPC Application or Sub-Contract: Sub-Award

Grant/Contract Time Period: **Start:** 7/1/17 **End:** 06/30/19

Administrator: Jesse Coraggio

Manager: TBD

Focus of Proposal:

The Community College Research Center is partnering with St. Petersburg College and Indian River State College on an applied research project funded by JP Morgan Chase Global Philanthropy intended to identify strategies for helping students choose and enter a program of study suited to their interests and aptitudes—and do so in a reasonable amount of time – a program called *Smart Start: Helping College Students Get on the Right Path to Degrees and Careers*. CCRC will work with SPC to examine what smart start practices SPC is implementing, how students are experiencing them, and what their effect is on student success. A key focus of the latter will be the effect of college practices on the rate at which new students select and successfully enter a program of study in their first year, a measure of “program momentum” and a leading indicator of longer term success. The program will also study impact and cost analysis -- What are the effects of guided pathways reforms on SPC student outcomes? What are the costs of the reforms? Are they cost-effective? Do students who start smarter end up taking fewer “wasted” credits? What are the economic implications of these reforms for students, colleges and taxpayers? Funding will support the hiring of an OPS research analyst to support research activities over two years.

Budget for Proposal:

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

Salaries	\$ 24,782
Fringe	\$ 3,766
Indirect Costs	<u>\$ 1,452</u>
Total Budget	\$ 30,000

Funding:

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

\$ 30,000

Total amount from funder:

\$ 30,000

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Values

1. Culture of Inquiry
2. Innovation

Strategic Initiatives:

1. Pathways Initiative
2. Employee Professional Development

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: National Science Foundation – Improving Undergraduate STEM Education (IUSE)
– Education and Human Resources (EHR)

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by Florida State University (FSU) in partnership with St. Petersburg College to the National Science Foundation (NSF) for the Improving Undergraduate STEM Education (IUSE) – Education and Human Resources (EHR) grant opportunity. Permission is also sought to accept an estimated \$30,000 in funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Led by Florida State University (FSU), the purpose of the proposed *Alumni Backtracking Project* is to incorporate the practice of institutional research and use of departmental data to develop a methodological approach for identifying critical junctures in the lives of minority STEM alumni in IT and computing fields. The study will assist in identifying interventions that alumni with degrees in IT, computer engineering, and computer science, and employment in their field, use to persist and improve their employability. As a partner, SPC will support the grant during years 3-5 by participating in face-to-face meetings and symposiums to provide feedback on the project. Funding would support staff travel and administrative costs.

The estimated period of performance will be from July 1, 2019 through June 30, 2022. The total project budget is approximately \$2,400,000 of which the College anticipates receiving an estimated \$30,000 over the three-year period. See attached Information Summary for additional information.

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

Attachment

ks020372

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

Date of BOT Meeting: February 21, 2017

Funding Agency or Organization: National Science Foundation (NSF)

Name of Competition/Project: Improving Undergraduate STEM Education (IUSE) – Education and Human Resources (EHR)

SPC Application or Sub-Contract: Sub-Award

Grant/Contract Time Period: **Start:** 7/1/19 **End:** 06/30/22

Administrator: Sharon Setterlind

Manager: TBD

Focus of Proposal:

The Improving Undergraduate STEM Education (IUSE) grant addresses the immediate challenges and opportunities that are facing undergraduate STEM education, as well as the anticipated new functions of the undergraduate learning and teaching enterprise. Led by Florida State University (FSU) this program will explore interventions that alumni with degrees in information technology, computer engineering, and computer science, and employment in their field, used to persist and improve their employability. To address the identified challenges, *The Alumni Backtracking Project* will focus on achieving the following goals: (1) develop, test and pilot an Alumni Pathway Backtracker Approach to identify pathways and interventions that can inform institutional policies and practices for minority STEM students; (2) use an Academy model to propagate the Backtracker Approach and model creation process, disseminate findings, and obtain feedback on adopting the approach at other institutions; and (3) evaluate the feasibility of institutionalizing the findings of the Alumni Pathway Backtracker Approach and model generator.

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.)

