

# MINUTES OF THE AUGUST 21, 2018 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, August 21, 2018 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street N., Largo, Florida. The following Board members were present: Chair Nathan Stonecipher, Bridgette Bello, Katie Cole, Bill Foster and Deveron Gibbons. Also present were Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees. 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, August 21, 2018, at the EpiCenter, Room 1-453, 13805 58<sup>th</sup> Street N., Clearwater, 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).

**18-103.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

**AGENDA**

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
August 21, 2018**

EPICENTER MEETING ROOM (1-453)  
13805 -58<sup>th</sup> STREET N.  
Clearwater, FL

**ANNUAL ORGANIZATIONAL MEETING: 9:00 A.M.**

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. RECOGNITIONS**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Mr. Eric Folsom (*Attending*)
  - 2. Mr. Jack Gartner (*Attending*)
  - 3. Ms. Wanda McCawthan (*Attending*)
  - 4. Ms. Peggy Zurro (*Attending*)
  - 5. Mr. Thon Dang (*Not Attending*)
  - 6. Ms. Zaharoula Grivizas (*Not Attending*)
  - 7. Dr. Kevin Murray (*Not Attending*)
  - 8. Dr. Susan Blanchard (*Not Attending*)
  - 9. Ms. Judy Colson (*Not Attending*)
  - 10. Ms. Vivian DeRussy (*Not Attending*)
  - 11. Ms. Joni Melville (*Not Attending*)
  - 12. Ms. Ourania Stephanides (*Not Attending*)
- B. Announcements
  - 1. New Dean College of Computer and Information Technology
  - 2. New Dean Allied Health Sciences
  - 3. New Associate Provost, Tarpon Springs Campus
  - 4. New Associate Provost, Downtown/Midtown Campus
  - 5. New Associate Vice President Human Resources
- C. Annual Organizational Meeting
  - 1. Election of Chairperson
  - 2. Election of Vice Chairperson
  - 3. Selection of Day for Regular Monthly Board Meetings
  - 4. Selection of Time for Regular Monthly Board Meetings
  - 5. Designation of Location for Special Board Meetings Held at Locations Other than the EpiCenter

**MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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- D. Appointment of Board Members to Direct Support Organization Boards:  
SPC Foundation, Inc; Institute for Strategic Policy Solutions and Leepa-Rattner  
Museum of Art, Inc. (*Action*)

**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 June 19, 2018 (*Action*)

Board Workshop August 3, 2018 (*Action*)

**V. MONTHLY REPORTS**

- A. General Counsel

**VI. STRATEGIC FOCUS AND PLANNING**

**A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT**

1. Fall 2018 Enrollment Summary - Dr. Patrick Rinard, Associate Vice President,  
Enrollment Services and Dr. Sabrina Crawford, Associate Vice President  
Institutional Effectiveness and Academic Services (*Presentation*)
2. Recruitment Plan – Dr. Patrick Rinard and Dr. Stan Vittetoe, Provost, Clearwater  
Campus (*Presentation*)
3. Retention Plan – Dr. Anne Cooper, Vice President, Academic Affairs and Mr.  
Jimmy Chang, Dean, College of Mathematics (*Presentation*)

**B. BUDGET AND FINANCE**

1. FY 2017-18 Year End Financial Report – Ms. Janette Hunt, Associate  
Vice President, Budgeting and Compliance (*Presentation*)

**C. ADMINISTRATIVE MATTERS**

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

- b. Health Insurance 2019 Plan Alternatives– Ms. Michelle Manteiga, Senior Manager, Benefits and Wellness (*Presentation/Action*)

## **VII. CONSENT AGENDA**

- A. **OLD BUSINESS (items previously considered but not finalized)**
  - 1. Charter Agreement and Proposed Site Change for St. Petersburg Collegiate High School North Pinellas (*Action*)
  - 2. Entry of Final Order, Division of Administrative Hearings (DOAH)- Marvin Bright (*Action*)
- B. **NEW BUSINESS**
  - 1. **GRANTS/RESTRICTED FUNDS CONTRACTS**
    - a. University of Central Florida, Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) – Start-UP Grant (*Action*)
    - b. CareerSource Florida, Inc. –Quick Response Training (QRT) Grant – Power Design, Inc. (*Action*)
    - c. U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY18 Community Policing Development Program (*Action*)
  - 2. **BIDS, EXPENDITURES, CONTRACTS OVER \$325,000**
    - a. Replacement of Domestic Water Lines, Clearwater Campus (*Action*)
  - 3. **CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION**
    - a. Change Order #1, Final Accounting, and Certificate of Partial Project Acceptance, Project #301-D-16-3, Student Success Center, St. Petersburg/Gibbs Campus, Phase I (*Action*)
  - 4. **OTHER**
    - a. Lease Agreement between St. Petersburg College and AMH Construction to lease storage space at the Tarpon Springs Campus (*Action*)
    - b. St. Petersburg Collegiate High School (SPCHS) Mental Health Assistance Allocation Plan for 2018-19 (*Action*)

## **VIII. INFORMATIONAL REPORTS**

- A. Quarterly Informational Report of Contract Items
- B. Quarterly Informational Report of Exempt and Non-Exempt Purchases

**MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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C. Quarterly Report of Dell Financial Agreements

**IX. PRESIDENT'S EVALUATION**

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

**XI. PRESIDENT'S REPORT**

**XII. NEXT MEETING DATE AND SITE**

**September 18, 2018, Clearwater ES 104**

**XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting August 21, 2018, 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: August 10, 2018

**18-104. Under Item I, Call to Order**

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

**18-105. Under Item II-A, Presentation of Retirement and Motion for Adoption**

Dr. Williams recommended adoption of retirement resolutions for Mr. Eric Folsom, Dr. Jack Gartner, Ms. Wanda McCawthan and Ms. Peggy Zurro who were in attendance, and joined by family and colleagues, received their resolutions as presented by President Williams.

**18-106. Under Item II-B, Announcements**

Dr. Anne Cooper introduced Dr. James H. Stewart who has been named Dean of Computer & Information Technology. Dr. Cooper introduced Ms. Deanna Stentiford who has been named Dean of Allied Health Sciences, College of Health Sciences. Mr. Rod Davis introduced Dr. Jennifer Dale who has been named the Associate Provost, Tarpon Springs. Dr. Tashika Griffith introduced Mr. Patrick Booth who has been named Associate Provost, Downtown/Midtown. Mr. Brian Miles introduced Ms. Carol A. Sumter who has been named Associate Vice President, Human Resources.

**18-107. Under Item II- C, Annual Organizational Meeting**

Mr. Stonecipher led the Board through the annual appointment of Board positions and Direct Support Organizations. Ms. Bello recommended that Chair Stonecipher be nominated as Board Chair for the Fiscal Year 2018/19. Mr. Gibbons seconded the motion. The motion passed unanimously.

Mr. Gibbons nominated Ms. Cole as the Vice Chair for the 2018/19 Fiscal Year. Ms. Bello seconded the motion. The motion passed unanimously.

The Board considered the proposed 2018/19 Board of Trustees Meeting schedule. Mr. Gibbons suggested moving the January meeting to the Tarpon Springs campus, as the date is right before the commencement of the legislative session, and this would allow the Board to invite Representative Chris Sprowls to the meeting. The Board voted unanimously to accept the proposed meeting schedule, including times and locations, with the adjustment to January's location.

Chair Stonecipher recommended the following Board appointments to Direct Support Organization Boards: Vice Chair Cole, SPC Foundation, Inc.; Mr. Foster, Leepa-Rattner Museum of Art, Inc.; and, Ms. Bello, the Institute for Strategic Policy Solutions. The Board voted unanimously to accept these appointments.

**18-108. Under Item III, Comments**

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

Chair Stonecipher said that he is humbled to be serving again as Chair and that he looks forward to what the upcoming year has to offer. He stated that last year was planning, and this year will be action. He sees exciting challenges on the horizon. He said he is happy to be here to serve, and that he serves with great pleasure.

Chair Stonecipher shared that he attended the Welcome Titans event this year. He said it was fantastic to see so many representatives from faculty in one place. He enjoyed good conversation and hearing about the great vision of the future and some of the challenges ahead. He really

## MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

---

enjoyed hearing from the students who were on stage for almost an hour, giving honest feedback on a panel.

Mr. Gibbons shared that he also attended the Welcome Titans event. He said it was a phenomenal event, very inspirational, and a good start for a good year. He commended Dr. Williams and her staff for all the good hires recently. He opined that SPC has the best people for the students to give them the best quality education, and that the recent hires add quality and depth to SPC.

Dr. Williams thanked the Board for being at graduation. She shared that the ceremony was very good and that there were a large number of participants. She thanked administrators and faculty who were there. She opined that Welcome Titans was the best SPC has done, and she will strive to do even better next year. She added that having the student voice is very important.

Dr. Williams recognized some new programs starting this fall, including Megatronics certificate, Water Quality Technician certificate, Data Technology AS degree, Educational Interpreting, Advanced Manufacturing, and Sports Management. From different community meetings, SPC is learning about what SPC needs to offer to the community to offer the economic mobility SPC is striving for. She shared that SPC is working on other new programs for Medical Equipment Repair and Early Childhood Development.

Dr. Williams shared that the Nursing program expanded 44 slots this Fall; the program added about 22 slots to new students, and the rest are students at other levels – especially level four – to help students reenter. She gave Dr. Louisiana Louis credit for working to expand the Nursing program.

Dr. Williams stated that faculty and others have been talking a lot about mental health, and that it has been a conversation nationally. SPC applied for a Substance Abuse and Mental Health Services Administration grant and received it. The grant will help to enhance awareness and access to mental health services. She congratulated the grants office, Dr. Cooper, and the others involved. She is looking to Dr. Jamelle Conner for leadership and making that happen. She added that those are just a few of the top things to be proud of.

### **18-109. Under Item IV, Review and Approval of Minutes**

The minutes of the June 19, 2018 Meeting and August 3, 2018 Workshop 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. Vice Chair Cole seconded the motion. The motion passed unanimously

### **18-110. Under Item V, Monthly Reports**

Under Monthly Reports

Ms. Suzanne Gardner reintroduced the BOT Florida Governance booklet, which was updated with new laws and BOT rules, different topics, and links. The electronic version is on the board website, all links are live links to statutes, it covers board governance, and also some K-12 information for SPC's charter school.

Ms. Gardner shared that there is a new SACS requirement; under Section 4.2(g), the governing board must define and regularly reevaluate its responsibilities and expectations. There is a new requirement for self-examination. There is some guidance in the resource manual for SACS. Ms. Gardner suggested a good starting place is to start with self-examination of the issues that are a part of the principles of accreditation and also their own questions to consider, which are 15. Some boards may make it more formalized with a retreat or facilitation, but basically, they are looking at starting off with a survey or a questionnaire. Ms. Gardner discussed the matter with Dr. Crawford, and they agreed that a good way to start is to provide the Board with the expectations and survey. Self-examination is required on an annual basis; it will be required to document for future accreditations. ACCT has some good resources, including some examples; one other state college has already facilitated a self-exam. There are also some good materials at the Association of Governing Boards website. Ms. Gardner stated that she can go ahead and provide some of those materials to the Board; she can start putting it in the Friday packets. Ms. Gardner suggested making the first year based off the preliminary questions suggested by SACS.

Chair Stonecipher asked who reviews the survey after it is completed.

Dr. Gardner replied that the Board determines how it is best done. The requirement is that it is done and documented for SACS purposes. It could be done in any number of ways; the simplest would be the Trustees filling out a questionnaire with the suggested questions. This could serve as a baseline, and any finding could be part of the self-evaluation.

Vice Chair Cole suggest that, depending on the nature of the questions, perhaps it would be appropriate to add it to the January meeting, after strategic plan, or in the summer in conjunction with the President's evaluation.

Chair Stonecipher requested Ms. Gardner send the Board all the materials and then they can review and decide on how to move forward.

## **18-111. Under Item VI - A, STRATEGIC FOCUS AND PLANNING**

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

1. Fall 2018 Enrollment Summary - Dr. Patrick Rinard, Associate Vice President, Enrollment Services and Dr. Sabrina Crawford, Associate Vice President Institutional Effectiveness and Academic Services (*Presentation*)

Dr. Rinard gave an update on enrollment; data is as of the end of the first week of the semester. SPC planned to be down -3.5% and was only down -2.2% from the prior year. As of the end of



## MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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the week, the overall headcount is -3.6% and overall SSH is -2.7%. Dr. Rinard said that there is room for improvement as the 12- and 8-week semesters start. By upper and lower division, the numbers are pretty much the same, although upper division is not usually down.

Dr. Sabrina Crawford shared that SPC's Education programs have traditionally been negative. SPC created two new subplans in Education studies – American Sign Language and Early Childhood Education; this represents the first time Education has shown gains. Biology, Business, and Veterinary Technology have been seeing a shift from fulltime students to part-time students. Veterinary Technology actually has more enrollment, but more students are part time in Nursing programs because employers and therefore nurses are looking for professional certificates over the BSN. For Public Safety, new changes and reforms in schools have created high demand for safety offices; most safety offices are doing high levels of overtime and therefore have no time for studies. CCIT has traditionally been on an upswing. Dr. Stewart and his faculty talked to students and discovered that students want less focus on management and more subplans that are heavily focused on programming.

Dr. Rinard shared the data by enrollment type: continuing is down -3.2%; new (first time taking classes at SPC – could be transfer or FTIC students) is down -6.7%; and re-admit (out a year or longer) is down -0.1%. To clarify the difference in enrollment type, Dr. Rinard gave the following example: if Ms. Bello and Chair Stonecipher were seniors in high school and Ms. Bello took advantage of dual enrollment, Chair Stonecipher would be a new student, but Ms. Bell would not be counted as a new student since she had taken classes at SPC. There are a number of students that took advantage of accelerated mechanisms like dual enrollment or Early College who are now enrolled at SPC.

Dr. Crawford related the data by ethnicity: the biggest drop is white students, followed by black students. By gender: female is down -3.5%, while male is down -4.2% Students of employment age are more likely to be drops. From the FTIC standpoint, there have been increases in both headcount and semester hours. The only declines are white students. By age, 19-21-year-old students show the largest gap. For Fall-to-Fall retention of FTIC students, there are slight increases in fulltime and part time, providing just over a 0.5% increase in retention. Dr. Crawford said that it is hard to get a benchmark for this, but the state provided one benchmark from 2015-16 to 2016-17 for fulltime students, which was 65.3% return; SPC is at 71.2%.

Dr. Rinard shared the number of students in Pinellas county who graduated with a diploma by school; there were 1,792 last year and 1,829 this year; the yield is the same. For private and home-school students, there is no baseline data of how many graduate; there are nominal increases in both categories. Pasco county showed a slight decline; this may be because one campus in Wesley Chapel is fairly new. Dr. Rinard reminded the Board that SPC does not recruit in Pasco unless invited.

Dr. Crawford shared that 16,414 students were awarded \$116.7 million in scholarships from last year. She said there has been a national issue of students filling out less financial aid forms.

There were 2,300 more students this year in the Other Grants category, receiving an addition \$5 million. Five hundred less students received loans, which totaled \$50 million.

Dr. Crawford pointed out the following noteworthy observations: headcount is down -3.6%; SSH is down -2.7%; the budget is based on -3% SSH; Baccalaureate SSH is down -2.6%; FTIC enrollment is up +1.0% headcount and +2.2% SSH; new student enrollment is down -6.6%; African American students overall is down -4.8% and FTIC is flat; Hispanic students overall is up +1.9% and FTIC is up +13.7%; FTIC 2017 1-Year Retention rate is 57.9%, up from 57.3% prior year; Pinellas County graduates starting at SPC is up +2.0% and yield is flat. Dr. Crawford is proud to see an increase for Hispanic students. Dr. Crawford concluded that the next step is to create strategies of reaching a zero decrease in enrollment for next year.

Chair Stonecipher asked if there is anything to which the increase in FTIC enrollment can be attributed.

Mr. Rinard responded that he thinks the increased outreach to high schools is the reason – SPC has made a lot of effort to have recruiters and assigned advisors to the high schools.

Dr. Crawford added that SPC is starting to have conversations about auto articulating credits that high school students earned, which should lead to further increases.

Mr. Gibbons stated that he does not know what SPC can do around enrollment for students who are moving to attend other community colleges in the state. He related that he recently talked with a parent who was taking his son to Santa Fe Community College – he thinks he convinced that parent to enroll their student at SPC instead of Santa Fe. A lot of students also go to Tallahassee Community College, trying to get into FSU and FAMU – SPC is losing a lot of those students going to those situations that are not necessarily better programs and that are costing more. The students are wanting to be closer to the university atmosphere. Mr. Gibbons wonders if SPC can do anything to increase recruitment. He opined that the 2+2 is working well with FAMU, and that maybe SPC could create something like that for other schools.

Dr. Williams agreed that Mr. Gibbons is right on point, and that he will see some of that in the upcoming presentations on recruitment. She said that SPC has work to do better with this and showing how 2+2 works. SPC is working on an agreement with UCF and continuing to build those relationships. SPC is also working on articulation agreements with PTEC; there is not a strong bridge between PTEC and SPC – PTEC credentials do not transfer to community college or university. She stated that Dr. Cooper and Dr. Crawford have done a great job in building those articulations and working on how to get that information to those finishing at PTEC. Dr. Williams said that the full recruitment team and marketing are working on new marketing strategies.

Mr. Gibbons asked if SPC has looked at assessing the programing at other colleges.

Dr. Williams said that SPC purposefully offers different programs that other colleges, because SPC does not want to offer programs that will flood the market. SPC also looks at feasibility studies of what will work in the county.

# MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Mr. Gibbons clarified that he meant social programs to entice students.

Dr. Williams said that is something SPC could do a better job on.

## 2. Recruitment Plan – Dr. Patrick Rinard and Dr. Stan Vittetoe, Provost, Clearwater Campus (*Presentation*)

Dr. Vittetoe presented the 3-year recruitment plan, which was created in collaboration with students, staff, and faculty. The plan with supporting data is more than 100 pages long. Dr. Vittetoe said that he would go over some of the high-level goals. He read SPC's definition of recruitment: A strategic focus on communicating the benefits of a post-secondary education and continuing education at SPC. Specifically, we will share the competitive advantages SPC offers to potential students and those who influence potential students in our service area and beyond. Our competitive advantages include: access, affordability, convenience, economic mobility, quality education and programs, and seamless transfer.

Dr. Vittetoe next related the 3-year recruitment goals: (1) Increase yield of Pinellas County Public HS graduates that attend SPC within 1 year of graduation by 5%, with a target of 45% - he noted that it is a pretty high number to recruit 45%; (2) Increase enrollment in our AA partnership programs by 100% (FUSE, IGNITE, UCF Online), with a target of 760 – Dr. Vittetoe noted that the current enrollment is 380 and that programs such as these help students clearly identify a path and guaranteed admission if they complete all components of the plan; (3) Increase Baccalaureate, AS, and CERT enrollment by 5% to accommodate the non-traditional working adult, with a target of 17,758 – he added that to put it in perspective, the high school yield is about 2,200 students; (4) Increase number of admission applications received by 10% , with a target of 20,926 – he added that once SPC gets applications, they do a pretty good job of getting those applicants enrolled; (5) Increase number of students enrolled in Workforce Institute classes by 40%, with a target of 6,032 – Dr. Vittetoe commented that this is a bright spot for SPC, as it has already increased by 23%, and he is confident that under Andrea Henning's leadership, it can increase to 40%; (6) Increase FTIC Minority enrollment by 10%, with a target of 1,950 – he added that there has been a drop of about -3% over the past few year, and that SPC has identified some strategies to work on it.

Dr. Rinard let the Board know that marketing has supported the recruitment and retention plans. They will come back at a later meeting with a full report.

Dr. Rinard elaborated on Goal 1: Increase yield of Pinellas County Public HS graduates that attend SPC within 1 year of graduation by 5%, with a target of 45%. SPC is currently at 31.5% yield. Last year, by the time the Fall term ended, it was at 32.5%, with about 5% of the graduating class enrolling in the Spring, and 2.7% the next year.

Dr. Rinard discussed the outreach initiatives to high schools. There has recently been recruitment restructuring – eight months ago, SPC completely blew up the way they had recruitment; previously, recruitment was decentralized, with recruiters reporting to each provost. Another outreach initiative is to increase exposure to Titan Experience. He thinks SPC does an admirable job of letting students know the mechanics once they enroll, but that SPC has not done a great job explaining the student life. He opined that SPC needs to start getting students exposed to the student life and Titan Experience as soon as they enroll; he suggested bussing seniors to SPC athletic events as one method. He also pointed out that there are career and technology programs in high schools, and SPC has several articulation agreements with these programs; he suggested sending those students a transcript to let them know they already have some credits. He concluded that provosts do a great job supporting GED students and recruiting from there.

Dr. Vittetoe stated that the FUSE and IGNITE programs have a lot of marketing potential and are a great recruitment tool. He said SPC has received additional resources to hire two admissions specialists. If a student is denied admission to USF, they will receive a letter from USF that they can come to SPC in preparation for transferring to USF at a later date. He concluded that SPC is working hard to grow these programs.

Mr. Foster agreed with the clear path and stated he knows about the agreements with USF and FAMU. He stated that Mr. Gibbons is right about the number of kids that want to get into UF and do not, and their parents send them to Santa Fe. He opined that Santa Fe markets itself well on their website. He wants to have a clearer path to all universities. He suggested that even without an agreement, SPC could tell students the following: while we cannot guarantee admission, you do this, and 90% of the students who do this get in. He added that the Titan Experience is great for retention. He concluded that many young people are dead set on having a degree from a particular school; he would like a clear path for all.

Mr. Gibbons agreed with Mr. Foster. He related that he would not make the cut for UF if he were a senior today. He stated that many young people cannot get into the school of their choice. He said that articulation agreements need a clearer path, and that students should also receive a letter recommending SPC if they are denied admittance to their school of choice. Mr. Gibbons stated that SPC has done an excellent job in a short amount of time with IGNITE and FUSE and needs to continue down that track. He pointed out that at FSU, there is a trend of South Florida students from Miami who are going to FSU because they want to be close to the capitol for internships.

Dr. Williams said that SPC is looking at every one of those college, and that UCF is next in line. She explained that every student who comes through a community college, by way of state law, is guaranteed admission to a state university – the programs exist to make sure they get into their school of status. She said that because of USF's preeminent status (students accepted have a 4.0 GPA or higher), it will be huge for SPC when USF recommends SPC. She shared that Bethune Cookman is the next project she wants to look at. She agreed with Mr. Foster that SPC should have all the schools and it should all be right on the website.

Vice Chair Cole stated that she is interested to know how SPC's university partnership programs fit into SPC's articulation programs. She opined that it seems like low-hanging fruit to track SPC AA students going into those programs.

## MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Dr. Rinard said that he would like to bring that information back. He said that SPC is reaching out to students who have graduated from FAMU from FUSE to be ambassadors of the program.

Dr. Rinard related the following AS, Certificate, & BS/BAS strategies: (1) auto admit AS graduates into BAS programs and send them a communication that SPC will admit them into the BAS program; (2) campus STEM events; (3) Academic Pathways – stackable credentials; (4) Complete Florida, which is a statewide organization that SPC participates in. The program is trying to go after the nearly three million adults in Florida who have some college credit but no credential. SPC would have dedicated advisors for the program; (5) Titan Thursdays; (6) Focus 2; and (7) promoting low enrollment, high-wage programs.

Dr. Rinard thanked Chair Stonecipher for his involvement in Titan Thursdays, which is a live webinar that promotes academic programs and services. Chair Stonecipher gave a tour last month of his business and did a live webinar to promote the Entrepreneurship Certificate program.

Dr. Rinard stated that SPC does a good job getting students enrolled once they apply, but SPC is losing ground on the number of applications.

Mr. Gibbons asked if SPC is losing ground on applications or is it that the number of people getting high school diplomas is decreasing.

Dr. Rinard replied that it is going to start declining. He stated that SPC has to go after adult learners.

Mr. Gibbons asked how many people applied and how many SPC actually enrolled.

Dr. Rinard said SPC enrolls about 61%, which is better than average. He added that there is a large adult learner population of veterans, and that there is new leadership in the Veteran Students' Department and new ways of recruiting. He also stated that SPC plans to aggressively go after those employers who offer tuition reimbursement.

Dr. Vittetoe shared that there has been a great increase in Workforce Institute enrollment, and he anticipates it increasing by 40% over the next three years – he thinks the increase will be even greater than that. SPC started offering eight-to-ten-week programs that could put someone right to work, such as Phlebotomy, Hydraulics, and Electromechanical systems. He said that there are many more opportunities out there, such as cyber security, cloud computing, and the brewing industry, and he has every confidence in Andrea's team being about to exploit those. He added that Andrea Henning has made a revenue increase commitment as well, and that she has a number of strategies, including: community engagement, new programs, tying to credit programs, and moving to all campuses.

Dr. Vittetoe reported that FTIC minority enrollment is showing a bit of upward lift over the last year – he noted that SPC worked really hard at that. Outreach and partnerships include a new initiative with Head Start Pinellas, the Hispanic Leadership Council, and the IMPACT program.

Dr. Rinard explained that these are just some examples of all the strategies. When a prospect goes to the SPC website and completes a request for information form, there is a series of events that happen, including the phone call. He noted that the yield has increased to 61% this Fall, compared to 59% last Fall.

Vice Chair Cole asked regarding the application to enrollment, if SPC is considering interviewing students to see where potential students ended up going - did they enroll other places, or did they not get financial aid?

Dr. Rinard replied that the students counted on the Weekly Recruitment Scorecards slide have paid the application fee – some do go elsewhere, and some delay enrollment.

Dr. Williams said that she can try to get more information on that to share.

Vice Chair Cole stated that SPC has made such a big effort the past 18 months to increase recruitment for applications, and if SPC has a 39% opportunity with people who have chosen to apply, it seems like enrollment should go up.

