

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

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The Board of Trustees of St. Petersburg College met on Tuesday, March 21 2017 at the St. Petersburg College Allstate Center, Desoto Room 103, 3200 34<sup>th</sup> Street S, St. Petersburg, Florida. The following Board members were present: Chair Bill Foster, Vice-Chair Nathan Stonecipher and Deveron Gibbons. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

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

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, March 21 2017 at the St. Petersburg College Allstate Center, Desoto Room 103, 3200 34<sup>th</sup> Street S, St. Petersburg, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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

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

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

**17-055.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
**March 21, 2017**

ALLSTATE CENTER  
3200 34<sup>th</sup> Street S., Desoto Room 103  
St. Petersburg, FL

**SPECIAL MEETING: 9:00 A.M.**

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. PRELIMINARY MATTERS**

- A. Presentation of Retirement Resolutions and Motion for Adoption  
None
- B. Recognitions/Announcements -

**III. COMMENTS**

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

**IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of February 21, 2017 (*Action*)

**V. MONTHLY REPORTS**

- A. Board Attorney
- B. General Counsel

**VI. STRATEGIC FOCUS AND PLANNING**

**A. STUDENT SUCCESS AND ACHIEVEMENT**

- 1. Workforce Update – Dr. Jason Krupp, Director of Workforce Services and Dr. James Connolly, Director of Workforce and Professional Development  
(*Presentation*)

**B. STUDENT SERVICES**

- 1. Graduation and Completion Trends – Mr. Djuan Fox, Coordinator, Academic Projects and Ms. Eva Christensen, Director, Admissions and Records (*Presentation*)

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C. BUDGET AND FINANCE

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

D. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
2. Annual Membership Assessment in Florida College System Risk Management Consortium (*Action*)

E. ACADEMIC MATTERS

1. Honors Program Update – Mr. Earl Fratus, Honors Program Director (*Presentation*)

**VII. CONSENT AGENDA**

A. OLD BUSINESS (**items previously considered but not finalized**)  
NONE

B. NEW BUSINESS

1. ACADEMIC MATTERS

- a. Credit Curriculum Changes (*Action*)
- b. Workforce and Professional Development Curriculum Changes (*Action*)

**VIII. INFORMATIONAL REPORTS - None**

**IX. PRESIDENTIAL SEARCH UPDATE**

- Ms. Desiree Woroner, Director, Human Resources Development

**X. PUBLIC ACCESS/UNAGENDAED ITEMS**

**XI. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – None**

**XII. PRESIDENT'S REPORT****XIII. NEXT MEETING DATE AND SITE**

**April 18, 2017, Epi Center**

**XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting March 21, 2017, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

**\*No packet enclosure**

Date Advertised: March 10, 2017

**17-056. Under Item I, Call to Order**

The meeting was convened by Chair Foster at 9:03 a.m. The invocation was given by Chairman Foster and was immediately followed by the Pledge of Allegiance.

**17-057. Under Item II-A, Preliminary Matters**

None

**17-058. Under Item II-B, Recognition/Announcements**

None

**17-059. Under Item III, Comments**

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

Mr. Gibbons distributed T-shirts from the Nelson Mandela Metropolitan University in Cape Town, South Africa. Several students from St. Petersburg College are participating in a study abroad program there. Mr. Gibbons said he has asked for some time on next month's Board of Trustees meeting agenda to allow some of the students to report on their experience there.

Mr. Gibbons also mentioned that SPC has received the HOPE Educational Award from the First Baptist Church in St. Petersburg. Dr. Law attended the ceremony and accepted the award for the College.

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Mr. Stonecipher mentioned that the Leadership St. Petersburg College group got together for a social event at his brewery and had a tour. He expressed his pleasure that the group was in the community doing day-to-day things together.

Dr. Law thanked the Board members for arranging their schedules to accompany him to Tallahassee this week in order to meet with legislative members on behalf of the College. He noted that the meeting schedule would be finalized this afternoon.

Dr. Law announced that the Men's Basketball team won their first round match in the NJCAA Championship in Hutchinson, Kansas last night. He asked that the team be allowed to appear at the next Board meeting in order to recognize their achievement.

Mr. Gibbons stated that an appointment with Senator Negrón in Tallahassee has been confirmed.

## **17-060. Under Item IV, Review and Approval of Minutes**

The minutes of the February 21, 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

## **17-061. Under Item V, Monthly Reports**

Under Monthly Reports

There were no reports from the Board Attorney or General Counsel.

## **17-062. Under Item VI – A-B, Strategic Focus and Planning**

Under Strategic Focus and Planning:

### **A. STUDENT SUCCESS AND ACHIEVEMENT**

1. Workforce Update – Dr. Jason Krupp, Director of Workforce Services and Dr. James Connolly, Director of Workforce and Professional Development  
(*Presentation*)

Dr. Connolly shared data regarding the increase in enrollments in Workforce Institute programs. Notably, the ten students enrolled in the Clinical Medical Assistant program have all been offered jobs. There were 920 enrollees in the Healthcare and Healthcare Conferences. There are 935 enrollees in Information and Innovative Technologies programs. These include the Certified Production Technician program and the Unmanned Aerial Systems Remote Pilot (Drone) Certification program.

Dr. Connolly mentioned other programs experiencing substantial growth such are Manufacturing, Technologies, and Supply Chain management. He added that industry certifications are ahead of last year's pace. Dr. Connolly noted that new Workforce initiatives include Cyber Security and Information Technology Libraries as well as Entrepreneurship and Digital Media Marketing. He

noted that the offerings are strategically selected based on market research data from the Department of Labor, the Regional Targeted Occupations List and market trends.

Dr. Krupp reviewed the Workforce graduates data from 2015/16 to 2016/17 through the fall semester. He noted that the testing center has been moved from the Epicenter, where eight students could be tested at a time, to the Allstate Center, where 21 students can be tested at one time. There is now a full-time test coordinator and a part-time proctor to administer the tests. As of March 20<sup>th</sup>, 112 students have tested in the 2016/17 academic year. The largest number of certification tests, 57, were in technology. He noted that Supply Chain Management certification is growing and it is expected to have 20 students test this year.

Dr. Krupp presented the licensure pass rates for 15 tests and noted that St. Petersburg College enjoys a higher pass rate than either the State or National averages. He noted that there are a number of Career Services Tools available to students that support them through the various programs from assessment through placement. Attendance at Career Service Webinars has increased from 906 by the fall of 2015 to 2,120 as of the fall of 2016. Dr. Krupp shared that many instructors are assigning the webinars as part of program coursework.

Dr. Krupp shared that internships have also grown and it is expected that there will be over 2100 for the year 2016/17. He noted that the Geek Bar at the St.Pete/Gibbs Campus employs paid interns to assist other students with their computers and software. He added that there are over 20 students helping with the intake process as well.

Dr. Krupp shared placement data for 2013/14 graduates. He noted that 91% of the students who graduated with an Associate in Science have been placed, and 143 went on to continue their education. He compared this to the spring 2016-17 placement of graduating students by program. He noted that this information is provided by students who self-report, so it is not a complete picture of the actual data. He added that 58% of AA graduates have chosen to continue their education beyond the AA degree.

Mr. Gibbons asked how many new companies the College has engaged in terms of growth. Dr. Connolly responded that there are 540 companies involved in the College's various advisory boards, but he would provide the answer to Mr. Gibbon's question. Mr. Gibbons clarified that he wanted to know how many new companies have been engaged over the past year. He stated that he felt that SPC should be the first contact for these new companies coming to this area.

Mr. Gibbons then asked about the passing rates and if the Workforce Institute helps students. Dr. Krupp responded that most of the health careers were not using the Workforce Institute labs but that there are test vouchers and test preparation tools the students can use. Mr. Gibbons said he would like to know how many students are using the test preparation tools.

Dr. Krupp added that the data on display was for students about to graduate. Mr. Gibbons said he would take out the AA students because they would be continuing their education, but that the College needs to do better with the AS students. He asked what kind of time is being spent on them and that for the certification programs he assumed that most of them were coming from jobs.

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Dr. Connolly responded that for the test preparation, the Workforce Institute has exams for just about every one of the certifications. He said it was up to the students to sign up and that there are other centers that students can use. The students who attend conferences are mostly from the Nursing program.

Dr. Connolly shared that when new companies move into the area, he works closely with Mike Meidel, Director of Pinellas County Economic Development. He said that he is notified by Pinellas County Economic Development and immediately meets with the new companies. Dr. Connolly said that the companies want to see the College's degrees, certifications and graduates to assess what employment would look like. Mr. Gibbons added that Dr. Connolly can get that information from the State because the companies ask for grants. Dr. Connolly said that he looks at FloridaFlex and Mr. Gibbons told him he could get him a reference from the State.

Dr. Krupp said that the AS graduates have the highest number of job placements, but not all of them are asking for job placement assistance. He added that the Workforce Institute help students with their resumes and gets them ready for interviews. Mr. Gibbons stated that he would like to get above 50% of placements in their field of study. Dr. Law responded that the data is self-reported and that a lot of students are already employed. He added that there are 149 getting ready to graduate, but that the College does not have the actual placement numbers. Mr. Gibbons asked if it were possible to get these numbers. Dr. Law responded that eventually the College can get the data from the State database.

Mr. Stonecipher commented that the Region 14 Department of Labor Statistics can be used to assess what is needed. He asked how often it is assessed and how often Dr. Connolly is engaged in conversations that would help adjust the College's offerings. Dr. Connolly replied that the Workforce Institute is pretty responsive and that they use Career Source to determine what vouchers they issue for training.

Dr. Krupp said they update information annually from Career Source and that they have just updated their list and the Workforce Institute is in the process of mapping the courses. Dr. Law added that he had just signed off on quarterly updates for workforce activities and that it needs to be a little more reactive.

Chairman Foster commented on the importance of internships to get students into the workforce. He noted that the College is projecting 50 more students, but it should be 150. He said he would like to see some data about the growth in the number of partners. He said he wanted to see how many partners the College had last year and wanted the number to grow every year. Mr. Gibbons added that internships are enhancements to students' resumes.

## B. STUDENT SERVICES

1. Graduation and Completion Trends – Mr. Djuan Fox, Coordinator, Academic Projects and Ms. Eva Christensen, Director, Admissions and

*Records (Presentation)*

Ms. Christensen reported an overall increase of 27.4% in degrees awarded since three years ago. Certifications have grown from 700 to 1700 in that time frame. AA degrees have increased 29%. The largest growth has been for African/American and Hispanic students.

Ms. Christensen said that prior to 2016, students initiated their graduation process. It was discovered that they would only apply for their primary degree and often miss secondary degrees. There was also a cohort of students who failed to apply for graduation. With the implementation of Auto-graduate, the process is now College-initiated and the graduation application fee was also dropped. She also cited the introduction of academic pathways with embedded certifications. An example would be the Computer Science degree that has four embedded certifications.