Travel	\$ 26,088
Indirect Costs	<u>\$ 3,912</u>
Total Budget	\$ 30,000

Funding:

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

matches listed below) \$ 30,000

Total amount from funder: \$ 30,000

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

Required match or cost sharing: No Yes

Voluntary match or cost sharing: No Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: N/A

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: N/A

College Values, Strategic Initiatives and Activities Addressed:

Values

1. Culture of Inquiry
2. Innovation

Strategic Initiatives:

1. Pathways Initiative
2. Employee Professional Development

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *WDL*
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. Affiliation Agreement with **Adventist Healthcare Systems – Florida Hospital Wesley Chapel** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of one year. There is no cost to the College. This item was approved by Anne Cooper on November 15, 2016. Department—College of Nursing
2. Affiliation Agreement with **Bay Hospital d/b/a Gulf Coast Regional Medical Center** to provide a medical surgical clinical site and preceptor for the RN Refresher/Remediation/Return-to-Work students in the Continuing Education Health Nursing Program. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on October 17, 2016. Department—Continuing Education Health
3. Affiliation Agreement with **Brooks Health Systems dba Brooks Rehabilitation** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of one year. There is no cost to the College. This item was approved by Anne Cooper on November 15, 2016. Department—College of Nursing
4. Agreement with **Cambridge Educational Services** to provide students with 5 months of online access to the SAT StarCast Online course to assist them with SAT test preparation. The College will register students and coordinate with CES regarding student information. Based on an estimate of 20 students per year, after expenses, the College anticipates an

annual net revenue under this Agreement of approximately \$4,506. The Agreement is for a period of three years. This item was approved by Anne Cooper on November 8, 2016. Department—Workforce Institute/Lifelong Learning

5. Agreement with **CareerSource Tampa Bay** to serve as a training provider of certificate programs as part of the U.S. Department of Labor H-1B TechHire Partnership Grant received by CareerSource. The Agreement will commence as soon as possible and will continue through June 30, 2020. After expenses, the College anticipates an annual net revenue of approximately \$50,000. This item was approved by Anne Cooper on September 26, 2016. This item is included in this Quarterly Report as it did not appear on the previous report. Department—Workforce and Professional Development
6. Affiliation Agreement with **Good Shepherd Hospice** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of one year; thereafter, the Agreement will continue from year to year unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 28, 2016. Department—College of Nursing
7. Affiliation Agreement with **HCA Galencare, Inc. d/b/a Northside Hospital** to provide clinical experience for students in the College's Nursing and Continuing Education Nursing 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 October 7, 2016. Departments—College of Nursing; CE Nursing
8. Affiliation Agreement with **HCA Galen of Florida, Inc. d/b/a St. Petersburg General Hospital** to provide clinical experience to students in the College's Health Services Administration Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on October 20, 2016. Department—College of Health Sciences
9. Affiliation Agreement with **Hernando Pasco Hospice** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of one year; thereafter, the Agreement will continue from year to year unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 28, 2016. Department—College of Nursing
10. Agreement with **Hillsborough County Sheriff's Office** whereby HCSO will grant a license to use its Training Center in Tampa through December 31, 2016 in order for the College to provide grant-funded training courses. There is no cost to the College. This item was approved by Scott Fronrath on November 14, 2016. Department—Center for Public Safety Innovation

11. Affiliation Agreement with **Holmes Regional Medical Center, Inc., Cape Canaveral Hospital, Inc. d/b/a Palm Bay Hospital and Viera Hospital, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 28, 2016. Department—College of Nursing
12. Affiliation Agreement with **Landstuhl Regional Medical Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue through July 31, 2017. There is no cost to the College. This item was approved by Anne Cooper on November 28, 2016. Department—College of Nursing
13. Affiliation Agreement with **Laser Spine Institute** to provide an internship that will allow students enrolled in biomedicine or health sciences programs to obtain clinical and work experience. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on October 17, 2016. Department—Health Sciences
14. Affiliation Agreement with **Legacy Health** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. 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 November 28, 2016. Department—College of Nursing
15. Agreement with **National University of Health Sciences** to partner with the College to offer a 100-hour Acupuncture Certification Program through the College's Continuing Education Health program. The College will provide space for instruction, AV, biohazard waste removal, assist with marketing, and provide and maintain additional Continuing Education. The College will receive 30% of tuition fees for its services under the Agreement and anticipates this amount will be approximately \$8,625. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on November 28, 2016. Department—CE Health
16. Affiliation Agreement with **Pasco Regional Medical Center, LLC d/b/a Bayfront Health Dade City** to provide clinical experience for RN to BSN students that will allow them to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Anne Cooper on December 16, 2016. Department—College of Nursing
17. Intergovernmental Agreement with the **Pinellas County School Board** to establish and update collegiate high school programs in dual enrollment for the next school year. The Agreement is for an annual period and is to be executed prior to January 1st of each year. This Agreement is pursuant to Florida Statutes 1007.273 which requires colleges to work

with their school districts for this purpose. This item was approved by Anne Cooper on November 28, 2016. Department—University Partnership Center