Dr. Williams stated that it is a challenge because at community colleges, one does not know who will come until they come. Some apply as a backup, while some come later. She agreed that SPC should be able to gather that information. She shared that she has discussed if SPC should have a deadline for applying, and that there are pros and cons on both sides. She said she can bring more information back.

Mr. Gibbons stated that SPC should engage the people who apply just in case to let them know SPC can get them there. Mr. Gibbons added to not recruit state employees, because they get an exemption. He asked if SPC has researched all the companies that have tuition assistance and marketed to those companies; he noted that employees have to get Cs to earn their tuition reimbursement, so SPC would most likely retain them.

Dr. Williams stated that was a part of the presentation.

Mr. Gibbons stated that he was in Miami-Dade with the Chancellor and they know how many languages they have in Dade County; they spend a lot of time closing the language barrier gap at the high-school level to engage those communities earlier. He asked how many languages are in Pinellas County and how many different languages recruiters speak. He added that in Dade County, a lot of people are raised by grandparents, and there is a language barrier.

Dr. Williams stated that she does not know if SPC has done a study on the languages in the county. She said SPC did do a language survey of employees and changed the website to select English or Spanish. She said that SPC has seen Hispanic growth because of that work, such as sending out marketing in Spanish. She admitted that SPC has not done a lot in other languages.

## MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Mr. Gibbons said that SPC needs to know what the different ethnic and cultural pockets are in Pinellas, and that SPC may be losing those students because SPC is not engaging them; he mentioned Asian and Armenia residents in St. Pete. He suggested SPC look countywide, that it may seem small, but with 10-15 people from each pocket, word would spread.

Chair Stonecipher asked if the Board could get an update on some of the strategies over the next six-to-eight months.

Mr. Gibbons offered to give input as to what he thinks would be helpful.

Mr. Foster said that he would like to see strategies include more than just a line regarding targeting veterans. He shared that he googled St. Pete College veteran services, and the first thing that came up was Saint Leo. He added that there is a presence on the SPC website, but no events scheduled. He wondered if SPC can recruit at MacDill.

Dr. Williams said that she believes the Board will be pleased with the strategy and that it is hard to cover every little thing in one meeting.

### 3. Retention Plan – Dr. Anne Cooper, Vice President, Academic Affairs and Mr. Jimmy Chang, Dean, College of Mathematics (*Presentation*)

Dr. Cooper presented highlights of the retention plan; she reminded the Board that they have copies of the whole plan. She explained the following terms, which are related to retention: persistence is students who stay at SPC term-to-term; progression is looking at students' successful course completion, retention is Fall-to-Fall return rate; completion looks at, are students gaining some credential of value that will improve their opportunities.

Dr. Cooper shared the last two years of data. Looking at all students, those who have both graduated and returned, the retention rate is 68.3% overall. For FTIC, it is lower and not moving in the right direction. She noted that this is a very important initiative in regard to keeping the students who come to SPC.

Dr. Cooper said that in working on the collegewide retention plan, there were several Collaborative Labs and executive meetings. State performance funding metrics are significant to retention because two factors associated with state performance measure include retention and completion. The challenge is, it is based on the previous year's data, but it is the right thing to do, and eventually SPC will move from Silver to Gold status by improving retention and completion of students.

Dr. Cooper related the 3-year goals associated with performance indicators: (1) course completion – increase 3%; (2) persistence – increase 3%; (3) Gateway Math and English completion – increase 2.2% - she noted that Gateway students are more likely to persevere; (4)



credit momentum – increase 1.5% - she noted that credit momentum related to completing successfully.

Next, Dr. Cooper showed data on the last two years and highlighted a few points: (1) The number of students who earned 6 college credits in their first term has increased, as well as 12 credits – she noted that SPC would like to continue that pattern; (2) The number of students who attempted 15 credits in their first term is moving down - more students are part time; and (3) In regards to competing college Math in their first year, SPC seeing improvement, as well as English, with an uptick of about 1% - she added that SPC hopes to continue improving.

Dr. Cooper then shared that FGO and The Center of Excellence for Teaching and Learning, along with the Deans, have come up with some strategies for improving the student learning experience in the classroom: (1) SPC will be tracking course syllabi to make sure they are available three days prior to the start of the course with clear expectations; (2) Ensure faculty are using the gradebook appropriately to give students ongoing feedback – SPC expects faculty to provide feedback on a weekly basis in shorter semesters and, at minimum, biweekly in normal semester courses; (3) There is more SPC can do to retain students who withdrawal – students often withdrawal because they have to work too much. SPC needs to be proactive in identifying barriers; for example, is there a certain time of year there is a rise? (4) Proactive outreach and sharing among faculty of various communication strategies and best practices; for example, how to engage students who seem unengaged.

Dr. Cooper related the following strategies for the online modality: (1) identify and contact faculty that are missing course items prior to the start of the term; (2) make sure faculty are using all the tools in My Courses; and (3) decrease faculty response time. She noted that it is difficult for students in online courses if they do not hear from the faculty member and they are trying to move forward within the course.

Dr. Cooper explained that students who are engaged in and out of classroom are more likely to stay at SPC because they build relationships. There are a number of strategies to see how SPC is doing in that regard, including: (1) utilization of Engage for Change Survey; improve student participation in activities; and increase Career and Academic Community participation. Another strategy is to improve Learning Resources by: (1) utilizing a point-of-service survey to see how they can better engage students and faculty; (2) expanding outreach to diverse populations, especially if there is a difference in regard to use of services; and (3) increase usage of online resources and services, as many students end up in online courses and are underprepared.

Mr. Chang stated that he presented some time ago on the completion milestones and students completing English and Math in a timely manner; the Board has since revised the procedure to ensure earlier completion - English within the first 6 credits, Math within 12. He noted that with math in particular, students often wait until the end. He said he has been working closely with Math faculty to provide more streamlined access to Pathways.

Mr. Chang provided a background on Math Pathways. SPC currently has two Math courses for which students receive only college elective credit as opposed to college math credit; they are MAT1033 Intermediate Algebra and MAT1100 Explorations of Math and Quantitative Reasoning. Once the revised Math Pathways are fully implemented, those two courses will be



# MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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phased out and their content will be incorporated into other college Math courses where appropriate. Dr. Chang explained a few examples of Math Pathways for students in various majors. He noted that there may be traditional placement students who require developmental Math, and that they would complete that course prior to entering the Pathway; the amount of time in developmental math would be at most one semester.

Dr. Cooper reviewed the strategies for credit momentum. Within Career and Academic Communities: (1) identifying milestones for each 15 credit hours of the program; (2) Academic and Student Service milestones; and (3) data monitored and shared Fall and Spring at Pathways Council. She provided the following examples: (1) many students who want into Health Education programs have difficulty with A&P, so have Learning Resources incorporate 'just in time' remediation; and (2) in the College of Education, make sure students get a field experience early on. She said SPC will monitor information and share it at the Pathways Counsel meetings. Strategies for credit momentum for FTIC students include: (1) create a joint taskforce made up of Academic Affairs and Student Services employees to monitor and reach out to provide additional support and encouragement so students feel a connection and feel like somebody cares; and (2) KPIs to be shared annually.

Vice Chair Cole complemented Dr. Williams and everyone for these three presentations. She acknowledged that the Board gives some broad expectations, and the team has done a good job of getting more specific and setting goals and strategies.

## **18-112. Under Item VI - B, Budget and Finance**

### **B. BUDGET AND FINANCE**

1. FY 2017-18 Year End Financial Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)

Ms. Janette Hunt reported on the fiscal year 17-18 year-end budget. She noted that earlier today, Dr. Rinard gave a comparison of student semester hours – that is prior fiscal year to 17-18; this report compares budgeted to actual semester hours. The budget was \$61.2 million, and SPC brought in \$61.8 million, which is 101% of the budget. State funding brought in \$71.8 million, which is 100.1% - the 0.1% was a Florida retirement system adjustment of about \$43,000. Other revenues brought in \$5.5 million, which includes Pinellas County School Board agreement, use of facilities, dividends, and indirect costs. Fund transfers in is money transferred in from auxiliary; it was budgeted at \$3.8 million, and SPC actually brought in \$3.2 million, because SPC only brings in what is actually needed. SPC budgeted \$1.8 million for reserves and dipped into the reserves \$385,000. Total revenue was \$142.8 million, and tuition revenue was \$51.2 million.

Ms. Hunt stated that expenditures for personnel and benefits was \$113.3 million. She noted that two line items went over – adjunct supplemental (she noted SPC is doing a deep analysis to get ahead of it) and other benefits at \$12.1 million, which has to do with the timing of the Florida Retirement System rate increase. Current expense is \$27.4 million, capital is \$2 million, coming in at \$142.8 million.

Ms. Hunt shared a few year-end highlights. The revenue for tuition budget was \$61.2 million, and SPC actually brought in \$628,000 about that budgeted amount. With the reserves amount removed, actual revenue represented 97% of budget for the prior year 16-17. This year, SPC ended with approximately 100%. Again comparing the prior year to fiscal year 17-18, SPC spent \$5.8 million less than in the prior year. All these contribute to less usage of the reserve. Ms. Hunt reiterated that SPC budgeted \$1.8 million for reserve and actually used \$385,000, which is closer to the goal of not using any reserve.

Ms. Hunt moved on to the 18-19 budget. She reminded the Board that on June 19, 2018, they approved a budget of \$142.9 million, which included performance funding revenue of \$3.5 million dollars. Since then, SPC was notified they were in the Silver category and received \$3.5 million. \$30 million of the funding comes from state investment, while the other \$30 million comes for the 28 institutions. Of that, SPC received \$1.7 million of the state investment and \$1.7 million of the institutional investment. This is \$324 more than what the Board already approved.

**18-113. Under Item VI - C, Administrative Matters**

The Board considered Personnel Items VI - C.1a. Mr. Gibbons moved approval. Vice Chair Cole seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

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

Mr. Foster stated that he likes that the estimated cost to the college for travel is zero.

- b. Health Insurance 2019 Plan Alternatives– Ms. Michelle Manteiga, Senior Manager, Benefits and Wellness (*Presentation/Action*)

Ms. Manteiga presented plan alternatives for the 2019 employee health insurance plan. She stated that most of this information was already shared with the Board. Ms. Manteiga stated that claim costs continue to increase, with a projected 10% increase. 2018 is already trending 25% over 2017 claims. High dollar claims are rising as well. As of end of June, 31 claims exceeded \$50,000. Out of those, 58% are ongoing or chronic health issues. There is a decreasing balance in the self-funded account.

## MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Ms. Manteiga explained that the goal of these changes is to allow SPC to maintain its Safe Harbor requirements, align plan cost to current claim spending, and minimize cash infusions needed in future years. SPC is also going to shift cost share to make plans more sustainable long term. Some assumptions that were made for plan were: (1) SPC needs to contribute an estimated \$3.5 million to pass Safe Harbor for 2018; (2) SPC is planning on some plan migration, which would be minimal for plans one through four, and a larger shift for plan five; (3) SPC will continue finding plans at the current level; and (4) projections of premiums and cash infusions of certain plans are based off what the claims do; the estimates are based off projected claims.

Ms. Manteiga gave a recap of the existing plan. The existing plan has the following options: (1) high deductible; (2) OA Select; (3) Choice POS II, which has an out-of-network option. The high deductible plan is the only option for employees who started after 2014, and once an employee is in the high deductible plan, they cannot move back.

Ms. Manteiga explained that Alternative 1 is to keep existing plans as is and increase funding. Employee premiums would increase 15% for 2019, 7% in 2020, and 6% in 2021. There would be an employer contribution of an additional \$1.1M for 2019. The actuarial value would be 88/12. The POS and OA Select would be platinum/ gold, and HDHP would be gold/silver.

Ms. Manteiga moved on to Alternative 2, which would realign plans to match expense; it would create three unique plans. Employee premiums would increase 15% for 2019, 7% in 2020, and 6% in 2021. No additional employer funding would be needed. For Alternative 2, Option A, the actuarial value for the POS plan would be 87/13, and it would be platinum; for OA Select, the actuarial value would be 82/18, and it would be gold; for HDHP, the actuarial value would be 75/25, and it would be silver. For Alternative 2, Option B, the actuarial value for the POS plan would be 87/13, and it would be platinum; the actuarial value for the OA Select plan would be 83/17, and it would be gold; the actuarial value for the HDHP plan would be 77/23, and it would be silver. The estimated plan savings are \$1,000,000 for Option A and \$750,000 for Option B.

Ms. Manteiga next explained that Alternative 3 would move employees from the POS plan onto the OA Select. There would be small plan changes to OA Select and HDHP plans. Employee premiums would increase 15% for 2019, 7% in 2020, and 6% in 2021. There would be an employer contribution of an additional \$35k for 2019. The actuarial value for the OA Select would be 85/15, and it would be gold; the actuarial value for the HDHP plan would be 77/23, and it would be gold/ silver.

Ms. Manteiga outlined Alternative 4, which would migrate all employees to HDHP. Employee premiums would increase 15% for 2019, 7% in 2020, and 6% in 2021. There would be an employer contribution of an additional \$1.481M for 2019. The actuarial value would be 77/23, and the HDHP plan would be gold/ silver.

Ms. Manteiga then explained Alternative 5, which would create a “new” HDHP plan and an OA Select plan. SPC would open both plans to all employees. Alternative 5 would also add a fourth

tier to the prescription line for specialty drugs. For Alternative 5, Option A, employee premiums would increase on the OA Select would be 20% for 2019. There would be no increases to the HDHP premiums. 2020 & 2021 employee premiums would be contingent upon claim spend. For Alternative 5, Option B, employee premiums would increase 18% on OA Select and HDHP plans for 2019. 2020 & 2021 employee premiums would be contingent upon claim spend. There would be no additional employer contribution anticipated. For OA Select, the actuarial value would be 85/15, and it would be gold; For HDHP, the actuarial value would be 75/25, and it would be silver. The estimated plan savings would be \$750,000.

Ms. Manteiga asked for a vote of approval on one plan today. She explained that there will be significant changes with any plan, and it takes time to work through things with carriers, get information to employees, and reconfigure the system. Whichever design is selected will be effective January 1, 2019.

Dr. Williams thanked the Board for attending the health insurance workshop. She added that a \$3.5 million cash infusion will be necessary with any of the plans.

Ms. Bello asked how many people are on the POS.

Ms. Manteiga replied that 52 people are on the POS plan; originally, the POS plan was the only plan with out-of-network coverage, which was important to employees with the older plan styles. However, out-of-network coverage is getting phased out because carriers networks are getting broader. If SPC moves with one of the plans that does not have out-of-network coverage, SPC can work with individual employees to make sure they have a bridge with any doctors they are currently seeing, since it is such a small group of employees.

Mr. Gibbons asked who else applied for SPC's RFP.

Ms. Manteiga responded that UnitedHealthcare, Aetna, and Cigna were the top three; there was also the Florida Consortium and Humana.

Mr. Gibbons confirmed that SPC chose Aetna and asked if they are saving SPC money.

Ms. Manteiga stated that the administrative rates are the lowest out of the bids SPC received.

Mr. Gibbons requested copies of the bids.

Mr. Foster asked, regarding Alternative 2(a), if the employees on the high deductible plan are still stuck there.

Ms. Manteiga confirmed that this is correct.

Chair Stonecipher said that Alternative 5 offers the most of what SPC is looking for, with the ability to migrate, have plan options, and with premiums increasing hopefully just once to give people the most consistency. He added that he loves the specialty drug carve out.

# MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Chair Stonecipher asked Ms. Manteiga to clarify the differences between Alternative 5, Option 1 and Option 2.

Vice Chair Cole asked if the intent of the high deductible plan increase is to move people over to the OA Select.

Ms. Manteiga replied that Option A was originally brought forward to promote movement onto the high deductible plan. Option B was an option of how SPC could get same savings in premiums if they are to do something different.

The Board considered Personnel Items VI - C.1b. Mr. Foster moved approval of Alternative 5 (Option A). Ms. Bello seconded the motion. The motion passed with one nay vote from Mr. Gibbons.

Chair Stonecipher thanked Ms. Manteiga.

## **18-114. Under Item VII - Consent Agenda**

### **VII. CONSENT AGENDA**

- A. **OLD BUSINESS (items previously considered but not finalized)**
  - 1. Charter Agreement and Proposed Site Change for St. Petersburg Collegiate High School North Pinellas (*Action*)
  - 2. Entry of Final Order, Division of Administrative Hearings (DOAH)- Marvin Bright (*Action*)
- B. **NEW BUSINESS**
  - 1. **GRANTS/RESTRICTED FUNDS CONTRACTS**
    - d. University of Central Florida, Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) – Start-UP Grant (*Action*)
    - e. CareerSource Florida, Inc. –Quick Response Training (QRT) Grant – Power Design, Inc. (*Action*)
    - f. U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY18 Community Policing Development Program (*Action*)
  - 2. **BIDS, EXPENDITURES, CONTRACTS OVER \$325,000**
    - a. Replacement of Domestic Water Lines, Clearwater Campus (*Action*)
  - 3. **CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION**

- a. Change Order #1, Final Accounting, and Certificate of Partial Project Acceptance, Project #301-D-16-3, Student Success Center, St. Petersburg/Gibbs Campus, Phase I (*Action*)

4. OTHER

- a. Lease Agreement between St. Petersburg College and AMH Construction to lease storage space at the Tarpon Springs Campus (*Action*)
- b. St. Petersburg Collegiate High School (SPCHS) Mental Health Assistance Allocation Plan for 2018-19 (*Action*)

Chair Stonecipher asked for a motion from the Board to approve all items in the Consent Agenda. Mr. Gibbons moved to approve the Consent Agenda in its entirety. Vice Chair Cole seconded the motion. The motion passed unanimously.

**18-115. Under VIII, Informational Reports**

- A. Quarterly Informational Report of Contract Items
- B. Quarterly Informational Report of Exempt and Non-Exempt Purchases
- C. Quarterly Report of Dell Financial Agreements

**18-116. Under IX, President's Evaluation – No discussion**

**18-117. Under X, Proposed Changes to BOT Rules Manual - None**

**18-116. Under Item XI, President's Report**

Dr. Williams stated that SPC wants the schedule to drive the budget and bring on more resources. SPC is looking at how to make major changes to the Spring semester schedule. SPC is looking at the true cost of instruction. Mr. Foster stated that he will be glad if SPC can find the sweet spot of how many students are needed in the class to pay for the course. Dr. Williams replied that will be her serious focus for the next six weeks.

**18-118. Under Item XIII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, September 18, 2018,

**MINUTES OF THE AUGUST 21, 2018 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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9:00 a.m., at the Clearwater Campus.

**XII. ADJOURNMENT**

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 11:19 a.m.

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

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**Nathan Stonecipher**  
**Chairman, Board of Trustees**  
St. Petersburg College  
FLORIDA

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



## II – B.1 New Dean, College of Computer and Information Technology



### Dean, College of Computer & Information Technology

#### Dr. James H. Stewart



- Dr. Stewart holds a doctorate degree in Computer Science from Colorado Technical University, a M.A. in Management from Antioch University in Yellow Springs, Ohio, and a B.S.B.A. in Finance from Xavier University in Cincinnati.
- Prior to joining SPC Dr. Stewart served as the Program Director for Cyber Security, Information Security, Information Technology and Professor at the Keiser University.
- He is a Subject Matter Expert (SME) in Information Technology (IT) and Management Solutions. For over 20 years, he has served in senior managerial positions for large organizations holding positions as the Chief Information Officer, Director of Distributed System Support, EDP Audit Officer, Sarbanes Oxley Compliance and Risk Management Consultant.
- In his academic career Dr. Stewart has also served as an Associate Computer Science Professor for Colorado Technical University and as a Professor of Computer Science for Florida SouthWestern State College.

## II – B.2 New Dean Allied Health Sciences



### Dean, Allied Health Sciences, College of Health Sciences

#### Ms. Deanna Stentiford



- Ms. Deanna Stentiford holds an Educational Specialist degree from University of Florida in Higher Education Administration. Following her BAS degree in Dental Hygiene from West Liberty University, she continued her education at the University of Central Florida and attained a MA degree in Educational Leadership. She is currently completing the dissertation phase of a Ph.D. from the University of Florida. Ms. Stentiford also holds a position as Commissioner for the American Dental Association Commission on Dental Accreditation.
- Prior to joining SPC, Deanna was the Associate Dean of Health Sciences at the College of Central Florida where she worked for the past 25 years. During her tenure she developed many healthcare programs over the years and collaborated with many colleges to offer education to students on the CF campuses.

## II – B.3 New Associate Provost, Tarpon Springs



### Associate Provost, Tarpon Springs

#### Dr. Jennifer Dale



- Dr. Dale comes to us from Hillsborough Community College, where she was the College Director of Academic Advising, Disabilities Resource Office, and Threat Assessment Manager.
- She received her Ed.D in Organizational Leadership/Conflict Resolution from Nova Southeastern University, an M.S. in Human Resources from North Carolina A&T State University, and a B.S. in Social Work from Winston Salem State University. Her experiences range from Student Services to Academic Program Management at both two- and four-year institutions.

## II – B.4 New Associate Provost, Downtown/Midtown



### Associate Provost, Downtown/Midtown

#### Mr. Patrick Booth



- Mr. Booth started his career at St. Petersburg College (SPC) as a Student Ambassador for Enrollment Management in 2002. During his 16 years with SPC, he has provided advisement and recruitment to students; processed student appeals; developed training videos; coordinated college-wide projects and worked to improve efficiency and processes. As the Director of Online Student Services, he has overseen the Online Advisement Center, which handles over 29,000 student visits each year.
- In 2017, Mr. Booth was awarded the John & Suanne Roueche Excellence Award for his leadership. He holds a M.Ed. from the University of South Florida and a BAS, AA, and Six Sigma Black Belt Certificate from St. Petersburg College.

## II – B.4 New Associate Vice President, Human Resources



### Associate Vice President, Human Resources

#### Ms. Carol A. Sumter




- After a thorough search and interview process, Carol Sumter was selected to serve as Associate Vice President of Human Resources and began this role on July 16, 2018. Carol previously served as acting Executive Director of Human Resources from February 2018 to June 2018.
- Ms. Sumter is a veteran of the U.S. Army and holds a Bachelor of Science degree from the U.S. Military Academy and a Juris Doctorate and MBA from Emory University.
- Ms. Sumter brings 20+ years of business management experience, having served in leadership roles for Kaplan University, Uplift Education, Home Depot and SharpTurn Consulting. Ms. Sumter specializes in organizational leadership, change management, strategic planning, continuous process improvement, and customer relationship management.

August 21, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** 2018 - 2019 Proposed Board of Trustees Meeting Schedule

**Approval is sought to schedule the 2018-2019 St. Petersburg College Board of Trustees meetings according to the proposed schedule below.**

Proposed meeting dates and locations:

August 21, 2018	Epi Center
September 18, 2018	Clearwater
October 16, 2018	EpiCenter
November 13, 2018	Downtown
December 11, 2018	Epi Center, Collaborative Labs (Board Workshop)
January 15, 2019	Tarpon Springs
February 19, 2019	Allstate Center
March 19, 2019	EpiCenter
April 16, 2019	EpiCenter
May 21, 2019	Seminole
June 18, 2019	EpiCenter
July	None

# St. Petersburg College

## 2018 - 2019 School Calendar

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
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25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30				

May 2019						
Su	M	Tu	W	Th	F	S
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26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	S
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

July 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



BOT Meetings



College Closed

Direct Support Organizations

Current assignments

SPC Foundation, Inc.

Katie Cole

- Quarterly
- 11:30am – 1:00pm
- SPC District Office

Institute for Strategic Policy Solutions

Bridgette Bello

- Quarterly; 6:00pm - 7:00pm
- SPC EpiCenter

Leepa-Rattner Museum of Art

Deveron Gibbons

- Quarterly (Feb, May, Aug, Nov)
- 3:30pm -5:30pm
- SPC Tarpon Springs Campus

VI – A.1 2018 Fall Enrollment Summary

**FALL 2018  
ENROLLMENT SUMMARY**

BOARD OF TRUSTEES MEETING  
AUGUST 21, 2018

St. Petersburg College  
**SPC**

APR | MAY | JUN | JUL | AUG  
**FALL 2018  
WHO'S HERE**

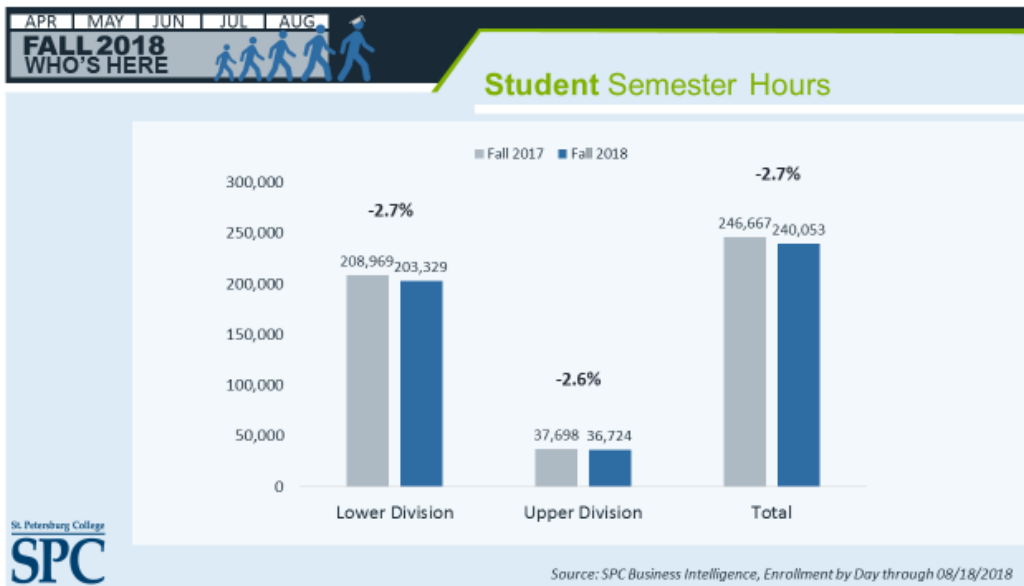
**2017-18 SSH**

- We budgeted for -3.5% in enrollment
- We ended the year at -2.2% from prior year

2016-17 Actual SSH	2017-18 Actual SSH	Difference
564,863	552,632	-2.2%

SSH= Student Semester Hours

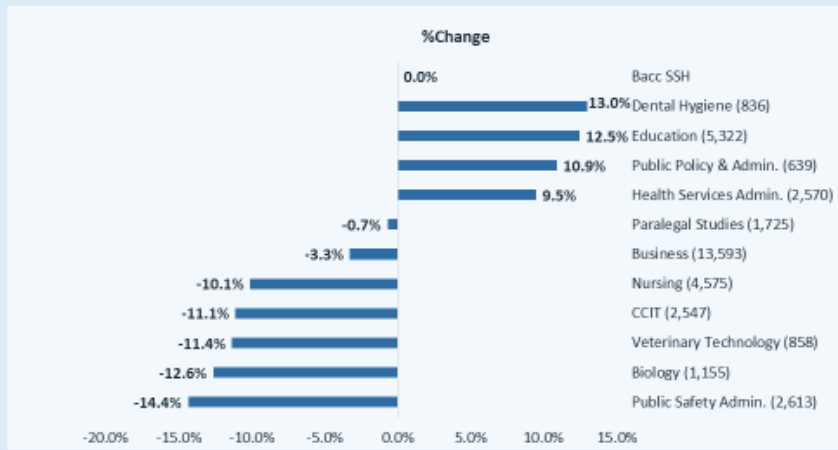
St. Petersburg College  
**SPC**



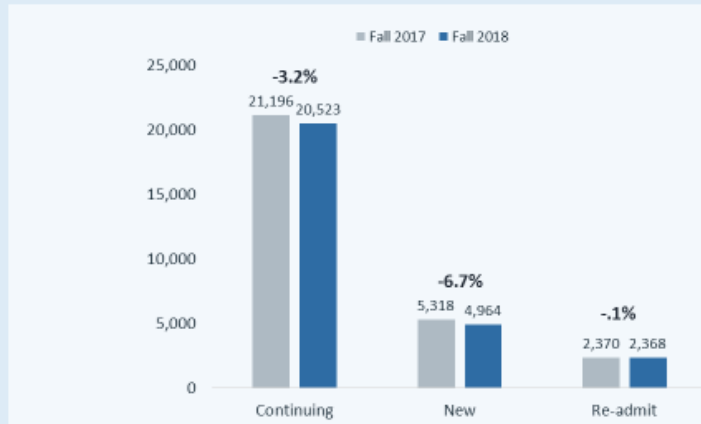


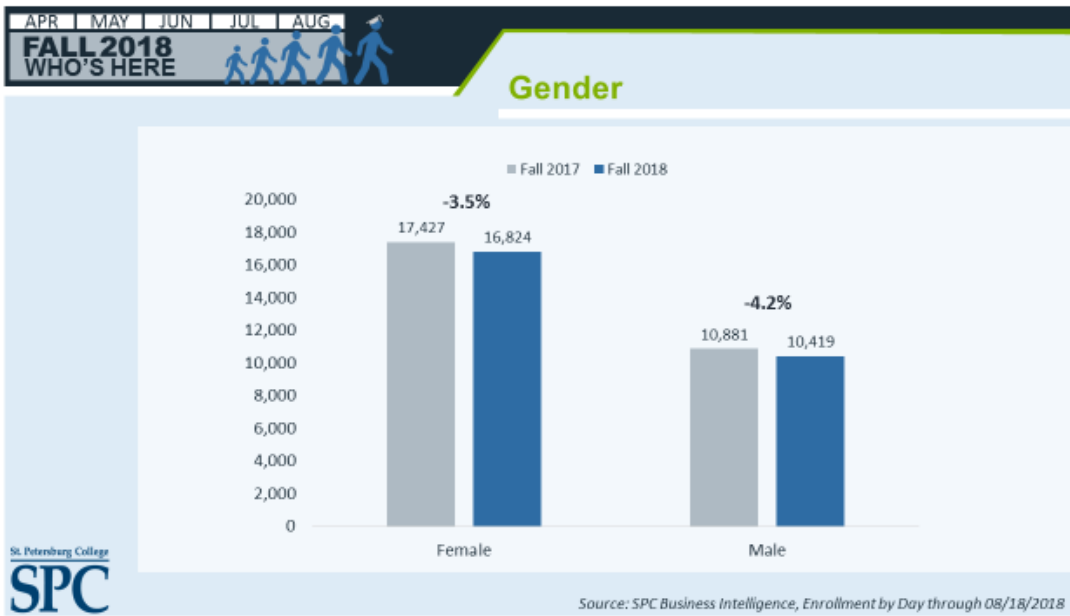
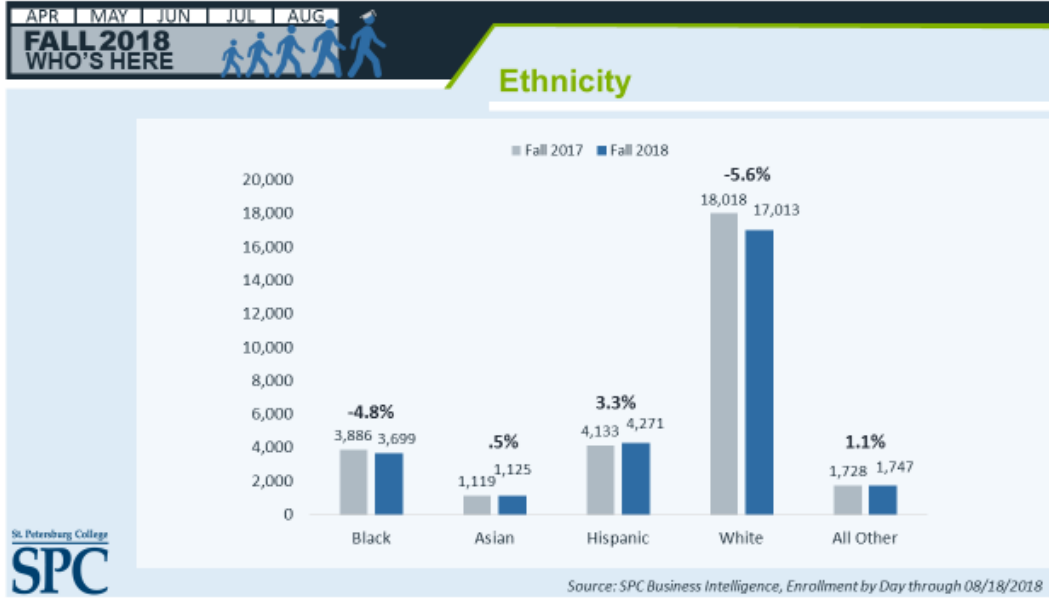


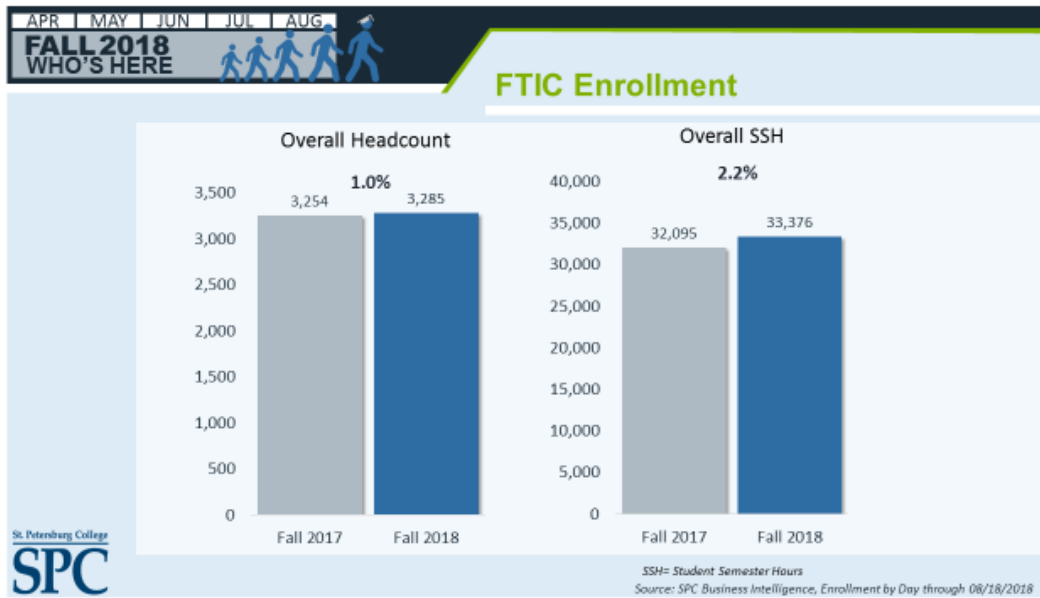
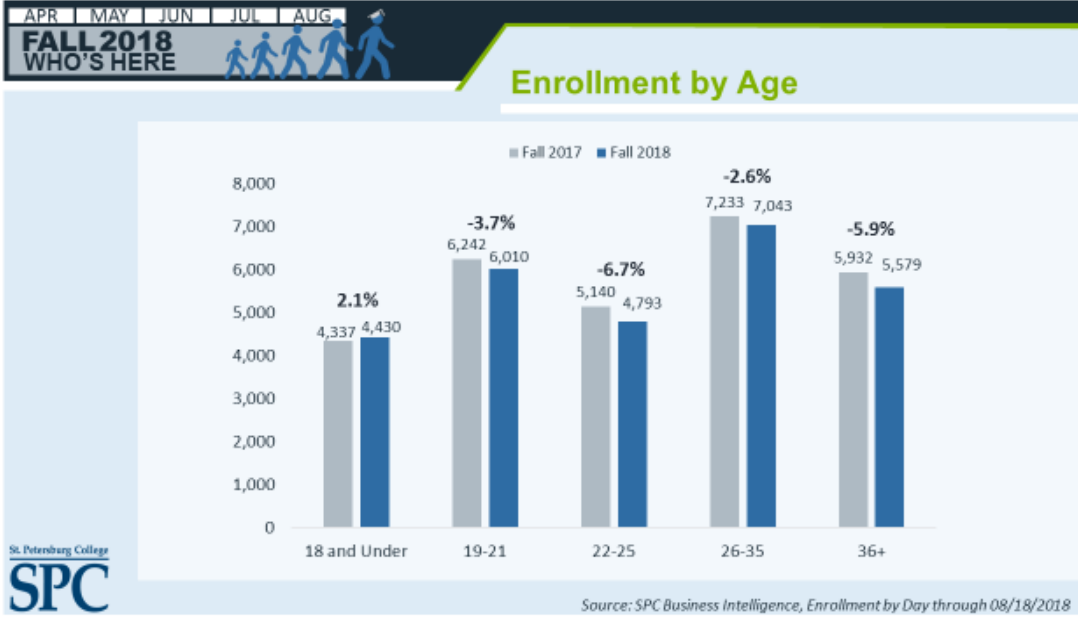
## Baccalaureate SSH

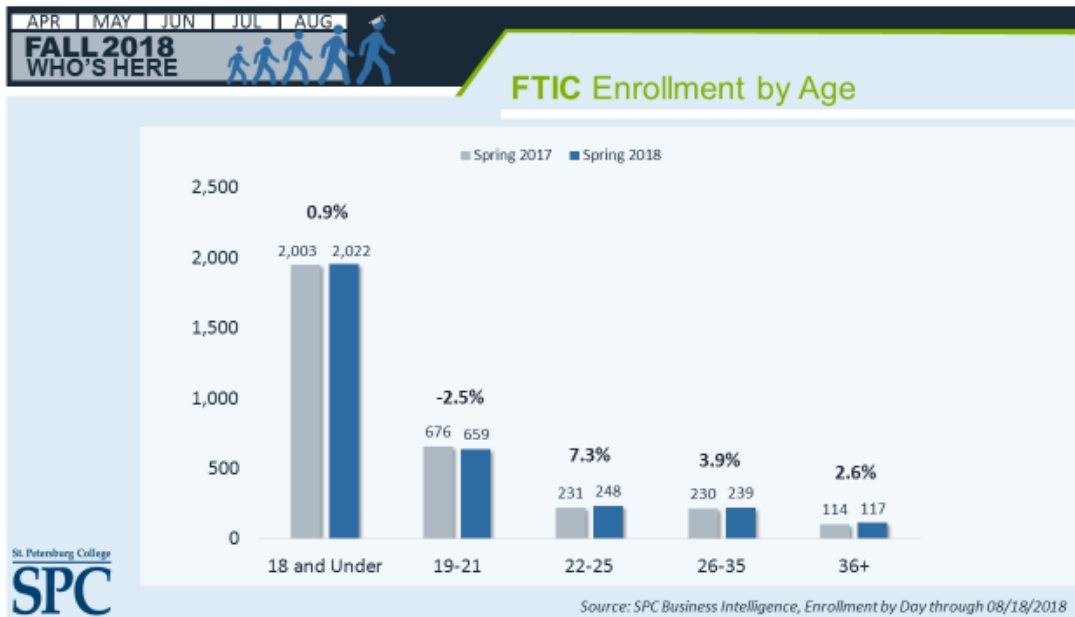
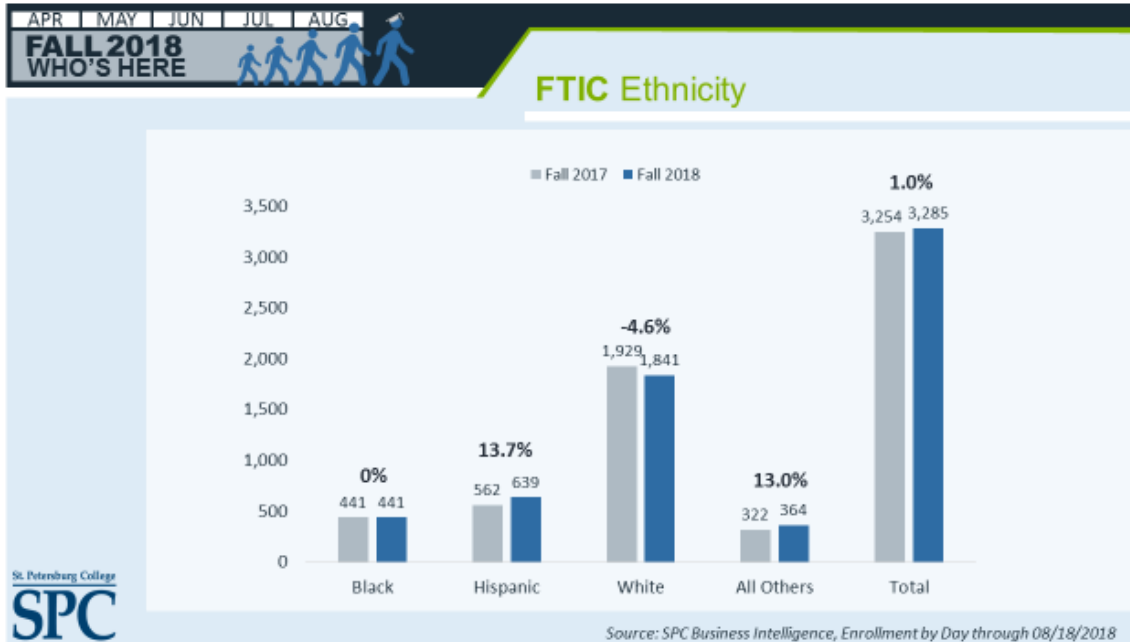


## Enrollment Type











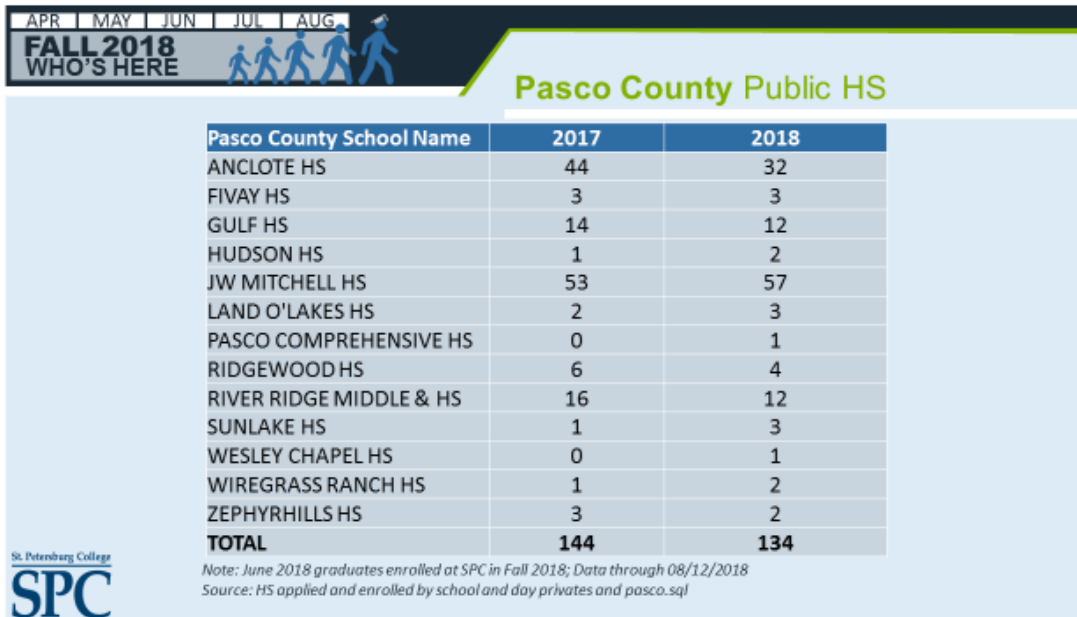
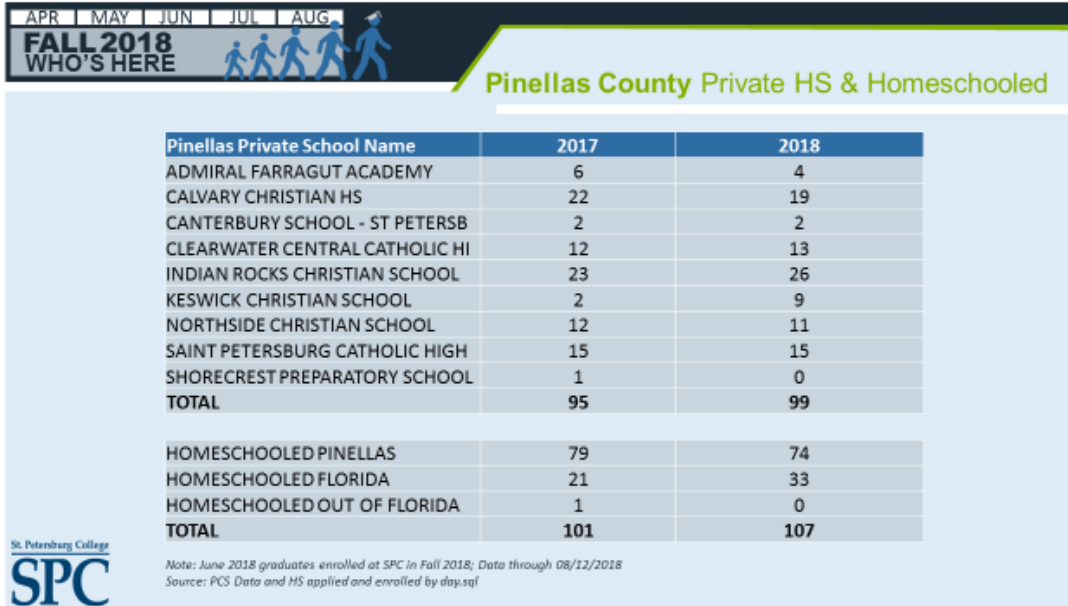
## Fall to Fall Retention of FTIC

	Fall 2017 FTIC	# Enrolled Fall 2018		Total	# Not Enrolled Fall 2018
		Full-Time	Part-Time		
Full-Time	1,223	554	317	871 (71.2%)	352 (28.8%)
Part-Time	2,133	294	777	1071 (50.2%)	1062 (49.8%)
<b>Total</b>	<b>3,356</b>	<b>848</b>	<b>1,094</b>	<b>1942 (57.9%)</b>	<b>1414 (42.1%)</b>



## Pinellas County Public HS

2018 Graduates	Pinellas Public School Name	2017	2018	% Change	2018 Yield
337	BOCA CIEGA HIGH	87	89	2.3%	26.4%
380	CLEARWATER HIGH SCHOOL	111	136	22.5%	35.8%
401	COUNTRYSIDE HIGH SCHOOL	132	163	23.5%	40.6%
348	DIXIE M. HOLLINS HIGH SCHOOL	87	87	0.0%	25.0%
265	DUNEDIN HIGH SCHOOL	120	88	-26.7%	33.2%
490	EAST LAKE HIGH SCHOOL	143	130	-9.1%	26.5%
248	GIBBS HIGH SCHOOL	52	45	-13.5%	18.1%
256	LAKEWOOD HIGH SCHOOL	42	58	38.1%	22.7%
327	LARGO HIGH SCHOOL	92	98	6.5%	30.0%
359	NORTHEAST HIGH SCHOOL	117	126	7.7%	35.1%
376	OSCEOLA HIGH SCHOOL	145	135	-6.9%	35.9%
555	PALM HARBOR UNIVERSITY HS	168	192	14.3%	34.6%
378	PINELLAS PARK HIGH SCHOOL	144	138	-4.2%	36.5%
388	SEMINOLE HIGH SCHOOL	165	144	-12.7%	37.1%
425	ST. PETERSBURG HIGH SCHOOL	85	97	14.1%	22.8%
278	TARPON SPRINGS HIGH SCHOOL	103	103	0.0%	37.1%
<b>5,811</b>	<b>Total</b>	<b>1793</b>	<b>1829</b>	<b>2.0%</b>	<b>31.5%</b>





## Fall 2018 Financial Aid by the numbers

### 16,414 students awarded \$116.7 million!

- Average award package - \$7,108 per year
- **Pell Grant – 11,163 students, \$50.7 M**
  - Average award - \$4,548 per year
- **Scholarships, Waivers, Work Study– 2,038 students, \$4.0 M**
  - Average award - \$1,963 per year
- **Other grants – 8,973 students, \$12.1 M**
  - Average award - \$1,352 per year
- **Student Loans – 6,466 students, \$49.4 M**
  - Average award - \$7,643 per year
- Increased loan counseling initiatives have resulted in lower borrowing levels and a slight decrease in the number of student borrowers



## Noteworthy Observations

- Headcount **-3.6%** and SSH **-2.7%**
- Budget based on **-3%** SSH
- Baccalaureate SSH **-2.6%**
- FTIC enrollment is **+1.0%** headcount and **+2.2%** SSH
- New student enrollment is **-6.6%**
- African American students overall is **-4.8%** and FTIC is flat
- Hispanic students overall is **+1.9%** and FTIC is **+13.7%**
- FTIC 2017 1-Year Retention rate is **57.9%**, up from **57.3%** prior year
- Pinellas County graduates starting at SPC is **+2.0%** and yield is flat

FALL WHO'S HERE

APRIL      MAY      JUNE      JULY      AUGUST

**Questions?**

St. Petersburg College  
**SPC**



VI – A.2 Recruitment Plan



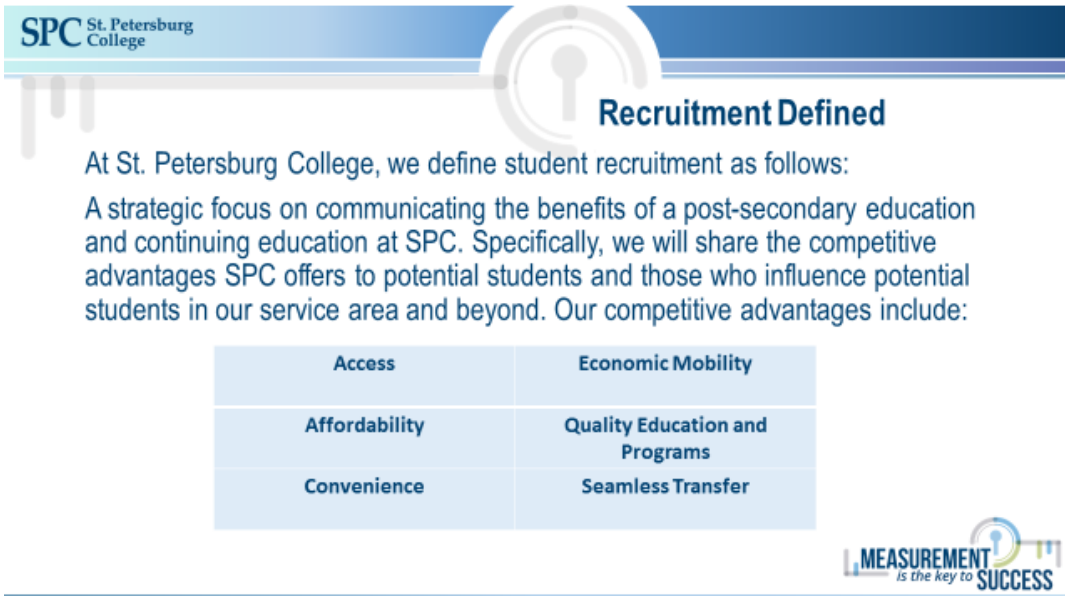
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MEASUREMENT is the key to SUCCESS

# RECRUITMENT GOALS & OBJECTIVES

Board of Trustees Meeting  
August 21, 2018

20



SPC St. Petersburg College

## Recruitment Defined

At St. Petersburg College, we define student recruitment as follows:  
A strategic focus on communicating the benefits of a post-secondary education and continuing education at SPC. Specifically, we will share the competitive advantages SPC offers to potential students and those who influence potential students in our service area and beyond. Our competitive advantages include:

Access	Economic Mobility
Affordability	Quality Education and Programs
Convenience	Seamless Transfer

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21

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## 3-Year RECRUITMENT GOALS

<b>GOAL # 1:</b>	Increase yield of Pinellas County Public HS graduates that attend SPC within 1 year of graduation by <b>5%</b> . <b>Target = 45%</b>	<input checked="" type="checkbox"/>
<b>GOAL #2:</b>	Increase enrollment in our AA partnership programs by <b>100%</b> (FUSE, IGNITE, UCF Online) <b>Target: 760</b>	<input checked="" type="checkbox"/>
<b>GOAL #3:</b>	Increase Baccalaureate, AS, and CERT enrollment by <b>5%</b> to accommodate the non-traditional working adult <b>Target = 17,758</b>	<input checked="" type="checkbox"/>
<b>GOAL #4:</b>	Increase # of admission applications received by <b>10%</b> <b>Target = 20,926</b>	<input checked="" type="checkbox"/>
<b>GOAL #5:</b>	Increase number of students enrolled in Workforce Institute classes by <b>40%</b> <b>Target = 6,032</b>	<input checked="" type="checkbox"/>
<b>GOAL #6:</b>	Increase FTIC Minority enrollment by <b>10%</b> <b>Target = 1,950</b>	<input checked="" type="checkbox"/>

**MEASUREMENT** *is the key to* **SUCCESS**

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## HIGH SCHOOL IMPACT

**2017-18:**  
TOTAL PCS HS GRADUATES: **5657**

TOTAL ENROLLED SPC: **2217**

40.1%

# Enrolled at SPC in <b>FALL</b> : 1840	<b>32.5%</b>
# Enrolled at SPC in <b>SPRING</b> : 278	<b>4.9%</b>
# Enrolled at SPC in <b>SUMMER</b> : 99	<b>2.7%</b>

**GOAL # 1:** Increase yield of Pinellas County Public HS graduates that attend SPC within 1 year of graduation **Target = 45%**

**MEASUREMENT** *is the key to* **SUCCESS**



## HIGH SCHOOL IMPACT Strategies

### Strengthen Outreach

- Assigned advisor and recruiter at each school
- Recruiter restructuring
- High school counselor Career Connection training
- Educational ecosystem expansion
- Increase exposure to the Titan Experience

### Articulation

- Increase number of students awarded college credit in Career/Technical programs
- Market SPC to current dual enrolled, early college, and Collegiate HS

Increase annual yield to 45% over 3 years



24



## AA PARTNERSHIP PROGRAMS

### FUSE

Start Date: Fall 2016

USF

### IGNITE

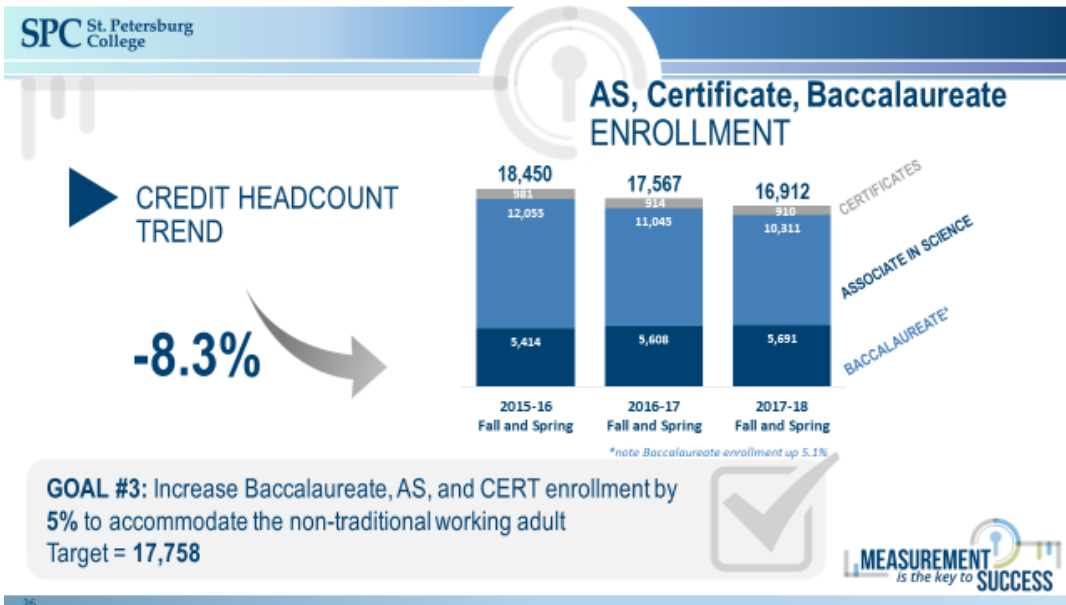
Start Date: Spring 2018

FAMU

**GOAL #2:** Increase enrollment in our AA partnership programs by 100% (FUSE, IGNITE, UCF Online)  
Target: 760



25



**SPC St. Petersburg College**

### AS, CERTIFICATE & BS/BAS Strategies

**Strategies**

- Auto admit AS graduates into BAS programs
- Campus STEM events
- Academic Pathways – stackable credentials
- Complete Florida
- Titan Thursdays
- Focus 2
- Promoting low enrollment, high-wage programs

**Complete Florida**

ST. PETERSBURG COLLEGE  
**TITAN THURSDAYS**

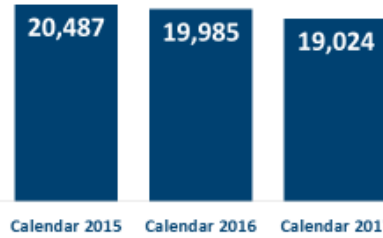
**Increase by 5% over 3 years**

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is the key to **SUCCESS**

## ADMISSIONS APPLICATIONS

### APPLICATION TREND

-7.1%



**GOAL #4:** Increase # of admission applications received by 10%  
Target = 20,926



## ADMISSIONS APPLICATION Strategies

### Outreach

- Increase community presence
- Target veterans
- Target international students
- Target homeschool and private high school students



### Partnerships

- Florida College Access Network
- Apply Yourself Florida
- Employers who offer tuition reimbursement



Increase by 10% over 3 years





## WORKFORCE INSTITUTE ENROLLMENT

Number of students enrolled in **Workforce Institute** 2017-18 : **4,309**

(This is a 23% increase over last year)

**GOAL #5:** Increase number of students enrolled in Workforce Institute classes by 40% over the next 3 years.  
Target = 6,032



Achieve 40% Growth in 3-Years

## WORKFORCE INSTITUTE ENROLLMENT Strategies



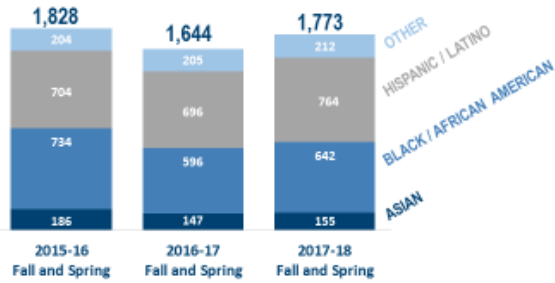
- Increase community engagement & awareness to target priority workforce solutions
- Accelerate development of new certificate programs to equip a skilled workforce
- Expand offering to all SPC campuses, employer sites and online platforms
- Connect workforce certificates to career pathways leading to degree programs



## FTIC MINORITY ENROLLMENT

FTIC MINORITY ENROLLMENT BY HEADCOUNT TREND

**-3.0%**



**GOAL #6:** Increase FTIC Minority enrollment by 10%  
Target = 1,950



## FTIC MINORITY ENROLLMENT Strategies

### Outreach & Partnerships

- Head Start Pinellas
- Bridges to Baccalaureate Program
- Hispanic Leadership Council
- Year Up
- Operation Graduate
- Pinellas Opportunity Council
- IMPACT



Increase by 10% over 3 years



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## WEEKLY RECRUITMENT SCORECARDS

**REQUEST FOR INFORMATION TO APPLICATION YIELD**

WEEK OF	# INCOMING	# APPLIED (within 1 month)	YIELD
6/22 – 6/28	225	56	24.9%
6/29 – 7/5	216	52	24.1%

**Fall PAID APPLICATION TO ENROLLMENT YIELD**

TERMS	# APPLICATIONS	# ENROLLED	YIELD
Fall 2017	4,122	2,424	58.8%
Fall 2018	3,294	2,009	61.0%

**MEASUREMENT** is the key to **SUCCESS**

**MEASUREMENT** is the key to **SUCCESS**

**SPC** St. Petersburg College

# QUESTIONS?



## VI – A.3 Retention Plan



**MEASUREMENT**  
*is the key to* **SUCCESS**

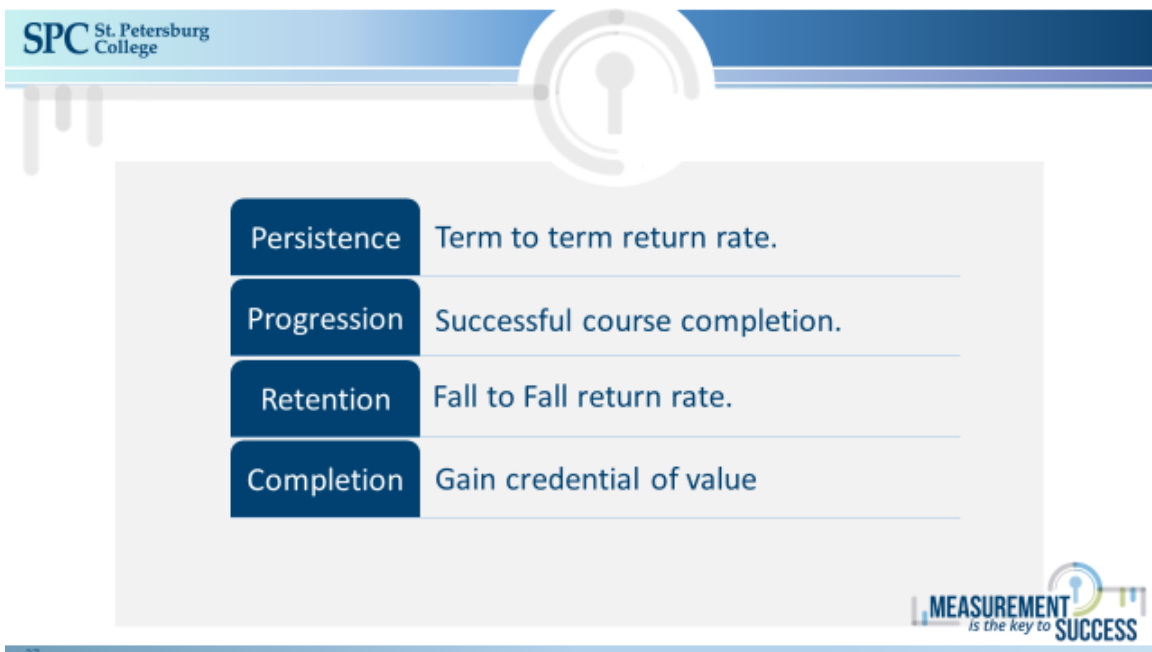
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College

# RETENTION PLAN

Anne M. Cooper, PhD - Academic Affairs  
Jimmy Chang – Dean Mathematics

Board of Trustees Meeting  
August 21, 2018

36



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College

<b>Persistence</b>	Term to term return rate.
<b>Progression</b>	Successful course completion.
<b>Retention</b>	Fall to Fall return rate.
<b>Completion</b>	Gain credential of value

**MEASUREMENT**  
*is the key to* **SUCCESS**



## RETENTION Background

Fall-to-Fall Retention	Fall 2015 to Fall 2016					Fall 2016 to Fall 2017				
	Enrolled Fall 2015	Returning Fall 2016	Graduated 2015	% of Graduates	Retention Rate	Enrolled Fall 2016	Returning Fall 2017	Graduated 2016	% of Graduates	Retention Rate
All Students	27,872	15,130	3,920	14.1%	68.3%	26,593	14,132	4,163	15.7%	68.8%
All FTIC	3,513	2,065	37	1.1%	59.8%	3,174	1,821	43	1.4%	58.7%

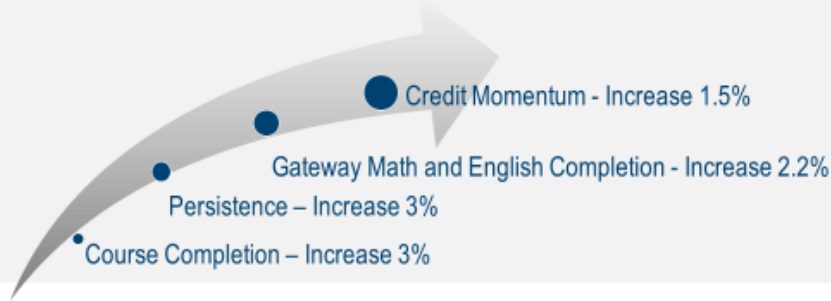
Increase by 3.2% over 3 years




## RETENTION Background

- **December 2016 BOT Strategic Workshop** – asked to develop college-wide Retention plan for 2017-18
- **State Performance Funding Metrics** – 2 of the 4 factors (retention and completion)
  - Challenges – based on previous years data
  - Desire to move from current Silver to Gold status
- **Comprehensive Improvement Strategy** – Academic Pathways

3 Year Goals Key Performance Indicators to determine success:



ACADEMIC PATHWAYS  
KEY PERFORMANCE INDICATORS

	Fall 2016:		Fall 2017:	
	N	%	N	%
<b>Total FTEIC Students in cohort*</b>	2,671	100%	2,769	100%
<b>Credit Momentum KPIs</b>				
Earned 6+ college credits in 1 <sup>st</sup> term	1,457	54.5%	1,585	57.2%
Earned 12+ college credits in 1 <sup>st</sup> term	524	19.6%	590	21.3%
Earned 15+ college credits in year 1	1,110	41.6%	1,196	43.2%
Earned 24+ college credits in year 1	503	18.8%	569	20.5%
Earned 30+ college credits in year 1	170	6.4%	225	8.1%
Attempted 15+ credits (any level) in the first term**	160	6.0%	150	5.4%
Attempted 30+ credits (any level) in the first year	311	11.6%	408	14.7%
<b>Gateway Math and English Completion KPIs</b>				
Completed college math in year 1	1,143	42.8%	1,245	45.0%
Completed college English in year 1	1,607	60.2%	1,706	61.6%
Completed both college math and English in year 1	1,010	37.8%	1,108	40.0%
<b>Persistence KPI</b>				
Persisted from term 1 to term 2	2,079	77.8%	2,196	79.3%
<b>College Course Completion KPIs</b>				
Total College Credits Completed	32,618		35,477	
Total College Credits Attempted	45,628	71.5%	48,969	72.4%

\*First-time Ever in College (FTEIC): A student who enrolls for the first time in college during the given fall term with no previous college level experience or credential.

\*\*These KPIs were not included in the previous request for the fall 2010-2015 cohorts.




 COURSE COMPLETION Strategies

**Learning Experience – All Modalities**

- Course Syllabus – available 3 days prior to start with clear expectations
- Course Gradebook – ongoing feedback to students throughout the semester
- Course Success – monitor weekly course withdrawals and end of term course success rates
- Proactive outreach – communication strategies for “unengaged” students

**Online Modality**

- Identify and contact faculty that are missing course items – prior to term start
- Increase faculty tool usage
- Decrease faculty response time to students

Increase by 3.0% over 3 years



43


 PERSISTENCE Strategies

**Student Engagement Outside the Classroom**

- Utilization of Engage for Change Survey
- Improve student participation in activities
- Increase Career and Academic Community participation

**Learning Resources**

- Review and improve quality using new Point of Service survey
- Expand outreach to diverse populations
- Increase usage of Online learning resources and services

Increase by 3.0% over 3 years



44



## GATEWAY MATH AND ENGLISH Strategies

### BOT Procedure Change to ensure earlier completion

- English within the first 6 credits and Math within the first 12 credits

### Specific Mathematics Department Strategies

- Review and revise the current college-level math pathways to provide more accelerated and streamlined access

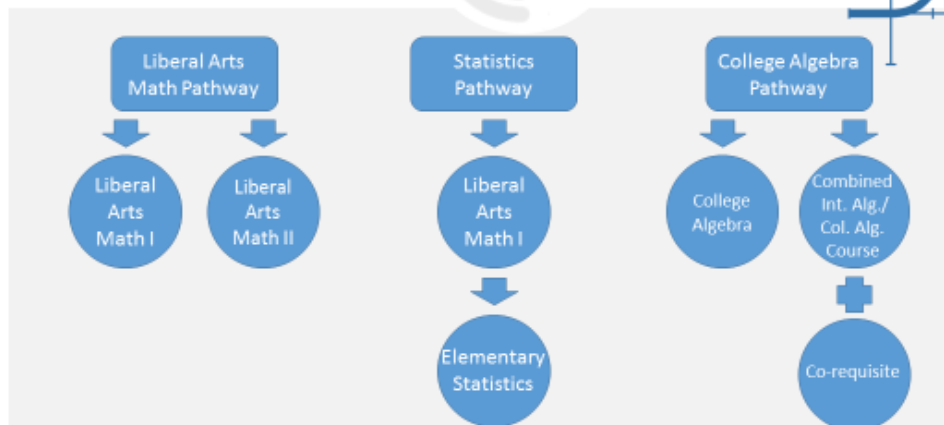
Increase by 2.2% over 3 years



44



## MATH PATHWAYS



- Note:** Traditional placement students will complete any developmental math requirements prior to entering one of the above pathways.



45


 CREDIT MOMENTUM Strategies

**Career and Academic Community Milestones**

- Milestones identified for each 15 credit hours of the program
- Academic and Student Service milestones
- Data monitored and shared Fall and Spring at Pathways Council

**First Time Ever in College (FTEIC)**

- Create a joint Academic Affairs and Student Services team to monitor FTEIC progression through Pathways
- KPIs to be shared annually

Increase by 1.5% over 3 years



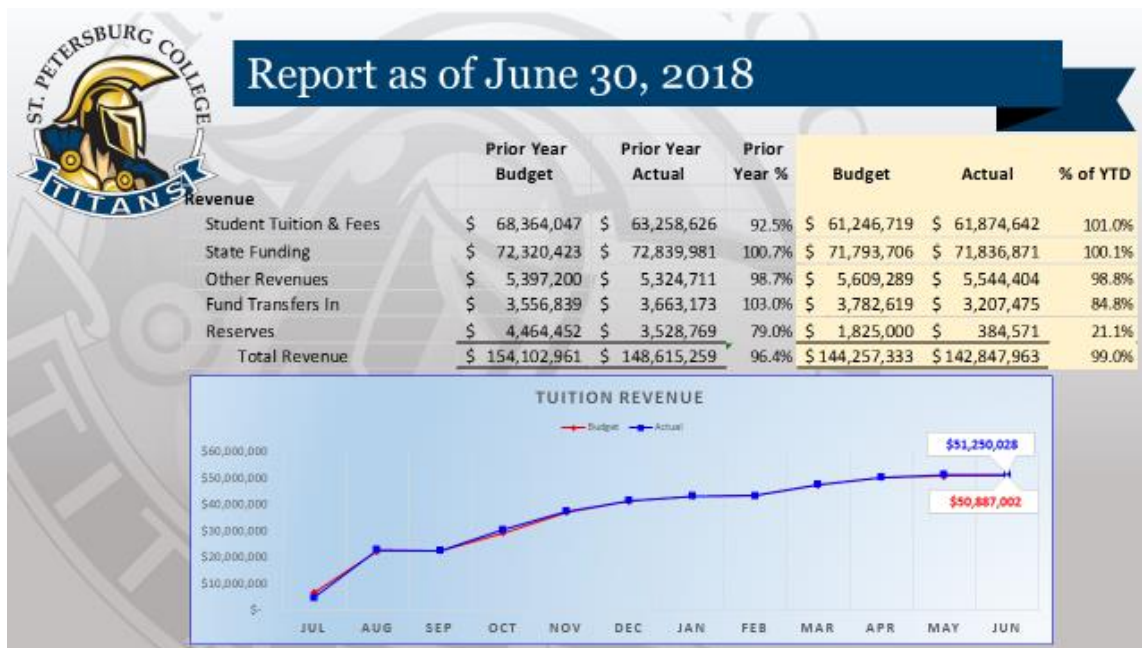
 QUESTIONS?

VI – B.1 FY 2017 – 18 Year End Financial report




**St. Petersburg College  
Board of Trustees Meeting  
Year End Budget Report**

Janette Hunt  
August 21, 2018

**Report as of June 30, 2018**

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition & Fees	\$ 68,364,047	\$ 63,258,626	92.5%	\$ 61,246,719	\$ 61,874,642	101.0%
State Funding	\$ 72,320,423	\$ 72,839,981	100.7%	\$ 71,793,706	\$ 71,836,871	100.1%
Other Revenues	\$ 5,397,200	\$ 5,324,711	98.7%	\$ 5,609,289	\$ 5,544,404	98.8%
Fund Transfers In	\$ 3,556,839	\$ 3,663,173	103.0%	\$ 3,782,619	\$ 3,207,475	84.8%
Reserves	\$ 4,464,452	\$ 3,528,769	79.0%	\$ 1,825,000	\$ 384,571	21.1%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 148,615,259</b>	<b>96.4%</b>	<b>\$ 144,257,333</b>	<b>\$ 142,847,963</b>	<b>99.0%</b>


  


**TUITION REVENUE**

Legend: Budget (Red line), Actual (Blue line)

Actual Revenue (June): \$51,250,028  
Budget Revenue (June): \$50,887,002






## Report as of June 30, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Personnel &amp; Benefits</b>						
Faculty	\$ 28,980,411	\$ 27,632,435	95.3%	\$ 26,776,489	\$ 26,839,343	100.2%
Administrative & Professional	\$ 26,069,342	\$ 24,776,138	95.0%	\$ 24,251,689	\$ 23,352,696	96.3%
Career Service (includes OT)	\$ 22,059,113	\$ 20,631,280	93.5%	\$ 19,951,011	\$ 19,750,518	99.0%
Adjunct/Supplemental	\$ 14,341,325	\$ 14,845,184	103.5%	\$ 13,549,064	\$ 14,491,760	107.0%
Other Personal Services (OPS)	\$ 2,896,867	\$ 2,322,399	80.2%	\$ 2,041,007	\$ 1,813,536	88.9%
Student Assistants	\$ 428,000	\$ 240,899	56.3%	\$ 428,000	\$ 256,001	59.8%
Health Insurance	\$ 11,854,771	\$ 15,457,687	130.4%	\$ 14,931,773	\$ 14,724,858	98.6%
Other Benefits	\$ 11,700,630	\$ 12,712,028	108.6%	\$ 11,280,323	\$ 12,142,403	107.6%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 118,618,049</b>	<b>100.2%</b>	<b>\$ 113,209,356</b>	<b>\$ 113,371,116</b>	<b>100.1%</b>
<b>Current Expense</b>						
Total Current Expense	\$ 32,341,920	\$ 27,727,836	85.7%	\$ 28,278,499	\$ 27,426,524	97.0%
<b>Capital</b>						
Total Capital	\$ 3,430,581	\$ 2,269,373	66.2%	\$ 2,769,478	\$ 2,050,322	74.0%
Total Operating	\$ 154,102,961	\$ 148,615,259	96.4%	\$ 144,257,333	\$ 142,847,963	99.0%
Balance	\$ -	\$ -		\$ -	\$ -	

## Year End Highlights



YOY Revenue  
Budget to  
Actual 3% ↑

Tuition &  
Student Fees  
1% above  
Budget

YOY Actual  
Expenses  
\$5.8M less

Reserve  
Usage ↓





**FY 2018 – 2019  
Budget Update**



**Performance Based Funding**

- Budget Approved June 19, 2018
- SPC Silver Category
- Funding \$3,514,400
  - Institutional Investment - \$1,757,200
  - State Investment - \$1,757,200

