

MINUTES OF THE JUNE 20, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, June 20, 2017 at the St. Petersburg College EpiCenter, 13805 – 58th Street N., Largo, Florida. The following Board members were present: Chair Bill Foster, Vice Chair Nathan Stonecipher, Bridgette Bello, Katie Cole, and Deveron Gibbons. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, June 20, 2017, at the EpiCenter, Room 1-453, 13805 58th Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

17-113. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

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. Mr. Ron Boyce (*Attending*)
 - 2. Dr. Linda Hogans (*Attending*)
 - 3. Ms. 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*)

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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 - Ms. Janette Hunt (*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 – Dr. Jesse Coraggio(*Presentation/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

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17-114. Under Item I, Call to Order

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

17-115. Under Item II-A, Presentation of Retirement and Motion for Adoption

Dr. Law recommended adoption of retirement resolutions for Mr. Ron Boyce, Dr. Linda Hogans, and Ms. Lori Cragle. Ron Boyce and Linda Hogans were in attendance, and joined by family and colleagues, received their resolutions as presented by Chairman Foster and President Law.

17-116. Under Item II-B, Recognition/Announcements

None

17-117. Under Item III, Comments

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

Chairman Foster stated they reached an agreement on the Presidential Contract with Dr. Tonjua Williams. Mr. Deveron Gibbons requested an opportunity to read the agreement before they made a motion to approve it. Chairman Foster responded that they will review the highlights of the contract and approve it at the end of the meeting.

Ms. Katie Cole thanked everyone involved in the presidential search process and welcomed Dr. Williams. She stated that with the budget deficit they had to make some difficult staffing decisions and she appreciated the communication by Dr. Law and his team. She also shared that she appreciated everyone's understanding with respect to the budget.

Ms. Cole stated that they received an email in their SPC system about a potential out-of-state student addressed to Chairman Foster regarding the coordination of admissions. Ms. Cole wanted to make sure that someone responded to this parent. Dr. Williams agreed she would respond and asked Ms. Cole to forward a copy of that email to her.

Mr. Gibbons congratulated Dr. Hogans, Mr. Boyce, and Dr. Law on their retirement. He thanked everyone who attended the NAACP dinner which he said was well attended. He thanked Dr. Law and Dr. Williams for getting the Veterans Advisory Board. He thanked the legislators who signed a letter for SPC to go after the Veteran's Upward Bound grant and it is the first time in the history of the college.

Mr. Gibbons called Dr. Pat Hernley to the podium to be recognized by the Board and talk about his Study Abroad program in Cuba. Mr. Gibbons stated it was an eye-opening experience, and it could be a revenue generator for the college, as well as broaden the experience of our students.

Dr. Hernly thanked the Board for the opportunity to speak and thanked Dr. Kirsch who nominated him to lead the Cuba Study Abroad Program. He stated he took five students representing several departments across the college. He stated the study abroad program

encompassed two courses, one of was specific to music performance and the other was music appreciation general education. He noted that the program had a good mix of music, Cuban culture, Afri-Cuban culture. He agreed with Mr. Gibbons that there is a lot of opportunity to interface with the arts community in St. Petersburg. He shared his hope that there is a possibility of getting a Cuban consulate in St. Petersburg, given that there is a history of Cuban culture in Tampa Bay and having this program at the college is very important. He shared that it was great to have Mr. Gibbons on the trip and it gave students an opportunity to talk to a Board of Trustee member.

Mr. Gibbons asked Chairman Foster if they will be discussing the St. Pete Gibbs building. He stated the Appropriations Chair reached out to him and stated they are not to change the course on that facility. Chairman Foster replied that no one is proposing to make changes.

President Law noted he has been a president for twenty-nine years and his wife, Pat, was at the Board meeting today for the first time. He commented on the wonderful opening and renaming of the new Women on the Way Center at the Tarpon Springs campus. He said the Center was dedicated to Maria Edmonds who passed away in January.

President Law said last month Jeanne Trimble spoke about the training for career staff and he asked her to give him a summary. He stated they go to each campus and have a luncheon to give awards for anyone who completed a minimum of 24 hours of training in a year. He noted this year they awarded certificates to 450 employees this year which was up from about 300 employees last year and there was a combined total of 15,000 hours of staff training. He expressed his appreciation of all those who participated in training.

Dr. Tonjua Williams thanked the Board for the opportunity to serve in the capacity of president. She said that it is an awesome opportunity, but that it is a great institution with great faculty and staff, and there is a lot of work to be done. She noted that her first official day will be Monday, July 3, and she will meet with FGO on July 5.

17-118. Under Item IV, Review and Approval of Minutes

The minutes of the May 16, 2017 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Gibbons moved approval of the minutes as submitted. Mr. Stonecipher seconded the motion. The motion passed unanimously

17-119. Under Item V, Monthly Reports

Under Monthly Reports

There were no monthly reports from Mr. Lang nor Ms. Gardner.

17-120. Under Item VI – A, Strategic Focus and Planning

Under 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,

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Associate Vice President, Enrollment Services (*Presentation*)

Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, and Dr. Patrick Rinard, Associate Vice President, Enrollment Services, presented Spring 2017 course success rates to the Board. He stated success is defined by grades A, B, and C divided by all grades. He noted that the number of grades recorded in Spring 2017 was 82,322 which has decreased over the past 2 years and corresponds to the decline in enrollment. Other highlights included: course success rates for Spring semesters increased 2% from 2 years ago from 76.3% to 78.3%; the five-year trend of overall course success rates for the entire academic year increased from 74% to 78.6%. Dr. Rinard attributed this increase to the College Experience and online revitalization. He noted that the 74.6% in 2010/11 was at the same time SB 1720 was implemented which allowed entering students the option to go right into college courses and bypass developmental courses, and many of those students did not have the foundational experience to succeed.

Other data highlights included: Spring college success rates increased by 2% for all students over two years and 1% over 1 year; Male students had a 76.5% success rates which was an increase of 1.3% over 1 year. While not as high as female students at 79.4% , it is still encouraging; Black/African American ethnicity group showed good trending data of 2% increase over 1 year and 4.9% increase over 2 years; Male African American students had the biggest increase of 3.2% over 1 year and 6.9% over 2 years, but noted they have the furthest increases to go because their Spring 2017 success rates of 67.4% was not as high as Hispanic (75.2%) and White Males (78.4%), but pleased to see those gains.

Dr. Rinard noted that First Time In College (FTIC) students make up about 1,055 students which is only 3.6% of overall enrollment. Highlights included: FTIC success rate declined 1.3% over 1 year, but still up over 2 years from Spring 2015; FTIC Males did not fare as well with a decline of 3.4% over 1 year; FTIC African Americans declined 9.8%; FTIC Hispanic/Latinos had a 4% gain; FTIC African American Males success rates declined 10.4% over 1 year. Dr. Rinard stated they did research to determine the courses where the success rates were lower than the averages. He added they are going to work with the Deans in those disciplines and the student success advisors to address these issues.

For FTIC Developmental Courses, Dr. Rinard stated there were 563 course enrollments in developmental courses of the total of over 82,000 course enrollments in Spring 2017 which is only 1% of the population of students. Highlights included: FTIC Development students had a negative change of 3.1% in Spring 2017 from Spring 2016; Male students showed the biggest decline of 7.6%. Dr. Rinard stated there is work to do with onboarding our new students, especially as they go into development courses. He stated that in the Ethnic groups, the Black/African American students had a significant decline of 14.5%, whereas Hispanic students gained 11.3%. He added that there were 45 course enrollments for African American Male students and they only had a 51.1% success rate in FTIC development education.

Ms. Cole asked if this data reflects the students grades in developmental courses or all of their grades. Dr. Coraggio replied that this data is strictly success rates in developmental courses but the next set of data shows success rates for gateway courses. Dr. Rinard said there are two

developmental courses that they will work on with Dean Chang and Dean Leopold, because they are seeing dramatically lower success rates in those courses in mathematics and communications.

Dr. Rinard noted that of the students who were not successful in these courses, 68% were not flexible placement students. This means that these students did not qualify for SB 1720, because they graduated before 2007 and were older students coming back to college. He said that they are in these developmental courses and are struggling. They plan to reach out to students who were not successful and have a focus group and get qualitative data from these students.

Dr. Coraggio noted that SB 1720 was initiated in 2014 for students who graduated after 2007. They were given the option of whether to take placement tests, participate in remedial education courses, or go right into gateway or college level courses. He noted that it created the perfect storm because sometimes the better students who may still need remedial courses are more likely the ones to make the jump to the gateway course, so then there are less prepared students in developmental which brings down development scores. He said students who jump to gateway courses can also bring down courses if they are not ready. He added that the impact to the institution is they want to put resources and services wherever the students are and provide an environment where these students can be successful.

