

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES February 20, 2018

ST. PETERBURG COLLEGE
DOUGLAS L. JAMERSON JR. MIDTOWN CENTER
COMMUNITY ROOM 141
1300 22ND STREET SOUTH
ST. PETERSBURG, FL 33710

REGULAR 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. Margie Andres-Kuhlman (*Not Attending*)
 - 2. Ernest Parsons (*Not Attending*)
 - 3. Gina Profitt (*Not Attending*)
- B. Announcements
 - 1. Dr. Ed Lurie, Seminole Chamber of Commerce, St. Petersburg College Seminole Campus – Mr. Mark Strickland, Provost, Seminole Campus (*Presentation/Action*)
 - 2. Introduction of Tarpon Springs Provost – Mr. Rod Davis

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 January 16, 2018 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel
- C. Faculty Governance Organization (FGO) – Dr. Shannon Ulrich, Chair
- D. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Honors Program Update – Mr. Earl Fratus, Honors Program Director (*Presentation*)
2. Faculty Evaluation and Contract Review Process – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation*)
3. Faculty Annual Contract and Continuing Contract Recommendations (*Action*)

B. BUDGET AND FINANCE

1. Monthly Budget Report –Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology and Ms. Janette Hunt, Associate Vice President, Budget and Compliance (*Presentation*)

C. ADMINISTRATIVE MATTERS

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

VII. CONSENT AGENDA

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

B. NEW BUSINESS

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Community Foundation Tampa Bay – Health and Human Services Grant (*Information*))
3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Change Order #1, Extension of Time, Project 1707-P-12-2, Joint-Use Library Building, Clearwater Campus (*Action*)
4. OTHER
 - a. Agreement between St. Petersburg College and the Greater Seminole Area Chamber of Commerce, for a Lease of Space at the Seminole Campus (*Action*)

VIII. INFORMATIONAL REPORTS - None

IX. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing – None

X. PRESIDENT'S REPORT

XI. NEXT MEETING DATE AND SITE

March 20, 2018, EpiCenter

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting February 20, 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: February 9, 2018



Provost of the Tarpon Springs Campus



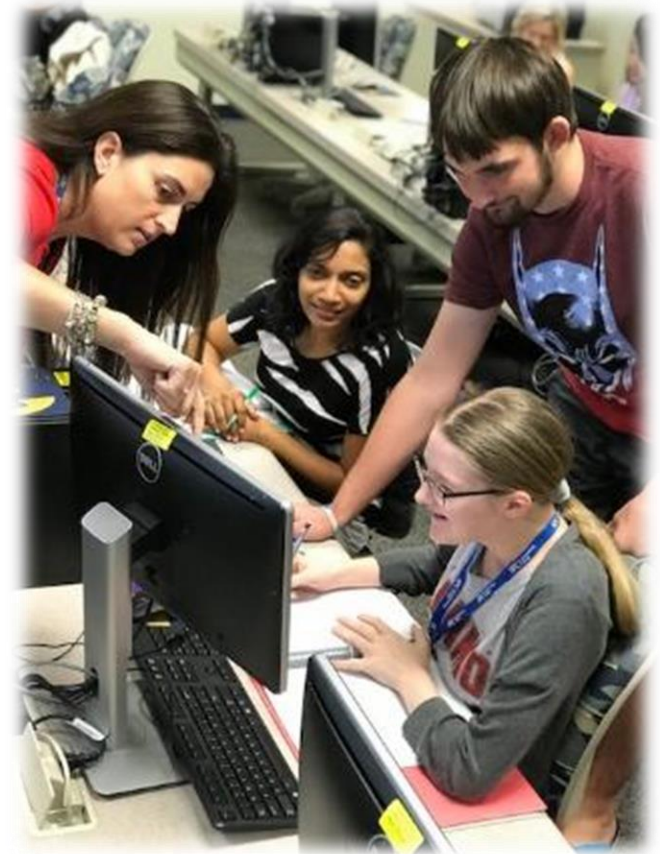
- Mr. Davis has worked at St. Petersburg College since 2004. He presently serves as the Associate Provost at the Tarpon Springs campus, a position he has held since 2012. Since September of 2017, Mr. Davis has also served as the Acting Provost of this campus. Over the course of the last 14 years, Mr. Davis has served in a number of capacities with increasing responsibilities. He began his career as an Academic Advisor a position he held for two years. In 2006, Mr. Davis became the Lead Coordinator for the Male Outreach Initiative a program designed to recruit and retain more male students. In 2008, he became the Student Life and Leadership Coordinator at the Clearwater campus, a position he held until becoming the Associate Provost at the Tarpon Springs campus. Mr. Davis has also taught Principles of Management as an adjunct instructor here at SPC. Prior to joining SPC, Mr. Davis worked at Tech Data Corporation for three years. Mr. Davis is also a veteran of the United States Air Force.
- Mr. Davis holds a Bachelors degree in Advertising and Marketing Communications from the University of Florida, an MBA from St. Leo University, and is a PhD Candidate from Colorado State University and is on track to earn his PhD in May of 2018.

FGO Update

Presented by Shannon Ulrich

TOPICS

- ◆ **FGO Leadership Change**
- ◆ **Successes**
- ◆ **Updates**
- ◆ **Faculty Highlights**



FGO Leadership

- 🟢 **President** – Shannon Ulrich
- 🟢 **CL Chairperson** – Melanie Paden
- 🟢 **HEC Chairperson** – Jeffrey Briggs
- 🟢 **SEM Chairperson** – Sunita Kumari
- 🟢 **SPG Chairperson** – Carol Weideman
- 🟢 **TS Chairperson** – Jim Wallis



Success!

- 🟢 Modified Drop/Add Dates
- 🟢 Bookstore in the Directory

SPC Contact Directory

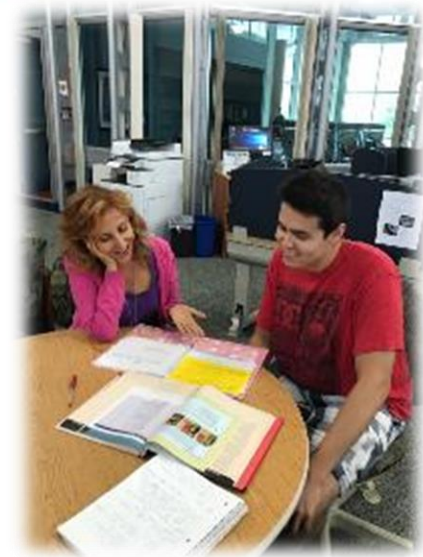
[Search the Directory](#) | [Change your Directory Information](#) | [Search Faculty / Course Pages](#)

Search for college employees by entering information in any of the fields below. You may enter partial names and phone numbers.

First or Last Name	Phone or Fax Number	Campus	Department
<input type="text" value="bookstore"/>	<input type="text"/>	Select	Select
Title	<input type="text"/>		

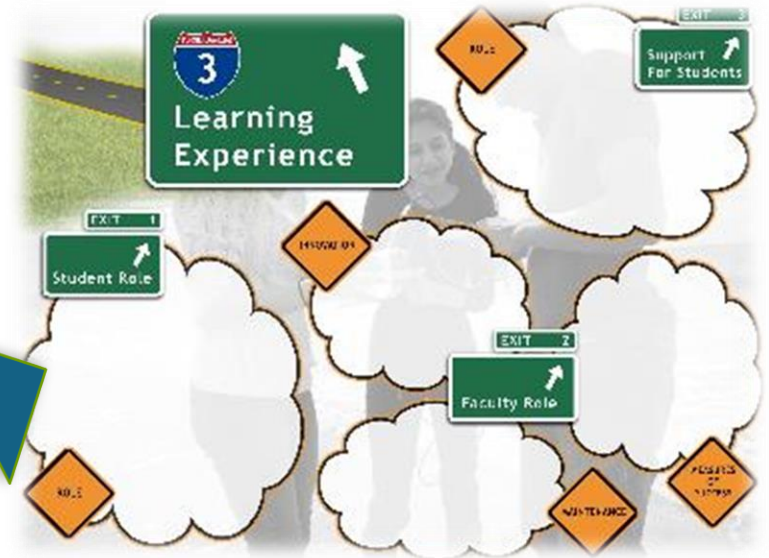
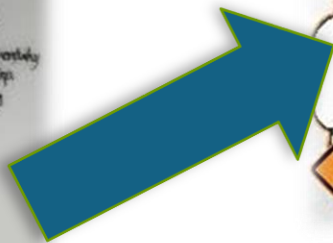
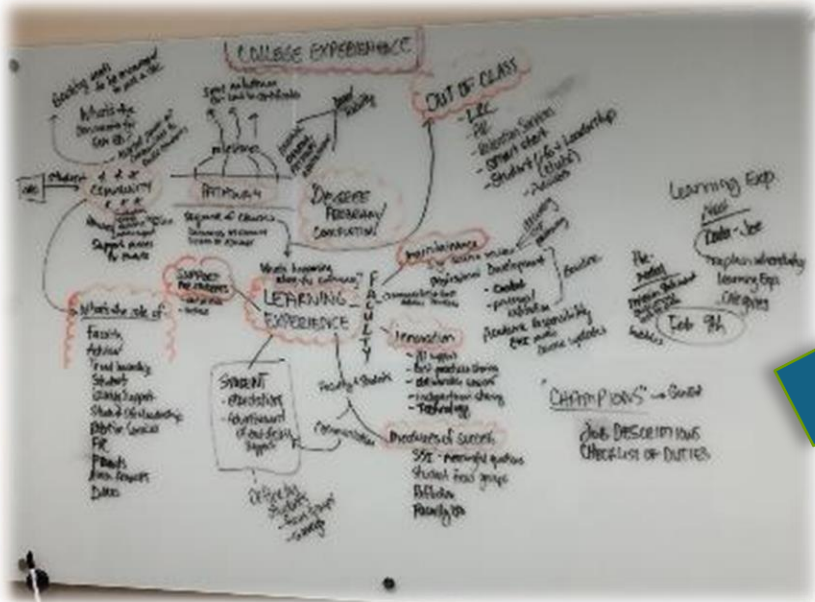
1 results found, sorted by Last Name in ascending order

Name	Title	Department	Campus	Building	Room	Phone	Fax
SPC Clearwater Bookstore	Bookstore	Bookstore	CL	CR	na	(727) 431-4029	na
SPC Okeechobee Bookstore	Bookstore	Bookstore	SP	GC	na	(727) 347-0319	na
SPC Health Bookstore	Bookstore	Bookstore	HC	HE	na	(727) 282-3632	na
SPC Seminole Bookstore	Bookstore	Bookstore	SE	LI	na	(727) 347-0319	na
SPC Tarpon Bookstore	Bookstore	Bookstore	TS	BB	na	(727) 940-0019	na



Updates

🍀 Classroom Experience = Learning Experience



Updates (1 of 2)

🔹 FGO Sharepoint

- 🔹 https://spcollegeedu.sharepoint.com/sites/ocs/committees_groups/FGO/SitePages/Faculty%20Governance%20Organization.aspx

🔹 Academic Integrity Policy

🔹 Mental Health Awareness Oversight Group

Updates (2 of 2)

- ◆ **Faculty + Administration Communication**

- ◆ VP visits to FGO Senate
- ◆ Potlucks with the President

- ◆ **SPC Titan Trot 5K**

- ◆ April 14th at 8AM
- ◆ All proceeds go to scholarship funds
- ◆ [Active.com](https://www.active.com)



Faculty Highlights: Communication

💧 Clearwater Faculty “Chill Time”

- 💧 Faculty
- 💧 Faculty + Advisors
- 💧 Faculty + Advisors + All CL

Dear Clearwatricans,

Come hang out and chat with your colleagues! Share what's going on in your neck of the woods and get caught up with the goings on in other departments.