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

18. Lease Purchase Agreement with **LumaStream, Inc.** that will allow LumaStream to lease/purchase the Milling and Lathe machines currently housed at the LumaStream facility. Under the terms of the Agreement, LumaStream will pay the College a total amount of \$125,000 over a 24-month period, at which time title will transfer to LumaStream. The Agreement will commence December 1, 2016 and continue through November 30, 2018. This item was approved by Anne Cooper on October 25, 2016. Department—LumaStream Lease Purchase

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

19. Agreement with **Microsoft Corporation** to provide MS Premier Services including consulting, training and support for current SPC Microsoft related projects. The Agreement will commence on November 1, 2016 and continue for the period of one year. The cost to the College for this Agreement will be \$63,320. This item was approved by Brian Miles on October 20, 2016. Department—Information Systems, Networks

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

20. Agreement with **Behavioral Health Management Services, Inc. d/b/a BayCare Behavioral Health, Inc.** to continue to provide student counseling services and assistance. The Agreement will commence as soon as possible and continue through July 31, 2017. The cost to the College associated with this Agreement is anticipated to be \$46,140.48. This item was approved by Tonjua Williams on October 6, 2016. Department—Student Services
21. Agreement with **Burning Glass International, Inc. d/b/a Burning Glass Technologies (BG)** to continue the relationship with BG for the use of its online portal which provides users with access to the FOCUS portal platform through which they can build resumes, search job listings, and explore the job market and targeted careers. The renewal will include a one-year membership to Labor Insight which includes up to 10 licenses and a one-year membership to FOCUS (which includes the student tool, employer tool, and administrative tool). 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 \$21,500. This item was approved by Anne Cooper on October 21, 2016. Department—Career Pathways
22. Agreement with **Cenergistic, Energy Conservation Company** to provide a license for the EnergyCAP software including maintenance and hosting services. The software will assist the College in the tracking and retrieval of energy conservation data. The Agreement will commence as soon as possible and continue for one-year increments for an anticipated period of five years. The cost to the College will be \$6,650 for years 1-3 and \$2,593 for year 4 and each year thereafter. Based on an anticipated agreement period of five years, the cost over the five-year period would be \$25,136. The Agreement is renewed each year

based on the College's payment of the subscription fee. Should this Agreement be continued beyond a five-year period, additional approval will be sought at that time. This item was approved by Brian Miles on October 20, 2016. Department—Facilities Planning & Institutional Services

23. Agreement with **Clear Channel Outdoor** to provide advertising for the College on two 14 X 48 Pinellas Bulletins that will each run for three 4-week periods from May 22, 2017 through August 13, 2017. The cost to the College for this Agreement will be \$13,344. This item was approved by Jesse Coraggio on October 11, 2016. Department—Marketing & Strategic Communications
24. Agreement with **Copperhead Charities, Inc.** for the use of the Tarpon Springs Campus parking lots and facilities from March 9-12, 2016 during the Valspar Championship Golf Tournament to be held at the Innisbrook Inn and Resort. The College's Foundation will receive \$24,600 to provide for scholarships for Tarpon Springs Campus students. In addition, the College will receive \$17,800 for personnel and facilities usage expenses. This item was approved by Tonjua Williams on October 27, 2016. Department—Golf Tournament Operations
25. Agreement with **Enliven Wellness Works** to provide the services of a contracted wellness professional to assist in the implementation of the College's employee wellness program. The Agreement is expected to commence as soon as possible and continue through December 31, 2017. The wellness professional will provide services for approximately 30 hours per week at the College's EpiCenter. The College will pay Enliven for hours worked as well as administrative costs and mileage. Based on an estimate of 30 hours per week, the costs to the College for this Agreement are anticipated to be approximately \$32,687.10. Should the hours go over 30 per week, the total amount paid would increase based upon the terms of the Agreement. This item was approved by Brian Miles on November 18, 2016. Department—Human Resources, Wellness
26. Agreement with **The First Baptist Church of Indian Rocks** for the use of its facilities for the Fall 2016 Commencement Ceremony to be held on December 10, 2016. The cost to the College for this Agreement will be \$11,990. This item was approved by Tonjua Williams on October 19, 2016. Department—Enrollment Services
27. Agreement with **Gradcast.com, a Division of MyOpenJobs, LLC** to provide services to SPC graduates through Gradcast.com. Gradcast.com will provide a process to distribute resumes of students who are graduates of a Career and Technical Education associates, certificate, or diploma program. Gradcast.com will distribute such resumes to potential U.S. employers as defined by graduates. The Agreement will assist the College in managing, tracking, and reporting on resume distribution, potential employer relationships with the College, and post-graduation employment data. 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 \$18,656. This item was approved by Tonjua Williams on October 6, 2016. Department—Career Pathways