Ms. Christensen said that 75% of the graduates said they had achieved their academic goals and she highlighted that 67% of the students going through the baccalaureate degree programs are working more than 31 hours per week.

Ms. Christensen reported data on Alumni Salary by program, noting that 50% are making over \$52K and 32% of AS graduates are in the same bracket. For graduates continuing their education, most (56%) go on to USF. She said the FUSE program has 800 invitations being sent out this week.

Mr. Fox shared data about how students are progressing in their academic pathways. The data reveals that students who take six credits or more in their first term make the best progress. He said there has been an 11% increase in this group of students since 2010. He noted that there has also been an increase in the number of students taking more than 15 credits in one year. In addition, the number of students completing gateway Math and English courses in the first year also increased from 29% to 41% since 2010.

Ms. Christensen summarized by highlighting the 27.4% increase in degrees awarded in the past two years, proving that Auto-graduate is working. She cited a need to reach out to alumni with degrees who are currently in low-wage jobs. In addition, she said that given the high number of students who are working while attending school, it does take them longer than two years to complete an Associate's degree and longer than four years to complete a Baccalaureate degree. Mr. Fox said that the College will put in milestones for these students.

Mr. Stonecipher commented that the Board has talked frequently about making sure students take English and Math earlier. He asked why students were taking more credit hours. Mr. Fox responded that he felt the College Experience has helped students understand what they need to take. Mr. Stonecipher asked if it was the face-to-face conversation with advisors and Mr. Fox said it was also the academic pathways.

Mr. Gibbons said that this was an excellent report and that every step is exactly what the College should be doing from the certifications along the way to the salaries at a livable wage. He added that he would like to see a FUSE agreement with FAMU as well as with Florida State. Dr. Law



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said that the College has talked to FAMU and that he was meeting with President Robinson on Thursday. Mr. Gibbons commented that he wanted more of this from the next president at SPC.

## **17-063. Under Item VI – C, Budget and Finance**

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

Ms. Hunt explained that she would be reviewing the budget as of the end of February as well as the project expenses for the remainder of the fiscal year. She reported that as of the end of February, revenue from tuition was \$44.8M, a decline of 4.8% year over year. She shared that the first State Lottery payment of \$3.3M was received and that student fees were in line with tuition. As of the end of February, Personnel expenses were \$75M, down 1.2% year over year. Total Current expenses, total Capital expenses and Total Operating expenses were all down 4%, 4.3% and 1.9% respectively. Dr. Law explained that a decline in expenses is a positive outcome for the College. Ms. Hunt reported that some adjustments to the budget were made in reaction to the decline in revenues.

Ms. Hunt explained that projected revenues will decline due to a 7% decline in enrollment. Projected revenue for FY 2016/17 is \$144.6M. She said work has been done to make some adjustments to the budget to reflect this. She noted that the Board had asked that the Personnel budget be reduced by 2% and it has been reduced 2.5%. Mr. Gibbons asked how this was achieved and Dr. Law explained that vacant positions were not filled and consolidations were identified. Ms. Hunt said those changes save \$935K for FY2016/17 and would save \$3.3M for FY 2017/18.

Ms. Hunt explained that additional modifications to the FY 2016/17 spending plan would save \$1.5M in expenses and that the FY 2017/18 would be based on budgeted student semester hours with less of a dependency on the fund balance. She reported that the current fund balance will be \$2.8M at the end of the fiscal year.

Ms. Hunt said that the Strategic Budget planning day is coming up and she would be reporting to the Board on that input.

## **17-064. Under Item VI - D, Administrative Matters**

The Board considered Personnel Items VI - C.1-2 Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

### **D. ADMINISTRATIVE MATTERS**

1. Human Resources

- a. Personnel Report (*Action*)
- 2. Annual Membership Assessment in Florida College System Risk Management Consortium (*Action*)

**17-065. Under Item VI - E, Academic Matters**

- 1. Honors Program Update – Mr. Earl Fratus, Honors Program Director (*Presentation*)

Mr. Earl Fratus provided information to the Board regarding the Honors Program. He explained that he served as the Interim Director last year and that this is his second semester as the Director. He said that Honors students would learn service, leadership and collaboration in the program.

Mr. Fratus shared that there were 114 students in the program in 2015/16 and there are now 211. He projects that there will be 250 students in the program in 2017/18. The number of students taking classes has increased from 152 to 193 and students involved in activities outside the classroom has increased from 105 to 160. Mr. Fratus said the goal is to have 250 students involved in activities outside the classroom in 2017/18. He said such activities include major events such as the Honors Annual Collegiate Research Conference, a 5K race to benefit the Hope, Health and Sunshine Cancer charity, Golden Key and PTK.

Mr. Fratus told the Board that the Honors Annual Collegiate Research Conference was held in Seminole this year. He reported that there were over 40 student presentations and ten students were awarded scholarships to present their research at the state level. Six students were awarded scholarships to present their research at the regional level. Mr. Fratus shared that a former student, Brenna Garcia, who is currently at Cornell University, was told that because of her research at SPC, she would be receiving a \$24K grant to pursue her research at Cornell.

Mr. Fratus said that Honors students are participating in strategic recruitment and advising activities. They met with high school counselors and attended high school college fairs. Invitations to speak at Pinellas County high schools have been increasing. He shared that nearly every high school in Pinellas County has been visited and that it is a goal to increase more high school classroom visits. Mr. Fratus said that business intelligence is being used for recruitment and that, while the Honors program is present at many of the campuses, an effort is being made to move into the Downtown Campus as well.

Mr. Fratus said that two social media campaigns took place and additional signage has been developed. In addition, there have been more meetings with academic advisors. Work with current Honors Program students includes more individualized counseling with a goal of meeting with the students twice per semester. This is intended to keep the students on their academic pathways and to be sure they are signing up for needed classes.

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Mr. Fratus informed the Board that St. Petersburg College is a founding member of the Tampa Bay Consortium and is working on FUSE agreements and sharing events with Hillsborough County and the University of Tampa.

Mr. Fratus reported that average Honors class size has grown from 9 when he started as Director, to 15. He cited increased program enrollment and more strategic course offerings as the reasons for this growth. He said Honors students were also being awarded great scholarships in their transfers to other institutions.

Mr. Gibbons asked what the requirements were to be in the Honors Program. Mr. Fratus said that students must have a 3.5 GPA or a score of 120 or higher on the Postsecondary Education Readiness Test (PERT). Mr. Fratus added that the College is reaching out more aggressively to high school students.

## **17-066. Under Item VII - A, Consent Agenda**

Under Old Business

NONE

## **17-067. Under Item VII – B, New Business**

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

The Board considered Item VII-B.1a-b. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

## **17-068. Under VIII, Informational Reports**

None

## **17-069. Under IX, Presidential Search Update**

Ms. Desiree Woroner, Director, Human Resources Development, reported progress on the presidential search. She said the position was posted in various places from February 21 to March 13 and that 52 applications were received. One applicant withdrew and Mr. Brett, Dr. Hockaday and Dr. Fratus reached consensus on 19. Another applicant withdrew and 18 candidates' profiles are currently posted on the search website where the community can review their credentials. She informed the Board that there was a Search and Selection Committee meeting scheduled for 4:00p.m. this afternoon where it is hoped to narrow the number of candidates to approximately 10. She explained that those semi-finalists would be asked to submit an 8-minute video of themselves answering questions composed by the Committee. The videos are due on April 5. On April 6, the Committee will narrow the pool of candidates to three to five finalists.

The finalists will be invited to a two-day campus visit and will also meet individually with the Board of Trustees. The interview results will be reported back to the Board. Ms. Woroner explained that it is hoped to name the next president at the May 16 Board of Trustees meeting with a goal of that individual starting on July 1.

Dr. Law recommended that the Board begin work on the meeting schedule for the finalists. He told them that his office would work with the Trustees to get the interviews scheduled with the finalists.

**17-070. Under Item X, Public Access/Unagendaed Items**  
NONE

**17-071. Under Item XI, Proposed Changes to BOT Rules Manual – Public Hearing -**  
None

**17-072. Under Item XII, President’s Report**

Dr. Law told the Board that the information from Mr. Fox’s presentation on graduation and completion trends would be shared with Senator Negron in Tallahassee. He told the Board that there is still a misconception that SPC competes with students who live in a dorm but that is not the case since so many SPC students are working.

**17-073. Under Item XII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, April 18, 2017, 9:00 a.m., at the EpiCenter.

**XII. ADJOURNMENT**

Having no further business to come before the Board, Chair Foster adjourned the meeting at 10:12a.m.

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

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

**Attachments**  
**Board Memos and**  
**Supplemental Materials**

**Board of Trustees Meeting**  
**March 21, 2017**

## VI – A.1 Workforce Update

# Workforce Update

*James Connolly, PhD – Director Workforce & Professional Development  
Jason Krupp, PhD – Director of Workforce Services  
SPC Board of Trustees – March 21, 2017*

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

## Workforce Institute

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

### Healthcare & Healthcare Conferences – 920 Enrollments



Clinical Medical  
Assistant



Active Shooter  
Conference

### Information & Innovative Technologies - 935 Enrollments



Certified  
Production  
Technician



Unmanned Aerial  
Systems (UAS)  
Remote Pilot  
Certification

# Workforce Institute

## Business & Finance – 663 Enrollments



Project Management



Entrepreneurship

## Supply Chain Management – 614 Enrollments



Tampa Bay Port Authority

**Total Course Enrollments For All Sectors 3132**

# Workforce Institute Scoreboards

## Industry Certifications, Licenses, and Continuing Education Units Earned

Cert Earned	Business/ Finance	Health	Manufacturing	Technologies	Total	Public Safety (Allstate)	Supply Chain (College of Business)	Total
FY 2017	489	920	5	61	1502	547	298	2347
FY 2016	387	896	43	74	1400	818	310	2528
FY 2015	266	812	67	42	1187	569	20	1776

## New Workforce Initiatives FY'17

SPC St. Petersburg College  
RESTRUCTURING ACADEMIC PROGRAMS

### Information and Innovative Technologies

- Cyber Security
- Information Technology Infrastructure Library - ITIL
- Data Analytics
- Advanced Unmanned Aircraft Systems Flight (Drones)

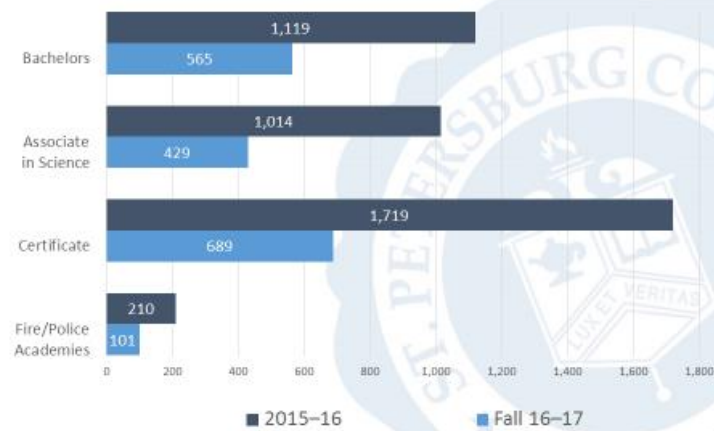
### Business and Finance

- Entrepreneurship (*revised to include idea generation & decision making*)
- Project Management
  - Fundamentals (precursor to CAPM/PMP)
  - Agile Certified Practitioner (PMI-ACP)
- Digital Media Marketing (Search Engine Optimization-SEO)
- Instructional Design and Instructional Technology