This Thursday, February 15, 12:30 to 1:30 pm, in LA 115.

Please RSVP if you plan to stop by, and if you have a particular topic for discussion, send it my way. If you have already responded, thank you! :)

Clearwater Chill Time:

~No students~

~No agenda~

~100% puro de chill~

Questions or Comments?

Career Service Employee Council



CSEC

February 2018

Community Involvement

- ▶ Inspired by Dr. Williams' commitment to community engagement and the MLK Day of Service.
- ▶ Donations of clothing and small appliances for HEP (Homeless Emergency Project) (Helping People Help Themselves)
- ▶ Led by SPG representatives Francine Fuentes and Russell Oriol.
- ▶ Exceeding expectations!



CSEC Leadership Training

- ▶ Will run concurrently with Spring Training at Seminole Campus on March 2nd

Topics will include:

- A. Re-establishing and revitalizing our mission:

Who we are and what we do

- B. Branding CSEC



CSEC Leadership Training

C. Becoming a Strategic Committee

S.W.O.T. Analysis

*Strengths, Weaknesses,
Opportunities, Threats*

D. Active Listening.

E. Staff Engagement



Our Commitment

We are committed to revitalizing CSEC and helping Career Staff employees through training, active listening, and communication



Honors Program Update

The St. Petersburg College Board of Trustees
2/20/18





The Honors Program Today

Inspiring Minds, Transforming Lives

Our Mission Statement:

St. Petersburg College's Honors Program provides an exemplary education and an intellectual community that encourages our most talented and motivated students in creativity and deeper understanding, leadership qualities, critical thinking skills, service learning and global awareness.



Honors Program Today

Demographics in Program (253 students)	
American Indian/Alaska Native	.4%
Asian	6.2%
African American	6.2%
Hispanic/Latino	13.8%
Multi Ethnic	3.4%
Native Hawaiian/Other Pacific Islander	.1%
Not Specified	2.9%
White	66.9%

- 50% of students have a 3.75 GPA or higher
- 15% maintain a 4.0 GPA
- 63.2% of students are female
- 36.8% of students are male



Honors Program Experience

- Honors Program Students:
 - Engage in **service learning**, collegiate **research**, **leadership** opportunities and **global** awareness
 - Take smaller classes in a **cohort** environment
 - Build strong **learning communities** that last the duration of their time at SPC
 - Create strong **mentor** relationships with the forty-two Honors faculty on four campuses who rotate their teaching duties
 - Create an **eportfolio** to showcase their accomplishments within the program



11th Annual Research Conference

Poster Session



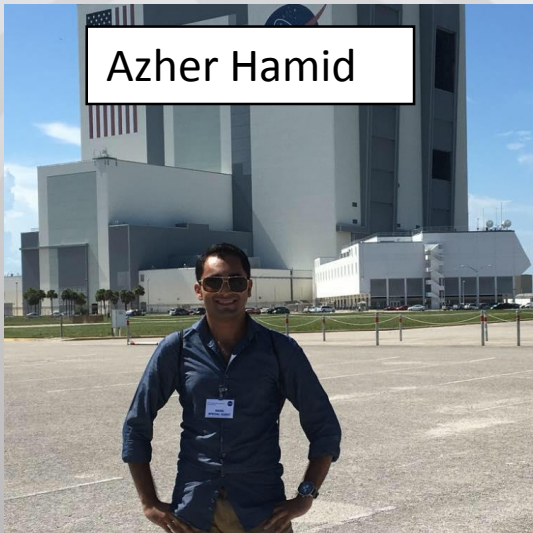
Keynote Speech



State Conference



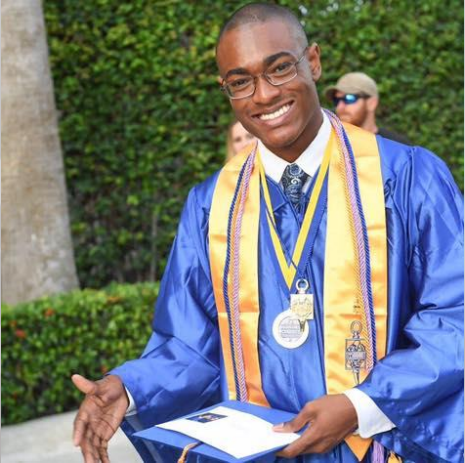
Academic Excellence



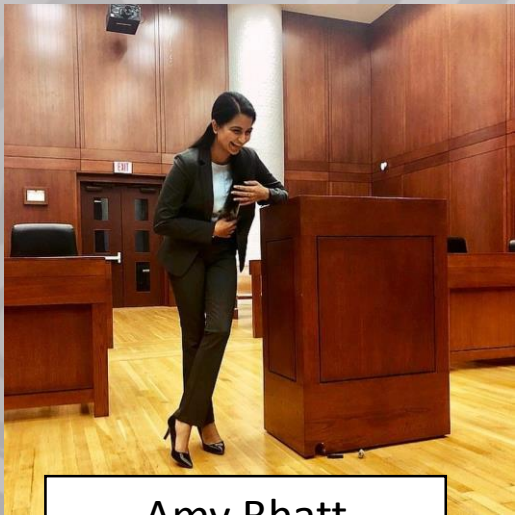
Azher Hamid



Brenna Garcia



Tyvon Jackasal



Amy Bhatt



Kane Magnuson



Community Engagement



Eckerd Raising Hope

SPC's Honors Program presents:

A Focus on Syria

When:
Wednesday, November 1st
12:30pm-2:00pm


Where:
Clearwater campus ES 104

Light refreshments available

Free for all St. Petersburg College students with a valid student ID

With guest speaker Ghadir Kassab from Radiant Hands

SPC St. Petersburg College





Next Steps

- High School Research Conference/Pinellas County Outreach
- Honors Study Abroad Opportunities
- Development of Science Course Options in Honors
- Inviting more Faculty Teaching Opportunities
- Strengthening our Honors connections with PTK and Golden Key
- Showcasing our students' research to a larger audience




- Thank You!

Questions?

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Faculty Contract Review Process (Information)

The faculty contract review process was completed on February 1, 2018. The dean or program administrator addressed a number of factors associated with each faculty member as part of the decision making process. These factors include:

- Student Course Success Rates
- Student Course Survey of Instruction Scores
- Participation in Out of Class Support
- College Service and Duties Outside the Classroom
- Professional Development Completed
- Professional Development Plan for coming year in collaboration with Dean / – areas for improvement/growth
- Class Observations
- Strengths

The information associated with each faculty member was presented to Senior VP of Instruction and Academic Programs and the president to ensure a thorough review was accomplished.

Seventy-nine faculty were reviewed of which 69 were for annual contracts and 10 were for continuing contracts. Of the 69 reviewed for annual contracts 65 are recommended, 2 were delayed until May 2018, 1 retired, and 1 was non-renewed. Of the 10 reviewed for continuing contracts 9 are recommended for continuing contracts and 1 for annual contract.

The review process proved to be most encouraging. Faculty are focused on the teaching and learning process and are employing a variety of methodologies to improve the engagement of their students. The Faculty Cohort support process operated by the Center for Excellence in Teaching and Learning is also providing positive results as faculty work to adopt their teaching expertise to our current students in support of student success.

Anne Cooper, Senior Vice President, Instruction and Academic Programs

Faculty Hiring, Evaluation and Contract Review Process

*Anne Cooper PhD, Senior Vice President Instruction and Academic Programs
SPC Board of Trustees – February 20, 2018*

Hiring Process

Review college-wide faculty/chair diversity within academic discipline



Diverse search and screen committees chosen



Applications reviewed and selected candidates submitted to dean



Deans consolidate selections: 5 to 6 candidates chosen for interview



Candidates present teaching demo followed by interviews with search & screen committee and dean



Finalist interviewed by Provost



Final candidates interviewed by President and Senior Vice President

New Faculty Cohort – Professional Development



1. Learning Management System Training
2. Departmental Mentoring and Ongoing Support
3. Year I – New Faculty Development Course
 - two Semesters
 - understanding SPC and our students
 - student success strategies
 - excellence in teaching & learning
 - collaboration and services
4. Year II – New Faculty Cohort Project
 - two semesters
 - special project identified to address academic area of need

Faculty Annual Evaluation

- All Faculty Evaluated Annually
- Data and documentation stored in Faculty 180 – e-portfolio tool
- Evaluation Sections Include:

Student Success Data for 10 to 22 courses/year

Student Survey of Instruction; minimum 10 courses – 200 to 240 surveys

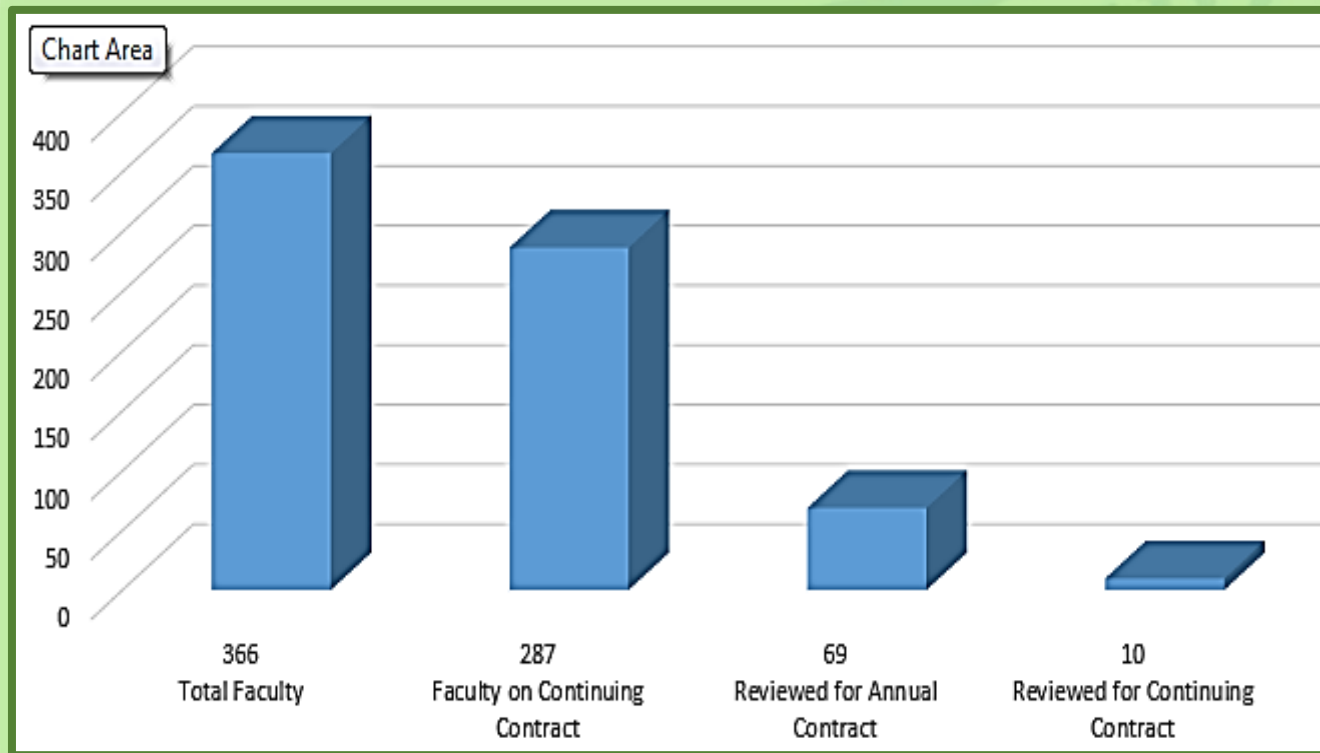
Instructional Strategies - Academic knowledge, Student engagement, Course management, Student support, Interpersonal Communication

Course Information – Syllabi, Enrollment, Program Administrator Class Observation Feedback

Professional Development

College Contributions

Scholarly Contributions



Both Associate & Baccalaureate Level

Faculty Role in Contract Review Process

Data and Documentation

Reflections on Student Course Success Rates	Faculty rates compared with college overall success rate for same course
Reflections on Student Course Survey of Instruction Results	Most scores between 6- 7pts on a 7 pt. scale in the following three areas <ul style="list-style-type: none">• Faculty engagement• Preparation and Organization• Course Instruction Individual rates compared to the overall department rate
Out of Class Support Participation	Online, Skype, e-mail, text, phone, in learning centers and alternate locations
College Service/Duties Outside the Classroom	Grants, communities, CETL, FGO, QEP, SACS and campus activities
Professional Development Completed and growth Plan	Internal and external events, conferences, graduate school, presentations, and publish articles.

Dean Role in Contract Review Process



- Reviews faculty data and documentation, adds class observation and comments
- Presents contract recommendation to President and SVP with supporting documentation
- Provides feedback to faculty member

Results of Contract Review


Reviewed for Annual Contract	69
Recommendation	
Annual	65
Delay Decision until May 2017	2
Non Renew	1
Retiring	1
Review for Continuing Contract	10
Recommendation	
Continuing	9
Annual	1



Questions?

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Faculty Annual Contract Recommendations

Approval is sought for the following recommended personnel actions concerning faculty appointments.

Recommend appointment to a contract (2018-2019), contingent upon the successful completion of satisfactory service in the current contract year.

Effective Date	Name	Title	Department
8/01/2018	Bailey, April E	Academic Chair	Business Administration SE
8/01/2018	Beck, Rosanne	Faculty, 12 Month	SE Public Safety Institute AC
8/01/2018	Davis, Michael J	Academic Chair	Natural Science TS
8/01/2018	Duff Jr, John Anderson	Academic Chair	College of Computer & InfoTech
8/01/2018	Ellis, Dawn L	Academic Chair	College of Computer & InfoTech
8/01/2018	Fair, Timothy A	Academic Chair	Orthotics & Prosthetics
8/01/2018	Hanrahan, Patricia L	Academic Chair	Business Administration CL
8/01/2018	Harper-Judd, Jill A	Academic Chair	Natural Science DT/MT
8/01/2018	Hernly, Patrick M.	Academic Chair	Humanities & Fine Arts SPG
8/01/2018	Hoeh Boyd, Emily	Faculty, 12 Month	College of Education
8/01/2018	Hubbard, Barbara A	Academic Chair	Humanities & Fine Arts SE
8/01/2018	Jackson, Kimberly G	Academic Chair	Social & Behavioral Science DT
8/01/2018	Johnson-Sabree, Kengia Tanaydra	Academic Chair	Health Information Mgmt HC
8/01/2018	Long, Johnie V.	Academic Chair	College of Computer & InfoTech
8/01/2018	Maisch, Lara L	Faculty, 12 Month	Baccalaureate Programs
8/01/2018	Malave, Laura Helena	Academic Chair	College of Computer & InfoTech
8/01/2018	McAllister, Melissa D	Faculty, 12 Month	College of Education
8/01/2018	Moriarty, Christian R	Academic Chair	Ethics SPG
8/01/2018	Olah, Alanna	Faculty, Instr in Charge	Business Administration SE
8/01/2018	Przyborowski, Marta F	Academic Chair	Business Administration TS
8/01/2018	Rivero, Douglas	Academic Chair	Social & Behavioral Science SE
8/01/2018	Santos, Wanda I	Faculty, 12 Month	College of Education

Recommend appointment to a contract (2018-2019), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.


Effective Date	Name	Title	Department
08/09/2018	Appleton, Anthony	Faculty	Natural Science SPG
08/09/2018	Bell,Brian D	Faculty	Natural Science TS
08/09/2018	Burgess,Diana L	Faculty	Nursing HC
08/09/2018	Charboneau,Jay Francis	Faculty	Social & Behavioral Science SPG
08/09/2018	Chastain,Heather C	Faculty	Nursing HC
08/09/2018	Coakley,Melissa M	Faculty	Ethics CL
08/09/2018	Curtis,Jessica L	Faculty	College of Education
08/09/2018	Cutler,Henry H	Faculty	College of Computer & InfoTech
08/09/2018	Daniels,Amanda R	Faculty	Nursing HC
08/09/2018	Davies,Joi B	Faculty	Mathematics SPG
08/09/2018	Despain,Aaron L.	Faculty	Baccalaureate Programs
08/09/2018	Estlund,Amber L	Faculty	Communications SE
08/09/2018	Fernandez,Jennifer S	Faculty	College of Education
08/09/2018	Gionet,Laura J	Faculty	Natural Science SPG
08/09/2018	Grisanti,Sharon M	Faculty	Dental Hygiene HC
08/09/2018	Harris,Jay S	Faculty	Interpreter Training CL
08/09/2018	Johnson,Hannah A	Faculty	Mathematics SPG
08/09/2018	Jones,Lori K	Faculty	Baccalaureate Programs
08/09/2018	Kuropas,Cindy L	Faculty	Communications TS
08/09/2018	Lanham,Valerie	Faculty	Communications SPG
08/09/2018	Lewis,Mary E	Faculty	Nursing HC
08/09/2018	Ma,Jun	Faculty	College of Computer & InfoTech
08/09/2018	Macogay,Eugene	Faculty	Respiratory Care HC
08/09/2018	Maza,Joanna D	Faculty	Veterinary Technology
08/09/2018	Mistretta,Jennifer Lee	Faculty	Nursing HC
08/09/2018	Modrakovic,Janet R.	Faculty	Veterinary Technology
08/09/2018	Moore,Grace L	Faculty	Natural Science SPG
08/09/2018	Newberry,Sheila A.	Faculty	Health Information Mgmt HC
08/09/2018	Nousiainen,Robin M	Faculty	Baccalaureate Programs
08/09/2018	Nusspickel,Mark J	Faculty	Communications SPG
08/09/2018	Paden,Melanie Woods	Faculty	Communications CL
08/09/2018	Pelletier,Scott R	Faculty	Emergency Medical Services HC
08/09/2018	Pels,Margarite L	Faculty	Nursing HC
08/09/2018	Pennock,Jane M	Faculty	Nursing HC
08/09/2018	Poirier,Melanie	Faculty	Dental Hygiene HC
08/09/2018	Prifti,Bledar	Faculty	Social & Behavioral Science SE
08/09/2018	Pryby,Felicia K	Faculty	Nursing HC
08/09/2018	Roe,Bobby W.	Faculty	Orthotics & Prosthetics
08/09/2018	Simunac,Kristin	Faculty	Natural Science TS
08/09/2018	Snellenburg,Kirsten F	Faculty	Physical Therapist Asst HC
08/09/2018	Uruena-Agnes,Adriana	Faculty	Social & Behavioral Science DT
08/09/2018	Vaughan,Joann T.	Faculty	Ethics SPG
08/09/2018	Williams,Robert Weston	Faculty	Humanities & Fine Arts SPG
08/09/2018	Wilson,Ian J	Faculty	Communications SPG

Anne Cooper, Senior Vice President, Instruction and Academic Programs and the Strategic Issues Council Members bringing the actions forward, recommend approval.

ds02/08/18

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Faculty Continuing Contract Recommendations

Approval is sought for the following personnel actions concerning faculty members to receive continuing contract (2018-2019), contingent upon the successful completion of satisfactory service in the current contract year and official documentation of successful completion of required graduate coursework.

