

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES June 20, 2017

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

REGULAR MEETING: 9:00 AM

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Ron Boyce (*Attending*)
 - 2. Dr. Linda Hogans (*Attending*)
 - 3. Lori Cragle (*Not Attending*)
- B. Recognitions/Announcements

III. COMMENTS

- A. Board Chair
 - Presidential Contract (*Action*)
- B. Board Members
- C. President
- D. Public Comment pursuant to §286.0105 FS

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of May 16, 2017 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

- A. STUDENT SUCCESS AND ACHIEVEMENT
 - 1. Spring 2017 Course Success Rates – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)
- B. BUDGET AND FINANCE
 - 1. Monthly Financial Report – Ms. Janette Hunt, Director, Budget and Compliance (*Presentation*)

2. Discussion and Adoption of 2017-2018 Operating Budget – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation/Action*)
3. Discussion and Adoption of Capital Budget - Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Presentation/Action*)
4. Auxiliary Enterprises – Ms. Amy Lockhart, Associate Vice President, Finance and Business Services (*Presentation*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Emergency Management Plan – Mr. Bill Grey, Director, Emergency Management (*Presentation*)

D. ACADEMIC MATTERS

1. Program Changes – Mr. Joseph Leopold, Dean, Communications (*Presentation/Action*)
2. Florida A&M University Articulation Agreement (*Action*)

VII. CONSENT AGENDA

A. OLD BUSINESS (**items previously considered but not finalized**)

B. NEW BUSINESS

1. Academic Matters
 - a. Credit Curriculum Changes (*Action*)
2. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Florida Department of Education – Tampa Bay Consortium College Reach Out Program (*Action*)
 - b. U.S. Department of Homeland Security: Federal Emergency Management Agency (FEMA) – Fire Prevention and Safety Program (*Action*)
3. OTHER
 - a. Baynard, McLeod and Lang, PA, Agreement for Legal Services (*Action*)
 - b. Accounts Receivable Write-Off (*Action*)

VIII. INFORMATIONAL REPORTS

A. JP Morgan Chase Global Philanthropy – Tampa Bay New Skills at Work

IX. PUBLIC ACCESS/UNAGENDAED ITEMS

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

XI. PRESIDENT’S REPORT

XII. NEXT MEETING DATE AND SITE

August 15, 2017, Epi Center - Annual Organizational Meeting

XIII. ADJOURNMENT

ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)

The purpose of the meeting is to provide highlights of the 2016-17 school year and to ask the governing board to approve the proposed budget for the 2017-18 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 20, 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: June 9, 2017

Spring 2017 Course Success Rates

*Board of Trustees Meeting
June 20, 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
Spring 2015	90,465	76.3%
Spring 2016	87,543	77.3%
Spring 2017	82,322	78.3%

Note: Excludes Pass/Fail Grading basis courses and audits

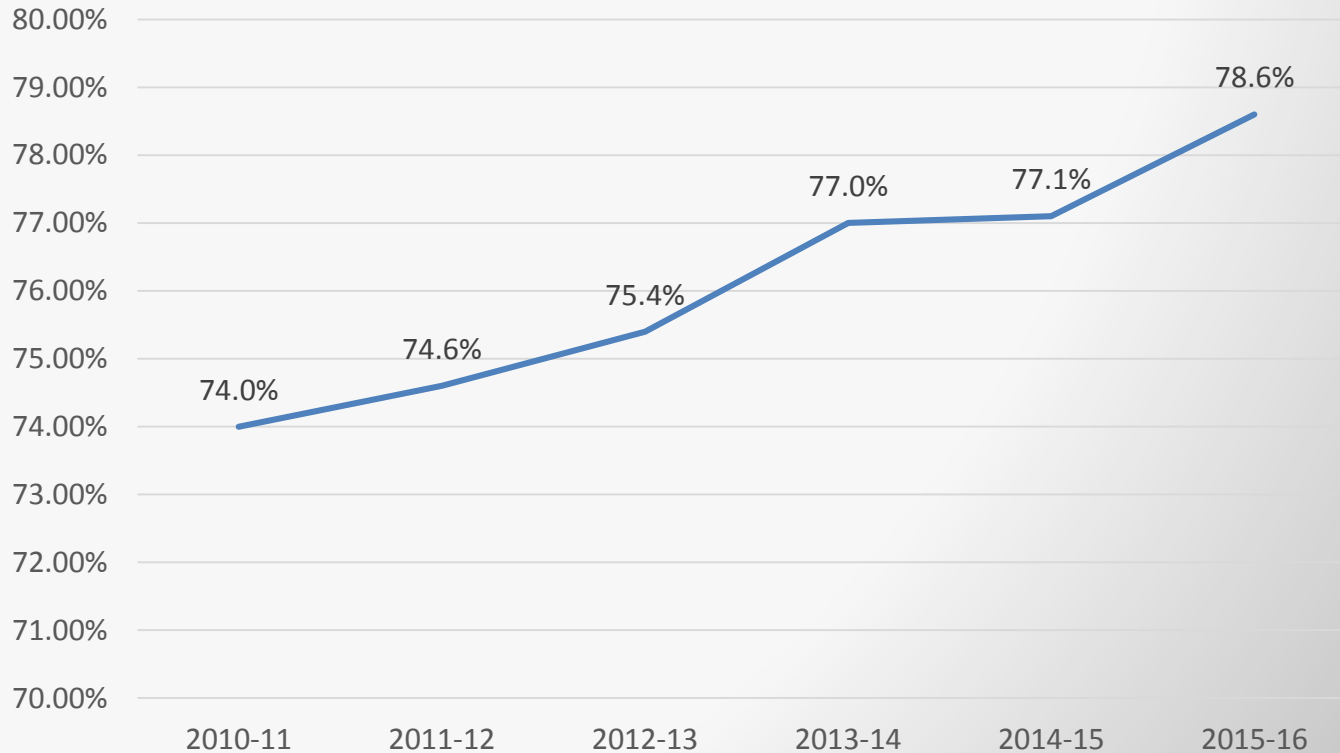
Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Course Success Rates

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted June 11, 2017.



Overall College Success Rates



Note: Excludes Pass/Fail Grading basis courses and audits

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

Course Success Rates Trend

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted June 12, 2017.



	Spring 2015	Spring 2016	Spring 2017	Two Year Diff	One Year Diff
All Students	76.3%	77.3%	78.3%	2.0%	1.0%
Gender					
<i>Male</i>	73.8%	75.2%	76.5%	2.7%	1.3%
<i>Female</i>	78.0%	78.7%	79.4%	1.4%	0.7%
Ethnicity					
<i>Black/African American</i>	62.5%	65.4%	67.4%	4.9%	2.0%
<i>Hispanic/Latino</i>	74.9%	75.4%	76.5%	1.6%	1.1%
White	79.0%	79.8%	80.6%	1.6%	0.8%
Male/Ethnicity					
<i>Black/African American Male</i>	59.5%	63.2%	66.4%	6.9%	3.2%
<i>Hispanic/Latino Male</i>	72.4%	72.5%	75.2%	2.8%	2.7%
<i>White Male</i>	76.3%	77.5%	78.4%	2.1%	0.9%

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

Overall Student Comparison

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted June 12, 2017.

	Spring 2015	Spring 2016	Spring 2017	Two Year Diff	One Year Diff
FTIC Students	62.8%	64.6%	63.3%	0.5%	-1.3%
Gender					
<i>Male</i>	57.6%	61.7%	58.3%	0.7%	-3.4%
<i>Female</i>	68.4%	67.2%	67.3%	-1.1%	0.1%
Ethnicity					
<i>Black/African American</i>	50.3%	58.8%	49.0%	-1.3%	-9.8%
<i>Hispanic/Latino</i>	65.4%	61.5%	65.5%	0.1%	4.0%
White	66.5%	67.7%	66.9%	0.4%	-0.8%
Male/Ethnicity					
<i>Black/African American Male</i>	40.6%	57.9%	47.5%	6.9%	-10.4%
<i>Hispanic/Latino Male</i>	61.0%	52.6%	58.6%	-2.4%	6.0%
<i>White Male</i>	62.1%	65.1%	59.8%	-2.3%	-5.3%

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 June 11, 2017.

	Spring 2016	Spring 2017	Diff
FTIC Students	65.3%	62.2%	-3.1%
Gender			
<i>Male</i>	65.8%	58.2%	-7.6%
<i>Female</i>	64.5%	64.7%	0.2%
Ethnicity			
<i>Black/African American</i>	64.8%	50.3%	-14.5%
<i>Hispanic/Latino</i>	52.7%	64.0%	11.3%
White	68.2%	66.8%	-1.4%
Male/Ethnicity			
<i>Black/African American Male</i>	71.4%	51.1%	-20.3%
<i>Hispanic/Latino Male</i>	44.4%	60.0%	15.6%
<i>White Male</i>	68.3%	60.0%	-8.3%

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 June 12, 2017.

	Spring 2016	Spring 2017	Diff
FTIC Students	62.2%	63.5%	1.3%
Gender			
<i>Male</i>	58.7%	58.1%	-0.6%
<i>Female</i>	65.5%	68.2%	2.7%
Ethnicity			
<i>Black/African American</i>	57.0%	49.8%	-7.2%
<i>Hispanic/Latino</i>	58.2%	65.1%	6.9%
White	65.8%	67.1%	1.3%
Male/Ethnicity			
<i>Black/African American Male</i>	50.4%	50.0%	-0.4%
<i>Hispanic/Latino Male</i>	51.4%	56.8%	5.4%
<i>White Male</i>	63.8%	59.8%	-4.0%

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 June 12, 2017.

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

Flexible placement

MATH

Recommended

Developmental education

41%

*Success Rate



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

Enrolled in college level course
MAT1033

Flexible placement

READING

Recommended

Developmental education

56%

*Success Rate



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

Enrolled in college level course
ENC1101

Flexible placement

WRITING

Recommended

Developmental education

53%

*Success Rate



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

Enrolled in college level course
ENC1101

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

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- 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

Courses	All FTIC Students	Likely College Ready	Dev Ed Recommend	Dev Ed Strongly Recommend
Math Recommendations				
MAT 1033 and MAT 1100	55.4%	60.4% (111)	41.7% (60)	48.0% (75)
Developmental Ed Courses	61.4%	50.0% (8)	61.5% (39)	41.2% (34)
Writing Recommendations				
ENC 1101	61.5%	61.6% (190)	50.0% (62)	50.0% (78)
Developmental Ed Courses	60.0%	80.0% (5)	52.6% (19)	50.0% (18)
Reading Recommendations				
ENC 1101	61.5%	61.1% (167)	54.7% (75)	50.0% (88)
Developmental Ed Courses	66.7%	100.0% (3)	87.5% (8)	26.7% (15)

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 June 12, 2017.

- The overall college has increased 1.0% this Spring and 4.6% since 2010-11.
- FTIC students had a 1.3% decrease this last Spring.
- FTIC students had a 3.1% decrease in Developmental Education Course Success Rates (Hispanic Male students were the exception, +11.3%).
- FTIC students had a 1.3% increase in Gateway Course Success Rates (Hispanic Male students led the way, +6.9%).
- In most cases, Flex Placement Students perform better when taking the college recommended Dev Ed course.

Noteworthy Observations

- Review prediction model where Dev Ed Strongly recommended students performed higher in gateway courses than Dev Ed Courses.
- Review withdrawal pattern of high enrollment, low success rate courses. Identify ways to proactively “nudge” students to out-of-classroom support.
- Review modality and course differences across courses for various demographic groups.
- Provide personalized communication to African American male students.

Next Steps



Questions?



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

Janette Hunt
June 20, 2017

Report as of May 31, 2017

	Budget	Actual	% of YTD	YOY
Revenue				
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 52,639,709	93.1%	-5.4%
State Appropriation - CCPF	\$ 51,695,712	\$ 47,647,240	92.2%	0.2%
State Appropriation - Lottery	\$ 16,693,508	\$ 13,354,808	80.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 3,348,375	91.7%	0.4%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,908,746	104.1%	11.5%
Distance Learning Fee	\$ 3,814,485	\$ 3,643,342	95.5%	-4.3%
Technology Fee	\$ 2,818,596	\$ 3,026,500	107.4%	12.4%
Lab Revenue Fees	\$ 1,714,401	\$ 1,918,498	111.9%	-0.9%
Industry Certifications	\$ 150,000	\$ 595,908	397.3%	176.3%
Other Revenues	\$ 5,397,200	\$ 4,608,597	85.4%	-6.2%
Other Student Fees	\$ 1,622,007	\$ 795,568	49.0%	-11.7%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	-10.6%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	0.0%
Total Revenue	\$ 154,102,961	\$ 136,624,944	88.7%	-2.2%

Report as of May 31, 2017

	Budget	Actual	% of YTD	YOY
Personnel & Benefits				
Instructional/Faculty-Full time	\$ 28,899,727	\$ 25,607,042	88.6%	-4.8%
Administrative	\$ 10,275,180	\$ 8,820,527	85.8%	-13.5%
Career (Non-Instructional)	\$ 21,729,661	\$ 17,987,235	82.8%	-0.9%
Professional	\$ 15,874,846	\$ 13,882,994	87.5%	8.3%
Adjunct/Supplemental	\$ 14,341,325	\$ 13,288,900	92.7%	-4.3%
Other Professional OPS	\$ 766,481	\$ 191,462	25.0%	-0.5%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 2,239,623	91.0%	-16.9%
Student Assistants	\$ 428,000	\$ 272,607	63.7%	-18.4%
Health Insurance	\$ 11,854,547	\$ 13,715,606	115.7%	11.1%
Other Personnel Benefits	\$ 11,700,854	\$ 11,589,610	99.0%	0.0%
Total Personnel & Benefits	\$ 118,330,460	\$ 107,595,604	90.9%	-1.1%
Current Expense				
Total Current Expense	\$ 32,341,920	\$ 24,294,033	75.1%	-5.6%
Capital				
Total Capital	\$ 3,430,581	\$ 2,048,918	59.7%	-7.4%
Total Operating	\$ 154,102,961	\$ 133,938,555	86.9%	-2.2%
Revenue over Expense	\$ -	\$ 2,686,389		

Questions?



