

MINUTES OF THE JANUARY 17, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, January 17, 2017 at the St. Petersburg College EpiCenter, 13805 – 58th Street N., Largo, Florida. The following Board members were present: Chair Lauralee Westine, Vice Chair Bill Foster, Deveron Gibbons, and Nathan Stonecipher. 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, January 17, 2017, at the EpiCenter, Room 1-453, 13805 58th Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

A copy of the agenda may be obtained within seven (7) days of the meeting on the [SPC Board of Trustees website](#) at www.spcollege.edu, 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).

17-001. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

January 17, 2017

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

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption

- 1. Wendy Berry (*Attending*)
- 2. Nancy Dumire (*Not Attending*)
- 3. Thomas Fowler (*Not Attending*)
- 4. Brenda Hale (*Not Attending*)
- 5. Larry Haney (*Not Attending*)
- 6. Nancy Krajnyak (*Not Attending*)
- 7. Vernon Taranto (*Not Attending*)
- 8. Linda Yakle (*Not Attending*)

- B. Organizational Matters

- 1. Election of Chairperson
- 2. Election of Vice Chairperson

- C. Naming of Facilities

- D. Recognitions/Announcements

- 1. Ms. Lauralee Westine, Trustee Emeritus

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 November 15, 2016 (*Action*)

Board of Trustees' Strategic Planning Workshop December 13, 2016 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney

**MINUTES OF THE JANUARY 17, 2017 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

- B. General Counsel
- VI. STRATEGIC FOCUS AND PLANNING**
 - A. STUDENT SUCCESS AND ACHIEVEMENT
 - 1. Spring 2017 Who's Here – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services and Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)
 - 2. Fall 2016 Course Success Rates – Dr. Jesse Coraggio (*Presentation*)
 - B. STUDENT SERVICES
 - 1. Accessibility Services – Ms. Aimee Stubbs, Director, Accessibility Services and Mr. Patrick Booth, Online Student Services Director (*Presentation*)
 - C. BUDGET AND FINANCE
 - 1. Monthly Financial Report – Ms. Janette Hunt, Director, Budget and Compliance (*Presentation*)
 - D. ADMINISTRATIVE MATTERS
 - 1. Human Resources
 - a. Personnel Report (*Action*)
 - E. ACADEMIC MATTERS
 - 1. Completion Milestones for Composition and Mathematics – Mr. Jimmy Chang, Dean, College of Mathematics and Mr. Joseph Leopold, Dean, College of Communications (*Presentation*)
 - F. STRATEGIC PRIORITIES
 - 1. 2017-2018 Strategic Priorities – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology and Dr. Jesse Coraggio (*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. CONSTRUCTION
 - a. Lease Agreement between St. Petersburg College and Congressman-Elect, Charlie Crist, Member of the U.S. House of Representatives, for A Lease of Office Space on College Property (*Action*)
- 3. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. National Science Foundation – Louis Stokes Alliance for Minority Participation (LSAMP) Bridge to the Baccalaureate (*Action*)
(*Action*)
 - b. Substance Abuse Mental Health Services Administration (SAMHSA) – Garrett Lee Smith Campus Suicide Prevention Grant (*Action*)
- 4. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 - None
- 5. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Change Order #1, Project #186-V-11-9, Replacement of Chiller Plant, Allstate Center (*Action*)
 - b. Change Order #4, Final Accounting and Certificate of Final Inspection/ Project Acceptance, Project #1707-G-11-16, Construct Midtown Center, Jamerson Building (Building 16) (*Action*)

VIII. INFORMATIONAL REPORTS

- A. Quarterly Informational Report of Exempt and Non Exempt Purchases (*Information*)
- B. Quarterly Report of Dell Financial Agreements (*Information*)

IX. PRESIDENTIAL SEARCH UPDATE

X. PUBLIC ACCESS/UNAGENDAED ITEMS

XI. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – NONE

XII. PRESIDENT’S REPORT

XIII. NEXT MEETING DATE AND SITE

February 21, 2017, Health Education Center, Teaching Auditorium

MINUTES OF THE JANUARY 17, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

XIV. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting January 17, 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 6, 2017

Confirmation of Publication

[Notice of meeting](#)

17-002. Under Item I, Call to Order

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

17-003. Under Item II-A, Preliminary Matters

Dr. Law recommended adoption of retirement resolution for Wendy Berry who was in attendance, and joined by family and colleagues, received her resolution as presented by the Chair and President Law.

17-004. Under Item II-B, Organizational Matters

This item was postponed until the end of the Board Meeting.

1. Election of Chairperson
2. Election of Vice Chairperson

17-005. Under Item II-C, Naming of Facilities

Dr. Law reminded the Board that Mr. Gibbons had made a motion during the December 2016 Board Workshop to name every existing Learning Lab and any added in the future the William D. Law Jr. Learning Lab. Mr. Foster moved to accept this motion. Mr. Stonecipher seconded the motion. The motion passed unanimously.

17-006. Under Item II-D, Recognitions/Announcements

1. Ms. Lauralee Westine, Trustee Emeritus

Dr. Law read a resolution in recognition of Chair Westine's service to the Board and her contributions to the College. He presented her with a glass statue on behalf of the Board and wished her well in her future service as a judge for the Pinellas/Pasco 6th Circuit.

Chair Westine thanked the Board for the opportunity to serve and reminded the Board that she would love to see a collegiate high school established in the northern part of Pinellas County.

Mr. Foster thanked Chair Westine for her contributions and shared that he found her to be a woman of extreme character with true beliefs in children and the community. Mr. Stonecipher added his thanks and best wishes to Chair Westine. Mr. Gibbons added that Chair Westine's passion for the college showed in her service and that she would be missed.

17-007. Under Item III, Comments

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

Mr. Gibbons commended Dr. Law for the College's participation in the MLK Day of Service. Mr. Stonecipher shared that he attended the December 2016 graduation ceremonies and he thanked the staff and administration for their support of the students who were graduating.

Dr. Law shared with the Board that the College had undergone its 2015/2016 Financial Audit and that it was clean. He noted that with expenditures of almost \$1B, having no findings was quite significant. He said the next step was the submission of the audit results to the State.

Dr. Law also noted that over the holiday break, the IT Department replaced 233 classroom projectors across the campuses. He thanked the IT team for their effort in accomplishing this. He also shared that the Human Resources Development team led by Anamarie Root won the Association of Talent Development award for Organizational Development. An awards dinner is scheduled for January 26, 2017.

Dr. Law shared that PERC (Public Employment Relations Commission) has not yet issued an order for the bargaining unit and an election date has not been set.

Mr. Gibbons stated that he recently attended a meeting with the Governor and the Board Chairs of Florida colleges and universities. He informed the Board that the College received criticism for offering baccalaureate degrees and the Governor asked what St. Petersburg College was doing differently from other community colleges. Mr. Gibbons explained the College's involvement with the collegiate high school, giving student's MS Office and many other efforts and he told the Board that the Governor commented that SPC was listening to its customers. The Governor also reminded the other attendees that SPC was the first to offer a \$10K degree. Mr. Gibbons also noted that the Governor has asked all colleges to work closely with Chambers of Commerce and Career Source to help align people with the workforce demands.

MINUTES OF THE JANUARY 17, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

17-008. Under Item IV, Review and Approval of Minutes

The minutes of the November 15, 2016 Meeting and the December 13, 2016 Strategic Planning Workshop of the Board of Trustees of St. Petersburg College were presented by the chair for approval. Mr. Gibbons moved approval of the minutes as submitted. Mr. Stonecipher seconded the motion. The motion passed unanimously

17-009. Under Item V, Monthly Reports

Under Monthly Reports

There were no monthly reports from the Board Attorney nor the General Counsel.

17-010. Under Item VI – A, Strategic Focus and Planning

Under Strategic Focus and Planning:

A. STUDENT SUCCESS AND ACHIEVEMENT

1. Spring 2017 Who's Here – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services and Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)

Dr. Rinard presented enrollment data for the spring 2017 semester. He reminded the Board that nation-wide and county-wide, enrollment has traditionally been in inverse proportion to a strong economy. He noted that St. Petersburg College's enrollment peaked in 2010 and has declined steadily as the economy has improved. Dr. Rinard shared that on opening day of the current spring semester, both student headcount and student semester hours have declined since spring of 2016.

Dr. Rinard noted that the upper division student semester hours have actually increased 2.8% over 2016, but lower division has declined 6.7%. The growth in baccalaureate student semester hours was notably in business and computer technology. The baccalaureate education and nursing programs saw a decline in student semester hours. Dr. Rinard noted that online enrollment student semester hours have also increased 3.4% since 2012 and is currently 42% of total student semester hours.

Dr. Rinard stated that there have been declines across all ten of the academic communities except for the technology cohort. Non-degree seeking headcount has increased 23.4% from last spring. He noted that half of this group of 4,589 is made up of dual enrollment students.

Dr. Rinard noted that headcount by enrollment type was down in continuing students and in readmitted students, but up 7.9% in new students. He indicated that the College is struggling with retention of students. By ethnicity, Dr. Rinard noted that the only group to see an increase was Hispanic Males, up 3%.

Dr. Coraggio shared additional enrollment data by age, gender and enrollment status. Notably, the only age group to see an increase was the 18 and under students, largely attributed to dual

enrollment students. Gender differences were relatively flat, full-time students saw a larger decrease (7.4%) than part-time students (2.4%).

Dr. Rinard shared data regarding first-time-in-college students by ethnicity and again noted that the only group to increase were Hispanics (3.6%). The largest decrease was in Black students (12.3). He then shared financial aid comparisons to spring of 2016. The number of students requesting financial aid has declined 1.9%, the amount requested has declined 13% and the average has declined 7.9%. Dr. Rinard noted that the number of Pell Grants has also declined, attributable to the decrease in full-time students.

Mr. Stonecipher asked if the decrease in the AA and AS degrees versus the baccalaureate programs reflected the economic conditions. Dr. Coraggio responded that people now have the opportunity to work and this has impacted the shorter term programs and certifications. He said most of the students enrolled in the baccalaureate programs were already working.

Mr. Gibbons asked about the success rate of online courses and if the College was adding courses to accommodate the increase in headcount. Dr. Coraggio responded that there is a digression in the lower division courses but that the revitalized online courses are showing some improvement. Dr. Coraggio added that the schedule for online courses was increased 1% for this year and analysis for next year is ongoing.

Mr. Gibbons shared that he had a conversation with a Tarpon Springs student who was forced to take courses at a different campus because of scheduling issues. Dr. Law said he had gotten the same feedback and changes have been made in how the schedule is built. He noted there was an issue with “toxic pairs,” or students taking two or more difficult courses at the same time, and that only a few students are capable of doing this successfully.

Mr. Gibbons noted that enrollment in the nursing program has increased and yet many who apply are denied admission. He asked if it were possible to allow more students into this program. Dr. Law noted that the program requires a 3.75 GPA and he felt that this is not a cut off of whether or not a person could be a nurse or not.

Mr. Gibbons shared that he learned at the Governor’s meeting of Board Chairs that some colleges are recruiting at the 11th grade to get high school students on the pathway to community colleges. He added that the Governor and Madeline Pumariega (Florida College System Chancellor) expressed that students who have attained their AA or AS should immediately receive their acceptance letters into universities to pursue their baccalaureate degrees. It was noted that those who receive these letters are more successful.

Dr. Coraggio noted that a draft Senate Bill 2 had language incorporated into it from the FUSE program. Notably, if a student is not accepted to a Florida university, they can attend St. Petersburg College for 60 credits and then move directly to USF. There are currently 30 students in the FUSE pilot program and growth is anticipated.

Mr. Gibbons commented that he would like this program to be expanded to include as many other Florida universities as possible. He noted that many of the students that come here under

MINUTES OF THE JANUARY 17, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

the FUSE program would potentially stay for their baccalaureate programs after realizing the cost effectiveness of SPC. He cited the nursing program as one that could retain students. Mr. Gibbons also noted that the College should be more aggressive in workforce training recruitment from the local businesses.

Mr. Foster commented that the numbers from this presentation have not changed and that the next time he sees the presentation he would like to see what the College is doing to reverse the declining trends in recruitment and retention. He also supported expanding the FUSE program. He noted that it is currently a pilot and said he wanted it to be a full program.

2. Fall 2016 Course Success Rates – Dr. Jesse Coraggio (*Presentation*)

Dr. Coraggio explained that course success rates are showing declines and noted that recruitment and retention were highlighted as key initiatives in the December Board Workshop. He noted that with the beginning of the College Experience, there has been an increase in success rates and 2016 is the first year showing a decline. Dr. Coraggio reviewed the success rates across gender and ethnicity and highlighted that the only group to show an increase was Hispanic Males. This holds true for both developmental and gateway courses.

Dr. Coraggio shared that students have a choice regarding taking a placement test or participating in developmental education courses. He noted that the advisors share much data with students, explaining that taking the developmental education courses helps students be successful in their courses. Despite this, only about 50% of the students for whom developmental education courses are recommended go ahead and take them.

Mr. Gibbons asked if financial aid covered developmental education courses and Dr. Law responded that it does. Mr. Stonecipher offered that there may be some stigma attached to taking developmental education courses and Dr. Coraggio added that it may also be that students do not want to add the time to complete their studies since the developmental education courses do not earn college credit. Dr. Law added that the College is going to recommend that students be required to take their math classes earlier in their studies. Mr. Gibbons said these courses are foundational for students and that he has broached the subject of developmental education with Senator Negron, but he has not relented on allowing colleges to require them.

Chair Westine asked if the College has explored why Hispanic Males are showing higher success rates. Dr. Coraggio responded that this is a new result and that, while there is a decrease in Hispanics overall, the Hispanic Males success rate is increasing.

17-011. Under Item VI – B.1, Student Services

1. Accessibility Services – Ms. Aimee Stubbs, Director, Accessibility Services and Mr. Patrick Booth, Online Student Services Director (*Presentation*)

Ms. Stubbs presented an update on the revitalization of the Accessibility Services programs. She explained that the mission is to enhance student success, retention, completion, and job placements by providing diverse learners with assistive technologies, support services, and accommodations throughout the student's pathway. Ms. Stubbs said the focus is on students from outreach through job placement and that they have worked on college-wide training for faculty and staff. She noted that the department changed its name from Disability Resources to Accessibility Services. A case management approach has also been adopted and outreach efforts have been made in the community and the Pinellas County schools.