Effective Date	Name	Title	Department
8/1/2018	Briggs, Jeffrey B	Faculty, 12 Month	Nursing HC
8/1/2018	Hawkins-Johnson, Jacqueline	Academic Chair	Nursing HC
8/1/2018	Moore, Joy B	Academic Chair	Mathematics SPG
8/1/2018	Banks, Ian M	Faculty	Baccalaureate Programs
8/1/2018	Sibbio, Ralph A	Faculty	Emergency Medical Services HC
8/1/2018	Downing, Carol L.	Faculty	Interpreter Training CL
8/1/2018	Boehme-Terrana, Linae M	Faculty, 12 Month	Baccalaureate Programs
8/1/2018	Loureiro, Roberto V	Academic Chair	Social & Behavioral Science SPG
8/1/2018	Stanley, Kevin	Academic Chair	Humanities & Fine Arts TS

 Anne Cooper, Senior Vice President, Instruction and Academic Programs and the Strategic Issues Council Members bringing the actions forward, recommend approval.

ds02/08/18

St. Petersburg College Board of Trustees Meeting January 2018 Budget Report

Janette Hunt
February 20, 2018





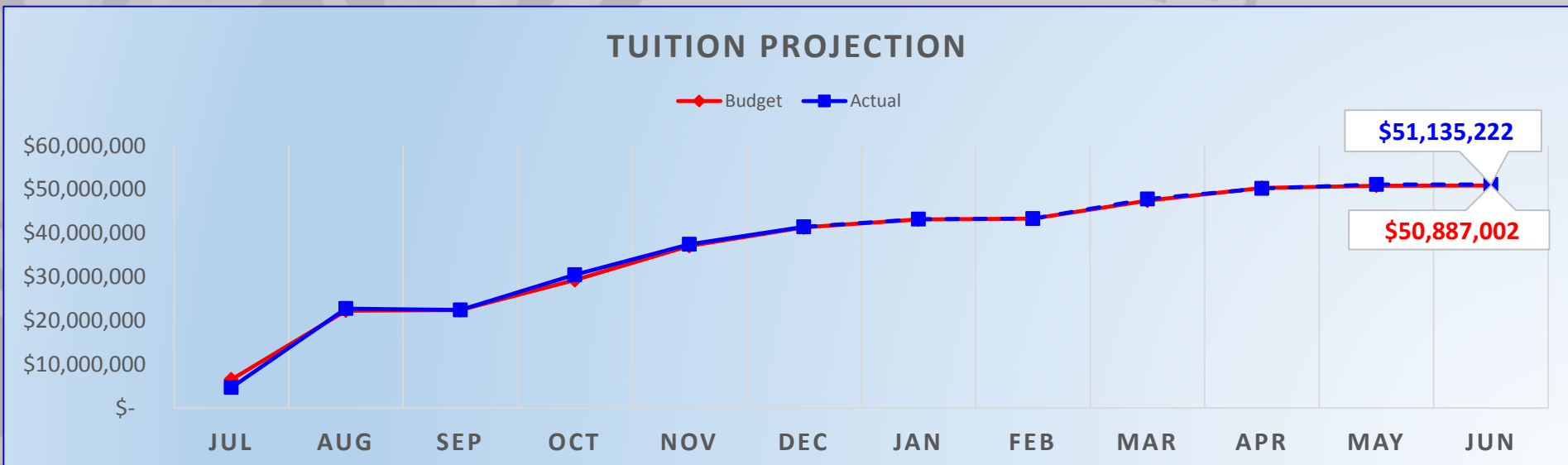
Budget Report

- FY17/18 January Budget Report
- FY17/18 Year-to-Date Budget Highlights
- FY17/18 Year-End Projections
- FY18/19 Budget Planning Timeline



Report as of January 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition & Fees	\$ 68,364,047	\$ 53,219,285	77.8%	\$ 61,246,719	\$ 51,727,955	84.5%
State Funding	\$ 72,320,423	\$ 32,441,052	44.9%	\$ 71,793,706	\$ 33,286,547	46.4%
Other Revenues	\$ 5,397,200	\$ 2,486,963	46.1%	\$ 5,609,289	\$ 2,439,645	43.5%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 2,516,436	66.5%
Reserves	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 91,284,953	59.2%	\$ 144,257,333	\$ 89,970,583	62.4%



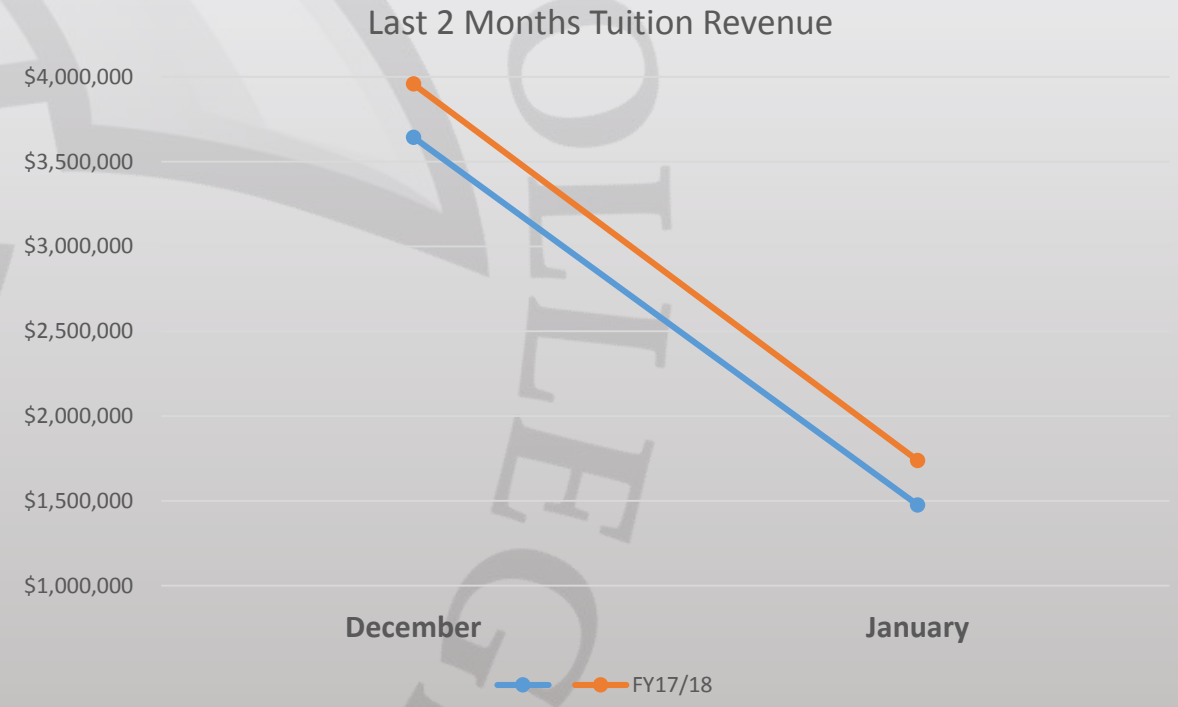
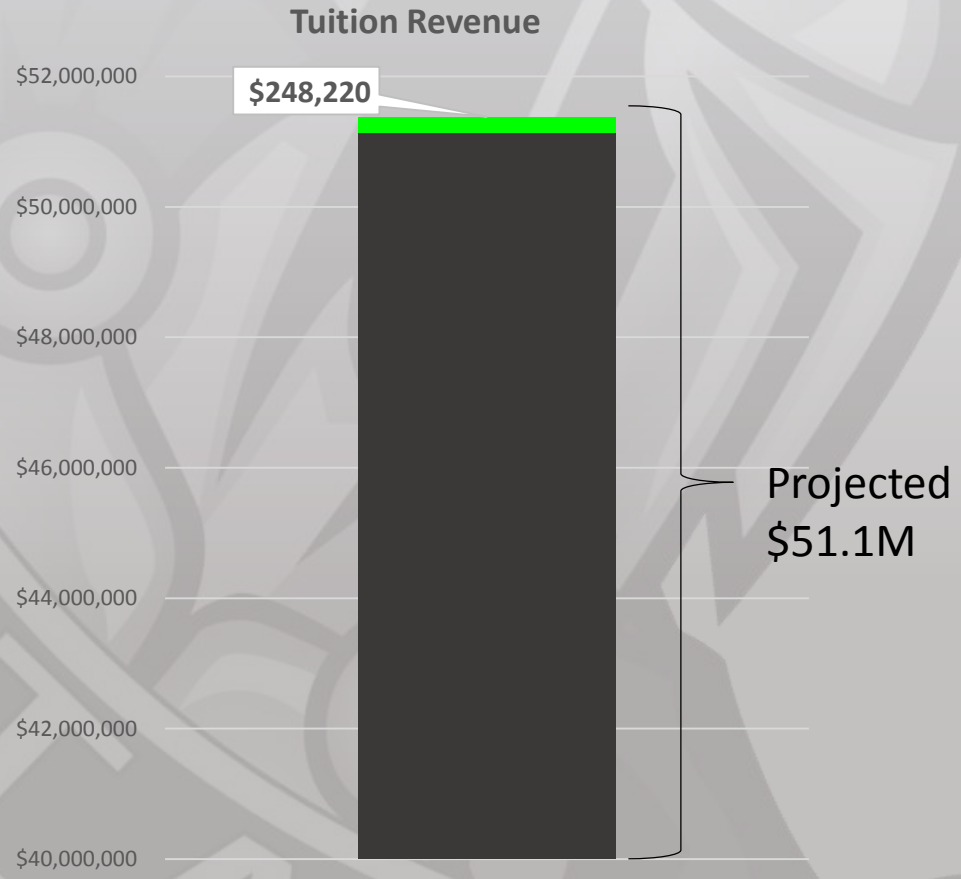


Report as of January 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	\$ 28,980,411	\$ 16,480,751	56.9%	\$ 26,776,489	\$ 15,757,236	58.8%
Administrative & Professional	\$ 26,069,342	\$ 14,158,700	54.3%	\$ 24,251,689	\$ 14,297,329	59.0%
Career Service (includes OT)	\$ 22,059,113	\$ 11,201,901	50.8%	\$ 19,951,011	\$ 10,807,958	54.2%
Adjunct/Supplemental	\$ 14,341,325	\$ 7,217,496	50.3%	\$ 13,549,064	\$ 6,894,175	50.9%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,310,613	45.2%	\$ 2,041,007	\$ 961,699	47.1%
Student Assistants	\$ 428,000	\$ 140,949	32.9%	\$ 428,000	\$ 173,179	40.5%
Health Insurance	\$ 11,854,771	\$ 8,264,436	69.7%	\$ 14,931,773	\$ 8,813,343	59.0%
Other Benefits	\$ 11,700,630	\$ 7,346,929	62.8%	\$ 11,280,323	\$ 6,611,042	58.6%
Total Personnel & Benefits	\$ 118,330,460	\$ 66,121,774	55.9%	\$ 113,209,356	\$ 64,315,960	56.8%
Current Expense						
Total Current Expense	\$ 32,341,920	\$ 15,761,906	48.7%	\$ 28,278,499	\$ 14,668,114	51.9%
Capital						
Total Capital	\$ 3,430,581	\$ 1,472,256	42.9%	\$ 2,769,478	\$ 1,335,709	48.2%
Total Operating	\$ 154,102,961	\$ 83,355,937	54.1%	\$ 144,257,333	\$ 80,319,784	55.7%
Balance	\$ -	\$ 7,929,017		\$ -	\$ 9,650,799	