*Note: All offerings are strategically selected based on market research to include Department of Labor, Regional Targeted Occupations List, and market trends.*

## Workforce Graduates

SPC St. Petersburg College  
RESTRUCTURING ACADEMIC PROGRAMS





# Industry Certification

Discipline	Earned 2015-16	Earned 2016-17 As of 2/20/17
Business	3	8
Technology	69	49
Engineering, Manufacturing and Building Arts	37	33
Orthotics and Prosthetics	0	4
Arts, Humanities and Design	21	13
<b>Total</b>	<b>130</b>	<b>107</b>



# Licensure Pass Rates

Programs	2015-16	National or State Average
Corrections State Exam**	100	77
Dental Hygiene National Exam	97	95
Education State Exam	100	N/A
Emergency Medical Technician National Exam	96.3	70*
Fire Academy State Exam**	97.1	93.5*
Funeral Services		
National Exam Arts	95	74
National Exam Science	93	77
Health Info Management National Exam	82	69
Law Enforcement State Exam**	93	81.3
Nursing National Exam	90.9	82.7
Paramedic National Exam	82	72*
Physical Therapist Assistant National Exam	100	88.8
Radiography National Exam	100	88.4
Veterinary Technology National Exam	73.2	65.5

\*\* Administered at Certification Testing Center  
\* 2016 State Average



Source: 2016-17 St. Petersburg College Fact book, Table 9, Program Data

# Career Services Tools



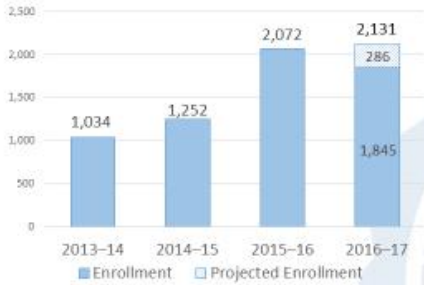
Career Activity	Tool
Assessment	Focus 2
Exploration	Virtual Job Shadow
Preparation	Optimal Resume
Search	Career Launch
Placement	GradCast

Term	Career Services Webinars Viewed
Fall 15-16	906
Fall 16-17	2,120

263 Businesses Created Accounts in Fall 16-17



# Internship Growth



Geek Bar at St. Pete/Gibbs Campus

# Placement Report

## Workforce and Baccalaureate Placement - 2013–14 Graduates

Program	Pool	Military	Continuing Education	Employed In Field	Total Placed	%
Associate in Science	734	N/A	143	525	668	91
Certificate and Vocational	1597	N/A	386	1002	1388	87
Bachelor	246	3	23	183	209	85

Source: SPC Fact Book, Table 10

# Graduating Students: Placement

## Spring 2016–17

Program	Students Reporting	Military	Continuing Education	Employed In Field	Requested Job Search Assistance
Associate in Arts	414	3%	58%	20%	24%
Associate in Science	181	2%	16%	38%	41%
Bachelor of Applied Science	127	2%	37%	54%	35%
Bachelor of Science	149	3%	50%	62%	32%
Certificate	35	0%	14%	34%	40%



ESTABLISHED

VI – B.1 Graduation Update

# Graduation and Completion Trends

Eva Christensen, Admissions & Records  
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## Graduation Trends



### Degrees Awarded by Academic Year




Academic Year	2013-14	2014-15	2015-216
PSAV	~100	~150	~200
Certificate	~1000	~1200	~1500
Bachelors of Science	~500	~600	~700
Bachelors of Applied Science	~400	~500	~600
Associate of Science	~1000	~1100	~1200
Associate of Arts	~3000	~3200	~3500

Overall Increase 27.4%


Source: PULSE Grads\_by\_Award\_Term  
4/17/2017





## Auto-Graduation

Student  
Initiated



Auto-Graduation

College  
Initiated


*Reversed the model* – Graduation traditionally student initiated, effective Spring 2016, completely college-initiated

Degree candidates identified at beginning of term, notified of eligibility for both primary degree sought and any embedded credentials

Graduation application and fee eliminated

Automatically awarded degree or credentials at end of term

4/12/2017



## Academic Pathways

St. Petersburg College  
**SPC**  
Recommended Academic Pathway - Effective Fall 2016  
Computer Programming and Analysis (CWPA-AS)  
C++/VB.NET Tracks with embedded  
Computer Programming Specialist Certificate (CPS-CT) 18 credits  
& Computer Programmer Certificate (CMPRO-CT) 33 credits

Seq. #	Course	Course Title	Credits	Type	Term Offered	Pre-Req.	Options Available
1	MAT 1055	Intermediate Algebra	3	Math	F, Sp, Su		Y
2	CGS 2070	Basic Computer and Information Literacy	1	Gen Ed	F, Sp, Su		Y
3	MAT 1105	College Algebra	3	Gen Ed	F, Sp, Su		Y
4	COP 1000	Introduction to Computer Programming	3	Comp	F, Sp, Su		Y
5	2402	Programming in C++ for Business	3	Track 1	F, Sp, Su		Y
6	2401	Computer I	3	Gen Ed	F, Sp, Su		Y
7	2403	Web Fundamentals/JavaScript	3	Comp	F, Sp, Su		Y
8	2404	Advanced Web Site Development	3	Comp	F, Sp, Su		Y
9	PH 1009	Studies in Applied Ethics	3	Gen Ed	F, Sp, Su		Y
10	COP 1017	Visual Basic .NET Programming I	3	Track 2	F, Sp, Su		Y
11	2405	Advanced C++ Programming for Business	3	Track 1	F, Sp, Su		Y
12	2406	American National Government	3	Gen Ed	F, Sp, Su		Y
13	SPC 1085	Business and Professional Speaking	3	Gen Ed	F, Sp, Su		Y
14	CGS 2566	Computer Operating Systems	3	Comp	F, Sp, Su		Y
15	INT 1000	Local Area Network Concepts	3	Comp	F, Sp, Su		Y
16	COP 1097	C++ Programming with DirectX	3	Track 2	F, Sp, Su		Y
17	COP 2030	Visual Basic .NET Programming II	3	Track 2	F, Sp, Su		Y
18	2407	Humanities (East-West Synthesis)	3	Gen Ed	F, Sp, Su		Y
19	CTS 1055	SQL Database Design & Programming	3	Comp	F, Sp, Su		Y
20	COP 2001	JavaScript	3	Comp	F, Sp, Su		Y
21	COP 2029**	ASP.NET Programming with SQL Server	3	Track 2	F, Sp, Su		Y
22	COP 2040	Enterprise Programming Internship	3	Comp	F, Sp, Su		Y

**Computer Programming and Analysis A.S.**  
Computer Programmer Certificate  
Computer Programming Specialist Certificate

Direct transfer into Technology Development and Management B.A.S.

Automatically offered admission to B.A.S. in last term of A.S. degree program

**Certificate 1 (18 credits)**


**Certificate 2 (33 credits)**

**Associates Degree (60 credits)**

4/12/2017



# Our Graduates



## Who are our Graduates?

2015-16 Graduating Student Survey

	A.A. Degree	A.S. Degree	Baccalaureate Degree	Certificate	Total
Not employed	371 (25%)	100 (18%)	102 (15%)	24 (16%)	597 (21%)
Working 15 or fewer hours per week	194 (13%)	96 (17%)	43 (6%)	11 (8%)	344 (12%)
Working 16-30 hours per week	387 (27%)	110 (20%)	88 (13%)	27 (18%)	612 (21%)
Working 31-40 hours per week	328 (22%)	134 (24%)	256 (37%)	56 (38%)	774 (27%)
Working 40 or more hours per week	180 (12%)	117 (21%)	210 (30%)	29 (20%)	536 (19%)
<b>Total Respondents</b>	<b>1460</b>	<b>557</b>	<b>699</b>	<b>147</b>	<b>2863</b>

4/12/2017 6



## Where are they now?

### Annual Salary by Degree or Certificate Awarded

Hourly Wage/ Approximate Annual	BS/BAS	A.A.	A.S.	Certificate	TOTAL
Less than \$10.00 (less than \$21,000)	2.1%	24.0%	3.8%	3.4%	11.7%
\$10.00 - \$14.99 (\$21,000 - \$30,999)	11.7%	32.0%	19.2%	28.8%	24.1%
\$15.00 - \$19.99 (\$31,000 - \$41,999)	21.8%	16.1%	15.4%	26.3%	18.7%
\$20.00 - \$24.99 (\$42,000 - \$51,999)	14.4%	7.0%	29.1%	21.2%	15.6%
\$25.00 or more (\$52,000 or more)	50.0%	20.8%	32.4%	20.3%	29.9%
Total Responses	188	341	182	118	829

Source: 2014-2015 Alumni Survey  
4/12/2017

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## Where are they now?

### Continuing Education at Institutions Other than SPC

Institution	Total
University of South Florida	56.3%
University of Florida	8.29%
University of Central Florida	7.10%
Florida State University	4.07%
Florida International University	1.83%
Other In-State Institutions	11.36%
Out-of-State Institutions	9.76%

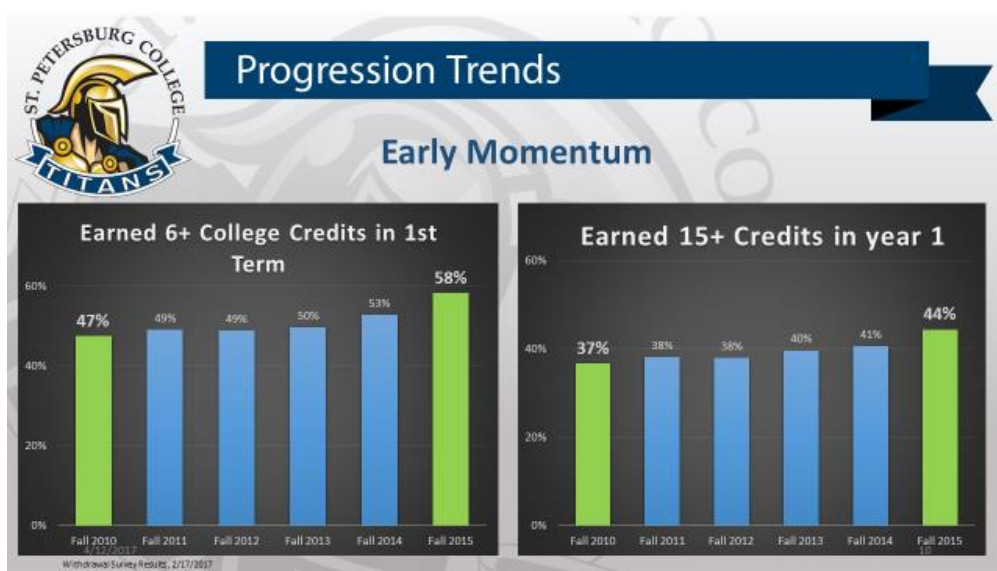


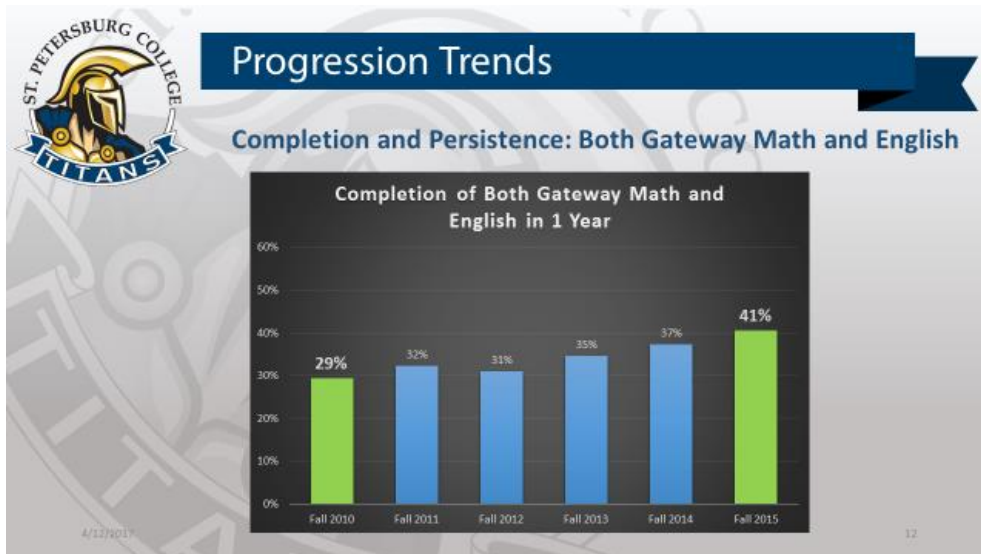
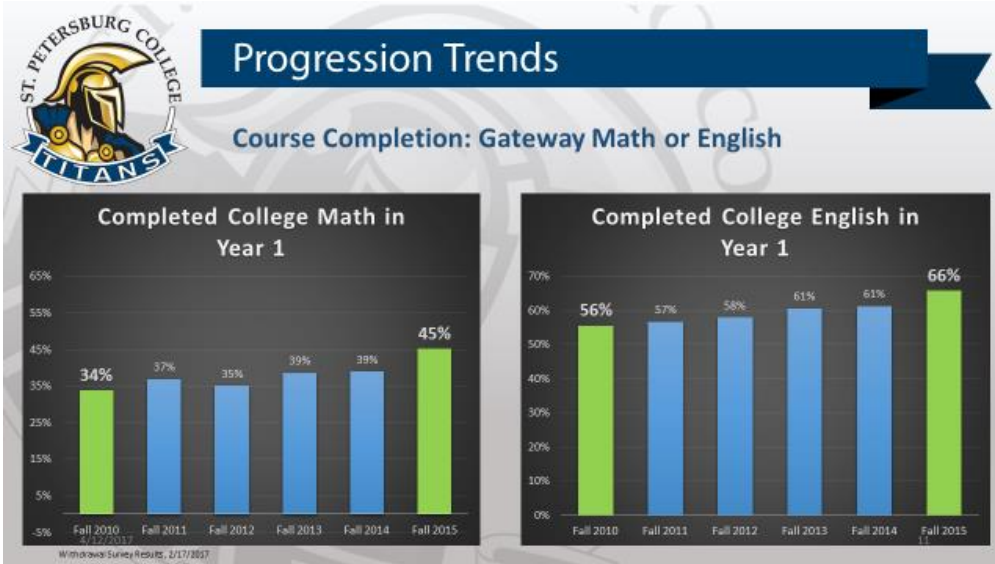
Source: Student Clearinghouse: Student Tracker, 2016 A.A. Graduates

4/12/2017

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## Observations and Action Items

- Overall increase of 27.4% in degrees awarded in past two years demonstrates Auto-Graduation has proven successful
- Need to reach out and assist those alumni with degrees who are currently in low-wage jobs
- Considering the number of students working – particularly those working full-time – while pursuing a degree, our students typically take longer than the two years for an Associates degree or the four years for a Baccalaureate degree

## VI – C.1 Monthly Financial Report



SPC St. Petersburg College Report as of February 28, 2017


	Budget	Actual	% of YTD	YOY
<b>Revenue</b>				
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 44,802,225	79.2%	-4.8%
State Appropriation - CCPF	\$ 51,695,712	\$ 34,649,424	67.0%	0.1%
State Appropriation - Lottery	\$ 16,693,508	\$ 3,338,702	20.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 2,435,182	66.7%	1.7%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,375,175	75.0%	-4.6%
Distance Learning Fee	\$ 3,814,485	\$ 2,964,857	77.7%	-2.7%
Technology Fee	\$ 2,818,596	\$ 2,161,029	76.7%	-5.1%
Lab Revenue Fees	\$ 1,714,401	\$ 1,525,646	89.0%	-6.4%
Industry Certifications	\$ 150,000	\$ -	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 3,014,586	55.9%	-1.4%
Other Student Fees	\$ 1,622,007	\$ 577,921	35.6%	-11.5%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	88.2%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	0.0%
Total Revenue	\$ 154,102,961	\$ 99,982,399	64.9%	-0.6%

## Report as of February 28, 2017

	Budget	Actual	% of YTD	YOY
<b>Personnel &amp; Benefits</b>				
Instructional/Faculty-Full time	\$ 28,899,727	\$ 18,405,103	63.7%	-2.9%
Administrative	\$ 10,275,180	\$ 7,880,873	76.7%	5.3%
Career (Non-Instructional)	\$ 21,729,661	\$ 12,540,965	57.7%	-1.2%
Professional	\$ 15,874,846	\$ 8,546,777	53.8%	-3.6%
Adjunct/Supplemental	\$ 14,341,325	\$ 8,612,928	60.1%	-4.1%
Other Professional OPS	\$ 766,481	\$ 128,460	16.8%	0.0%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 1,647,487	67.0%	-9.0%
Student Assistants	\$ 428,000	\$ 164,650	38.5%	-32.8%
Health Insurance	\$ 11,854,547	\$ 9,499,469	80.1%	3.8%
Other Personnel Benefits	\$ 11,700,854	\$ 8,321,029	71.1%	0.2%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 75,747,742</b>	<b>64.0%</b>	<b>-1.2%</b>
<b>Current Expense</b>				
Total Current Expense	\$ 32,341,920	\$ 17,530,568	54.2%	-4.0%
<b>Capital</b>				
Total Capital	\$ 3,430,581	\$ 1,612,403	47.0%	-4.3%
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 94,890,712</b>	<b>61.6%</b>	<b>-1.9%</b>
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ 5,091,686</b>		

## FYE 16/17 Revenue Projections

	Budget	Actual
<b>Revenue</b>		
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 52,705,886
State Appropriation - CCPF	\$ 51,695,712	\$ 51,695,712
State Appropriation - Lottery	\$ 16,693,508	\$ 16,693,508
Performance Funding	\$ 3,652,774	\$ 3,652,774
Operating Cost for New Facilities	\$ 128,429	\$ 128,439
Learning Support Access Fee	\$ 1,834,042	\$ 1,703,277
Distance Learning Fee	\$ 3,814,485	\$ 3,751,560
Technology Fee	\$ 2,818,596	\$ 2,619,607
Lab Revenue Fees	\$ 1,714,401	\$ 1,714,401
Industry Certifications	\$ 150,000	\$ 150,000
Other Revenues	\$ 5,397,200	\$ 5,397,200
Other Student Fees	\$ 1,622,007	\$ 891,414
Fund Transfers In	\$ 3,556,839	\$ 3,556,839
Stabilization Reserve	\$ 2,173,009	\$ -
PO Rollovers & Accruals	\$ 2,291,443	\$ -
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 144,660,617</b>




## FYE 16/17 Expense Projections

	Budget	Actual
<b>Personnel &amp; Benefits</b>		
Total Personnel & Benefits	\$ 118,330,460	\$ 116,956,749
<b>Current Expense</b>		
Total Current Expense	\$ 32,341,920	\$ 28,374,047
<b>Capital</b>		
Total Capital	\$ 3,430,581	\$ 2,170,808
Total Operating	\$ 154,102,961	\$ 147,501,604
<b>Revenue over Expense</b>	\$ -	\$ (2,840,987)

FY16/17 Modification \$953K  
 FY17/18 Modification \$3.3M

FY16/17 Modification \$1.5M  
 • Year end spending plan  
 FY17/18 Modification  
 • based on budgeted SSH  
 • less dependency on fund balance



## FYE 16/17 Revenue to Expense

• Fiscal Year	FY15/16	FY16/17
• Budgeted	\$4.46M	\$4.46M
• Actual/Projection	\$4.1M	\$2.8M

The chart displays monthly revenue to expense from July to June. The Y-axis ranges from \$10,000,000 to \$20,000,000. The X-axis lists the months. Two lines are shown: a red line for FY15/16 and a blue line for FY16/17. Both lines show a peak in August and a sharp decline in June. The FY16/17 line ends at a deficit of \$(4,062,721) in June, while the FY15/16 line ends at a deficit of \$(2,840,987) in June.

Month	FY15/16	FY16/17
July	\$4,100,000	\$4,100,000
August	\$11,000,000	\$11,000,000
September	\$7,000,000	\$7,000,000
October	\$8,000,000	\$8,000,000
November	\$11,000,000	\$11,000,000
December	\$10,000,000	\$10,000,000
January	\$8,000,000	\$8,000,000
February	\$6,000,000	\$6,000,000
March	\$7,000,000	\$7,000,000
April	\$7,000,000	\$7,000,000
May	\$5,000,000	\$5,000,000
June	\$2,840,987	\$(4,062,721)



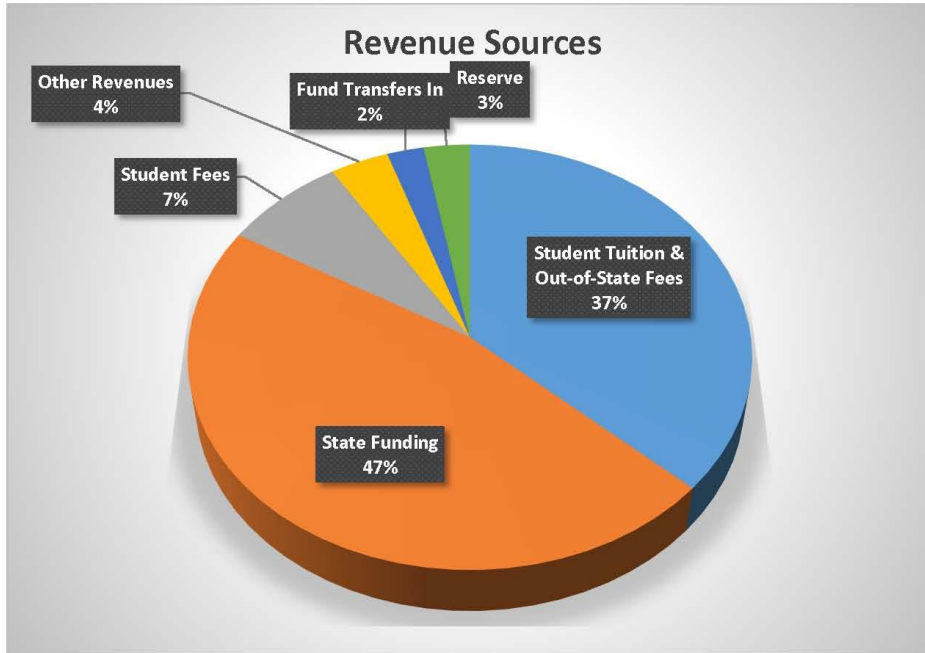
**Questions?**

St. Petersburg College  
Financial Report  
As of February 28, 2017

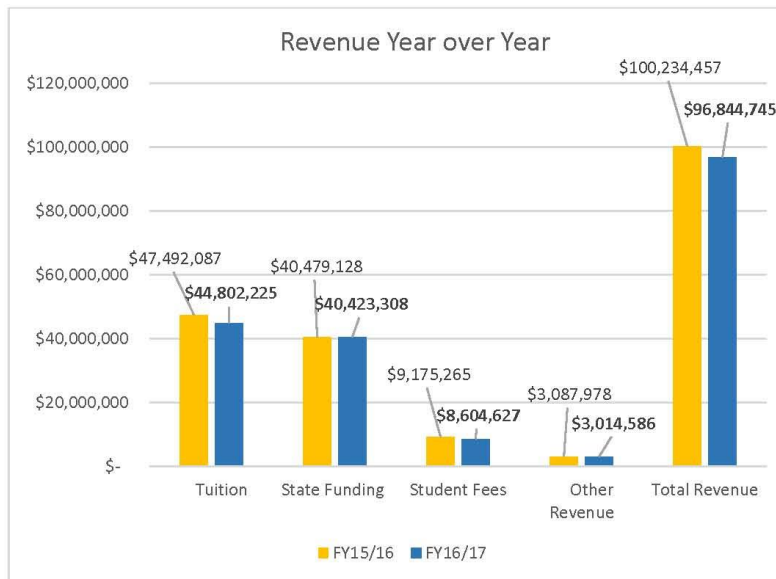
	Budget	Actual	% of YTD	PY Budget	PY Actual	PY % of YTD	YOY
<b>Revenue</b>							
Student Tuition & Out-of-State Fees	\$ 56,560,516	\$ 44,802,225	79.2%	\$ 56,498,805	\$ 47,492,087	84.1%	-4.8%
State Appropriation - CCPF	\$ 51,695,712	\$ 34,649,424	67.0%	\$ 53,660,965	\$ 35,929,353	67.0%	0.1%
State Appropriation - Lottery	\$ 16,693,508	\$ 3,338,702	20.0%	\$ 14,934,524	\$ 2,986,905	20.0%	0.0%
Performance Funding	\$ 3,652,774	\$ 2,435,182	66.7%	\$ 2,404,418	\$ 1,562,870	65.0%	1.7%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ 172,604	\$ -	0.0%	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,375,175	75.0%	\$ 1,831,810	\$ 1,458,123	79.6%	-4.6%
Distance Learning Fee	\$ 3,814,485	\$ 2,964,857	77.7%	\$ 3,752,441	\$ 3,016,895	80.4%	-2.7%
Technology Fee	\$ 2,818,596	\$ 2,161,029	76.7%	\$ 2,815,337	\$ 2,301,341	81.7%	-5.1%
Lab Revenue Fees	\$ 1,714,401	\$ 1,525,646	89.0%	\$ 1,714,401	\$ 1,635,144	95.4%	-6.4%
Industry Certifications	\$ 150,000	\$ -	0.0%	\$ 150,000	\$ -	0.0%	0.0%
Other Revenues	\$ 5,397,200	\$ 3,014,586	55.9%	\$ 5,397,200	\$ 3,087,978	57.2%	-1.4%
Other Student Fees	\$ 1,622,007	\$ 577,921	35.6%	\$ 1,622,007	\$ 763,762	47.1%	-11.5%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,568,839	\$ -	0.0%	88.2%
Stabilization Reserve	\$ 2,173,009	\$ -	0.0%	\$ 2,173,009	\$ -	0.0%	0.0%
PO Rollovers & Accruals	\$ 2,291,443	\$ -	0.0%	\$ 2,291,443	\$ -	0.0%	0.0%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 99,982,399</b>	<b>64.9%</b>	<b>\$ 152,987,803</b>	<b>\$ 100,234,457</b>	<b>65.5%</b>	<b>-0.6%</b>
<b>Personnel &amp; Benefits</b>							
Instructional/Faculty-Full time	\$ 28,899,727	\$ 18,405,103	63.7%	\$ 28,170,380	\$ 18,760,237	66.6%	-2.9%
Administrative	\$ 10,275,180	\$ 7,880,873	76.7%	\$ 9,710,187	\$ 6,935,149	71.4%	5.3%
Career (Non-Instructional)	\$ 21,729,661	\$ 12,540,965	57.7%	\$ 22,119,336	\$ 13,031,476	58.9%	-1.2%
Professional	\$ 15,874,846	\$ 8,546,777	53.8%	\$ 16,591,094	\$ 9,530,842	57.4%	-3.6%
Adjunct/Supplemental	\$ 14,341,325	\$ 8,612,928	60.1%	\$ 14,691,325	\$ 9,423,336	64.1%	-4.1%
Other Professional OPS	\$ 766,481	\$ 128,460	16.8%	\$ 766,481	\$ 128,149	16.7%	0.0%
Non-Instructional OPS and OT	\$ 2,459,839	\$ 1,647,487	67.0%	\$ 2,430,981	\$ 1,848,023	76.0%	-9.0%
Student Assistants	\$ 428,000	\$ 164,650	38.5%	\$ 415,000	\$ 295,631	71.2%	-32.8%
Health Insurance	\$ 11,854,547	\$ 9,499,469	80.1%	\$ 11,554,547	\$ 8,816,182	76.3%	3.8%
Other Personnel Benefits	\$ 11,700,854	\$ 8,321,029	71.1%	\$ 11,705,085	\$ 8,299,973	70.9%	0.2%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 75,747,742</b>	<b>64.0%</b>	<b>\$ 118,154,416</b>	<b>\$ 77,068,999</b>	<b>65.2%</b>	<b>-1.2%</b>
<b>Current Expense</b>							
Travel	\$ 629,676	\$ 511,240	81.2%	\$ 619,926	\$ 559,789	90.3%	-9.1%
Repairs & Maint	\$ 872,674	\$ 626,658	71.8%	\$ 898,392	\$ 692,507	77.1%	-5.3%
Rental/Leases	\$ 445,340	\$ 28,038	6.3%	\$ 445,340	\$ 137,331	30.8%	-24.5%
Insurance (Non Health)	\$ 1,708,272	\$ 1,107,948	64.9%	\$ 1,708,272	\$ 1,691,099	99.0%	-34.1%
Utilities	\$ 5,800,000	\$ 3,333,584	57.5%	\$ 5,800,000	\$ 3,727,109	64.3%	-6.8%
Services and Fees	\$ 7,734,988	\$ 3,829,815	49.5%	\$ 7,734,988	\$ 3,355,517	43.4%	6.1%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,154,977	138.1%	\$ 1,559,895	\$ 2,348,740	150.6%	-12.4%
Materials and Supplies	\$ 5,928,526	\$ 2,966,595	50.0%	\$ 5,470,922	\$ 3,428,498	62.7%	-12.6%
Tech Expense/Licensing	\$ 2,805,757	\$ 1,822,936	65.0%	\$ 2,805,257	\$ 1,500,592	53.5%	11.5%
Bad Debt/Unemployment	\$ 1,147,782	\$ (18,506)	-1.6%	\$ 1,147,782	\$ (105,710)	-9.2%	7.6%
Other Current Expense	\$ 3,709,010	\$ 1,167,284	31.5%	\$ 3,295,417	\$ 982,971	29.8%	1.6%
<b>Total Current Expense</b>	<b>\$ 32,341,920</b>	<b>\$ 17,530,568</b>	<b>54.2%</b>	<b>\$ 31,486,191</b>	<b>\$ 18,318,442</b>	<b>58.2%</b>	<b>-4.0%</b>
<b>Capital</b>							
Computer Refresh Leases	\$ 2,904,221	\$ 1,439,662	49.6%	\$ 2,820,836	\$ 1,318,312	46.7%	2.8%
Capital Purchases	\$ 526,360	\$ 172,741	32.8%	\$ 526,360	\$ 398,155	75.6%	-42.8%
<b>Total Capital</b>	<b>\$ 3,430,581</b>	<b>\$ 1,612,403</b>	<b>47.0%</b>	<b>\$ 3,347,196</b>	<b>\$ 1,716,467</b>	<b>51.3%</b>	<b>-4.3%</b>
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 94,890,712</b>	<b>61.6%</b>	<b>\$ 152,987,803</b>	<b>\$ 97,103,909</b>	<b>63.5%</b>	<b>-1.9%</b>
<b>Revenue over Expense</b>	<b>\$ -</b>	<b>\$ 5,091,686</b>		<b>\$ -</b>	<b>\$ 3,130,549</b>		