Mr. Patrick Booth explained that all new students receive a welcome call and are given information about Accessibility Services if they indicate that they have received assistance in the past. Ms. Stubbs shared that their job placements have increased 50% over the past few years and that she is working with chambers and industry to find where students' skills match the community's needs.

Mr. Booth noted that St. Petersburg College leads the nation and Florida in success rates for first-time-in-college students using accessibility services. He noted an increase of 4300 student visits to Accessibility Services over last year.

Ms. Stubbs reviewed the list of next steps for Accessibility Services. These include a focus on faculty training, Center of Excellence for Teaching and Learning welcome back sessions, training for staff that will finish this month, videos for students and faculty and course reviews by OPS part-time employees who are totally blind. It is desired that at least one Accessibility Services Lab will be available on every campus. She noted that it was hoped to have online notetaking available by the end of 2017. She thanked the Board for their support in providing opportunities for all students to become productive members of society regardless of their abilities.

Mr. Stonecipher asked if drug and alcohol addiction was included under "recover." Ms. Stubbs answered that many students do not want these to be reflected on their records so they are not in the Accessibility Services database under this classification.

17-012. Under Item VI – C, Budget and Finance

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

Ms. Hunt reported financial results as of December 31, 2016. Total revenue of \$82M shows a year over year decline of 2.0%. Ms. Hunt noted that adjustments to expenses were made to account for lower revenue. Total operating expenses as of December 31, 2016 were \$73M, resulting in \$9M revenue over expense. Of the total expenses, \$58.5 were Personnel and Benefits expenses. Chair Westine commented that she appreciated that everyone made an effort to trim expenses.

17-013. Under Item VI - D, Administrative Matters

MINUTES OF THE JANUARY 17, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

Information regarding these items is as follows:

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

17-014. Under Item VI - E, Academic Matters

1. Completion Milestones for Composition and Mathematics – Mr. Jimmy Chang, Dean, College of Mathematics and Mr. Joseph Leopold, Dean, College of Communications (*Presentation*)

Mr. Leopold introduced the rationale of instituting completion milestones in gateway Math and English courses. He noted that students that complete of these courses in the first year experience more successful degree completion. Currently, students are completing Composition and Math requirements later in their degree plan and students often wait to start the Math sequence and take longer to finish. He added that timely completion of Composition and Math requirements would lead to greater success in other General Education requirements and courses throughout the students' degree programs.

Based on this rationale, Mr. Leopold presented proposed changes to the Board of Trustees Procedure P6Hx23-4.32 where General Education requirements in Composition and Math would be completed by a prescribed number of attempted college-level credits. He noted that developmental coursework would not apply towards college-level credit totals and the proposed changes would apply towards the AA degree as well as the AS degrees if required by the program.

Mr. Leopold explained that Composition I (ENC 1101) would be completed within the first six attempted college-level credits instead of the current requirement of the first 24. Mr. Chang added that students who elect or are required to take developmental coursework will begin the sequence within six attempted college-level credits and complete through ENC 1101 in subsequent, sequential semesters, including summer semester.

Mr. Leopold explained that completion of ENC 1102 would be required within the first 24 attempted college-level credits instead of the current 36. For the AA degree, both ENC 1101 and 1102 are required. For the AS degree, ENC 1101 is required and ENC1102 is required for most programs.

Mr. Chang explained that students who elect or are required to take developmental coursework in Math will begin the Math sequence within the first attempted nine college-level credits. Subsequent courses will be completed during sequential semesters (summer optional) until the

math requirements are satisfied for the degree the student is pursuing. Mr. Chang also noted that students for whom developmental coursework is optional or not needed will begin the math sequence within the first 12 college-level credits attempted. Subsequent math courses will be taken in sequential semesters (summer optional) until the math requirements for the degree are satisfied. He added that for the AA degree, two college-level math courses are required, although some transfer programs require more. For the AS degree, one college-level math course is required by most programs.

Mr. Chang shared some simulation data based on fall 2016 enrollment. Notably, 51.8% of all students have yet to start their math sequence by 12 credit hours. For writing, 27.6% of all students have not started their writing sequence by six credit hours. He explained that implementation would be effective with the fall 2017 semester for “new to SPC” students. It is estimated that this will be approximately 4,923 students. He added that between January and March 2017, communication with registration personnel as well as collaboration with Learning Resources, Marketing and Public Information and Online Learning Services to develop a communication plan for students will take place and will be ready for fall registration which begins in April of 2017.

Dr. Law commented that the legislative changes around developmental education also affected the sequencing of courses. He noted that half of the students do not take math in the first 12 credit hours and he expressed that he thought this would not change for a long time. Every new student would be subject to the new requirements. He commended Mr. Leopold and Mr. Chang for their work on this proposal. Dr. Law added that half of the failing grades at the College are in math and that the College needs to have students who are better prepared.

Chair Westine asked if this change affected currently enrolled students and Dr. Law confirmed that this would affect only new students coming in the fall 2017 semester. Mr. Foster asked what the College was doing in coordination with the Pinellas County schools to better prepare students. Mr. Chang answered that in the past a small grant was awarded to coordinate and align high school and college courses. He noted that sharing the data would be helpful.

Mr. Leopold stated that now is the time to reach out to the public schools for both math and reading skills. Chair Westine suggested that the College share data with the schools first before making too many changes. Dr. Law added that when the schools are given a policy change, it is clearer and a formative way to get things done. He predicted that the students will want more choices.

17-015. Under Item VI - F, Strategic Priorities

1. 2017-2018 Strategic Priorities – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology and Dr. Jesse Coraggio (*Presentation*)

Mr. Miles explained that the Board identified the 2017/2018 work priorities in the December 2016 workshop, from which the proposed strategic priorities were formulated. He explained that

MINUTES OF THE JANUARY 17, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

some college personnel have reviewed the Real-Time Record and have codified main points into the plan.

Dr. Coraggio explained that a top priority was the Accreditation Reaffirmation including the QEP (Quality Enhancement Plan). Mr. Miles shared that the three-year financial plan would include a three-year facilities plan. He noted that the budget would be modified to reflect enrollment trends.

Dr. Coraggio noted that a Recruitment and Retention Plan is also proposed and would include community and industry engagement as well as the development of models to better project college enrollment. He added that the Pathways Initiative, which includes the College Experience, the Classroom Experience and Learning beyond the Classroom are all continuing initiatives from last year. Mr. Miles noted that Employee Professional Development is also continuing from the last year.

Mr. Miles said he would be sharing the budget plan that would reflect these initiatives, but first asked for the Board's approval/confirmation on the proposed strategic initiatives. Mr. Foster moved to confirm the Board's approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

Mr. Miles then presented the tentative timeline for the college's budgeting process for the College's strategic priorities. In February, he would update the Board on revenues and there would be the Strategic Budget Request Presentation Day. In March, the Board would be updated on expenses. In April, the Board would be presented with a draft budget that would include the strategic budget requests. Mr. Miles said he would be seeking the Board's approval of the budget in May, but if questions arose, this could be extended until June's Board meeting. The College's budget is due to the State around June 30th.

17-016. Under Item VII - A, Consent Agenda

Under Old Business

NONE

17-017. Under Item VII – B, New Business

1. ACADEMIC MATTERS
 - a. Workforce and Professional Development Curriculum Changes (*Action*)
2. CONSTRUCTION
 - a. Lease Agreement between St. Petersburg College and Congressman-Elect, Charlie Crist, Member of the U.S. House of Representatives, for A Lease of Office Space on College Property (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. National Science Foundation – Louis Stokes Alliance for Minority Participation (LSAMP) Bridge to the Baccalaureate (*Action*)
(*Action*)
 - b. Substance Abuse Mental Health Services Administration (SAMHSA) – Garrett Lee Smith Campus Suicide Prevention Grant (*Action*)
4. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 - None
5. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
- a. Change Order #1, Project #186-V-11-9, Replacement of Chiller Plant, Allstate Center (*Action*)
 - b. Change Order #4, Final Accounting and Certificate of Final Inspection/ Project Acceptance, Project #1707-G-11-16, Construct Midtown Center, Jamerson Building (Building 16) (*Action*)

The Board considered Items VII-B.1-5 for approval. Mr. Foster moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

17-018. Under VIII, Informational Reports
NONE

17-019. Under IX, Presidential Search Update

Dr. Law Reported that a proposed search activities calendar has been presented to Mr. Terry Brett, Chair of the Search and Screen Committee and it is hoped that the search will be complete by the May Board Meeting.

17-020. Under Item X, Public Access/Unagendaed Items
NONE

17-021. Under Item XI, Proposed Changes to BOT Rules Manual – Public Hearing -
NONE

17-022. Under Item II-B, Organizational Matters
This item was moved from the beginning of the Board Meeting.

1. Election of Chairperson
2. Election of Vice Chairperson

Chair Westine asked for nominations for Chair and Vice Chair. Mr. Gibbons nominated Mr. Foster as Chair for the remainder of the current term. Mr. Stonecipher seconded the motion. The motion passed unanimously. Mr. Gibbons nominated Mr. Stonecipher as Vice Chair and Mr. Foster seconded the motion. The motion passed unanimously.

**MINUTES OF THE JANUARY 17, 2017 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

17-023. Under Item XII, President's Report

Dr. Law stated that the opening of the current semester went well as did the MLK Day of Service. He reported that he had met with the Chancellor and that there has been positive movement on the baccalaureate program requests. He also reported that legislators did not appear to be positive about the budget.

17-024. Under Item XII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, February 21, 2017, 9:00 a.m., at the Health Education Center, Teaching Auditorium.

XII. ADJOURNMENT

Having no further business to come before the Board, Chair Westine adjourned the meeting at 11:07 a.m.

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

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

Attachments
Board Memos and
Supplemental Materials

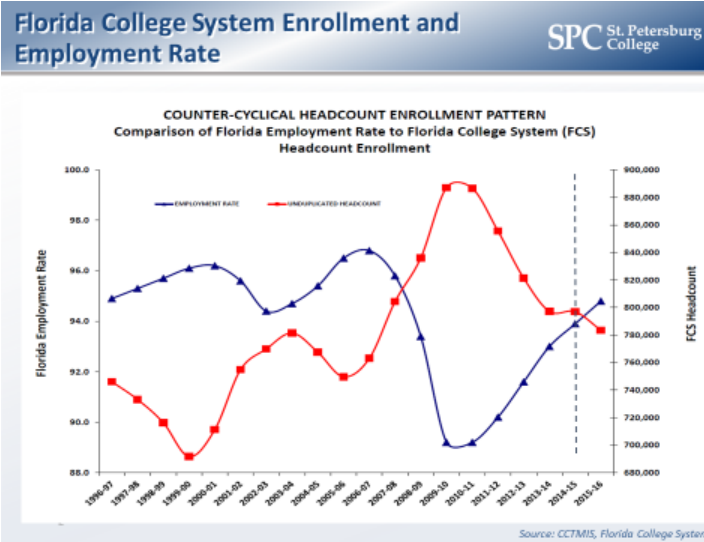
Board of Trustees Meeting
January 17, 2017

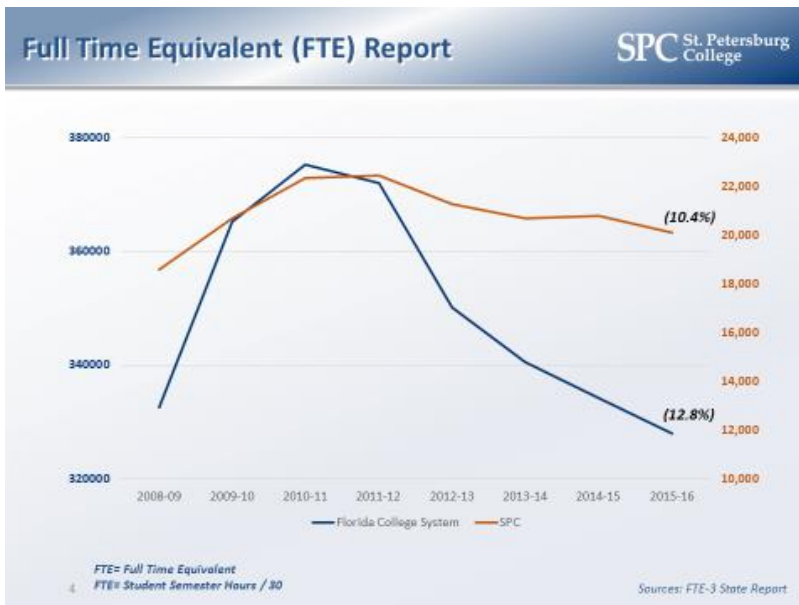
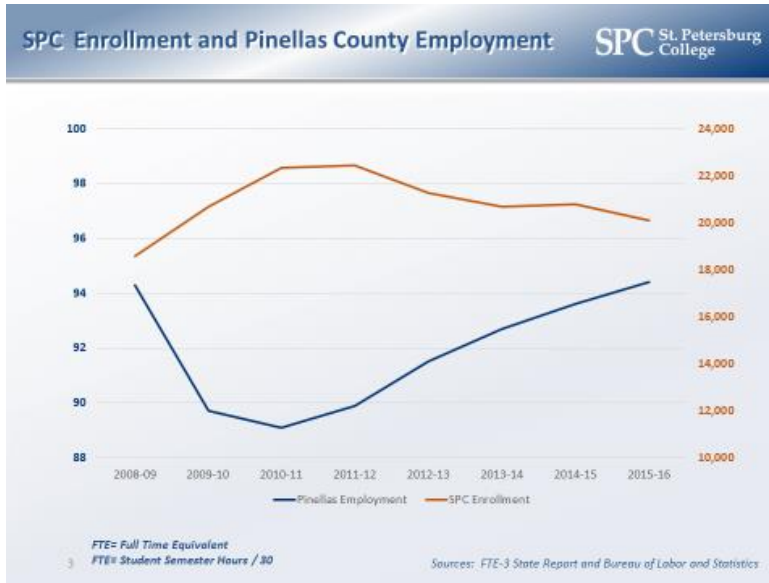
VI – A.1 Spring 2017 Who’s Here