Budget Highlights

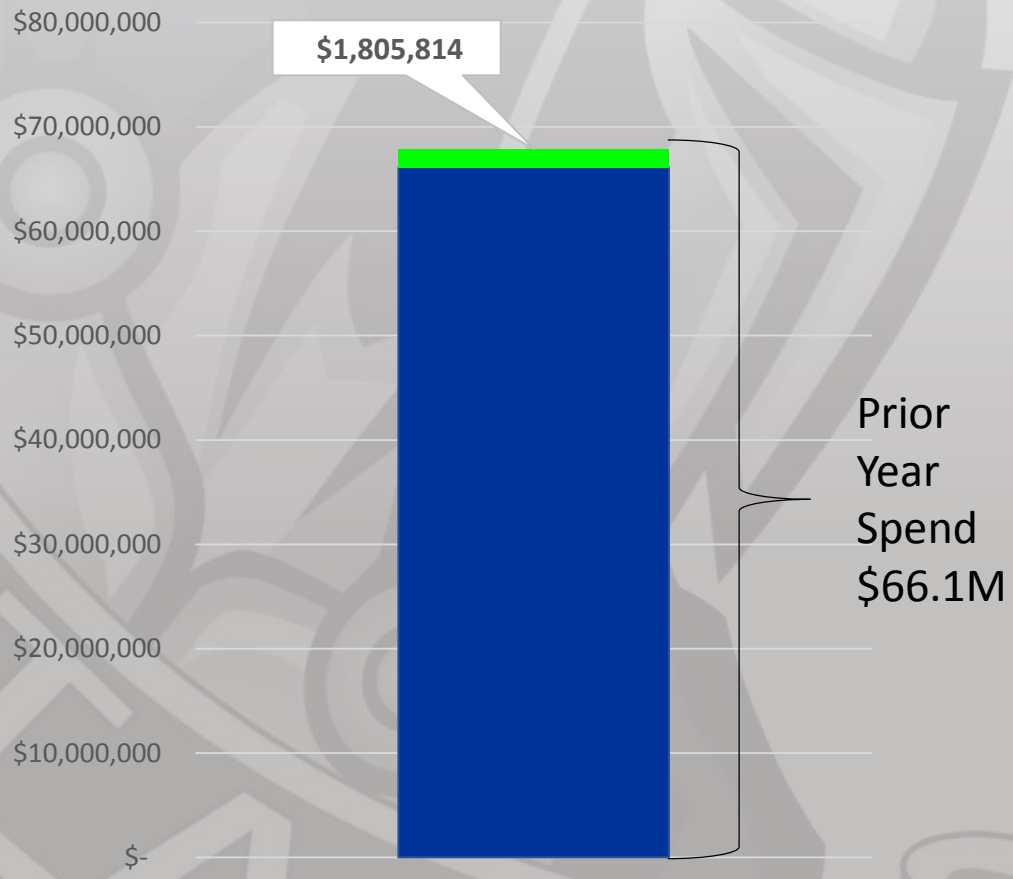


	December	January
FY16/17	\$ 3,644,156	\$ 1,476,238
FY17/18	\$ 3,958,014	\$ 1,738,079
+/-	\$ 313,858	\$ 261,841

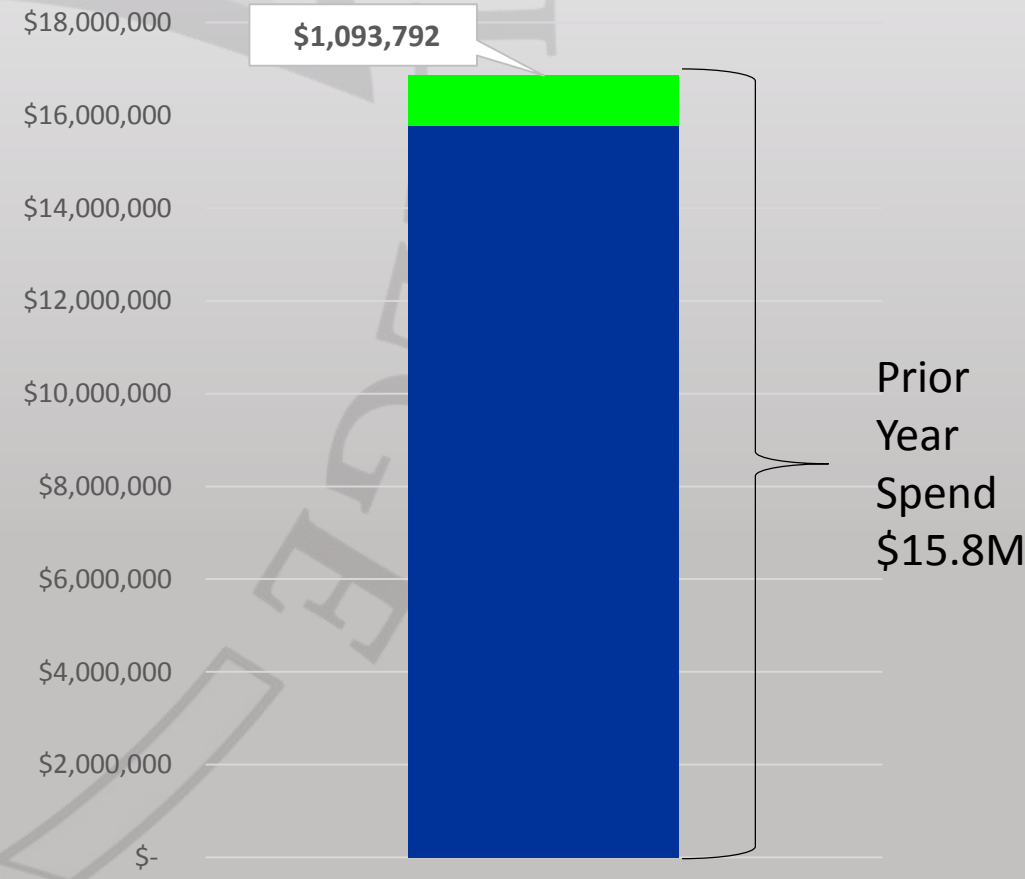


Budget Highlights

Personnel Expense Reduction



Current Expense Reduction





FY17/18 Year End Projections

	Budget	Year End Projection	Budget to Projection
Revenue			
Revenue	\$ 138,649,714	\$ 137,848,604	\$ (801,110)
Fund Transfers In	\$ 3,782,619	\$ 3,782,619	\$ -
Reserve	\$ 1,825,000	\$ 527,247	\$ (1,297,753)
Total Revenue	\$ 144,257,333	\$ 142,158,470	\$ (2,098,863)
Personnel & Benefits			
Total Personnel & Benefits	\$ 113,209,356	\$ 112,355,471	\$ (853,885)
Current Expense			
Total Current Expense	\$ 28,278,499	\$ 27,325,976	\$ (952,523)
Capital			
Total Capital	\$ 2,769,478	\$ 2,477,023	\$ (292,455)
Total Operating	\$ 144,257,333	\$ 142,158,470	\$ (2,098,863)
Balance	\$ -	\$ -	\$ -



FY18-19 Budget Planning Timeline

Confirm College Commitments

Legislative Session Convenes Jan 9th

January

Year End Projections

Enrollment Projections

February

Legislative Session Ends March 9th

Financial Update

March

Present Budgeting Highlights

Strategic Plan

April

Request Approval of Proposed Budget

May

Budget Follow Up

Submit Budget to Florida College System

June


**St. Petersburg College
Budget Report
As of January 31, 2018**

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	\$ 56,560,516	\$ 44,686,503	79.0%	\$ 50,887,002	\$ 43,162,575	84.8%
State Appropriation - FCS	\$ 51,695,712	\$ 30,310,268	58.6%	\$ 53,548,581	\$ 31,236,672	58.3%
State Appropriation - Lottery	\$ 16,693,508	\$ -	0.0%	\$ 14,231,049	\$ -	0.0%
Performance Funding	\$ 3,652,774	\$ 2,130,784	58.3%	\$ 3,514,076	\$ 2,049,875	58.3%
Operating Cost for New Facilities	\$ 128,429	\$ -	0.0%	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,834,042	\$ 1,375,741	75.0%	\$ 1,639,890	\$ 1,319,733	80.5%
Distance Learning Fee	\$ 3,814,485	\$ 2,962,815	77.7%	\$ 3,526,830	\$ 3,050,046	86.5%
Technology Fee	\$ 2,818,596	\$ 2,163,280	76.8%	\$ 2,508,569	\$ 2,081,981	83.0%
Lab Revenue Fees	\$ 1,714,401	\$ 1,531,246	89.3%	\$ 1,592,067	\$ 1,615,486	101.5%
Industry Certifications	\$ 150,000	\$ -	0.0%	\$ 500,000	\$ -	0.0%
Other Revenues	\$ 5,397,200	\$ 2,486,963	46.1%	\$ 5,609,289	\$ 2,439,645	43.5%
Other Student Fees	\$ 1,622,007	\$ 499,700	30.8%	\$ 1,092,361	\$ 498,135	45.6%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 2,516,436	66.5%
Reserve	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 91,284,953	59.2%	\$ 144,257,333	\$ 89,970,583	62.4%
Personnel & Benefits						
	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Instructional/Faculty-Full time	\$ 28,980,411	\$ 16,480,751	56.9%	\$ 26,776,489	\$ 15,757,236	58.8%
Administrative & Professional	\$ 26,069,342	\$ 14,158,700	54.3%	\$ 24,251,689	\$ 14,297,329	59.0%
Career Service (includes OT)	\$ 22,059,113	\$ 11,201,901	50.8%	\$ 19,951,011	\$ 10,807,958	54.2%
Adjunct/Supplemental	\$ 14,341,325	\$ 7,217,496	50.3%	\$ 13,549,064	\$ 6,894,175	50.9%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,310,613	45.2%	\$ 2,041,007	\$ 961,699	47.1%
Student Assistants	\$ 428,000	\$ 140,949	32.9%	\$ 428,000	\$ 173,179	40.5%
Health Insurance	\$ 11,854,771	\$ 8,264,436	69.7%	\$ 14,931,773	\$ 8,813,343	59.0%
Other Benefits	\$ 11,700,630	\$ 7,346,929	62.8%	\$ 11,280,323	\$ 6,611,042	58.6%
Total Personnel & Benefits	\$ 118,330,460	\$ 66,121,774	55.9%	\$ 113,209,356	\$ 64,315,960	56.8%
Current Expense						
Travel	\$ 629,676	\$ 449,955	71.5%	\$ 311,583	\$ 209,562	67.3%
Repairs & Maint	\$ 872,674	\$ 552,376	63.3%	\$ 886,195	\$ 524,641	59.2%
Rental/Leases	\$ 445,340	\$ 23,364	5.2%	\$ 140,050	\$ 2,843	2.0%
Insurance (Non Health)	\$ 1,708,272	\$ 1,102,351	64.5%	\$ 1,758,611	\$ 1,273,605	72.4%
Utilities	\$ 5,800,000	\$ 2,960,397	51.0%	\$ 5,260,407	\$ 3,160,823	60.1%
Services and Fees	\$ 7,734,988	\$ 3,094,116	40.0%	\$ 6,033,319	\$ 2,780,897	46.1%
Scholarships/Fee Waivers	\$ 1,559,895	\$ 2,152,118	138.0%	\$ 2,423,463	\$ 2,176,220	89.8%
Materials and Supplies	\$ 5,928,526	\$ 2,648,803	44.7%	\$ 4,476,333	\$ 1,844,587	41.2%
Tech Expense/Licensing	\$ 2,805,757	\$ 1,681,258	59.9%	\$ 2,594,386	\$ 1,648,100	63.5%
Bad Debt/Unemployment	\$ 1,147,782	\$ (6,453)	-0.6%	\$ 1,003,810	\$ (44,751)	-4.5%
Other Current Expense	\$ 3,709,010	\$ 1,103,622	29.8%	\$ 3,390,342	\$ 1,091,588	32.2%
Total Current Expense	\$ 32,341,920	\$ 15,761,906	48.7%	\$ 28,278,499	\$ 14,668,114	51.9%
Capital						
Computer Refresh Leases	\$ 2,904,221	\$ 1,335,536	46.0%	\$ 2,379,879	\$ 1,155,574	48.6%
Capital Purchases	\$ 526,360	\$ 136,720	26.0%	\$ 389,599	\$ 180,135	46.2%
Total Capital	\$ 3,430,581	\$ 1,472,256	42.9%	\$ 2,769,478	\$ 1,335,709	48.2%
Total Operating	\$ 154,102,961	\$ 83,355,937	54.1%	\$ 144,257,333	\$ 80,319,784	55.7%
Balance	\$ -	\$ 7,929,017		\$ -	\$ 9,650,799	