# Questions




**St. Petersburg College  
Budget Report  
As of June 30, 2018**

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition	\$ 56,560,516	\$ 52,644,348	93.1%	\$ 50,887,002	\$ 51,250,028	100.7%
State Appropriation - FCS	\$ 51,695,712	\$ 51,769,362	100.1%	\$ 53,548,581	\$ 53,578,960	100.1%
State Appropriation - Lottery	\$ 16,693,508	\$ 16,693,508	100.0%	\$ 14,231,049	\$ 14,231,049	100.0%
Performance Funding	\$ 3,652,774	\$ 3,652,774	100.0%	\$ 3,514,076	\$ 3,514,076	100.0%
Operating Cost for New Facilities	\$ 128,429	\$ 128,429	100.0%	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,610,829	87.8%	\$ 1,639,890	\$ 1,556,572	94.9%
Distance Learning Fee	\$ 3,814,485	\$ 3,636,652	95.3%	\$ 3,526,830	\$ 3,790,595	107.5%
Technology Fee	\$ 2,818,596	\$ 2,543,547	90.2%	\$ 2,508,569	\$ 2,449,165	97.6%
Lab Revenue Fees	\$ 1,714,401	\$ 1,965,875	114.7%	\$ 1,592,067	\$ 1,960,467	123.1%
Industry Certifications	\$ 150,000	\$ 595,908	397.3%	\$ 500,000	\$ 512,786	102.6%
Other Revenues	\$ 5,397,200	\$ 5,324,711	98.7%	\$ 5,609,289	\$ 5,544,404	98.8%
Other Student Fees	\$ 1,622,007	\$ 857,376	52.9%	\$ 1,092,361	\$ 867,815	79.4%
Fund Transfers In	\$ 3,556,839	\$ 3,663,173	103.0%	\$ 3,782,619	\$ 3,207,475	84.8%
Reserve	\$ 4,464,452	\$ 3,528,769	79.0%	\$ 1,825,000	\$ 384,571	21.1%
<b>Total Revenue</b>	<b>\$ 154,102,961</b>	<b>\$ 148,615,259</b>	<b>96.4%</b>	<b>\$ 144,257,333</b>	<b>\$ 142,847,963</b>	<b>99.0%</b>
<b>Personnel &amp; Benefits</b>						
Instructional/Faculty-Full time	\$ 28,980,411	\$ 27,632,435	95.3%	\$ 26,776,489	\$ 26,839,343	100.2%
Administrative & Professional	\$ 26,069,342	\$ 24,776,138	95.0%	\$ 24,251,689	\$ 23,352,696	96.3%
Career Service (includes OT)	\$ 22,059,113	\$ 20,631,280	93.5%	\$ 19,951,011	\$ 19,750,518	99.0%
Adjunct/Supplemental	\$ 14,341,325	\$ 14,845,184	103.5%	\$ 13,549,064	\$ 14,491,760	107.0%
Other Personal Services (OPS)	\$ 2,896,867	\$ 2,322,399	80.2%	\$ 2,041,007	\$ 1,813,536	88.9%
Student Assistants	\$ 428,000	\$ 240,899	56.3%	\$ 428,000	\$ 256,001	59.8%
Health Insurance	\$ 11,854,771	\$ 15,457,687	130.4%	\$ 14,931,773	\$ 14,724,858	98.6%
Other Benefits	\$ 11,700,630	\$ 12,712,028	108.6%	\$ 11,280,323	\$ 12,142,403	107.6%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 118,330,460</b>	<b>\$ 118,618,049</b>	<b>100.2%</b>	<b>\$ 113,209,356</b>	<b>\$ 113,371,116</b>	<b>100.1%</b>
<b>Current Expense</b>						
Travel	\$ 629,676	\$ 880,940	139.9%	\$ 311,583	\$ 462,080	148.3%
Repairs & Maint	\$ 872,674	\$ 953,500	109.3%	\$ 886,195	\$ 988,073	111.5%
Insurance (Non Health)	\$ 1,708,272	\$ 1,664,223	97.4%	\$ 1,758,611	\$ 1,908,654	108.5%
Utilities	\$ 5,800,000	\$ 4,975,309	85.8%	\$ 5,260,407	\$ 5,408,158	102.8%
Services and Fees	\$ 7,734,988	\$ 7,475,890	96.7%	\$ 6,033,319	\$ 7,007,820	116.2%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,579,732	165.4%	\$ 2,423,463	\$ 2,676,006	110.4%
Materials and Supplies	\$ 5,928,526	\$ 4,324,833	72.9%	\$ 4,476,333	\$ 3,678,068	82.2%
Tech Expense/Licensing	\$ 2,805,757	\$ 2,786,243	99.3%	\$ 2,594,386	\$ 2,969,921	114.5%
Bad Debt/Unemployment	\$ 1,147,782	\$ 748,531	65.2%	\$ 1,003,810	\$ 962,729	95.9%
Other Current Expense	\$ 4,154,350	\$ 1,338,635	32.2%	\$ 3,530,392	\$ 1,365,017	38.7%
<b>Total Current Expense</b>	<b>\$ 32,341,920</b>	<b>\$ 27,727,837</b>	<b>85.7%</b>	<b>\$ 28,278,499</b>	<b>\$ 27,426,524</b>	<b>97.0%</b>
<b>Capital</b>						
Computer Refresh Leases	\$ 2,904,221	\$ 1,837,244	63.3%	\$ 2,379,879	\$ 1,699,548	71.4%
Capital Purchases	\$ 526,360	\$ 432,129	82.1%	\$ 389,599	\$ 350,774	90.0%
<b>Total Capital</b>	<b>\$ 3,430,581</b>	<b>\$ 2,269,373</b>	<b>66.2%</b>	<b>\$ 2,769,478</b>	<b>\$ 2,050,322</b>	<b>74.0%</b>
<b>Total Operating</b>	<b>\$ 154,102,961</b>	<b>\$ 148,615,259</b>	<b>96.4%</b>	<b>\$ 144,257,333</b>	<b>\$ 142,847,963</b>	<b>99.0%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	

August 21, 2018

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

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**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>
Stentiford, Deanna N	Dean, Allied Health Sciences	Academic & Student Affairs	7/2/2018 - 6/30/2019
Stewart Jr, James H	Dean, College of Computer & IT	Academic & Student Affairs	7/2/2018 - 6/30/2019
Russell, Thomas F	Dir, Procurement/Asset Mgmt	Accounting Services	7/2/2018 - 6/30/2019
Westmoreland, Joshua F	Systems Analyst	Administrative Information Sys	6/18/2018 - 6/30/2019
Trujillo, Angela E	Career & Academic Advisor	Associate Provost Office DT	7/2/2018 - 6/30/2019
Alicea, Destiny Marie A	Career & Academic Advisor	Associate Provost Office MT	7/2/2018 - 6/30/2019
Craig, Lori M	Grant Proj Mgr, Mechatronics	Engineering Technology CL	7/2/2018 - 6/30/2019
Williamson, Lindsay S	Nursing Skills Facilitator	Nursing HC	8/6/2018 - 6/30/2019
Saponare, Joseph N	Rangemaster	Provost Office AC	7/23/2018 - 6/30/2019

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Rinard, Patrick W	AVP, Enrollment Services	Academic & Student Affairs	7/1/2018 - 6/30/2019
Crawford, Sabrina A	AVP, Instit. Effect. & Academic Services	Academic Affairs	8/13/2018 - 6/30/2019
Huetson, Linda J	Career & Academic Advisor	Associate Provost Office DT	7/23/2018 - 6/30/2019
White, David G	Career & Academic Advisor	Associate Provost Office SPG	6/18/2018 - 6/30/2019
Meigs, Michael C.	Acting AVP, Bus. & Financial Services	BusSVITSystems	8/2/2018 - 6/30/2019
Hopkins, Dorothy	Dir, Business Data Management	BusSVITSystems	8/1/2018 - 6/30/2019
Voorhees, Theodore D	A V Services Coordinator	Desktop Software Support	8/6/2018 - 6/30/2019
Pantelides, Sherry K	Coord, Early College/Dual Enrl	Early College/Dual Enrollment	7/23/2018 - 6/30/2019
Small, Janine P	Coord, Early College/Dual Enrl	Early College/Dual Enrollment	7/23/2018 - 6/30/2019
Sumter, Carol A	AVP, Human Resources	Human Resources	7/16/2018 - 6/30/2019
Louis, Louisiana	Acting Dean of Nursing	Nursing HC	7/2/2018 - 6/30/2019
Conner, Jamelle J	VP, Student Affairs	President Office	7/1/2018 - 6/30/2019
Griffith, Tashika O	Provost	Provost Office DT	7/2/2018 - 6/30/2019
Shenofsky, Allison N	Veteran Affairs Coordinator	Veterans Services	7/23/2018 - 6/30/2019

<b>REORGANIZATION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Cheese, Antonia M	Articulations Outreach Spec	Academic & Student Affairs	7/1/2018 - 6/30/2019
Ziemak, Kellie A	Dir, Career & Acad Adv Svcs	Academic & Student Affairs	7/1/2018 - 6/30/2019
Fox, Djuan E	Director, Academic Services	Academic & Student Affairs	7/1/2018 - 6/30/2019
Oliver, Brian D	Assoc IT InfrastructureAnalyst	Administrative Information Sys	7/1/2018 - 6/30/2019
Van Nostrand, Thomas M	Assoc IT InfrastructureAnalyst	Administrative Information Sys	7/1/2018 - 6/30/2019
Stanisic, Zoran	Chief Information Officer	Administrative Information Sys	7/1/2018 - 6/30/2019
Parker, Jeremy R	Manager, IT Infrastructure	Administrative Information Sys	7/1/2018 - 6/30/2019
Panagiotacos, James A	VDI Coordinator	Administrative Information Sys	7/1/2018 - 6/30/2019

Gill, Davie	Athletics Director	Athletics	7/1/2018 - 6/30/2019
Castillo, Fabiola	Budgeting Manager	Budgeting & Compliance	7/1/2018 - 6/30/2019
Delfino, Nicole M	Administrative Coordinator	Business Services	7/1/2018 - 6/30/2019
Vok, Anna	Project Director	Business Services	7/1/2018 - 6/30/2019
Nash, Michael A	Desktop & AV Support Manager	Desktop Software Support	7/1/2018 - 6/30/2019
Moody, Steven E.	Technical Support Coordinator	Desktop Software Support	8/13/2018 - 6/30/2019
Callahan, Marisa C	Acting Dir, Design & In-House Constr	Facilities&Institutional Svcs	7/1/2018 - 6/30/2019
Wright, Diana	ActingAVP, FacPln&InstutnlSvcs	Facilities&Institutional Svcs	7/1/2018 - 6/30/2019
Palmer, Jennifer G	Asst Dir, QC & Continuous Impv	Human Resources DO	7/1/2018 - 6/30/2019
Sengphrachanh, Phonedavanh	HR Mgr, Employ & Compliance	Human Resources DO	7/1/2018 - 6/30/2019
Creamer, David V	CTO/CISO	Information Systems	7/1/2018 - 6/30/2019
Ervin, Joshua A	Manager, Network Systems	Information Systems - Network	7/1/2018 - 6/30/2019
Tufts, Shannon S	Information Security Officer	IT Networking Telecom	7/1/2018 - 6/30/2019
Shaw, Marilyn R	Communications/PR Coordinator	Marketing&StrategicCommunicatn	7/1/2018 - 6/30/2019
Sabino, Diana	Ex Dir, Mktg & StratgicCommAdv	Marketing&StrategicCommunicatn	7/1/2018 - 6/30/2019
Farlow, Rita K	Exec Dir, Mktg & Strategic Com	Marketing&StrategicCommunicatn	7/1/2018 - 6/30/2019
Gebler, Ashley M	Manager, Marketing Services	Marketing&StrategicCommunicatn	7/1/2018 - 6/30/2019
Turner, Rebecca L	Administrative Coordinator	President Support	7/1/2018 - 6/30/2019
Dibuono, Michael	Academic Program Director	Provost Office AC	7/1/2018 - 6/30/2019
Bley, Lauren D	Academy Coordinator	Provost Office AC	7/1/2018 - 6/30/2019
O'Berry, Michael R	Empl & Internship Coord II	Provost Office TS	7/1/2018 - 6/30/2019
Keith, Neil M.	Assistant Director, Retention Services	Student Support Services	7/4/2018 - 6/30/2019
Reed, Reginald W.	Director, Recruitment Services	Student Support Services	7/1/2018 - 6/30/2019

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Wireman, Bary T	Security Officer	Campus Security CL	7/23/2018
Kellum, Vickie G	Security Officer	Campus Security TS	7/23/2018
Egner, Jessica L	Custodian	Custodial Services CL	8/6/2018
Gobeil, Joseph M	Custodian	Custodial Services CL	8/6/2018
Simmons, Harold M	Custodial Supervisor	Custodial Services SPG	5/21/2018
Davis, Kevin	Custodian	Custodial Services SPG	7/23/2018
Geddings, Melissa K	Sr Administrative Svcs SpecIst	Grant Development	7/23/2018
Grosso, Sarah J	HR Generalist I	Human Resources	8/6/2018
Macaraeg, Patrick G	Instructional Supp Specialist	Learning Resources	8/6/2018
Warren, Tiffany	Student Support Advisor	Special Programs/Intl Educ DO	8/6/2018

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Marus, James L	Sr Security Officer	Campus Security TS	7/23/2018
Buschlen, Sarah L	Administrative Svcs Specialist	Provost Office SE	8/6/2018
Alvarez Montagna, Leylin	Accounting Support Specialist	Provost Office TS	6/18/2018
Scott, Audwin L	Student Support Advisor	Veterans Services	8/4/2018

<b>REORGANIZATION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Clawson, Sharon A	Student Support Advisor	Academic & Student Affairs	7/1/2018
Stephens, Jessica L	Student Support Advisor	Academic & Student Affairs	7/1/2018
Strehl, Mariah L	Accounting Support Specialist	Accounting Services	6/18/2018
Miller, Katrina L	Administrative Svcs Specialist	Baccalaureate Programs	7/1/2018
Hooks, Rhonda R	Sr Administrative Svcs Assist	Facilities Services SPG	7/1/2018
Semones, Sarah	Administrative Svcs Specialist	Facilities&Institutional Svcs	7/1/2018
Marth, Nicholas F	VDI Technician	IT Network Help Desk	7/1/2018

Boyer, Rosanne	Sr Administrative Svcs Spectst	Nursing HC	7/1/2018
Niemann, Faith D	Accounting Support Specialist	Registration/BusinessOffice DO	7/1/2018
Higgins, Labresha L	Sr Student Support Assistant	SPC-Downtown	7/1/2018

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Mann, Michelle F	Faculty	Criminal Justice AC	8/9/2018
Gilberg, Sharon L	Faculty	Natural Science SPG	8/9/2018
Johnson, Deanna S	Faculty	Nursing HC	8/9/2018
Morris, Gregory M	Faculty	Nursing HC	8/9/2018
Ross, Amy	Faculty	Nursing HC	8/9/2018
Beary, John T	Faculty	Social & Behavioral Science SP	8/9/2018

<b>TRANSFER/PROMOTION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Ryan, Anne M	Chair, College of Education	College of Education	8/1/2018
Delgato, Margaret	Faculty	College of Education	8/1/2018
Robinson, Diane J	Acting Chair, Nursing UD (BSN)	Nursing HC	7/2/2018

<b>REORGANIZATION Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Woods, Katherine A	Chair, Health Sciences	Health Services Mgmt HC	7/2/2018

<b>SUPPLEMENTAL Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Baldwin, William M	Faculty - supplemental	Baccalaureate Programs	8/13/2018
Crane, John J	Faculty - supplemental	Baccalaureate Programs	8/13/2018
Ducey, Lawrence E	Faculty - supplemental	College of Computer & InfoTech	8/13/2018
Yeager, Gabriel H	Faculty - supplemental	College of Computer & InfoTech	8/13/2018
Muehl, John M	Faculty - supplemental	Distance Learning TV SE	7/26/2018
Porter, Carla S	Librarian- Temporary	Learning Resources	7/2/2018

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Kull, Kenneth L	Adjunct Faculty	Associate Provost Office CL	8/13/2018
Ferber, Bruce S	Adjunct Faculty	Baccalaureate Programs	8/13/2018
Lambert, Tracy	Adjunct Faculty	Baccalaureate Programs	8/3/2018
Mitahy, Pamela	Adjunct Faculty	Baccalaureate Programs	8/13/2018
Schuck, Melissa A	Adjunct Faculty	Baccalaureate Programs	8/13/2018
Schuh, Carl A	Adjunct Faculty	Baccalaureate Programs	8/13/2018
Yow, Charles	Adjunct Faculty	Communications CL	8/13/2018
Poe, Ana	Adjunct Faculty	Communications SPG	8/13/2018
Shapiro, Risa E	Adjunct Faculty	Communications SPG	8/13/2018
Marzula, Holly M	Adjunct Faculty	Dental Hygiene HC	8/13/2018
Corneloup-Grant, Daniele S	Adjunct Faculty	Distance Learning TV SE	8/13/2018
Brice, Jeanine	Adjunct Faculty	Health Information Mgmt HC	8/13/2018
Diepholz, Alexandra J	Adjunct Faculty	Mathematics TS	7/2/2018
Heppler, Steven F	Adjunct Faculty	Natural Science CL	8/13/2018
Lee, Terrie M	Adjunct Faculty	Natural Science SPG	8/13/2018
Walker, Sonya R	Adjunct Faculty	Natural Science SPG	8/13/2018
Carhart, Lindsay T	Adjunct Faculty	Physical Therapist Asst HC	7/23/2018
Battane, Gary R	Adjunct Faculty	Social & Behavioral Science DT	8/13/2018
Polson Jr, Herbert E	Adjunct Faculty	Social & Behavioral Science DT	8/13/2018
Stomski, Sonya	Adjunct Faculty	Social & Behavioral Science DT	8/13/2018
Stock, Melissa A	Adjunct Faculty	Social & Behavioral Science SE	8/13/2018
Berg, Mary L	Adjunct Faculty	Veterinary Technology	8/13/2018

Salinsky, Cynthia M	Adjunct Faculty	Veterinary Technology	8/13/2018
Taft, Carly A	Adjunct Faculty	Veterinary Technology	8/13/2018
Hersem, Amanda K	Adjunct Faculty, Bach	Baccalaureate Programs	8/13/2018
Peddie, Jennifer E	Adjunct Faculty, Bach	Communications CL	8/13/2018
Legore, Diana D	Adjunct Faculty, HTF Nursing	Dental Hygiene HC	8/13/2018
Harpe, Heather M	Adjunct Faculty, HTF Nursing	Nursing HC	8/13/2018
Johnson, Deanna N	Adjunct Faculty, HTF Nursing	Nursing HC	8/13/2018
Mach, Anastasia M	Adjunct Faculty, HTF Nursing	Nursing HC	8/13/2018
McClendon, Taneshia R	Adjunct Faculty, HTF Nursing	Nursing HC	8/13/2018
Blatter, Lydia S	Adjunct, Dual Enrollment	Early College/Dual Enrollment	8/13/2018
Collins, Rosemary L	Adjunct, Dual Enrollment	Early College/Dual Enrollment	8/13/2018
Mattioli, Gina M	Adjunct, Dual Enrollment	Early College/Dual Enrollment	8/13/2018
Seme, Roberta L	Adjunct, Dual Enrollment	Early College/Dual Enrollment	8/13/2018
Osborne, Hailey L	General Support	Veterinary Technology	6/4/2018
Reynolds, Zachary J	General Support	Veterinary Technology	7/23/2018
Roach, Tylor L	General Support	Veterinary Technology	8/6/2018
Siddons, Jeffrey G	OPS Career Level 1	Provost Office SE	6/4/2018
Kam, Ashley N	OPS Career Level 2	Enrollment Management DO	6/18/2018
Rasmussen, Andrew P	OPS Career Level 2	Natural Science SPG	6/4/2018
Bunn, Dylan T	OPS Career Level 2	Natural Science TS	6/18/2018
Rickerson, Kristina D	OPS Career Level 4	College of Computer & InfoTech	7/2/2018
Coleman, Jeffrey	OPS Career Level 5	Provost Office CL	6/18/2018
Shepard Jr, Melvin W	OPS Career Level 6	Associate Provost Office DT	7/2/2018
Lynford, Elyse K	OPS Professional	Academic & Student Affairs	6/18/2018
Poling, Loretta	OPS Professional	Academic & Student Affairs	6/18/2018
Bergwerff, Robyn A	Professional Trainer	Criminal Justice AC	7/2/2018
Bley, Timothy C	Professional Trainer	Criminal Justice AC	7/2/2018
Dziubinski, Jill E	Professional Trainer	Criminal Justice AC	6/25/2018
Frost, Jeffrey S	Professional Trainer	Criminal Justice AC	7/9/2018
Pione, Philip V	Professional Trainer	Criminal Justice AC	6/25/2018
Sutton, Mary E	Professional Trainer	Criminal Justice AC	7/16/2018
Weingart, Ava M	Professional Trainer	Criminal Justice AC	6/18/2018
Smay, Allen C	Professional Trainer	Emergency Medical Services HC	8/6/2018
Nunn, Amber M	Professional Trainer	Fire Sciences	8/6/2018
Smith, Douglas R	Professional Trainer	Fire Sciences	7/23/2018
Sammetinger, Timothy C	Professional Trainer	Florida Natl. Guard Grant - AC	7/23/2018
Brinkley, Martin L	Professional Trainer	Workforce/Professnl Developmnt	7/16/2018
Broche, Francois	Professional Trainer	Workforce/Professnl Developmnt	7/16/2018
Gelinas Jr, Jeffrey A	Professional Trainer	Workforce/Professnl Developmnt	8/1/2018
Henson, Kathryn D	Professional Trainer	Workforce/Professnl Developmnt	7/2/2018

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

Moulton, Erica	Instructor	Natural Sciences/DT	08/09/2018 - 08/17/2018
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Destination: The Arctic

The purpose of this trip is for the Instructor to provide STEM expertise and serve as a subject matter expert on an Arctic Mission for an all female STEM scientist expedition. The College will benefit by providing the SPC community, students and faculty with access to research, results and information through a film series titled "Chasing Ice" to be held at the STEM center. Instructor will also utilize experience, data and research in class instruction.

Estimated cost to the College is \$0.00.

Williams, Tonjua	President	President's Office/DO	7/29/2018 - 8/2/2018
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Destination: Whistler, Canada

The purpose of this trip is for Dr. Williams to attend and participate in a SAGE Board Retreat. The College will benefit by Dr. Williams serving on a panel with other educators to discuss current trends in community colleges, including identifying indicators for predicting the future.

Estimated cost to the College is \$0.00.

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Brian Miles, Vice President, Administration, Finance & Technology and Carol Sumter, Associate Vice President of Human Resources bringing the actions forward, recommend approval.


ND08152018



August 21, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** 2019 Employee Health Plan Design

**Approval is sought for one of the following Health Insurance plans for 2019:**

As a measure to contain health insurance costs, St. Petersburg College is bringing forward five plans for the Board of Trustees to review. All five plans were designed with the intentions to align the health care plan spend with the true plan cost.

The five plans for consideration are as follows:

**Alternative 1:** Keep existing health plans as is, and increase funding.

- Employee premiums increase 15% for 2019, projected at 7% in 2020, and 6% in 2021 on all plans;
- Employer funding of an estimated additional \$1.1 million in 2019; and
- Actuarial value: 88/12 – POS and OA Select are platinum/ gold. HDHP is gold/silver.

**Alternative 2:** Realign plan values to match expense; creates 3 unique plans.

- Employee premiums increase 15% for 2019, projected at 7% in 2020, and 6% in 2021 on all plans;
- No additional employer funding anticipated at this time; and
- Actuarial value: Option A: 87/13 – POS, platinum; 82/18 – OA Select, gold; 75/25 – HDHP, silver. Option B: 87/13 – POS, platinum; 83/17 – OA Select, gold; 77/23 – HDHP, silver.

**Alternative 3:** Move employees onto OA Select plan, with small plan design changes to the OA Select and HDHP plans.

- Employee premiums increase 15% for 2019, projected at 7% in 2020, and 6% in 2021 on all plans;
- Employer funding of an estimated additional \$35,000-\$50,000 for 2019; and
- Actuarial value: 85/15 – OA Select, gold; 77/23 – HDHP, gold/ silver.

**Alternative 4:** Migrate all employees to HDHP.

- Employee premiums increase 15% for 2019, projected 7% in 2020, and 6% in 2021;

- Employer funding of an estimated additional \$1.481 million in 2019; and
- Actuarial value: 77/23 – HDHP, gold/ silver.

**Alternative 5:** Create new HDHP plan and OA Select plan. Open both plans to all employees.

- Employee premiums on the OA Select increase 20% for 2019. No increases to the HDHP premiums; *or* OA Select increases 18% for 2019, HDHP increases 18% for 2019. 2020 and 2021 premium changes contingent upon claim spend.
- No additional employer funding anticipated at this time; and
- Actuarial value: 85/15 - OA Select, gold; 75/25 HDHP – silver.

We are asking the Board of Trustees to vote on and approve **one** plan for the 2019 plan year.


Brian P. Miles, Vice President, Administrative, Finance and Information Technology  
Carol Sumter, Associate Vice President, Human Resources, recommend approval.

VI – C.1b Health Insurance 2019 Plan Alternatives



# Health Insurance 2019 Plan Alternatives

Presented by Michelle Manteiga  
August 21, 2018



## Health Insurance 2019 Plan Alternatives

**Health Insurance snapshot:**

- Health claims cost increasing rapidly in recent years.
  - 2017- 2020 avg. increases 10% each year.
  - 2018 is trending 25% over 2017 claims for the period 1/1-7/31.
- High-dollar claims have continued to increase.

Year	2013	2014	2015	2016	2017	6/30/2018	Industry
Claims Exceeding \$50,000	50	53	62	66	74	31	26

- 58% of 2018 high claims are for chronic diseases.
- Self-funded account balance has decreased.

Year	2013	2014	2015	2016	2017	6/30/2018
Decrease in Self-Funded account balance	-2%	-1%	-22%	-22%	-36%	-32%



## Health Insurance 2019 Plan Alternatives

### Goals of proposed changes:

- Allow SPC to maintain Safe Harbor requirements.
- Align plan cost to current claim spend.
- Minimizes cash infusions needed in future years.
- Shifts cost share – more sustainable longer term.



## Health Insurance 2019 Plan Alternatives

### Assumptions for 2019 plan proposals:

- SPC contributes \$3.5 million cash infusion for 2018.
- Some plan migration.
  - Current plan participation:

Plan	HDHP	OA Select	POS
2018 Participation	33%	63%	4%

- For plans 1-4, minimal migration (approximate 5%) assumed.
- For plan 5, anticipated participation shift to 60/40 to HDHP and OA select.
- Continued funding at current level from the college, except where noted.
- Premiums are based off of current claim projections. Changes to claim spend can impact the projected premium.



## Health Insurance 2019 Plan Alternatives

### 2018 Existing Medical Plans:

2018 Plan/ Plan Details	HDHP	OA Select	Choice POS II In-Network	Choice POS II Out-of-Network
Deductible	\$1,500 Employee Only \$3,000 Employee+	\$350 Employee Only \$700 Employee+	\$350 Employee Only \$700 Employee+	
Coinsurance	20%	10%	10%	
Maximum Out-of-Pocket	\$3,000 Employee Only \$6,000 Employee+	\$2,000 Employee Only \$4,000 Employee+	\$2,000 Employee Only \$4,000 Employee+	
Routine Visits	\$0	\$0	\$0	Not Covered
Physician Visits	20% after deductible	\$40	\$40	30% after deductible
Specialist Visits	20% after deductible	\$50	\$50	30% after deductible
Urgent Care	20% after deductible	\$50	\$50	30% after deductible
Inpatient/ Outpatient Hospital	20% after deductible	Copay after deductible, then 10%	Copay after deductible, then 10%	Not Covered
Emergency Room	20% after deductible	\$150	\$150	30% after deductible and \$150 per confinement
Prescription Tier	Deductible, then: \$10/\$35/\$60	\$10/\$35/\$60	\$10/\$35/\$60	N/A



## Health Insurance 2019 Plan Alternatives

### 2019 Alternate 1: Keep 2018 Existing Plans.

2018 Plan/ Plan Details	HDHP	OA Select	Choice POS II In-Network	Choice POS II Out-of-Network
Deductible	\$1,500 Employee Only \$3,000 Employee+	\$350 Employee Only \$700 Employee+	\$350 Employee Only \$700 Employee+	
Coinsurance	20%	10%	10%	
Maximum Out-of-Pocket	\$3,000 Employee Only \$6,000 Employee+	\$2,000 Employee Only \$4,000 Employee+	\$2,000 Employee Only \$4,000 Employee+	
Routine Visits	\$0	\$0	\$0	Not Covered
Physician Visits	20% after deductible	\$40	\$40	30% after deductible
Specialist Visits	20% after deductible	\$50	\$50	30% after deductible
Urgent Care	20% after deductible	\$50	\$50	30% after deductible
Inpatient/ Outpatient Hospital	20% after deductible	Copay after deductible, then 10%	Copay after deductible, then 10%	Not Covered
Emergency Room	20% after deductible	\$150	\$150	30% after deductible and \$150 per confinement
Prescription Tier	Deductible, then: \$10/\$35/\$60	\$10/\$35/\$60	\$10/\$35/\$60	N/A





## Health Insurance 2019 Plan Alternatives

2019 Alternate 1: Keep 2018 existing plans.

- Plans remain the same as 2018 plan designs.
- Employee premiums increase on all plans:

2019	2020	2021
+15%	+7%	+6%

- Employer Contribution: \$1.1 million additional funding anticipated for 2019.
- Actuarial Values:

HDHP	OA Select	POS
88/12 – Gold	88/12 – Gold/ Platinum	88/12 – Gold/ Platinum



## Health Insurance 2019 Plan Alternatives

2019 Alternate 2: Realign plans to match expenses; create 3 unique plans.

*Option A:  
Estimated plan  
savings of  
\$1,000,000.*

2019 Plan/ Plan Details	HDHP	OA Select	Choice POS II In-Network
Deductible	\$1,750 Employee Only \$3,500 Employee+	\$1,000 Employee Only \$2,000 Employee+	\$500 Employee Only \$1,000 Employee+
Coinsurance	20%	20%	20%
Maximum Out-of-Pocket	\$4,000 Employee Only \$8,000 Employee+	\$3,000 Employee Only \$6,000 Employee+	\$2,000 Employee Only \$4,000 Employee+
Routine/ Preventative Visits	\$0	\$0	\$0
Physician Visits	20% after deductible	\$40	\$40
Specialist Visits	20% after deductible	\$50	\$50
Inpatient/ Outpatient Hospital	20% after deductible	Copay after deductible, then 20%	Copay after deductible, then 20%
Emergency Room	20% after deductible	\$150	\$150
Prescription Tier	Deductible, then: \$10/\$35/\$60	\$10/\$35/\$60	\$10/\$35/\$60



## Health Insurance 2019 Plan Alternatives

2019 Alternate 2: Realign plans to match expenses; create 3 unique plans.

*Option B:  
Estimated plan  
savings of  
\$750,000.*

2019 Plan/ Plan Details	HDHP	OA Select	Choice POS II In-Network
Deductible	\$1,500 Employee Only \$3,500 Employee+	\$750 Employee Only \$1,500 Employee+	\$500 Employee Only \$1,000 Employee+
Coinsurance	20%	20%	20%
Maximum Out-of-Pocket	\$3,500 Employee Only \$7,000 Employee+	\$3,000 Employee Only \$6,000 Employee+	\$2,000 Employee Only \$4,000 Employee+
Routine/ Preventative Visits	\$0	\$0	\$0
Physician Visits	20% after deductible	\$40	\$40
Specialist Visits	20% after deductible	\$50	\$50
Inpatient/ Outpatient Hospital	20% after deductible	Copay after deductible, then 20%	Copay after deductible, then 20%
Emergency Room	20% after deductible	\$150	\$150
Prescription Tier	Deductible, then: \$10/\$35/\$60	\$10/\$35/\$60	\$10/\$35/\$60



## Health Insurance 2019 Plan Alternatives

2019 Alternate 3: Move employees from POS plan to OA Select. Small changes to plan designs.

- Employee premiums increase on all plans:

2019	2020	2021
+15%	+7%	+6%

- Employer Contribution: \$35k additional funding anticipated for 2019.
- Actuarial Values:

HDHP	OA Select
77/23 – Gold/ Silver	85/15 – Gold



## Health Insurance 2019 Plan Alternatives

2019 Alternate 3: Move employees from POS plan to OA Select. Small changes to plan designs.

2019 Plan/ Plan Details	HDHP	OA Select
Deductible	\$1,500 Employee Only \$3,500 Employee+	\$500 Employee Only \$1,000 Employee+
Coinsurance	20%	20%
Maximum Out-of-Pocket	\$3,500 Employee Only \$7,000 Employee+	\$2,500 Employee Only \$5,000 Employee+
Routine/ Preventative Visits	\$0	\$0
Physician Visits	20% after deductible	\$40
Specialist Visits	20% after deductible	\$50
Inpatient/ Outpatient Hospital	20% after deductible	Copay after deductible, then 20%
Emergency Room	20% after deductible	\$150
Prescription Tier	Deductible, then: \$10/\$35/\$60	\$10/\$35/\$60



## Health Insurance 2019 Plan Alternatives

2019 Alternate 3: Move employees from POS plan to OA Select. Small changes to plan designs.

- Employee premiums increase on all plans:

2019	2020	2021
+15%	+7%	+6%

- Employer Contribution: \$35k additional funding anticipated for 2019.
- Actuarial Values:

HDHP	OA Select
77/23 – Gold/ Silver	85/15 – Gold





## Health Insurance 2019 Plan Alternatives

2019 Alternate 4: Move employees from OA Select and POS plan to HDHP.

2019 Plan/ Plan Details	HDHP
Deductible	\$1,500 Employee Only \$3,000 Employee+
Coinsurance	20%
Maximum Out-of-Pocket	\$3,500 Employee Only \$7,000 Employee+
Routine/ Preventative Visits	\$0
Physician Visits	20% after deductible
Specialist Visits	20% after deductible
Inpatient/ Outpatient Hospital	20% after deductible
Emergency Room	20% after deductible
Prescription Tier	Deductible, then: \$10/\$35/\$60



## Health Insurance 2019 Plan Alternatives

2019 Alternate 4: Move employees from OA Select and POS plan to HDHP.

- Employee premiums increase:

2019	2020	2021
+15%	+7%	+6%

- Employer Contribution: \$1.48 million additional funding anticipated for 2019.
- Actuarial Values:

HDHP
77/23 – Gold/ Silver



## Health Insurance 2019 Plan Alternatives

2019 Alternate 5: Move employees from POS plan to OA Select. Redesign plans to be open for all employees.

Estimated plan savings of \$750,000.

2019 Plan/ Plan Details	HDHP	OA Select
Deductible	\$1,750 Employee Only \$3,500 Employee+	\$500 Employee Only \$1,000 Employee+
Coinsurance	20%	20%
Maximum Out-of-Pocket	\$4,000 Employee Only \$8,000 Employee+	\$2,500 Employee Only \$5,000 Employee+
Routine/ Preventative Visits	\$0	\$0
Physician Visits	20% after deductible	\$40
Specialist Visits	20% after deductible	\$60
Inpatient/ Outpatient Hospital	20% after deductible	Copay after deductible, then 20%
Emergency Room	20% after deductible	\$300
Prescription Tier	Deductible, then: \$10/\$50/\$80/\$80	\$10/\$50/\$80/\$80



## Health Insurance 2019 Plan Alternatives

2019 Alternate 5: Move employees from POS plan to OA Select. Redesign plans to be open for all employees.

- Employee premiums increase:

Options	HDHP	OA Select	HDHP & OA Select	HDHP & OA Select
	2019	2019	2020	2021
A	+0%	+20%	-	-
B	+18%	+18%	-	-

- Employer Contribution: No additional funding anticipated at this time.
- Actuarial Values:

HDHP	OA Select
75/25 – Silver	85/15 – Gold

- Estimated plan savings: \$750,000.



## Health Insurance 2019 Plan Alternatives

### Plan summaries:

**Alternative 1:** Keep existing plans as is, and increase funding.

- Employee premiums increase 15% for 2019, 7% in 2020, and 6% in 2021.
- Employer contribution of additional \$1.1M for 2019.
- Actuarial value: 88/12 – POS and OA Select are platinum/ gold. HDHP is gold/silver.

**Alternative 2:** Realign plans to match expense; creates 3 unique plans.

- Employee premiums increase 15% for 2019, 7% in 2020, and 6% in 2021.
- No additional employer funding needed.
- Actuarial value:
  - **Option A:** 87/13 – POS, platinum; 82/18 – OA Select, gold; 75/25 – HDHP, silver.
  - **Option B:** 87/13 – POS, platinum; 83/17 – OA Select, gold; 77/23 – HDHP, silver.
- Estimated plan savings:
  - **Option A:** \$1,000,000
  - **Option B:** \$750,000



## Health Insurance 2019 Plan Alternatives

### Plan summaries:

**Alternative 3:** Move employees from POS plan onto OA Select. Small plan changes to OA Select and HDHP plans.

- Employee premiums increase 15% for 2019, 7% in 2020, and 6% in 2021.
- Employer contribution of additional \$35k for 2019.
- Actuarial value: 85/15 – OA Select, gold; 77/23 – HDHP, gold/ silver.

**Alternative 4:** Migrate all employees to HDHP.

- Employee premiums increase 15% for 2019, 7% in 2020, and 6% in 2021.
- Employer contribution of additional \$1.481M for 2019
- Actuarial value: 77/23 – HDHP, gold/ silver.





## Health Insurance 2019 Plan Alternatives

### Plan summaries:

**Alternative 5:** Create “new” HDHP plan and OA Select plan. Open both plans to all employees.

- **Option A:** Employee premiums increase on the OA Select increase 20% for 2019. No increases to the HDHP premiums. 2020 & 2021 employee premiums contingent upon claim spend.
- **Option B:** Employee premiums increase 18% on OA Select and HDHP plans for 2019. 2020 & 2021 employee premiums contingent upon claim spend.
- No additional employer contribution anticipated.
- Actuarial value: 85/15 - OA Select, gold; 75/25 HDHP – silver.
- Estimated plan savings: \$750,000.



## Health Insurance 2019 Plan Alternatives

### Proposed Timeline:






## Health Insurance 2019 Plan Alternatives

Questions?

August 21, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** **Approval of the Charter Agreement and Proposed Site Change for St. Petersburg Collegiate High School North Pinellas**

**Approval is sought to modify the site location for the St. Petersburg Collegiate High School North Pinellas (SPCHSNP) from Clearwater to the Tarpon Springs Campus, and to enter into a Charter Agreement with Pinellas County Schools pursuant to the charter terms and conditions set forth therein.**

The application for the replication of the College's current charter school was approved unanimously on May 8, 2018, by the sponsor, Pinellas County School Board. Pursuant to the provisions of the Florida Statutes, 1002.33, the charter school and its sponsor shall enter into a written contractual charter agreement. A finalized draft of the charter agreement is attached for approval by this board, and thereafter will move to the sponsor for final approval and execution. It is anticipated the new charter school, SPCHSNP will be advertised later this Fall, 2018, and open for classes and programming for the 2019 Fall term.


Following a thorough review of budgetary considerations, as well as other considerations related to facilities, it was determined that the College and District are better served by changing the location of St. Petersburg Collegiate High School North Pinellas (SPCHSNP) from the St. Petersburg College (SPC) Clearwater Campus to the SPC Tarpon Springs Campus. St. Petersburg Collegiate High School reserves, which are limited, are being utilized to fund all start-up costs of the North County site. Moving the location to a recently renovated site will eliminate or significantly reduce the remodeling portion of start-up. The change will free up the limited funds for other start-up expenses to ensure coverage of unforeseen outlays and support the beginning reserves for sustainability. The change of location will not impede the August 2019 opening. SPC's approved charter school application allows for a back-up facility option, which included the possibility of locating on the Tarpon Springs Campus.

Anne Cooper, Vice President, Academic Affairs; Catherine Kennedy, AVP, Academic Affairs & Partnerships; Starla Metz, Principal, St. Petersburg Collegiate High School; Suzanne L. Gardner, General Counsel, recommend approval.

August 21, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** University of Central Florida, Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program

**Confirmation is sought for a Start-Up Grant proposal that was submitted, subject to Board of Trustees' approval, to the Florida Center for Students with Unique Abilities at the University of Central Florida in support of the Florida Postsecondary Comprehensive Transition Program (FPCTP). Permission is sought to accept an estimated \$299,999 in funding over a three and a half-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the FPCTP Start-Up grant is to fund efforts in program development and implementation for an FPCTP. Through this funding, institutions support students with intellectual disabilities who are seeking a postsecondary experience leading to gainful employment. The development of an FPCTP is in direct response to state legislation changes, which provide students with intellectual disabilities a traditional high school diploma and therefore direct access to Florida College System institutions, such as SPC. Developing this program at SPC, including accessing the related start-up grant funding, was also highlighted during College's 2018 Civil Rights Compliance Onsite Review, which identified this as an area of concern/recommendation. The program application was submitted in tandem with the Start-Up Grant Application.

SPC's program, Titans UP, will operate on a cohort model, admitting 8-10 students per year beginning in Fall 2019. As a strengths-based program, Titans UP will engage multiple assessments to determine and track students' needs, skill levels, and academic achievement. Students will benefit from an inclusive college experience that allows them to attend integrated classes, participate in student clubs and campus events, build relationships with student peer mentors, and progress on one of four academic certificate tracks. SPC will partner with community vocational services to provide job shadowing, career skills, on the job training, and paid employment opportunities. These activities will support the program's overarching mission to increase the number of individuals with intellectual disabilities achieving meaningful postsecondary education credentials leading to successful long-term employment.

The estimated period of performance will be from January 1, 2019 through June 30, 2022. The total project budget is projected to be \$299,999, of which the College anticipates receiving the full award amount. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Jamelle Conner, Vice President, Student Affairs; Suzanne L. Gardner, General Counsel; and Misty Kemp, Executive Director, Retention Services, recommend approval.

jm0726182

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

**Date of BOT Meeting:** August 21, 2018

**Funding Agency or Organization:** University of Central Florida, Florida Center for Students with Unique Abilities

**Name of Competition/Project:** Florida Postsecondary Comprehensive Transition Program Start-Up Grant

**SPC Application or Sub-Contract:** SPC Application

**Grant/Contract Time Period:** **Start:** 1/1/19      **End:** 6/30/22

**Administrator:** Dr. Jamelle Conner

**Manager:** Dr. Misty Kemp

**Focus of Proposal:**

The Florida Postsecondary Comprehensive Transition Program (FPCTP) Start-Up grant will support efforts in program planning and implementation for SPC's Titans Up program. The purpose of an FPCTP and mission of Titans Up is to support individuals with intellectual disabilities in their pursuit of higher education that leads to a meaningful credential and sustainable employment. The program will serve a cohort of 8-10 students with intellectual disabilities each year, totaling approximately 25-30 students during the grant period. Program objectives include: 1) increase capacity of the College to serve students with intellectual disabilities; 2) increase academic and life skills for Titans Up students; 3) increase employability and career skills through certificate and industry credential attainment; and 4) successfully transition Titans Up graduates to employment aligned with their area of career preparation. SPC will work with numerous community partners, including Florida Department of Vocational Rehabilitation and PARC, to achieve these objectives.

**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	\$ 174,549
Fringe	\$ 54,417
Travel	\$ 12,935
Computers	\$ 3,200
Materials and Supplies	\$ 15,525
Printing and Marketing	\$ 9,100
Other (Training Fees)	\$ 3,000
Indirect (10%)	<u>\$ 27,273</u>
Total Budget	\$ 299,999



**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 299,999  
Total amount from funder: \$ 299,999

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

Required match or cost sharing: No  Yes  
Voluntary match or cost sharing: No  Yes  
Source of match/cost sharing: N/A  
Negotiated indirect cost: N/A  
(Fixed) administrative fee: N/A  
Software/materials: N/A  
Equipment: N/A  
Services: N/A  
Staff Training: N/A  
FTE: N/A  
Other: N/A

**College Values, Strategic Initiatives and Activities Addressed:**


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

Strategic Initiative(s):  
1. The Classroom Experience  
2. Recruitment and Retention Plan

August 21, 2018

## MEMORANDUM

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** CareerSource Florida, Inc. –Quick Response Training Grant – Power Design, Inc.

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the Quick Response Training (formerly Florida FLEX) grant opportunity on behalf of Power Design, Inc. (Power Design). Permission is also sought to accept an estimated \$2,037,588 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.**

Quick Response Training (QRT) grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for QRT grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board.

As a full service electrical subcontractor based in St. Petersburg, Power Design's operations include design build and value engineering services, low voltage systems, fire alarms, security, structured wiring, telephone, cable head end systems and controlled access. Power Design will train approximately 217 newly hired employees to deliver optimal solutions to meet clients' needs. The projected growth will pay an average annual wage well over the local and state private sector in the State of Florida over the next year. SPC Workforce Institute will provide consulting and fiscal agent services to Power Design over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from July 1, 2018 through June 30, 2019. The total project budget is projected to be \$2,037,588 over a one-year period. Of this amount, the College anticipates receiving approximately \$101,879 (5%) for its services over the same period. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; and Andrea Henning, Executive Director of Collaborative Labs, Workforce Institute and Customized Training and Professional Development, recommend approval.

Attachment

jm0726182

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

**Date of BOT Meeting:** August 21, 2018

**Funding Agency or Organization:** CareerSource Florida, Inc.

**Name of Competition/Project:** Quick Response Training (QRT) - Power Design

**SPC Application or Sub-Contract:** SPC Application

**Grant/Contract Time Period:** **Start:** 7/1/18      **End:** 6/30/19

**Administrator:** Andrea Henning

**Manager:** Mary Schock

**Focus of Proposal:**

St. Petersburg College's Workforce Institute Training Office will serve as the fiscal agent for Power Design, Inc. in the implementation of the Quick Response Training (QRT) Program. Power Design will train approximately 217 of its newly hired employees through its St. Petersburg headquarters and operational center to increase productivity, employee retention and to reduce the risk of relocation. SPC's Workforce Institute will assist Power Design with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

**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.)

Subcontract to Power Design	\$ 1,935,709
Indirect Costs (5%)	<u>\$ 101,879</u>
Total Budget	\$ 2,037,588

**Funding:**

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

matches listed below) \$ 2,037,588

Total amount from funder: \$ 2,037,588

Amount/value of match: Cash: N/A

In-kind: N/A

Required match or cost sharing: No  Yes

Voluntary match or cost sharing: No  Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: N/A

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: N/A

**College Values, Strategic Initiatives and Activities Addressed:**

- Values:
1. Partnerships
  2. Professional Development

- Strategic Initiatives:
1. Recruitment and Retention Plan
  2. Three-year Financial Plan

August 21, 2018

## MEMORANDUM

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President

**SUBJECT:** U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY18 Community Policing Development Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) by St. Petersburg College's Center for Public Safety Innovation (CPSI) for the FY 18 Community Policing Development Program grant. Permission is sought to accept an estimated \$299,943 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.**

Funding for this 2-year project will allow St. Petersburg College's Center for Public Safety Innovation to develop innovative approaches and use contemporary strategies that are consistent with the community policing philosophy to maximize crime reduction, citizen safety, and citizen perceptions of the police. CPSI will develop new training and create toolkits for the law enforcement field that advance the effective implementation of the broken windows concept to community policing. Deliverables may also include topic-specific technical assistance, or multimedia resources that capture innovative stories and experiences that assist law enforcement agencies in implementing community policing strategies across the United States. Topics of interest to the COPS Office include ones that will support and enhance law enforcement engaging children and youth; addressing homelessness; and responding to gangs, violence, and the opioid crisis.

The estimated period of performance will be from October 1, 2018 through September 30, 2020. The total award amount is projected to be \$299,943 over a two-year period. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Andrea Henning, Executive Director, Collaborative Labs and Workforce Institute; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

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

**Date of BOT Meeting:** August 21, 2018

**Funding Agency or Organization:** U.S. Department of Justice – Office of  
Community Oriented Policing Services  
(COPS)

**Name of Competition/Project:** FY 2018 Community Policing Development  
(CPD) program

**SPC Application or Sub-Contract:** SPC Application

**Grant/Contract Time Period:** **Start:** 10/01/18      **End:** 9/30/20

**Administrator:** Andrea Henning

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College’s Center for Public Safety Innovation (CPSI) is proposing to use Community Policing Development (CPD) funds to develop innovative approaches and use contemporary strategies that are consistent with the community policing philosophy to maximize crime reduction, citizen safety, and citizen perceptions of the police. CPSI will develop new training and create toolkits for the law enforcement field that advance the effective implementation of the broken windows concepts to community policing. Deliverables may also include topic-specific technical assistance, or multimedia resources that capture innovative stories and experiences that assist law enforcement agencies in implementing community policing strategies across the United States. Topics of interest to the COPS Office include ones that will support and enhance law enforcement engaging children and youth; addressing homelessness; and responding to gangs, violence, and the opioid crisis.

**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	\$ 113,285.00
Fringe	\$ 41,915.00
Travel	\$ 2,716.00
Supplies	\$ 1,800.00
Consultants/Contractors	\$ 106,584.00
Other Costs	\$ 6,375.00
Indirect Costs	\$ <u>27,268.00</u>
Total Budget	\$ 299,943.00

**Funding:**

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

\$ 299,943

Total amount from funder:

\$ 299,943

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

\$27,268

(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.) \$25,332

**College Values and Strategic Initiatives Addressed:**

Value(s):

1. Partnership
2. Professional Development

Strategic Initiative(s):


1. Community Initiatives



August 21, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** Replacement of Domestic Water Lines, Clearwater Campus

Approval is requested for the amount of \$605,209, for the Replacement of Domestic Water Lines at the Clearwater Campus.


The college advertised through an Invitation to Bid process and out of seven firms contacted, only one firm submitted a bid. The amount of the bid was \$465,546 with a total project budget of \$605,209. Due to time constraints and the critical need to replace these water lines, we request approval to move forward with contract negotiations with G.A. Nichols.

Brian Miles, Vice President, Administration, Finance & Technology; and Diana Wright, Acting Associate Vice President, Facilities Planning and Institutional Services.

August 21, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT: Change Order #1, Final Accounting, and Certificate of Partial Project Acceptance, Project #301-D-16-3, Student Success Center, St. Petersburg/Gibbs Campus, Phase I**

**Authorization is requested to approve Change Order # 1, Final Accounting, and Certificate of Partial Project Acceptance, Project #301-D-16-3, Student Success Center, St. Petersburg/Gibbs Campus, Phase I.**

The original Phase I Guaranteed Maximum Price (GMP) for this project was \$1,566,517.00. This change order #1 is a decrease of \$414,471.62, which reflects cost savings revising the Final GMP for Phase I to \$1,082,445.29. Considering this is a phased project any realized savings reverts back to the overall project budget to be used for other phases.


This phase of the project consisted of the underground utility demolition, relocation, new utility installation, and construction of new parking lot. Change Order #1 and Certificate of Partial Acceptance are presented today for your review and approval.

Brian Miles, Vice President, Administrative/Business Services; Diana Wright, Acting Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

August 21, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** Agreement between St. Petersburg College and AMH Construction - for a lease of space at the Tarpon Springs Campus

**Approval is sought to enter into a Lease Agreement with AMH Construction to lease storage space (approximately 21,384 square feet) on the west side of the College’s warehouse located at the Tarpon Springs Campus.**

The Lease shall be for a period of six (6) months beginning September 1, 2018 and continuing through February 28, 2019. Thereafter, should the parties determine an extension of the lease is necessary and feasible, the Lease may be continued on a month-to-month basis at a renegotiated rate.

AMH Construction shall pay the College a rental amount of \$37,422 for the six-month period (21,384 square feet at \$1.75 per square foot [\$3.50 per square foot per annum]). Payments will be made monthly in the amount of \$6,237, plus sales tax if applicable. The College will provide the warehouse space on an “as is” basis and allow access to the space during normal warehouse operational hours. AMH Construction will provide insurance and an inventory list of all items being stored.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1): Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Brian P. Miles, Vice President, Administration, Finance & Technology; Diana Wright, Acting Associate Vice President, Facilities Planning and Institutional Services; and Rodrigo Davis, Provost, Tarpon Springs Campus, recommend approval.


Attachment

dw:tc:0803182

August 21, 2018

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

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

**SUBJECT:** **Approval of the St. Petersburg Collegiate High School (SPCHS) Mental Health Assistance Allocation Plan for 2018-19**

**Approval is sought for the St. Petersburg Collegiate High School (SPCHS) Mental Health Assistance Allocation Plan for the 2018-19 school year.**

Senate Bill 7026, the Marjory Stoneman Douglas High School Public Safety Act, requires all schools to create and adopt a mental health plan to provide evidence-based mental health assistance for students. Governing Board approval of the plan is required by the State and District. Pinellas County School District required submission of the St. Petersburg Collegiate High School Mental Health Assistance Allocation Plan, with the signature of Chair Stonecipher, by July 20, 2018 to meet the state deadline of August 1, 2018. The SPCHS plan was submitted on July 18, 2018, and subject to approval of the plan by the Board at the August 21, 2018, general meeting.

The SPCHS Mental Health Assistance Allocation Plan 2018-19 is attached.

Anne Cooper, Vice President, Academic Affairs; Catherine Kennedy, AVP, Accelerated Programs, International and UPC; Starla Metz, Principal, St. Petersburg Collegiate High School recommend approval.

**MENTAL HEALTH ASSISTANCE ALLOCATION PLAN 2018-19**  
**ST. PETERSBURG COLLEGIATE HIGH SCHOOL (SPCHS)**

Mental Health Assistance Allocation Plan (s. 1011.62(16)(a) and (b), F.S.)

**Focuses on delivering evidence-based mental health services.**

**1. Describe awareness prevention efforts that address mental health issues at tier one.**

At SPCHS we implement the following awareness prevention efforts that promote universal wellness for students:

- Student seminars on:
  - Suicide prevention
  - Healthy relationships
  - Bullying /Teen Dating Violence Prevention
  - Substance abuse and prevention
  - Stress management
  - Test anxiety
  - Time management and organizational skills
- All students take Heath HLP 1080 (Personal Wellness) or the Health Options through Physical Education (HOPE) course
- Promote a student wellness club – Fit4U: Titan Strong
- Promote a student Multicultural Club
- The Sandy Hook Curriculum, *Say Something*, will be implemented in the 2018-19 school year.
- Include wellness and substance abuse prevention information in email newsletters
- Mentor assigned to students as needed

The SPCHS faculty, guidance counselor, and administrators have all taken the *Youth Mental Health First Aid* training. Additional professional development will be offered during the 2018-19 school year to provide strategies to improve the early identification of social, emotional, behavioral problems or substance abuse disorders to improve the provisions of early interventions and services for students. Specific professional development planned includes Crisis Response training for the guidance counselor, restorative practices for the faculty and administrators, and *Say Something* training.

**2. Describe evidenced based targeted mental health interventions that are available to address mental health needs at tier 2.**

The following supports/interventions for targeted prevention and intervention through small group counseling will be provided by the SPCHS Guidance Counselor. Groups may include, but are not limited to the following:

- Grief Group
- Social Skills
- Suicide prevention
- Healthy relationships
- Bullying /Teen Dating Violence Prevention
- Substance abuse
- Stress management
- Test anxiety
- Time management and organizational skills
- Conflict resolution
- Small group counseling as needed

Outside resources, such as, Suncoast Safety Council, Alateen, and Pinellas County Schools' FACE IT (Families Acting Collaboratively to Educate and Involve Teens) program, which is a family focused alcohol, tobacco, and drug education and prevention program, will be utilized as needed.

August 21, 2018

## MEMORANDUM

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President



**SUBJECT:** Quarterly Informational Report of Contract Items

This informational report includes executed contracts and/or items that have been approved by either the President or designee during the preceding Quarter and are being reported to the Board pursuant to Board of Trustees' Rule 6Hx23-5.903.

### Section A: Program Related Contracts

1. Affiliation Agreement with **American Medical Response, Inc.** (AMR) to provide preceptor and clinical/field internship experience to student in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on May 16, 2018. Department—Emergency Medical Services
2. Affiliation Agreement with **Americare Ambulance** to provide preceptor and clinical/field internship experience to students in the Emergency Medical Services Program. The Agreement will commence as soon as possible and will be automatically renewed from year to year unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on April 20, 2018. Department—Emergency Medical Services
3. Affiliation Agreement with **BayCare Health System, Inc.** to provide clinical experience to students enrolled in continuing education allied health programs through the Workforce Institute. The Agreement will commence as soon as possible and continue through November 2019. There is no cost to the College. This item was approved by Jesse Coraggio for Anne Cooper on June 1, 2018. Department—Workforce Institute/CE Allied Health

4. Affiliation Agreement with **Bayfront HMA Convenient Care, LLC dba Bayfront Convenient Care, LLC** to provide clinical experience to students enrolled in the Clinical Medical Assistant program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on May 18, 2018. Department—Workforce Institute, Allied Health Programs
5. Affiliation Agreement with **Bayfront HMA Medical Center, LLC** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on April 26, 2018. Department—Physical Therapist Assistant
6. Affiliation Agreement with **Centerpoint Medical Center of Independence, LLC dba Centerpoint Medical Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on May 1, 2018. Department—College of Nursing
7. Agreement with **Lori Davila** to provide Registered Nurse Remediation and Refresher course instruction, and Registered Nurse Lab Skills instruction for the Workforce Institute, CE Health Allied Health Programs. The Agreement will commence as soon as possible and continue through December 30, 2018. The cost to the College will be \$6,000. This item was approved by Anne Cooper on April 12, 2018. Department—Workforce Institute, CE Health, Allied Health Programs
8. Online Education Portal License and Operating Agreement with **DF Institute, LLC d/b/a Kaplan IT Training** to allow students in Career and Technical Education programs to access the KAPLAN IT learning management system for test preparation. The Agreement is ongoing unless terminated by either party. This item is to reflect anticipated costs associated with this Agreement which were not included in the previous report. Although the actual cost to the College cannot be determined, based on the volume of anticipated access by students, the annual cost to the College is estimated to be approximately \$13,545. The cost associated with this Agreement will be funded by the Perkins grant. This item was approved by Anne Cooper on May 1, 2018. Department—Career Connections/Perkins Grant
9. Affiliation Agreement with the **Florida Department of Health, Nassau County** to provide clinical experience to the College's health profession students. The Agreement will commence as soon as possible and continue for the period of four years. There is no cost to the College. This item was approved by Anne Cooper on May 21, 2018. Department—College of Health Sciences
10. Affiliation Agreement with **Florida Hospital Wesley Chapel** to provide clinical education practicum experience to students enrolled in continuing education allied health programs including RN Remediation, Patient Care Technician and Phlebotomy Technician. The Agreement will also provide for clinical experience for students enrolled in the College's

Physical Therapist Assistant Program. There is no cost to the College. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Anne Cooper on May 29, 2018. Departments—Workforce Institute/Allied Health & Physical Therapist Assistant

11. Affiliation Agreement with **Galen of Florida, Inc. dba St. Petersburg General Hospital** to provide clinical experience to students enrolled in Physical Therapist Assistant, Emergency Medical Services, Health Information Technology, Radiography Technology, and Respiratory Care Programs at the College. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Anne Cooper on May 2, 2018. Departments—Physical Therapist Assistant, Emergency Medical Services, Health Information Technology, Radiography Technology, and Respiratory Care
12. Affiliation Agreement with **HCA Health Services of Florida, Inc. dba Blake Medical Center** to provide clinical experience to students enrolled in the Health Services Administration Program at no cost to the College. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Anne Cooper on May 2, 2018. Department—College of Health Sciences
13. Amendment to the Agreement with **Michelle Hubel** to provide technology course/class instruction for the Workforce Institute. This item is to amend the Agreement to cover additional costs through the end Agreement period of June 30, 2018. The costs will be increased from the previous amount of \$2,815.67 to \$3,894.37. This item was approved by Anne Cooper on April 11, 2018. Department—Workforce Institute
14. Affiliation Agreement with **LP New Port Richey, LLC dba Peninsula Care and Rehabilitation Center** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and continue for a period of three years; thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. This item was approved by Anne Cooper on May 17, 2018. Department—Physical Therapist Assistant
15. Affiliation Agreement with **LP New Port Richey, LLC dba Southern Pines Healthcare Center** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and continue for a period of three years; thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. This item was approved by Anne Cooper on April 6, 2018. Department—Physical Therapist Assistant
16. Agreement with the **School District of Manatee** that will allow College of Education students to obtain internship, observation and practicum experience through the School District of Manatee. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on May 29, 2018. Department—College of Education
17. Agreement with **H. Lee Moffitt Cancer Center and Research Institute Hospital, Inc.** to provide internship experience for students in the College's B.S. Biology Program. The



Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Anne Cooper on May 14, 2018. Department—Natural Science—Biology

18. Agreement with the **School Board of Pinellas County** for a Career Pathways Articulation that will provide for the articulation between the College, Pinellas County High Schools and Pinellas Technical College. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Anne Cooper on April 19, 2018. Department—Career Connections
19. Agreement with **Pinellas Technical College (PTC)**, through its Public Works Academy to partner with SPC to provide Forklift Training. The College will coordinate with PTC for marketing and promotional activities regarding the training programs offered through SPC; select and pay instructors; manage student registration and collection of fees; provide training space if needed; maintain student records; and pay PTC 40% of the net training revenue. PTC will secure instructors; provide course curriculum; provide course marketing information and materials; arrange training space and equipment if needed; and provide Certificates of Achievement for successful students. Although the total cost/revenue for this Agreement is undetermined, based on a class of 10 students, SPC anticipates a net revenue after its expenses of approximately \$2,740 per class. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Anne Cooper on June 28, 2018. Department—Workforce Institute
20. Renewal Agreement with **AJ Selmon International, LLC d/b/a U.S. College Connections** to partner to promote the College's Intensive English Program to prospective students in Japan. AJ Selmon International will provide services such as marketing the program, providing a point of contact; assisting students with documentation and the application process; assisting SPC in resolving any student issues; and submitting invoices each semester. The Agreement will commence as soon as possible and continue for the period of one year. Based on an estimate of 5 students, the anticipated cost to the College for AJ Selmon's services over the one-year period of the Agreement is \$5,200; however, the cost will be offset by student fees. This item was approved by Anne Cooper on May 1, 2018. Department—Workforce Institute
21. Agreement with **AJ Selmon International, LLC, d/b/a U.S. College Connections** to partner to promote certain SPC degree programs to prospective students in Japan. AJ Selmon International will provide services such as marketing the program, providing a point of contact; assisting students with documentation and the application process; assisting SPC in resolving any student issues; and submitting invoices each semester. The Agreement will commence as soon as possible and continue for the period of one year. Based on an estimate of 5 students, the anticipated cost to the College for AJ Selmon's services over the one-year period of the Agreement is \$5,200; however, the cost will be offset by student fees. This item was approved by Anne Cooper on May 16, 2018. Department—Center for International Programs

22. Amendment to the Agreement with **SK Train** to add instructional services to the existing Agreement which continues through December 31, 2018. Under the current Agreement, SK provides curriculum for the Project Management Fundamentals course and the PMBOK Update course. Under the terms of the Amendment, SK will also provide instructional services at a cost to the College of \$53.82 per hour to teach the PMP/CAPM Exam Prep course and \$48.07 per hour to teach the PM Fundamentals and PMBOK 6<sup>th</sup> Edition classes. The additional cost to the College to add instructional services through December is estimated to be \$9,200. This item was approved by Jesse Coraggio for Anne Cooper on June 5, 2018. Department—Workforce Institute
23. Agreement with the **Suwannee County School District** that will allow College of Education students to obtain internship, observation and practicum experience through the School District of Suwannee County. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on May 29, 2018. Department—College of Education
24. Affiliation Agreement with the **U.S. Department of Veterans Affairs, James A. Haley Veterans' Hospital** to provide clinical experience to students enrolled in the Health Information Technology Program at no cost to the College. This Agreement will commence as soon as possible and continue through April 2023. This item was approved by Anne Cooper on April 11, 2018. Department—Health Information Technology
25. Agreement with **Vitas Healthcare Corporation of Florida** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of one year; thereafter, the Agreement will automatically renew for successive one-year terms unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on April 12, 2018. Department—College of Nursing
26. Agreement with **Jonathan Welker** to develop and deliver curriculum for new Workforce Institute courses in Geospatial Information Systems. The cost to the College for this Agreement will be \$1,000. The Agreement will commence as soon as possible and continue through August 31, 2018. This item was approved by Anne Cooper on April 30, 2018. Department—Workforce Institute
27. Affiliation Agreement with **West Florida PPH, LLC dba Palms of Pasadena Hospital** to provide clinical experience to students enrolled in the Respiratory Therapy and Radiography Programs at no cost to the College. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Jesse Coraggio for Anne Cooper on March 28, 2018. Departments—Respiratory Therapy and Radiography

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

28. Agreement with **AvePoint, Inc.** whereby AvePoint will assist SPC technical staff with the implementation of critical backup capabilities for Microsoft Cloud based services/systems

such as SPC Email; SharePoint Online; SPC Office 365 Staff/Student Groups; and OneDrive user file storage (Desktop Backups); and automation of the provisioning, governance and lifecycle management of SharePoint Online and Office 365/Teams groups. The Agreement will commence as soon as possible and continue for the period of three years. The cost to the College for the three-year period will be \$157,184. This item was approved by the President on June 21, 2018. Department—Information Systems – Networks

29. Agreement with **Dynamic Security, Inc.** to provide Security Officer services college-wide when needed for the period of one year. The cost to the College for the one-year period is estimated to be \$150,000. The Agreement will commence July 1, 2018 and continue through June 30, 2019. This item was approved by the President on June 8, 2018. Department—Security Services
30. Agreement with **i3 Group, LLC** to continue to provide the College with student loan management services to student borrowers. The i3 Group will use its best efforts to keep student borrowers in a current repayment status and remove delinquency to help student borrowers repay loans and deliver the lowest possible cohort default rate. More specifically, i3 Group will provide services such as student loan assistance; telephone, email and direct mail student borrower communications; reporting package information regarding repayment status; student borrower access to IonTuition and Webchat through the College’s intranet portal; and loan record detail report analysis. The cost to the College for services under this Agreement is anticipated to be \$14,853 per month over a period of one year for a total anticipated cost to the College of \$178,236. This item was approved by the President on June 13, 2018. Department—Financial Assistance Services

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

31. Agreement with **Bachelor Degree Access Strategies, LLC** to continue to provide consulting services and deliverables as agreed to by the parties. Consulting services will be related to areas such as the development of articulation agreements, community partnerships, baccalaureate and graduate programs, and assisting in management transition services. The Agreement will commence July 1, 2018 and continue through June 30, 2019. The cost to the College will not exceed \$75,000 plus any approved travel expenses. This item was approved by the President on June 13, 2018. Department—President’s Office
32. Agreement with **Bankmobile Technologies, Inc. f/k/a Higher One, Inc.** whereby Bankmobile will continue to provide comprehensive student refund disbursement services to St. Petersburg College from July 1, 2018 through June 30, 2021. The College will pay a base fee of \$7,500 per year and then additional costs based on its usage. It is estimated that the annual cost, including the base fee each year, will be approximately \$22,500 for an estimated cost to the College over three years of \$67,500. This item was approved by Brian Miles on May 21, 2018. Department—DO Business Office
33. Agreement with **Career America, LLC dba Financial Aid TV (FATV)** to provide the FATV GetAnswers Financial Aid Penny Chatbot Package as well as the Student Services Chatbot, the MyCourses Chatbot, and the Learning Support or Career and Academic

Communities Chatbot. Although the College currently has an Agreement for the GetAnswers service, this new Agreement will replace that basic service with a more comprehensive GetAnswers product and add the Chatbot services for the other areas noted above. Students will continue to be able to access financial aid videos and answers online but will also be able to receive answers to general questions via online chat related to Financial Aid, Student Services, MyCourses, Learning Support and Career and Academic Communities. The cost to the College for this new Agreement (which includes a prorated credit for the current service) will be \$77,000 over three years. The Agreement will commence July 1, 2018 and continue through June 30, 2021. This item was approved by Patrick Rinard on May 11, 2018. Department—Student Services

34. Agreement with **KFT Fire Trainer, LLC** to provide maintenance for the Kidde Fire Training Equipment including scheduled and on-call corrective support and repair. KFT will provide two scheduled site visits per year to include adjustments, parts and other repairs. The annual cost to the College will be \$19,500. The contract is for a period of three years. Based on the foregoing, the cost to the College for this period is anticipated to be \$58,500. Costs for any unplanned corrective maintenance and support not covered under the Agreement would be charged separately. This item was approved by Anne Cooper on April 6, 2018. Department—Fire Science
35. Agreement with **Kone, Inc.** to maintain the three Kone elevators at the Downtown Center. The Agreement will commence as soon as possible and continue for the period of five years. The cost to the College will be \$11,340 per year for a total contract amount of \$56,700 for the five-year period. This item was approved by Brian Miles on April 24, 2018. Department—Facilities Services
36. Agreement with **Ovid Technologies, Inc.** to continue the subscription for various electronic products to support the Nursing, Health Services Administration, Dental and Veterinary Technology programs. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$80,728. This item was approved by Anne Cooper on June 18, 2018. Department—District Library
37. Agreement with **ProEducation Solutions, LLC** to continue to provide consulting services for Financial Assistance Services to assist in processing of student files selected for federal verification and SAP appeal reviews. The renewal Agreement will commence as soon as possible and will continue for the period of one year. The anticipated cost to the College for this Agreement period will be \$89,000. This item was approved by Patrick Rinard on June 20, 2018. Department—Financial Assistance Services

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

38. Agreement with **Allen, Norton & Blue, P.A.** to continue to provide legal services to the College from July 1, 2018 through June 30, 2019. The firm will provide services at an hourly rate of \$250 for attorneys and \$100 per hour for paralegals. This firm provides legal services associated with employment law issues. Although the total amount of this Agreement cannot

be determined at this time, the expenditure approval sought is within the College's approved budgeted amount for Fiscal Year 2018-19. This item was approved by Suzanne Gardner on June 6, 2018. Department—General Counsel's Office

39. Agreement with **Astute Business Solutions** to provide one-time technical support services on a time and materials basis to assist the College's information technology staff with the move of the PeopleSoft Production system into the Oracle cloud. The Agreement will commence as soon as possible and continue for one year. The cost to the College will not exceed \$20,000. This item was approved by Brian Miles on June 8, 2018. Department—Information Systems
40. Agreement with **Augusoft, Inc.** to continue to provide the Lumens Pro Learning Management System for the day-to-day operation and management of business solutions services for the Workforce Institute. This renewal Agreement includes the annual subscription fee (\$28,009.11) for Lumens Entrepreneur and Lumens API and the annual customization fee of \$8,998.91. The renewal period will commence as soon as possible and continue for one year at a total cost to the College of \$37,008.03. This item was approved by Anne Cooper on June 12, 2018. Department—Workforce Institute
41. Agreement with **Convergint Technologies** to provide security lockdown button capabilities for the St. Petersburg/Gibbs Library. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$17,462.33. This item was approved by Brian Miles on May 2, 2018. Department—Access Control
42. Agreement with **Convergint Technologies** to provide security lockdown button capabilities for the Seminole Campus Library. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$36,551.47. This item was approved by Brian Miles on May 2, 2018. Department—Access Control
43. Agreement with **Convergint Technologies** to provide security lockdown button capabilities for the LA Building on the Clearwater Campus. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$24,946.86. This item was approved by Brian Miles on May 2, 2018. Department—Access Control
44. Agreement with **Courtesy Valet Corporation** to provide parking attendants for the Palladium as needed. The Agreement will commence on July 1, 2018 and continue through June 30, 2018. The estimated cost to the College for the Agreement will be approximately \$20,000. This item was approved by Brian Miles on May 2, 2018. Department—Security
45. Agreement with **Extensys, Inc.** to provide maintenance and 24/7 support for the EMC SAN system, which is a critical part of the overall infrastructure that houses all department data and operations for the Center for Public Safety Innovation. The Agreement will commence on July 1, 2018 and continue for a period of five years. The cost to the College for the five-

year period will be \$21,480. This item was approved by Anne Cooper on May 15, 2018. Department—Center for Public Safety Innovation

46. Agreement with **Laurie L. Hill** to provide professional consulting services including marketing, sales and business development for the College's Collaborative Labs. The Agreement will commence as soon as possible and continue through December 14, 2018. The College will pay the consultant a base fee of \$21,000 over the period of the Agreement and reimburse consultant for any travel expenses approved by the College in advance. Additionally, the consultant will be paid a commission of 10% based on the Gross Contract Price for any business for which the engagement occurs pursuant to the terms of the Agreement. This item was approved by Anne Cooper on June 25, 2018. Department—Collaborative Labs
47. Amendment to the Agreement with **Michelle Hubel** to provide consulting services associated with departmental technical support and online student learning management system (D2L) support for the College's Workforce Institute. The Agreement commenced on January 2, 2018 and will continue through June 30, 2018. This item is to increase the contract amount by \$3,963.09 for a total contract amount of \$15,688.05. This item was approved by Anne Cooper on April 3, 2018. Department—Workforce Institute
48. Agreement with **Michelle Hubel** to continue providing consulting services associated with departmental technical support and online student learning management system (D2L) support for the College's Workforce Institute. The renewal Agreement will commence on July 1, 2018 and continue through December 18, 2018. The estimated cost to the College for this Agreement will be approximately \$16,884. This item was approved by Anne Cooper on June 7, 2018. Department—Workforce Institute
49. Agreement with **Johnson Controls Fire Protection, LP f/k/a SimplexGrinnell** to provide fire alarm monitoring service at various locations collegewide. The Agreement will commence July 1, 2018 and continue through June 30, 2019. The cost to the College for this Agreement will be \$10,234.65. This item was approved by Brian Miles on June 12, 2018. Department—Facilities/In-house Construction
50. Agreement with **LaTuana Jones-Cruder** to provide instruction for the Clinical Medical Assistant and Phlebotomy Technician Allied Health programs from July 1, 2018 through December 31, 2018. The cost to the College for this period will be \$12,330. This item was approved by Anne Cooper on June 18, 2018. Department—Workforce Institute, CE Health, Allied Health Programs
51. Agreement with **Lyrasis** for a renewal subscription to LexisNexis Academic service for use in the College's Paralegal Studies and Business Programs. The Agreement is from July 1, 2018 through June 30, 2019. The cost to the College for this Agreement will be \$23,155.35. This item was approved by Anne Cooper on May 10, 2018. Department—District Library

52. Agreement with **Oracle America, Inc.** for a one-month service agreement from June 1, 2018 through July 1<sup>st</sup> 2018 that will allow Oracle to facilitate set up of the PeopleSoft production systems in the cloud. The purpose of the one-month contract is to give the College an extra four weeks to configure and test the migration of SPC ERP systems to the Oracle cloud. A separate agreement will be presented for approval to continue cloud services past July 1<sup>st</sup>. The cost to the College for this one-month agreement will be \$19,982.93. This item was approved by Brian Miles on May 31, 2018. Department—Information Systems – AIS
53. Agreement with **ProEducation Solutions, LLC** to provide access to its ProDoc System that will allow students and parents to complete and e-sign school documents on any computer or smart device. This service will be available to the Financial Aid Office and SPC at large. ProEd will assist the College in developing electronic forms and procedures and protocols for information collected and stored. The College will provide VPN access to its network to integrate the electronic documents into the recipient document imaging and student information systems. The Agreement will commence July 1, 2018 and continue for the period of one year. The cost to the College for the Agreement will be \$20,000. This item was approved by Patrick Rinard on June 14, 2018. Department—Financial Assistance Services
54. Agreement with **Savills Studley Occupier Services, Inc.** to review and analyze SPC data regarding properties including Allstate, Gibbs Wellness, Midtown Campus, EpiCenter, Downtown Center, Health Education Center and the Palladium and provide a report regarding cost impacts, lease documents, revenue generating scenarios, P3 impacts and relocation viability. The Agreement will commence as soon as possible and continue through project completion at a cost to the College of \$41,000. This item was approved by Brian Miles on May 9, 2018. Department—Administrative/Business Services and Information Technology
55. Agreement with **Skillsoft Corporation** to continue to provide e-learning modules via a learning management system for College employees that will allow for ongoing professional development of budgeted and non-budgeted employees. The Agreement renewal will commence as soon as possible and continue for the period of one year. The cost to the College for the renewal period will be \$33,929.89. This item was approved by Brian Miles on June 27, 2018. Department—Human Resources
56. Agreement with **SpaceLabs Healthcare, LLC** for the purchase of equipment that will provide students and staff with access to SpaceLabs' online learning platform and resources. In addition to the equipment purchase, the Agreement provides for one year of access to SpaceLabs' interactive e-Learning courses, as well as five years of updates to e-Learning course content. The cost to the College for this Agreement will be \$50,000. This item was approved by Anne Cooper on April 2, 2018. Department—Natural Science

57. Agreement with **Stryder Corp. dba “Handshake”** to provide a subscription to the Career Center Management platform, “Handshake” and other software tools for the management and optimization of career services. The Agreement includes additional services including premium support, reporting, payment integration, and implementation. The cost to the College for this Agreement will be \$13,000. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Brian Miles on May 7, 2018. Department—Career Connections
58. Continuation of the Agreement with **Talx Corporation** to use its employment verification services. The Agreement allows the College to pay on a per-transaction basis as each verification is needed and requested by the College. Although the Agreement is ongoing in nature, this item is to advise regarding the expenditure for the next fiscal period. The anticipated cost to the College from July 1, 2018 through June 30, 2019 will be \$11,250. This item was approved by Brian Miles on June 11, 2018. Department—Human Resources
59. Modification to the Agreement with the **U.S. Department of Veterans Affairs (Bay Pines)** whereby the College provides range and Matt room training services to the Bay Pines Veterans Affairs Police. The training is conducted at the Allstate Center. The current Agreement will continue through September 30, 2018. This item is to decrease the anticipated amount to be received under this Agreement during the contract period. The U.S. Department of Veterans Affairs decreased the contract by \$5,424 and therefore, the anticipated amount to be received by the College through September 30, 2018 is approximately \$20,278. This item was approved by Anne Cooper April 10, 2018. This item is a correction to the information provided on the previous Quarterly Report. Department—FDLE Public Safety NC
60. Renewal of the Agreement with the **U.S. Department of Veterans Affairs (Tampa)** whereby the College provides range and Matt room training services to the Tampa Veterans Affairs Police. The training is conducted at the Allstate Center. The renewal Agreement will commence May 1, 2018 and continue through April 30, 2019. The anticipated revenue to the College during this period will be \$28,136. This item was approved by Anne Cooper April 10, 2018. Department—FDLE Public Safety NC
61. Modification to the Agreement with the **U.S. Department of Veterans Affairs (Tampa)** whereby the College provides range and Matt room training services to the Tampa Veterans Affairs Police. The training is conducted at the Allstate Center. This modification relates to the Agreement that concluded as of April 30, 2018. The modification is to reflect the reduction by the Veterans Affairs in the contract amount by a total of \$11,216.90. The anticipated amount to be received by the College from the VA was originally \$28,136; however, with the reduction noted above, the amount received under the Agreement period which ended April 30, 2018 was \$16,919.10. This item was approved by Anne Cooper on June 12, 2018. Department—FDLE Public Safety NC



62. Agreement with **WOW! Internet, Cable and Phone** to provide Performance High Speed Internet 1000/50, Static IP and modem rental for Internet service at the Physical Education Building on the St. Petersburg/Gibbs Campus (7001 Burlington Avenue). The Agreement will commence as soon as possible and continue for the period of five years. The cost to the College for the five-year period is estimated to be \$17,999.40 plus up to 3% for unforeseen taxes/fees. This item was approved by Brian Miles on April 20, 2018. Department—Information Systems - Network

**Section E: Contracts below \$10,000**

63. Dual Enrollment Agreement with **Admiral Farragut Academy, Inc.** (AFA) that will allow eligible AFA students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2018 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 25, 2018. Department—Dual Enrollment/Early College
64. Agreement with **American Society of Composers, Authors and Publishers** (ASCAP) to continue the Music Licensing Performance Agreement for an additional year through June 30, 2019. The cost to the College to continue this Agreement for this period is estimated to be approximately \$6,800. This item was approved by Brian Miles on May 21, 2018. Department—Business Services, Accounting
65. Agreement with **Jeffrey B. Anderson** to deliver a Retirement Planning course for adults ages 50-70 through the College's Workforce Institute. The Agreement will commence as soon as possible and continue for the period of one year. Based on an estimate of 50 students during this period, the net revenue to the College is anticipated to be \$1,250. This item was approved by Anne Cooper on May 8, 2018. Department—Workforce Institute
66. Agreement with **Banquet Masters, Inc.** to continue to provide food service for the St. Petersburg/Gibbs Campus. The renewal Agreement will commence on August 1, 2018 and continue through July 31, 2019. The College will receive remuneration based on a percentage from 2.5% - 7% based on weekly sales revenue. This item was approved by Brian Miles on June 21, 2018. Department—Auxiliary Services
67. Agreement with **Blue Frame Technology, LLC** to provide live streaming, content management and software services for the Athletics Department. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for the Agreement will be \$3,000. This item was approved by Patrick Rinard on June 28, 2018. Department—Athletics
68. Agreement with **Broadcast Music, Inc. (BMI)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2019. The cost to the College to continue this Agreement for this period is estimated to be approximately \$7,000.