28. 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 December 13, 2016 and continue through June 13, 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 November 28, 2016. Department—Collaborative Labs
29. Agreement with **Optimal Resume** to continue to use the Optimal Resume service. This software is used in the College's Career Centers. The Agreement will commence as soon as possible and continue for one year. The cost to the College for the one-year renewal period will be \$11,419. This item was approved by Anne Cooper on October 17, 2016. Department—Career Center
30. Agreement with **Ovid Technologies, Inc.** for a subscription site license to Lippincott Advisor. The Agreement will commence as soon as possible and continue through December 31, 2017. The cost to the College for this Agreement will be \$10,500. This item was approved by Anne Cooper on October 13, 2016. Department—District Library
31. Agreement with **Ovid Technologies, Inc.** for a subscription to electronic journals used for the Nursing and Dental Hygiene Programs. 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 \$33,574. This item was approved by Anne Cooper on December 1, 2016. Department—District Library
32. Agreement with **Ovid Technologies, Inc.** for a subscription to continue to access the Veterinary Science database used for the Veterinary Technology Program. 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 \$13,665. This item was approved by Anne Cooper on December 7, 2016. Department—District Library
33. Agreement with **Polk State College** to provide advanced manufacturing training. Polk State, through its College Alliance for Advanced Manufacturing Program (CAAM) will provide trainer(s), curriculum, marketing materials and information, training space, if required, training equipment if required, facilities agreements if required, and certificates of completion. SPC will assist CAAM in conducting a needs assessment for course offerings and partner with CAAM to deliver training in SPC's geographic area based on identified need. The College will coordinate with CAAM on marketing and promotion, complete student registration and collection of training fees, and provide training space, if required. After deduction of training costs, the College will receive 30% of the net course revenue and CAAP will receive the remaining 70%. Based on the foregoing, the estimated net revenue to the College per year will be \$30,000. This item was approved by Anne

Cooper on September 16, 2016. This item is included in this Quarterly Report as it did not appear on the previous report. Department—Workforce & Professional Development

34. Agreement with **SharpTurn Consulting** to conduct an extensive review of the current Human Resources Department and make recommendations for changes within the department in regards to processes, duties, responsibilities, etc. The Agreement will commence as soon as possible and continue through project completion. The project timeline is anticipated to be approximately 32 business days and the cost to the College will be \$32,400. This item was approved by Brian Miles on December 16, 2017. Department—Administrative/Business Services & Information Technology
35. Agreement with **Skyline Elevator, Inc.** to provide maintenance services on elevators college-wide. The Agreement will continue through July 31, 2017. This item reflects an increased cost for the Agreement than originally approved. The total cost to the College for this Agreement will be \$46,980. This item as revised was approved by Brian Miles on November 1, 2016. Department—Facilities Services
36. Agreement with **Talx Corporation** to use its employment verification services. The Agreement allows the College to pay on a per-transaction basis as each verification is needed and requested by the College. The Agreement will commence January 1, 2017 and will be ongoing unless terminated by either party. The anticipated cost to the college for the first year of the Agreement is \$11,250. Thereafter, costs for each subsequent year will be determined based on anticipated use and additional expenditure approval will be sought at that time. This item was approved by Brian Miles on December 16, 2016. Department—Human Resources
37. Agreement with **Turnitin, LLC** to continue to use its service which allows the College to check student work against internet available resources and its own proprietary database for plagiarism. 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 \$39,101.82. This item was approved by Anne Cooper on December 16, 2016. Department—District Library