For the FTIC Gateway courses, Dr. Coraggio stated there was slight uptick of 1.3% and the numbers shown are actual grades and to keep in mind that for enrollments, students typically take 2 or 3 courses. Highlights included: Male trend was flat, while females were up 2.7%; African American students were down 7.2%; Hispanic/Latino students were up 6.9%; White students were up 1.3%; Black/African American Male students down 0.4%; Hispanic Male students up 5.4%; White Male students had biggest decrease of 4%.

Dr. Coraggio mentioned that for SB 1720, they have taken steps, better than some other institutions, to prepare students for this change. He said since they cannot require them to do testing, they used a prediction model of students similar to them who chose to go right into gateway courses. He said they used high school information and determined one of three prediction levels of readiness across the three areas of math, reading, and writing: Likely College Ready, Dev Ed Recommended, or Dev Ed Strongly Recommended. He noted they tried to provide this information to the students before they made their schedules.

Dr. Coraggio noted that for math courses such as MAT 1033 (Intermediate Algebra) and MAT 1100 (Quantitative Reasoning) which are two gateway college level courses, the success rate for FTIC students was 55.4%, but it decreased to 41.7% for Dev Ed Recommended and 48.0% for Dev Ed Strongly Recommended, which are students who did not take our recommendation to take a development course prior to taking a gateway course.

Dr. Coraggio stated the success rates for Development Ed Courses for Dev Ed Recommended students had a 61.5% success rate, but it drops to 41.7% if they went right into a gateway course. He noted that they need to explore why students who are Dev Ed Strongly Recommended fair better with a 48% success rate when they went right into a gateway course. He added that although 48% is not a good success rate and they want to improve that, these were students who

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were not ready but performed better than their counterparts who stayed in developmental education.

Dr. Coraggio stated they see similar results in their writing courses with a 50% success rate for Dev Ed Recommended regardless of whether take took the gateway or developmental course. He said there were similar results for reading, but noted there were only 15 students who took Developmental Reading who were in the Dev Ed Strongly Recommended area.

Dr. Coraggio provided some noteworthy observations about the data which included: Overall college success rate increased 1% this Spring and 4.6% since 2010/11; FTIC students had a 1.3% decrease this last Spring; FTIC students had an overall decrease of 3.1% in Developmental Education Course success rates with African American students down 14.5%, while Hispanic students were up 11.3%; FTIC students had a 1.3% increase in Gateway Course success rates. He added that Flex placement students perform better if they take the college recommended Dev Ed course.

Dr. Coraggio stated that next steps included: review the prediction model, review withdrawal pattern of high enrollment, low success rate courses; review modality and course differences across course for various demographic groups; and doing personalized communication to African American male students, such what Dr. Smiley is doing for his students.

Chairman Foster thanked Dr. Coraggio and Dr. Rinard for their work and comprehensive data analysis.

17-121. Under Item VI – B, Budget and Finance

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

Ms. Janette Hunt, Budget and Compliance Director, presented the monthly financial report. Ms. Hunt reported that revenues as of May 31, 2017 were \$53M or 93% of the budgeted amount. She stated they projected revenue would be down 7% but it is only down 5.4%, because the summer enrollment was not as low as anticipated. She added that state appropriations and performance funding are coming in as expected, and student-related fees are also coming in accordance with our enrollment. She noted that industry certifications were originally budgeted at \$150,000 but \$595,000 was actually received this fiscal year. She stated that total revenue is at \$136M with a year-over-year change of -2.7%.

Ms. Hunt also reported for expenses that a few months ago they projected they would be down based on enrollment, and they had come to the Board with a plan to realize some salary lapses, which is reflected with personnel and benefits expenditures with a year-over-year reduction of -1.1%. She noted that with the reduction plan the current expense has a year-over-year change of -5.6%, and a change of -7.4% in total capital compared to last year, leaving overall revenue at \$1.9M.

Mr. Stonecipher asked why the revenue number for industry certifications was higher than anticipated. Ms. Hunt replied that last fiscal year they received a little over \$300K in revenue for 711 certifications, but this year they did 731 certifications; the average this year was 815 versus last year which was 466.

Dr. Law added that the legislature prorates \$10M for a gain in a list of certifications. Since the money comes at the end of the year, he said you never know how much you are going to get, because they cannot tell what 27 other colleges are doing. He stated they are encouraged they are getting 6% of the \$10M, which is twice what they get for regular appropriations. He summarized by stating they never know much it is going to be per certification of the total.

Mr. Deveron Gibbons asked Dr. Law about how the meeting the Senate President is going to have will affect the total bottom line budget in this cycle.

Dr. Law explained that the Senate President proposed to the Council of Presidents an agreement to be reached where the \$25M that was cut from developmental education would be restored, but there is not an understanding of how this would happen. He noted they would get about \$800K which was their share of the cut of \$25M or 3%. He added that \$800K would be better than nothing and would go right back into the budget and affect their bottom line. He commented that he was not sure how or when it will show up or if there will be strings attached.

Ms. Katie Cole asked about for the pro cert reimbursement from the state, if the College offered more certifications would they get higher reimbursement or will the expenses also commiserate with that increase.

Dr. Law responded that it has been one of their high priorities that students have access to certifications, not just degrees. He noted that the College is the third highest awarder of certifications in the state, and the two higher have high school programs with them. He stated the College has done really well but a lot more could be done. He said the legislature put \$10M in next year's budget, and the College has raised this year's budget a little. He commented that there is a benefit to go after certificates, the least of which students get jobs when they get the certificates. Dr. Law noted that it would take a while to get \$600K in the operating budget with enrollments going down, so he thinks it is a very good deal.

Ms. Katie Cole asked if expenses are increasing when we offer the certificates. Dr. Law responded that no, a lot of the certificates come while the students are taking credit courses, and when they take the credit courses they become eligible to take the certification test. He added that the College pays for the certification test and they do well. He stated the other certifications are in the health programs. He noted the College has a good profile, but there is more to do, and there was a big meeting last Friday to move that forward across the college.

In reference to last month's budget report, Mr. Deveron Gibbons asked Dr. Law what the likelihood was of having a conversation with the School Board or district to get back the \$2.5M for dual enrollment because the College is providing a lot of services the School Board should be providing. Dr. Law replied that it is a two-way street, and both the College and the School Board eat costs, and bottom line, the two approximate each other. Dr. Law stated he and Dr. Michael Grego came to an agreement to not change this because students would get caught in the middle.

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Dr. Law noted that he was concerned that when the law passed about dual enrollment and said to get the money from the school districts, he believes the law states that you cannot restrict a student, and if they show they are ready for it, they have to be provided dual enrollment. He said he does not know if they can cut it back. Mr. Gibbons responded saying that he does not want to restrict it, but that he understands we already share the costs.

Mr. Gibbons stated that they are looking at everything in the budget and he was asked at a leadership session if the College is fulfilling their mission which is Higher Ed or 13th grade, not 11th or 12th grades. He added that he disagrees with that, but wants to make sure the College is accomplishing the mission and after the last graduation with the number of AA and Bachelor graduates, it confirms the College is doing its job. He summarized by stating he wants to ensure the College is not carrying more of a load than is necessary related to K through 12.

Dr. Law stated that even though there is an exchange in lieu of tuition, the College gets to count the enrollment that the state funds. He added that doing it with the marginal costs associated with it, it is very popular with parents and is a good balance for the College. He noted that students get an Associate's degree and do not pay for their books. Mr. Bill Foster added that he thought about dual enrollment and the equity in that program, and he asked Dr. Williams to continue to review it and tweak it if needed and bring her thoughts to the Board of Trustees.

2. Discussion and Adoption of 2017-2018 Operating Budget – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation/Action*)

Mr. Miles presented the proposed 2017-2018 Operating Budget to the Board. He outlined the agenda for this report to include a recap of the proposed budget presented last month which had a \$6.2M deficit, a budget reduction plan to get to a zero balance and explanations of these deductions, other budgets that need to be reviewed including the Capital Outlay Budget to be approved by the Board, and address questions from last month. At the conclusion of his presentation, he noted he will ask the Board for questions and approve the Operating Budget.

Mr. Miles highlighted some areas of the proposed Operating Budget. Under Revenue, with the expectation of a decrease in enrollment, they anticipate a 3.5% decrease in Student Semester Hours (SSH) resulting in a decrease of \$5.6M in tuition. He stated they expect a state appropriation increase of \$1.7M under the Florida College System (FCS), and a decrease in lottery funds by almost \$2.5M. He noted they do not know their performance funding so that will remain at \$3.6M. He said that with the decrease in tuition dollars, there will be a decrease in fees. He added they want to reduce their reliance on fund balance, so the difference between this year and last year would be about \$2.6M. There will be a \$10.9M decrease in Total Revenue for the 2017-2018 Fiscal Year.