SPC St. Petersburg College

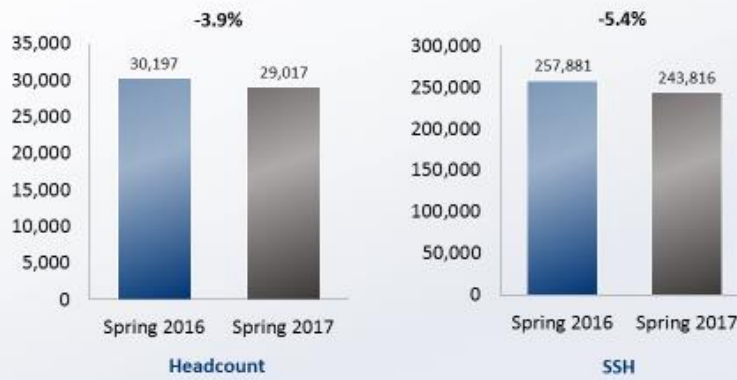
Spring 2017 Who’s Here

SPC Board of Trustees Meeting
January 17th, 2017



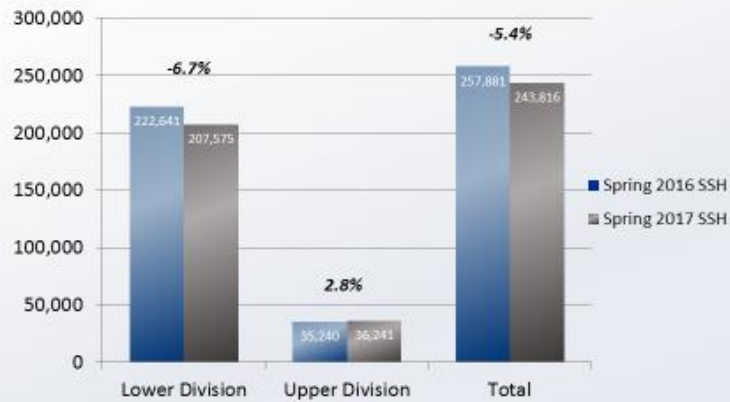
Opening Day Enrollment



5

Note: SSH = Student Semester Hours.
Source: BI, Pulse - Headcount and Enrollment By Day Dashboards, Data Extracted January 09, 2017

Lower & Upper Division - SSH



6

SSH - Student Semester Hours
Source: BI, Daily Enrollment Trends, Data Extracted January 08, 2017

Baccalaureate Growth - SSH

- 2.8% growth from last Spring
- Business +18.3%
- Computer and Information Technology +7.3%
- Education -12.3%
- Nursing -7%

Baccalaureate Enrollment as a Percent of Opening Day Enrollment

Spring 2012	Spring 2013	Spring 2014	Spring 2015	Spring 2016	Spring 2017
11.8%	11.9%	13.0%	13.6%	13.6%	14.8%

7

Source: BI, Daily Enrollment Trends, SSH, Data Extracted January 09, 2017

Online Enrollment Trend- SSH

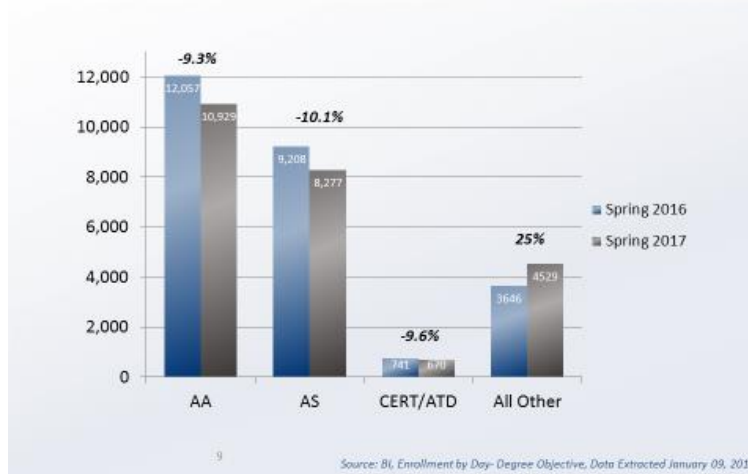
	Spring 2012	Spring 2013	Spring 2014	Spring 2015	Spring 2016	Spring 2017
Online SSH	99,840	101,326	99,401	102,338	101,169	103,230
Total SSH	276,349	267,890	261,060	263,597	253,695	243,677
Online SSH /Total SSH	36.1%	37.8%	38.0%	38.8%	39.9%	42.4%

- Online Enrollment has grown 3.4% in SSH since 2012

8

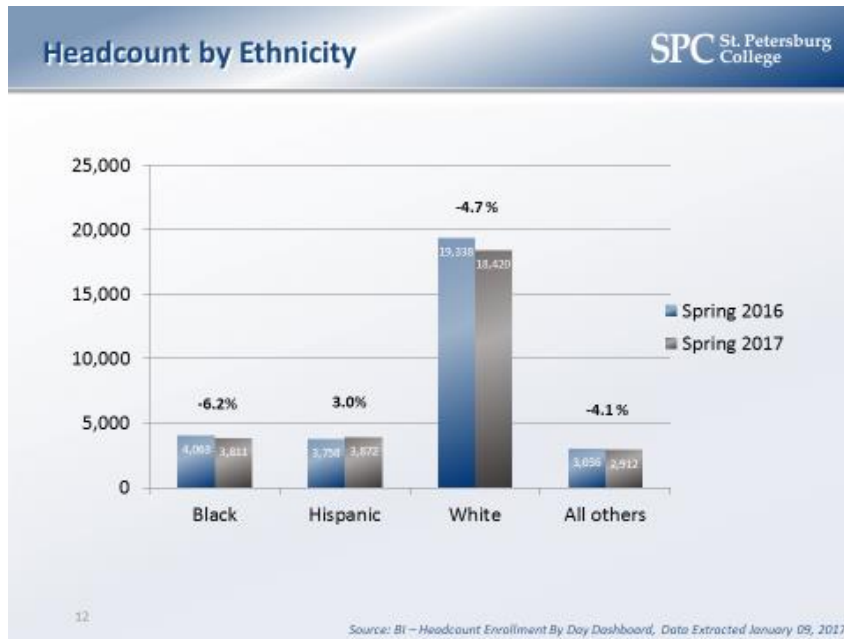
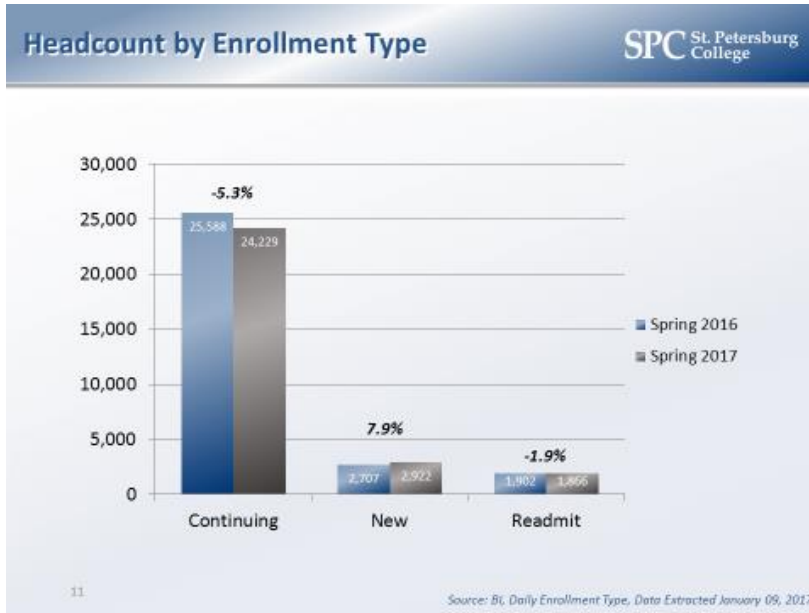
Source: BI, Daily Enrollment Trends, SSH, Data Extracted January 09, 2017

Lower Division Enrollment-Headcount

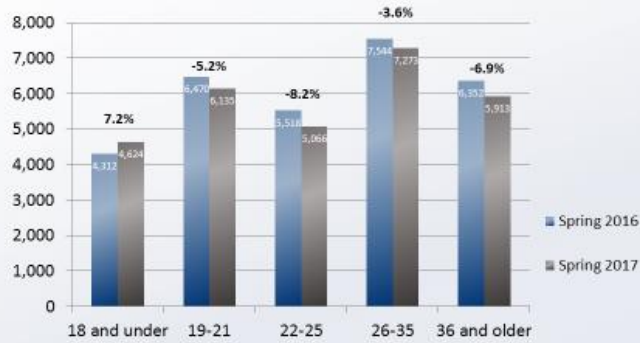


Headcount by Community

Community	Spring Term 2016	Spring Term 2017	% Diff.
Art, Humanities, and Design	602	562	-6.6%
Business	4,588	4,311	-6.0%
Communications	314	277	-11.8%
Education	1,665	1,496	-10.1%
Engineering, Manufacturing, and Building Arts	931	824	-11.5%
Health Sciences and Veterinary Technology	6,913	6,139	-11.2%
Public Safety, Policy, and Legal Studies	1,744	1,535	-12.0%
Science and Mathematics	1,341	1,265	-5.7%
Social and Behavioral Science and Human Services	1,175	1,134	-3.5%
Technology	1,566	1,632	4.2%
No Community – AA	5,640	5,253	-6.9%
No Community – Non Degree	3,718	4,589	23.4%
Total:	30,197	29,017	-3.9%



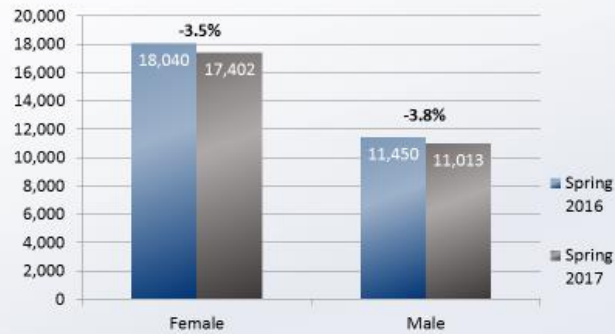
Headcount by Age



13

Source: BI - Headcount Enrollment By Day Dashboard, Data Extracted January 09, 2017

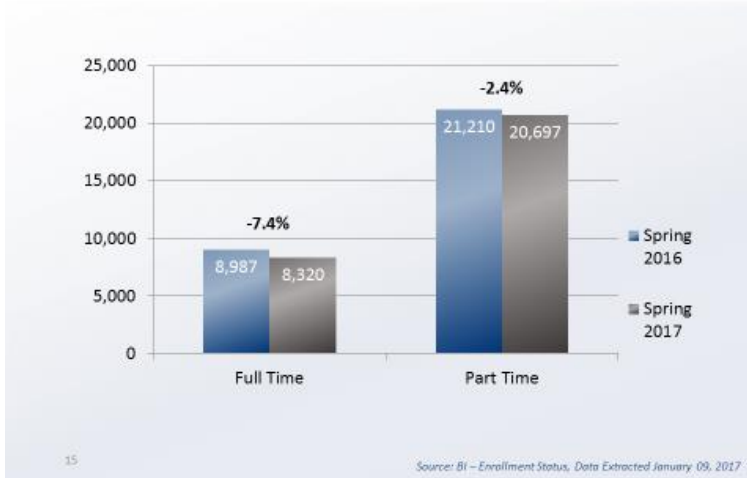
Headcount by Gender



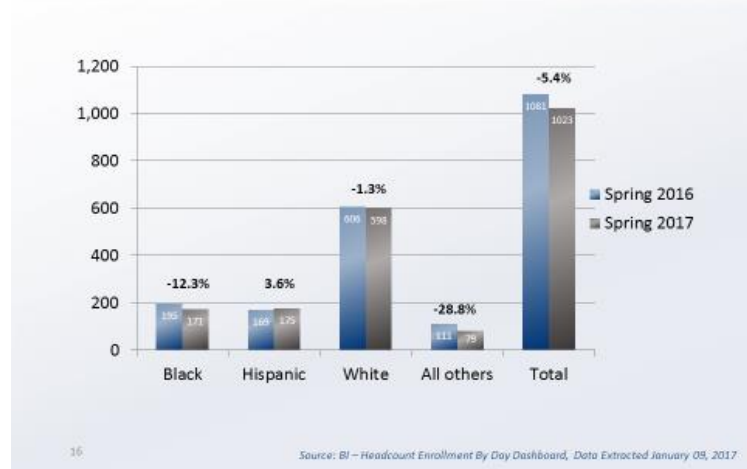
14

Source: BI - Headcount Enrollment By Day Dashboard, Data Extracted January 09, 2017

Headcount by Enrollment Status SPC St. Petersburg College



First Time in College - Ethnicity SPC St. Petersburg College



Financial Aid 2015-16 & 2016-17 comparison



- Lower Pell Grant amounts over a slight decrease in the number of awarded students and students registering for fewer credits
- Increased loan counseling initiatives have resulted in lower borrowing levels over the same number of students.

Noteworthy Observations

- Overall headcount decrease of 3.9%
- Overall SSH decrease of 5.4%
- Lower division SSH decrease of 6.7%
- Upper division SSH increase of 2.8%
- Continuing student decrease of 5.3%
- College of Business and CCIT lead Baccalaureate
- Growth in Online enrollment of 2%
- Growth in Dual Enrollment of 25%
- Hispanic growth of 3.2%
- Full-Time student decrease of 7.4%



Fall 2016 Course Success Rates

*Board of Trustees Meeting
January 17, 2017*



The Course Success Rate is the number of A, B, and C letter grades divided by the overall number of grades.

A, B, C
A, B, C, D, F, W, WF, I

All Students	Number of Grades	Success Rate
Fall 2014	95,150	76.5%
Fall 2015	92,450	78.7%
Fall 2016	87,450	77.5%

Note: Excludes Pass/Fail Grading basis courses and audits

Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Course Success Rates

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 9 2017.