Section E: Contracts below \$10,000

38. Agreement with **3M Health Information Systems, Inc.** to provide encoder software and related services to support the Health Information Technology Program. 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 \$8,265.62. This item was approved by Brian Miles on October 19, 2016. Department—Health Information Technology
39. Agreement with **AccessData Corporation** for the College to continue to use the course curriculum and materials for the Computer Forensics training as part of the Public Safety Institute. The Agreement provides software licenses for up to 30 students. The Agreement will commence January 1, 2017 and continue through December 31, 2017 at a cost to the College of \$2,507. This item was approved by Anne Cooper on October 5, 2016. Department—Public Safety Academies

40. Mutual Nondisclosure Agreement with **Alpha UMI, LLC** to provide for the exchange of proprietary information during business discussions between Alpha UMI and the College. There is no cost to the College. The Agreement will commence as soon as possible and continue through March 30, 2018. This item was approved by Anne Cooper on December 16, 2016. Department—Career Assessment, Tarpon Springs
41. Agreement with **Brief Media** for a subscription to Plumb's Veterinary Drugs to support the Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$995. This item was approved by Anne Cooper on December 7, 2016. Department—District Library
42. Amendment to extend the Agreement with **Canteen** to provide food service on the Clearwater Campus under the same terms and conditions through May 4, 2017. Since the College receives a percentage based on sales, the revenue associated with this Agreement is yet to be determined. This item was approved by Brian on November 18, 2016. Department—Auxiliary Services
43. Agreement with the **City of Clearwater** to provide a permit for the 5K race to be held as a Student Activities event on March 4, 2017. The race will begin on the Clearwater Campus and continue along Ream Wilson Trail and then return back to the Campus. The cost for the permit will be \$100. This item was approved by Stan Vittetoe on November 14, 2016. Department—Student Activities, Clearwater Campus
44. Agreement with the **City of Clearwater, Police Department** to provide three off-duty officers and one police cruiser for the annual St. Jude's Children's Hospital race on the Clearwater Campus. The 5K race will be held on March 4, 2017. The cost to the College for this Agreement will be \$520. This item was approved by Stan Vittetoe on November 15, 2016 and approved as revised on January 25, 2017. Department—Student Activities, Clearwater Campus
45. Agreement with **Courtyard Marriott** in Plantation, Florida to provide rooms for the College's Women's Basketball Team on November 18-19, 2016. The cost to the College for this Agreement will be \$1,190. This item was approved by Tonjua Williams on November 15, 2016. Department—Athletics
46. Agreement with **Courtyard Marriott** in Ocala, Florida to provide rooms for the College's Men's Basketball Team on December 10-11, 2016. The cost to the College for this Agreement will be \$1,012. This item was approved by Tonjua Williams on November 28, 2016. Department—Athletics
47. Agreement with **Ruth Davis** to provide administrative specialist services for the 2016-17 Men in the Making Program. Ms. Davis will be paid up to \$4,907.10 for services through June 30, 2017. This item was approved by Tonjua Williams on October 6, 2016. Department—Retention Services – Men in the Making
48. Agreement with **Elsevier B.V.** to continue the online subscription to access the Nursing and Veterinary Clinics collections and the Journal of the American Dental Association.

The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$4,310.85. This item was approved by Anne Cooper on October 25, 2016. Department—District Library

49. Agreement with **Envisionware, Inc.** to provide annual system maintenance for the PC Reservation Enterprise Edition for joint-use computers used in the library. The Agreement will commence as soon as possible and continue through October 31, 2017 at a cost to the College of \$1,481.55. This Agreement is renewed each year based on the College's payment of the renewal invoice. Should the College desire to continue the maintenance beyond the period noted above, any renewals will be handled via the Purchasing approval process. This item was approved by Anne Cooper on October 5, 2016. Department—District Library
50. Agreement with **Episerver, Inc. f/k/a Ektron** to provide software maintenance for the College's Content Management Software System that ensures quality, consistency and ADA accessibility for College webpages. The maintenance Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$5,266. This item was approved by Jesse Coraggio on November 28, 2016. Department—Marketing & Strategic Communications
51. Agreement with **Examity, LLC** to provide proctoring services for online students. The College will work with Examity, LLC to integrate its proctoring services into D2L to pilot the service in a number of courses during 2017. The cost for the service is paid by each student; however, the College agrees that the amount of services purchased during the first 12-month period will be at least \$5,000 and it will make up the difference to reach that amount if necessary. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on November 4, 2016. Department—Online Learning & Services
52. Agreement with **Fairfield Inn & Suites by Marriott** in Marianna, Florida to provide rooms for the College's Women's Basketball Team on December 2, 2016. The cost to the College for this Agreement will be \$910. This item was approved by Tonjua Williams on November 30, 2016. Department—Athletics
53. Agreement with **First Baptist Church of Indian Rocks** to provide the use of its facilities for the College of Nursing Pinning Ceremony to be held December 8, 2016. The cost to the College for this Agreement will be \$5,025. This item was approved by Anne Cooper on October 28, 2016. Department—College of Nursing
54. Agreement with **Foundation for Individual Rights in Education, Inc. (FIRE)** to provide a speech and question/answer session with Susan Kruth for SPC students and the general public. The presentation will be part of the "You Can't Say That: Free Speech and the Social Sensitivity Movement" dinner event to be held at the Seminole Campus Conference Center on January 19, 2017. The cost to the College will be \$1,500. This item was approved by Mark Strickland on December 2, 2016. Department—Institute for Strategic Policy Solutions