Mr. Miles highlighted some Expense line items in the proposed Operating Budget. He explained with the elimination of some positions and vacancies and health insurance trending up by \$3.5M, there would be a decrease of \$920K in Personnel and Benefits. Other line items highlighted included: Current Expense would be decreased by \$3.1M, Capital Spending would be decreased \$600K, for a total Operating Cost of -\$4.6M, leaving a deficit of \$6.2M.

Mr. Miles highlighted their plan to eliminate the \$6.2M deficit. He explained they established 5 Guiding Principles to enable them to make tough decisions with the budget cuts.

Mr. Miles explained the Budget Plan will be approached in 3 Phases: Phase 1 will be completed by July 1, Phase 2 will be completed in the next 6 months by December 2017, and Phase 3 by June 2018. He highlighted some areas in Phase 1 to reduce the \$6.2M deficit which included increased revenue from the Foundation and other sources (\$1.3M), cutting Operating Expenses (\$1.8M), cutting OPS positions (\$748K), and eliminating personnel vacancies and current filled positions (\$2.4M). He noted that executing these actions will bring forth a balanced Budget for the fiscal year.

Mr. Miles highlighted Phase 1 details to get to the \$6.2M starting with Revenue line items which included: increasing industry certifications by \$350K from \$150K to bring it up to \$500K; Auxiliary funds (\$304K) of the student success fund which holds \$1.1M in financial aid fees; Foundations funds (\$609K) with \$230K will be one time and will be recurring for the next 3 years. Mr. Miles thanked the Foundation for these funds to move into the Operating Account. This brings the Revenue Total to about \$1.2M. This brings the Operating Expense total to \$1.75M.

For the Operating Expenses line items, Mr. Miles noted the following will be cut: Professional Development (\$750K) with a hold on the \$1500 SPD per faculty unless approved by the VP and planned sabbaticals with exception of current approved requests; Travel moratorium (\$410K); Employee recognition (\$50K); Leadership programs (\$50K); Department budgets by looking at the average over the last 3 years and reducing these budgets 10% (\$380K); Dental Hygiene Strategic Request (\$10K) will be funded from Fund 21 instead of the Operating Fund; and Customer Relationship Management System (\$100K).

Mr. Miles noted that other reductions include staff reductions: OPS reduced by 25% (\$750K) by personnel or by hours; cutting 35 vacancies and 9 currently filled positions, 7 of which are Administrative and Professional to be approved by the Board, and 2 were career service positions which do not need to be approved by the Board of Trustees. Mr. Miles emphasized that these personnel cuts were not performance-based but were cut due to budgetary reasons. He summarized that there is a Total Personnel Savings of about \$2.4M, which added together reduces the \$6.2M deficit and bring the College to a balanced Budget going into the new fiscal year.

Mr. Miles highlighted details in Phase 2 (first 6 months of next year) of the Budget Plan which included: Continue to execute the enrollment plan by increasing enrollment and tuition dollars; Review the College structure and reallocate resources; Increase facility rentals and partnerships; Conduct a comprehensive review of student software to reduce redundancies; Review consulting services college-wide; and Review technology to evaluate the need to refresh although some of the technology products can be purchased for a cost savings.

Mr. Miles highlighted details in Phase 3 of the Budget Plan which included reviewing the campus and physical footprint. He explained they are working with a consultant because some areas are underutilized or vacant. He also added they want to increase international student enrollment because they pay higher tuition. He said they want to look at faculty hiring and changing the Associate Level Faculty from 36ECH to 30ECH and Baccalaureate Level from 42ECH to 36ECH. Mr. Miles explained that this will only affect new hires; current faculty and extended offers will not be affected, and there were no cuts to faculty salaries this year, only vacant positions. He noted that Dr. Anne Cooper extended 14 offers to new Faculty and Chairs.

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Mr. Miles explained that with the budget reduction, they want to ensure they minimize the impact on the classroom and instruction. He noted they have a comprehensive communication plan which includes: College wide email and video messaging to start this week with a link to this presentation and a variety of emails to communicate the high points of this Budget Reduction Plan. He further said they mobilize the budgeting team and others to the different campuses to explain the Budget and make themselves as accessible as possible to address questions and concerns.

Mr. Miles summarized the Revenue line items in the revised proposed Budget for 2017-2018 which included: Student Tuition and Out-of-State fees (-\$5.6M); State Appropriations about the same; new revenue from Industry Certifications and other revenue funds and transfers in as a result of budget reductions mentioned previously; and reduced reliance on fund measures will be the same (\$2.6M). He said that brings it to \$9.7M reduced revenue for the year.

Mr. Miles summarized the Operating Cost line items in the revised proposed Budget for 2017-2018 which included: Reductions in the first 6 line items of Personnel & Benefits from the changes mentioned in Phase 1; and a little gain in health insurance costs due to reduced positions (\$3.5M to \$3M). This brings the Total Personnel and Benefits to a reduction of \$5.1M which was previously \$900K. Mr. Miles stated that the reductions included: Total Current Expense (\$3.9M); Total Capital Spending Budget (\$661K) which is a reduction in the Total Operating Costs of \$9.7M to bring it to a balanced Budget of \$0 for the 2017-2018 Fiscal Year.

Mr. Bill Foster thanked Dr. Law, Dr. Williams, Mr. Miles, and Ms. Hunt for their analysis and assessment of want versus need as well as their focus on services essential to the College's mission. He noted they do not take the removal of the 9 staff positions lightly. He said that this Budget puts the College on good footing and it was a good presentation of the data.

Mr. Nathan Stonecipher asked if the healthcare line item is in alignment with what was anticipated 6 to 12 months ago. Mr. Miles responded that yes it was aligned with the assumption of an increase in expense, and their actuary stated there will be a shortfall of \$1.7M instead of \$1.5M. He stated at the August Board meeting, they will come back with a request to allow them to propose plan modifications to get the expense in line with budgeting from the College standpoint. He reiterated that it is consistent although the numbers are fluctuating by \$200K, but it is in line with the expected health insurance increase.

Mr. Nathan Stonecipher commended them for their outstanding work and said it is always a good idea to diversify revenue streams instead of always making cuts, but that it is understandable that right now the College has to do both. He added that it is good the College is looking at ways to use their assets, so by diversifying revenue streams, they can hopefully reduce cuts in the future.

The Board considered Budget and Finance Item VI-B.2. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

3. Discussion and Adoption of Capital Budget - Ms. Janette Hunt (Presentation/Action)

Ms. Hunt presented four other Fund Budgets for Fiscal Year 2017-2018 which included the budgets for Student Activities, Auxiliary, Scholarships and Financial Aid, and Capital Outlay to be approved by the Board. She noted that the Student Activities Budget (\$4.3M) includes various budgets including SGA Discretionary Budget, the Athletics Budget, and Campus-Based Student

Support Services and Activities Budget, resulting in a \$0 balance. For the Auxiliary Fund, she noted Total Revenues (\$4.1M), Total Expenses (\$240K), and Total Transfers Out to Other Funds (\$3.9M) resulting in a \$0 balanced budget. She noted that the Scholarship Fund (\$65.3M) includes a variety of Grant and Scholarship Awards resulting in a \$0 balance.

Ms. Hunt explained the proposed Capital Outlay budget and the breakdown of the \$45.2M of which \$8.4M is recurring capital improvement fees. She noted that the largest amount, Funding Available including Recurring Capital Improvement Fees (\$8.4M) and \$6.5M from the Public Education Capital Outlay (PECO) funding and \$3.5M Sum of Digits Allocation (SODA) funding. She noted that the largest amount, \$33M, is for major construction projects such as the St. Pete/Gibbs Student Success Center and the Clearwater Library.

The Board considered Budget and Finance Items VI-B.3. Mr. Gibbons moved approval. Ms. Bello seconded the motion. The motion passed unanimously.

4. Follow Up Items – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)

Mr. Brian Miles followed up on items the Trustees asked in the May Board meeting regarding the budget. He stated that Ms. Bello asked what it costs to educate a student at SPC in order to bridge the \$6.2M deficit. He responded that a student taking 30 credit hours per year pays an average of \$6,885 for a 2-year Associates degree and \$14,427 for 4-year Bachelor's degree. He highlighted the Average Total Instructional Costs to the College per year for the Upper Division (\$8,256) and the Lower Division, Advanced Professional (\$6,626) and Postsecondary (\$7,711). He noted that the cost to educate an Upper Division student over the course of 4 years is approximately \$30,000 and their tuition covers about half of that, so the rest is subsidized through state appropriations. He noted the College would need about 1,837 students (1,400 would be AA degrees, 400 would be baccalaureate degrees) to bridge a \$6.2M deficit.