	Fall 2014	Fall 2015	Fall 2016	Two Year Diff	One Year Diff
FTIC Students	68.7%	71.6%	68.0%	-0.7%	-3.6%
Gender					
<i>Male</i>	64.1%	66.7%	63.6%	-0.5%	-3.1%
<i>Female</i>	72.3%	75.5%	72.0%	-0.3%	-3.5%
Ethnicity					
<i>Black/African American</i>	53.6%	58.1%	53.7%	0.1%	-4.4%
<i>Hispanic/Latino</i>	73.0%	68.8%	66.9%	-6.1%	-1.9%
White	70.8%	74.4%	70.7%	-0.1%	-3.7%
Male/Ethnicity					
<i>Black/African American Male</i>	47.8%	54.8%	48.8%	1.0%	-6.0%
<i>Hispanic/Latino Male</i>	67.0%	61.8%	62.1%	-4.9%	0.3%
<i>White Male</i>	66.7%	69.5%	66.3%	-0.4%	-3.2%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Comparison

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 9, 2017.



3

	Fall 2015	Fall 2016	Diff
FTIC Students	67.3%	63.3%	-4.0%
Gender			
<i>Male</i>	65.2%	63.3%	-1.9%
<i>Female</i>	68.9%	63.8%	-5.1%
Ethnicity			
<i>Black/African American</i>	58.6%	56.6%	-2.0%
<i>Hispanic/Latino</i>	66.8%	60.8%	-6.0%
White	70.5%	66.4%	-4.1%
Male/Ethnicity			
<i>Black/African American Male</i>	60.9%	59.4%	-1.5%
<i>Hispanic/Latino Male</i>	58.9%	62.2%	3.3%
<i>White Male</i>	67.8%	66.8%	-1.0%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Developmental Courses

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 9, 2017.



4


	Fall 2015	Fall 2016	Diff
FTIC Students	67.9%	63.8%	-4.1%
Gender			
Male	62.4%	57.8%	-4.6%
Female	72.4%	69.3%	-3.1%
Ethnicity			
Black/African American	55.3%	51.2%	-4.1%
Hispanic/Latino	65.8%	63.9%	-1.9%
White	70.8%	66.2%	-4.6%
Male/Ethnicity			
Black/African American Male	50.9%	44.3%	-6.6%
Hispanic/Latino Male	56.4%	57.7%	1.3%
White Male	65.5%	59.6%	-5.9%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Gateway Courses

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted January 9, 2017.

St. Petersburg College



Developmental Education Results – Spring 2016

Success rates* of students in gateway classes who did not enroll in recommended developmental classes.

SPC St. Petersburg College

MATH

Flexible placement
Recommended
Developmental education

41%
*Success Rate

Enrolled in college level course
MAT1033

Only 4 out of 10 students passed with a C or better

READING

Flexible placement
Recommended
Developmental education

56%
*Success Rate

Enrolled in college level course
ENC1101

Only 5 out of 10 students passed with a C or better

WRITING

Flexible placement
Recommended
Developmental education

53%
*Success Rate

Enrolled in college level course
ENC1101

Only 5 out of 10 students passed with a C or better

Developmental Education courses will help build the skills you need to be successful in college.
Learn more: www.spcollege.edu/advising

- Have a 'choice' regarding taking a placement test or participating in Dev Ed courses.
- Evaluated using a prediction model based on prior performance.
- Provided a *Likely College Ready*, *Dev Ed Recommended*, or *Dev Ed Strongly Recommended* prediction in each developmental education area.

Flexible Placement Students

St. Petersburg College
SPC

Courses	All FTIC Students	Likely College Ready	Dev Ed Recommend	Dev Ed Strongly Recommend
Math Recommendations				
MAT 1033 and MAT 1100	56.6%	61.3% (582)	43.5% (283)	37.2% (188)
Developmental Ed Courses	58.7%	71.4% (28)	51.7% (89)	44.8% (58)
Writing Recommendations				
ENC 1101	63.3%	66.1% (931)	49.0% (192)	43.8% (192)
Developmental Ed Courses	69.4%	84.1% (44)	66.7% (48)	53.5% (43)
Reading Recommendations				
ENC 1101	63.3%	67.2% (811)	54.6% (282)	42.3% (222)
Developmental Ed Courses	66.3%	40.0% (5)	61.5% (26)	56.3% (16)

Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Prediction Model Outcomes

Source: Pulse Business Intelligence System, College Experience Outcomes Dashboard, Data extracted January 9, 2017.

7

St. Petersburg College
SPC

- The overall college has decreased 1.2%
- FTIC students had a 3.6% decrease this last Fall.
- FTIC students had a 4.0% decrease in Developmental Education Course Success Rates (Hispanic Male students were the exception, +3.3%).
- FTIC students had a 4.1% decrease in Gateway Course Success Rates (Hispanic Male students were again the exception, +1.3%).
- Flex Placement Students perform better when taking the college recommended Dev Ed course.

Noteworthy Observations

8

St. Petersburg College

SPC



Questions?



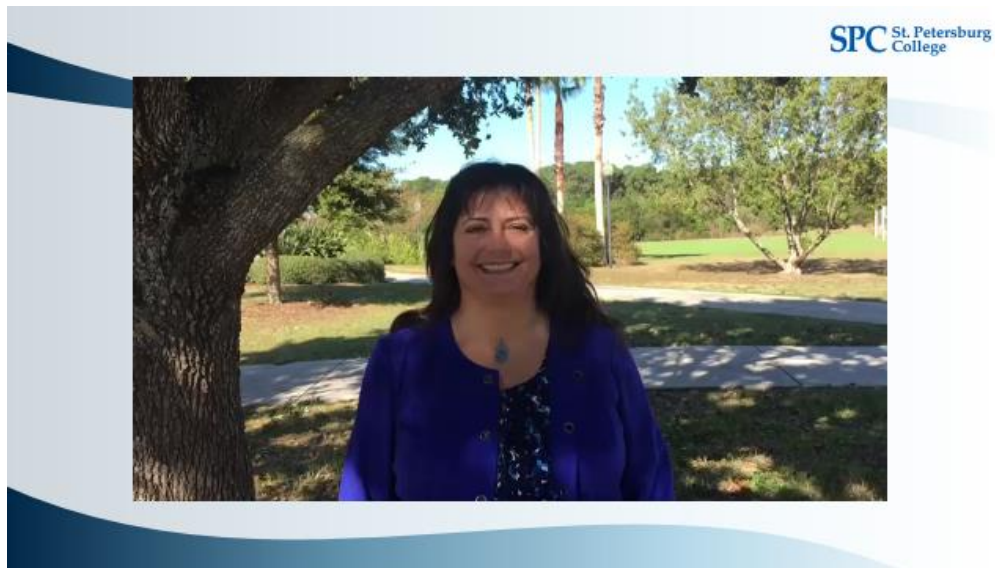
VI – B.1 Accessibility Services



SPC St. Petersburg College

Accessibility Services Revitalization

January 17, 2017



SPC St. Petersburg College

Mission & Vision

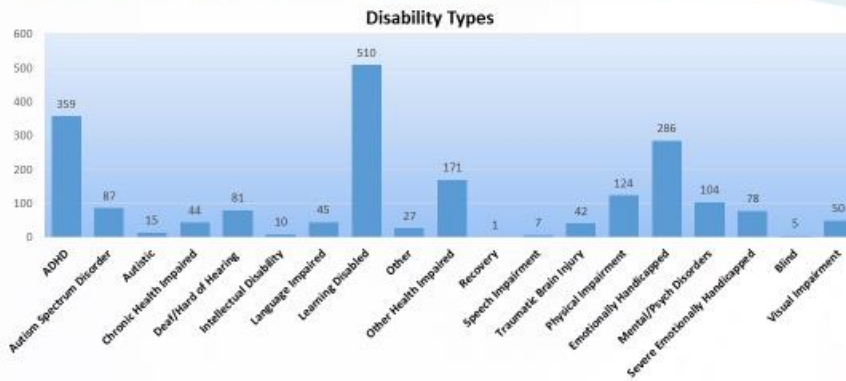
Mission

Promote equal educational access and support for students with disabilities.

Vision

Enhance student success, retention, completion, and job placements by providing diverse learners with assistive technologies, support services, and accommodations throughout the student's pathway.

Populations Served

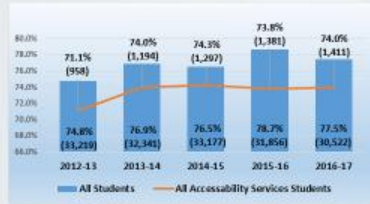


2015-2016 in Review		SPC St. Petersburg College
Proposed Plan	Accomplishments	
Accessibility Services and Accessibility Services Coordinators	Accessibility Services is the new title, and the formerly named Disability Resource Managers are now Accessibility Coordinators. Hired Captionist/Interpreter.	
College-wide student process along with training for faculty and staff	Developed and implemented 35 member college-wide Accessibility Task Force; Created and implemented ADA/AAAT Training for all staff and faculty, (to date 400 completions). AS participation at all Faculty welcome back, CETL adjunct trainings, OLS Skype faculty seminars, and Narrowing the Gulf Conference coordination and participation, Accessibility Checklists and Resource Guides developed, Resource videos/on-campus informational sessions established, Collaborated with Deans to create Technical Standards for SPC degree programs.	
Integrating into Student Services and providing The College Experience: Smart Start Finish Strong services	All coordinators received all Student Service Training, including Career Development Facilitator Training and Customer Service Training, (200 hours each), All Advisors were included in the new Diploma Option and Advising for All Populations Trainings.	
Case manage students to increase success rates	Implemented the new Accessibility Information Management System to ensure continuity of services, auxiliary learning aids and student engagement in an accessible manner for face to face and online students. All coordinators collaborate with advisors to provide a multi-level support network for students.	
Recruiting in Smart Start Orientation and classroom visits. Adding script to application to enrollee calls	Accessibility Services Information was integrated into the applicant to enrollee calls and a video was created for all Smart Start courses. Accessibility Services visit SLS classes, participate in Pinellas interagency Council (PINCS) leadership and coordinate with Pinellas County Schools, local and state agencies.	



Current Conditions

Fall Success Rates



United States: 64.6%
 Florida: 56.8%
St. Petersburg College: 74%

Student Visits

19%

2015: 22,537
 2016: 26,881

Accessibility Services

6.8%

Fall 2015/16: 67.2%
 Fall 2016/17: 74%

FTIC Students

.2%

Fall 2015/16: 73.8%
 Fall 2016/17: 74%

All Students

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First Time in College.
 Source: Pulse Business Intelligence System, Campus Fall and Spring Success Rates dashboard, Date extracted Jan. 4, 2017.

Next Steps

2017

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Jan 1 – Mar 30

All Faculty, Staff complete the new ADA/AA Amendments training, Adjunct CETA Outreach completed

April 1 – June 30

New Training videos for Students, Faculty and Staff are developed on a variety of Accessibility Topics

July 1 – Sept. 1

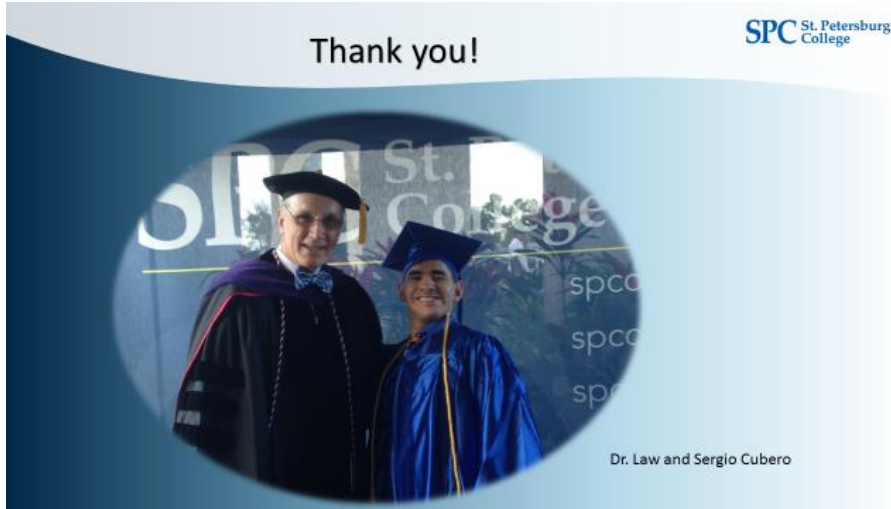
Accessibility Lab for Faculty/Students developed and operational on at least one campus

Sept 1 – Oct 1

All Assistive Technology Tracked inventoried and tracked through AIM System, The Learning Academy Transition Program Initiated for students on the Autism Spectrum

Oct 1 – Dec 31

Active Participation of at least one support group or Activity for Adaptive Sports Clinic Initiative and NAM Peer-to-Peer Support, Note Taking Coordination through AIM System



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

Janette Hunt
January 17, 2017



SPC St. Petersburg College

Report as of December 31, 2016

Revenue	Budget	Actual	% of YTD	PY % of YTD	YOY
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 43,457,636	76.8%	80.3%	-3.4%
State Appropriation - CCPF	\$ 51,695,712	\$ 25,987,068	50.3%	50.3%	0.0%
State Appropriation - Lottery	\$ 16,693,508	\$ -	0.0%	0.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 1,826,386	50.0%	47.5%	2.5%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,342,378	73.2%	76.4%	-3.2%
Distance Learning Fee	\$ 3,814,485	\$ 2,887,594	75.7%	77.1%	-1.4%
Technology Fee	\$ 2,818,596	\$ 2,120,693	75.2%	79.0%	-3.7%
Lab Revenue Fees	\$ 1,714,401	\$ 1,467,213	85.6%	88.6%	-3.0%
Industry Certifications	\$ 150,000	\$ -	0.0%	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 2,243,266	41.6%	45.4%	-3.8%
Other Student Fees	\$ 1,622,007	\$ 420,016	25.9%	35.1%	-9.2%
Fund Transfers In	\$ 3,556,839	\$ 358,500	10.1%	0.0%	10.1%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	0.0%	0.0%
Total Revenue	\$ 154,102,961	\$ 82,110,751	53.3%	55.2%	-2.0%