55. Agreement with **Alexander Heffner** to present at a Dinner Program on October 26, 2016 and a Student Program on October 27, 2016 as part of the *Politics, Media and the Future of Civil Discourse* event to be held at the Seminole Campus Dignitorium and Conference Center. The Student Program will be live-streamed to four SPC campuses. The cost to the College for this Agreement will be \$4,000. This item was approved by Mark Strickland on October 5, 2016. Department—Institute for Strategic Policy Solutions
56. Agreement with **InterCultural Advocacy Institute (ICAI)** whereby the College will provide the ICAI Hispanic Outreach Center with 4 offices in the Michael & Evelyn Bilirakis Building along with access to common areas and its parking lot at the Tarpon Springs Campus. The College will provide the space and all utilities and additional services such as trash collection, custodial services and WiFi. ICAI will pay the College a total of \$1,200 during the term of this Agreement. This item was approved by Tonjua Williams on December 12, 2016. Department—Provost Office
57. Agreement with **Robert P. Jones** for the Public Religion Research Institute to provide a speech and discussion on the topic, “Future Shock 2016: The End of White Christian America” on March 23, 2017. The speech will be presented as part of the Institute for Strategic Policy Solutions’ dinner series and will be held at the Seminole Campus Conference Center. There will also be a book signing before and after the event. The cost to the College for this Agreement will be \$4,000. This item was approved by Mark Strickland on December 15, 2016. Department—Institute for Strategic Policy Solutions
58. Agreement with **littleBits Electronics, Inc.** for the College, through its Innovation Lab at the Seminole Campus Library, to be licensed as an official littleBits Chapter sharing in its mission to put the power of electronics in the hands of everyone, regardless of age, gender, technical ability and language. littleBits is a platform of easy-to-use electronic building blocks for creating inventions large and small. As part of the Agreement the Innovation Lab will host at least 8 workshops per year by using the littleBits website to document and manage the participation of Chapter members. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement may be renewed yearly, if approved by littleBits prior to the end of the current term. There is no cost to the College. This item was approved by Mark Strickland on September 27, 2016. This item is included in this Quarterly Report as it did not appear on the previous report. Department—Learning Resources/Innovation Lab
59. Agreement with **Lyrasis**, licensing agent for American Psychiatric Publishing (APP), for a multi-site license to the PsychiatryOnline Premium collection for use in the College libraries. The Agreement will commence as possible and will continue for the period of one year. The cost to the College for this period will be \$4,830. This item was approved by Anne Cooper on November 7, 2016. Department—District Library
60. Agreement with the **Marine Corps League, Inc.**, Major B.F. Hickey Detachment 57 to provide the League with the use of the Seminole Campus west parking lot and portable west restrooms for the League’s Annual Benefit Car and Truck Show to be held on November 5, 2016. There is no cost to the College associated with entering into this

Agreement. This item was approved by Mark Strickland on October 12, 2016. Departments—Provost & Veterans' Services