Ms. Bello asked how many new students does the College get. Dr. Coraggio replied that in a typical Fall semester, the College receives about 5,500 new students.

Mr. Miles stated that Mr. Stonecipher asked about Auxiliary Services and what the College is doing to bolster those services. He responded that Auxiliary Services are services that do not directly relate to the College's mission but provide additional revenue to the College. He noted that the College's Auxiliary Services include their bookstore commission from their partnership with Barnes and Noble which operates on most campuses, food and vending contracts, book royalties such as the Applied Ethics textbook that the College produces and updates, and the use of college facilities with rental agreements and other uses. He added that the Board packet has a more comprehensive write-up of Auxiliary Services with item breakdowns, such as lease payments by vendors and how partnerships contribute to revenue in this area.

Mr. Miles summarized that the revenue for Auxiliary Services adds up to just under \$2.3M and he described a few sources such as the bookstore and the cell tower which the College leases to Verizon. He noted they compared the College's services to other institutions and determined they are comparable to other institutions although they may have only a couple of campuses. He stated the College can make some progress in the use of college facilities and proposed that they renegotiate the 25 lease agreements that range from 1 year to 40 years because in most cases, the College is not charging market rate. He added they could also promote the unique facilities college-wide by hosting conferences, special events,

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and church services to generate revenue for college. He stated an update will be provided at a future meeting.

Mr. Miles noted that the estimated revenue for FY 2017-2018 for College Facilities is projected to be \$1.3M. He added they hired a consultant to review the College's space realization and real estate for opportunities. Mr. Nathan Stonecipher stated he agrees with the College's underutilized space and would prefer to seek out recurring revenue rather than selling space over the next two years.

17-122. Under Item VI - C, Administrative Matters

Information regarding these items is as follows:

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

Mr. Miles presented the Personnel Report and said it is similar to other months with the exception of having to eliminate seven Administrative & Professional positions due to budgetary constraints. He stated these individuals are currently on administrative leave pending the Board's decision to not reappoint these contracts, so in the new Fiscal Year these positions would be eliminated and generate a cost savings for the College.

The Board considered the decision to eliminate the positions. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

Mr. Foster asked Mr. Miles to clarify the \$3,000 difference in cost to send two instructors from the College of Business to San Jose, Costa Rica question. Dr. Kirsch stated they work with educational partners around the world who provide discounts, and when the College provides two faculty and a certain number of students, they offer the College a discount. Mr. Foster confirmed that one instructor received a discount and the other did not, and she agreed.

2. Emergency Management Plan – Mr. Bill Grey, Director, Emergency Management (*Presentation*)

Mr. Bill Grey presented a summary of the Emergency Management Plan for St. Petersburg College during the hurricane season. He stated the National Emergency Management Systems (NEMS) recommends using a multilayer system to push out information to the College family which includes the usage of the SPC website, an Emergency Preparedness Blog, emails, social media, local radio and TV stations, SPC Alert Text Message System, and the Campus Safety Toll Free Hotline. He highlighted the Emergency Preparedness page on SPC's website and said it can activate an emergency alert at any time and is accessible from the home page. He added there is a recorded message on the College's toll-free number, 866-822-3978.

Ms. Cole asked if the Emergency Preparedness page would replace the SPC home page in the event of an actual emergency or if there would be a banner across the home page. Mr. Grey responded that the SPC marketing department would control that and would prepare a banner.

Mr. Grey added that the President has an established emergency conference call number which is available to the Board of Trustees. He noted the phone number and participant code is listed on a business card and was provided to the President and each Board member.

Dr. Law recommended that if there is an emergency like Hurricane Katrina that devastated a lot of colleges, that the President, Executive staff, and Board of Trustees get on a 10 a.m. conference call every morning when the College is down so they can talk about a common plan for what they will communicate. The Board of Trustees agreed to do this moving forward.

17-123. Under Item VI - D, Academic Matters

1. Program Changes – Mr. Joseph Leopold, Dean, Communications (Presentation/Action)

Mr. Joe Leopold presented program changes for the Sign Language AS degree program. He stated the Interpretive AS degree program includes students who are taking sign language courses after they have completed their Gen Ed and core courses, and the Sign Language LD (Lower Division) program includes students who are enrolled in American Sign Language courses, which include 2 courses to support the foreign language requirement. He noted that the Interpreting AS degree program had a 26% year-over-year decline (155 to 117 students over a 4-year period), whereas the Sign Language program has seen an increase in students (676 to 702 students increase over a 4-year period) who are taking these courses to meet their foreign language requirement (and only a.01% year-over-year decline).

Mr. Leopold stated the number of AS graduates has declined from 15 to 5 students over the 4-year period. He highlighted factors that have impacted this program including the Registry for Interpreters of the Deaf changed their National certification in 2012 to require a bachelor's degree in any field for students who want to become certified interpreters in the state of Florida, but the state of Florida discontinued its certification in 2013. He noted that another factor included excess credits (72-76 credit hours) for the AS degree which causes issues when students transfer to USF because they come in with the AS degree but have to back up and take courses for the baccalaureate program and the state restricts the number of credits a student can accumulate over the 120 hours.

Mr. Leopold proposed that they make student-centered changes to the program. He noted they already have AA transfer plans with USF via FUSE and they are meeting in the afternoon with USF to discuss the continuance of the plan and coordination for students and advertising. He stated they are researching an Educational Interpretive sub-plan in the College of Education's Educational Studies and Community Leadership program. He stated this is a new baccalaureate program and this would be a third track in that program as an option for students.

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Mr. Leopold summarized the timeline including research of the sub-plan, adding the AA transfer plan, and begin a 3-year teach-out of the Interpretive AS degree program. He highlighted the specifics of the 3-year teach out plan where students would need to review their learning plans including students who have not been active in the program, contacting the students for course offerings and availability, notifying the advisors via the REAL team process, promoting AA transfer plans, and share sub-plan information as it is approved.

Mr. Stonecipher summarized the program changes stating that the sign language course still exists but the current signing program will be phased out and it will either be subsidized or put in another program so it will no longer be a stand-alone program. Mr. Leopold explained that it will no longer be a stand-alone program, but will be another track in an existing baccalaureate program, and the ASL 1, 2, 3, and 4 classes will still be offered just as it is for Spanish.

Mr. Gibbons asked if the cost will increase when it is rolled into the program. Mr. Leopold stated it will not increase the cost or need for more faculty.

The Board considered the decision to change the Sign Language AS degree program. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

2. Florida A&M University Articulation Agreement – Dr. Jesse Coraggio(*Presentation/Action*)

Dr. Coraggio presented the Florida A&M University Articulation Agreement as requested by the Board. He recognized guests Dr. William Hudson, Jr., Vice President of Student Affairs and Dr. Brenda Spencer, Director of Academic Integration and Student Transitional Services, visiting from Florida A&M University in Tallahassee, Florida. He highlighted the benefits of the Articulation Agreement including a strengthened partnership, a substantial increase in access for students, better student preparation, increased number of transfers from SPC to Florida A&M, reduced time-to-degree, and other measures to support the 100% completion rate goal.

Dr. Coraggio noted a few of the Articulation Elements including guaranteed admission for SPC AA grads and selected AS grads to FAMU, possible transfer admission criteria modifications to strengthen the 2+2 pathway model, sense of concurrent enrollment status for SPC students to include FAMU university advisors, expansion of FAMU financial aid, explore joint staff opportunities, and a reverse graduation policy for students to transfer coursework. The proposed articulation programs, or StPete2FAMU Venom Map, are biology, accounting, engineering, journalism, and criminal justice.

Dr. Hudson spoke on behalf of their interim President, Dr. Larry Robinson and thanked the Board, congratulated Dr. Law, and congratulated Dr. Tonjua Williams in her new role as President of St. Petersburg College. He stated this partnership means a lot to him and put this in place to assist students. He also thanked Mr. Gibbons for his role in creating this partnership. He

concluded that this partnership will benefit the students, the communities and the state of Florida, and they look forward to having a great partnership with SPC.

Dr. Law thanked President Robinson for coordinating the meeting in Tallahassee and agreed that it will be a great partnership. Mr. Gibbons thanked Dr. Law for getting this done, and noted the decline in the success rates for African American males and believes this partnership will be good for recruiting and creating a sense of pride for students who want to go to a 4-year institution. He named a number of schools that have been leading the way to give quality education to minority students and reengage the community. He also thanked Linda Barge-Miles for her help with this articulation agreement.