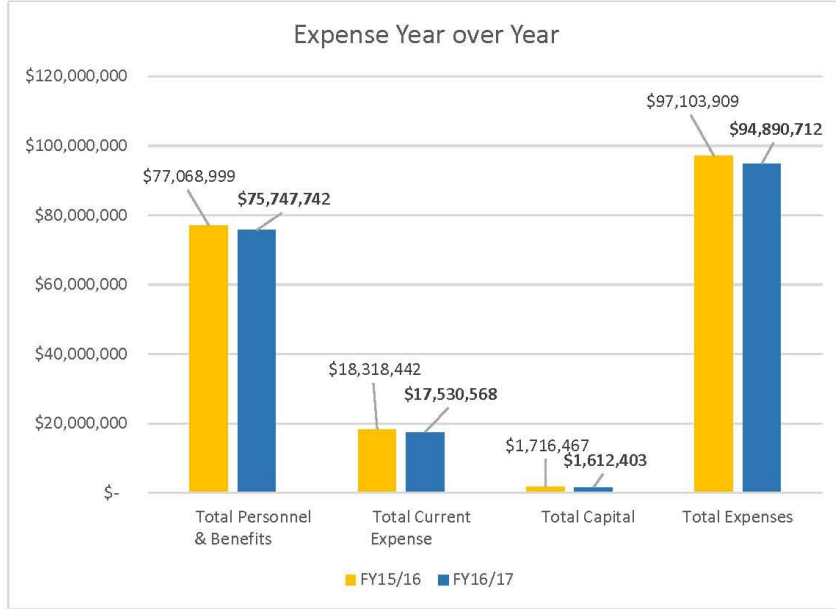
The College's Operating Fund (1x) revenue sources are illustrated in the pie chart below:



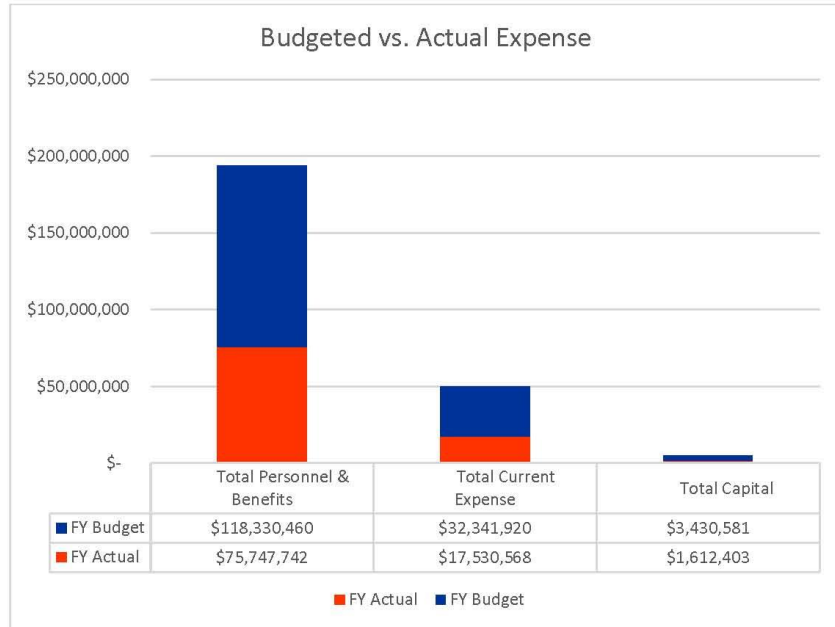
The total revenue difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$252,058. This represents a -0.6% change.



The total expense difference using a year-over-year comparison from the prior fiscal year to the current fiscal year is a decrease of \$787,874. This represents a -1.2% change.



The year-to-date total of actual expense is 63.5 % of the overall budgeted amount.



March 21, 2017

**M E M O R A N D U M**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *WDL*  
**SUBJECT:** Personnel Report

Approval is sought for the following recommended personnel transactions:

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Delint,Neely,Maria Teresa	Career & Academic Advisor	Associate Provost Office HEC	1/30/2017 - 6/30/2017
Kaludova,Raisa Georgieva	Research Analyst	Business Administration DO	2/27/2017 - 6/30/2017
Cates,Darin D	Search Engine Mktg Manager	Marketing&StrategicCommunicatn DO	2/7/2017 - 6/30/2017
Leslie,Mariana	Client Account Representative	Workforce/Professnl Developmnt DO	2/20/2017 - 6/30/2017

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Quinzi,Mark D	Coord, Collegewide Wkfr Intm	Associate Provost Office SPG	2/27/2017 - 6/30/2017

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Cabrera Muniz,Luz Crimilda	Custodian	Custodial Services CL	2/27/2017
Ngo,Phong Q	Custodian	Custodial Services SPG	2/8/2017
Williams,Candice Tiara	Sr Administrative Svcs Assist	Mathematics MT	2/13/2017
Higgins,Labresha Lashawn	Student Support Assistant	SPC-Downtown MT	2/20/2017
McGuirk,Kathleen K	Sr Administrative Svcs Assist	Special Services MT	2/20/2017

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Mojica,Roxanna	Security Officer	Campus Security SE	1/30/2017
Camarra,Nicholas J	Sr Landscaper	Landscape Services SPG	2/27/2017
Banchis,Henry J	Facilities Technician	Maintenance Services AC	2/25/2017

<b>HIRE Supplemental</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Sibbio,Ralph A	OPS Professional	Emergency Medical Services HEC	2/18/2017

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Verdeja,Anthony W	OPS Teaching Asst/Inte rpreter	Academic & Student Affairs CL	1/28/2017
Platinshek,Robert V	OPS Professional	Academic & Student Affairs HEC	2/8/2017
Kelly,Dana Lynn	OPS Teaching Asst/Inte rpreter	AccessibilityServices CL	2/27/2017
Braswell,Alexis Jasmine	OPS Career Level 2	Counseling & Advisement CL	2/6/2017
Olds,Kylie M	OPS Career Level 2	Counseling & Advisement CL	2/6/2017
Gaghan,Shane T	Professional Trainer	Criminal Justice AC	2/6/2017
Hayes Jr,Freddie L	Professional Trainer	Criminal Justice AC	2/15/2017

Koulianos, Francis Thomas	Professional Trainer	Emergency Medical Services HEC	2/1/2017
Sibbio, Ralph A	OPS Professional	Emergency Medical Services HEC	2/18/2017
Arnold, Wendy C	Professional Trainer	Fire Sciences AC	2/27/2017
Burford, Scott Thomas	Professional Trainer	Fire Sciences AC	2/27/2017
D'Amico, Kevin Joseph	Professional Trainer	Fire Sciences AC	2/27/2017
Despirt, Erick S	Professional Trainer	Fire Sciences AC	2/27/2017
Haynes, Jason P	Professional Trainer	Fire Sciences AC	2/27/2017
Holt, Charles Ryan	Professional Trainer	Fire Sciences AC	2/27/2017
Layfield, Thomas James	Professional Trainer	Fire Sciences AC	2/27/2017
Miller, Eric E	Professional Trainer	Fire Sciences AC	2/27/2017
Pilson, Timothy A	Professional Trainer	Fire Sciences AC	2/27/2017
Prohaska, Mark E	Professional Trainer	Fire Sciences AC	2/27/2017
Santana, Steven B	Professional Trainer	Fire Sciences AC	2/27/2017
Acker, Michael S	OPS Career Level 5	Learning Resources SPG	2/6/2017
Archer, Brenda Jean	OPS Career Level 1	Learning Resources TS	2/20/2017
Samuel, Waynette Freemon	OPS Career Level 1	Learning Resources TS	2/20/2017
Lanier, Amanda Elizabeth	OPS Career Level 2	Marketing&Strategic Communicatn DO	2/22/2017
Nikolopoulos, Maria E	OPS Career Level 5	Provost Office CL	2/8/2017
Crowhurst, Sylvia E	OPS Career Level 4	Provost Office EP DT	2/27/2017
Villines, Chondell C	OPS Career Level 6	Student Support Services SPG	2/13/2017
Avery, Richard S	Professional Trainer	Workforce/Professnl Developmnt DO	2/11/2017
Dell-Jones, Julie V	Professional Trainer	Workforce/Professnl Developmnt DO	2/6/2017
Cregan, Hugh J	Professional Trainer	Workforce/Professnl Developmnt EPI	2/1/2017
Hubel, Michelle E	Professional Trainer	Workforce/Professnl Developmnt EPI	2/13/2017
Tucker, Diane D	Professional Trainer	Workforce/Professnl Developmnt EPI	2/1/2017

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date

Stevens, Vickie H	Instructor	Communications	1/29/2017 - 2/3/2017
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Destination: Havana, Cuba

The purpose of this trip is to attend Pedagogy 2017: An International Conference for the Unity of Educators. The College will benefit by giving an instructor the opportunity to increase her professional development and by giving students an opportunity to experience global perspectives on issues concerning education.

Estimated cost to the College is \$1300.00.

Moriarty, Christian	Instructor	Communications	3/4/2017 - 3/11/2017
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Destination: Santo Domingo, Dominican Republic

The purpose of this trip is to lead SPC students on a Dominican Republic Civic Engagement study abroad program offering credit in IDH 2634H Honors Service Learning and to enrich SPC's Civic Engagement Project by promoting students' civic engagement, cross-cultural awareness and cultural enrichment. The College will benefit by having students experience global perspectives as they travel abroad. Instructor is taking the place of Tara Newsom, who had to drop out at the last minute due to a family emergency.

Estimated cost to the College is \$215.97.

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

ND030217

March 21, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *WDL*  
**SUBJECT:** Annual Membership Assessment in Florida College System Risk Management Consortium

Authorization is requested to pay the St. Petersburg College (SPC) 2017-2018 *membership assessment* in the Florida College System Risk Management Consortium (FCSRMC) for the policy period of March 1, 2017 through February 28, 2018 in the amount of \$1,635,549. This amount represents an increase of approximately 5% above the current policy period.

Following are the FCSRMC calculations for the policy period of March 1, 2017 through February 28<sup>th</sup>, 2018:

2017-2018 Annual Assessment for SPC	165,541
Worker's Compensation Assessment (Experience)	753,129
Property Value Assessment	<u>716,879</u>
Adjusted Annual Assessment	\$1,635,549

Brian Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; and Kara Schrader-Smith, Risk Management Coordinator, recommend approval.

VI – E.1 Honors Update

St. Petersburg College  
**SPC**



**The Honors Program**  
Board of Trustees Update  
3/21/2017



An Achieving the Dream Institution

St. Petersburg College  
**SPC**

## Program Plan

Community



Category	2015-2016	2016-2017	2017-2018
Students in Program	114	211	250
Students Taking Classes	152	193	300
Student Involvement Outside of the Classroom	105	160	250

An Achieving the Dream Institution

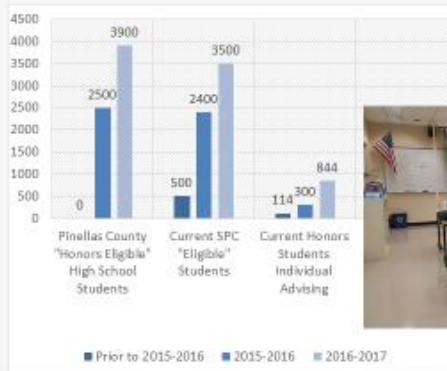
2

## The Honors Annual Collegiate Research Conference



- Over 40 Student Presentations
- Ten Students Were Awarded Scholarships to Present Their Research at the State Level
- Six Students Were Awarded Scholarships to Present their Research at the Regional Level
- Brenna Garcia (Currently at Cornell University)

## Strategic Recruitment & Advising



St. Petersburg College  
**SPC**

## Strategic Scheduling of Courses



Term	Average Class Size
Fall 2015	9
Spring 2016	10
Fall 2016	12
Spring 2017	13
Fall 2017	15

An Achieving the Dream Institution

5

St. Petersburg College  
**SPC**



## Questions


An Achieving the Dream Institution

6



March 21, 2017

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Credit Curriculum

The following is a summary of credit and post-secondary adult vocational (PSAV) curriculum changes for which approval is sought for Fall 2017 (Term 0535)\*. Please see attachment for additional information.

**New/Deleted/Modified Programs (41 total):**

College/School/Department	New	Deleted	Modified	Total
College of Business			7	
College of Computer & Info Technology			12	
College of Education			7	
College of Health Sciences	1		3	
College of Public Policy and Legal Studies				
College of Public Safety Administration			2	
Engineering & Building Arts Department	1	1	2	
Fine Arts/Humanities Department			2	
Health Sciences Department			1	
Natural Science Department			1	
School of Veterinary Technology			1	

**New/Deleted/Modified Courses (83 total):**

College/School/Department	New	Deleted	Modified	Revitalized	Total
College of Business			4		
College of Computer & Info Technology	2		3		
College of Education	6		8		
College of Health Sciences	3	1	13		
College of Public Policy and Legal Studies			3		
College of Public Safety Administration	2				
Communications Department			1		
Engineering & Building Arts Department	1		5		
Fine Arts/Humanities Department	1		5		
Health Science Department			12		
Mathematics Department			3		
Natural Science Department			5		
School of Veterinary Technology	1		4		

## Credit Curriculum Updates for Fall 2017\*

### **Program & Course Updates Effective Fall 2017 (Term 0535)\***

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

#### **A. College of Business**

1. **Program Updates:** The following programs were modified as a result of program review and college initiatives:
  - a. **Accounting Technology Operations Certificate (ACTAP-CT):** Removed hidden prerequisite course; removed elective option to require *Computer Applications* (CGS 1100) and *Introduction to Business* (GEB 1100).
  - b. **Business Administration AS (BUS-AS):** Updated courses requirements to align to industry needs; reorganized Support, Major Core, and Subplan courses to better reflect State Frameworks.
  - c. **Industrial Management Technology AS (INMG-AS):** Organized electives into tracks to better advise students.
  - d. **Business Administration BS (BUS-BS):** Removed elective subplan courses that are no longer being used in program.
  - e. **International Business BAS (INTBUS-BAS):** Increased lower division support course options to enable more students to enter the program and receive credit for prior coursework; deleted elective courses that are no longer used in the program.
  - f. **Management and Organizational Leadership BAS (MGTORG-BAS):** Increased lower division support course options to enable more students to enter the program and receive credit for prior coursework.
  - g. **Sustainability Management BAS (SUSMGT-BAS):** Modified curriculum to incorporate two hidden prerequisites; restructured Support, Major Core, and Subplan courses to better advise students.
2. **Course Updates:** The following courses were modified as a result of course review, revitalization, or college initiative:
  - a. ***Sustainable Enterprise Planning\**** (MAN 3786): Added study abroad topic.
  - b. ***Corporate Social Responsibility\**** (MAN 4061): Added study abroad topic.
  - c. ***Sustainability & Environmental Issues\**** (MAN 4788): Added study abroad topic and updated Major Learning Outcomes.
  - d. ***Special Topics in Management Concepts\**** (MAN 4935): Added study abroad topic and opened course to students in other management-related programs.

#### **B. College of Computer & Information Technology**

1. **Program Updates:** The following programs were modified to align with the FLDOE Curriculum Frameworks or as a result of program review:
  - a. **Cisco Certified Network Associate CT (CCNA-CT):** Increased total program hours from 18 to 21 to align to State Framework changes.
  - b. **Computer Programmer CT (CMPRG-CT):** Removed multiple track structure and streamlined the program to improve student success and completion.
  - c. **Computer Programming Specialist CT (CPS-CT):** Updated programming tracks to reflect changes in the industry.
  - d. **Computer Support CT (APLS-CT):** Replaced *Introduction to Computer Programming* (COP 1000) with *Fundamentals of Information Storage and Management* (CTS 1411) to reflect industry needs.
  - e. **Linux System Administrator CT (LINUXSA-CT):** Replaced *Introduction to Computer*

*Program* (COP 1000) with *Computer Support Tech* (CET 1172C) to reflect industry needs.

- f. **Web Development Specialist CT** (WEBDS-CT): Replaced *Web Graphics* (CGS 1821) with *Client-side Java Script* (COP 2803) to align with parent AS program.
  - g. **Computer Information Technology AS** (CIT-AS): Replaced *Introduction to Business* (GEB 1011) with *Computer and Information Technology Concepts* (CGS 1303) to better prepare students for the major core courses.
  - h. **Computer Networking AS** (COMPNET-AS): Reduced total program hours from 63 to 60 to align to State Framework changes. Removed *Systems Analysis and Design* (CIS 2321) to accommodate change.
  - i. **Computer Programming and Analysis AS** (CWPA-AS): Removed track structure and multiple elective courses to improve student advising.
  - j. **Cybersecurity AS** (ITSC-AS): Reduced total program hours from 63 to 60 to align to State Framework changes. Removed *Database Security* (CAP 2134) to accommodate change.
  - k. **Web Development AS** (WEBSDM-AS): Removed *Introduction to Business* (GEB 1011), *Computer Applications* (CGS 1100), *Web Graphics* (CGS 1821), *Systems Analysis and Design* (CIS 2321); replaced with *Computer and Information Technology Concepts* (CGS 1309), *Interactive Web Media Tools* (CGS 1874), *Developing Web Sites using PHP/MYSQL* (COP 1842), *Advanced PHP/MYSQL* (COP 2843).
  - l. **Technology Development and Management BAS** (TMGT-BAS): Restructured program to improve retention and success rates; Replaced *Process Improvement Methodologies* (MAN 4584) with a new course, *IT Services Management* (ISM 4361) which will enable students to sit for the Information Technology Infrastructure Library (ITIL) industry certification.
2. New Courses: The following courses were created as a result of college initiative or advisory board recommendation:
- a. **Computer and Information Technology Concepts** (CGS 1309): This course was created to better prepare students for various programs in the College of Computer and Information Technology.
  - b. **IT Services Management** (ISM 4361): This course was added to the Technology Development and Management BAS degree and prepares students for Information Technology Infrastructure Library (ITIL) certification.
3. Course Updates: The following courses were modified as a result of course revitalization or advisory board recommendation:
- a. **Database Techniques** (CGS 1545): Major Learning Outcomes were updated to improve the quality of course.
  - b. **Client-Side JavaScript** (COP 2803): Major Learning Outcomes were updated to improve the quality of the course
  - c. **Intermediate Computer Programming** (COP 3035): Course description and Major Learning Outcomes were updated as a result of Advisory Board Recommendations.

### C. College of Education

1. Program Updates: The following programs were modified as a result of program review and State Committee recommendations.
  - a. **Science Teacher Education Biology Teacher Education (6-12)** (BSCED-BS): Total program hours decreased from 123 to 121 by removing *Science Matters* (SCE 3030, 3 cr).
  - b. **Educational Studies and Community Leadership** (EDST-BS): Changed program title

from Educational Studies to better reflect program content and career areas. Restructured program to define course sequence. Added new courses to support the new Community Leadership focus area.

- c. **Elementary Education (K-6) with Infused ESOL & Reading Endorsements** (ELEDR-BS): Restructured program and replaced courses based on State Committee recommendations. New courses added: *Educational Theorists* (EDF XXXX, 1 cr)<sup>1</sup>, and *ESOL Capstone* (TSL 4939, 0 credits), which documents completions of ESOL endorsement.
  - d. **Exceptional Student Education (K-12) with Infused ESOL & Reading Endorsements** (ESED-BS): Restructured program and replaced courses based on State Committee recommendations. New courses added: *Educational Theorists* (EDF XXXX, 1 cr)<sup>2</sup>, and *ESOL Capstone* (TSL 4939, 0 credits), which documents completions of ESOL endorsement.
  - e. **Middle Grades General Science Education (5-9)** (MGSED-BS): Restructured program and replaced courses based on State Committee recommendations. Replaced *Behavior Management of Exceptional Students* (EEX 4604) with *Earth Science* (ESC 1000).
  - f. **Middle Grades Mathematics Education (5-9)** (MGMED-BS): Restructured program and replaced courses based on State Committee recommendations. Replaced *Behavior Management of Exceptional Students* (EEX 4604) with *Mathematics Content for the Elementary Grades* (MAE 4114).
  - g. **Secondary Education Mathematics (6-12)** (MTSED-BS): Restructured program and replaced courses based on State Committee recommendations. Replaced *Transitions to Advanced mathematics* (MGF 4301) with *Elementary Statistics* (STA 2023).
2. New Courses: The following courses were created as a result of Program Review and State Committee recommendations:
    - a. *Design & Implementation of Youth Programs* (EDF 4123) in EDST-BS
    - b. *Youth in Cultural Contexts* (EDF 4635) in EDST-BS
    - c. *Health, Safety, & Ethics in Youth & Family Settings* (EDF 4650) in EDST-BS
    - d. *Youth Administration & Leadership Communication* (EDF 4730) in EDST-BS
    - e. *Theoretical & Practical Issues in Education* (EDF 4754) – EDST-BS
    - f. *ESOL Capstone* (TSL 4939) – in ELEDR-BS and ESED-BS; This is a non-credit course that will demonstrate students' completion of a program-related competency.
  3. Course Updates: The following courses were modified as a result of Program Review and State Committee recommendations:
    - a. *Diverse Populations* (EDF 2085): Modified course description and Major Learning Outcomes.
    - b. *Measurement, Evaluation and Assessment in Education K-12* (EDF 4430): Increased credit hours from 2 to 3 to accommodate additional content.
    - c. *EDST Internship* (EDG 4940): Modified course description.
    - d. *Nature and Needs of Exceptional Students K-12* (EEX 3012): Modified course description and Major Learning Outcomes.
    - e. *Organization, Curriculum and Instruction for Exceptional Students* (EEX 3241): Modified credit hours, course description, Major Learning Outcomes, and Course Objectives.
    - f. *Educational Assessment of Exceptional Students* (EEX 4221) – Modified course description, Major Learning Outcomes, and Course Objectives.
    - g. *Curriculum and Instruction Strategies for Students with Behavioral Disorders & Specific Learning Disabilities* (EEX 4261): Modified course description, Major Learning

<sup>1</sup> Course will be developed and submitted for Spring 2018 implementation.

<sup>2</sup> Course will be developed and submitted for Spring 2018 implementation.

Outcomes, and Course Objectives.

- h. ***Behavior Management of Exceptional Students*** (EEX 4604): Modified course description, Major Learning Outcomes, and Course Objectives; added minimum grade of C to prerequisite course.

#### D. College of Health Sciences

1. **New Program: Paramedic Post-Secondary Adult Vocational Certificate** (PMED-PSAV); Created to meet the employment needs of fire departments and ambulance providers in a more timely manner; program will be financial aid eligible pending SACS and PPA approval.
2. **Program Updates**: The following programs were modified as a result of program review:
  - a. **Dental Hgiene** BAS (DENH-BAS): Added elective course for new entrepreneur track.
  - b. **Health Services Administration** BAS (HSA-BAS): Restructured program restructured to improve student advising; opened admissions requirements by increasing lower division support course options, reduced upper-division credit requirement from 45 to 40.
  - c. **Radiography AS** (RAD-AS): Restructured program to align with national curriculum.
3. **Deleted Courses**: The following courses were deleted to reduce redundancy in curriculum:
  - a. **Radiation Physics** (RTE 2613)
4. **New Courses**: The following courses were created for the new Paramedic Post-Secondary Adult Vocational program:
  - a. **Paramedic I** (EMS 0210C)
  - b. **Paramedic II** (EMS 0211C)
  - c. **Paramedic III** (EMS 0212C)
5. **Course Updates**: The following courses were modified as a result of course review, accreditation requirements or advisory board recommendation:
  - a. **Professional Practice Experience II** (HIM 2810): Updated prerequisites.
  - b. **Research Methods in Health & Human Services** (HSA 3702): Updated Major Learning Outcome and Course Objectives.
  - c. **Orientation to Radiography** (RTE 1000): Updated prerequisite and Course Description.
  - d. **Principles of Imaging I** (RTE 1418): Updated prerequisites, Course Description, and Major Learning Outcomes.
  - e. **Principles of Imaging I Lab** (RTE 1418L): Updated prerequisites, Course Description, and Major Learning Outcomes.
  - f. **Principles of Imaging II** (RTE 1458): Updated prerequisites, Course Description, and Major Learning Outcomes.
  - g. **Radiographic Quality Assurance Lab** (RTE 1473L): Updated Course Description and Major Learning Outcomes.
  - h. **Radiographic Clinical Education I** (RTE 1804L): Updated Major Learning Outcomes.
  - i. **Radiographic Clinical Education II** (RTE 1814L): Updated Major Learning Outcomes.
  - j. **Radiation Biology** (RTE 2385): Updated Major Learning Outcomes.
  - k. **Radiographic Clinical Education III** (RTE 2824L): Updated Major Learning Outcomes and Objectives.
  - l. **Radiographic Clinical Education IV** (RTE 2834L): Updated Course Description, Major Learning Outcomes and Objectives.
  - m. **Radiographic Clinical Education V** (RTE 2844L): Updated Major Learning Outcomes and Objectives.

#### E. College of Public Policy and Legal Studies

1. **Course Updates**: The following courses were modified as a result of course review or revitalization:
  - a. **Law for Professionals** (BUL 3130): Removed all prerequisite courses.
  - b. **Legal Aspects of Managing Technology** (BUL 3564): Updated course description and

- Major Learning Outcomes.
- c. ***Policy Data Analysis (Research Methods II)*** (PUP 3046): Updated Major Learning Outcomes and Course Objectives.

#### F. College of Public Safety Administration

1. Program Updates: The following programs were updated as a result of Program Review:
  - a. **Fire Science Technology AS** (FIRE-AS): Added two new course electives for students seeking certification.
  - b. **Public Safety Administration BAS** (PSA-BAS): Removed one course elective as it is required in core section.
2. New Courses: The following courses were added to the FIRE-AS program for students who are seeking certification:
  - a. ***Florida Incident Safety Officer*** (FFP 1103)
  - b. ***Legal Issues for Safety Officers*** (FFP 1104)

#### H. Communications Department

1. Course Updates: ***Intermediate Spanish I*** (SPN 2200): Updated Major Learning Outcomes as a result of course revitalization.

#### I. Engineering and Building Arts Department

1. New Program: **Electronics Aide CT** (ELEC-CT): 12 credits; embedded certificate in Engineering Technology (ENG-AS) program.
2. Program Updates: The following programs were modified as a result of State requirements or program review:
  - a. **Biomedical Engineering Technology AS** (BMET-AS): Reduced total program hours from 62 to 60, per State Curriculum Framework.
  - b. **Engineering Technology AS** (ENG-AS): Updated program description language; deleted Biomedical Engineering (BMET); deleted Medical Quality Systems (BIOM) subplan due to low enrollment.
3. Program Deletion: **Medical Quality Systems Certificate** (MEDQS-CT) – Deleted certificate as it is embedded in ENG-AS Medical Quality Subplan which is being deleted due to low enrollment.
4. New Course: ***Rapid Prototyping II – Manufacturing Methods*** (ETD 2372C): Created to give students a capstone-type experience.
5. Course Updates: The following courses were modified as a result of a Program Modification or Course Review:
  - a. ***Introduction to Biomedical Engineering Technology*** (BME 1008): Increased credit hours from 2 to 3; modified course description, Major Learning Outcomes, and Course Objectives.
  - b. ***Digital Fundamentals with Lab*** (CET 1114C): Updated prerequisites.
  - c. ***DC Circuit Analysis with Lab*** (EET 1015C): Updated prerequisites.
  - d. ***Electro-Mechanical Systems*** (ETS 2424C): Updated prerequisites.
  - e. ***BMET Work Experience*** (ETS 2940): Updated title and Prerequisites.

#### J. Fine Arts/Humanities Department

1. Program Updates: The following programs were modified as a result of changes at the state level and program review:
  - a. **Music Education Transfer Plan** (MUSICED-TR) – removed State Mandated Prerequisites.

- b. **Music Industry/Recording Arts** (MIRAS-AS): Moved MUM 2609 to major core.
- 2. New Course: **Honors World Religions** (REL 2300H) was reactivated to add as a General Education Humanities option to the Honors program.
- 3. Course Updates: The following courses were modified as a result of course review:
  - a. **Drawing I\*** (ART 1300C): Added topic for digital arts emphasis.
  - b. **Digital Imaging** (DIG 2115C): Updated Major Learning Outcomes.
  - c. **Fundamentals of Interactive Design** (DIG 2500): Updated course description and Major Learning Outcomes.
  - d. **Internship: Sound Engineering II** (MUM 2945): Reduced credit hours from 4 to 1.
  - e. **Fundamentals of Music** (MUT 1001): Updated Course Description and Major Learning Outcomes.

### **K. Health Science Department**

- 1. Program Updates:
  - a. **Funeral Services AS** (FUNSE-AS): Added board exam requirement to graduation rules, as a result of program review.
- 2. Course Updates: The following courses were modified as a result of course review, Online Revitalization or Advisory Board Recommendation:
  - a. **Thanatochemistry** (FSE 1105): Updated prerequisites.
  - b. **Cremation History, Principles and Practice** (FSE 1150): Updated prerequisites.
  - c. **Funeral Services Computer Applications** (FSE 1204): Updated prerequisites.
  - d. **Funeral Directing** (FSE 2060): Updated prerequisites.
  - e. **Funeral Law** (FSE 2080): Updated prerequisites and Major Learning Outcomes.
  - f. **Embalming I** (FSE 2100): Updated prerequisites.
  - g. **Embalming Clinical I** (FSE 2101L): Updated prerequisites and Major Learning Outcomes.
  - h. **Funeral Services Professional Review** (FSE 2930): Updated prerequisites.
  - i. **Professional Practicum** (FSE 2946C): Updated prerequisites.
  - j. **Physical Therapy Clinical Practice** (PHT 1801L): Updated course description and Major Learning Outcomes.
  - k. **Physical Therapy Clinical Practice II\*** (PHT 2810L): Updated course description and Major Learning Outcomes.
  - l. **Physical Therapy Clinical Practice III\*** (PHT 2820L): Updated course description and Major Learning Outcomes.

### **L. Mathematics Department**

- 1. Course Updates: The following courses had major modifications as a result of course revitalization:
  - a. **Trigonometry** (MAC 1114): Updated prerequisites, course description, and Major Learning Outcomes.
  - b. **Pre-Calculus Algebra** (MAC 1140): Updated prerequisites, Course Description, and Major Learning Outcomes in order to adhere to Quality Matters standards.
  - c. **Pre-Calculus Algebra/Trigonometry** (MAC 1147): Updated prerequisites, course description, and Major Learning Outcomes.

### **M. Natural Science Department**

- 1. Program Updates: **Biology BS** (BIOLOGY-BS): Organized elective courses into tracks to assist students in selecting an area of specialization.
- 2. Course Updates: The following courses were modified as a result of course review or revitalization:
  - a. **Organic Chemistry I** (CHM 2210): Updated course description, prerequisites, and Major



Learning Outcomes.


- b. ***Organic Chemistry II*** (CHM 2211): Updated course description, prerequisites, and Major Learning Outcomes.
- c. ***Hazardous Waste/Materials Management*** (EVR 1016): Updated prerequisites and Major Learning Outcomes.
- d. ***Microbiology*** (MCB 2010): Updated course description and Major Learning Outcomes.
- e. ***Microbiology Laboratory*** (MCB 2010L): Updated course description and Major Learning Outcomes.

#### **N. School of Veterinary Technology**

1. Program Updates: **Veterinary Technology** (VETTC-AS) was modified by replacing *Professional Development Seminar* (ATE 2501C) with *Fundamental Dental Techniques* (ATE 1410C) as a result of program review.
2. New Courses: The following course was created as a result of Program Review:
  - a. ***Fundamental Dental Techniques*** (ATE 1410C)
3. Course Updates: The following courses were modified as a result of course review, revitalization or Advisory Board recommendation:
  - a. ***Veterinary Office Procedures*** (ATE 1311L): Updated description and Major Learning Outcomes.
  - b. ***Veterinary Clinic Practice II*** (ATE 1654L): Changed criteria performance standard.
  - c. ***Animal Anesthesia*** (ATE 2611): Updated Major Learning Outcomes.
  - d. ***Animal Nursing & Medicine Lab I*** (ATE 2651L): Updated course description and Major Learning Outcomes.

March 21, 2017

**MEMORANDUM**

**TO:** Board of Trustees St. Petersburg College  
**FROM:** William D. Law, President   
**SUBJECT:** Workforce and Professional Development

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

*Workforce and Professional Development:* Information & Innovative Technology added 1 new course containing numerous classes to use existing online course content to offer more cost-efficient technology options.

- CMP0780 Custom Guide – Online IT and Software Development classes

*Workforce and Professional Development:* Lifelong Learning added 1 new course as an online alternative available for registration year round.

- AAP0601 SAT Prep (online)

Anne Cooper, Senior Vice President, Instruction and Academic Programs, James Connolly, Director, Workforce & Professional Development, recommend approval.