61. Agreement with **Martz Group, First Class Coach Company, Inc.** to transport Student Support Services students from the College's Clearwater and St. Petersburg/Gibbs campuses to Orlando, Florida to attend the State College Day at UCF on January 27, 2017. The cost to the College is anticipated to be \$959. This item was approved by Tonjua Williams on December 14, 2016. Department—Student Support Services
62. Agreement with **Method Test Prep** for an annual subscription that will provide online test preparation for the SAT/ACT for the St. Petersburg Collegiate High School. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$2,232.36. This item was approved by Anne Cooper on November 7, 2016. Department—St. Petersburg Collegiate High School
63. Agreement with **Microsoft Corporation** whereby Microsoft will serve as a Gold Sponsor for the College's 2016 Moving the Needle Conference to be held on November 8-10, 2016. Microsoft will participate as an exhibitor and presenter during the conference. Microsoft will pay the College a sponsorship fee of \$2,500. This item was approved by Jesse Coraggio on September 27, 2016. This item is included on this Quarterly Report as it did not appear on the previous report. Department—Institutional Research and Effectiveness
64. Agreement with **National Employers Council, Inc. d/b/a People Systems** to continue to audit unemployment claims and monitor refunds from the state. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$4,800. This item was approved by Brian Miles on October 25, 2016. Department—Human Resources
65. Agreement with **Naylor, LLC** to continue to provide advertising for the Intensive English Program via the Intensive English USA website. 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 \$550. This item was approved by Anne Cooper on September 29, 2016. This item is included in this Quarterly Report as it did not appear on the previous report. Department—International Language Institute
66. Agreement with **Jeanne Nissenbaum** to provide administrative specialist services for the 2016-17 Men in the Making Program. Ms. Nissenbaum will be paid up to \$1,556.50 for services through June 30, 2017. This item was approved by Tonjua Williams on October 4, 2016. Department—Retention Services – Men in the Making
67. Agreement with **Alva Osburne** to provide administrative specialist services for the 2016-17 Men in the Making Program. Ms. Osburne will be paid up to \$2,339.70 for services through June 30, 2017. This item was approved by Tonjua Williams on October 4, 2016. Department—Retention Services – Men in the Making
68. Agreement with **Ovid Technologies, Inc.** to purchase and license new editions of e-Books to support the Nursing Program. The Agreement will commence as soon as possible and

will be ongoing unless terminated by either party. The cost to the College for this Agreement will be \$2,080. This item was approved by Anne Cooper on October 25, 2016. Department—District Library

69. Agreement with **Priatek Group, LLC** whereby Priatek will install Kiosks at the following locations: St. Petersburg/Gibbs Campus, Allstate Center, Clearwater Campus, Seminole Campus, Health Education Center, SPC Downtown Center and SPC Midtown. The Kiosks will generate revenue to be used for student activities. The Agreement will commence November 1, 2016 and continue for the period of one year; thereafter, the Agreement will automatically renew annually unless terminated by either party. There is no cost to the College, students, or other Kiosk users associated with this Agreement. The College will receive a portion of gross sales generated as a result of this Agreement; however, the amount of revenue is unknown. This item was approved by Tonjua Williams on October 29, 2016. Department—Provost
70. Agreement with **ProctorU** to partner to offer online proctoring services for a Math Readiness Exit Exam. ProctorU will register SPC students for online proctoring without charge to the student and bill SPC the per student proctor fee of \$22.25. ProctorU will provide secure proctoring services for Math Readiness Exit Exam. The College will register students for the Math Readiness Exit Exam course and pay ProctorU from course registration fees for students who choose to complete the proctored exam online through ProctorU. Based on an estimate of 100 students taking the exam per year, the annual cost to the College would be \$2,225. This cost will be offset by student fees. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Anne Cooper on November 28, 2016. Department—Workforce Institute
71. Agreement with **Quality Inn** to provide rooms for the College's Men's Basketball Team on November 24-25, 2016. The cost to the College for this Agreement will be \$940.39. This item was approved by Tonjua Williams on November 4, 2016. Department--Athletics
72. Agreement with **Bruce Rindler** to provide professional services for the Intensive English Program in order to improve the Program's student learning outcomes in response to the accreditation agency. Rindler will review all program student learning outcomes for adherence to standards. The Agreement will commence as soon as possible and continue through June 30, 2017. The approximate cost for the Agreement is anticipated to be \$1,750. This item was approved by Anne Cooper on December 7, 2016. Department—Workforce Institute/International Language Institute
73. Agreement with **Saint Paint Arts, Ltd.** to provide a presentation at the Museum of Fine Arts on November 1, 2016 from 6-7:30 pm. for the *Art of Politics: A Silent Message in a Tweeting World* event. The all-inclusive cost to the College for this Agreement will be \$500. This item was approved by Mark Strickland on October 7, 2016. Department—Saint Paint Arts, Ltd. Department—Institute for Strategic Policy Solutions
74. Amendment to the Agreement with **Salesforce.com, Inc.** to allow for additional email messages under the terms of the Agreement. The Amendment will commence as soon as

- possible and continue through February 28, 2017. The cost to the College for this Amendment will be \$2,600. This item was approved by Tonjua Williams on November 17, 2016. Department—Marketing & Strategic Communications
75. Agreement with **AJ Selmon International, LLC d/b/a U.S. College Connections** to partner to promote the College's Intensive English Program to prospective students in Japan. AJ Selmon International will provide services such as marketing the program, providing a point of contact; assisting students with documentation and the application process; assisting SPC in resolving any student issues; and submitting invoices each semester. The Agreement will commence as soon as possible and continue for the period of one year. The anticipated cost to the College for AJ Selmon's services over the one-year period of the Agreement is \$5,200; however, the cost will be offset by student fees. This item was approved by Anne Cooper on November 3, 2016. Department—Corporate Training
 76. Agreement with the **City of St. Petersburg, Parks & Recreation** for a permit to use Williams Park on January 26, 2017 for a Student Club Rush event. There is no cost to the College. This item was approved by Kevin Gordon on November 16, 2016. Department—Student Life and Leadership
 77. Agreement with the **City of St. Petersburg, Parks & Recreation** for a permit to use Williams Park on February 21, 2017 for a student event. There is no cost to the College. This item was approved by Kevin Gordon on December 7, 2016. Department—Student Life and Leadership
 78. Agreement with **Suncoast Communications & Electronics, Inc.** to provide maintenance and repairs for two radios for the period of one year. The cost to the College for this Agreement will be \$788.64. This item was approved by Anne Cooper on November 2, 2016. Department—Fire Science
 79. Agreement with **Tampa Bay Business Journal** to renew the subscription for digital access to the Journal for 50 concurrent users to support the College of Business. 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 \$2,500. This item was approved by Anne Cooper on October 5, 2016. Department—District Library
 80. Agreement with **Therapeutic Research Center, LLC** for an online subscription to the Natural Standard online database used in the College's libraries. 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 \$950. This item was approved by Anne Cooper on December 12, 2016. Department—District Library
 81. Agreement with **Wingate by Wyndham** to provide lodging and breakfast for College Reach-Out Program students who will be attending the Florida Blue Florida Classic Battle of the Bands and football game on November 18-19, 2016. The cost to the College for this Agreement will be \$1,566. This item was approved by Tonjua Williams on October 11, 2016. Department—Retention Services/College Reach-Out Program

82. Agreement with **WUSF Public Media, University of South Florida** whereby the Collaborative Labs will provide strategic planning sessions or other business related services in exchange for in-kind advertising. The estimated value of the services and advertising exchange is approximately \$3,200. This item was approved by Anne Cooper on November 28, 2016. Department—Collaborative Labs

83. Agreement with **WUSF Public Media, University of South Florida** whereby WUSF will provide radio and website advertising for the Collaborative Labs from October 31, 2016 through January 31, 2017. The cost to the College for this Agreement will be \$3,100. This item was approved by Anne Cooper on December 8, 2016. Department—Collaborative Labs

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

Suzanne Gardner, General Counsel, recommends approval.

ps0203171

February 21, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



SUBJECT: Board of Trustees' Rules

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

6Hx23-4.73 Requirements of the College of Public Safety—Southeastern Public Safety Institute The proposed new Rule will provide authority to incorporate the existing special requirements and procedures related to the admission, attendance, performance standards, removal from training and dismissal of students in the College of Public Safety—Southeastern Public Safety Institute, training academies, into the Board of Trustees' Rules and College Procedures manual.

Submitted by Suzanne Gardner

Suzanne L. Gardner, General Counsel, recommends approval.

ps0208172

Attachment

6Hx23-4.73 REQUIREMENTS OF THE COLLEGE OF PUBLIC SAFETY -
SOUTHEASTERN PUBLIC SAFETY INSTITUTE (New Rule)

The Board of Trustees authorizes and directs the President or a designee to establish special requirements and procedures related to the admission, attendance, performance standards, removal from training and dismissal of students in the College of Public Safety – Southeastern Public Safety Institute, training academies.

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64 (4)(b), 1001.64 (6) & (8), 1007.263, F.S.; 6A-14.030, F.A.C.

History: To Be Adopted – 2/21/17. Proposed Date to Become Effective 2/21/17.