The Board considered the Florida A&M University Articulation Agreement. Mr. Stonecipher moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

17-124. Under Item VII – A, Old Business
NONE

17-125. Under VII-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
 - c. Baynard, McLeod and Lang, PA, Agreement for Legal Services (*Action*)
 - d. Accounts Receivable Write-Off (*Action*)

The Board considered Items VII – B.1-3. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

17-126. Under XIII, Informational Reports

- A. JP Morgan Chase Global Philanthropy – Tampa Bay New Skills at Work (*Information*)

MINUTES OF THE JUNE 20, 2017 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Law informed the Board that there is an exciting grant in the works with JP Morgan Chase for \$250K.

Note: this is out of place in the agenda back to contract for Dr. Tonjua Williams

Mr. Bill Foster highlighted terms of the contract for Dr. Tonjua Williams including a 3-year term to commence on July 1, 2017 and a base salary of \$300K including raises and bonuses if they are given college-wide. He noted they determined her base salary by reviewing Dr. Law's contract and other presidential contracts at similar institutions in size such as Broward and HCC to ensure they were offering competitive compensation, and noted this was a minimum base salary and agreed on \$55K deferred compensation pay, 30 days leave, and other leave so Dr. Williams could pursue engagements and consulting opportunities in academia.

Mr. Foster recognized Dr. Law's years with SPC and recommended this contract for approval for Dr. Tonjua Williams to become the next President of St. Petersburg College.

Ms. Cole stated she supported the terms of the contract but wanted to clarify that if the College gives raises, that Dr. Williams would formulaically receive the same increase as other staff. Mr. Foster responded that any raises will be reviewed and granted by the Board, but that Dr. Williams would receive the same percentage increase. Mr. Gibbons added that the Board is responsible for doing an annual evaluation of the President. Ms. Cole asked what happens if the Board's annual evaluation of Dr. Williams results in higher percentage. Mr. Foster recommended they strike bonuses and raises, but if the college gives a percentage increase, she would receive the same. Mr. Gibbons recommended that Dr. Williams be given a 5-day window to review these new terms with her counsel.

Mr. Foster made a motion to approve Dr. Williams' contract with exception of wordsmithing bonuses and raises.

Ms. Cole asked for clarification of "right to suspend with on without full benefits" on page 5, section C and questioned if it should read "or without pay full benefits." Dr. Lang responded that it should read the "right to suspend with or without full benefits" and recommended they change the word "on" to "or." Mr. Gibbons asked if their baseline data for her contract was in the same ballpark as other colleges and Mr. Foster confirmed that it was.

The Board considered Item III-A to approve the contract for Dr. Tonjua Williams as the next President of St. Petersburg College pending a 5-day timeframe for Dr. Williams to review the noted changes with her counsel. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

Mr. Bill Foster stated he realized he skipped over public comment. He noted that he received one public comment card from Jonathan Stanton to express his gratitude to Dr. Law and wish him luck in his retirement.

17-127. Under Item IX, Public Access/Unagendaed Items

NONE

17-128. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing -

NONE

17-129. Under Item XI, President’s Report

Dr. Law stated he will speak more at his retirement reception that afternoon, but he said this experience has met all his expectations and he hoped he has met all of their expectations. He concluded by stating this is a fine institution and they accomplished what they set out to do seven years ago. He commended the Board for never wavering with an idea or plan and stated he is proud of their team and Dr. Williams.

Mr. Bill Foster recognized Judge Lauralee G. Westine who was Chair until the Governor called her to serve on the 6th Judicial Circuit.

Mr. Deveron Gibbons expressed his appreciation to Dr. Law for being his mentor and thanked him for his initiatives with minority students and also thanked his wife, Pat.

17-130. Under Item XII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, August 15, 2017, 9:00 a.m., at the EpiCenter.

17-131. Under Item XIII. ADJOURNMENT

Having no further business to come before the Board, Chairman Foster adjourned the meeting at 11:20 a.m.

Immediately following the St. Petersburg College Board of Trustees meeting, Chair Foster opened the semi-annual St. Petersburg College Collegiate High School Governing Board meeting at 11:20 a.m.

17-132. Under Item XIV, Under St. Petersburg Collegiate High School

Principal Starla Metz, St. Petersburg Collegiate High School,

Ms. Starla Metz presented a brief overview of highlights of the 2016-2017 school year for St. Petersburg Collegiate High School (SPCHS) located at the St. Petersburg/Gibbs campus. She stated that the mission of SPCHS is that students will simultaneously earn their High School and an Associate of Arts degree and qualify for a Bright Futures scholarship. She continued to explain their vision, their program components of an honors curriculum with college courses for students in grades 10 to 12 in Pinellas County, and the student’s holistic experience with social events and clubs. She noted highlights included 10% of their 2017 graduates will pursue a Baccalaureate degree at SPC, and graduating class gave 12,900 volunteer hours of service toward Bright Futures. SPCHS is ranked #2 in Florida and #55 in the nation, and #53 in the nation for

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helping students with poverty excel, and they have been an A school since their opening. Ms. Metz highlighted accomplishments of several students from the Class of 2017: Stephen Delong, Natalie Moyer, Jordan Lavoie, Zachary Hart, Krystal White, Laura Luc, and Bronwen Tedrick.

Ms. Metz presented the proposed budget for FY 2018 for the 2017-2018 school year. She noted that funding comes from the K-12 side which includes the state of Florida, through the Pinellas County School District with them keeping a small administrative fee. Their overall revenue is about \$1.5M and includes various funding sources. She stated Operating Expenses breaks down to Personnel (\$945K), Current Expenses (\$511K), and Capital Spending. She noted some line items such as Food where 30% of students qualify for free and reduced lunch so they get café vouchers, Professional Service Fees which was from a 3-year audit which they pay one year at a time. She stated their total proposed budget is approximately \$1.5M.

Ms. Metz asked the Board for approval of the proposed budget for 2017-2018 which she stated was very similar to the prior year's budget. Mr. Gibbons moved approval, Mr. Stonecipher seconded the motion and the motion passed unanimously.

The meeting adjourned 11:28 a.m.

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

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

**Attachments
Board Memos and
Supplemental
Materials**

**Board of Trustees
Meeting**


June 20, 2017

VI – A.1 Spring 2017 Course Success Rates



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%

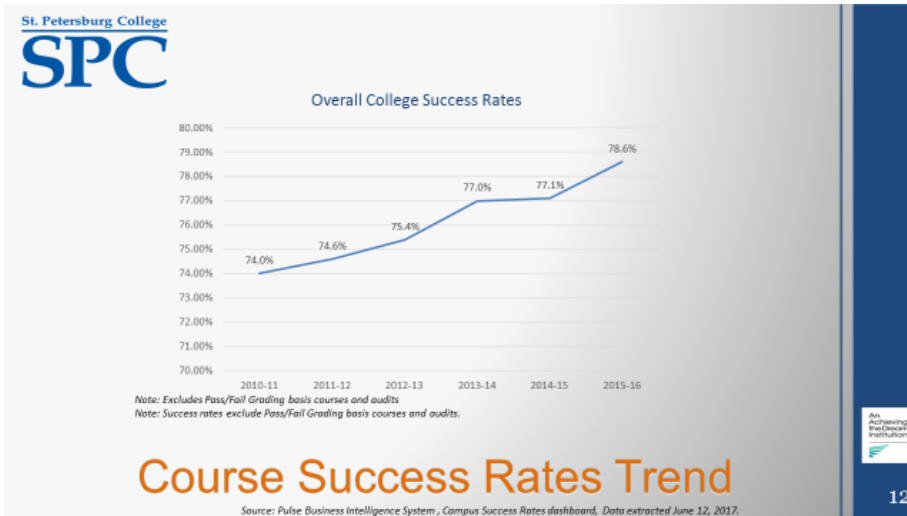
Note: Excludes Pass/Fail Grading basis courses and audits
Note: Success rates exclude Pass/Fail Grading basis courses and audits.