Fiscal Year 2017 – 2018 Budget Update

Brian Miles
June 20, 2017

Agenda

- FY17/18 Operating Budget Recap
- Operating Budget Reduction Plan
 - Guiding Principles
 - Phases
 - Communication Plan
 - Recommendations
 - Request Approval
- Other Fund Budgets
 - Student Activities
 - Auxiliary
 - Scholarships
- Capital Outlay Budget – Request Approval
- Address Follow Up Questions
 - Costs per Student
 - Auxiliary Services



FY17/18 Budget Recap

Revenue	FY16-17	FY17-18	YOY
	Budget	Budget	Change
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 50,887,002	\$ (5,673,514)
State Appropriation - FCS	\$ 51,695,712	\$ 53,398,581	\$ 1,702,869
State Appropriation - Lottery	\$ 16,693,508	\$ 14,231,049	\$ (2,462,459)
Performance Funding	\$ 3,652,774	\$ 3,652,774	\$ -
Operating Cost for New Facilities	\$ 128,429	\$ -	\$ (128,429)
Learning Support Access Fee	\$ 1,834,042	\$ 1,639,890	\$ (194,152)
Distance Learning Fee	\$ 3,814,485	\$ 3,526,830	\$ (287,655)
Technology Fee	\$ 2,818,596	\$ 2,508,569	\$ (310,027)
Lab Revenue Fees	\$ 1,714,401	\$ 1,592,067	\$ (122,334)
Other Student Fees	\$ 1,622,007	\$ 1,092,361	\$ (529,646)
Industry Certifications	\$ 150,000	\$ 150,000	\$ -
Other Revenues	\$ 5,397,200	\$ 5,000,241	\$ (396,959)
Fund Transfers In	\$ 3,556,839	\$ 3,690,662	\$ 133,823
Stabilization Reserve	\$ 2,173,009	\$ 1,500,000	\$ (673,009)
One-Time Non-Recurring Funds	\$ 2,291,443	\$ 325,000	\$ (1,966,443)
Total Revenues	\$ 154,102,961	\$ 143,195,026	\$ (10,907,935)

FY17/18 Budget Recap

Operating Costs			
Personnel & Benefits			
Instructional/Faculty-Full Time	\$ 28,899,727	\$ 27,979,658	\$ (920,069)
Administrative	\$ 10,275,180	\$ 9,163,236	\$ (1,111,944)
Career (Non-Instructional)	\$ 21,729,661	\$ 20,139,448	\$ (1,590,213)
Professional	\$ 15,874,846	\$ 16,214,186	\$ 339,340
Adjunct/Supplemental	\$ 14,341,325	\$ 13,549,064	\$ (792,261)
Non-Instructional OPS and Overtime	\$ 2,459,839	\$ 2,254,454	\$ (205,385)
Other Professional OPS	\$ 766,481	\$ 739,295	\$ (27,186)
Student Assistants	\$ 428,000	\$ 428,000	\$ -
Health Insurance	\$ 11,854,547	\$ 15,347,587	\$ 3,493,040
Other Personnel Benefits	\$ 11,700,854	\$ 11,613,950	\$ (86,904)
Total Personnel & Benefits	\$ 118,330,460	\$ 117,428,878	\$ (901,582)
Current Expense			
Total Current Expense	\$ 32,341,920	\$ 29,200,688	\$ (3,141,232)
Capital Spending			
Total Capital Spending	\$ 3,430,581	\$ 2,828,480	\$ (602,101)
Total Operating Costs	\$ 154,102,961	\$ 149,458,046	\$ (4,644,915)
Total Remaining Funds	\$ -	\$ (6,263,020)	\$ (6,263,020)

Guiding Principles

- Never compromise on the primary objective of the efficacious education of our students.
- In conjunction with faculty, work to maintain SPC's excellent standing.
- Make budget decisions with a view toward optimization and reducing redundancy, without reducing quality of service.
- Allocate budget College-wide according to demonstrated positive effects on enrollment.
- By improving SPC's value proposition, enrollment will increase.

Budget Plan



Phase One

\$6.2M Reduction

\$2.4M Personnel Salaries

\$748K OPS Positions

\$1.8M Operating Expenses

\$959K Increased Revenue

Balance Budget

Phase Two

Enrollment Plan



Review College Structure



Increase Facility Rental & Partnerships



Student Software Audit



Review Consulting Services



Information Technology Purchase/Lease Review

Phase Three

Review Building Footprint

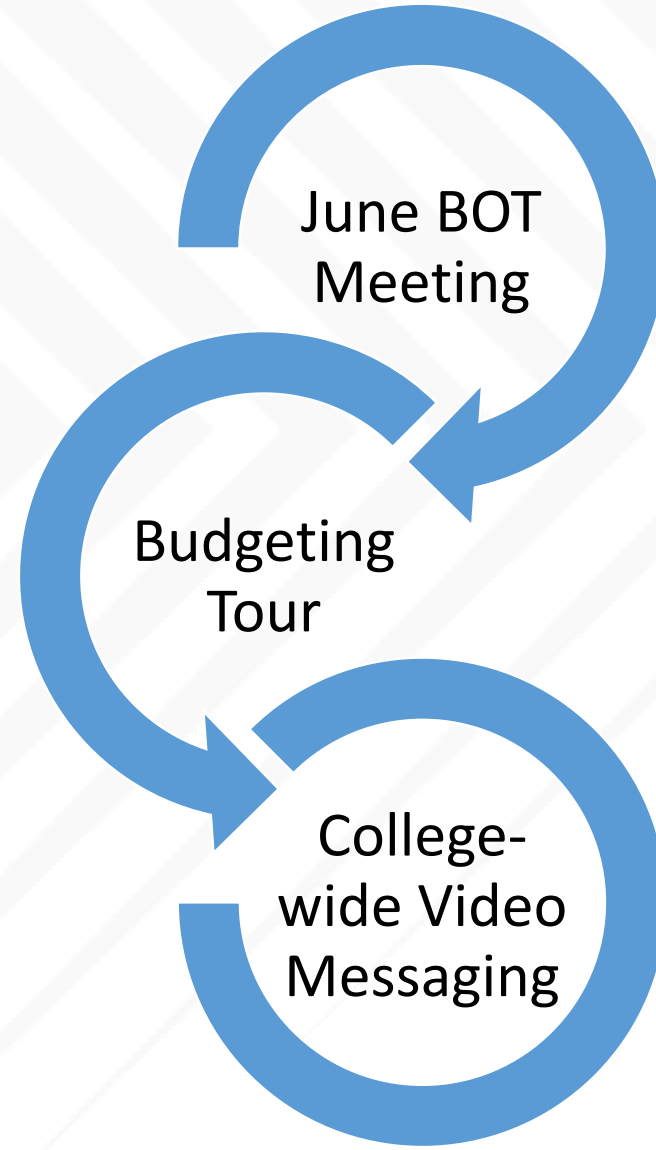


Increase International Students



Hire Faculty at 15-15-0

Communication Plan



FY17/18 Proposed Budget

Revenue	FY16-17	FY17-18*	YOY
	Budget	Budget	Change
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 50,887,002	\$ (5,673,514)
State Appropriation - FCS	\$ 51,695,712	\$ 53,548,581	\$ 1,852,869
State Appropriation - Lottery	\$ 16,693,508	\$ 14,231,049	\$ (2,462,459)
Performance Funding	\$ 3,652,774	\$ 3,652,774	\$ -
Operating Cost for New Facilities	\$ 128,429	\$ -	\$ (128,429)
Learning Support Access Fee	\$ 1,834,042	\$ 1,639,890	\$ (194,152)
Distance Learning Fee	\$ 3,814,485	\$ 3,526,830	\$ (287,655)
Technology Fee	\$ 2,818,596	\$ 2,508,569	\$ (310,027)
Lab Revenue Fees	\$ 1,714,401	\$ 1,592,067	\$ (122,334)
Other Student Fees	\$ 1,622,007	\$ 1,092,361	\$ (529,646)
Industry Certifications	\$ 150,000	\$ 500,000	\$ 350,000
Other Revenues	\$ 5,397,200	\$ 5,609,289	\$ 212,089
Fund Transfers In	\$ 3,556,839	\$ 3,782,619	\$ 225,780
Stabilization Reserve	\$ 2,173,009	\$ 1,500,000	\$ (673,009)
One-Time Non-Recurring Funds	\$ 2,291,443	\$ 325,000	\$ (1,966,443)
Total Revenues	\$ 154,102,961	\$ 144,396,031	\$ (9,706,930)

FY17/18 Proposed Budget

Operating Costs				
Personnel & Benefits				
Instructional/Faculty-Full Time	\$ 28,899,727	\$ 26,968,642	\$ (1,931,085)	
Administrative	\$ 10,275,180	\$ 8,822,466	\$ (1,452,714)	
Career (Non-Instructional)	\$ 21,729,661	\$ 19,843,520	\$ (1,886,141)	
Professional	\$ 15,874,846	\$ 15,612,480	\$ (262,366)	
Adjunct/Supplemental	\$ 14,341,325	\$ 13,549,064	\$ (792,261)	
Non-Instructional OPS and Overtime	\$ 2,459,839	\$ 1,745,962	\$ (713,877)	
Other Professional OPS	\$ 766,481	\$ 554,471	\$ (212,010)	
Student Assistants	\$ 428,000	\$ 428,000	\$ -	
Health Insurance	\$ 11,854,547	\$ 15,186,572	\$ 3,332,025	
Other Personnel Benefits	\$ 11,700,854	\$ 11,275,643	\$ (425,211)	
Total Personnel & Benefits	\$ 118,330,460	\$ 113,986,821	\$ (4,343,639)	
Current Expense				
Total Current Expense	\$ 32,341,920	\$ 27,641,846	\$ (4,700,074)	
Capital Spending				
Total Capital Spending	\$ 3,430,581	\$ 2,767,364	\$ (663,217)	
Total Operating Costs	\$ 154,102,961	\$ 144,396,031	\$ (9,706,930)	
Total Remaining Funds	\$ -	\$ -	\$ -	

Fiscal Year 2017 – 2018

Other Fund Budgets

FY2017-18 Student Activities Budget

\$4.3 M Funding Available (Student Act. Fee \$7.63 LD; \$9.18 UD)

\$1.1M SGA Discretionary Budget

\$1.1M Athletics Budget

\$2.1M Campus-Based Student
Support Services and Activities

\$0 Surplus/Deficit

FY2017-18 Auxiliary Fund

Revenues:	
Bookstore Commissions	\$ 2,095,911
Bookstore Textbook Credit Contribution	\$ 276,000
Food Services/Vending Commissions	\$ 128,454
Royalties-Ethics Textbook	\$ 55,000
Royalties-Excess Bandwidth	\$ 408,000
Pay For Print Sales	\$ 87,600
Seminole Library Rentals	\$ 43,000
Ground Tower Lease	\$ 43,496
Verizon Tower Lease	\$ 12,000
Law Enforcement Applicant Screening	\$ 5,000
Interest	\$ 27,000
Student Success Reserves	\$ 708,000
Royalties-Ethics Textbook Reserves	\$ 242,820
Total Revenues	\$ 4,132,281

Expenses:	
Auxiliary Services Administrative Costs	\$ 137,193
Computer & Equipment Leases	\$ 86,923
Materials, supplies, misc. services	\$ 16,547
Total Expenses	\$ 240,662
Transfers Out to Other Funds:	
Operating Budget Fund	\$ 3,256,619
Scholarship Fund Mac J Williams	\$ 5,000
Textbook Bookstore Credits	\$ 526,000
International Scholarships	\$ 104,000
Total Transfers Out to Other Funds	\$ 3,891,619
Total Expenses & Transfers	\$ 4,132,281
Excess of Revenues Over Expenses & Transfers	\$ -

FY2017-18 Auxiliary Fund

\$3.8 M Transfer In Operating Fund

\$105K Senior Citizen Waivers

\$230K Student Assistants

\$526K Student Textbook Credits

\$304K Enrollment Initiative & Community Relations Expense

\$2.6M Academic and Institutional Program Support

\$0 Balance

FY2017-18 Scholarship Fund

\$64.4M Funding Available

\$54.3M Federal PELL & SEOG Grant Awards

\$2.4M Financial Aid Fee Scholarship Awards
(Financial Aid Fee \$4.04 LD; \$4.59 UD)

\$6M State of Florida Scholarship Awards

\$1.7M SPC Foundation and Other Scholarship Awards

\$0 Balance

FY2017-18 Capital Outlay Fund

\$45.2M Funding Available
(\$8.4M is Recurring Capital Improvement Fees)

\$2.7M Construction Bond Payments

\$33M Major Construction Projects

\$3M Deferred Maintenance/Infrastructure

\$1.3M Campus Projects & Misc. Expense

\$1.1M Internal Construction Personnel

\$4.1M Balance for Contingency



Cost per Student

Associates \$ 6,885

Bachelors \$14,427

This does not include any additional lab fees or distance learning fees.