This item was approved by Brian Miles on May 21, 2018. Department—Business Services, Accounting

69. Dual Enrollment Agreement with **Calvary Christian High School (CCHS)** that will allow eligible CCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2018 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 25, 2018. Department—Dual Enrollment/Early College
70. Agreement with the **Children’s Board of Hillsborough County Conference Center** to provide meeting space that will allow the College’s Center for Public Safety Innovation to conduct grant funded training. The Agreement will commence as soon as possible and continue through September 30, 2018. There is no cost to the College. This item was approved by Anne Cooper on May 18, 2018. Department—Center for Public Safety Innovation
71. Agreement with **Clear Channel Outdoor, Inc.** to provide bulletin advertising at 10 locations in the Tampa Bay area for a total of 7 weeks from June 18, 2018 through August 5, 2018. The cost to the College for this Agreement will be \$8,750. This item was approved by Jesse Coraggio on May 16, 2018. Department—Marketing & Strategic Communications
72. Agreement with **Convergent Technologies** to provide security lockdown button capabilities for The Michael and Evelyn Bilirakis College of Education Building on the Tarpon Springs Campus. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$2,244.17. This item was approved by Brian Miles on May 1, 2018. Department—Access Control
73. Agreement with **Convergent Technologies** to provide security lockdown button capabilities for the Downtown Center. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$3,556.99. This item was approved by Brian Miles on May 2, 2018. Department—Access Control
74. Agreement with **Convergent Technologies** to provide security lockdown button capabilities for the Allstate Center. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$3,146.12. This item was approved by Brian Miles on May 2, 2018. Department—Access Control
75. Agreement with **Convergent Technologies** to provide security lockdown button capabilities for the BT Building on the Clearwater Campus. The Agreement will commence as soon as

possible and continue for the period of one year. The cost to the College will be \$9,305.06. This item was approved by Brian Miles on May 2, 2018. Department—Access Control

76. Agreement with **CustomGuide, Inc.** to provide access to the CustomGuide Professional Library for use by the Workforce Institute. The license for the Professional Library is for one year and includes customizable courseware; quick references; practice files, instructor guides, and lesson timings; and new titles, updates and support. The Agreement also provides a one-year user license for Interactive Online Learning and includes interactive tutorials; interactive assessments; SCORM + LMS reporting up to 800 licenses; and new titles, updates, and support. The Professional Library and Interactive Online Learning licenses cover 10 Microsoft titles. The cost to the College for this Agreement for the period of one year will be \$7,490. This item was approved by Anne Cooper on June 18, 2018. Department—Workforce Institute
77. Agreement with **Direct Media USA** to provide bus super tail ad space from May 21 – June 17, 2018 at a cost to the College of \$1,810. This item was approved by Jesse Coraggio on April 9, 2018. Department—Marketing & Strategic Communications
78. Agreement with **Do Good Work Educational Consulting, LLC** whereby Dr. Terrell Strayhorn will speak at SPC’s 2018 Moving the Needle Conference on November 8, 2018 at the Seminole Campus. The cost to the College for this Agreement will be \$6,000. This item was approved by Patrick Rinard on April 11, 2018. Department—Enrollment Services
79. Dual Enrollment Agreement with **Dunedin Academy (DA)** that will allow eligible DA students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2018 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 25, 2018. Department—Dual Enrollment/Early College
80. Agreement with **Elsevier, Inc.** to continue the subscription for the Science Direct College Edition that allows the College access to health and life sciences journals for use in the College’s libraries. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$3,734.48. This item was approved by Anne Cooper on April 16, 2018. Department—District Library
81. Agreement with **ERP Analyst, Inc.** to provide for a no-cost extension of the PeopleSoft Technical Support Statement of Work through April 30, 2018. This extension will allow for a total of 130 hours to be used under the SOW during this period. There is no additional cost to the College. This item was approved by Brian Miles on April 26, 2018. Department—Information Systems

82. Agreement with **Films Media Group** to continue to access the Films on Demand Veterinary collection for streamed video content to support the Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$551.25. This item was approved by Anne Cooper on April 23, 2018. Department—District Library
83. Agreement with **First Baptist Church of Indian Rocks, Inc.** to provide for the use of its worship center, a portion of its fellowship center and restroom facilities from 2:30 p.m. to 7:00 p.m. for the College of Nursing Pinning Ceremony to be held on May 3, 2018. The cost to the College for this Agreement will be \$4,625. This item was approved by Patrick Rinard on April 4, 2018. Department—College of Nursing
84. Agreement with **First Baptist Church of Indian Rocks, Inc.** to provide for the use of its worship center, fellowship center, hospitality room and restroom facilities from 7:00 a.m. to 1:00 p.m. for the College's Commencement Ceremony to be held on July 21, 2018. The cost to the College for this Agreement will be \$5,925. This item was approved by Patrick Rinard on April 20, 2018. Department—Enrollment Services
85. Agreement with **First Baptist Church of Indian Rocks, Inc.** to provide for the use of its fellowship center and restroom facilities from 7:30 a.m. to 12:30 p.m. for the College's Welcome Back Breakfast to be held on August 9, 2018. The Agreement also provides the College with access to the fellowship center stage and media support for 1 ½ hours the day prior to the event. The cost to the College for the facilities use will be \$930. Costs for catering of the breakfast for this event, which are yet to be determined, will be handled separately via the Purchasing process. This item was approved by Anne Cooper on June 20, 2018. Department—Instruction & Academic Programs
86. Agreement with **Florida Corporate SportsFest, Inc.** (FCS) whereby FCS will use the back portion of the St. Petersburg/Gibbs parking lot for their employees to park and shuttle to the SportsFest event being held on April 21, 2018. The College will receive \$2,000 from FCS, some of which may be used for SPC marketing at the event to raise visibility to businesses and the community. SPC will also be considered as a Corporate Sponsor of the event at no cost. This item was approved by Brian Miles on April 11, 2018. Department—Facilities
87. Agreement with **Florida Gulf Coast University (FGCU)** whereby the College will provide FGCU the use of three classrooms on the Clearwater Campus on July 9-12, 2018 for professional development. The Agreement is a FGCU Addendum to the College's standard Facilities Rental Agreement. This item was approved by Patrick Rinard on June 27, 2018. Department—Provost Office, Clearwater
88. Agreement with **Harland Technology Services** for the renewal of maintenance on the scanner for the Downtown Center at a cost to the College of \$886. The Agreement will

commence as soon as possible and will continue for the period of one year. This item was approved by Patrick Rinard on May 4, 2018. Department—Provost Office Downtown

89. Agreement with **Michelle Hubel** to provide consulting services related to the provision of technology course instruction for the Workforce Institute. The Agreement will commence July 1, 2018 and continue through December 18, 2018. The estimated cost to the College for this Agreement will be approximately \$2,615. This item was approved by Anne Cooper on June 7, 2018. Department—Workforce Institute
90. Dual Enrollment Agreement with **Indian Rocks Christian School (IRCS)** that will allow eligible IRCS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2018 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 25, 2018. Department—Dual Enrollment/Early College
91. Agreement with **Integrated Imaging, Inc.** to maintain the radiology equipment used in the Veterinary Technology Program at the College. The Agreement includes monthly processor maintenance, developer, fixer, developer system cleaner, supplies, labor for x-ray service, and annual calibrations service with software upgrades. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$4,747.20. This item was approved by Brian Miles on May 7, 2018. Department—Veterinary Technology
92. Agreement with **Johnson Controls Fire Protection, LP f/k/a SimplexGrinnell** to provide burglary alarm monitoring service for the Allstate Center Indoor Firing Range. The Agreement will commence July 1, 2018 and continue through June 30, 2019. The cost to the College for this Agreement will be \$340.80. This item was approved by Brian Miles on June 12, 2018. Department—Facilities/In-house Construction
93. Agreement with **Junior Achievement of Tampa Bay, Inc. (JA)** to host the STEM TEC—Summer Career Institute Program whereby JA provides hands-on activities for students ages 14-17 in various career industries, workplace readiness training, team building, goal setting, personal motivation and job shadowing site visit experiences in fields related to Science, Technology, Engineering and Math. The College will provide classrooms, a computer lab and lunch area as well as the use of the Digitorium for the closing ceremony for all JA STEM students. The program will take place on the Seminole Campus from June 4-29, 2018. There is no cost to the College. Department—Provost, Seminole Campus
94. Agreement with **Junior Achievement of Tampa Bay, Inc. (JA)** to host the STEM TEC—Summer Career Institute Program whereby JA provides hands-on activities for students ages 14-17 in various career industries, workplace readiness training, team building, goal setting,

personal motivation and job shadowing site visit experiences in fields related to Science, Technology, Engineering and Math. The College will provide classrooms, a computer lab and lunch area. The program will take place on the Tarpon Springs Campus from June 4-29, 2018. There is no cost to the College. Department—Provost, Tarpon Springs Campus

95. Agreement with **Keep Pinellas County Beautiful, Inc.** (KPB) whereby KPB and the College's Natural Science department will partner for the purposes of periodic terrestrial/marine debris/litter removal from the Bay Pines Campus and shoreline. KPB will coordinate clean-ups and provide clean-up supplies for at least four clean-ups per year. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on May 1, 2018. Department—Natural Science
96. Agreement with **Livestream, LLC** for a premium subscription for Livestream services for use by the Marketing Department. This Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$2,388. This item was approved by Jesse Coraggio on April 13, 2018. Department—Marketing & Strategic Communications
97. Agreement with **Mail Finance** to upgrade the current software from USPS only to multi-carrier software which will also include UPS, Fed-Ex and DHL. The Amendment for the upgrade will commence as soon as possible and continue through the end of the current Agreement with Mail Finance which is August 9, 2021. The cost to the College for this Amendment will be \$1,951.12. This item was approved by Brian Miles on June 26, 2018. Department—Mail & Distribution
98. Agreement with **Marine Corps League, Inc.**, Major B.F. Hickey Detachment 57 to provide the League with the use of the Seminole Campus west parking lot and portable west restrooms for the League's Annual Benefit Car and Truck Show to be held on November 17, 2018. There is no cost to the College associate with entering into this Agreement. This item was approved by Patrick Rinard on June 5, 2018. Department—Provost, Seminole Campus
99. Dual Enrollment Agreement with **Northside Christian School (NCS)** that will allow eligible NCS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2018 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 25, 2018. Department—Dual Enrollment/Early College
100. Agreement with **Anthony Ottaviani, MD** to continue to serve as Medical Director for the Respiratory Care Program. This is an accreditation requirement for the Respiratory Care

Program. The cost to the College for this Agreement will be \$4,800. Dr. Ottaviani will be paid in equal amounts at the end of Sessions I & II 2018-19 for his services. The Agreement period is from July 1, 2018 through June 30, 2019. This item was approved by Anne Cooper on June 7, 2018. Department—Respiratory Care

101. Agreement with **Patterson Dental Supply, Inc.** to provide maintenance and support for the Eaglesoft health information system used in the Dental Hygiene Clinic for the period of one year. The Agreement will commence July 1, 2018 and continue through June 30, 2019. The cost to the College will be \$2,136. This item was approved by Brian Miles on May 3, 2018. Department—Dental Hygiene
102. Agreement with **Pinellas County**, Real Estate Management that will provide the County with a temporary easement for the purpose of changing the slope of the 20' x 40' sidewalk and driveway on the HEC site. In addition, the College agrees to donate the sidewalk to the County rather than have the County acquire it through eminent domain. There is no cost to the College. This item was approved by Brian Miles on April 26, 2018. Department—Facilities
103. Dual Enrollment Articulation Agreement for 2018-19 between **Pinellas County School Board** and the College. The Agreement defines the academic programs and activities that will benefit *Dual Enrollment* students of Pinellas County. The College will offer information on student progress and acceleration mechanisms to students in Pinellas County high schools to facilitate greater success in post-secondary education. The School Board will market and encourage high school students regarding opportunities for Dual Enrollment articulation and accelerated college credit opportunities. The Agreement will commence as soon as possible and will ongoing; however, the Agreement must be reviewed and updated annually. There is no cost to the College. This item was approved by Anne Cooper on June 25, 2018. Department—Academic & Student Affairs
104. Agreement with **Primal Pictures, a division of Informa** for continued access to Anatomy.TV to support the Physical Therapy Assistant, Dental, Chiropractic, and Anatomy & Physiology classes. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$9,995. This item was approved by Anne Cooper on June 7, 2018. Department—District Library
105. Agreement with **QM Quality Matters, Inc.** to renew the consortium subscription to Maryland colleges and universities. The subscription provides SPC with access to certain benefits of the Higher Education Quality Matters program including rubrics, training, license, peer reviews and user group participation. The Agreement will commence July 1, 2018 and continue through June 30, 2019 at a cost to the College of \$2,600. This item was approved by Anne Cooper on April 16, 2018. Department—Online Learning & Services
106. Agreement with **Shaeleigh Reesher** to provide program management assistance for Allied Health programs for the Colleges Workforce Institute including all aspects of the RN

Remediation/Refresher program, RN Remediation/Refresher Clinical coordination, and Assisted Living Administrator program from set up and advertisement stage through student enrollment. Ms. Reesher will be paid an amount of \$7,500 for these services. The Agreement will be from July 1, 2018 through December 31, 2018. This item was approved by Anne Cooper on June 12, 2018. Department—Workforce Institute

107. Agreement with **Shaeleigh Reesher** to provide program management assistance with the Clinical Medical Assistant, Phlebotomy Technician, Orthotics and Prosthetics, and CPR Programs from set-up and advertisement stage through student enrollment and classroom support. The Agreement will commence July 1, 2018 and continue through December 31, 2018. Ms. Reesher will be paid an amount of \$7,200 for these services. This item was approved by Anne Cooper on June 12, 2018. Department—Workforce Institute
108. Agreement with **Shaeleigh Reesher** to provide student recruitment and enrollment as well as coordination of external funding for Allied Health Certification programs. . The Agreement will commence July 1, 2018 and continue through December 31, 2018. Ms. Reesher will be paid an amount of \$9,600 for these services. This item was approved by Anne Cooper on June 12, 2018. Department—Workforce Institute
109. Agreement with **Society of European Stage, Authors and Composers (SESAC)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2019. The cost to the College to continue this Agreement for this period is estimated to be approximately \$3,000. This item was approved by Brian Miles on May 21, 2018. Department—Business Services, Accounting
110. Agreement with **Stanly Community College (SCC)** to continue the affiliation whereby SCC provides essential operational support to the Academy at SPC, which provides Cisco training through the College of Computer & Information Technology. SCC will provide unlimited support via email, telephone and web format. SCC will also provide Netlab access for Academy instructors for their professional development opportunities. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$600. This item was approved by Anne Cooper on May 10, 2018. Department—College of Computer & Information Technology
111. Dual Enrollment Agreement with **St. Petersburg Catholic High School (SPCHS)** that will allow eligible SPCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2018 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on June 25, 2018. Department—Dual Enrollment/Early College



112. Agreement with **Tagboard, Inc.** to provide access to proprietary tagboard social media “hashtag” aggregation technologies including moderation, curation, and display tools and applications for use on the College’s website, landing pages, and social media projects. The Agreement will commence July 1, 2018 and continue through December 31, 2020. The cost to the College for this period will be \$5,700. This item was approved by Jesse Coraggio on June 15, 2018. Department—Marketing & Strategic Communications
113. Agreement with **Talx Corporation** to use its employment verification services. The Agreement allows the College to pay on a per-transaction basis as each verification is needed and requested by the College. The Agreement will commence as soon as possible and continue unless terminated by either party. The anticipated cost to the College from May 1, 2018 through June 30, 2018 will be \$1,800. This item was approved by Brian Miles on May 21, 2018. Department—Human Resources
114. Agreement with the **University of South Florida, Department of Internal Medicine** for the services of Dr. Mark Rumbak for the Respiratory Care Program to provide physician input and related clinical expertise regarding pulmonary medicine during Sessions I & II 2018-19 at a total cost to the College of \$2,000. This item was approved by Anne Cooper on May 7, 2018. Department—Respiratory Care
115. Agreement with **Wolters Kluwer Clinical Drug Information, Inc. f/k/a Lexi-Comp, Inc.** to continue the license Agreement for the LEXICOMP Online for Dentistry and LEXICOMP Dental On-Hand: LEXI-Dental Complete for one year through May 30, 2019 at a cost to the College of \$1,989.19. This item was approved by Anne Cooper on May 3, 2018. Department—District Library
116. Agreement to partner with the **YMCA Greater Ridgecrest** to provide a Summer Learning Academy Program that seeks to increase the ability of the community’s at-risk youth to pursue higher education. The Program will be from June 18, 2018 through July 27, 2018. The College will provide the use of certain classrooms, the lobby area of the Pharmacy building, and the UP lobby for lunch service. YMCA will recruit students and provide lunches. There is no cost to the College associated with entering into this Agreement. This item was approved by Patrick Rinard on June 11, 2018. Department—Provost, SE Campus

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


Suzanne Gardner, General Counsel, recommends approval.

ps0630181

August 21, 2018

## MEMORANDUM

**TO:** Board of Trustees, St. Petersburg College

**FROM:** Dr. Tonjua Williams, President 

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

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

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

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

### The listing is by Purchase Order Number:

1. **P.O. #104612 – Sybyte Technologies Inc.** – This is in the amount of **\$36,000.00** to develop and migrate work center for CPSI team and provide support. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional services..." **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
2. **P.O. #104614 – Prestige Ford Inc** – This is in the amount of **\$98,308.00** for (4) police vehicles with light bar package. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "Contract prices..." **Recommended** by Jason Krupp, Academic Program Director, and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
3. **P.O. #104636 – Wested** – This is in the amount of **\$59,329.00** funding allocation for 2017-2018 NSF LSAMP: Bridge to the Baccalaureate Program year 1 of 3 for sub-recipient Wested. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional services..." **Recommended** by Jessie Coraggio, VP of

Academic and Student Affairs, and approved by Jessie Coraggio, VP of Academic and Student Affairs

4. **P.O. #104711 – Consoli, Paul A**– This is in the amount of **\$221,667.00** for the CPSI full-time in-country model and continue to support the deliverables within the management of model precinct/smart policing grant in El Salvador. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
5. **P.O. #104719 – C8G Tactical Consulting Inc** – This is in the amount of **\$81,800.00** for multijurisdictional counterdrug task force training. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
6. **P.O. #104727 – 1<sup>st</sup> Responders Tact and Safety Training** – This is in the amount of **\$105,000.00** to conduct three 60-day mentoring tours and one ninety day tour. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Tonjua Williams, President, St. Petersburg College.
7. **P.O. #104728 – Globus Tracon LLC** – This is in the amount of **\$105,000.00** to conduct three 60-day mentoring tours and one ninety day tour. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Tonjua Williams, President, St. Petersburg College.
8. **P.O. #104870 – Delibanquetes Sa De Cv** – This is in the amount of **\$74,295.00** for food service company for training that will be held at the police academy (ANSP). **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
9. **P.O. #104902 – Jeffries, Jane Leonard** – This is in the amount of **\$81,000.00** for technical support analyst contractor to fulfill the role as technical writer for accreditation for MCTFT. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
10. **P.O. #104904 – Hoteles E Inversiones Sa De Cv** – This is in the amount of **\$119,150.50** for training venue for ILP Leadership trainings that will be held during the period of July 2018 to April 2019. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive

Academic Program Director, AC and approved by Tonjua Williams, President, St. Petersburg College.

- 11. P.O. #104940 – Salas, Reinaldo Cortes** – This is in the amount of **\$210,000.00** for mentoring and technical support to the El Salvador national police. **This is grant funded.**  
**Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...”  
**Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Tonjua Williams, President, St. Petersburg College.
- 12. P.O. #104985 – Schoville, Charles Preston** – This is in the amount of **\$45,000.00** for presentation of the Counterdrug Task Force Training Course “Gangs and the Transnational Threat- Street Gangs and the Prison Connection” from June 2018 through September 2018. **This is grant funded.** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Tonjua Williams, President, St. Petersburg College.
- 13. P.O. #105087 – Salazar, John** – This is in the amount of **\$210,000.00** for mentoring and technical assistance services to the El Salvador national police. **This is grant funded.**  
**Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...”  
**Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Tonjua Williams, President, St. Petersburg College.
- 14. P.O. #105111 – Silis, Sandra Marina Glower** – This is in the amount of **\$47,500.00** for MPP office manager position in El Salvador from June 1, 2018 through December 19, 2018. **This is grant funded.** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
- 15. P.O. #105122 – International Trademarks Distribution SA** – This is in the amount of **\$54,000.00** for services for the I-2/UFED training. **This is grant funded.** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
- 16. P.O. #105125 – Avila, Myrna Stella** – This is in the amount of **\$55,670.00** for translation services for the period of July 2018 to April 2019. **This is grant funded.**  
**Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...”  
**Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
- 17. P.O. #105289 – Santiago, Ernesto Fernandez** – This is in the amount of **\$93,600.00** for presentation of 40-hour community policing classes to be held between July 2018 through April 2019. **This is grant funded.** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive

Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

**Change Orders listed in numeric order:**

- 1. P.O. #101158 – McKeon, Nancy I** – This change order is in the amount of **\$10,400.00** increase (new total is \$86,450.00). For SME to provide continuation of consultation and professional services at the law enforcement executive session July through August 2018. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
- 2. P.O. #102541 – Assessment Technologies Inst LLC** – This change order is in the amount of **\$124,000.00** increase (new total is \$234,000.00). For textbooks, DVD’s, and assessment and review program for the College of Nursing for the fiscal year of July 1, 2017 to June 30, 2018. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational tests...” **Recommended** by Susan Baker, Dean, College of Nursing and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
- 3. P.O. #103636 – Santiago, Ernesto Fernandez** – This change order is in the amount of **\$5,200.00** increase (new total is \$41,600.00). For presentation of the 40-hour community policing classes to be held in El Salvador between January and June, 2018. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.
- 4. P.O. #103674 – Florida Crisis Response Team Inc** – This change order is in the amount of **\$40,000.00** increase (new total is \$140,000.00). To deliver a 40-hour “Responding to Community Crisis” training in Florida. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

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

NA

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

All non-exempt purchases exceeding the Category Two threshold amount [\$35,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$325,000] as specified in Section 287.017, Florida

Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies it has implemented a drug-free workplace program as specified in Section 287.087, Florida Statutes, shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

**The following are exceptions to competitive solicitations:**

A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.

B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.

C. Library books, reference books, periodicals, and other library materials and supplies.

D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.

E. Food.

F. Services or commodities available only from a single or sole source.

G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

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


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

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

This Quarterly Informational Report was compiled by Thomas Russell, Director of Procurement, Asset Management and Auxiliary Services.

August 21, 2018

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Quarterly Report of Dell Financial agreements

**Section B: Major Technology Contracts**

Material for August 21, 2018 BOT meeting – Quarterly report of Dell Financial agreements.

**Section B: Major Technology Contracts**

1. Agreements with **Dell Financial Services, LLC** to lease a total of 236 computers; network infrastructure equipment for various sites; AV equipment and displays; and other computer equipment for use in various academic and administrative departments college wide. The leases, **entered into between April 1, 2018 and August 5, 2018** are for a period of 48-49 months. The cost to the College for these leases is expected to be approximately \$554,133.04. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$6,835.04. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$560,968.08. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2018-19 Budget on June 18, 2018. — Brian Miles.