Course Success Rates

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



11



Overall Student Comparison

	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					
Male	73.8%	75.2%	76.5%	2.7%	1.3%
Female	78.0%	78.7%	79.4%	1.4%	0.7%
Ethnicity					
Black/African American	62.5%	65.4%	67.4%	4.9%	2.0%
Hispanic/Latino	74.9%	75.4%	76.5%	1.6%	1.1%
White	79.0%	79.8%	80.6%	1.6%	0.8%
Male/Ethnicity					
Black/African American Male	59.5%	63.2%	66.4%	6.9%	3.2%
Hispanic/Latino Male	72.4%	72.5%	75.2%	2.8%	2.7%
White Male	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%
<i>White</i>	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% (588)	62.2% (563)	-3.1%
Gender			
<i>Male</i>	65.8% (284)	58.2% (213)	-7.6%
<i>Female</i>	64.5% (293)	64.7% (346)	0.2%
Ethnicity			
<i>Black/African American</i>	64.8% (165)	50.3% (149)	-14.5%
<i>Hispanic/Latino</i>	52.7% (74)	64.0% (86)	11.3%
<i>White</i>	68.2% (314)	66.8% (298)	-1.4%
Male/Ethnicity			
<i>Black/African American Male</i>	71.4% (77)	51.1% (45)	-20.3%
<i>Hispanic/Latino Male</i>	44.4% (45)	60.0% (40)	15.6%
<i>White Male</i>	68.3% (145)	60.0% (115)	-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.



St. Petersburg College SPC	Spring 2016	Spring 2017	Diff
FTIC Students	62.2% (1,635)	63.5% (1,440)	1.3%
Gender			
Male	58.7% (758)	58.1% (644)	-0.6%
Female	65.5% (851)	68.2% (785)	2.7%
Ethnicity			
Black/African American	57.0% (302)	49.8% (211)	-7.2%
Hispanic/Latino	58.2% (256)	65.1% (269)	6.9%
White	65.8% (910)	67.1% (829)	1.3%
Male/Ethnicity			
Black/African American Male	50.4% (125)	50.0% (80)	-0.4%
Hispanic/Latino Male	51.4% (140)	56.8% (111)	5.4%
White Male	63.8% (426)	59.8% (396)	-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.



St. Petersburg College
SPC

Developmental Education Results – Spring 2016

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

MATH
Flexible placement Recommended
Enrolled in college level course
41%
Success Rate
MATH1033
Only 4 out of 10 students passed with a C or better

READING
Flexible placement Recommended
Enrolled in college level course
56%
Success Rate
ENC1101
Only 5 out of 10 students passed with a C or better

WRITING
Flexible placement Recommended
Enrolled in college level course
53%
Success Rate
ENC1101
Only 5 out of 10 students passed with a C or better

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

St. Petersburg College

- 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 (African American students were down 14.5%, while Hispanic students were up 11.3%).
- FTIC students had a 1.3% increase in Gateway Course Success Rates (Hispanic Male students were up 6.9%, while African American students were down 7.2%).
- 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?

VI – B.1-3 Budget and Finance



SPC St. Petersburg College 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	\$ 1,608,686	87.7%	-4.9%
Distance Learning Fee	\$ 3,814,485	\$ 3,643,342	95.5%	-4.3%
Technology Fee	\$ 2,818,596	\$ 2,527,737	89.7%	-5.3%
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	\$ 4,641,441	86.0%	-5.6%
Other Student Fees	\$ 1,622,007	\$ 795,303	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	\$ 135,858,700	88.2%	-2.7%

SPC St. Petersburg College

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	\$ -	\$ 1,920,145		

Questions?

Fiscal Year 2017 – 2018 Budget Update

Brian Miles
June 20, 2017



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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	FY16-17	FY17-18	YOY
	Budget	Budget	Change
Personnel & Benefits			
Instructional/Faculty Full Time	\$ 28,899,727	\$ 27,979,658	\$ (920,069)
Administrative	\$ 10,275,180	\$ 9,183,236	\$ (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	\$ 786,481	\$ 739,295	\$ (47,186)
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 effective education for 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



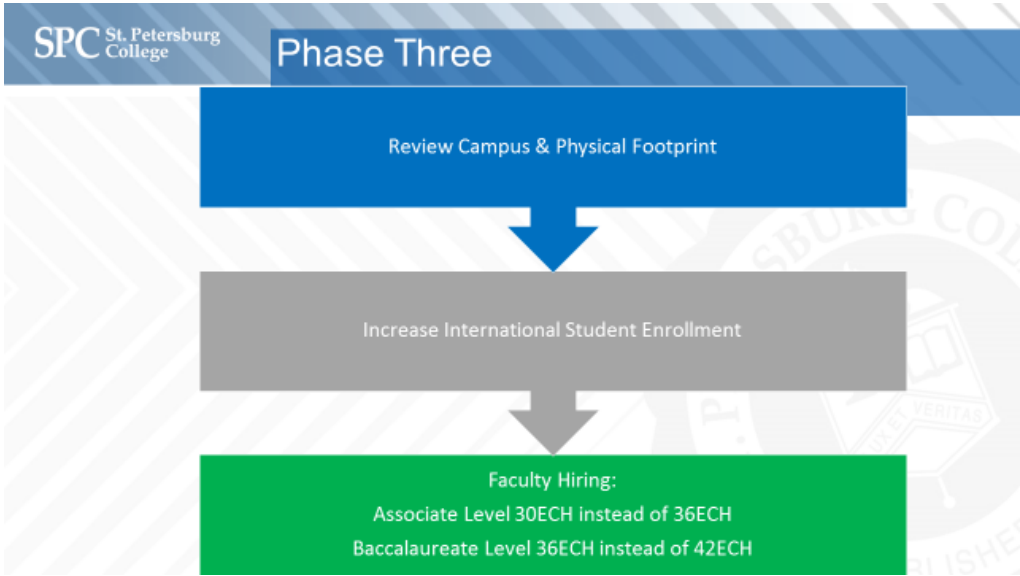
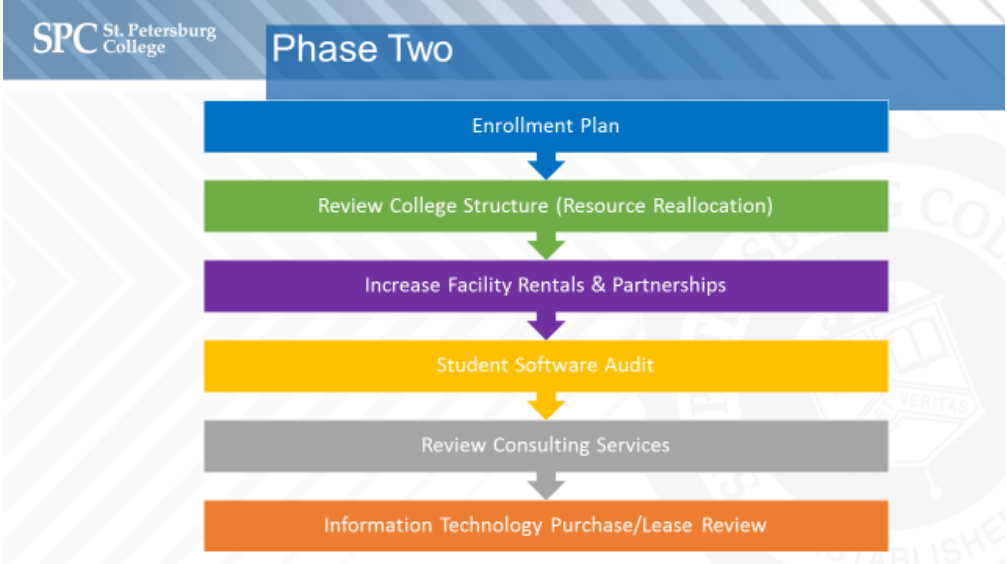


SPC St. Petersburg College

Phase One Detail

Increase Industry Certifications Revenue	\$ 350,000
Auxiliary (Includes Student Success Fund of \$1.1M)	\$ 304,000
Foundation - COE distance learning program for military - One Time	\$ 62,760
Foundation - General program funding - One Time	\$ 77,889
Foundation - SP/G joint use library - One Time	\$ 92,952
Foundation - ISPS (Includes Model UN Travel & ISPS expenses)	\$ 250,000
Foundation - Schaefer for UD Nursing	\$ 125,447
Revenue Total	\$ 1,263,048
SPD - Only VP approved SPD; includes planned sabbatical	\$ 750,000
Travel moratorium - VP approved travel only	\$ 410,458
Employee recognition - length of service awards move to 2019	\$ 50,000
Reduce Delta Academy & LeadershipSPC (Goal \$50K)	\$ 50,000
Current expense budget based on 3 year average less 10% instead of 7%	\$ 380,201
Dental Hygiene Strategic Request (Fund 21)	\$ 10,000
Reduce Customer Relationship Management System	\$ 100,000
Operating Expense Total	\$ 1,750,659
OPS - reduce and/or outsource - reduce by 25%	\$ 748,437
OPS Total	\$ 748,437
Personnel Reductions by Anne Cooper	\$ 1,300,707
Personnel Reductions by Brian Miles	\$ 476,578
Personnel Reductions by Tonjua Williams	\$ 461,193
Personnel Reductions by Jesse Coraggio	\$ 92,658
Personnel Reductions by Frances Neu	\$ 39,341
Personnel Total	\$ 2,370,477