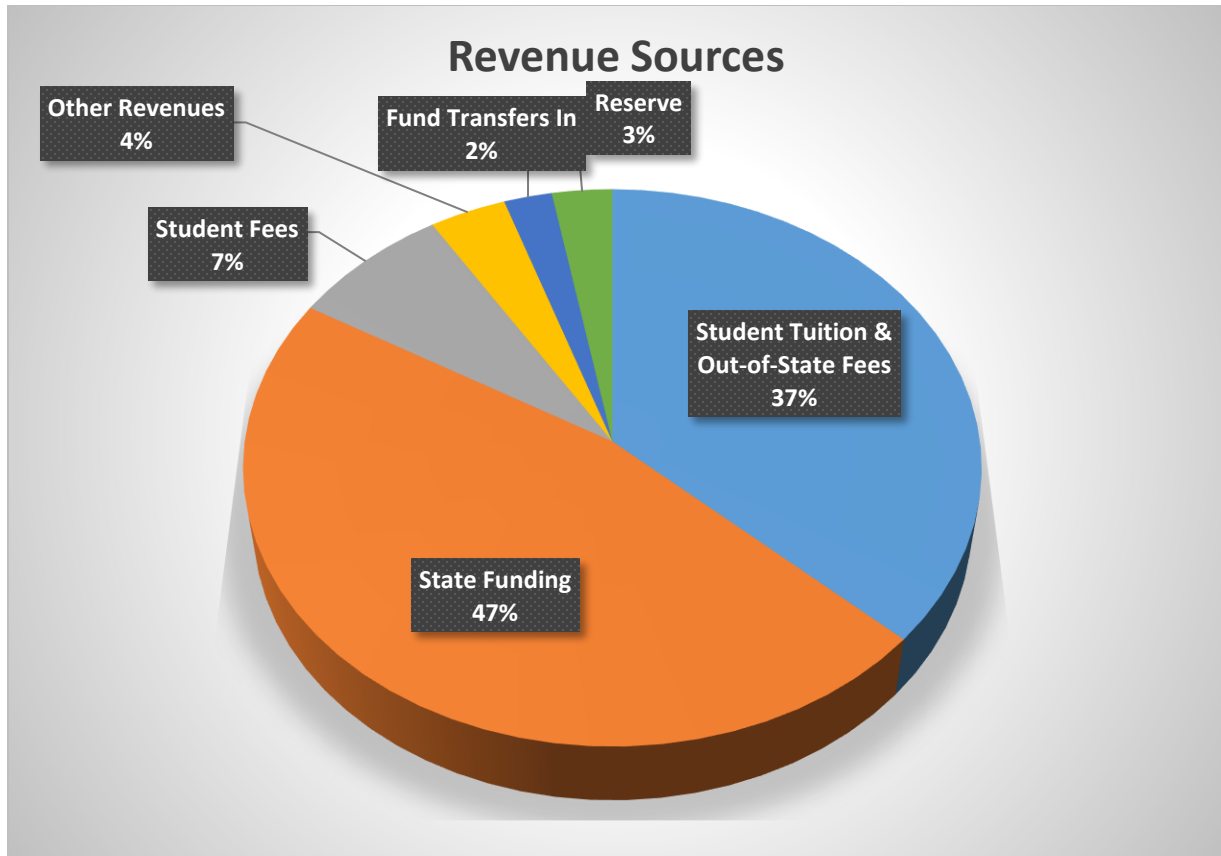
				Average Total Instructional Costs with Support and all overhead per FTE	Direct Instructional Costs per FTE	Support (with all overhead) per FTE
Upper Division				8,256	4,429	3,827
Lower Division						
	Advanced Professional			6,626	2,644	3,982
	Postsecondary Vocational			7,711	3,504	4,207

(Source: FY2015-16 Cost Analysis Report)

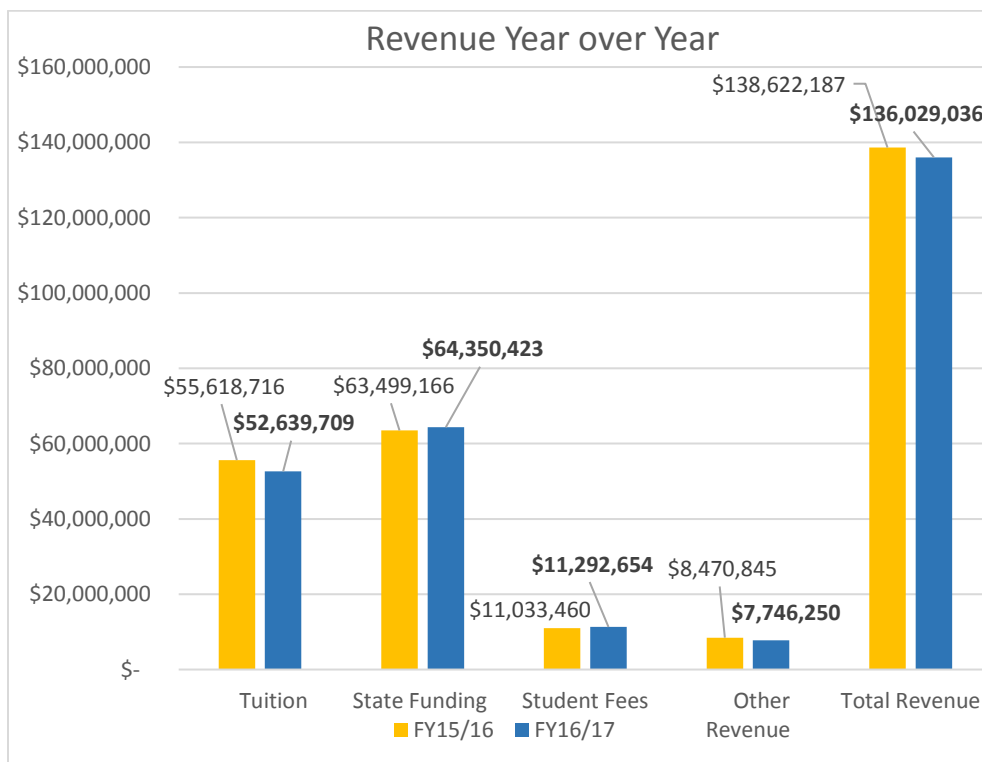
St. Petersburg College
Financial Report
As of May 31, 2017

	Budget	Actual	% of YTD	PY Budget	PY Actual	PY % of YTD	YOY
Revenue							
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 52,639,709	93.1%	\$ 56,498,805	\$ 55,618,716	98.4%	-5.4%
State Appropriation - CCPF	\$ 51,695,712	\$ 47,647,240	92.2%	\$ 53,660,965	\$ 49,357,515	92.0%	0.2%
State Appropriation - Lottery	\$ 16,693,508	\$ 13,354,808	80.0%	\$ 14,934,524	\$ 11,947,620	80.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 3,348,375	91.7%	\$ 2,404,418	\$ 2,194,031	91.2%	0.4%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ 172,604	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,908,746	104.1%	\$ 1,831,810	\$ 1,696,189	92.6%	11.5%
Distance Learning Fee	\$ 3,814,485	\$ 3,643,342	95.5%	\$ 3,752,441	\$ 3,744,647	99.8%	-4.3%
Technology Fee	\$ 2,818,596	\$ 3,026,500	107.4%	\$ 2,815,337	\$ 2,674,561	95.0%	12.4%
Lab Revenue Fees	\$ 1,714,401	\$ 1,918,498	111.9%	\$ 1,714,401	\$ 1,933,287	112.8%	-0.9%
Industry Certifications	\$ 150,000	\$ 595,908	397.3%	\$ 150,000	\$ 331,438	221.0%	176.3%
Other Revenues	\$ 5,397,200	\$ 4,608,597	85.4%	\$ 5,397,200	\$ 4,943,541	91.6%	-6.2%
Other Student Fees	\$ 1,622,007	\$ 795,568	49.0%	\$ 1,622,007	\$ 984,776	60.7%	-11.7%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,568,839	\$ 3,527,304	98.8%	-10.6%
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	\$ 136,624,944	88.7%	\$ 152,987,803	\$ 138,953,625	90.8%	-2.2%
Personnel & Benefits							
Instructional/Faculty-Full time	\$ 28,899,727	\$ 25,607,042	88.6%	\$ 28,170,380	\$ 26,322,674	93.4%	-4.8%
Administrative	\$ 10,275,180	\$ 8,820,527	85.8%	\$ 9,710,187	\$ 9,647,506	99.4%	-13.5%
Career (Non-Instructional)	\$ 21,729,661	\$ 17,987,235	82.8%	\$ 22,119,336	\$ 18,502,697	83.6%	-0.9%
Professional	\$ 15,874,846	\$ 13,882,994	87.5%	\$ 16,591,094	\$ 13,134,453	79.2%	8.3%
Adjunct/Supplemental	\$ 14,341,325	\$ 13,288,900	92.7%	\$ 14,691,325	\$ 14,239,696	96.9%	-4.3%
Other Professional OPS	\$ 766,481	\$ 191,462	25.0%	\$ 766,481	\$ 195,669	25.5%	-0.5%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 2,239,623	91.0%	\$ 2,430,981	\$ 2,623,827	107.9%	-16.9%
Student Assistants	\$ 428,000	\$ 272,607	63.7%	\$ 415,000	\$ 340,671	82.1%	-18.4%
Health Insurance	\$ 11,854,547	\$ 13,715,606	115.7%	\$ 11,554,547	\$ 12,085,349	104.6%	11.1%
Other Personnel Benefits	\$ 11,700,854	\$ 11,589,610	99.0%	\$ 11,705,085	\$ 11,598,017	99.1%	0.0%
Total Personnel & Benefits	\$ 118,330,460	\$ 107,595,604	90.9%	\$ 118,154,416	\$ 108,690,559	92.0%	-1.1%
Current Expense							
Travel	\$ 629,676	\$ 793,555	126.0%	\$ 619,926	\$ 851,095	137.3%	-11.3%
Repairs & Maint	\$ 872,674	\$ 883,140	101.2%	\$ 898,392	\$ 893,575	99.5%	1.7%
Rental/Leases	\$ 445,340	\$ 38,617	8.7%	\$ 445,340	\$ 142,137	31.9%	-23.2%
Insurance (Non Health)	\$ 1,708,272	\$ 1,668,146	97.7%	\$ 1,708,272	\$ 1,707,677	100.0%	-2.3%
Utilities	\$ 5,800,000	\$ 4,435,220	76.5%	\$ 5,800,000	\$ 4,879,857	84.1%	-7.7%
Services and Fees	\$ 7,734,988	\$ 6,732,658	87.0%	\$ 7,734,988	\$ 6,035,825	78.0%	9.0%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,336,452	149.8%	\$ 1,559,895	\$ 2,819,920	180.8%	-31.0%
Materials and Supplies	\$ 5,928,526	\$ 3,971,611	67.0%	\$ 5,470,922	\$ 4,983,037	91.1%	-24.1%
Tech Expense/Licensing	\$ 2,805,757	\$ 2,213,081	78.9%	\$ 2,805,257	\$ 1,912,765	68.2%	10.7%
Bad Debt/Unemployment	\$ 1,147,782	\$ (59,130)	-5.2%	\$ 1,147,782	\$ (78,077)	-6.8%	1.7%
Other Current Expense	\$ 3,709,010	\$ 1,280,682	34.5%	\$ 3,295,417	\$ 1,282,175	38.9%	-4.4%
Total Current Expense	\$ 32,341,920	\$ 24,294,033	75.1%	\$ 31,486,191	\$ 25,429,984	80.8%	-5.6%
Capital							
Computer Refresh Leases	\$ 2,904,221	\$ 1,760,711	60.6%	\$ 2,820,836	\$ 1,750,930	62.1%	-1.4%
Capital Purchases	\$ 526,360	\$ 288,207	54.8%	\$ 526,360	\$ 496,484	94.3%	-39.6%
Total Capital	\$ 3,430,581	\$ 2,048,918	59.7%	\$ 3,347,196	\$ 2,247,414	67.1%	-7.4%
Total Operating	\$ 154,102,961	\$ 133,938,555	86.9%	\$ 152,987,803	\$ 136,367,957	89.1%	-2.2%
Revenue over Expense	\$ -	\$ 2,686,389		\$ -	\$ 2,585,668		

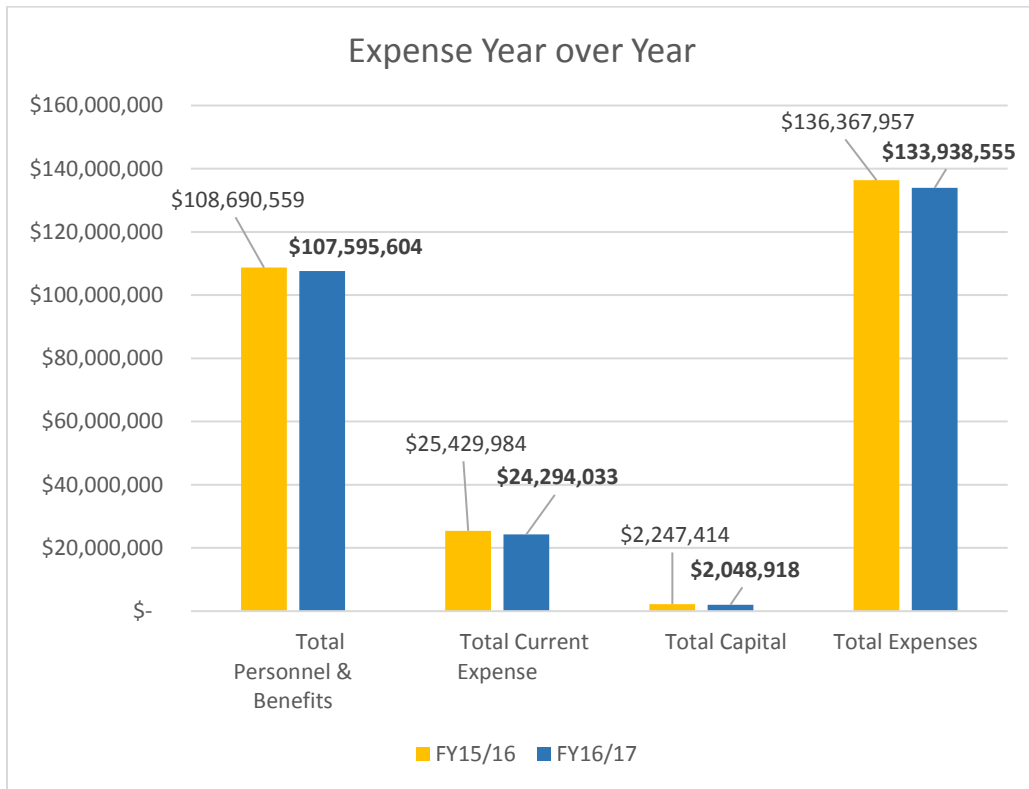
The College's Operating Fund (1x) revenue sources are illustrated in the pie chart below:



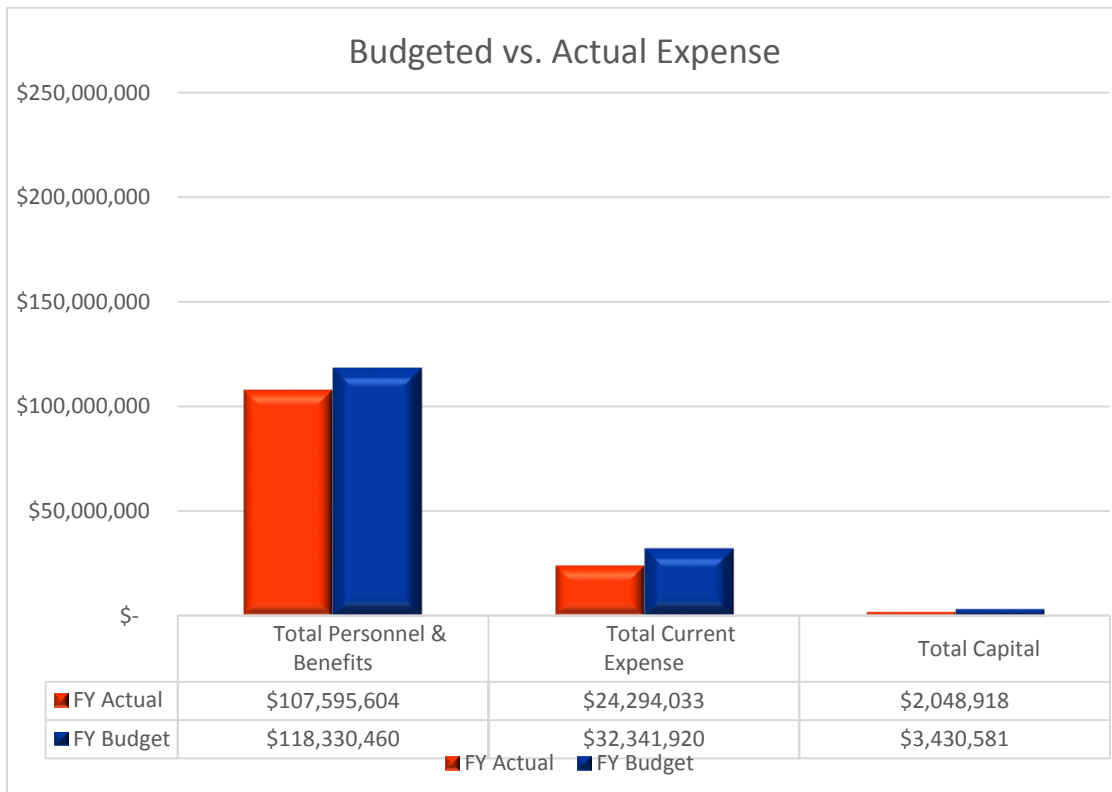
The total revenue difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$2,328,681. This represents a -2.2% change.



The total expense difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$2,429,402. This represents a -2.2% change.




The year-to-date total of actual expense is 86.9% of the overall budgeted amount.



June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Fiscal Year 2017-2018 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees

The FY17-18 operating budget proposal continues to strengthen St. Petersburg College's efforts to maintain its open door policy, support student access and success, renew and refresh important instructional technologies, and focus on strategic enrollment growth.

Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2017-2018.

In addition to the following narrative, a budget summary is attached.

Fund 1 General Operating Budget - The College's General Operating Budget is based on the 2017-2018 General Appropriations Act (House Bill 5001).

Pursuant to state rule 6A-14.0716, the College must prepare a budget in such form as prescribed by the State Board of Education for the Current Unrestricted Fund. A copy of the budget approved by the College's Board of Trustees shall be submitted to the Chancellor, as designee of the Commissioner of Education, by June 30 or on a later date established by the Chancellor. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE). Any future revisions to this operating budget must be presented to and approved by the Board.

Fund 7 Capital Outlay Budget – The FY2017-2018 College Capital Outlay budget of \$45.2M provides for college-wide facility and technology infrastructure maintenance, and major building project funding.

In accordance with Florida statute 1013.61, this Capital Outlay budget must be approved by the College's Board of Trustees. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources detailed.

Student Fees per Credit Hour would be modified as follows:

Lower Division Credit Programs

	2016-2017 Fees	2017-2018 Fees	% Change
Florida Residents			
Tuition Fee	\$80.94	\$80.94	
Student Activity & Service Fee	7.63	7.63	
Financial Aid Fee	4.04	4.04	
Technology Fee	4.04	4.04	
Capital Improvement Fee (CIF)	15.10	15.10	
Tuition and Fees	\$111.75	\$111.75	0.0%
Non-Residents			
Tuition Fee	\$80.94	\$80.94	
Out-of-State Fee	242.97	242.97	
Student Activity & Services Fee	7.63	7.63	
Financial Aid Fee	16.20	16.20	
Technology Fee	16.20	16.20	
Capital Improvement Fee (CIF)	22.96	22.96	
Tuition and Fees	\$386.90	\$386.90	0.0%

Post-Secondary Adult Vocational Non-Credit Programs

	2016-2017 Fees	2017-2018 Fees	% Change
Florida Residents			
Tuition Fee	\$68.60	\$68.60	
Technology Fee	3.43	3.43	
Capital Improvement Fee (CIF)	3.43	3.43	
Total Registration Fees	\$75.46	\$75.46	0.0%
Non-Residents			
Tuition Fee	\$68.60	\$68.60	
Out-of-State Fee	205.82	205.82	
Technology Fee	13.72	13.72	
Capital Improvement Fee (CIF)	13.72	13.72	
Total Registration Fees	\$301.86	\$301.86	0.0%

Upper Division Credit Programs

	2015-2016 Fees	2016-2017 Fees	% Change
Florida Residents			
Tuition Fee	\$91.79	\$91.79	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	4.59	4.59	
Technology Fee	4.59	4.59	
Capital Improvement Fee (CIF)	12.55	12.55	
Tuition and Fees	\$122.70	\$122.70	0.0%
Non-Residents			
Tuition Fee	\$91.79	\$91.79	
Out-of-State Fee	275.53	275.53	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	18.37	18.37	
Technology Fee	18.37	18.37	
Capital Improvement Fee (CIF)	12.55	12.55	
Tuition and Fees	\$425.79	\$425.79	0.0%

The budgets of other major funding categories, including Student Activities, Auxiliary, and Scholarship are provided to the Board for information. Following are brief narratives of each major funding category and budget summaries are attached.

Fund 2 Student Activities Budget - The FY2017-2018 College-wide Student Activities Budget is \$4.3M. It includes \$1.1M distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

Fund 3 Auxiliary Budget – The FY2017-2018 College-wide Auxiliary Budget is \$4.1M. It includes \$3.8M to support expenses in the Fund 1 General Operating Budget.

Fund 5 Scholarship Budget – The FY2017-2018 College-wide Scholarship Budget is \$64.4M. It includes \$60.3M in Federal and State financial aid, \$2.4M in scholarships funded by the Student Financial Aid Fee, and \$1.7M in Foundation and other scholarships.

Brian Miles, Vice President, Administrative/Business Services & Information Technology recommend approval.

Attachment

St. Petersburg College
FY17-18 Fund 1 Operating Budget

Revenue	FY16-17 Budget	FY17-18 Budget
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 50,887,002.00
State Appropriation - FCS	\$ 51,695,712	\$ 53,548,581.00
State Appropriation - Lottery	\$ 16,693,508	\$ 14,231,049.00
Performance Funding	\$ 3,652,774	\$ 3,652,774.00
Operating Cost for New Facilities	\$ 128,429	\$ -
Learning Support Access Fee	\$ 1,834,042	\$ 1,639,890.00
Distance Learning Fee	\$ 3,814,485	\$ 3,526,830.00
Technology Fee	\$ 2,818,596	\$ 2,508,569.00
Lab Revenue Fees	\$ 1,714,401	\$ 1,592,066.75
Other Student Fees	\$ 150,000	\$ 1,092,360.67
Industry Certifications	\$ 5,397,200	\$ 500,000.00
Other Revenues	\$ 1,622,007	\$ 5,609,289.38
Fund Transfers In	\$ 3,556,839	\$ 3,782,619.47
Stabilization Reserve	\$ 2,173,009	\$ 1,500,000.00
One-Time Non-Recurring Funds	\$ 2,291,443	\$ 325,000.00
Total Revenues	\$ 154,102,961	\$ 144,396,031.27
Operating Costs	FY15-16 Budget	FY17-18 Budget
Personnel & Benefits		
Instructional/Faculty-Full Time	\$ 28,899,727	\$ 26,968,642.00
Administrative	\$ 10,275,180	\$ 8,822,466.00
Career (Non-Instructional)	\$ 21,729,661	\$ 19,843,520.00
Professional	\$ 14,341,325	\$ 15,612,480.00
Adjunct/Supplemental	\$ 15,874,846	\$ 13,549,064.00
Non-Instructional OPS and Overtime	\$ 766,481	\$ 1,745,962.48
Other Professional OPS	\$ 2,459,839	\$ 554,471.25
Student Assistants	\$ 428,000	\$ 428,000.00
Health Insurance	\$ 11,854,547	\$ 15,186,572.00
Other Personnel Benefits	\$ 11,700,854	\$ 11,275,643.00
Total Personnel & Benefits	\$ 118,330,460	\$ 113,986,820.73
Current Expense		
Travel	\$ 629,676	\$ 317,296.85
Repairs & Maintenance	\$ 872,674	\$ 847,975.93
Rentals/Leases	\$ 445,340	\$ 132,168.59
Insurance (Non-Health)	\$ 1,708,272	\$ 1,758,610.70
Utilities	\$ 5,800,000	\$ 5,260,365.78
Services and Fees	\$ 7,734,988	\$ 5,899,225.59
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,423,463.00
Materials and Supplies	\$ 5,928,526	\$ 4,442,712.34
Tech Expense/Licensing	\$ 2,805,757	\$ 2,594,385.82
Bad Debt/Unemployment Comp/Misc	\$ 1,147,782	\$ 1,003,810.49
Other Current Expense	\$ 3,709,010	\$ 2,961,831.21
Total Current Expense	\$ 32,341,920	\$ 27,641,846.30
Capital Spending		
Computer Refresh Leases	\$ 2,904,221	\$ 2,377,765.18
Capital Purchases- Non-Recurring	\$ 526,360	\$ 389,599.07
Total Capital Spending	\$ 3,430,581	\$ 2,767,364.25
Total Operating Costs	\$ 154,102,961	\$ 144,396,031.27
Total Remaining Funds	\$ -	\$ -

**St. Petersburg College
FY17-18 Fund 2 Student Activities Budget**

Total Projected Student Activity Revenues	\$4,331,046
Less Budgeted Expenses:	
Annual Journal Entries	\$84,228
Student Determined Activities Distribution (25%)	\$1,068,410
Reserve (5%)	\$152,192
Budgeted Personnel (excluding annual journal entries and athletics personnel)*	\$1,349,629
Athletics (including personnel)	\$1,184,448
Non-Discretionary Campus Program Operating Expenses	\$301,744
Other Collegewide Operating Expenses	\$190,396
Total Budgeted Expenses	\$4,331,046
Surplus/Deficit	\$ -

**St. Petersburg College
FY17-18 Fund 5 Scholarship Budget**


Revenues:	
Student Financial Aid Fees Collected	\$ 2,239,917
Federal PELL and SEOG Grants	\$ 54,368,518
Various Florida State Scholarship Grants	\$ 5,968,525
Various SPC Foundation and Other Scholarship Grants	\$ 1,865,647
Total Revenues	\$ 64,442,607
Expenses:	
Student Incentive Grant Scholarships	\$ 1,486,156
Johnnie Ruth Clark Scholarships	\$ 365,449
SPC Presidential Scholarships	\$ 152,270
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	\$ 444,041
Total Financial Aid Fee Scholarships	\$ 2,447,917
Federal PELL & SEOG Grants Awarded	\$ 54,368,518
State of Florida Scholarships	\$ 5,968,525
Various SPC Foundation and Other Scholarships	\$ 1,657,647
Total Expenses	\$ 64,442,607
Surplus/Deficit	\$ -

St. Petersburg College	
FY17-18 Fund 3 Auxiliary Budget	
Revenues:	
Bookstore Commissions	\$ 2,095,911
Bookstore Textbook Credit Contribution	\$ 276,000
Food Services/Vending Commissions	\$ 128,454
Royalties-Ethics Textbook	\$ 55,000
Royalties-Excess Bandwidth	\$ 408,000
Pay For Print Sales	\$ 87,600
Seminole Library Rentals	\$ 43,000
Ground Tower Lease	\$ 43,496
Verizon Tower Lease	\$ 12,000
Law Enforcement Applicant Screening	\$ 5,000
Interest	\$ 27,000
Student Success Reserves	\$ 708,000
Royalties-Ethics Textbook Reserves	\$ 242,820
Total Revenues	\$ 4,132,281
Expenses:	
Auxiliary Services Administrative Costs	\$ 137,193
Computer & Equipment Leases	\$ 86,923
Materials, supplies, misc. services	\$ 16,547
Total Expenses	\$ 240,662
Transfers Out to Other Funds:	
Operating Budget Fund	\$ 3,256,619
Scholarship Fund Mac J Williams	\$ 5,000
Textbook Bookstore Credits	\$ 526,000
International Scholarships	\$ 104,000
Total Transfers Out to Other Funds	\$ 3,891,619
Total Expenses & Transfers	\$ 4,132,281
Excess of Revenues Over Expenses & Transfers	\$ -

St. Petersburg College			
FY17-18 Fund 7 Capital Outlay Budget			
	FY17-18 Recurring	FY17-18 Non- Recurring	FY17-18 Budget Projection
Projected Sources of Revenue			
Funds			
PECO Project (SPG Adm)	\$ -	\$ 6,500,000	\$ 6,500,000
PY PECO Projects	\$ -	\$ 11,243,230	\$ 11,243,230
PECO General Renovation/Remodel (186)	\$ -	\$ -	\$ -
SODA General Renovation/Remodel (265)	\$ -	\$ 3,060,493	\$ 3,060,493
PY SODA General Renovation/Remodel (265)	\$ -	\$ 2,011,904	\$ 2,011,904
City of Seminole (Habitat Park)	\$ -	\$ 29,375	\$ 29,375
Capital Improvement Fees - Discretionary	\$ 8,356,036	\$ -	\$ 8,356,036
PY Capital Improvement Fees	\$ -	\$ 8,517,938	\$ 8,517,938
Capital Outlay & Debt Service (CO&DS)	\$ -	\$ -	\$ -
PY CO&DS	\$ -	\$ 929,751	\$ 929,751
Other Misc. Sources	\$ -	\$ 4,065,463	\$ 4,065,463
RaceTrac	\$ -	\$ 519,682	\$ 519,682
Total Fund Sources	\$ 8,356,036	\$ 36,877,836	\$ 45,233,872
Projected Uses of Revenue			
Budgeted Personnel Salaries	\$ 656,479	\$ -	\$ 656,479
Other Personnel	\$ 206,000	\$ -	\$ 206,000
Employee Benefits - Retirement	\$ 47,520	\$ -	\$ 47,520
Employee Benefits - FICA/Medicare	\$ 50,221	\$ -	\$ 50,221
Employee Benefits - Health/Dental/Wellness	\$ 135,832	\$ -	\$ 135,832
Total Personnel & Benefits	\$ 1,096,051	\$ -	\$ 1,096,051
Major Construction			
Bay Pines	\$ 28,095	\$ 1,952,473	\$ 1,980,569
Clearwater Library	\$ -	\$ 11,202,012	\$ 11,202,012
St. Pete/Gibbs Adm	\$ -	\$ 18,224,908	\$ 18,224,908
St. Pete/Gibbs Adm (Reserve)	\$ 1,625,000	\$ -	\$ 1,625,000
Total Major Construction	\$ 1,653,095	\$ 31,379,393	\$ 33,032,488
Infrastructure Deferred Maintenance and Network			
Deferred Maintenance	\$ -	\$ 1,000,000	\$ 1,000,000
Campus Infrastructure Projects	\$ 245,000	\$ -	\$ 245,000
Career Services Infrastructure	\$ -	\$ 300,000	\$ 300,000
Technology Infrastructure Maintenance	\$ 1,446,619	\$ -	\$ 1,446,619
Total Infrastructure Deferred Maintenance and Network	\$ 1,691,619	\$ 1,300,000	\$ 2,991,619
Project Expense			
Allstate			
Fire Science Equipment (Tanks)	\$ 60,000	\$ -	\$ 60,000
EpiCenter/District Office			
Workforce STEM	\$ -	\$ 116,000	\$ 116,000
Collaborative Labs	\$ 100,000	\$ -	\$ 100,000
Campus & Academic Areas Refresh	\$ 100,000	\$ -	\$ 100,000
Health			
Dental Chairs	\$ 80,000	\$ -	\$ 80,000
Seminole			
Bay Pines STEM Learning Center	\$ -	\$ 108,865	\$ 108,865
Digitorium	\$ 50,000	\$ -	\$ 50,000
City of Seminole (Habitat Park)	\$ -	\$ 29,375	\$ 29,375
Pharmacy & Dental	\$ -	\$ 37,313	\$ 37,313
Tarpon			
Entrance/Exit	\$ -	\$ 479,000	\$ 479,000
Major Campus Projects			
	\$ -	\$ -	\$ -
Contingency	\$ 645,938	\$ 3,427,890	\$ 4,073,828
Debt Service - Construction Obligations and Bonds			
JWB Payment	\$ 2,691,563	\$ -	\$ 2,691,563
	\$ 187,770	\$ -	\$ 187,770
Total Expenses	\$ 8,356,036	\$ 36,877,836	\$ 45,233,872
Remaining Funds	\$ -	\$ -	\$ -

June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Auxiliary Enterprises and Use of Facilities (*Information*)

St. Petersburg College has enjoyed a history of profitable, long-term relationships with vendors and lessees in auxiliary enterprises and in the use of college facilities.

Background

The college establishes auxiliary enterprises primarily to provide non-instructional services for sale to students, faculty, and staff. These services include the bookstore, food and vending, and book royalties. Revenue from these endeavors may be used for the benefit of the college at the discretion of the President and per the rules of the Board of Trustees (SBE 6A-14.077). These funds are classified as unrestricted for use and are recorded in college Fund 30.

The college has 25 leases ranging from one year to forty years, with one exception. Example uses of college facilities leases include congressional space and the American Stage Theater Company's office space and theater. Rentals of space for conferences and events have been less robust. Revenue from leases and rentals is recorded in Fund 1x, to defray costs incurred by the college for maintenance, utilities, etc.

Revenue

Below are current lists of auxiliary enterprises and facilities related revenue.

Auxiliary Enterprises

Enterprise	Vendor	Revenue FY2015-16	Revenue FY2016-17 Recorded through April
Bookstore	Barnes & Noble	\$2,049,163	\$1,638,555
Food Service	Nature's Table Banquet Masters	\$52,734	\$42,643
Vending	Canteen Vending	\$125,000	\$125,000
Book Royalties/Ethics	Pearson Education	\$58,572	\$42,804
Educational Broadband	Sprint (Spectrum)	\$396,588	\$374,316
<p>The Federal Communications Commission (FCC) authorizes SPC to operate under certain broadband channels. The College leases this capacity to Spectrum who is owned by Sprint. The lease fee increases by 3% each year.</p>			
Cell Tower	Verizon/American Tower	\$42,560	\$55,506
TOTAL		\$2,724,617	\$2,278,825

Use of College Facilities (Leases)

Lessee	Contract End Date	Commission FY2015-16	Commission FY2016-17	Commission FY2017-18	FY 17/18 Exclusive Use Sq. Ft.	FY 17/18 Exclusive Use Rate per Sq. Ft.	FY 17/18 Common Space Sq. Ft.	FY17/18 Common Space Rate Per Sq. Ft.	Monthly Base Rate
American Stage	6/24/2049	\$88,472	\$90,734	\$88,365	10,695	\$7.03 OCNF	3,744	\$3.52 - 1/2 OCNF	
City of St. Petersburg, SPPD Training Division	4/30/2019	\$4,600	\$27,600	\$27,600	6,075				\$2,300
Congressional Offices G. Billirakis	1/2/2018	\$7,530	\$7,530	\$7,530	502	\$15.00			
Congressional Offices D. Jolly	1/2/2018	\$21,495	\$10,748	\$0	1,433	\$15.00			
Congressional Offices/MT Charlie Crist	1/2/2019		\$1,348	\$3,705	247	\$15.00			
Congressional Offices/SE Charlie Crist	1/2/2019		\$2,670	\$10,680	712	\$15.00			
Florida Orchestra	12/14/2047	\$72,886	\$74,750	\$72,783	10,079	\$7.03 OCNF	274	\$7.03 OCNF	
IntraCultural Advocacy Inst	1/15/2018		\$600	\$600	493				\$100
Juvenile Welfare Board	99 years	\$183,597	\$188,291	\$183,336	26,079	\$7.03 OCNF			
Loan Ranger Acquisitions, LLC, on Behalf of Sundial St. Petersburg	10/30/2017	\$6,000	\$6,000	\$2,000					\$500
National University of Health Sciences	6/30/17 *	\$12,763	\$13,087	\$12,746	942	\$7.03 OCNF	432	\$3.52 - 1/2 OCNF	
National University of Health Sciences - HEC Annex	6/30/17 *	\$53,607	\$54,978	\$53,535	7,238	\$7.03 OCNF	727	\$6.33	
National University of Health Sciences - Portables	6/30/17 *	\$16,897	\$17,329	\$16,873	2,400	\$7.03 OCNF	753	\$3.52 - 1/2 OCNF	
Pinellas County Govt/WorkNet Adm.	n/a	\$387,064	\$396,595	\$99,793	25,301	\$8.90 OCNF & SALARIES	19,550	\$8.90 OCNF & SALARIES	
Pinellas County Govt/WorkNet Adm. Decrease in square footage beginning Oct 2017				\$281,676	23,323	\$8.76 OCNF & SALARIES	19,550	\$8.76 OCNF & SALARIES	
Pinellas County Osteopathic Medical Society	1/31/2018	\$7,899	\$8,137	\$4,889	661	\$12.68			\$477
Pinellas Police Standards Council - PASS	9/30/2017	\$5,720	\$5,720	\$1,430	1,262				
Pier Aquarium	6/30/17 *	\$4,500	\$4,500	\$450	450	\$10.00			
St. Pete DTN Partnership	6/30/17 *	\$4,900	\$4,900	\$490	490	\$10.00			
St. Pete Historical Society	n/a	\$2,910	\$2,910	\$2,910					\$242.50
STAR TECH Enterprises, Inc., dba Tampa Bay Innovation Center	6/30/17 *	\$75,172	\$75,172	\$77,580	7,085	\$10.95			
UF Dental	10/11/2045	\$91,521	\$93,861	\$91,391	13,000	\$7.03 OCNF			
UF Pharmacy	10/11/1945	\$42,100	\$43,176	\$16,260	1,577	\$7.03 OCNF	736	\$7.03 OCNF	
West St. Pete Library Amount based on estimate	9/21/2055	\$254,061	\$247,096	\$240,000		Based on negotiated salaries			
WorkNet-Tarpon Springs	n/a	\$27,421	\$28,122	\$27,382	3,895	\$7.03 OCNF			
Total Rental		\$1,371,114	\$1,405,854	\$1,324,004					
*In the process of renewal for FY2018									

Potential Sources of Revenue

As we explored auxiliary enterprises, we compared SPC to other colleges and universities. What we discovered was that SPC was providing most of the services offered at other institutions. Other colleges typically have centralized mail, printing, and laundry services, which would not be appropriate given our non-resident student body. Part of our challenge is that our campuses are distributed throughout Pinellas County. While our locations are convenient for students, we lack the centralized campus opportunity for a larger commercial vendor.

Use of College Space (Rental and Leases)

Rentals

In light of the fact that we are already offering similar services as other colleges, and that each of our campuses has excess space, we recommend for this fiscal year that we focus on the rental of facilities for conferences and events. SPC is an attractive rental venue, with its well-maintained facilities located strategically throughout Pinellas County.

To increase rental revenue, the college has identified space on each campus suitable for varied rental use. The college has streamlined its process to rent space on campuses. Staff have developed a rental rate schedule for both for-profit and not-for-profit entities, based on other university, college and local rental spaces.

Once the rental process has been finalized, Business and Administrative Services will work with Marketing to create a website, as well as other advertising, to promote the available space. All rental activity will be posted to one cost center to better track both revenue and expenditures, and to calculate our rate of return.

Leases

The college has enlisted the services of a consultant who specializes in space usage to evaluate our footprint, and to advise us on the highest and best use of our space. This process is estimated to take three-to-four months. Once completed, we will be well-advised as to the best course of action. We will bring our recommendations back to the Board for guidance. It is our vision to remain a solid community partner while ensuring that the college's interests are protected.

We will also explore relevant private/public partnerships. For example: We could enter into an agreement with a developer to build and staff a parking garage on the Palladium property. This garage could be used in the evenings for the Palladium patrons while earning SPC a commission on all other sales.

Auxiliary Enterprises

Food Services

Each campus has a food vendor. The College is moving away from commissioned sales to a monthly rental model. This will prove to be more profitable to the College. As existing contracts expire we will transition vendors from commissioned sales to rentals.

Developing Existing Services

A meeting has been set with our current food and bookstore vendors to develop ideas for the upcoming academic year. The collaboration is two-fold: Create campus cross-promotion events with each provost to enhance the collegiate experience and to drive business to these vendors.

Auxiliary Enterprises will reach out to community businesses (e.g., restaurants), that would be frequented by our students or potential students, to place our branding in those locations. This effort is to promote both the college and college athletics. The college has winning athletic teams; if event attendance was increased, it could attract sponsorships, such as a beverage or food vendor for the events.

It is our hope that by creating excitement on campus and in the community, Auxiliary Enterprises can contribute to enrollment and retention efforts.

Barnes and Noble (B&N), our bookstore vendor, has approximately \$300,000 that can be used for capital improvement if deemed by B&N to be within their scope. We will continue our conversations with B&N about how these funds could be used.

If we are able to grow our services and rentals/leases we may come back to the Board to request the hiring of an employee to manage our existing relationship with vendors, cultivate new relationships, and to manage the use of space.

Auxiliary Enterprises

Amy Lockhart
June 20, 2017

Auxiliary Enterprises

Auxiliary enterprises are those activities that do not directly relate to the College's mission.

- Bookstore
- Food/Vending
- Book Royalties

- Use of College Facilities

Auxiliary Services Revenue

Enterprise	FY2017	FY2018 (through April)
Bookstore	\$2,049,163	\$1,638,555
Food Service	\$52,734	\$42,643
Vending	\$125,000	\$125,000
Book Royalties	\$58,572	\$42,804
Educational Broadband	\$396,588	\$374,316
Cell Tower	\$42,560	\$55,506
Total	\$2,724,617	\$2,278,825

Use of College Facilities

- Twenty-three lease agreements
- Rental activities handled by each campus

Rentals	FY2016	FY2017	FY2018 (FYTD)
Total	\$1,358,352	\$1,392,767	\$1,088,832

Potential Sources of Revenue

- Main focus is on rentals
- Space utilization consultant for the development of a campus plan
- Developing existing services

Questions?



June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date

Roberts, Monica T	Career Outreach Specialist	Associate Provost Office HEC	5/22/2017
Bosworth, Brittany	Instructional Design Tech	Workforce/Professnl Developmnt EPI	5/1/2017

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date

Mohammed, Raynier	Analyst/Programmer	Institutional Research/Effect EPI	5/22/2017
Crane, John J	Student Support Manager	Provost Office AC	6/5/2017

REAPPOINTMENT Administrative & Professional			
Name	Title	Department/Location	Effective Date

Kirsch,Ramona R	Dir, International Program	Provost Office SPG	7/1/2017 - 12/19/17
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NON-REAPPOINTMENT Administrative & Professional			
Name	Title	Department/Location	Effective Date

Huff,Felecia C	HR Success Coach	Human Resources DO	6/30/2017
Myers, Lucy	HR Success Coach	Human Resources DO	6/30/2017
Quinn,Edel T.	Accountant/Business Manager	Foundation DO	6/30/2017
Rodak,Dawn A	Associate Provost	Associate Provost Office DT	6/30/2017
Mothershed,Thomas M	Research Analyst	Institutional Research/Effect EPI	6/30/2017
Madera, Evelyn	Student Life & Leadership Coor	Associate Provost Office MT	6/30/2017
Quinzi,Mark D	Coord, Collegewide Wkfrc Intrn	Associate Provost Office SPG	6/30/2017

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date

Moore, Michael D	Technology Support Specialist	Associate Provost Office SPG	5/30/2017
Miller, Katrina L	Sr Administrative Svcs Assist	Baccalaureate Programs EPI	5/8/2017

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date

Banchs, Wanda I	Lead Custodian	Custodial Services DO	5/13/2017
Tran, Chau N	Lead Custodian	Custodial Services SE	5/13/2017
Hunley, Edward E	Materials Mgmt Supervisor	Facilities&Institutional Svcs EPI	5/20/2017

HIRE Supplemental			
Name	Title	Department/Location	Effective Date

Young, Emily G	OPS Career Level 5	Learning Resources SPG	5/8/2017
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HIRE Temporary			
Name	Title	Department/Location	Effective Date
Vukota, Sergej	OPS Career Level 5	Academic & Student Affairs AC	5/10/2017
Compas-Orange, Lyndy A	OPS Career Level 5	Academic & Student Affairs EPI	6/6/2017
Wolfe, Caitlin F	OPS Career Level 5	Academic & Student Affairs EPI	6/6/2017
Frayman, Evan G	Adjunct Faculty	Baccalaureate Programs CL	5/15/2017
Lohn, Sasha A	Adjunct Faculty	Baccalaureate Programs CL	5/15/2017
Schmidt, Anne C	Adjunct Faculty, Bach	Baccalaureate Programs EPI	6/2/2017
Torrent, Sarah E	OPS Career Level 2	Counseling & Advisement CL	6/1/2017
Benjamin, David K	Professional Trainer	Criminal Justice AC	6/9/2017
Duchenev, Wesley A	Professional Trainer	Criminal Justice AC	6/9/2017
Gunter-Moyers, Kimberly D	Adjunct Faculty, HTF Nursing	Dental Hygiene HC	5/15/2017
Cano, Diana	Adjunct Faculty	Distance Learning TV SE	5/15/2017
Macauley, Karen	Professional Trainer	Emergency Medical Services HEC	5/15/2017
Bergamo, Jeffrey J	Professional Trainer	Emergency Medical Services HEC	5/15/2017
Distasio, Daniel A	Professional Trainer	Emergency Medical Services HEC	5/22/2017
Edwards Jr, Tyrone R	Professional Trainer	Emergency Medical Services HEC	5/8/2017
Rector, Wendy	Professional Trainer	Emergency Medical Services HEC	5/25/2017
Rodriguez, Veronica	Adjunct Faculty	Foreign Language TS	5/15/2017
Fisher III, George W	Adjunct Faculty	Health Information Mgmt HEC	5/15/2017
Barnes, Sarah E	OPS Teaching Asst/Interpreter	Human Resources EPI	4/22/2017
Kline, Valerie M	OPS Teaching Asst/Interpreter	Human Resources EPI	5/20/2017
Krakoviak, Kama E	OPS Teaching Asst/Interpreter	Human Resources EPI	4/22/2017
Verdeja, Anthony W	OPS Teaching Asst/Interpreter	Human Resources EPI	4/22/2017
Thomas, William S	OPS Professional	Humanities & Fine Arts SPG	5/3/2017
Jones, Olivia	OPS Career Level 1	Learning Resources SPG	6/12/2017
Sylvestre, Samuel	OPS Career Level 1	Learning Resources SPG	6/12/2017
Shelley, Rickey S	Adjunct Faculty	Natural Science SE	5/15/2017
Fruth, Candice	Adjunct Faculty	Natural Science SPG	5/15/2017
Quiroga, Mayra	Adjunct Faculty	Provost Office TS	5/15/2017
Patton, Spyridon	Adjunct Faculty	Social & Behavioral Science SE	5/15/2017
Sciarrino, Ericka	Professional Trainer	Workforce/Professnl Developmnt EPI	5/15/2017

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Hesting, John	Instructor	Collegiate High School	06/24/2017 - 07/04/2017

Destination: Rome, Italy

The purpose of this trip is for Collegiate High School staff to lead high school and early college students in a study abroad program to Rome, Italy. A total of nine (9) students are enrolled in the program and will receive credit in either: REL2300 World Religions or INR2002 International Relations. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$4450.82.

Stark, Brandy	Instructor	Collegiate High School	06/24/2017 - 07/04/2017
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Destination: Rome, Italy

The purpose of this trip is for Collegiate High School staff to lead high school and early college students in a study abroad program to Rome, Italy. A total of nine (9) students are enrolled in the program and will receive credit in either: REL2300 World Religions or INR2002 International Relations. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$4350.80.

Wolter, Tim Instructor Humanities and Fine Art 07/04/2017 - 07/17/2017

Destination: Rome, Italy

The purpose of this trip is to lead SPC students on a study abroad program to Rome, Italy (including an overnight stay in Florence). Nine (9) students will participate in the program and receive credit in either: HUM2210 Western Humanities: Ancient through Renaissance or HUM2950 Study Abroad in Humanities. Participants will study humanities through immersion in Italian culture and by participating in excursions to religious and historical sites. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$5026.40.

Brzezinski, Sara Instructor Social Science 07/08/2017 - 07/29/2017

Destination: Belize City, Belize

The purpose of this trip is to lead SPC students on a study abroad program to Belize City, Belize. Three (3) students will participate in the program and receive credit in CLP2140 Abnormal Psychology (applications for this program are still being accepted). Students will be introduced to mental health diagnoses, treatment and prevention by combining lectures, labs and investigation of the native culture, community, institutions and inner cities of Belize. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$5193.91.

Wallis, James Instructor Natural Science 07/08/2017 - 07/29/2017

Destination: Belize City, Belize

The purpose of this trip is to lead SPC students on a study abroad program to Belize City, Belize. Four (4) students will participate in the program and receive credit in BSC2362 Tropical Ecology (applications for this program are still being accepted). Students will be introduced to the rainforest and Central American ecology by combining lectures, labs and investigation of the rainforest and coastal environments of Belize and Guatemala. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$5206.49.

Valentine, Anthony Academic Chair Communications 07/24/2017 - 07/28/2017

Destination: Barcelona, Spain

The purpose of this trip is for the instructor to participate in the International Conference on Teaching, Education and Learning. This opportunity will provide the instructor with professional development and a better understanding of international perspectives in education, learning and pedagogy.

Estimated cost to the College is \$668.19.

Grinnell, Lynn Instructor College of Business 07/24/2017 - 08/04/2017

Destination: San Jose, Costa Rica

The purpose of this trip is to lead SPC students on a study abroad program to San Jose, Costa Rica. Eight (8) students will participate in the program and receive credit in either: MAN3784 Sustainability in the Natural Environment, MAN4788 Sustainability and Environmental Issues, MAN4935 Special Topics: Problems and Solutions in the Triple Bottom Line, MAN2604 Intercultural Relations in Business or MAN4102 Managing Cultural Diversity. Applications for this program are still being accepted. Two faculty members will attend this program only if 12 or more students participate. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$4263.44.

Jones, Lori Instructor College of Business 07/24/2017 - 08/04/2017

Destination: San Jose, Costa Rica

The purpose of this trip is to lead SPC students on a study abroad program to San Jose, Costa Rica. Eight (8) students will participate in the program and receive credit in either: MAN3784 Sustainability in the Natural Environment, MAN4788 Sustainability and Environmental Issues, MAN4935 Special Topics: Problems and Solutions in the Triple Bottom Line, MAN2604 Intercultural Relations in Business or MAN4102 Managing Cultural Diversity. Applications for this program are still being accepted. Two faculty members will attend this program only if 12 or more students participate. As lead Faculty, airfare & lodging for Professor Jones is covered by EF Tours. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College is \$1272.67.

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

ND060517

Emergency Preparedness at St. Petersburg College



Board of Trustees Strategic Communication Plan During the Hurricane Season

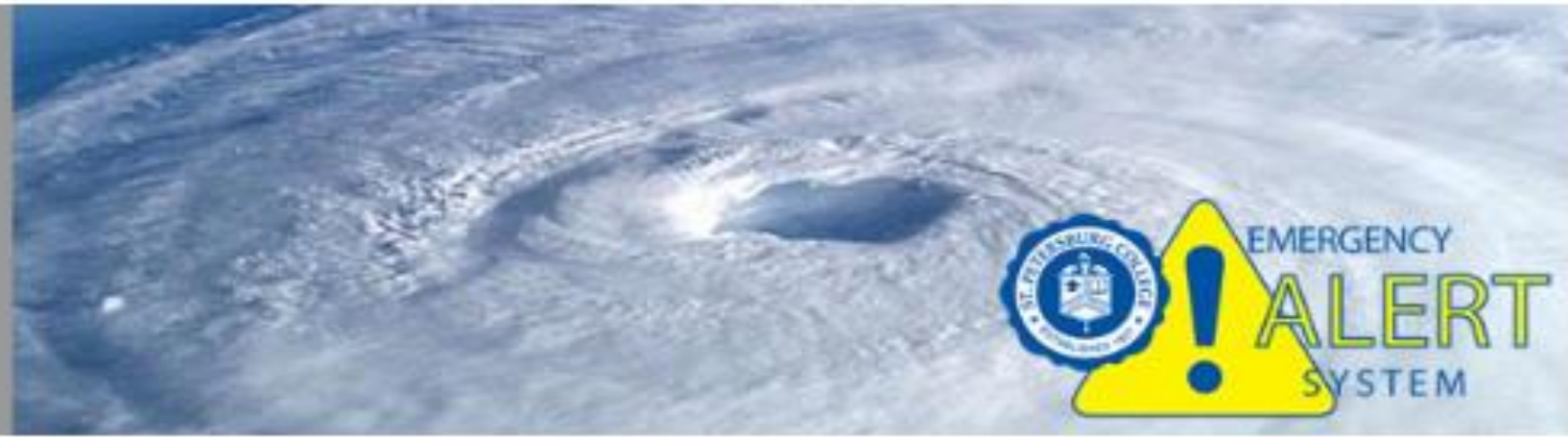
Bill Grey, Director of Emergency Management

Components of the Emergency Notification System for Hurricane Season

- Homepage
- Emergency Preparedness Blog
 - <https://spcemergency.wordpress.com/>
- E-mail
- Social Media
- SPC Alert Text Message System
- Campus Safety Toll Free Hotline
 - 866-822-3978



Emergency Preparedness at St. Petersburg College



Be prepared <https://spcemergency.wordpress.com/>

[Home](#) [FAQs](#) [SPC Safety and Security](#)

Emergency Alerts

There are no alerts at this time.

SPC Safety and Security

Providing a safe and secure place to learn and work

St. Petersburg College is dedicated to ensuring the safety and security of students, staff and visitors by providing quality services and information to help make the time that you spend at SPC safe and enjoyable.

ATLANTIC TROPICAL CYCLONE ALERTS

> No current storm in NHC Atlantic Walle 4
June 13, 2017
No current storm in NHC AT4 as of Tue, 13 Jun
2017 15:46:15 GMT

SPC RESOURCES

- > [Emergency Plan and ICS Overview for Employees](#)
- > [Emergency Response procedures for weather emergencies for employees](#)

Emergency Alerts

When an emergency poses a potential threat to life and safety, the college will **issue timely warnings (Clery reportable crimes)** and/or **emergency notifications** to students and employees. The college's main website at www.spcollege.edu is the official source of college information regarding the status of the institution. You will also find all emergency alerts on this blog.

Important Contact Information

- ★ Collegewide Security: 727-791-2560
- ★ Life-threatening emergency: 911
- ★ Message on SPC's toll free number: 866-822-3978

Communication channels

SPC officials communicate important information to faculty, staff, and students through the following:

- ★ **College home page**
- ★ Phone messages
- ★ Text messages
- ★ Employee and student e-mail
- ★ Recorded message on our toll-free number: **866-822-3978**
- ★ **Facebook**
- ★ **Twitter**
- ★ **SPC television station**



- > [Payroll Continuation Plan](#)
- > [SPC Instructional Continuity Plan](#)
- > [SPC's iPhone hurricane web app](#)

EMERGENCY MANAGEMENT RESOURCES

- > [Federal Emergency Management Agency](#)
- > [Florida Division of Emergency Management](#)
- > [Pinellas County Emergency Management](#)


CURRENT WEATHER

- > [National Hurricane Center](#)
- > [National Weather Service Tampa Bay Area Forecast](#)

HURRICANE PREPAREDNESS

- > [Federal Emergency Management Agency – Are you Ready?](#)

EMERGENCY LEADERSHIP
PHONE CALL INFORMATION

 Call: 866-915-8986

Participant Code: 2211596 

*It is the President's discretion to meet or conference with senior leadership in an emergency situation. For more information, refer to the SPC Emergency Management Plan located on One College Support/ Emergency Management Council committee.



Any Questions?

SPC St. Petersburg
College



Sign Language Interpretation - AS

Joseph Leopold, Dean of Communications

Background and Rationale

Program	Unduplicated Student Count				YOY % Change	Graduates			
	13-14	14-15	15-16	16-17		13-14	14-15	15-16	16-17
INTRP - AS	155	151	148	117	-26.0%	15	9	7	5
SINGLNG - LD	676	683	706	702	-.01%				

- National certification requires a bachelor's degree in any field (2012).
- Florida state certification discontinued (2013).
- AA transfer plans with USF (FUSE) in place.
- Investigating Educational Interpreting sub-plan in COE's Educational Studies and Community Leadership program.

Recommended Timeline

Summer 2017

Investigate development of Educational Interpreting SUBPLAN in COE's Educational Studies program

Fall 2017

Add AA Transfer Plans in Communications Sciences and Disorders

Spring 2018

Begin teach-out of INTRP-AS degree program

- 117 Students in Interpreter AS Plan
- Advisory Committee reviewed program viability and discussed program options
March 2017 meeting


Teach-Out Plan

- Individual student learning plans will be reviewed for students in the plan.
- Each student will be contacted (email, phone, mail) with information about course availability and alternate satisfaction options for course requirements.
- Advisors will be notified of closure and teach out plan through “Real Team” notification.
- Sign Language Interpretation AA transfer plans will be promoted to students and shared with advisors.
- Information regarding Educational Interpreting sub-plan will be shared as it is approved.

June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Memorandum of Understanding (MOU) with Florida A&M University

Approval is sought to enter into a Memorandum of Understanding (MOU) with Florida A&M University. This MOU shall take effect upon signing and remain in place for one year. It shall be automatically renewed on an annual basis unless any party provides the others written notice.

The intent of the MOU is to strengthen the partnership between St. Petersburg College and Florida A&M University by committing to a proactive strategy of cooperation to facilitate:

- Substantial, measurable increases in access to public higher education and degree production at the associate's, bachelor's, and graduate degree levels;
- Better preparation of students at every level for further study; production at the associate's, bachelor's, and graduate degree levels;
- Increased transfers from St. Petersburg College to Florida A&M University;
- Reduced time-to-degree for both associate's and bachelor's degree students; and
- Other measures of strategic importance to the state of Florida's educational and economic progress.

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services; and Anne Cooper, Senior Vice President, Instructional and Academic Programs, and recommend approval.

MEMORANDUM OF UNDERSTANDING

BETWEEN

FLORIDA A&M UNIVERSITY
AND
ST. PETERSBURG COLLEGE

This Memorandum of Understanding (MOU) is entered into by and between the Florida A&M University Board of Trustees, herein referred to as “Florida A&M University” or “FAMU”, and St. Petersburg College, herein referred to as “St. Petersburg College” or “SPC”.

Purpose

The intent of this MOU is to facilitate the development of processes and policies that will assist the articulation of SPC graduates ("the students") into agreed upon degree programs at FAMU.

WHEREAS, FAMU and SPC have agreed to establish an articulation agreement committed to a strategy to expand access, to meet extraordinary demands for growth and to provide for a competitive workforce; and

WHEREAS, this agreement could be employed to create a significant pool of highly skilled and educated technicians, scientists, health care professionals, and managers creating a competitive advantage in economic development and diversification; and

WHEREAS, the parties believe the two-plus-two system can be further expanded to meet the demands described above;

NOW, THEREFORE, BE IT RESOLVED BY FLORIDA A&M UNIVERSITY and ST. PETERSBURG COLLEGE THAT:

I. As a part of this agreement, both institutions commit to a proactive strategy of cooperation to

facilitate:

- A. Substantial, measurable increases in access to public higher education and degree production at the associate's, bachelor's, and graduate degree levels;
- B. Better preparation of students at every level for further study; production at the associate's, bachelor's, and graduate degree levels;
- C. Increased transfers from St. Petersburg College to Florida A&M University;
- D. Reduced time to degree for both associate's and bachelor's degree students;
- E. Other measures of strategic importance to the state of Florida's educational and economic progress.

II. FAMU and SPC agree to collaborate in innovative ways to promote expanded access for Florida students, to create and adopt specific 2+2 articulation pathways including:

- A. Guaranteed admission for SPC Associate of Arts (AA) graduates and selected Associate of Science (AS) graduates to agreed upon Florida A&M University baccalaureate programs consistent with university policy;
- B. Possible modifications of transfer admission criteria, for graduates of SPC, where appropriate, to develop a true 2+2 pathway model;
- C. A sense of concurrent enrollment status for SPC students enrolled in identified transfer plans to include university advisors assigned to these students;
- D. Expansion of FAMU financial aid resources to SPC students to support two-plus-two articulation agreements.
- E. Exploring joint staffing opportunities for faculty, student services, and other key personnel for the benefit of the agreement, including identifying transitional advisors

from FAMU to work closely with SPC advisors and their students throughout their AA/AS progress toward admission to FAMU (i.e., visits to SPC on a regular basis to meet with advisors and students, arrange trips to FAMU for campus tours, and other special arrangements).

- F. In the case that a student does not complete an AA from SPC prior to enrolling at FAMU, a reverse graduation policy will be established to transfer coursework back from FAMU to fulfill requirements to be granted the AA from SPC.

III. FAMU and SPC will create a specific operating plan to guide the framework of this agreement to provide a climate for planning, innovation, and capturing best practices. Routine collaboration among the institutions will include collaboratively establishing, publishing and annually reviewing specific inter-institutional admission processes, arrangements, transfer pathways, communications, operations and staffing.

IV. As part of the operating plan, FAMU and SPC will establish an interdependent arrangement for data sharing that enables deeper alignment of systems, policies, and procedures ensuring seamless and concurrent transitions for students, and advance public accountability for the results including:

- A. Working toward an information sharing system that will allow prospective transfer students from SPC to access FAMU's degree audit system for a clear understanding of actual progress toward baccalaureate degrees; and
- B. Data sharing from FAMU to SPC regarding transfer student success by academic major to identify potential issues for course articulation (content and standards).

- C. Sharing of information for purposes of reverse transfer from FAMU institutions to SPC degree programs; and

V. FERPA:

Both institutions agree to share and utilize student educational records for the purpose of facilitating articulation, reverse transfer, and other educational purposes as anticipated under this MOU, in accordance with the Family Educational Rights and Privacy Act (FERPA).

VI. TERMS OF THIS MOU

- A. This MOU shall take effect upon signing and remain in place for one year. It shall be automatically renewed on an annual basis unless any party provides the others written notice no later than one hundred twenty (120) days prior to the expiration of the preceding term that it wishes to terminate this MOU. If any party fails to follow the terms and conditions of the MOU, as set forth herein, the other party has the right to terminate this MOU immediately upon written notice to the others. If this MOU is terminated, the status of students matriculated, enrolled and/or accepted in programs contemplated under this agreement shall not be affected.
- B. Upon the creation of the intended Articulation Agreement for specific 2+2 pathways, this MOU will become incorporated into the new Agreement.
- C. This MOU is subject to each party's continued compliance with the established standards and requirements of Southern Association of Colleges and Schools – Commission on Colleges (SACS-COC) and other accrediting bodies.

D. Advertisements, press releases, flyers and other print or electronic publicity created and disseminated by each institution regarding programs or activities related to this MOU shall be approved in advance by designated representatives of both parties.

E. Modifications, additions or deletions from this MOU must be in writing and signed by any parties.

Florida Agricultural and Mechanical University (FAMU)

_____ President	_____ Date	_____ Chair, Board of Trustees	_____ Date
_____ Printed Name		_____ Printed Name	


St. Petersburg College

_____ President	_____ Date	_____ Chair, Board of Trustees	_____ Date
_____ Printed Name		_____ Printed Name	

June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Credit Curriculum

The following is a summary of off-cycle credit curriculum changes for which approval is sought for Summer and Fall 2017 (Term 0530-0535). Please see attachment for additional information.

New/Deleted/Modified Programs (6 total):

Career and Academic Community	New	Closed	Modified	Total
Arts, Humanities, and Design				
Business				
Communications		1*		1*
Education				
Engineering, Manufacturing, and Building Arts		2*		2*
Health Sciences and Veterinary Technology				
Public Safety, Policy and Legal Studies				
Science and Mathematics				
Social/Behavioral Sciences, and Human Services		3		3
Technology				
Total Programs:				6

*Last Admit Term Fall 2017; program closure effective Spring 2018

New/Deleted/Modified Courses (11 total):

Career and Academic Community	New	Deleted	Modified	Revitalized	Total
Arts, Humanities, and Design			1		1
Business			1		1
Communications					
Education					
Engineering, Manufacturing, and Building Arts			1		1
Health Sciences and Veterinary Technology			2	3	5
Public Safety, Policy and Legal Studies			1		1
Science and Mathematics			1		1
Social/Behavioral Sciences, and Human Services					
Technology			1		1
Total Courses:					11

*Effective Summer/Fall 2017 (0530-0535)

Credit Curriculum Updates for Summer/Fall 2017*

Program & Course Updates Effective Summer & Fall 2017 (Term 0530-0535)

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

I. Arts, Humanities, and Design

1. Course Updates: *Drawing I* (ART 1300C) added Digital Arts as a topic for digital arts majors.

II. Business

1. Course Updates: *Sustainability in the Natural Env.*(MAN 3784) added study abroad topic: Costa Rica

III. Communications

1. Program Closure: Sign Language Interpreting (INTRP-AS) will close, effective Spring 2018* due to employers raising the minimum credential requirement to a bachelor's degree. Last Admit Term is Fall 2018. Teach-out Plan: Options are being explored and include an AA-Transfer Plan in Communication Science Disorders with multiple tracks, including Sign Language Intreting. The AA plan will include all courses in the INTRP-AS program.

IV. Engineering, Manufacturing, and Building Arts

1. Program Closures: Drafting AS (DRAFT-AS) and the embedded certificate (DRAFT-CT) will close, effective Spring 2018* due to declining enrollment. Last Admit Term is Fall 2018. Teach-out Plan: All courses in the DRAFT-AS and DRAFT-CT exist in the Engineering AS and Architecture AS programs, so students will be able to complete all requirements.
2. Course Updates: *Six Sigma Black Belt Concepts* (ETI 2624): Added ETI 2610 as a prerequisite.

VI. Health Sciences and Veterinary Technology

1. Course Updates:
 - a. *Legal & Ethical Aspects of Nursing* (NUR 3826) was updated as a result of course review.
 - b. *Physical Therapy Clinical Pracitce I* (PHT 1801L) updated to align to new requirements of the American Physical Therapy Association Clinical Performance Instruement standards.
 - c. *Veterniany Work Practicum I* (ATE 1943) was modified as a result of course revitalization.
 - d. *Large Animal Clinical & Nursing Skills* (ATE 1636) modified as a result of revitalization.
 - e. *Small Animal Nutrition* (ATE 3605) was modified as a result of course reviatlation.

VII. Public Safety, Policy, and Legal Studies

1. Course Updates: *Legal Aspects of Managing Technology* (BUL 3564) removed hidden prerequisites; added MLO to reflect updated content.

VIII. Science and Mathematics

1. Course Updates: *Urban Pollution* (EVR 1263) Added EVR 1001C as prerequisite course.

IX. Social/Behavioral Sciences and Human Services


1. New Programs: The following programs were created as a part of the FUSE initiative with USF:
 - a. USF St. Petersburg Affiliated Economics Transfer Plan (FSPAECO-TR)
 - b. USF St. Petersburg Interdisciplinary Sciences Transfer Plan (FSPIDS-TR)
 - c. USF St. Petersburg History Transfer Plan (FSPHIS-TR)

X. Technology

1. Course Updates: *Computer Repair Essentials* (CET 1171C) modified due to course revitalization.

June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Florida Department of Education—Tampa Bay Consortium College Reach Out Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Tampa Bay Consortium College Reach Out Program (CROP). Permission is sought to accept an estimated \$457,658 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The goal of CROP is to provide academic support services and enrichment programs to middle and high school students who have the potential to complete college but may not have the skills and/or knowledge necessary to do so without additional support. As a regional initiative, CROP provides support and academic services to approximately 1,050 low income, educationally disadvantaged students in grades 6-12 across Tampa Bay, reaching 21 middle and 36 high schools in four counties. CROP's goal is to increase the number of such students, particularly minorities, who will qualify for and complete postsecondary education. The Tampa Bay Consortium's CROP, now in its 26th year, consists of: The University of South Florida; Hillsborough Community College; State College of Florida, Manatee-Sarasota; and St. Petersburg College. St. Petersburg College serves as the fiscal and tracking agent for the Consortium and oversees the entire funding awarded to the Consortium.

The estimated period of performance will be from August 1, 2017 through July 31, 2018. The total project budget is projected to be \$457,658 over a one-year period. Of this amount, the College anticipates receiving approximately \$121,595 for its services over this same period. See attached Information Summary for additional information.

Tonjua Williams, Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; and Linda L. Hogans, Director, Special Programs, recommend approval.

Attachment

jm0607172

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

Date of BOT Meeting: June 20, 2017

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Tampa Bay Consortium College Reach Out Program (CROP)

SPC Application or Sub-Contract: SPC Application

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

Administrator: Linda Hogans

Manager: La Crecia Wright

Focus of Proposal:

The College Reach Out Program is a consortium of Hillsborough Community College; State College of Florida, Manatee-Sarasota; The University of South Florida; and St. Petersburg College serving as fiscal agent. The Consortium provides academic support services and enrichment programs to middle and high school students who have the potential to complete college, but may not have the skills and/or knowledge necessary to do so without additional support. The goal is to increase both high school graduation rates and post-secondary enrollment rates for these students. The program will serve approximately 1,050 students in grades 6-12, providing the following services: 1) year-round, supplemental academic instruction, including summer enrichment programs and a summer residential program at USF; 2) student and parent workshops on topics pertinent to post-secondary enrollment, such as financial aid and course sequencing; and 3) supportive student services, including one-on-one mentoring and activities such as campus tours and cultural outings, to ensure students have access to ever resource available to promote their success in high school and motivation toward post-secondary education.

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	\$ 78,350
Fringe	\$ 1,823
Travel	\$ 29,320
Printing and Supplies	\$ 1,100
Other (Workshops, Teachers, and Fees)	\$ 11,000
Contractual (Consortium Partners)	<u>\$ 336,065</u>
Total Budget	\$ 457,658

Funding:

Total proposal budget: (includes amount

requested from funder, cash and in-kind matches listed below) \$1,044,232
 Total amount from funder: \$ 457,658 (SPC's Portion - \$121,595)

Amount/value of match: Cash: \$433,135
 (SPC's Contribution - \$121,595)

In-kind: \$153,439
 (SPC's Contribution - \$294)

Required match or cost sharing: No Yes X
 Voluntary match or cost sharing: No Yes X
 Source of match/cost sharing: Staff and Program Development funds, other College programs, and SPC Foundation scholarships for cash

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

College Values, Strategic Initiatives and Activities Addressed:


Value(s): 1. Student Focus
 2. Diversity
 3. Academic Excellence

Strategic Initiative(s): 1. College Experience Student Success Initiative
 2. Recruitment and Retention Plan
 3. Learning Beyond the Classroom

June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Homeland Security: Federal Emergency Management Agency (FEMA) – Fire Prevention and Safety Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) by St. Petersburg College's Center for Public Safety Innovation (CPSI) for the Fire Prevention and Safety grant. Permission is sought to accept an estimated \$375,055 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The goal of this two-year project is to deliver firefighter suicide prevention training through training of trainers (TOT) courses and regional conferences throughout the country. This funding will also allow subject matter experts to provide technical assistance at the local level for agencies needing assistance with program implementation. CPSI will oversee and coordinate the delivery of 20 face-to-face TOT courses and eight regional conferences. All logistics including training venues, subcontracting services, contractor coordination, instructor selection and travel will be the responsibility of CPSI.

The estimated period of performance will be from October 1, 2017 – September 30, 2019. The total award amount is projected to be \$375,055 over a two-year period. See attached Information Summary for additional information.

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

Attachment

ks0607172

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

Date of BOT Meeting: June 20, 2017

Funding Agency or Organization: U.S. Department of Homeland Security -
Federal Emergency Management Agency
(FEMA)

Name of Competition/Project: Fire Prevention and Safety Program

SPC Application or Sub-Contract: SPC Application

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

Administrator: Scott Fronrath

Manager: Eileen LaHaie

Focus of Proposal:

St. Petersburg College’s Center for Public Safety Innovation (CPSI) is proposing to deliver firefighter suicide prevention trainings through training of trainers (TOT) courses and regional conferences throughout the country. CPSI will provide technical assistance and program follow up after each of the trainings in order to assist agencies with program implementation at the local agency level. CPSI will oversee and coordinate the delivery of 20 face-to-face TOT courses and eight regional conferences. All logistics including training venues, subcontracting services, contractor coordination, instructor selection and travel will be the responsibility of CPSI.

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	\$ 148,338.00
Fringe	\$ 56,369.00
Travel	\$ 2,716.00
Supplies	\$ 2,400.00
Consultants/Contractors	\$ 154,832.00
Other Costs	<u>\$ 10,400.00</u>
Total Budget	\$ 375,055.00

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 393,807.00

Total amount from funder:	\$ 375,055.00
Amount/value of match:	Cash: N/A In-kind: \$18,752
Required match or cost sharing:	No Yes X
Voluntary match or cost sharing:	No Yes X
Source of match/cost sharing:	SPC will not recover indirect costs (part of required in-kind contribution.)
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: (20% Grant Acct Salary/Benefits for 2 yrs)	\$26,282


College Values and Strategic Initiatives Addressed:

- | | |
|--------------------------|---|
| Value(s): | 1. Partnership
2. Professional Development |
| Strategic Initiative(s): | 1. Community Initiatives |

June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Baynard, McLeod and Lang, PA—Legal Services as Board Attorney

Authorization is sought to extend the agreement with Baynard, McLeod and Lang, PA to provide the legal services of Joseph H. Lang, Esquire, to continue to serve as the Board attorney for the period commencing July 1, 2017 and continuing through June 30, 2018. Under the terms of the Agreement, Mr. Lang will receive a retainer of \$400 per month and an hourly rate of \$250 for services rendered. The Agreement will also provide that Mr. Lang may elect to use other firms, at agreed upon rates, for specialty issues not handled by Mr. Lang's firm. Although the total amount of this Agreement cannot be determined at this time, expenditure approval, for Mr. Lang's firm and other firms used to provide services contemplated herein, is requested for up to the approved budgeted amount for Fiscal Year 2017-18.


Suzanne L. Gardner, General Counsel, recommends approval.

ps0607171

June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Accounts Receivable Write-Off

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2015. In each instance, the receivable is at least two years old.

Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.

Last year we projected a 10% increase in this year’s write-off but we came in relatively flat with better than expected collections for the year. In addition, we recovered approximately \$101,000 in prior year write-offs. We are projecting about the same write-off for next year. Approved write-offs for FY16 totaled \$1,074,133.55.

Accounts to be written-off, totaling \$1,079,858.75 are summarized on the following schedule:

Student Tuition Debt:	\$93,629.12
Financial Aid Repayment:	\$975,750.02
Return Checks/Other:	\$10,479.61
Total	\$1,079,858.75

Brian Miles, Vice President, Administrative/Business Services and Information Technology; Amy Lockhart, Associate Vice President, Financial and Business Services; and Mike Meigs, Director of Student Accounting and Business Systems, recommend approval.


Bad Debt 5 Year Trend



June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: JP Morgan Chase Global Philanthropy–New Skills at Work Grant

This informational memo provides a summary of a grant proposal that was submitted in collaboration by the St. Petersburg College Foundation and St. Petersburg College to JP Morgan Chase (JPMC) Global Philanthropy for the New Skills at Work funding opportunity. The grant will provide an estimated \$250,000 in funding over a one-year period for this proposal. If awarded, funding will be channeled under the direction of the SPC Foundation as a non-profit entity.

New Skills at Work is part of a five-year \$325 million global initiative investment by JP Morgan Chase Global Philanthropy to leverage corporate resources, expertise, and global reach to help inform and accelerate efforts to support demand-driven skills training for adults and expand skills-based education for youth. JPMC approached the Tampa Bay Technology Forum and St. Petersburg College to submit a proposal for funding to address the IT skills gap in Tampa Bay.

Together, the partners developed the Tampa Bay New Skills at Work (TB-NSAW) program that will broaden capacity by developing a region-wide, IT-focused ecosystem that aligns with national sector strategies to grow meaningful academic and career pathways to skilled employment. TB-NSAW will establish an infrastructure of supports and tools that enhance existing strategies, including targeted stakeholder convenings and development of a multi-faceted communication website and engagement map, linking and engaging industry, education, and students to trainings and jobs. TB-NSAW will also expand on the Exploratory Labs model and offer multiple networking opportunities with employers to ensure motivated and skilled IT students find gainful employment locally. Led by two full-time staff and the TB-NSAW partnership, the program will serve an estimated 600 students and 100 employers over the one-year grant. By implementing these strategies, TB-NSAW will have a long-term impact over time by closing the technology skills gap, meeting employer satisfaction demands, and improving student engagement and success.

The estimated period of performance will be from July 1, 2017 through June 30, 2018. The total project budget is approximately \$250,000, of which the SPC Foundation anticipates receiving \$250,000 over the one-year period.

js0609172



St. Petersburg Collegiate High School
A Charter School at St. Petersburg College

Governing Board Meeting
EpiCenter, 1-451 & 1-453
June 20, 2017

Agenda

1. SPCHS Highlights for 2016-17
2. SPCHS Proposed Budget for 2017-18 (submitted for approval)



St. Petersburg Collegiate High School

A charter school at St. Petersburg College
Governing Board Meeting
June 20, 2017
Starla Metz, principal



SPCHS OVERVIEW AND RANKINGS

- Mission
- Vision
- Program Components
 - Pre-Collegiate
 - Collegiate
 - Leadership Program
- Holistic Experience
- Rankings



10% of SPCHS 2017 graduates are pursuing a Baccalaureate degree at SPC



12,900 hours of service



Enjoy high school and college events

HIGHLIGHTS FOR CLASS OF 2017



Stephen Delong
All Florida
Academic Team

Natalie Moyer
All Florida
Academic Team



Jordan Lavoie
Texas A&M Research

Zachary Hart
National Merit
Finalist



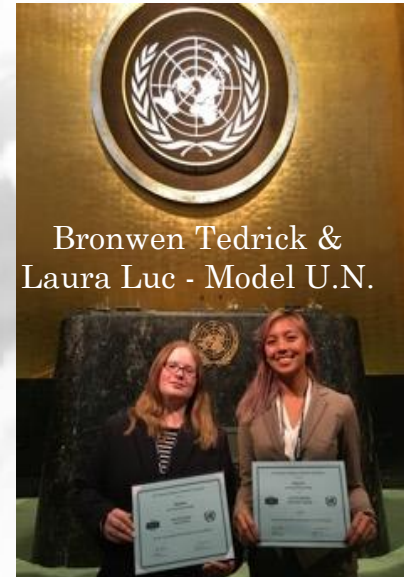
Krystal White
National Merit
Finalist



Laura Luc
Congressional
Bundestag Youth
Exchange



Recipient of Junior Achievement's Outstanding Achievement Award



Bronwen Tedrick &
Laura Luc - Model U.N.

**St. Petersburg Collegiate High School
Proposed Budget
2017-2018**

	Proposed Budget	Prior Year Approved
	FY 2018	FY 2017
	7/1/2017 - 6/30/2018	07/01/2016 - 06/30/2017
Revenue		
Funding Sources		
FEFP Funding	\$ 1,344,000	\$ 1,380,000
Capital Outlay Funding	45,000	35,000
Title II Professional Development Reimbursement	9,500	9,500
A+ Recognition Award	23,000	22,000
Budget Stabilization Reserve (Fund Balance)	70,660	39,867
Total Funding Sources	\$ 1,492,160	\$ 1,486,367
Operating Expenses		
Personnel Cost		
Instructional	482,585	470,977
Administrative and Instructional Support	450,459	452,049
Temporary (Non-recurring)	12,236	5,000
Total Personnel Cost	\$ 945,280	\$ 928,026
Current Expense		
Workshops and Travel (partially Title II)	14,500	14,500
Classroom Supplies	1,000	1,000
Textbooks and Instructional Materials	163,849	160,000
Computer Leases	17,880	5,880
Minor Equipment (computers)	2,347	29,934
Facility Lease (Partially from Capital Outlay Funds)	199,552	195,640
Professional Services & Fees	28,100	67,750
Insurance	13,000	13,000
Repairs / Service Contracts	4,000	4,000
Transportation	0	0
Food	45,030	46,000
Office Supplies and Equipment	11,522	9,537
Lease Ricoh Copier	1,600	1,600
Postage	1,000	1,000
Printing/Photocopying/Advertising	8,500	8,500
Total Current Expense	\$ 511,880	\$ 558,341
Capital Spending		
Total Capital Spending	\$ 35,000	\$ -
Total Budgeted Expenditures	\$ 1,492,160	\$ 1,486,367
Other Transactions: Dual Enrollment		
Dual Enrollment Tuition Expense	\$ 450,000	\$ 450,000
SPC Contribution to offset tuition	\$ (450,000)	\$ (450,000)
Ending Fund Balance Reserve (est.)	\$ 988,591	\$ 935,100