SPC St. Petersburg College

Report as of December 31, 2016

	Budget	Actual	% of YTD	PY % of YTD	YOY
Personnel & Benefits					
Instructional/Faculty-Full time	\$ 28,899,727	\$ 14,187,002	49.1%	51.4%	-2.3%
Administrative	\$ 10,275,180	\$ 5,590,258	54.4%	76.3%	-21.9%
Career (Non-Instructional)	\$ 21,729,661	\$ 9,502,566	43.7%	44.4%	-0.7%
Professional	\$ 15,874,846	\$ 6,984,989	44.0%	28.9%	15.1%
Adjunct/Supplemental	\$ 14,341,325	\$ 7,138,958	49.8%	54.0%	-4.3%
Other Professional OPS	\$ 766,481	\$ 102,480	13.4%	13.8%	-0.4%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 1,290,913	52.5%	60.5%	-8.0%
Student Assistants	\$ 428,000	\$ 183,932	43.0%	46.3%	-3.3%
Health Insurance	\$ 11,854,547	\$ 7,104,741	59.9%	57.1%	2.8%
Other Personnel Benefits	\$ 11,700,854	\$ 6,403,690	54.7%	54.4%	0.3%
Total Personnel & Benefits	\$ 118,330,460	\$ 58,489,529	49.4%	50.1%	-0.6%
Current Expense					
Total Current Expense	\$ 32,341,920	\$ 13,321,870	41.2%	43.5%	-2.3%
Capital					
Total Capital	\$ 3,430,581	\$ 1,279,581	37.3%	41.5%	-4.2%
Total Operating	\$ 154,102,961	\$ 73,090,980	47.4%	48.5%	-1.1%
Revenue over Expense	\$ -	\$ 9,019,771			

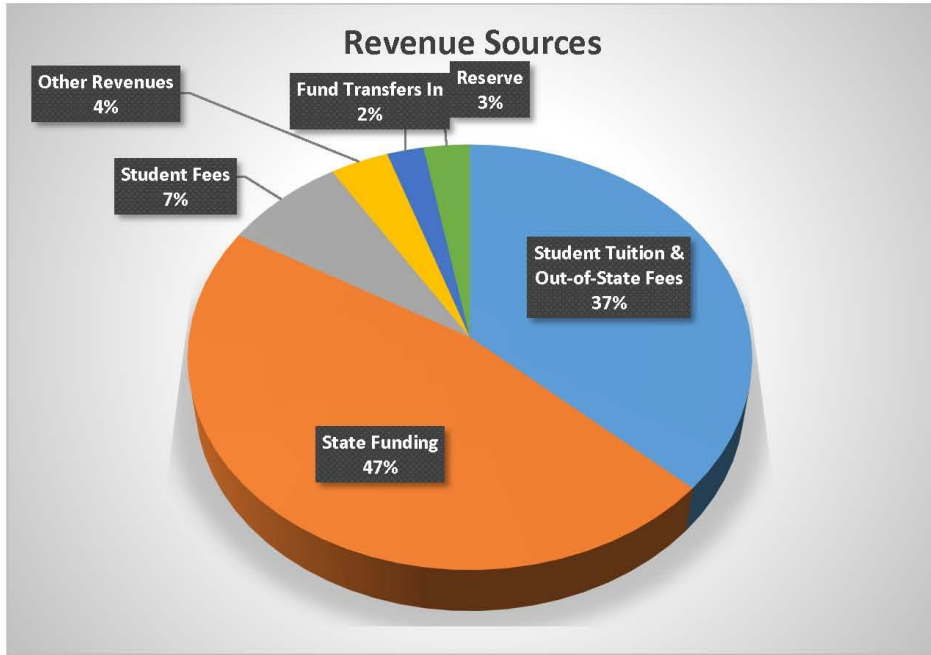
Questions?

St. Petersburg College
SPC

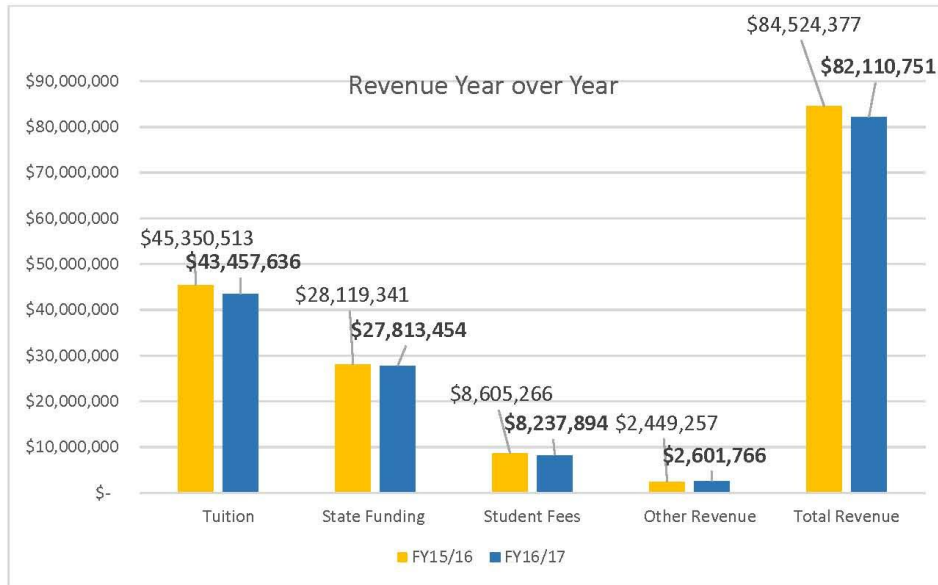
St. Petersburg College
Financial Report
As of December 31, 2016

	Budget	Actual	% of YTD	PY Budget	PY Actual	PY % of YTD	YOY
Revenue							
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 43,457,636	76.8%	\$ 56,498,805	\$ 45,350,513	80.3%	-3.4%
State Appropriation - CCPF	\$ 51,695,712	\$ 25,987,068	50.3%	\$ 53,660,965	\$ 26,977,245	50.3%	0.0%
State Appropriation - Lottery	\$ 16,693,508	\$ -	0.0%	\$ 14,934,524	\$ -	0.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 1,826,386	50.0%	\$ 2,404,418	\$ 1,142,096	47.5%	2.5%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ 172,604	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,342,378	73.2%	\$ 1,831,810	\$ 1,400,026	76.4%	-3.2%
Distance Learning Fee	\$ 3,814,485	\$ 2,887,594	75.7%	\$ 3,752,441	\$ 2,894,286	77.1%	-1.4%
Technology Fee	\$ 2,818,596	\$ 2,120,693	75.2%	\$ 2,815,337	\$ 2,223,501	79.0%	-3.7%
Lab Revenue Fees	\$ 1,714,401	\$ 1,467,213	85.6%	\$ 1,714,401	\$ 1,518,198	88.6%	-3.0%
Industry Certifications	\$ 150,000	\$ -	0.0%	\$ 150,000	\$ -	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 2,243,266	41.6%	\$ 5,397,200	\$ 2,449,257	45.4%	-3.8%
Other Student Fees	\$ 1,622,007	\$ 420,016	25.9%	\$ 1,622,007	\$ 569,254	35.1%	-9.2%
Fund Transfers In	\$ 3,556,839	\$ 358,500	10.1%	\$ 3,568,839	\$ -	0.0%	10.1%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	\$ 2,173,009	\$ -	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	\$ 2,291,443	\$ -	0.0%	0.0%
Total Revenue	\$ 154,102,961	\$ 82,110,751	53.3%	\$ 152,987,803	\$ 84,524,377	55.2%	-2.0%
Personnel & Benefits							
Instructional/Faculty-Full time	\$ 28,899,727	\$ 14,187,002	49.1%	\$ 28,170,380	\$ 14,475,433	51.4%	-2.3%
Administrative	\$ 10,275,180	\$ 5,590,258	54.4%	\$ 9,710,187	\$ 7,408,859	76.3%	-21.9%
Career (Non-Instructional)	\$ 21,729,661	\$ 9,502,566	43.7%	\$ 22,119,336	\$ 9,817,508	44.4%	-0.7%
Professional	\$ 15,874,846	\$ 6,984,989	44.0%	\$ 16,591,094	\$ 4,794,575	28.9%	15.1%
Adjunct/Supplemental	\$ 14,341,325	\$ 7,138,958	49.8%	\$ 14,691,325	\$ 7,938,837	54.0%	-4.3%
Other Professional OPS	\$ 766,481	\$ 102,480	13.4%	\$ 766,481	\$ 105,652	13.8%	-0.4%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 1,290,913	52.5%	\$ 2,430,981	\$ 1,470,866	60.5%	-8.0%
Student Assistants	\$ 428,000	\$ 183,932	43.0%	\$ 415,000	\$ 192,207	46.3%	-3.3%
Health Insurance	\$ 11,854,547	\$ 7,104,741	59.9%	\$ 11,554,547	\$ 6,596,157	57.1%	2.8%
Other Personnel Benefits	\$ 11,700,854	\$ 6,403,690	54.7%	\$ 11,705,085	\$ 6,366,729	54.4%	0.3%
Total Personnel & Benefits	\$ 118,330,460	\$ 58,489,529	49.4%	\$ 118,154,416	\$ 59,166,823	50.1%	-0.6%
Current Expense							
Travel	\$ 629,676	\$ 349,614	55.5%	\$ 619,926	\$ 392,502	63.3%	-7.8%
Repairs & Maint	\$ 872,674	\$ 449,601	51.5%	\$ 898,392	\$ 531,893	59.2%	-7.7%
Rental/Leases	\$ 445,340	\$ 52,640	11.8%	\$ 445,340	\$ 82,272	18.5%	-6.7%
Insurance (Non Health)	\$ 1,708,272	\$ 1,102,026	64.5%	\$ 1,708,272	\$ 1,165,766	68.2%	-3.7%
Utilities	\$ 5,800,000	\$ 2,455,064	42.3%	\$ 5,800,000	\$ 2,803,745	48.3%	-6.0%
Services and Fees	\$ 7,734,988	\$ 2,729,365	35.3%	\$ 7,734,988	\$ 2,437,248	31.5%	3.8%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 1,346,654	86.3%	\$ 1,559,895	\$ 1,613,666	103.4%	-17.1%
Materials and Supplies	\$ 5,928,526	\$ 2,342,811	39.5%	\$ 5,470,922	\$ 2,781,110	50.8%	-11.3%
Tech Expense/Licensing	\$ 2,805,757	\$ 1,450,296	51.7%	\$ 2,805,257	\$ 1,100,342	39.2%	12.5%
Bad Debt/Unemployment	\$ 1,147,782	\$ 4,123	0.4%	\$ 1,147,782	\$ (58,771)	-5.1%	5.5%
Other Current Expense	\$ 3,709,010	\$ 1,039,677	28.0%	\$ 3,295,417	\$ 851,716	25.8%	2.2%
Total Current Expense	\$ 32,341,920	\$ 13,321,870	41.2%	\$ 31,486,191	\$ 13,701,489	43.5%	-2.3%
Capital							
Computer Refresh Leases	\$ 2,904,221	\$ 1,160,625	40.0%	\$ 2,820,836	\$ 1,090,869	38.7%	1.3%
Capital Purchases	\$ 526,360	\$ 118,956	22.6%	\$ 526,360	\$ 298,697	56.7%	-34.1%
Total Capital	\$ 3,430,581	\$ 1,279,581	37.3%	\$ 3,347,196	\$ 1,389,567	41.5%	-4.2%
Total Operating	\$ 154,102,961	\$ 73,090,980	47.4%	\$ 152,987,803	\$ 74,257,879	48.5%	-1.1%
Revenue over Expense	\$ -	\$ 9,019,771		\$ -	\$ 10,266,498		

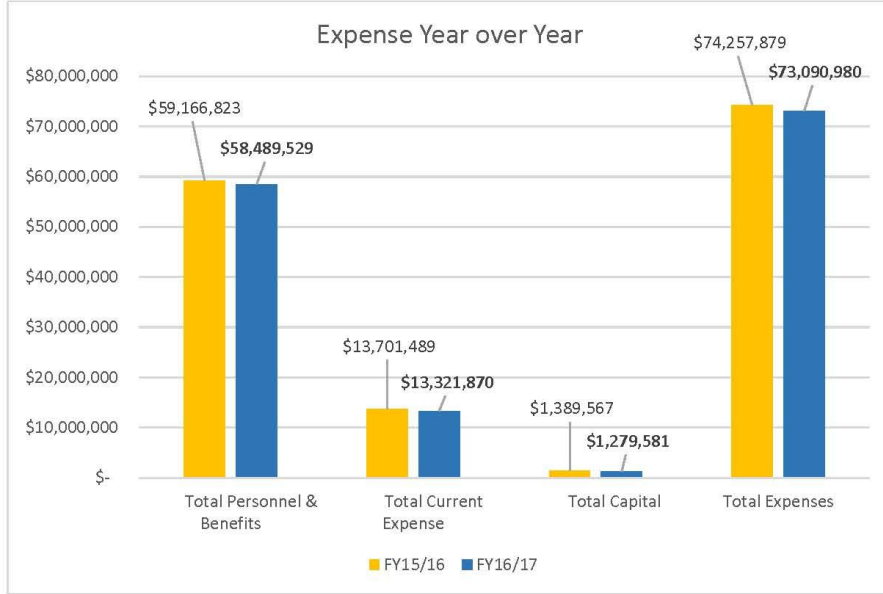
The College's Operating Fund (1x) revenue sources are illustrated in the pie chart below:



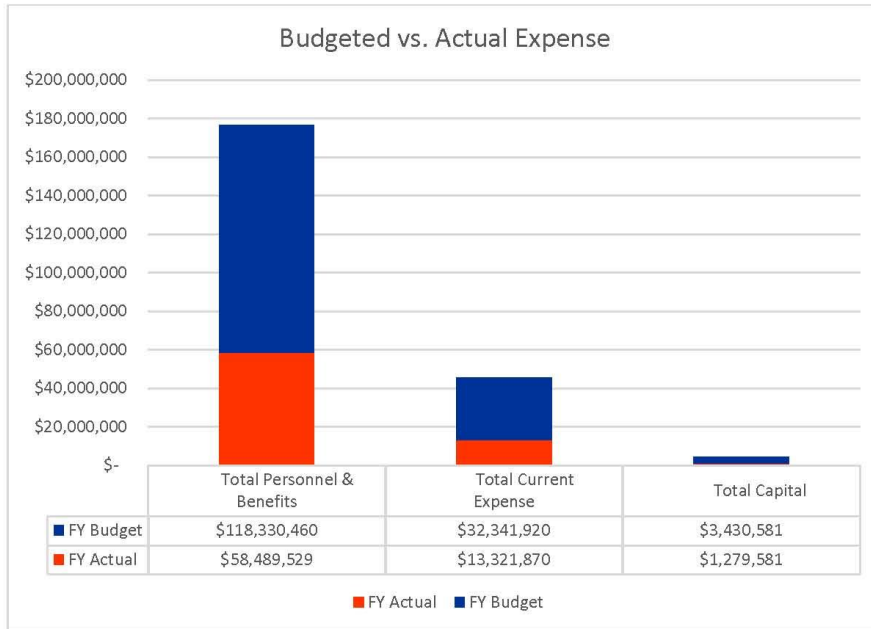
The total revenue difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$2,413,626. This represents a -2% change.