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Hale, Christina M	Senior Accountant	Accounting Services EPI	1/29/2018 - 6/30/2018
Laney, Michele T	Assoc Dir, Learning Resources	Learning Resources CL	1/8/2018 - 6/30/2018

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Flora, Richard M	Dean, Clinical Health Sciences	Academic & Student Affairs HEC	1/2/2018 - 6/30/2018
Woods, Katherine A	Acting, Dean Allied Health Sc	Academic & Student Affairs HEC	1/2/2018 - 6/30/2018
Hunter-Dexter, Tara T	Career & Academic Advisor	Counseling & Advisement SPG	1/29/2018 - 6/30/2018
Mortellaro, Denise A	Instructional Design Tech	Engineering Technology CL	2/12/2018 - 6/30/2018
Davis, Rodrigo M	Provost	Student Services TS	2/12/2018 - 6/30/2018
Grey, Cynthia A	Acting Assoc Dean, Vet Tech	Veterinary Technology VT	1/2/2018 - 6/30/2018

HIRE Faculty			
Name	Title	Department/Location	Effective Date
Cuthbertson, Monique S	Faculty	Nursing HEC	1/2/2018 - 7/20/2018

TRANSFER/PROMOTION Faculty			
Name	Title	Department/Location	Effective Date
Wikoff, Marjorie-Anne	Chair, Communications	Communications SPG	1/2/2018 - 7/31/2018
Krueger, Amy	Chair, Dental Hygiene -AS Prog	Dental Hygiene HEC	1/2/2018 - 7/31/2018

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Keith, Steven P	Security Officer	Campus Security SPG	1/29/2018
Kamel, Rafik R	Custodian	Custodial Services HEC	1/8/2018
Cioffi, Dawn R	Custodian	Custodial Services TS	1/8/2018
Lastorka, Sean S	Instructional Supp Specialist	Learning Resources CL	1/29/2018

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Filson, Patrick W	Security Officer	Campus Security SE	1/29/2018
Brighton, Lee A	Facilities Supervisor	Maintenance Services DO	2/10/2018
Chandler, Richard L	Facilities Technician	Maintenance Services TS	2/10/2018
Blevins, Jocelyn R	Administrative Svcs Specialist	Natural Science CL	1/27/2018

HIRE Supplemental			
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Name	Title	Department/Location	Effective Date
Sabree, Kengia T	Professional Trainer	Academic & Student Affairs DO	1/29/2018
Williams, Robert W	Faculty - supplemental	Humanities & Fine Arts SPG	1/8/2018

HIRE Temporary			
Name	Title	Department/Location	Effective Date

Name	Title	Department/Location	Effective Date
Ellison, Jason M	Adjunct Faculty	Baccalaureate Programs CL	1/8/2018
Cobos, Liza M	Adjunct Faculty	Business Administration SE	1/8/2018
Templeton, Amanda J	Adjunct Faculty	Business Administration SE	1/8/2018
Gohain, Areyee	Adjunct Faculty	Communications SE	1/8/2018
Howell, Erin V	Adjunct Faculty	Communications SPG	1/8/2018
Stevenson, Katrina M	Adjunct Faculty	Humanities & Fine Arts CL	1/8/2018
Al-habash, Mohammad Ammar	Adjunct Faculty	Mathematics CL	1/8/2018
Azarnoush, Mohammad	Adjunct Faculty	Mathematics CL	1/8/2018
Soliman, Daniel	Adjunct Faculty	Mathematics SPG	1/8/2018
Hoare, Ana M	Adjunct Faculty	Natural Science CL	1/8/2018
Pandit Chhetri, Bill B	Adjunct Faculty	Natural Science CL	1/8/2018
Corrales Herran, Rosa M	Adjunct Faculty	Natural Science SE	1/8/2018
Gilberg, Sharon L	Adjunct Faculty	Natural Science SE	1/8/2018
Graham, Taylor P	Adjunct Faculty	Natural Science SE	1/8/2018
Lynch, Linda A	Adjunct Faculty	Natural Science SE	1/8/2018
Scaros, Constantinos E	Adjunct Faculty	Social & Behavioral Science SE	1/8/2018
Rodriguez, Jennifer L	Adjunct Faculty	Social & Behavioral Science SP	1/8/2018
Barbas, Ruth E	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Ferber, Bruce S	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Lambert, Tracy	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Lazenbury, Quindara L	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Lopez, Sandra A	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Mitaly, Pamela	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Schuh, Carl A	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/8/2018
Taft, Carly A	Adjunct Faculty, Bach	Veterinary Technology VT	2/5/2018
Volpe, Jennifer	Adjunct Faculty, Dual Enrollment	Early College/Dual Enrollment SE	1/8/2018
Esenwein, Deborah A	Adjunct Faculty, Dual Enrollment	Nursing HEC	2/5/2018
Carter, April D	Adjunct Faculty, HTF Nursing	Nursing HEC	1/8/2018
Hofrichter, Jamie E	Adjunct Faculty, HTF Nursing	Nursing HEC	1/8/2018
Daniels, Dakota A	General Support	Student Activities CL	2/12/2018
Alexander, Shane T	OPS Career Level 1	Academic & Student Affairs TS	1/29/2018
Brisard, Ephrem D	OPS Career Level 1	Academic & Student Affairs HEC	1/29/2018
Molina, John S	OPS Career Level 1	Academic & Student Affairs TS	1/29/2018
Hinson, Jordan R	OPS Career Level 1	Athletics CL	1/31/2018
Edds, Carolyn J	OPS Career Level 1	College of Computer & InfoTech EPI	2/12/2018
Braswell, Alexis J	OPS Career Level 1	Learning Resources CL	1/8/2018
Loy, Michelle	OPS Career Level 1	Learning Resources SE	1/8/2018
Renninger, Grace M	OPS Career Level 5	Academic & Student Affairs HEC	1/29/2018
Bush, Heather K	OPS Career Level 5	Learning Resources SPG	1/13/2018
Farrell, Jamie M	OPS Career Level 5	Learning Resources TS	1/29/2018
Weber, Brittany L	OPS Career Level 6	Academic & Student Affairs HEC	1/29/2018
Triffon, Cynthia L	OPS Professional	Humanities & Fine Arts SPG	2/12/2018
DeMarco, Matthew	Professional Trainer	Emergency Medical Services HEC	1/13/2018
Henderson, Christopher S	Professional Trainer	Emergency Medical Services HEC	1/2/2018
Boling, Mitchell D	Professional Trainer	Fire Sciences AC	2/12/2018
LaPlante, Michael R	Professional Trainer	Fire Sciences AC	1/29/2018
LePrevost, Adam R	Professional Trainer	Fire Sciences AC	1/29/2018
Quinette, Jasen A	Professional Trainer	Fire Sciences AC	1/29/2018
McCalla, Clara M	Professional Trainer	Workforce/Professnl Developmnt EPI	1/13/2018
Preisel, Soyounng L	Professional Trainer	Workforce/Professnl Developmnt EPI	1/8/2018
Tucker, Diane D	Professional Trainer	Workforce/Professnl Developmnt EPI	1/13/2018

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

Name	Title	Department/Location	Effective Date
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Sims, Matthew	Instructor	Communications	05/03/18 - 05/13/18
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Destination: Athens, Greece

The purpose of this trip is to lead SPC students on a study abroad program to Athens, Greece. A total of twenty (20) students are enrolled in the program and will receive credit in one of the following: LIT 2210, HUM 1020, HUM 2210, HUM 2262, CLT 2373. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College not to exceed \$4,560.20.

Magnani, Jessica	Instructor	Communications	05/10/18 - 05/27/18
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Destination: New Zealand

The purpose of this trip is to lead SPC students on a study abroad program to New Zealand. A minimum of ten (10) students are enrolled in the program and will receive credit in one of the following: LIT 2110, LIT 2120, ANT 2410. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College not to exceed \$5,706.38

Stevens, Vickie	Instructor	Communications	05/10/18 - 05/27/18
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Destination: New Zealand

The purpose of this trip is to lead SPC students on a study abroad program to New Zealand. Dr. Stevens serves as the primary liaison between SPC and Freedom Institute. Freedom Institute is waiving all fees for Dr. Steven's travel except for the cost of health insurance. A minimum of ten (10) students are enrolled in the program and will receive credit in one of the following: LIT 2110, LIT 2120, ANT 2410. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College not to exceed \$45.89.

Albrecht, Osiris	Instructor	Communications	05/15/18 - 08/06/18
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Destination: Salamanca, Spain

The purpose of this trip is to lead SPC students on a study abroad program to Salamanca, Spain. A minimum of twenty (20) students are enrolled in the program and will receive credit in one Spanish level course including SPN 2949. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College not to exceed \$5,796.58.

Hesting, John	Instructor	Collegiate High School	06/23/18 - 07/03/18
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Destination: Rome, Italy

The purpose of this trip is for Collegiate High School staff to lead high school and early college students in a study abroad program to Rome, Italy. A total of twenty (20) students are enrolled in the program and will receive credit in either: REL2300 World Religions or INR2002 International Relations. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$4,645.82.

Stark, Brandy	Instructor	Collegiate High School	06/23/18 - 07/03/18
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Destination: Rome, Italy

The purpose of this trip is for Collegiate High School staff to lead high school and early college students in a study abroad program to Rome, Italy. A total of twenty (20) students are enrolled in the program and will receive credit in either: REL2300 World Religions or INR2002 International Relations. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.