Total \$6.2M



Communication Plan

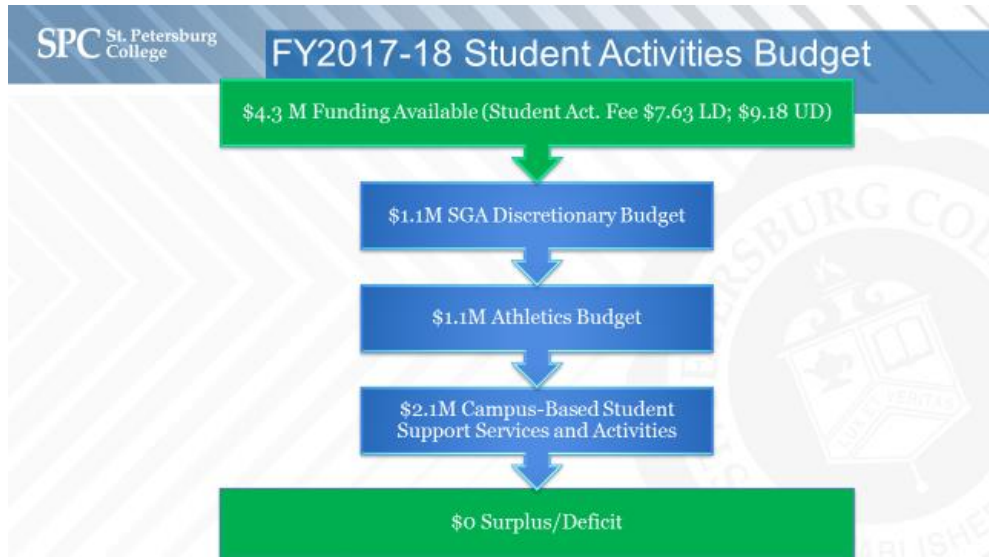


FY17/18 Proposed Budget

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)

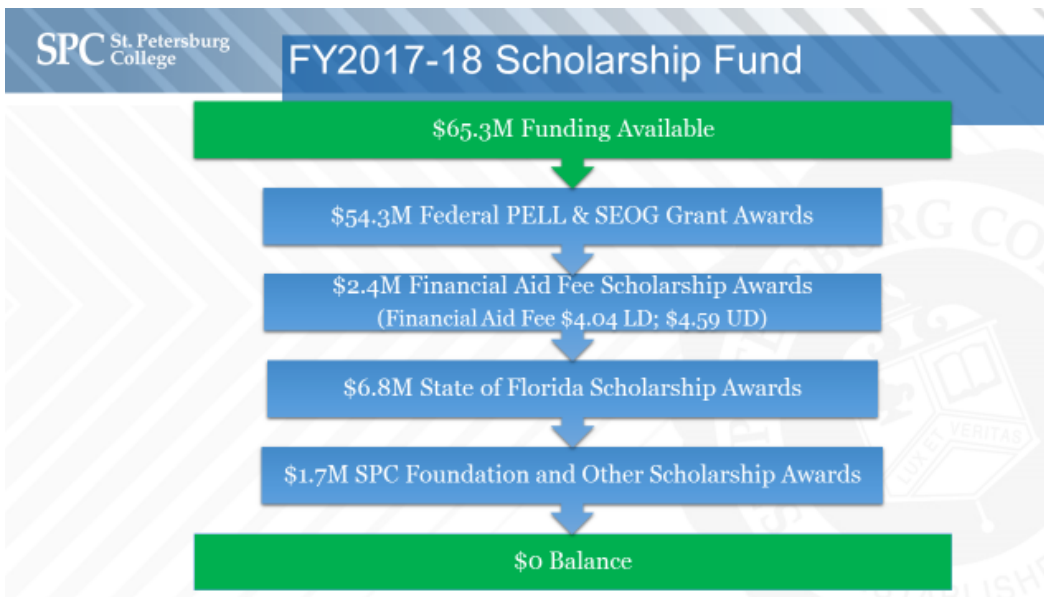
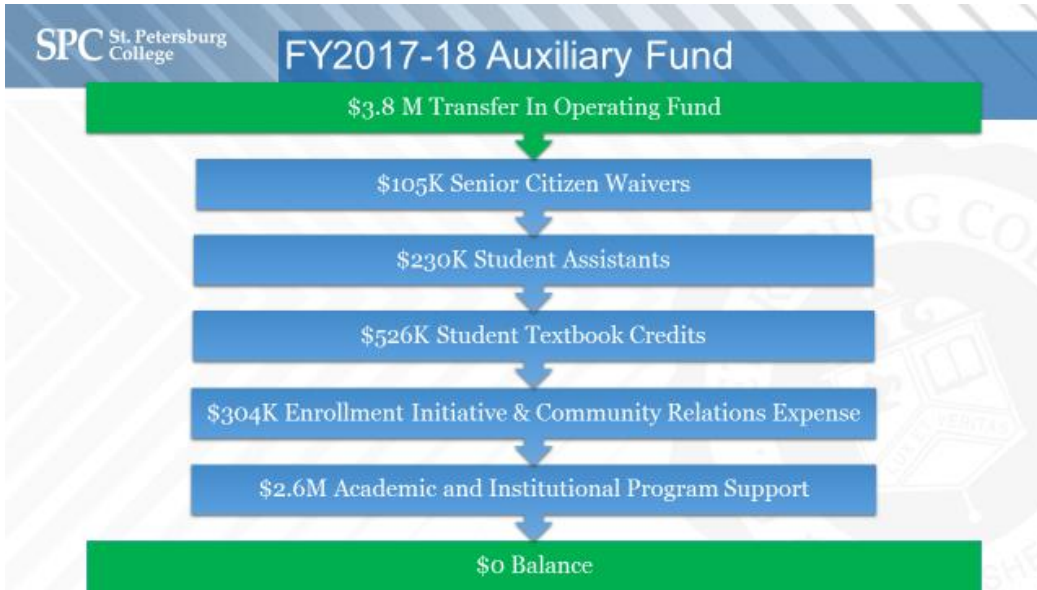
Operating Costs	FY16-17	FY17-18	YOY
Personnel & Benefits	Budget	Budget	Change
Instructional/Faculty-Full Time	\$ 28,899,727	\$ 26,776,489	\$ (2,123,238)
Administrative	\$ 10,275,180	\$ 8,756,298	\$ (1,518,882)
Career (Non-Instructional)	\$ 21,729,861	\$ 19,721,558	\$ (2,008,103)
Professional	\$ 15,874,846	\$ 15,495,386	\$ (379,460)
Adjunct/Supplemental	\$ 14,341,325	\$ 13,549,064	\$ (792,261)
Other Professional Services & Overtime	\$ 3,226,320	\$ 2,270,460	\$ (955,860)
Student Assistants	\$ 428,000	\$ 428,000	\$ -
Health Insurance	\$ 11,854,547	\$ 14,931,779	\$ 3,077,232
Other Personnel Benefits	\$ 11,700,854	\$ 11,280,323	\$ (420,531)
Total Personnel & Benefits	\$ 118,330,460	\$ 113,209,356	\$ (5,121,104)
Current Expense			
Total Current Expense	\$ 32,341,920	\$ 28,417,197	\$ (3,924,723)
Capital Spending			
Total Capital Spending	\$ 3,430,581	\$ 2,769,478	\$ (661,103)
Total Operating Costs	\$ 154,102,961	\$ 144,396,031	\$ (9,706,930)
Total Remaining Funds	\$ -	\$ -	\$ -

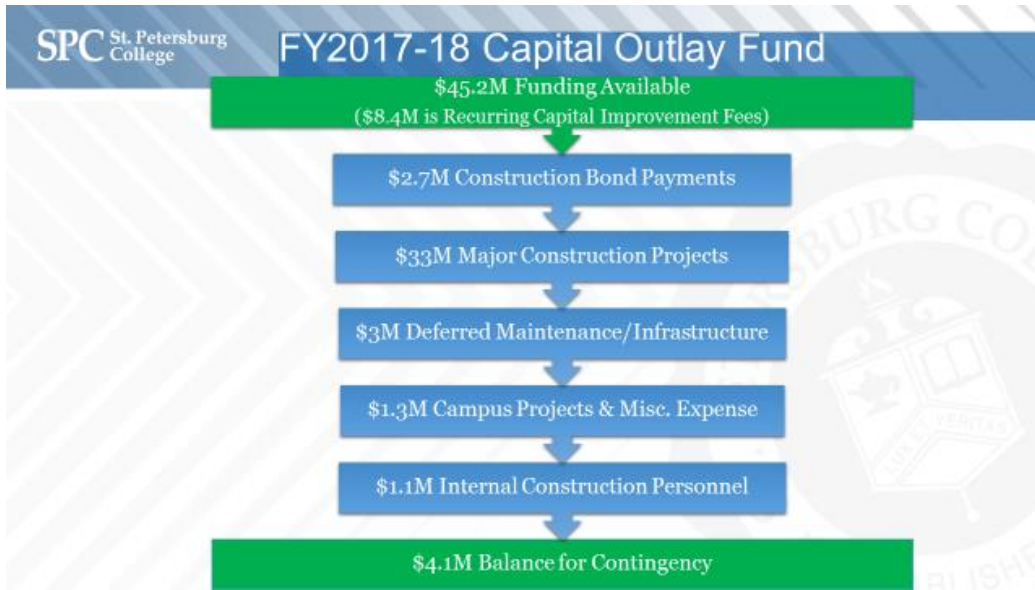
Fiscal Year 2017 – 2018 Other Fund Budgets



SPC St. Petersburg College **FY2017-18 Auxiliary Fund**

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





VI – B.4 Follow Up Items

SPC St. Petersburg College		Cost per Student		
Tuition plus Learning Support Access Fees:				
Associates	\$ 6,885	(Entire two years)		
Bachelors	\$14,427	(Entire four years)		
		Direct Instructional Costs per FTE	Support Costs (with all overhead) per FTE	Average Total Instructional Costs with Support and all overhead per FTE
Upper Division		4,429	3,827	8,256
Lower Division				
Advanced Professional		2,644	3,982	6,626
Postsecondary Vocational		3,504	4,207	7,711

(Source: FY2015-16 Cost Analysis Report)

SPC St. Petersburg College		Auxiliary Enterprises
<p>Auxiliary enterprises are those activities that do not directly relate to the College's mission.</p> <ul style="list-style-type: none"> • Bookstore • Food/Vending • Book Royalties • Use of College Facilities 		

SPC St. Petersburg College

Auxiliary Services Revenue

Enterprise	FY15-16	FY16-17 (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

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SPC St. Petersburg College

Use of College Facilities

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

Rentals	FY15-16	FY16-17	FY17-18 (estimated)
Total	\$1,358,352	\$1,392,767	\$1,324,004

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Potential Sources of Revenue

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

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Questions?

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June 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

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

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 Wkfr 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

Davis, Michael J Faculty - supplemental Natural Science TS 5/15/2017

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
Macaulay, 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
Krakowiak, 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
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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
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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
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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
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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
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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
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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

VI – C.2 Emergency Management Plan



**Board of Trustees Strategic Communication Plan
During the Hurricane Season**

Bill Grey, Director of Emergency Management



Emergency Preparedness



**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.

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](#)



ATLANTIC TROPICAL CYCLONE ALERTS

- > No current storm in NHC Atlantic Wallet 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](#)

- > [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 Preparedness

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.

St. Petersburg College

SPC

Any Questions?



VI – D.1 Program Changes

Sign Language Interpretation

AS Degree

Joseph Leopold, Dean of Communications



SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

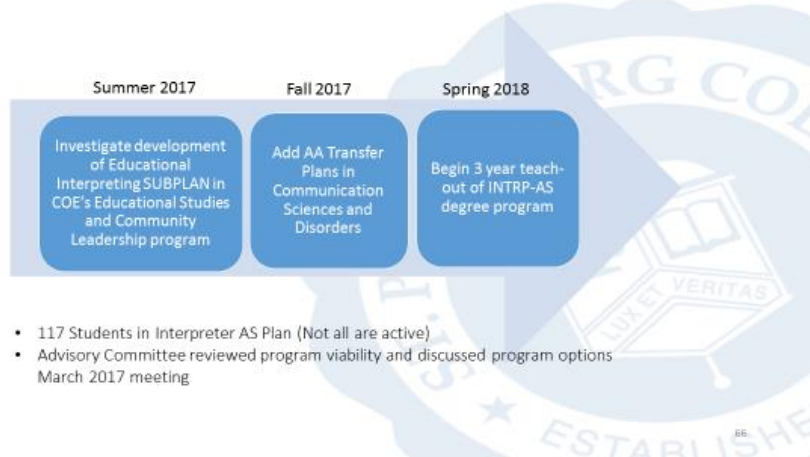
Background and Rationale



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
SIGNLNG - LD	676	683	706	702	-.01%				

- National certification requires a bachelor’s degree in any field (2012).
- Florida state certification discontinued (2013).
- AS degree is 72 to 76 credit hours – excess credits.
- AA transfer plans with USF (FUSE) in place.
- Investigating Educational Interpreting sub-plan in COE’s Educational Studies and Community Leadership program.

Recommended Timeline



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 offerings and availability.
- Advisors will be notified of closure and 3-year teach-out plan through "REAL Team" notification.
- AA transfer plans will be promoted to students and shared with advisors.
- Information regarding COE's Educational Studies and Community Leadership bachelor's degree with an 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.

VI – D.2 Florida A&M University Articulation Agreement

St. Petersburg College
SPC

FLORIDA **A&M** UNIVERSITY
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

FAMU Articulation Agreement

*Board of Trustees Meeting
June 20, 2017*

 **Titan Today...
Rattler Tomorrow** 

An Achieving
Partnership
Institution

St. Petersburg College
SPC

FLORIDA **A&M** UNIVERSITY
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

- Dr. William Hudson, Jr.
Vice President of Student Affairs
- Dr. Brenda Spencer
*Director of Academic Integration and Student
Transitional Services*

Guests from FAMU

An Achieving
Partnership
Institution

71

Purpose: To strengthen the partnership 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 SPC to FAMU;
- **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.

FAMU Articulation Agreement

- Guaranteed admission for SPC AA grads and selected AS grads to FAMU;
- Possible modifications of transfer admission criteria, to develop a true 2+2 pathway model;
- A sense of concurrent enrollment status for SPC students to include FAMU university advisors;

Articulation Elements

- Expansion of FAMU financial aid to SPC students to support 2+2 articulation.
- Exploring joint staffing opportunities (i.e., visits to SPC on a regular basis to meet with advisors and students, arrange trips to FAMU for campus tours, etc.).
- A reverse graduation policy will be established to transfer coursework

Articulation Elements

Proposed Articulation Programs:

- Biology
- Accounting
- Engineering
- Journalism
- Criminal Justice




StPete2FAMU Venom Maps



Questions?

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

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 every 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

Voluntary match or cost sharing: No Yes

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.

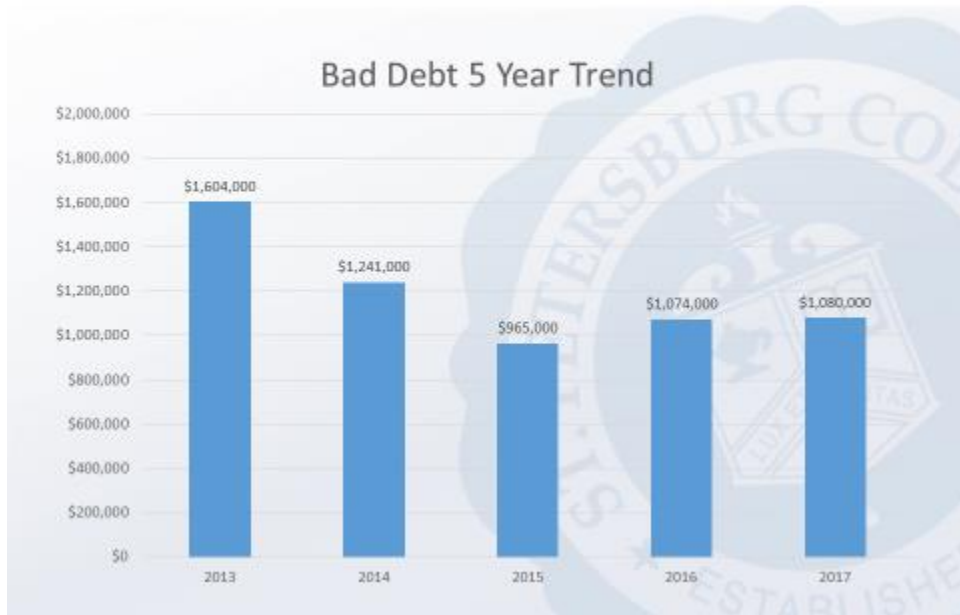
Last year we projected a 10% increase in this year's write-off but we came in relatively flat with better than expected collections for the year. In addition, we recovered approximately \$101,000 in prior year write-offs. We are projecting about the same write-off for next year. Approved write-offs for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


VII – B.3b Accounts Receivable Write-Off



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