The total expense difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$1,166,899. This represents a -1.1% change.



The year-to-date total of actual expense is 47.4 % of the overall budgeted amount.



January 17, 2017

M E M O R A N D U M

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
Dickson, Ashley Troy	Instructional Design Tech	Instructional Computing SE	11/14/2016 - 6/30/2017
Griffith, Tashika Olive	Associate Provost	Provost AC	11/7/2016 - 6/30/2017
Perfetti, Anjum W	Coord, Student Life & Leadership	Provost AC	1/3/2017 - 6/30/2017
Gambacurta, Joyce D	Captionist/Senior Interpreter	Disability Resources CL	12/5/2016 - 6/30/2017

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Chen, Ming-Shin	Senior Developer	Admin Info Sys - Development DO	11/28/2016 - 6/30/2017
Couch, Marie S	Grant Management Specialist	Director of Grants DO	11/28/2016 - 6/30/2017
Keamey, Scott P	Assistant Director, Interactive	Marketing & Strategic Comm DO	11/28/2016 - 6/30/2017

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Heath, Wendy A	Accounting Support Specialist	Accounts Payable EPI	11/7/2016
Johnson, Niki Lafayette	Administrative Svcs Specialist	Baccalaureate Programs/UPC SE	1/2/2017
Tran, Hoc Van	Custodian	Custodial Services SPG	12/5/2016
Cutliff, Temara J	Instructional Supp Specialist	Health Education Ctr Provost HEC	11/21/2016
Costas, Maria Demetria	Administrative Svcs Specialist	Career Connections DO	1/2/2017

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Condie, Lori M	Administrative Svcs Specialist	Academic & Student Affairs TS	11/19/2016
Beasley, Daniel P	Sr Security Officer	Campus Security HEC	12/5/2016
Durand, Ana Elisa	Custodial Crew Leader	Custodial Services SE	11/5/2016
Hernandez Perez, Angel	Custodian	Custodial Services SE	11/5/2016
Martens, Peter W	Landscape Supervisor	Landscape Services CL	1/7/2017
Buell, Athena M	Instructional Support Spec.	Learning Resources DT	11/7/2016
White, Rosie A	Library Svcs Paraprofessional	Learning Resources SPG	12/3/2016
Sherman, Cassandra M	Library Svcs Paraprofessional	Learning Resources TS	1/2/2017
Essix, Shirell A	Sr Administrative Svcs Assist	Marketing & Strategic Comm DO	11/19/2016
Windom Jr, Keith Bernard	Student Support Specialist	Student Support Services CL	11/7/2016

HIRE Supplemental			
Name	Title	Department/Location	Effective Date
King, Laurie A	Faculty - supplemental	Baccalaureate Programs/UPC SE	1/9/2017
Colacic, Susan M	Faculty - supplemental	College of Computer & InfoTech EPI	1/9/2017

Smolenski,David A	Professional Trainer	Criminal Justice AC	11/28/2016
Chambers,Melissa Helen Harris	Faculty - supplemental	Fine & Applied Arts SPG	1/9/2017
Zien,Livia L	OPS Career Level 5	Learning Resources CL	11/28/2016
Windom Jr,Keith Bernard	OPS Career Level 4	Provost CL	12/5/2016

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Wilcox,Natalie Shareese	OPS Career Level 1	Academic & Student Affairs EPI	11/14/2016
Lisan,Michelle Dawn	OPS Career Level 5	Academic & Student Affairs HEC	11/21/2016
Honein,Berthe	OPS Professional	Academic & Student Affairs SPG	11/18/2016
Prescott,Barbara	OPS Professional	Academic & Student Affairs SPG	11/18/2016
LeGare,Andrew T	OPS Career Level 1	Athletics DO	11/7/2016
Schuck,Melissa A	Adjunct Bach Prog.	Baccalaureate Programs/UPC AC	1/9/2017
Scott,Daniel J	Adjunct Bach Prog.	Baccalaureate Programs/UPC CL	1/9/2017
Castro,Macario Jose R	OPS Career Level 5	College of Education TS	11/21/2016
Krueger,Gordon E	Instructor, Temp HardToFill	Dental Hygiene HEC	1/9/2017
Hansen,Patricia Lynn	Instructor, Temporary Credit	Dental Hygiene HEC	1/9/2017
Le,Jennifer Ngoc Hang Thi	Instructor, Temporary Credit	Dental Hygiene HEC	1/9/2017
Walker,Jessica L	Instructor, Temporary Credit	Dental Hygiene HEC	1/9/2017
Moore,Ezra J	OPS Teaching Asst/Interpreter	Disability Resources CL	12/31/2016
Davis,Michael Paul	Instructor, Temporary Credit	Emergency Medical Services HEC	1/9/2017
Koulianos,Francis Thomas	Professional Trainer	Emergency Medical Services HEC	1/3/2017
Mayo,Christopher D	Professional Trainer	Emergency Medical Services HEC	1/2/2017
Rector,Wendy	Professional Trainer	Emergency Medical Services HEC	1/3/2017
Spiegel,Coleen Shirley	Instructor, Temporary Credit	Engineering Technology CL	1/9/2017
Warmouth,Sarah	OPS Career Level 1	Engineering Technology CL	1/2/2017
Bannon,John M	OPS Professional	Fine & Applied Arts CL	12/1/2016
Indianos,Elizabeth	OPS Professional	Fine & Applied Arts TS	12/3/2016
Prohaska,Mark E	Professional Trainer	Fire Science AC	1/9/2017
Riveros,Sandra L	Instructor, Temporary Credit	Foreign Language TS	12/31/2016
Stodart,Tracy M	Instructor, Temporary Credit	Human Services HEC	1/9/2017
Williams,Patricia A	Instructor, Temporary Credit	Human Services HEC	1/9/2017
Hester,Cody Gene	OPS Career Level 2	Learning Resources CL	11/30/2016
Coder,Aaron M	OPS Career Level 5	Learning Resources CL	11/14/2016
Mobley Jr,Robert L	OPS Career Level 2	Learning Resources DT	12/12/2016
Kestenis,Holly Onie	OPS Career Level 5	Learning Resources DT	11/21/2016
Allen,Tara Lindsey	OPS Career Level 2	Learning Resources EPI	12/5/2016
Smith,Caleb Vince	OPS Career Level 5	Learning Resources MT	11/14/2016
Wallace,Robert Andrew	OPS Career Level 5	Learning Resources MT	11/16/2016
Jammer,Jaron Amos	OPS Career Level 1	Learning Resources TS	11/28/2016
Coovert,Pamela B	Instructor, Temporary Credit	Letters CL	1/9/2017
Fay,Robert H	Instructor, Temporary Credit	Mathematics CL	1/9/2017
Reyes,Silvio A	Instructor, Temporary Credit	Mathematics TS	1/9/2017
Barela,Spencer E	Instructor, Temporary Credit	Natural Science CL	1/9/2017
Woodard,Crystal L	Instructor, Temporary Credit	Natural Science CL	1/9/2017
Wyckoff,Steven S	Instructor, Temporary Credit	Natural Science SE	1/9/2017
Hysko,Tori A	Instructor, Temporary Credit	Natural Science SPG	1/9/2017
Malka,Christopher David	Instructor, Temporary Credit	Natural Science TS	1/9/2017
Walsh,Stephan J	OPS Career Level 1	Natural Science TS	1/9/2017
Locsin,Anabelle C	Adjunct Bach Prog.	Nursing HEC	1/9/2017
Collier,Richard C	Dual Enrollment	Offsite High School	1/9/2017
French,Ashley	Dual Enrollment	Offsite High School	1/9/2017
Lambert,Cynthia S	Dual Enrollment	Offsite High School	1/9/2017
Parke,Erin K	Dual Enrollment	Offsite High School	1/9/2017
Preston,Amy G	Dual Enrollment	Offsite High School	1/9/2017
Schuck,Gail L	Dual Enrollment	Offsite High School	1/9/2017
Spera,Russell	Dual Enrollment	Offsite High School	1/9/2017

Truelson,Linda R	Dual Enrollment	Offsite High School	1/9/2017
Eide,Brian J	Instructor, Temporary Credit	Offsite High School	1/9/2017
Pate,Savannah Emily	OPS Career Level 5	Provost AC	11/14/2016
Manchester,Brian Philip	OPS Career Level 5	Provost CL	11/21/2016
Hamilton,Sean R	OPS Career Level 3	Provost DO	12/12/2016
Eberhardt,Pauline A	Instructor, Temporary Credit	Respiratory Care HEC	1/9/2017
Patternmann,Bethany	Instructor, Temporary Credit	Respiratory Care HEC	1/9/2017

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Brzezinski, Sara	Instructor	Social Sciences TS	1/3/2017 - 1/13/2017

Destination: Havana, Cuba

The purpose of this trip is for professional development in the social and political policies of Cuba as well as expanding international contacts and programs. The benefit to the College is to develop study abroad programs that involve a cross-cultural comparison between the U.S. and Latin America. The knowledge and experiences gained will assist in further internationalizing the curriculum in face-to-face and online classes as well as develop new international relationships.

Estimated cost to the College is \$5122.16.

Barlow, Alison	Manager, Collaborative Labs	Collaborative Labs	1/17/2017 - 1/20/2017
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Destination: San Salvador, El Salvador

The purpose of this trip is to facilitate a workshop for an external client - The Office Gurus. The benefit to the College is to fulfill the mission of Collaborative Labs to support the community. The client has been working with us for a number of years through its parent organization, Superior Uniform Group.

Estimated cost to the College is \$0.00.

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

ND010917

Completion Milestones for Composition and Mathematics

*Jimmy Chang – Dean, Mathematics
Joe Leopold – Dean, Communications*

SPC Board of Trustees – January 17, 2017

SPC St. Petersburg
College
INSTRUCTION AND ACADEMIC
PROGRAMS

Completion Milestones

SPC St. Petersburg
College
INSTRUCTION AND ACADEMIC
PROGRAMS

Rationale

- Completion of gateway Math and English courses in the first year leads to successful degree completion.
- Students are completing Composition and Math requirements later in their degree plan.
- Students often wait to start the math sequence and take a long time to finish.

Completion Milestones

SPC St. Petersburg
College
RETROCTOR AND ACADEMIC
PROGRAM

Rationale

- Timely completion of Composition and Math requirements will lead to greater success in other General Education requirements and courses throughout students' degree programs.

Completion Milestones

SPC St. Petersburg
College
RETROCTOR AND ACADEMIC
PROGRAM

- Proposed changes to BOT Procedure P6Hx23-4.32
- General Education requirements in Composition and Mathematics would be completed by a prescribed number of attempted college-level credits.

St. Petersburg College
SPC

Completion Milestones

- Developmental coursework would not apply towards college-level credit total.
- Proposed changes would apply towards the A.A. degree as well as the A.S. degrees, if required by the program.

Completion Milestones

Composition

- ENC 1101 will be completed within the first 6 attempted college-level credits, instead of the first 24 as in the current BOT procedure.
- Students who elect or are required to take developmental coursework will begin sequence within 6 attempted college-level credits and complete through ENC 1101 in subsequent, sequential semesters (including summer).

Completion Milestones

SPC St. Petersburg College
RETRIBUTION AND ACADEMIC PROGRAMS

- ENC 1102 (or equivalent course) will be completed within the first 24 attempted college-level credits, instead of the first 36 as in the current BOT procedure.
- A.A. degree: ENC 1101 and ENC 1102 required
- A.S. degree: ENC 1101 required, ENC 1102 required by most programs

St. Petersburg College
SPC

Completion Milestones

SPC St. Petersburg College
RETRIBUTION AND ACADEMIC PROGRAMS

Mathematics

- Students who elect or are required to take developmental coursework will begin the sequence within the first attempted 9 college-level credits.
- Subsequent courses will be completed during sequential semesters (summer optional) until the math requirements are satisfied for the degree.

St. Petersburg College
SPC

Completion Milestones

SPC St. Petersburg
College
RETURN TO COLLEGE ACADEMIC
PROGRAM

Mathematics

- Students for whom developmental coursework is optional or not needed (i.e. tested into college-level math) will begin the math sequence within the first 12 college-level credits attempted.
- Subsequent math courses will be taken in sequential semesters (summer optional) until the math requirements for the degree are satisfied.

St. Petersburg College
SPC

Completion Milestones

SPC St. Petersburg
College
RETURN TO COLLEGE ACADEMIC
PROGRAM

Mathematics

- A.A. degree: Two college-level math courses
- Some transfer plans require more
- A.S. degree: One college-level math course required by most programs

St. Petersburg College
SPC

Completion Milestones

SPC St. Petersburg
College
RESTRUCTOR ACADEMIC
PROGRAM

Simulation Data

Based on Fall 2016 Enrollment

Yet to Start Writing Sequence by 6 Credit Hours

All Students: 8,736 (27.6%)

New to SPC Students: 1,319 (26.8%)

Yet to Start Math Sequence by 12 Credit Hours

All Students: 16,373 (51.8%)

New to SPC Students: 1,509 (30.7%)

St. Petersburg College
SPC

FTIC - First Time In College

Completion Milestones

SPC St. Petersburg
College
RESTRUCTOR ACADEMIC
PROGRAM

Implementation

- Effective Fall 2017 for “New to SPC” Students (Projected: 4,923)
- January-March 2017
 - Communication and Training on Completion Milestones with Registration Personnel
 - Collaborate with Learning Resources, MPI and OL&S to Develop Communication Plan with Students on Completion Milestones
- April 2017: Fall registration

St. Petersburg College
SPC

Questions?