Estimated cost to the College is \$4,721.80.

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

ND02062018

February 20, 2018

MEMORANDUM

TO: Board of Trustees St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Workforce and Professional Development

Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2017-2018 catalog year.

Workforce and Professional Development, Lifelong Learning: Added three new courses developed in conjunction with Peace4Tarpon, and as part of the College's community engagement efforts.

- AAP0200 Trauma Informed Lens
- AAP0201 Resiliency During Trauma
- AAP0202 Trauma Informed Practices

Workforce and Professional Development, Business and Finance: Added one new course to supplement the College's current Workforce Institute project management program. This course will help those students who have already taken the project management exam prep class and need to be familiar with the new content, and those who are already certified maintain current knowledge of the content and earn Professional Development Units (PDUs) needed to maintain active certification. No other course of this nature is offered in this area.

- PRJ0200 PMBOK 6th Edition – What's New?


Workforce and Professional Development, Information and Innovative Technology: Added six new courses to meet workforce needs.

- HDW0906 Mobile Device Repair
- PRG0906 Introduction to Programming: Object Oriented Fundamentals with Swift
- PRG0907 Introduction to App Development with Swift
- PRG0908 Advanced App Development with Swift
- NWT0907 CompTIA Cybersecurity Analyst (CSA+) Prep Online
- AAP0126 UAS for Public Safety

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Community Foundation of Tampa Bay—Health and Human Service Grant (Information)

This informational memo provides a summary of a grant proposal that was submitted in collaboration by the St. Petersburg College Foundation and St. Petersburg College to the Community Foundation of Tampa Bay for the Health and Human Services Grant. The grant will provide an estimated \$15,000 in funding over a one-year period for this proposal. If awarded, funding will be channeled under the direction of the SPC Foundation as a non-profit entity.

The Community Foundation of Tampa Bay is seeking to support organizations that promote wellness and/or benefit those suffering from poverty, discrimination and violence. After a pre-application process, SPC has been invited to submit a full proposal to support the College's Mental Health Awareness Program. The goal of this program is to ensure that faculty, staff and students have a clear understanding of the available resources and who to turn to in the event of a mental health crisis. The program would focus on: 1) increasing the amount/level of trainings delivered to students, faculty, and staff on mental health promotion and supporting individuals in crisis; and 2) increasing the educational materials and resources available to students, faculty, and staff on suicide prevention, how to improve mental health and the identification and reduction of risk factors, such as depression, substance use/abuse, and interpersonal violence. Funding would be used to support staff trainings, related time/effort, materials and supplies.

The estimated period of performance will be from April 1, 2018 through March 31, 2019. The total project budget is projected to be \$15,000 over a one-year period.

Frances Neu, Vice President of Institutional Advancement; Anne Cooper, Senior Vice President, Instruction and Academic Programs; Jesse Coraggio, Institutional Effectiveness & Academic Services; Heather Roberson, Academic Director, Center of Excellence for Teaching & Learning, recommend moving forward.


Attachment

ks0206183

February 20, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Jr., President 

SUBJECT: Subject: Change Order #1, Extension of Time, Project 1707-P-12-2, Joint-Use Library Building, Clearwater Campus

Approval is requested for Change Order #1, Extension of Time, Project 1707-P-12-2, Joint-Use Library Building, Clearwater Campus.

The new Joint Use Library at the Clearwater campus has been occupied by the college since October of 2017. Final site improvements, including demolition of the old buildings and construction of public parking for patrons of the library, are nearing completion. When this final work is complete, the city will relocate from its' East Branch Library into the new Joint-Use facility. This phased move schedule was requested by the college and the city in order to best accommodate the city's and the college's separate peak periods, so that the moves could be accomplished as efficiently as possible.

This request for an extension of time of 62 days is primarily a result of the phased move schedule requested by the two entities, and in no way reflects poorly on the performance of our contractor, Creative Contractors. Additionally, this change does not affect the previously approved Guaranteed Maximum Price; it merely affects the project schedule.

Leo Arroyo, Canerday, Belfsky and Arroyo Architects, Inc; Brian Miles, Vice President, Administrative/Business Services and Information Technology, Stan Vittetoe, Provost Clearwater Campus; and Jim Waechter, Associate Vice President Facilities Planning and Institutional Services, recommend approval.

February 20, 2017

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Agreement between St. Petersburg College and the Greater Seminole Area Chamber of Commerce, for a lease of space at the Seminole Campus

Approval is sought to enter into a Lease Agreement with the Greater Seminole Area Chamber of Commerce, who will occupy a modular building (2800-3000 square feet) to be constructed on the Seminole Campus using funds donated by the Edward J. and Vivian E. Lurie Charitable Fund. Approval is also sought for the Board of Trustees to authorize the President to act on the Board's behalf to execute the purchase orders necessary to deliver the construction project.

St. Petersburg College (SPC) and the Greater Seminole Area Chamber of Commerce propose the following terms and conditions for a lease of space at the Seminole Campus. This lease includes approximately 2800-3000 square feet of space and shall be leased by the tenant for a unique relationship that encourages engagement between the chamber, the College, and several civic organizations.

A summary of the proposed terms are set forth below:

- The College will lease use of the 2800-3000 square feet to the Chamber for a base rent of \$1 per year and a flat rate Operational Fee of \$6.00 per square foot for the first 5 years of occupancy, \$7.00 per square foot for years 6-10 and \$8.00 for years 11-15.
- Terms of the lease shall be in three five-year increments for a total of fifteen years and shall start upon the date the chamber occupies the project, which shall be mutually agreed upon by the parties.
- The chamber and the college may extend this term upon mutual agreement with a minimum two (2) year notification by either Party prior to the expiration of each term.
- The College shall be responsible for all capital maintenance and repairs to the structure of the building and shall be responsible for all custodial services in all common areas. Tenant shall be responsible for the maintenance, repair, cleaning and pest control of their

exclusive use space and shall keep the premises in orderly condition to comply with all current health department standards.

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.

Final pricing for the construction phase of the project is being compiled. Costs are expected to exceed the Category V level expenditure (\$325,000), which require Board approval. In the interest of moving the project along, request is hereby made for the Board to authorize the President to act on the Board's behalf to execute all purchase orders necessary to construct the building.

Brian P. Miles, Vice President, Administrative/Business Services and Information Technology; Suzanne L. Gardner, General Counsel; Mark Strickland, Provost; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; and Amy Lockhart, Associate Vice President, Business & Financial Services recommend approval.

AGREEMENT BETWEEN
ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
AND
THE SEMINOLE CHAMBER OF COMMERCE

THIS AGREEMENT, effective as of the ____day of _____, 2018 (“Effective Date”), by and between the BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE hereinafter referred to as “St. Petersburg College” or “College”, and the GREATER SEMINOLE AREA CHAMBER OF COMMERCE, hereinafter referred to as “Chamber of Commerce” or “Chamber.”

WHEREAS, St. Petersburg College is state institutions charged with providing educational programs for students who wish to enroll in such educational programs; and

WHEREAS, the Chamber of Commerce is a non-profit entity that serves as the bold voice of business to create economic development opportunities, to represent business interests, and to provide resources to businesses through education, business assistance projects, networking , and fellowship; and

WHEREAS, the Edward J. and Vivian E. Lurie Charitable Fund (hereinafter referred to as the “Lurie Fund”) and the Chamber of Commerce desire additional space for use by the Chamber of Commerce, civic groups, the Chamber and the College, including a further emphasis and recognition of entrepreneurship in our community; and

WHEREAS, St. Petersburg College understands and applauds the importance of community involvement and partnerships of the type this project exemplifies, and having civic clubs and organizations hold their meetings on the College campus, and

WHEREAS, St. Petersburg College desires that such space be constructed on the Seminole Campus of St. Petersburg College and that the College be permitted to use such space; and

WHEREAS, the Edward J. and Vivian E. Lurie Charitable Fund has agreed to provide \$500,000 to St. Petersburg College to construct such a space and the College has agreed to lease the space to the Chamber for an extended period of time, with funding and costs set forth on **Exhibit A (“Funding Plan”)**.

NOW THEREFORE, in consideration of the premises, the mutual covenants and agreements contained herein, the adequacy of which is hereby acknowledged, the parties do agree as follows:

1. **Recitals.**

The Recitals set forth above are true and correct and are incorporated herein by reference.

2. **Definitions.**

A. Project: The building shall consist of approximately 2800-3000 gross square feet, which St. Petersburg College will own and maintain. Specifics of this building are set forth in **Exhibit B, (“Site Plan”)**.

3. Ownership, Lease, Use and Name of the Project

A. As specifically set forth in **Exhibit B, (“Site Plan”)**, the land upon which the Project will be built, the building and the capital improvements related to the Project shall be owned by the College.

B. The College shall lease back to the Chamber for one dollar (\$1.00) annual base rate, that portion of the Project, identified on the Site Plan (“Exhibit B”), as the “Leased Premises”.

C. The Project shall be utilized by the Chamber of Commerce, civic clubs, and the College. A narrative description of the Chamber’s use is set forth on **Exhibit C (“Building Use”)**, attached hereto and incorporated herein by reference.

D. There shall be signage indicating that the “Greater Seminole Area Chamber of Commerce” has offices in the building and that it was through a donation from the Lurie Fund, as well as corresponding Logo. The Chamber and the College will mutually agree upon the type and location of the signage to be provided hereunder prior to its installation. No other use of the Lurie Fund or Chamber of Commerce name or Logo will be made by St. Petersburg College without the Fund’s or Chamber’s respective prior approval.

4. Design and Construction.

A. The College will manage the development, design, planning and construction of the Project. However, the Chamber through its representatives will participate in the design and review of Design and Construction Documents and will have the right to approve the same.

B. The College will complete the Project in accordance with all applicable Laws, including the Florida Building Code (FBC), Florida Fire Prevention Code (FFPC), State Requirements for Educational Facilities (SREF) and the American with Disabilities Act (ADA). All building requirements, permits and inspections shall be under the jurisdiction of the College.

C. The Project will consist of approximately 2800-3000 square feet to be utilized as a multipurpose facility to provide a welcome center for the community, and meeting location as noted below. This welcome center will be staffed by the Chamber, house office offices for the Chamber and provide a multipurpose meeting/conference/classroom room (hereinafter referenced as the “Community Room”) for use by civic clubs, the College and the Chamber:

(i) The College shall be solely responsible for the construction of the Project in accordance with the design documents, including but not limited to entering into agreements with contractors and administering the construction project. St. Petersburg College will provide the Chamber with copies of all construction changes orders, via electronic mail. Change orders increasing the time to construct the Project or the cost to the Chamber of the Project or which result in a change in the design and quality shown on the final plans and specifications approved by the Chamber shall be subject to the prior approval of the Chamber. The Chamber shall provide notice of its approval or disapproval within seven (7) days after St. Petersburg College's request, via electronic mail. If the College does not receive a response as required herein, no response shall be considered an affirmative acceptance by the Chamber of said change order. In addition, St. Petersburg College shall provide the Chamber with notice of any changes in the key personnel of the Architect and the Construction Manager assigned to this Project.