January 17, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Key Strategic Priorities from the December Board Strategic Planning Workshop

Each year, the December Board Strategic Planning Workshop provides strong guidance from the Board of Trustees to the efforts the college is undertaking at present and will continue to make a priority for the upcoming year. These priorities become the Key Strategic Priorities upon which all FY17-18 budget requests, prioritizations, and plans are linked and built as we move through the budget process and then implement in the new fiscal year.

Based on this guidance, the overarching FY17-18 Key Strategic Priorities are:

- To prepare for **Accreditation Reaffirmation** by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to include the development of the **Quality Enhancement Plan**.
- To develop and begin implementing a **Three-year Financial Plan** to address the impact of enrollment trends over the last few years [right-sizing the college]. This plan would include the incorporation of the **Three-year Facilities Plan** to address current and future needs as well as identify potential ways to leverage existing resources to generate revenue.
- To continue the development and implementation of a robust college-wide **Recruitment and Retention Plan** to offset recent enrollment declines. This would include more community and industry engagement as well as the development of enrollment models to better project future college enrollment and assist in the budget development process.
- To continue the development of the **Pathways Initiative** for students, which includes **The College Experience**, **The Classroom Experience**, as well as **Learning beyond the Classroom** [FY16-17 Ongoing Priority].
- To enhance **Employee Professional Development** to boost employee commitment, productivity, and satisfaction [FY16-17 Ongoing Priority].

The Real-Time-Record of the December Board Strategic Planning Workshop has been distributed to you and if any key strategic topics have not been addressed in the summarized listing above, please let me know. Your guidance and efforts have resulted in the College's FY17-18 Key Strategic Priorities for the coming year, which will guide the budget and planning processes at the college.

As always, you have my thanks for your commitment to this critical part of your role. I am happy to have your comments, questions, and suggestions

St. Petersburg College
SPC

FY17-18 Key Strategic Priorities

*Board of Trustees Meeting
January 17, 2017*

As Achieving
the Dream
Institution

St. Petersburg College
SPC

- **SACS-COC Accreditation Reaffirmation and the Quality Enhancement Plan**
- **Three-year Financial Plan** to include the **Three-year Facilities Plan**
- College-wide **Recruitment and Retention Plan**
- **Pathways Initiative** to include **The College Experience, The Classroom Experience**, as well as **Learning beyond the Classroom** [FY16-17 Ongoing Priority]
- **Employee Professional Development** [FY16-17 Ongoing Priority].

Strategic Themes

As Achieving
the Dream
Institution

2

- To prepare for **Accreditation Reaffirmation** by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to include the development of the **Quality Enhancement Plan**.
- To develop and begin implementing a **Three-year Financial Plan** to address the impact of enrollment trends over the last few years [right-sizing the college]. This plan would include the incorporation of the **Three-year Facilities Plan** to address current and future needs as well as identify potential ways to leverage existing resources to generate revenue.

FY17-18 Key Strategic Priorities



- To continue the development and implementation of a robust college-wide **Recruitment and Retention Plan** to offset recent enrollment declines. This would include more community and industry engagement as well as the development of enrollment models to better project future college enrollment and assist in the budget development process.

FY17-18 Key Strategic Priorities



St. Petersburg College
SPC

- To continue the development of the **Pathways Initiative** for students, which includes **The College Experience, The Classroom Experience**, as well as **Learning beyond the Classroom** [FY16-17 Ongoing Priority].
- To enhance **Employee Professional Development** to boost employee commitment, productivity, and satisfaction [FY16-17 Ongoing Priority].

FY17-18 Key Strategic Priorities

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5

St. Petersburg College
SPC

Date	Activity
January 17	BOT Confirmation of Strategic Goals
February 21	BOT Update: Revenues
TBD	Strategic Budget Request Presentation Day
March 21	BOT Update: Expenses
April 18	BOT Update: Draft Budget (w/ Strategic Budget Requests)
May 16	BOT Budget Approval
June 20	BOT Budget Approval (alternate date if needed)
June 30	Budget Due to State

FY17-18 Budget Schedule

An Achieving Institution


1



Questions?

January 17, 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 changes to Workforce and Professional Development for courses within the 2016-2017 catalog year.


Workforce and Professional Development: Added 3 new courses to increase variety to the professional development course offerings and to supplement existing courses:

- BSF0400 Certificate in Digital Media Marketing
- BSF0401 Foundations of Digital Media Marketing
- PRJ0101 Project Management Fundamentals

January 17, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Lease Agreements between St. Petersburg College and Congressman-Elect Charlie Crist for the lease of office space on college property.

Authorization is requested to allow the President to act on behalf of the Board of Trustees to enter into lease agreement(s) with Congressman-Elect Charlie Crist, incoming member of the U.S. House of Representatives. This authorization also includes authority for the President to enter into any renewals of those lease(s) under the same or similar terms and conditions.

The college has been in communication with Congressman-Elect Charlie Crist regarding the leasing of space at the college for his district office(s). Discussions have centered on the Seminole and Midtown locations. Once finalized, the terms of the leases(s) will be consistent with those previously contracted with Congressmen Bilirakis and Jolly. The Board is asked to authorize the President to act on its behalf to execute these contracts, once the details are finalized with the Congressional Leasing Office in Washington, D.C., and to authorize the President to enter into any renewals of the foregoing lease(s) under the same or similar terms. A template of the proposed lease is attached for your review.

Details of the agreements will be provided to the Board as part of a quarterly summary once they are executed.

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

Attachment

District Office Lease – Instructions

NO LEASE OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term for a District Office Lease for the 115th Congress may not commence prior to January 3, 2017.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 115th Congress, leases should end on January 2, 2019, not December 31, 2018.

- A. The preamble has three blank lines to be filled in: (1) Landlord's name; (2) Landlord's address; and (3) Member/Member-Elect's name.
- B. Section 1 has three blank lines to be filled in: (1) square footage of the leased office (optional); (2) street address of the leased office; and (3) city, state and ZIP code of the leased office.
- C. Section 2 confirms that all amenities identified in the District Office Lease Attachment accompanying the Lease are to be provided by Lessor.
- D. Section 3 has two blank lines to be filled in: (1) date lease begins (must be on or after January 3, 2017); and (2) date lease ends (must be on or before January 2, 2019).
- E. Section 4 has one blank line for the monthly rent amount (write "zero" if no rent is to be paid).
- F. Section 5 has one blank line – the number of days' notice required for either party to terminate the lease before the end of the term. A standard period is 30 days, but any figure is acceptable. If the lease may not be terminated early, enter "N/A" in this blank.
- G. Sections 1–9, other than filling in the blanks, may not be altered or deleted.
- H. Section 11 has space provided to list any additional lease provisions.
- I. Prior to either party signing a lease, the Member/Member-Elect must submit the proposed lease, accompanied by a copy of the District Office Lease Attachment for the 115th Congress, to the Administrative Counsel for review and approval. If the proposed terms and conditions of the lease are determined to be in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the signing of the lease. Please submit the proposed lease and District Office Lease Attachment either by e-mail in PDF form (leases@mail.house.gov) or fax (202-225-6999).
- J. **The Member/Member-Elect is required to personally sign the documents. A signed and dated District Office Lease Attachment must accompany this lease.** Once signed by both parties, the Lease and the District Office Lease Attachment must be submitted to the Administrative Counsel for final approval. They may be sent by email in PDF form or faxed to 202-225-6999.
- K. If approved, Administrative Counsel will send the forms to Finance so that payment can begin. If there are errors on the form, the Member office will be contacted and required to correct them.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 3 – 115th Congress)

Pursuant to 2 U.S.C.A. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, _____

(Landlord's name)

(Landlord's street address, city, state, ZIP code)

("Lessor"), and _____, a Member/Member-Elect of the U.S. House of Representatives ("Lessee"), agree as follows:

- 1. Location.** Lessor shall lease to Lessee _____ square feet of office space located at _____
(Office street address)
in the city, state and ZIP code of _____.
(Office city, state and ZIP)
- 2. Lease Amenities.** Lessee shall be entitled to receive and Lessor shall be required to provide the amenities selected in Section A of the District Office Lease Attachment ("Attachment") accompanying this Lease.
- 3. Term.** Lessee shall have and hold the leased premises for the period beginning _____, 20____ and ending _____, 20____. The term of this District Office Lease ("Lease") may not exceed two (2) years and may not extend beyond January 2, 2019, which is the end of the constitutional term of the Congress to which the Member is elected.
- 4. Rent.** The monthly rent shall be \$ _____, and is payable in arrears on or before the last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.
- 5. Early Termination.** This Lease may be terminated by either party giving _____ days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
- 6. Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives (the "CAO") on behalf of the Lessee.
- 7. District Office Lease Attachment for 115th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 115th Congress.
- 8. Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
- 9. Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

Save Form

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 2 of 3 – 115th Congress)

10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

[Signature page follows.]

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 3 of 3 – 115th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

Print Name of Lessor/Landlord/Company

Print Name of Lessee

By: _____
Lessor Signature

Lessee Signature

Name:
Title:

Date

Date

[Save Form](#)

[Print Form](#)

This District Office Lease must be accompanied with an executed District Office Lease Attachment.

District Office Lease Attachment- Instructions

The District Office Lease Attachment must accompany *every* Lease or District Office Lease Amendment that is submitted for a Member/Member-Elect's District Office.

NO LEASE, AMENDMENT OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE ADMINISTRATIVE COUNSEL.

The term of a District Office Lease or Amendment for the 115th Congress may not commence prior to January 3, 2017.

Members should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 115th Congress, leases should end on January 2, 2019, not December 31, 2018.

A few things to keep in mind:

- A. The Member/Member-Elect is required to personally sign the documents.
- B. The Member/Member-Elect must indicate in Section A ("Lease Amenities") of the Attachment whether the proposed leased space will serve as a flagship district office.
- C. The Lessor must complete the amenities checklist in Section A ("Lease Amenities"), unless the checkbox at the top of the amenities checklist is marked to indicate that amenities are listed elsewhere in the Lease.
- D. Broadband/cable availability can be confirmed by visiting www.broadbandmap.gov and entering the address of the proposed leased space.
- E. Section B ("Additional Terms and Conditions") of the Attachment **SHALL NOT** have any provisions deleted or changed.
- F. Even if rent is zero, an Attachment is still required.
- G. Prior to either party signing a Lease or Amendment, the Member/Member-Elect must submit the proposed Lease or Amendment, accompanied by a copy of the Attachment, to the Administrative Counsel for review and approval. If the Administrative Counsel determines that the proposed terms and conditions of the Lease or Amendment are in compliance with applicable law and House Rules and Regulations, the Administrative Counsel will notify the Member/Member-Elect that (s)he may proceed with the execution of the Lease or Amendment. Please submit the proposed Lease or Amendment and Attachment either by e-mail in PDF form (leases@mail.house.gov) or by fax (202-225-6999).
- H. Once signed by both parties, the Lease or Amendment and the Attachment must be submitted to the Administrative Counsel for final approval. The Attachment should be submitted at the same time the Lease or Amendment is sent to the Administrative Counsel. They may be sent by email in PDF form or faxed to (202-225-6999).
- I. Without a properly signed and submitted Attachment, the Lease or Amendment cannot be approved and payments will not be made. The parties agree that any charges for default, early termination or cancellation of the Lease or Amendment which result from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and are not reimbursable from the Member's Representational Allowance.
- J. Lessor shall provide a copy of any assignment, estoppel certificate, notice of a bankruptcy or foreclosure, or notice of a sale or transfer of the leased premises to the Administrative Counsel by e-mail in PDF form (leases@mail.house.gov).

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment

(Page 2 of 5 – 115th Congress)

SECTION B
(Additional Terms and Conditions)

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the “House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the “CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing the last page of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a)

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.*

District Office Lease Attachment

(Page 3 of 5 – 115th Congress)

terminate the Lease by giving thirty (30) days' prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee's successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 115th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Levi Matthews, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall not have the right to assign (by operation of law or otherwise) any of its rights, interests and obligations under the Lease, in whole or in part, without providing thirty (30) days prior written notice to Lessee, and any such purported assignment without such notice shall be void. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, O'Neill Federal Building, Suite 3220, Attn: Levi Matthews, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at leases@mail.house.gov.

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.*

U.S. House of Representatives
Washington, D.C. 20515

District Office Lease Attachment

(Page 4 of 5 – 115th Congress)

15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.
17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.*

District Office Lease Attachment

(Page 5 of 5 – 115th Congress)

- 25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
- 26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
- 27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.
- 28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
- 29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

_____ <i>Print Name of Lessor/Landlord</i>	_____ <i>Print Name of Lessee</i>
By: _____ <i>Lessor Signature</i> Name: Title: _____	_____ <i>Lessee Signature</i> _____
<i>Date</i>	<i>Date</i>

From the Member's Office, who is the point of contact for questions?		
Name _____	Phone (____) _____	E-mail _____@mail.house.gov

This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____, 20____.
(Administrative Counsel)

*Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.
Copies may also be faxed to 202-225-6999.*

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January 17, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: National Science Foundation – Louis Stokes Alliances for Minority Participation Bridge to the Baccalaureate Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the National Science Foundation for the Louis Stokes Alliances for Minority Participation (LSAMP) Bridge to the Baccalaureate funding opportunity. Permission is also sought to accept an estimated \$1,498,555 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The proposed LSAMP Bridge to the Baccalaureate (B2B) program, the *Tampa Bay Bridge to the Baccalaureate (TB-B2B)* Alliance, represents a strategic regional partnership of educational institutions and innovative academic supports that will significantly increase the number of underrepresented minority (URM) students transferring to baccalaureate degrees in Science, Engineering, Technology, and Math (STEM). Led by SPC, TB-B2B will include Hillsborough Community College, State College of Florida Manatee-Sarasota, and the University of South Florida System. TB-B2B builds on partnerships and program supports established through the FUSE program, which provides dedicated student advising, peer connections, and defined articulations between SPC, other regional Florida College System partners and USF baccalaureate programs, guaranteeing admission to selected programs for qualifying community college students. TB-B2B will develop an educational pipeline that engages URM students from elementary and secondary school through post-secondary enrollment, associate degree attainment, and transfer to a STEM baccalaureate program. Program success will be met through the following goals: 1) Increase the number of URM students enrolling in STEM programs of study; 2) Increase URM student retention, persistence, and completion in STEM programs of study; 3) Increase URM student math literacy using evidence-based academic supports; and 4) Increase the number of URM students matriculating into STEM Baccalaureate degree programs. TB-B2B will significantly enhance outcomes for URM students and promote greater diversity in both STEM academic degree programs and the STEM workforce.

The estimated period of performance will be from October 1, 2017 through September 30, 2020. The total project budget is approximately \$1,498,555, of which the College anticipates receiving \$783,046 over the three-year period. See attached Information Summary for details.

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services; Natavia Middleton, Interim Dean, Natural Sciences; and Suzanne L. Gardner, General Counsel; recommend approval.

Attachment
jm1215161

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

Date of BOT Meeting: January 17, 2017

Funding Agency or Organization: National Science Foundation

Name of Competition/Project: Louis Stokes Alliances for Minority Participation: Bridge to the Baccalaureate Grant

SPC Application or Sub-Contract: SPC Application

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

Administrator: Jesse Coraggio

Manager: TBD

Focus of Proposal:

The goal of the *Tampa Bay Bridge to the Baccalaureate (TB-B2B)* program is to significantly increase the number of underrepresented minority students transferring to four-year baccalaureate programs in Science, Technology, Engineering, and Math (STEM) across the Tampa Bay region. Leveraging existing connections through the University of South Florida's FUSE program, the *TB-B2B* project will accomplish this goal through the following activities: 1) Targeting STEM outreach to incoming and current students at each Alliance institution to increase enrollment in STEM areas of student; 2) Providing STEM outreach and engagement activities to secondary/pre-college students and non-traditional students such as veterans and adult learners; 3) Establishing STEM learning communities at each Alliance institution to offer targeted advising, faculty mentorship, and peer connections; 3) Providing experiential learning through undergraduate research and career exploration, as well as internships with faculty and local, national, and regional labs; 4) Creating an Alliance-wide activities and virtual network; 5) Improving STEM instruction through faculty professional development and best practices; 6) Providing adaptive learning technology and summer bridge programming to improve success in gateway mathematics courses; 7) Promoting transfer to STEM baccalaureate programs at SPC and Alliance institutions, at USF through FUSE and non-FUSE articulations, and at other four-year institutions through developed articulation agreements. Faculty and administrators from each of the partner institutions will work collaboratively with local school districts, STEM industry representatives, and other educational institutions to ensure underrepresented minority students have the support and engagement necessary to successfully pursue and complete a baccalaureate education in STEM.

With a baseline of 425 URM students across all Alliance institutions transferring to 4-year STEM programs in 2015-2016, the program seeks to increase transfers by 50% over the three year grant period, transferring a total of 212 additional students into a STEM baccalaureate program.

Budget for Proposal:

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

Personnel	\$ 282,342
Fringe Benefits	\$ 95,211
Travel	\$ 12,000
Participant Support Costs	\$ 58,500
Materials and Supplies	\$ 9,000
Marketing and Outreach	\$ 21,725
Subawards	\$ 715,509
Other (Evaluator)	\$ 149,826
<u>Indirect Costs</u>	<u>\$ 154,442</u>
Total Budget	\$ 1,498,555

Funding:

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

\$ 1,498,555

Total amount from funder:

\$ 1,498,555

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. Diversity
2. Academic Excellence
3. Partnerships

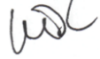
Strategic Initiative(s):

1. Classroom Experience
2. Engagement Beyond the Classroom
3. Strategic Enrollment Growth

January 17, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Substance Abuse and Mental Health Services Administration—Garrett Lee Smith Campus Suicide Prevention Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the Substance Abuse and Mental Health Services Administration for the Garrett Lee Smith Campus Suicide Prevention Grant funding opportunity. Permission is also sought to accept an estimated \$250,619 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The purpose of the Garrett Lee Smith (GLS) Campus Suicide Prevention program is to facilitate a comprehensive approach to assisting colleges in preventing student suicide attempts and deaths by suicide. Known locally as *Project CALM (Crisis Awareness Leading to improved Mental Health)*, SPC's mission is to build a community mental health infrastructure and improve awareness and recognition of suicide risks to ensure that faculty, staff, and the student body have a clear understanding of what resources are available and who to turn to in the event of a mental health crisis. This will be accomplished by 1) Establishing a systematic infrastructure of SPC's mental health community referral and on-campus network through existing and new partners; 2) developing a Suicide Prevention Plan and Crisis Response Protocol, including expansion of the Crisis Response Team; 3) providing suicide awareness and mental health wellness education and activities and 4) offering a tiered system training for faculty, staff, and students on identifying suicide risks, suicide prevention, and mental health promotion; and 5) partnering with community mental health agencies to ensure a robust network of providers and referral sources for students, targeting high-risk populations such as LGBT, veterans, American Indian/Alaskan Native and those with disabilities.

The estimated period of performance will be from September 30, 2017 through September 29, 2020. The total project budget is approximately \$501,571, of which the College anticipates receiving 250,619 in funding with a match of \$250,952 over the three-year period. See attached Information Summary for additional information.

Tonjua Williams, Senior Vice President, Instruction and Academic Programs; Eric Carver, Provost, Health Education Center, and Suzanne L. Gardner, General Counsel, recommend approval.

Attachment
jm1215161

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

Date of BOT Meeting:	January 17, 2017
Funding Agency or Organization:	Substance Abuse and Mental Health Services Administration
Name of Competition/Project:	Garrett Lee Smith Campus Suicide Prevention Grant— <i>Project CALM</i>
SPC Application or Sub-Contract:	SPC Application
Grant/Contract Time Period:	Start: 9/30/17 End: 9/29/20
Administrator:	Dr. Tonjua Williams
Manager:	Dr. Eric Carver

Focus of Proposal: SPC represents over 57,000 credit seeking students and 3,800 faculty and staff; yet, no formal crisis response protocols or on-campus mental health services are in place for students, and faculty and staff indicate little knowledge of how or when to help a student in need. To bridge this service gap, *Project CALM* will employ a Project Task Force made up of key representatives from the Health Education Center, Veterans Services, Accessibility Services, Faculty, Human Resources, and Student Services to work in tandem with a Community Advisory Board of mental health organizations and partners focused on key at-risk populations such as veterans and LGBT students. *Project CALM* will seek to reduce suicide risk and improve mental health awareness through the following activities: 1) Establish a systematic infrastructure of SPC's mental health community referral and on-campus network through existing and new partners; 2) develop a Suicide Prevention Plan and Crisis Response Protocol, including expansion of the Crisis Response Team; 3) provide suicide awareness and mental health wellness education and activities through recognition of National Suicide Prevention Day and Stress-Free Week activities for students during midterms and finals; distributing information and materials on mental health wellness and resources in classrooms and across College campuses, and distributing materials promoting the National Suicide Prevention Lifeline and local BayCare Student Assistance Plan Referral Hotline; 4) offer a tiered system of in-person and online Gatekeeper training for faculty, staff, and students on identifying suicide risks, suicide prevention, and mental health promotion; and 5) develop SPC-specific training modules for faculty and staff on local mental health resources. Over a period of three years, *Project CALM* will train approximately 1,100 faculty, staff, and students in suicide risk and prevention strategies and more than 500 faculty and staff on local and SPC mental health resources to increase student utilization of community mental health resources and referrals. Funding for this project will support a project coordinator and staff time, travel, educational materials, and student promotional items.

Budget for Proposal:

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

Personnel	\$ 114,651
Fringe Benefits	\$ 17,393
Travel	\$ 9,786
Materials and Supplies	\$ 16,500
Contracts (Training)	\$ 50,000
Other (Giveaway items)	\$ 19,505
<u>Indirect Costs</u>	<u>\$ 22,784</u>
Total Budget	\$ 250,619

Funding:

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

\$ 501,571

Total amount from funder:

\$ 250,619

Amount/value of match:

Cash:

In-kind: \$250,952 (*Unrealized Indirect Costs, Faculty and staff time, Student Life and Leadership, Collaborative Labs, Printing and Supplies,*)

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

Leveraged Resources

Negotiated indirect cost:

10% (*Unrealized Indirect of 23% used as match*)

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives, and Activities Addressed:

Values:


1. Partnerships
2. Student Focus
3. Diversity

Strategic Initiative(s):

1. Engagement Beyond the Classroom
2. Community Initiatives

January 17, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: **Change Order #1, project #186-V-11-9, Replacement of Chiller Plant, Allstate Center.**

Authorization is requested to approve Change Order #1 in the amount of \$26,483.57, project #186-V-11-9, Replacement of Chiller Plant, Allstate Center.


This Change Order #1 will establish baseline performance measures, prolong the life of the new equipment and the physical plant and will amend the Performance Contract Guaranteed Maximum Price (GMP) to \$2,883,509.57. This Change Order to the GMP will be funded from elsewhere in the project budget, thereby not affecting the overall project budget.

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

January 17, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Change Order #4, Final Accounting and Certificate of Final Inspection/Project Acceptance, Project # 1707-G-11-16, Construct Midtown Center, Jamerson Building, (Building 16)

Authorization is requested to approve Change Order #4, Final Accounting and the Certificate of Final Inspection/Project Acceptance, for Project # 1707-G-11-16, Construct Midtown Center, Jamerson Building, (Building 16).

This *Type I Large Construction Project (up to \$35 Million)* consists of a three-story classroom building with approximately 49,000 square feet.

The amended GMP for this project was \$12,938,226.00. This change order #4 is a credit of \$2,725.99. After deducting the portion of the project that was direct purchased by the college, \$3,241,415.43, the Final GMP is \$9,694,084.58. As a result of these direct purchases, the college achieved sales tax savings of \$199,411.66.

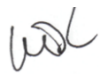
The Certificate of Final Inspection and Project Acceptance and Final Acceptance are presented today for your review and approval.

Brian Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; Dr. Kevin Gordon, Provost, Downtown/Midtown Center; and Ward Friszolowski, Executive Vice President and Chad Jones, Project Manager, Harvard Jolly Architecture, Inc., recommend approval.

January 17, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

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

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

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

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

The listing is by Purchase Order Number:

1. **P.O. #100522– Hillsborough Community College** – This is in the amount of **\$67,721.49** for college reach-out program expenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional services..." **Recommended** by Linda Hogans, Retention Services Executive Director, and approved by Tonjua Williams, Senior Vice President of Student Services.
2. **P.O. #100523– State College of Fl Manatee-Sarasota** – This is in the amount of **\$67,721.49** for college reach-out program expenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional services..." **Recommended** by Linda Hogans, Retention Services Executive Director, and approved by Tonjua Williams, Senior Vice President of Student Services.
3. **P.O. #100524– University of South Florida** – This is in the amount of **\$61,552.00** for college reach-out program expenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional services..." **Recommended** by Linda Hogans, Retention Services Executive Director, and approved by Tonjua Williams, Senior Vice President of Student Services.

4. **P.O. #100691– Pride Enterprises** – This is in the amount of **\$38,850.00** for SPC 2017-18 student handbook planner. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract pricing...” **Recommended** by Patrick Rinard, Associate Vice President, Enrollment Services, and approved by Tonjua Williams, Senior Vice President of Student Services.
5. **P.O. #100823– Command Corporation** – This is in the amount of **\$42,034.00** To replace existing AV equipment to continue to support MCTFT training. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information technology...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.
6. **P.O. #100838– Rescue Essentials** – This is in the amount of **\$38,388.00** For custom IFAK (improved first aid kit) packs for Florida National Guard tactical-medical course training. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational tests...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.
7. **P.O. #100880– Ratcliffe, Jeremy Hayward** – This is in the amount of **\$52,000.00** For SME to deliver four iterations of the 40 hour “Intelligence Led Policing” to be held between January and June 2017. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.
8. **P.O. #100896– Grey Horse LLC** – This is in the amount of **\$150,000.00** For course development, instruction, and related consulting services for countering transnational organized crime-counter narco-terrorism. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.
9. **P.O. #100930– Santiago, Ernesto Fernandez** – This is in the amount of **\$46,800.00** For presentation of up to 9 iterations of the 40-hour community policing classes in El Salvador between January and June 2017. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.

Change Orders listed in numeric order:

1. **P.O. #99613.1 – Hoteles Sa De Cv**– This change order is in the amount of **\$5,567.50** increase (new total is \$70,567.50). For training space for CPSI for additional course date Dec 12-16, 2016 of El Salvador based community policing training required per the DOS award. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Services and commodities...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.

2. **P.O. #100058.1 – Hoteles Sa De Cv**– This change order is in the amount of **\$5,567.50** increase (new total is \$78,567.50). For training space for CPSI for additional course date March 13-17, 2017 of El Salvador based community policing training required per the DOS award. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Services and commodities...” **Recommended** by Scott Fronrath, Provost, AC, and approved by Tonjua Williams, Senior Vice President of Student Services.

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

NA

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

All non-exempt purchases exceeding the Category Two threshold amount [\$35,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$325,000] as specified in Section 287.017, Florida Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies it has implemented a drug-free workplace program as specified in Section 287.087, Florida Statutes, shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

The following are exceptions to competitive solicitations:

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

also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

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


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

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

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

January 17, 2016

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Quarterly Report of Dell Financial agreements

Section B: Major Technology Contracts

1. Agreements with **Dell Financial Services, LLC** to lease a total of 347 computers; network infrastructure equipment for various sites; AV equipment and displays; and other computer equipment for use in various academic and administrative departments college wide. The leases, **entered into between September 16, 2016 and January 6, 2017** are for a period of 36 - 60 months. The cost to the College for these leases is expected to be approximately \$1,434,704.71. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$25,390.27. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$1,460,094.98. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2016-17 Budget on June 21, 2016. — Brian Miles