(ii) The College shall provide the construction schedule. It is the intent of the Parties that the Project shall be occupied by December 31, 2018. Notwithstanding, the College shall not be responsible to the Chamber for delay in occupying the building; provided however, if damages are due from the Construction Manager as a result of its delays, and the College pursues such claims, the Chamber shall be entitled to an equitable share of the same.

5. Funding.

A. The Estimated Construction Budget for the Project is \$500,000.00, as set forth on the Funding Plan attached hereto as **Exhibit A**. The Lurie Fund shall deposit with St. Petersburg College, the total sum of five hundred thousand dollars (\$500,000.00) on or before April 1, 2018. Said funds shall be used for the design, construction and related costs of the Project. Any donated funds remaining after construction is completed shall be used for enhancements to the building (e.g., for furniture, fixtures, equipment, or infrastructure) approved by both the Chamber and the College.

B. The Chamber acknowledges the Estimated Construction Budget is an estimate of the costs associated with the design, construction, fees and related costs of the Project, subject to subparagraph 5.C. below, shall be adjusted at the time the Guaranteed Maximum Price (GMP) is accepted by the College. St. Petersburg College shall provide a copy of the GMP proposal to the Chamber for review and approval prior to its acceptance thereof.

C. If the Project may not be built for the sum set forth in **Exhibit A** and the Chamber is unwilling to provide the additional funding necessary to construct the Project, St. Petersburg College or the Chamber may elect to terminate this Agreement, provided however, the College is notified of the termination within fourteen (14) days of the date of the GMP, and St. Petersburg College shall refund to the Lurie Fund the balance of funds remaining after the

design and other related costs incurred for its portion of the Project to the date of termination are paid. In the event of termination by either Party under this paragraph, St. Petersburg College will have no further liability to the Chamber or the Lurie Fund.

E. Any payments to the Architect beyond those provided for as basic services in the Architect's contract, which will be paid from the Lurie Fund gift, must be approved by the Chamber in advance. The Chamber shall provide notice of its approval or disapproval, as the case may be, within seven (7) days or sooner, after St. Petersburg College's request therefor, via electronic mail.

6. Lease Term.

A. St. Petersburg College hereby leases the Leased Premises to the Chamber. The initial term of the lease shall be for a period of fifteen (15) years commencing on the date the Chamber occupies the Project, which shall be mutually agreed upon by the parties.

B. The Chamber and the College may extend this term in five (5) year increments upon mutual agreement with a minimum two (2) year notification by either Party prior to the expiration of each term.

7. Furniture, Fixtures and Equipment.

A. Provision/Acquisition and maintenance of furniture, fixtures and office equipment inside the building shall be the responsibility of the Chamber, notwithstanding the ability of the College to provide updated furniture and fixtures for the community room at its sole discretion.

8. Facility Services.

A. The College shall maintain, repair and keep in good working order and condition the building and land, capital improvements, lighting, plumbing, heating and air conditioning systems and equipment, excluding any furnishings, fixtures and equipment provided by the Chamber.

B. The College will provide for all utilities including, electric, water, sewer trash, and gas, and the Chamber shall compensate the College through payment of an Operational Fee, as described in 10.E of this Agreement. The College will assist with the provision of phone, cable and internet service for the Chamber Offices, as required.

C. The College shall install, maintain, repair and replace, as necessary, all network telecommunications infrastructure for use in the common space of the Project. For the remaining space, including Chamber Offices, the Chamber will be responsible for coordinating the installation, maintenance, repair and replacement of its own systems and to keep the same in good working order and condition.

D. The College will provide all routine custodial and landscaping services.

E. The Chamber shall pay an Operational Fee to College of \$6 per square foot annually for the first 5 years of occupancy, \$7 per square foot annually for years 6-10 and \$8 per square foot annually for years 11-15. The Chamber shall pay in arrears, monthly, a sum equal to 1/12th of the annual amount due in that particular year of occupancy and shall be due the first of each month.

F. The building's normal hours of operation shall be maintained by the Chamber in accordance with normal Chamber hours of operation. All portions of the building shall be accessible to the College as any other building on the remainder of the Seminole Campus. There shall be no use of the building between the hours of 11:00 pm and 6:00 am unless approved by the Provost. Should the Chamber request any services to be provided after normal College hours, the Chamber shall pay the actual cost for such additional services to the College. The College shall notify the Chamber of the amount of such charge within a reasonable time after the Chamber's request for such services.

G. The Chamber will have the right and responsibility to schedule use of the multipurpose room in consultation with the College. The use of the facility for College meetings and classes will be cooperatively established with the Chamber.

H. The Chamber shall not make any significant improvements, other than minor improvements, to the Leased Premises without the prior written approval of the College, not to be unreasonably withheld, qualified or delayed. The Chamber shall notify and coordinate with the Director of Facilities Planning & Institutional Services of any intended improvements. As provided in F.S. 713.10, the interest of the College shall not be subject to liens for improvements made by the Chamber, and the Chamber shall notify any contractor making such improvements of this provision.

9. Insurance and Indemnification.

A. St. Petersburg College is self-insured through the Florida Community College Risk Management Consortium through which it shall secure and maintain during the entire term of the Agreement the following minimum types and amounts of coverage: (i) statutory workers' compensation insurance for St. Petersburg College employees, (ii) liability insurance sufficient to provide coverage for St. Petersburg College's potential liability under Section 768.28, Florida Statutes, and (iii) property loss, casualty or damage coverage for the replacement value of the building, capital improvements, furnishings, fixtures and equipment owned by St. Petersburg College.

B. The Chamber shall maintain insurance for (i) property loss, casualty or damage coverage for the furnishings, fixtures and equipment, materials and resources owned by the Chamber, (ii) workers compensation, and (iii) general liability insurance that provides a minimum of \$1,000,000 in coverage and that lists St. Petersburg College as an additional insured.

C. Each party shall provide the other with evidence of their respective insurance provided pursuant to this Paragraph and shall notify the other at least thirty (30) days prior to change in such insurance.

D. Each party shall be responsible for any deductibles associated with its self-insurance program.

E. The Chamber agrees to indemnify, defend and hold the College harmless from and against any and all actions, liabilities, damages, expenses, claims, demands, and cause of action, including all expenses of litigation, including attorney's fees and court costs through appeal, arising out of or related to death or injury to any person, or the damage, loss or destruction of any property which may occur as a result of any act or omission by the Chamber, Chamber volunteers, or individuals visiting the Chamber.

10. Damage and Destruction.

The College has represented to the Chamber that it is a member of a Statewide Community College consortium self-insured program and that the Project shall be fully insured for the replacement value of the Project (including, but not limited to the building, capital improvements, furnishings, fixtures and equipment, and resources and materials owned by the College). In the event of total or partial destruction of or damage to the Project, the College shall be responsible for the repair, restoration or replacement of the Project, including but not limited to the building, capital improvements, fixtures and equipment, and resources and materials owned by the College subject to the limitation of proceeds received from the consortium coverage. The College shall commence the repair, restoration or replacement, within a reasonable time after receipt of said proceeds, and shall diligently pursue such repair, restoration or replacement until completed. The Chamber shall be responsible for the repair, restoration or replacement of resources and materials owned by the Chamber.

11. Discrimination

Neither the Chamber nor the College will discriminate in its employment practices or treatment of students, employees or visitors on the basis of race, color, ethnicity, religion, age, sex, sexual orientation, gender identity, genetic information, pregnancy, marital status or national origin nor will either discriminate against any qualified individual with a disability. The Chamber and the College recognize that sexual harassment constitutes discrimination on the basis of sex and will not tolerate it.

12. Miscellaneous.

A. College's Access: The College and the College's agents shall have the right to enter upon the Project at all times for custodial, maintenance, repairs, alterations or other improvements deemed necessary by the College and inspecting the same, posting notices as required by the College. The Chamber shall not change any locks to any doors within the Project without the prior written consent of the College.

C. Severability: The invalidity of any provision hereof under applicable law shall in no way affect the validity of any other provision hereof.

D. Time of Essence: Time is of the essence hereof.

E. Notices: Any notice, demand, request or other communication ("Notice") required or permitted to be given hereunder shall be in writing:

As to the College: Mark Strickland
St. Petersburg College
PO Box 13489
St. Petersburg, FL 33733

As to the Chamber: Roger Edelman
Seminole, FL

G. Hazardous Substances: Except for any Hazardous Substances utilized in conjunction with approved programs being offered at the Leased Premises, the Chamber shall not cause or permit the presence, use, disposal, storage, or release of any Hazardous Substances on or in the Leased Premises. Chamber shall not do, nor allow anyone else to do, anything affecting the Leased Premises that is in violation of any Environmental Law.

The Chamber shall promptly give the College written notice of any spill, accident, or release in violation of applicable laws involving the Leased Premises and any Hazardous Substance of which the Chamber has actual knowledge. If any contamination in violation of applicable laws is found to have been caused by the Chamber, the Chamber agrees to be responsible for clean-up expenses. The foregoing obligation shall survive the termination or expiration of this Agreement. In the event Chamber fails to act in the removal, proper disposal or all required clean-up procedures required by applicable law, the College shall have the right to remedy the Chamber's environmental problem at Chamber's cost and seek recovery from Chamber through proper legal channels after reasonable notice and opportunity to cure have been given to the Chamber.

As used in this Paragraph, "Hazardous Substances" are those substances defined as toxic or hazardous substances by Environmental Law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials. As used in this Paragraph, "Environmental Law" means Federal laws and laws of the jurisdiction where the Premises is located that relate to health, safety or environmental protection.

H. Entire Agreement: The Agreement as hereinabove set forth, including all exhibits and riders, if any, incorporates all covenants, promises, agreements, conditions and understandings between the parties, and no covenant, promise, agreement, condition or understanding, either written or oral, not specifically set forth herein shall be effective to alter the performance or the rights of the parties as hereinbefore stated.

I. Public Records Laws: The parties agree to comply with the public records laws of the State of Florida.

J. Appropriations: The obligations of the Parties under this Agreement, if paid from state sources, are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**BOARD OF TRUSTEES OF
ST. PETERSBURG COLLEGE**

Tonjua Williams. Date:
St. Petersburg College President and
Secretary of Board of Trustees

Witness: Date:

Witness: Date:

SEMINOLE CHAMBER OF COMMERCE

Date:

Witness: Date:

Witness: Date: