

MINUTES OF THE JUNE 19, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, June 19, 2018 at the St. Petersburg College EpiCenter, 13805 58th Street N., Clearwater, Florida. The following Board members were present: Chair Nathan Stonecipher, Vice Chair Katie Cole, Bridgette Bello, and Bill Foster, and Trustee 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 met on Tuesday, June 19, 2018 at the St. Petersburg College EpiCenter, 13805 58th 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, or by calling the Board Clerk at (727) 341-3241.

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

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

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

18-081. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
June 19, 2018

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
52983

CLEARWATER, FL

REGULAR MEETING: 9:00 AM

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Patricia Matchette (*Not Attending*)
 - 2. James Pedicone (*Not Attending*)
 - 3. Alfred Misasi (*Not Attending*)
 - 4. Gene Ford (*Not Attending*)
 - 5. Carl Kallassy (*Not Attending*)
 - 6. Victoria Hayden (*Not Attending*)
 - 7. Pat Barbier (*Not Attending*)
 - 8. Edward Woodruff (*Not Attending*)
- B. Announcements
 - 1. Acting Dean, College of Nursing
 - 2. New Provost Downtown/Midtown Campus
 - 3. New Vice President, Student Affairs

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 May 15, 2018 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel
- B. Special Counsel – Entry of Final Order [DOAH-Bright] (*Action*)

VI. STRATEGIC FOCUS AND PLANNING

- A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
 - 1. Strategic Impact Plan – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services and Dr. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness (*Presentation/Action*)

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B. BUDGET AND FINANCE

1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)
2. FY 2018-2019 Operating Fund Budget Proposal – Mr. Brian Miles Vice President, Administrative/Business Services and Information Technology (*Presentation*)
3. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2018-2019 (*Action*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Health Insurance Request for Proposal Results– Ms. Michelle Manteiga, Acting Senior Manager, Benefits and Wellness (*Presentation*)
 - c. New Faculty Cohort Demographics/Recommendations 2018-2019 – Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation/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. Credit Curriculum Changes (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS –
 - a. US Department of Justice, Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) (*Action*)
 - b. University of Central Florida, Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) – Consent Approval (*Action*)
 - c. Florida Department of Education—Tampa Bay Consortium College Reach Out Program (*Action*)

4. Construction
 - a. Student Success Center, St. Petersburg Gibbs Campus (*Action*)
 - b. Change Order #2, Project #677-A-13-6, Construct Marine Science Labs and Classrooms, Bay Pines Center (*Action*)
5. OTHER
 - a. Accounts Receivable Write-Off (*Action*)
 - b. Agreement with Sierra-Cedar, Inc. for PeopleSoft Upgrade Consulting Services (*Action*)
 - c. Agreement with Oracle America, Inc. to purchase and use Oracle Cloud Infrastructure (OCI) service (*Action*)
 - d. Funds Transfer Request (*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

August 21, 2018, Epi Center - Annual Organizational Meeting

XII. ADJOURNMENT

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

The purpose of the meeting is to provide highlights of the 2017-18 school year and to ask the governing board to approve the proposed budget for the 2018-19 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 19, 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: June 8, 2018

***No packet enclosure**

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Date Advertised: May 4, 2018

18-082. Under Item I, Call to Order

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

18-083. Under Item II-A, Presentation of Retirement Resolutions and Motion for Adoption

None present.

18-084. Under Item II-B, Announcements

1. Acting Dean, College of Nursing

Dr. Cooper introduced Dr. Louisiana Louis. Beginning on July 2, 2018, Dr. Louis will serve as the Acting Dean for the College of Nursing. She has a BS in Nursing from the University of South Florida, an MSN in nursing from the University of Phoenix, and a Doctorate in Nursing Practice from Chatham University. Dr. Louis has served in several capacities in the College of Nursing including adjunct faculty, faculty liaison with BayCare, full-time faculty in the RN to BSN program, and academic chair.

2. New Provost Downtown/Midtown Campus

Dr. Rinard introduced Dr. Tashika Griffith. Dr. Griffith has worked at SPC since 2016. There were 134 qualified candidates, which was narrowed to five and then to three. Out of all of these candidates, Dr. Griffith was the most qualified. Dr. Rinard said that she also knows the community very well.

Dr. Griffith stated that she is excited for the opportunity and thanked Dr. Williams and the Board.

3. New Vice President, Student Affairs

Dr. Williams announced that Dr. Jamelle Conner will serve as Vice President of Student Affairs. She has been at college for a while in several capacities: as Associate Vice President of Strategic Execution and Systems Support and as Provost at the St. Petersburg Gibbs Campus. Dr. Conner has public- and private-sector leadership skills. She also understands the role of provosts at SPC, which is different than at other colleges. Additionally, she understands the composition of the leadership team.

Dr. Conner thanked Dr. Williams and the Board for opportunity. She looks forward to serving the community, students, faculty, and staff in her new capacity.

18-085. Under Item III, Comments

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

A. Board Chair

Chair Stonecipher had no comments.

B. Board Members

Vice Chair Cole stated that there was an article in the newspaper this week about JP Morgan investing in the Regional Talent Working Group. She wants Dr. Williams to reach out to Dr. Genshaft, who is the chair of the group. She said it is in line with SPC's workforce development programs and suggested Dr. Williams find out how can SPC be an active participant.

C. President

Dr. Williams stated that she has been extremely busy trying to get enrollment in its proper place.

Dr. Williams shared that SPC now officially has five food pantries on campuses and that students are using them. Midtown just opened theirs, which is called Titan's Belly. The pantries provide food and toiletries.

Dr. Williams participated in a press conference with USF and SPC around May 23 to talk about access to higher education in Pinellas County; specifically, the presidents addressed how SPC and USF can work collaboratively.

Dr. Williams noted that SPC is hiring two new advisors, which will be funded through state funds.

Dr. Williams will soon be meeting with the public school superintendent to discuss the strategic pipeline ecosystem.

Dr. Williams shared that SPC had a delegation from Kenya visit SPC. Also, she participated in the MyCroschool 2018 high school graduation ceremony. She noted that over 40% of those students stated they are coming to SPC, and that a lot of students were asking her how to get started. She said that the college will spend some time with them to build a pipeline to make sure that they are ready to join SPC immediately when they are done.

Dr. Williams recognized Education student Tamara Taylor, who received a Florida State Board of Education Award. Dr. Williams expressed excitement over an SPC student receiving this award. Ten students from K-12 to college were selected.

D. Public Comment pursuant to §286.0105 FS

None.

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18-086. Under Item IV, Review and Approval of Minutes

The minutes of the May 15, 2018 Meeting were presented by the chair for approval. Mr. Foster moved approval of the minutes as submitted. Vice Chair Cole seconded the motion. The motion passed unanimously.

18-087. Under Item V, Monthly Reports

Under Monthly Reports

A. General Counsel - None

B. Special Counsel – Entry of Final Order [DOAH-Bright] (*Action*)

Mark Barnebey indicated that everyone has now had an opportunity to review the recommended order, the exceptions filed by the respondents, the responses to those exceptions that were filed by the College, and the recommended disposition in the Bright matter. Mr. Barnebey stated that he has provided the Board with guidance regarding what he thinks the law is regarding both the Board's responsibilities and leeway in regard to those recommended findings of fact and conclusions of law that were provided by the ALJ and also responses to possible exceptions that were filed based on his review of those exceptions. Mr. Barnebey stated that he has provided two motions for the Board to consider. One is basically adopting the recommended order from the Administrative Law Judge (ALJ) as the final order and bringing that back in a final form, also the findings, conclusions of law, and also rejecting the exceptions that were filed. The other is – if there is significant discussion on certain points and issues – Mr. Barnebey recommended to set a special meeting if the Board wants to have discussions because it will take a while. He stated that he is happy to answer any questions, and that hopefully there will be an opportunity to bring it back to the Board if that is what they want to do.

Vice Chair Cole asked if the Board wanted to bring the matter to a conclusion today, as everyone has reviewed everything.

Chair Stonecipher stated that he is hoping for a resolution today based on the two recommendations that have been recommended to us, but if there are additional comments and questions, it will be moved to a different day for a special meeting.

Mr. Foster said that he has read the memo and briefs and feels adequately informed of the issues regarding Dr. Bright.

Mr. Foster moved to request Special Counsel to prepare a final order which substantially provides the following: Rejects the Respondent's proposed exceptions generally consistent with Attorney Barnebey's memorandum; adopts the ALJ's findings of fact; adopts the ALJ's conclusion of law; and adopts the ALJ's recommendation of dismissal of the Respondent as being the appropriate disposition of the case.

Vice Chair Cole seconded the motion. The motion passed unanimously.

18-088. Under Item VI – A Strategic Focus and Planning**A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT****1. Strategic Impact Plan – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services and Dr. Sabrina Crawford, Executive Director, Institutional Research and Effectiveness (*Presentation/Action*)**

Sabrina Crawford reported that the strategic impact plan was founded on the four C's: culture, collaboration, communication, and creativity. The transition team identified six key priorities: communication, branding, student engagement, student support, community involvement, and efficiency/organization. Dr. Crawford stated that the College will follow through with the plan in different ways. This was finalized during the December Strategic Board Meeting, where the Board developed the three visionary commitments, or three pillars. The three pillars are: academic excellence, economic mobility, and community engagement. The team received further input from focus groups and online surveys.

Dr. Crawford shared that there were emerging themes in the qualitative remarks from the surveys. Overall themes were: (1) creating collaboration/partnerships for students to engage in real world experiences, internships, and other activities that connect students with business professionals in and out of the classroom that includes creating a pipeline of students in the K-12 system; and (2) ensuring diversity/inclusivity at SPC by providing equal opportunity to all; lift up those that have not had the same opportunities; value the contributions of all; be responsive to related needs of all stakeholders. Themes specific to academic excellence were: (1) providing support for faculty development to meet the needs of the future job-market expectations and current student needs; (2) providing support for students to allow them to focus on meeting their goals, including equitable support for online, affordability, and improving the consistency of information provided to students; and (3) improving the classroom experience including utilizing interactive methodologies, focusing on student engagement, and increasing accountability for both faculty/students. Themes specific to economic mobility were: (1) a Career/Transfer office that provides the tools to support career exploration and selection and/or continued educational pursuits; and (2) community involvement to support funding, mentoring, partnerships to meet needs such as childcare, job expectation knowledge. Themes specific to community engagement were: (1) identifying specific community needs and create a method to align SPC events to meet these needs; (2) developing methods to capture the myriad of ways the College community already engages with the community; (3) actively communicating and sharing knowledge of who and what the College offers to facilitate participation; and (4) supporting the development of committees focused upon providing engagement support throughout the community, and developing events that engage the community within the College.

Dr. Coraggio revealed the new mission and values. He reminded the Board that the strategic plan was developed through a sequence of Collaborative Labs. The work of this group was to take all the information and data that was just presented and to articulate the strategic plan over the next few years. The new vision statement for approval is: A premier college enriching and strengthening lives through a community of care. The new mission statement for approval is: The mission of St. Petersburg College is to empower our students and community to achieve success and economic mobility through academic excellence and engagement. The six values that define how SPC will work together and with the community are: student success, integrity,

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community focus, growth and empowerment, communication, and equity. Dr. Coraggio pointed out that there is commonality across the six values. The draft three-year outcomes are: (1) expand and maintain access; (2) increase student achievement; and (3) engage the community.

Dr. Coraggio shared that under each commitment, there are three goals. The three goals for academic excellence are: (1) improve the learning experience; (2) enhance internal and external support for students; and (3) provide strategic professional development for faculty, staff, and students. Dr. Coraggio noted that each pillar also has metrics; each metric includes baseline data from a point in time – some are current, while some a year old. The team established target goals that seemed reasonable for a three-year period. Dr. Coraggio stated that metrics for academic excellence goals include: retention; course success rates; completion of college-level math and English; percentage of students visiting the Learning Support Commons (a new metric); CCSSE and SENSE data to evaluate active learning and clear Academic Pathways, respectively; employee satisfaction and engagement surveys (a new metric); and the transfer rate of AA students in a typical transfer-type program, which includes transfer to FCS Baccalaureate and transfer to State University System Schools –SPC hopes to get this metric to 78%.

Dr. Coraggio next shared the goals for economic mobility: (1) deliver responsive program planning aligned with jobs and student goals; (2) increase strategic connections by partnering with educational institutions, businesses, and community resources; and (3) prepare students for in-demand careers as defined by local workforce needs. Dr. Coraggio noted that these goals have a strong tie-in to the business community. The metrics for economic mobility include: job placement/continuing education rate; number of industry certifications (2017-18) – there are a variety of offerings; number of degree and certificate completers (2016); percentage of SPC programs aligned to the Targeted Occupations List for Pinellas County; Pinellas County college attainment rate 2016, which includes Lumina adjustment for high demand certificates; and percentage of adults (age 18-64) in Pinellas County below the poverty line. Dr. Coraggio noted that SPC cannot move the last two metrics on their own – the college needs to work with partners.

Dr. Coraggio moved on to the community engagement goals, which are: (1) be the catalyst for positive change in our community; (2) develop a one-college approach that fosters reciprocal relationships between SPC and the communities that the College serves; and (3) align county-wide priorities and needs to achieve common goals. Metrics for community engagement include: number of community vision events per year (e.g., downtown business, Greenwood, etc.); number of community events (SPC and community-hosted) on campus; number of service learning/volunteer hours for faculty, staff, and students; economic impact of service learning/volunteer hours, measured in dollars (a rate of \$24.14 was used for the calculations); number of program advisory committee members (website); number of faculty, staff, and students who participate on community organizations/boards; number of K-12 student visits to SPC campuses; and number of community events in which SPC is a participant. Dr. Coraggio noted that the last three do not have baselines and that SPC must determine how to capture information for community organizations/boards. He also noted that visits are a strong indicator of students enrolling and completing college with SPC. Lastly, Dr. Coraggio stated that SPC will begin to catalog information related to community events.

Chair Stonecipher asked how the target numbers are developed.

Dr. Coraggio replied that the target numbers are based on trend information, but that they are stretched a little bit beyond that.

Chair Stonecipher asked if there is a way to track the engagement of students with activities or clubs.

Dr. Williams responded that SPC does this already.

Dr. Coraggio elaborated that SPC uses an ID scan system and it does correlate with success.

Chair Stonecipher stated that perhaps SPC should see what this consistently looks like and track it with retention going forward.

Dr. Williams stated that it is in the current retention plan, and that she will bring it back.

Dr. Coraggio added that there is a full document and the link is on the front of the provided brochure. Dr. Coraggio thanked Dr. Crawford, Djuan Fox, Ashley Caron, and the rest of the team.

Vice Chair Cole asked about the metric for measuring the goal of ‘increasing strategic connections by partnering with educational institutions, businesses, and community resources’ under ‘economic mobility.’ She noted that the Targeted Occupations List is created by a third party and is not based upon SPC’s interactions with businesses. She asked how SPC can track that.

Dr. Coraggio replied that in the interest of time, he did not present all the details. He said he can bring it back in August; it will help be more strategic. He noted that initially, the presentation contained five pages of metrics; but, for the purposes of sharing, SPC needs a high level dashboard.

Dr. Williams expressed that she is proud of the work the team has done. She added that each month, she will bring in one of the metrics so the Board will see that SPC is making progress as we go along.

Dr. Coraggio requested approval for the Strategic Impact Plan. Mr. Foster moved for approval. Vice Chair Cole seconded the motion. The motion passed unanimously.

18-089. Under Item VI – B Budget and Finance

B. BUDGET AND FINANCE

1. Monthly Budget Report –Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)

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Ms. Hunt reported the May 2018 budget report and fiscal year 2018-2019 other funds. Student tuition and fees was budgeted \$61.2 million and actual \$61.8 million, which includes the tuition budget of \$50.9 million and actual of \$51.3 million. State funding – including the Florida College System appropriation, lottery, performance funding, and industry certifications – was \$71.8 million budgeted and \$64.2 million actual; in May, SPC received \$513,000 for industry certifications. Total revenue was \$134 million; the year-to-date percentage was 88% last year, compared to 93% this year.

Ms. Hunt next looked at expenses. Personnel and benefits are at \$103.4 million at 91.4% of expended budget, with the fiscal year about 92% complete. Current expense and capital total about \$25 million. Total operating expense for the prior year was 87%; for this year, it was 89%. The variance between year-to-date was 1% last year; this year, it is 4%. This weighs directly in SPC's reserve reliance; SPC will use less this year. The College budgeted \$1.825 million this year for the reliance and will use less than that.

Ms. Hunt continued on to the fiscal year 2018-2019 Other funds; specifically, the auxiliary fund and capital outlay fund. For the auxiliary fund, projected revenue – including bookstore commissions, tower leases, some rentals, and royalties – is \$3.4 million. For expenses, current expenses are \$240,000 and international scholarships are \$104,000. \$3.1 million will transfer into the operating fund.

Ms. Hunt next discussed the \$3.1 million that will be transferred into the operating fund; \$105,000 will support senior citizen waivers; \$230,000 is for student assistants; \$300,000 supports student textbook programs; \$532,000 is for enrollment initiatives and community engagement, and \$1.9 million is for academic and institutional program support – this includes library resources, summer programs, and other student-focus initiatives.

Vice Chair Cole asked what the textbook program is.

Ms. Hunt replied that historically, if students register by a certain date, they receive a voucher to the bookstore. SPC is looking at this program to enhance it and make it more engaging.

Ms. Hunt next discussed the capital outlay fund; the budget is \$39.5 million, including \$8.3 million for capital improvement fees. Also in the budget is \$3.5 million of PICO funding for the Gibbs Student Success Center; \$2.7 million for construction bond payments; \$24 million for major construction, including the Gibbs and Seminole projects; \$4.6 million is for deferred maintenance and infrastructure, which is mostly funded by the Sum of Digits (SODA) money, which is based on the age of the building. Therefore, the older the building, the more money is received for maintenance. \$1.5 million is for campus projects and miscellaneous, including study room renovations and career center renovations. \$1.1 million is for internal construction personnel and \$5.3 million is for contingency.

2. FY 2018-2019 Operating Fund Budget Proposal – Mr. Brian Miles Vice President, Administrative/Business Services and Information Technology
(*Presentation*)

Mr. Miles briefed the Board on the proposed operating budget for fiscal year 2018-2019. He noted that the Board has already seen much of the information; the amounts have changed a little. Student tuition and out-of-state fees were budgeting down 3% based on enrollment projection; this is a slight increase from last year (3.5%). Due to trends this year, SPC will take a more favorable position. There was also a slight increase due to a slight increase for adult post-secondary vocational programs, workforce non-credit programs, and online growth. He noted the shift in monies from the state from the Florida College System program fund and lottery – SPC will receive \$2 million more in lottery and \$2 million less from the program fund. Mr. Miles will watch the cash flow through the Fall and anticipate lottery funds in February. He pointed out that it is not yet clear where SPC will end up on performance funding; he will update the Board with those amounts when he has them. Other revenues – which includes indirect costs, interest, SPC's arrangement with Pinellas County School Board – is down a little bit. Fund transfers in – which is auxiliary – has decreased due to a decline in bookstore sales as enrollment trends down. Mr. Miles stated that SPC is improving reliance on fund balance or reserves; SPC is budgeting \$1 million for the new fiscal year, but he expects SPC will use far less. Mr. Miles concluded that the total revenue projections is \$142.9 million.

Mr. Miles continued on to discuss the fiscal year 2018-2019 expense budget proposal. He noted there is a significant decrease in expense for personnel categories, which is due to reorganization and holding on vacancies. The final number is still being calculated, but it is in the range of \$800,000 to \$900,000 saved; more specific details about reorganization efforts will be forthcoming. Mr. Miles stated that SPC continues to monitor personnel expense ratio and health insurance expenses, which need to be made less. He added that an update on the request for proposal (RFP) on healthcare is forthcoming. In August, plan design changes should be brought forward, which will probably include an increase in the percentage of employees' contributions. Mr. Miles is looking at how to decrease the OPS expense; there will likely be a shift of some of that expense to health insurance. Other benefits – which includes retirement expenses, employment taxes, and compensated absences – has an increase of about \$547,000 due to two rate increases from the Florida Retirement System; SPC must plan accordingly and budget up in that line item. The current expense of \$29.7 million includes the upgrade of People Soft from version 9.0 to version 9.2, which is a budgeted expense of \$1.3-1.8 million; the Board has a memo in the consent agenda to approve an expense of not more than \$1.8 million. The total balanced budget will be \$142.9 million, down \$1.378 million from last year. Two years ago, the budget was at \$254 million. There have been significant strides in realigning the budget with enrollment, the economy, and state funding. Mr. Miles concluded that the budget accurately represents where SPC is as an institution.

Mr. Foster said he does not have the updated numbers.

Mr. Miles confirmed that what he presented were the most updated numbers.

Mr. Miles next discussed the College's reliance on fund balance. He reminded everyone that SPC committed to a three-year financial plan so that in three years SPC would have reliance on fund balance at zero; he said SPC is gradually getting there. He pointed out that SPC is doing slightly better on enrollment due to the College's efforts to retain and attract students. He hopes to perform even better than budgeted for. He pointed out that last year, SPC planned for contingency funds by capturing lapse dollars over the year. This year, the College is able to

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budget for an \$800,000 contingency with actual revenue dollars. Mr. Miles concluded that the budget is moving in the right direction.

Chair Stonecipher acknowledged that it has not been easy to cut back as much as SPC has, and that he appreciates Mr. Miles' work. Chair Stonecipher stated that he likes the indicators of where SPC is going; the college is building back up where they have been taking away for so long.

3. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2018-2019 (*Action*)

Mr. Miles requested approval for the Fiscal Year 2018-2019 Operating and Capital Outlay budget. Mr. Foster moved for approval. Vice Chair Cole seconded the motion. The motion passed unanimously.

18-090. Under Item VI - C, Administrative Matters

C. ADMINISTRATIVE MATTERS

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

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

- b. Health Insurance Request for Proposal Results— Ms. Michelle Manteiga, Acting Senior Manager, Benefits and Wellness (*Presentation*)

Ms. Manteiga recapped the timeline of the request for proposal (RFP). SPC asked carriers to meet or exceed the current benefits. There were a lot of responses. The vendors selected for 2019 are: medical: Aetna (incumbent); dental: Aetna (incumbent); vision: EyeMed (change); life insurance: Hartford (incumbent); disability insurance: Hartford (change); health accounts: Custom Benefits & Payflex (incumbent); Employee Assistance Program: DeerOaks (change); and worksite: Allstate (incumbent). Over the next two months, the College will work on aligning costs with claims to keep up with the increase in claims spending. Ms. Manteiga will bring it back for approval in August.

Chair Stonecipher asked if there will be chances to make changes to the plan or if Ms. Manteiga will be looking for approval at the August meeting.

Ms. Manteiga replied that, ideally, she is looking for approval at the August Board meeting so that there is plenty of time to inform employees.

Chair Stonecipher requested to receive the documents as soon as possible since there will be a lot to look at and decide. He expressed his desire to get ahead of increased rates and claims.

Mr. Gibbons stated that he does not understand why SPC has to select the carrier now.

Ms. Manteiga explained that part of the RFP was that it included proposed plans and expenses.

Mr. Stonecipher asked for a motion to approve carriers and incoming carriers as presented. Vice Chair Cole moved for approval. Mr. Foster seconded the motion. Trustee Gibbons Opposed.

- c. New Faculty Cohort Demographics/Recommendations 2018-2019 –
Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs (*Presentation/Action*)

Dr. Cooper explained the thorough hiring process undertaken before bringing recommendations to Board, which includes: review college-wide faculty/chair diversity within academic discipline; diverse search and screen committees chosen; applications reviewed and final choices submitted to dean; deans consolidate choices – five to six 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; present recommended candidates to the Board.

Dr. Cooper stated that there are eleven recommendations, three of which are academic chairs. Additionally, nine hold a Masters' degree and two hold a Doctorate degree; seven were previous adjuncts, three are current employees, and one is new to SPC; ten are female and one is male; and three are multiracial and eight are white. She noted that two of the females are in public safety, while the male is in nursing – both of which are more difficult to find.

Mr. Foster asked if this group itself is supposed to be diverse.

Dr. Cooper replied that if one looks at the programs, the new faculty increases gender diversity. She noted that it is important to look at specific departments overall.

Dr. Williams explained that sometimes, a particular department may be 80% male, so adding a female would make it more diverse. She clarified that this is just one class, not entire departments.

Mr. Gibbons asked the gender makeup of the entire faculty.

Dr. Cooper replied that she will get that information.

Dr. Cooper explained that new faculty are in a two-year program for professional development, which includes education through the Center for Excellence in Teaching and Learning (CETL), the cohort program, online learning, departmental mentoring, and ongoing support. The cohort meets on a monthly basis, visits each campus, learns about best practices for increasing student success and retention, works toward understanding SPC's student population, and participates in collaboration and service. During the second year, new faculty take on a particular project within their academic area to investigate and find solutions for. In many case, the projects are

MINUTES OF THE JUNE 19, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

incorporated; for example, SPC has had groups work on SACCS, review syllabi, and recommend best practices.

Dr. Cooper requested approval of the New Faculty Cohort. Mr. Gibbons moved for approval. Vice Chair Cole seconded the motion. The motion passed unanimously.

Vice Chair Cole asked for overall faculty composition next time.

18-091. Under Item VII - A, Consent Agenda

Under Old Business

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

18-092. Under Item VII – B, New Business

B. NEW BUSINESS

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. Credit Curriculum Changes (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS –
 - a. US Department of Justice, Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) (*Action*)
 - b. University of Central Florida, Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) – Consent Approval (*Action*)
 - c. Florida Department of Education—Tampa Bay Consortium College Reach Out Program (*Action*)
4. Construction
 - a. Student Success Center, St. Petersburg Gibbs Campus (*Action*)
 - b. Change Order #2, Project #677-A-13-6, Construct Marine Science Labs and Classrooms, Bay Pines Center (*Action*)
5. OTHER
 - a. Accounts Receivable Write-Off (*Action*)
 - b. Agreement with Sierra-Cedar, Inc. for PeopleSoft Upgrade Consulting Services (*Action*)
 - c. Agreement with Oracle America, Inc. to purchase and use Oracle Cloud Infrastructure (OCI) service (*Action*)

d. Funds Transfer Request (*Action*)

Mr. Foster asked, regarding B.5(a), what is a typical write off.

Mr. Mike Meigs, Director, Business Systems and Student Accounting, responded that most are financial aid related from when a student enrolls fulltime and then withdrawal. In this case, SPC has to repay the Department of Education and attempt to collect from the student. Mr. Meigs noted that many times, the students are not seen again.

Mr. Foster asked what efforts SPC makes for third party collections.

Mr. Meigs responded that SPC initially does internal billing for a two-week period, pre-collections for a five-week period, and then turns over the account to an actual collection agency – the College has three agencies under contract. SPC is evaluating the agencies and looking to make changes; there is a new state contract out. Mr. Meigs noted that the write off for next year is looking much better due to improvements in the economy.

The Board considered Items VII-B.1-5. Mr. Foster moved to approve. Vice Chair Cole seconded the motion. The motion passed unanimously.

18-093. Under Item VIII, Informational Reports - None

18-094. Under Item IX, Proposed Changes to BOT Rules Manual – Public Hearing - None

18-095. Under Item X, President’s Report

Dr. Williams shared that she double checked on the \$3.5 million funds from the state and FEMA funds, and that it should be given to SPC within a couple of weeks. She stated that it is still on the books for SPC to receive the funding to finish the Gibbs building.

Dr. Williams reported that the footprint study is in phase two, during which all facilities, buildings, and programming are looked at. The phase two review should be done for the August Board meeting.

Dr. Williams concluded that she is focusing on enrollment for the next couple of weeks. New student enrollment is increasing, while getting current students to register is more challenging. Each term, SPC is re-recruiting students to come back.

18-096. Under Item XI, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday August 21, 2018, 9:00 a.m., at the EpiCenter.

XII. ADJOURNMENT

MINUTES OF THE JUNE 19, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:04 a.m.

Immediately following the St. Petersburg College Board of Trustees meeting, Chair Stonecipher opened the semi-annual St. Petersburg College Collegiate High School Governing Board meeting at 10:04 a.m.

18-097. Under Item XII, Under St. Petersburg Collegiate High School

Principal Starla Metz, St. Petersburg Collegiate High School (SPCHS), presented highlights, current initiatives, and the 2018-2019 budget for review and approval.

Ms. Metz shared several honors that SPCHS received, including: SPCHS was selected as a 2017 Exemplary High Performing National Blue Ribbon School; U.S. News and World Report designated SPCHS a Bronze Level School, which is based on strong student performance; the State of Florida recognized SPCHS as a School of Excellence, which is a new award; and Great Schools named SPCHS to the inaugural cohort of College Success Award Recipients – recipients of this award were from nine different states. Ms. Metz noted that potential businesses and families look at these awards to determine where to go; these awards will encourage families and business to check out SPCHS.

Ms. Metz next discussed scholarship, service, and leadership. The class of 2018 was very involved; for example, students sorted toys at Toys for Tots and participated in beach and park cleanups. The eighty students of the class of 2018 performed 12,000 hours of community service; had 59 student leaders; and received \$2 million dollars in scholarships, including four SPC Presidential Scholars.

Ms. Metz provided an update on the SPCHSNP Clearwater campus. She recently walked the Business Technology building and she will bring forward the contract in August for review and approval. Recruitment efforts include mailers; postcards; and five information sessions, including ones at the Tarpon campus, the Clearwater campus, the Gibbs campus, and the Allstate campus; and several small group or one-on-one sessions. In January and February, positions will begin to be posted for the Clearwater campus.

Chair Stonecipher asked if the steps to get the word out about the new Clearwater campus are similar to what was done years ago for the Gibbs campus opening.

Ms. Metz explained the plan is to recruit for both schools at same time and allow families to make a first choice; because Gibbs usually has a wait list, some of those students can be offered a seat at the Clearwater campus. The application deadline is February 8, and it is usually known by the first week in March how many students have accepted, which will help with hiring for Clearwater. If there are not enough applicants, recruitment efforts will continue.

Ms. Metz next stated that under SB7026, all schools must have armed Safe School Officers; the Guardian Program is accepting applicants for training, which is similar to what a new deputy receives. Two current officers from Gibbs – one military and one police – and Dan Barto plan to

do the training; once they graduate, they will be certified. There will be a primary Safe School Officer and relief officers; supplemental pay will be paid by the Collegiate High School. Other safety measures include: a school safety assessment, where representatives from the police and sheriff departments and school officials will make sure the school is as safe as possible. There is a new requirement to do a once-a-month training on active shooter situations, which will be facilitated by the police department; fire, lockdown, and weather drills will also take place every month.

Ms. Metz noted that the SACS accreditation visit was wonderful and that the vote is today, with the formal letter arriving in six weeks.

Ms. Metz presented the budget for review. The budget increased for next year by \$68,600 to take care of Safe School Officers; other than that, the budget is very close to last year's budget. Total revenue is \$1.5 million; total personnel cost is \$1 million; total current expense is \$535,000; total budgeted expenditures are \$1.56 million; and the fund balance reserve is \$1 million. Reserves are very high because reserves will pay for the second Collegiate High School to get up and running; therefore, the reserve will decrease significantly, but Ms. Metz will make sure to keep some reserve.

Ms. Metz requested approval of the 2018-2019 Collegiate High School budget. Mr. Gibbons moved for approval. Vice Chair Cole seconded the motion. The motion passed unanimously.

Mr. Gibbons asked if the Clearwater police will be involved.

Ms. Metz replied that Clearwater police will be involved once that campus opens.

Mr. Gibbons asked if the new Collegiate High School will have single point of entry.

Ms. Metz replied that in the Business Technology building, the single entry point will be on Old Coachmen, with the administrative office right there; the two side doors will remain locked. Most sophomore students will be on the second floor, while juniors and seniors will be on campus. Gibbs is being looked at tomorrow morning. There have already been some preliminary conversations with Bill Gray, Dan Barto, and the Gibbs' provost. Ms. Metz will complete the state survey. If things need to be done there are \$100 million in grant dollars available.

Mr. Gibbons said he asked the question because so many people just walk on campus. He stated that Governor Scott suggests looking at schools in the northeast, because they have a single point of entry. Mr. Gibbons wants to make sure that SPC applies for some of the grant money, and makes sure the high school students are secure and protected. He noted that SPC has an obligation to protect them even more so than other students.

Ms. Metz added that she and the SPCHS guidance counselor attended training through Pinellas County Schools, and will continue to become more skilled. She stated that all suggestions are taken seriously.

Mr. Gibbons expressed that it is a shame that school administrators have to deal with this, but it is a fact everyone has to live with.

**MINUTES OF THE JUNE 19, 2018 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:18 a.m.

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

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

Attachments
Board Memos and
Supplemental
Materials

II – B.1 Acting Dean, College of Nursing



Acting Dean, College of Nursing

Dr. Louisiana Louis



- Starting July 2, 2018, Dr. Louisiana Louis will serve as the Acting Dean for the College of Nursing.
- Dr. Louis has a BS in Nursing from the University of South Florida, a MSN in nursing from the University of Phoenix, and a Doctorate in Nursing Practice from Chatham University.
- Dr. Louis has served in several capacities in the College of Nursing including adjunct faculty, faculty liaison with BayCare, full-time faculty in the RN to BSN program, and academic chair.

II - New Provost Downtown/Midtown Campus



Provost of Downtown/Midtown Centers

Dr. Tashika Griffith



- Since her arrival to the College, Dr. Tashika Griffith has served as the Associate Provost of the Allstate Center and most recently the Interim Provost and Associate Provost for the Downtown and Midtown Centers. Dr. Griffith is an engaging and strategic leader who is committed to serving SPC students, faculty and staff. She has over fifteen years of experience at both public and private higher education institutions and held previous roles within Student Affairs including Multicultural Affairs, Career Services, Student Activities and the Dean of Students Office. She is also a graduate of the 2018 Florida State College Chancellor's Leadership Seminar cohort and served on the national board of the Student Affairs Administrators in Higher Education (NASPA) Center for Women.
- Dr. Griffith received her bachelor's degree in English with a certification in ethnic studies from Florida Atlantic University and her master's degree in higher education and leadership policies from Virginia Polytechnic Institute and State University (Virginia Tech). She completed her doctoral degree in higher education administration from Northeastern University.

II – C New Vice President, Student Affairs



Vice President, Student Affairs

Dr. Jamelle Conner




- Dr. Conner is passionate about SPC - its students, faculty and staff. She is extremely knowledgeable in fostering leadership that creates an environment for student success, community engagement, and organizational strategy.
- Dr. Conner has extensive leadership experience in public and private sectors. At SPC, she has served as the Associate Vice President of Strategic Execution and Systems Support and Provost at the St. Petersburg Gibbs Campus.
- She holds a PhD in Leadership and Education with a specialization in Higher Education Administration from Barry University, an M.B.A. from the University of Tampa, and a bachelor's degree in Accounting and Computer Information Systems from Florida Southern College.
- She is a graduate of the 2010 Florida State College Chancellor's Leadership Seminar and served as an alumni participant for the 2012 Seminar cohort. She is also a 2017 graduate of Leadership St. Pete.
- She will begin her new role on July 1, 2018.

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Strategic Impact Plan

Approval is sought for the St. Petersburg College’s 2018-201 Strategic Impact Plan

St. Petersburg College (SPC) has a long, rich history of serving as a leader among the 28 Florida Colleges as well as in the communities we serve. The St. Petersburg College 2018-2021 Strategic Impact Plan represents the thoughts of thousands of stakeholders, builds on the successes the college has had in of creating and implementing annual key strategic priorities since 2012, and honors the college mission, vision and values.

It is a comprehensive roadmap that aims to respond to conditions both locally and societally while committing to three overarching Outcomes:

- Expand and maintain access;
- Increase student achievement; and
- Engage the community.

The plan contains a revised vision and mission statement to guide the work of the college over the next three years:

Vision Statement:

A premier college enriching and strengthening lives through a community of care.

Mission Statement:

The mission of St. Petersburg College is to empower our students and community to achieve success and economic mobility through academic excellence and engagement.

In addition, the plan also contains six new values for the college which include: Student Success, Integrity, Community Focus, Growth and Empowerment, Communication, and Equity. The operationalized definition for each value will serve to guide the college family.

The three-year plan consists of three strategic goals under each of the Board of Trustees defined College Visionary Commitments as shown below:

Academic Excellence

We will provide a high-quality education for our students by creating an innovative and engaging learning environment within a supportive, collegial culture.

Strategic Goals

1. Improve the learning experience
2. Enhance internal and external support for students
3. Provide strategic professional

Economic Mobility

We will provide opportunities for our students to be prepared for high-wage, high-need careers and professional growth, which will contribute to their economic success and improve the quality of life within our community as well as assist in ending generational cycles of poverty.

Strategic Goals

1. Deliver responsible program planning aligned with jobs and student goals
2. Increase strategic connections by partnering with educational institutions, businesses, and community resources
3. Prepare students for in-demand careers as defined by local workforce demands

Community Engagement

We will invest in the well-being and growth of our community by serving as a leader, a convener, and a catalyst for positive change. We will maintain this commitment by creating strong partnerships, participating in civic learning and community engagement, and cultivating a community of care.

Strategic Goals

1. Be the catalyst for positive change in our community
2. Develop a one-college approach that fosters reciprocal relationships between SPC and the communities we serve
3. Align county-wide priorities and needs to achieve common goals.


Each Visionary Commitment and its associated Strategic Goals include various metrics and targets for performance. To ensure our success, we will be monitoring our progress and bringing updates to the Board of Trustees on a regular basis.

This new Strategic Impact Plan will provide St. Petersburg College a defined road map in continuing its work to empower our students and community to achieve success and economic mobility through academic excellence and engagement.

Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, recommends approval.

VI – A.1 Strategic Impact Plan

Strategic Impact Plan
*Board of Trustees
June 19, 2018*



SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Culture Collaboration



Communication Creativity

President's Vision



SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Transition Team's Six Priorities

- Communication
- Branding
- Student Engagement
- Student Support
- Community Involvement
- Efficiency/Organization

Academic Excellence

We will provide a high-quality education for our students by creating an innovative and engaging learning environment within a supportive, collegial culture.

Economic Mobility

We will provide opportunities for our students to be prepared for high-wage, high-need careers and professional growth, which will contribute to their economic success and improve the quality of life within our community as well as assist in ending generational cycles of poverty.

Community Engagement

We will invest in the well-being and growth of our community by serving as a leader, a convener, and a catalyst for positive change. We will maintain this commitment by creating strong partnerships, participating in civic learning and community engagement, and cultivating a community of care.

Focus Groups (Faculty/A&P/Staff/Students)

- Seminole Campus – February 15th
- SP/Gibbs – February 19th
- Online – February 26th
- Tarpon Springs Campus – March

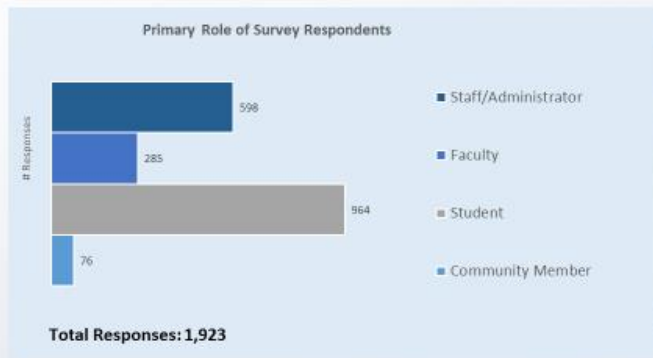
Community Members

- Clearwater Campus – March 13th
- Midtown Campus – March 20th

120 Total Participants

College Focus Groups

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS



Survey Responses

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Themes Specific to Academic Excellence

| | Community | Student | Faculty/Staff | Total |
|------------------------------------|-----------|---------|---------------|-------|
| Faculty Development | 5% | 44% | 51% | 330 |
| Student Support | 2% | 45% | 53% | 292 |
| Improving the Classroom Experience | 6% | 43% | 51% | 214 |

Statement of Emerging Themes

- 1) Providing support for **faculty development** to meet the needs of the future job-market expectations and current student needs;
- 2) Providing **support for students** to allow them to focus on meeting their goals, including equitable support for online, affordability, and improving the consistency of information provided to students;
- 3) **Improving the classroom experience** including utilizing interactive methodologies, focusing on student engagement, and increasing accountability for both faculty/students.

Academic Excellence



Themes Specific to Economic Mobility

| | Community | Student | Faculty/Staff | Total |
|--------------------------------|-----------|---------|---------------|-------|
| Awareness - Career Transition | 5% | 37% | 58% | 156 |
| Scholarships - Student Support | 8% | 47% | 45% | 131 |

Statement of Emerging Themes

- 1) A Career/Transfer office that provides the tools to **support career exploration** and selection and/or continued educational pursuits;
- 2) Community involvement to **support funding**, mentoring, partnerships to meet needs such as childcare, job expectation knowledge.

Economic Mobility



| Themes Specific to Community Engagement | | | | |
|--|-----------|---------|---------------|-------|
| | Community | Student | Faculty/Staff | Total |
| Community Needs | 2% | 42% | 56% | 373 |
| Service/Volunteering/Fundraising/ Charity | 2% | 25% | 73% | 299 |
| Communication/Feedback/ Transparency | 7% | 27% | 66% | 143 |
| Campus Environment | 3% | 34% | 63% | 135 |

Statement of Emerging Themes

- 1) *Identifying specific community needs and create a method to align SPC events to meet these needs;*
- 2) *Developing methods to capture the myriad of ways the college community already engages with the community;*
- 3) *Actively communicating and sharing knowledge of who and what the college offers to facilitate participation;*
- 4) *Supporting the development of committees focused upon providing engagement support throughout the community, and developing events that engage the community within the college.*

Community Engagement

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

- Lab 1: Vision, Mission, Values, 3 hours
Stakeholders at Collaborative Labs (April 30th)
- Lab 2: Goals & Strategies for 3 Commitment Areas
Stakeholders at Collaborative Labs (May 3rd)
- Lab 3: Champions/Teams Develop 1-Year Tactical Plans
for 2018-19 (May 17th)

158 Total Participants

Collaborative Labs

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Draft Vision Statement

A premier college enriching and strengthening lives through a community of care.

Draft Mission Statement

The mission of St. Petersburg College is to empower our students and community to achieve success and economic mobility through academic excellence and engagement.

Draft Mission and Vision

SPC St. Petersburg
College
INSTRUCTION AND ACADEMIC PROGRAMS

STUDENT SUCCESS

We believe students are the heart of SPC, and we align resources, decisions, and efforts to empower them to succeed.

INTEGRITY

We cultivate trust, transparency, and equity through personal and institutional ethics, empathy, and compassion.

Draft Values

SPC St. Petersburg
College
INSTRUCTION AND ACADEMIC PROGRAMS

COMMUNITY FOCUS

We foster and model the principles of inclusion, service, partnership, and social responsibility through community engagement to build strong relationships locally and abroad.

GROWTH AND EMPOWERMENT

We provide our students and employees clear pathways for personal and professional growth resulting in ongoing opportunities for leadership, engagement, and advancement.

Draft Values

SPC St. Petersburg
College
INSTRUCTION AND ACADEMIC PROGRAMS

COMMUNICATION

We build open and honest relationships to ensure inclusive dialogue with stakeholders to make informed and transparent decisions.

EQUITY

We are committed to ensuring that all stakeholders receive what they need to be successful through experiences, policies, practices, and behaviors that are just, fair, and inclusive for individuals to reach their full potential.

Values

SPC St. Petersburg
College
INSTRUCTION AND ACADEMIC PROGRAMS

1. Expand and Maintain Access
2. Increase Student Achievement
3. Engage the Community

Draft Three-Year Outcomes **SPC** St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Academic Excellence

We will provide a high-quality education for our students by creating an innovative and engaging learning environment within a supportive, collegial culture.

| | Access | Achievement | Community |
|--|--------|-------------|-----------|
| 1. Improve the learning experience | ✓ | ✓ | ✓ |
| 2. Enhance internal and external support for students | ✓ | ✓ | ✓ |
| 3. Provide strategic professional development for faculty, staff, and students | ✓ | ✓ | ✓ |

Draft Strategic Goals **SPC** St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Academic Excellence

| Metrics | Baseline | Target |
|--|----------|--------|
| Fall 2016 to Fall 2017 Retention Rate (includes graduates) | 68.8% | 72% |
| 2016-17 Course Success Rate | 78.8% | 80.8% |
| Completion (FTEIC) of College Level Math and English in first year | 37.8% | 40% |
| Percent of students visiting the Learning Support Commons | 55.2% | 58.0% |
| CCSSE (2017)/SENSE (2015) Data | 52.8% | 54.0% |
| - CCSSE – Active Learning | 62.5% | 64.0% |
| - SENSE – Clear Academic Pathways | | |
| Employee Satisfaction (survey) | N/A | N/A |
| Employee Engagement (survey) | N/A | N/A |
| Transfer Rate (2013-14 AA Graduates) | 76.1% | 78.0% |
| - To FCS Baccalaureate | 36.4% | |
| - To State University System Schools | 39.6% | |

Draft Metrics

Economic Mobility

We will provide opportunities for our students to be prepared for high-wage, high-need careers and professional growth, which will contribute to their economic success and improve the quality of life within our community as well as assist in ending generational cycles of poverty.

| | Access | Achievement | Community |
|---|--------|-------------|-----------|
| 1. Deliver responsive program planning aligned with jobs and student goals. | ✓ | ✓ | ✓ |
| 2. Increase strategic connections by partnering with educational institutions, businesses, and community resources. | ✓ | ✓ | ✓ |
| 3. Prepare students for in-demand careers as defined by local workforce needs. | ✓ | ✓ | ✓ |

Draft Strategic Goals

Economic Mobility

| Metrics | Baseline | Target |
|--|------------|------------|
| Job Placement/Continuing Education Rate | 95.7% | 96.0% |
| Number of Industry Certifications (2017-18) [Variety of Offerings] | 754 [45] | 900 [50] |
| Number of Degree and Certificate Completers (2016) | 7,698 | 8,200 |
| Percentage of SPC programs aligned to the Targeted Occupations List for Pinellas County | 57.8% | 62.0% |
| Pinellas County College Attainment Rate 2016 [Lumina adjustment for high demand certificates] | 39.4% [7%] | 43.0% [7%] |
| Percentage of Adults (Age 18-64) in Pinellas County below the poverty line | 14.0% | 13.7% |

Draft Metrics

Community Engagement

We will invest in the well-being and growth of our community by serving as a leader, a convener, and a catalyst for positive change. We will maintain this commitment by creating strong partnerships, participating in civic learning and community engagement, and cultivating a community of care.

| | Access | Achievement | Community |
|--|--------|-------------|-----------|
| 1. Be the catalyst for positive change in our community. | ✓ | ✓ | ✓ |
| 2. Develop a one-college approach that fosters reciprocal relationships between SPC and the communities that we serve. | ✓ | ✓ | ✓ |
| 3. Align county-wide priorities and needs to achieve common goals. | ✓ | ✓ | ✓ |

Draft Strategic Goals

Community Engagement

| Metrics | Baseline | Target |
|---|-----------|-----------|
| Number of Community Vision Events Per Year (e.g., Downtown Business, Greenwood, etc.) | 2 | 5 |
| Number of Community Events (SPC and Community-hosted) on Campus | 368 | 500 |
| Number of service learning/volunteer hours for Faculty, staff, and students | 25,440 | 28,000 |
| Economic Impact of service learning/volunteer hours (\$) | \$614,122 | \$675,920 |
| Number of program advisory committee members (website) | 573 | 600 |
| Number of Faculty, staff, and students who participate on Community organizations/boards. | N/A | N/A |
| Number of K-12 student <u>visits</u> to SPC campuses | N/A | N/A |
| Number of community events in which SPC is a participant | N/A | N/A |

Draft Metrics

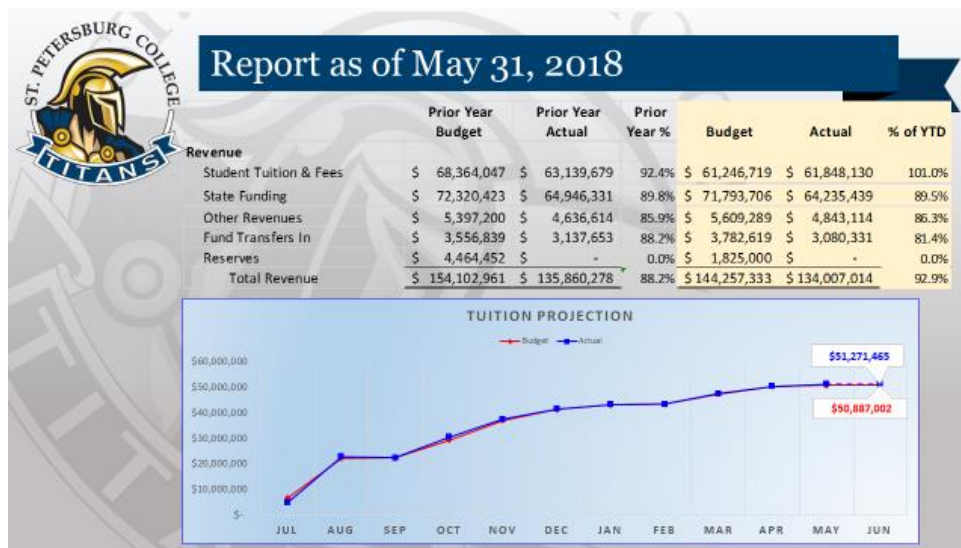



VI – B.1 Monthly Budget Report



**St. Petersburg College
Board of Trustees Meeting
May 2018 Budget Report**

Janette Hunt
June 19, 2018





Report as of May 31, 2018

| | Prior Year Budget | Prior Year Actual | Prior Year % | Budget | Actual | % of YTD |
|---------------------------------------|-----------------------|-----------------------|-----------------|-----------------------|-----------------------|--------------|
| Personnel & Benefits | | | | | | |
| Faculty | \$ 28,980,411 | \$ 25,846,162 | 89.2% | \$ 26,776,489 | \$ 24,799,087 | 92.6% |
| Administrative & Professional | \$ 26,069,342 | \$ 22,464,261 | 86.2% | \$ 24,251,689 | \$ 21,521,877 | 88.7% |
| Career Service (includes OT) | \$ 22,059,113 | \$ 18,370,624 | 83.3% | \$ 19,951,011 | \$ 17,601,510 | 88.2% |
| Adjunct/Supplemental | \$ 14,341,325 | \$ 13,289,050 | 92.7% | \$ 13,549,064 | \$ 12,862,912 | 94.9% |
| Other Personal Services (OPS) | \$ 2,896,867 | \$ 1,856,382 | 64.1% | \$ 2,041,007 | \$ 1,472,094 | 72.1% |
| Student Assistants | \$ 428,000 | \$ 228,177 | 53.3% | \$ 428,000 | \$ 285,023 | 66.6% |
| Health Insurance | \$ 11,854,771 | \$ 13,715,661 | 115.7% | \$ 14,931,773 | \$ 13,607,575 | 91.1% |
| Other Benefits | \$ 11,700,630 | \$ 11,589,614 | 99.1% | \$ 11,280,323 | \$ 11,283,536 | 100.0% |
| Total Personnel & Benefits | \$ 118,330,460 | \$ 107,359,931 | 90.7% | \$ 113,209,356 | \$ 103,433,615 | 91.4% |
| Current Expense | | | | | | |
| Total Current Expense | \$ 32,341,920 | \$ 24,524,077 | 75.8% | \$ 28,278,499 | \$ 23,180,484 | 82.0% |
| Capital | | | | | | |
| Total Capital | \$ 3,430,581 | \$ 2,048,918 | 59.7% | \$ 2,769,478 | \$ 1,926,211 | 69.6% |
| Total Operating | \$ 154,102,961 | \$ 133,932,926 | 86.9% | \$ 144,257,333 | \$ 128,540,310 | 89.1% |
| Balance | \$ - | \$ 1,927,352 | | \$ - | \$ 5,466,704 | |





Fund 3 Auxiliary Fund

| St. Petersburg College FY18-19 Fund 3 Auxiliary Budget | |
|---|---------------------|
| Revenues: | |
| Bookstore Commissions | \$ 1,812,519 |
| Bookstore Textbook Credit Contribution | \$ 181,252 |
| Food Services/Vending Commissions | \$ 132,054 |
| Royalties-Ethics Textbook | \$ 48,000 |
| Royalties-Excess Bandwidth | \$ 419,700 |
| Pay For Print Sales | \$ 87,600 |
| Seminole Library Rentals | \$ 43,000 |
| Verizon Ground Tower Lease | \$ 55,496 |
| Law Enforcement Applicant Screening | \$ 5,000 |
| Interest | \$ 41,134 |
| Student Success Reserves | \$ 574,451 |
| Royalties-Ethics Textbook Reserves | \$ 52,000 |
| Total Revenues | \$ 3,452,206 |

| | |
|---|---------------------|
| Expenses: | |
| Auxiliary Services Administrative Costs | \$ 137,000 |
| Computer & Equipment Leases | \$ 86,000 |
| Materials, supplies, misc. services | \$ 16,500 |
| Total Expenses | \$ 239,500 |
| Transfers Out to Other Funds: | |
| Operating Budget Fund | \$ 3,103,706 |
| Scholarship Fund Mac J Williams | \$ 5,600 |
| International Scholarships | \$ 104,000 |
| Total Transfers Out to Other Funds | \$ 3,212,706 |
| Total Expenses & Transfers | \$ 3,452,206 |
| Excess of Revenues Over Expenses & Transfers | \$ - |



Fund 3 Auxiliary Fund

\$3.1 M Transfer In Operating Fund

\$105K Senior Citizen Waivers

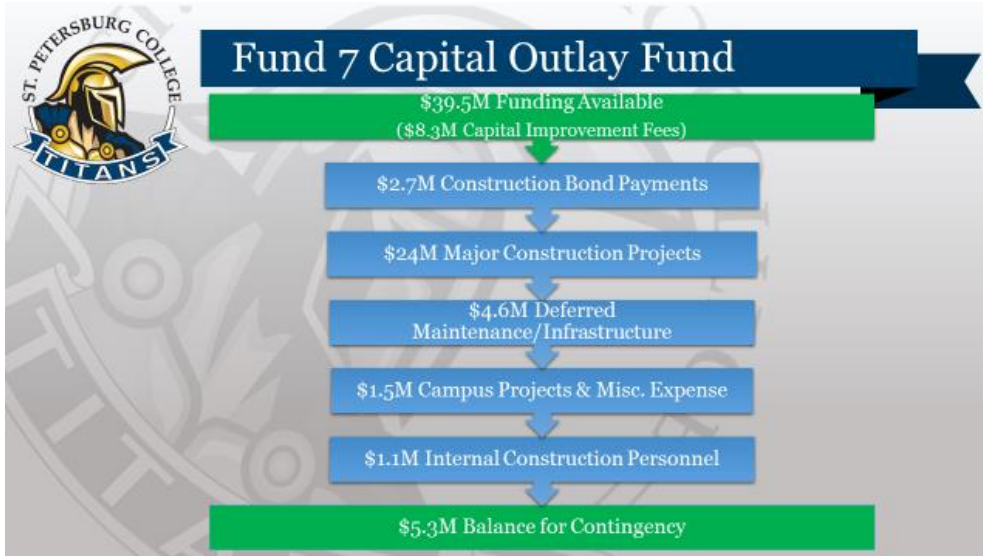
\$230K Student Assistants

\$300K Student Textbook Program

\$532K Enrollment Initiative & Community Engagement Expense

\$1.9M Academic and Institutional Program Support

\$0 Balance




VI –B.2 FY 2018-2019 Operating Fund Budget Proposal



**FY 2018 – 2019
Operating Fund
Budget Proposal**


Brian Miles
VP, Administrative/Business Services & IT



FY2018-2019 Revenue Budget Proposal

| | FY2017-2018 Approved Budget | FY2018-2019 Proposed Budget | Difference |
|-------------------------------------|--------------------------------|--------------------------------|-----------------------|
| Revenue | | | |
| Student Tuition & Out-of-State Fees | \$ 61,246,719 | \$ 61,499,889 | \$ 253,170 |
| State Funding | \$ 71,793,706 | \$ 72,087,912 | \$ 294,206 |
| Other Revenues | \$ 5,609,289 | \$ 5,187,048 | \$ (422,241) |
| Fund Transfers In | \$ 3,782,619 | \$ 3,103,706 | \$ (678,913) |
| Reserves | \$ 1,825,000 | \$ 1,000,000 | \$ (825,000) |
| Total Revenue | \$ 144,257,333 | \$ 142,878,554 | \$ (1,378,779) |

- More Favorable Enrollment Projection
- Shift from Florida College System to Lottery
- Performance Funding
- Reduce One-Time Revenue
- Decline in Book Store Sales
- Reduce Reserve Reliance



FY2018-2019 Expense Budget Proposal

| | FY2017-2018 Approved Budget | FY2018-2019 Proposed Budget | Difference |
|---------------------------------------|--------------------------------|--------------------------------|-----------------------|
| Personnel & Benefits | | | |
| Instructional/Faculty-Full time | \$ 26,776,489 | \$ 25,749,327 | \$ (1,027,162) |
| Administrative & Professional | \$ 24,251,689 | \$ 23,585,641 | \$ (666,048) |
| Career Service (includes OT) | \$ 19,951,011 | \$ 19,183,840 | \$ (767,171) |
| Adjunct/Supplemental | \$ 13,549,064 | \$ 13,142,592 | \$ (406,472) |
| Other Personal Services (OPS) | \$ 2,041,007 | \$ 2,019,316 | \$ (21,691) |
| Student Assistants | \$ 428,000 | \$ 428,000 | \$ - |
| Health Insurance | \$ 14,931,773 | \$ 14,423,171 | \$ (508,602) |
| Other Benefits | \$ 11,280,323 | \$ 11,827,326 | \$ 547,002 |
| Total Personnel & Benefits | \$ 113,209,356 | \$ 110,359,214 | \$ (2,850,142) |
| Current Expense | | | |
| Total Current Expense | \$ 28,278,499 | \$ 29,739,704 | \$ 1,461,205 |
| Capital | | | |
| Total Capital | \$ 2,769,478 | \$ 2,779,636 | \$ 10,158 |
| Total Operating | \$ 144,257,333 | \$ 142,878,554 | \$ (1,378,779) |
| Balance | \$ - | \$ - | \$ - |

- Monitor Personnel Expense Ratio
- Analyze Health Insurance

- Upgrade Student System




Questions

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Fiscal Year 2018-2019 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees

The FY18-19 operating budget proposal continues to strengthen St. Petersburg College's efforts to support its pillar commitments; promote academic excellence, workforce mobility, and community engagement.

Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2018-2019.

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

Fund 1 General Operating Budget - The College's General Operating Budget is based on the 2018-2019 General Appropriations Act (House Bill 2500).

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

Fund 7 Capital Outlay Budget – The FY2018-2019 College Capital Outlay budget of \$39.5M provides for college-wide facility and technology infrastructure maintenance, and major building project funding.

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

Student Fees per Credit Hour would be modified as follows:**Lower Division Credit Programs**

| | 2017-2018 Fees | 2018-2019 Fees | % Change |
|---------------------------------|-----------------------|-----------------------|-----------------|
| Florida Residents | | | |
| Tuition Fee | \$80.94 | \$80.94 | |
| Student Activity & Service Fee | 7.63 | 7.63 | |
| Financial Aid Fee | 4.04 | 4.04 | |
| Technology Fee | 4.04 | 4.04 | |
| Capital Improvement Fee (CIF) | 15.10 | 15.10 | |
| Tuition and Fees | \$111.75 | \$111.75 | 0.0% |
| | | | |
| Non-Residents | | | |
| Tuition Fee | \$80.94 | \$80.94 | |
| Out-of-State Fee | 242.97 | 242.97 | |
| Student Activity & Services Fee | 7.63 | 7.63 | |
| Financial Aid Fee | 16.20 | 16.20 | |
| Technology Fee | 16.20 | 16.20 | |
| Capital Improvement Fee (CIF) | 22.96 | 22.96 | |
| Tuition and Fees | \$386.90 | \$386.90 | 0.0% |

Post-Secondary Adult Vocational Non-Credit Programs

| | 2017-2018 Fees | 2018-2019 Fees | % Change |
|--------------------------------|-----------------------|-----------------------|-----------------|
| Florida Residents | | | |
| Tuition Fee | \$68.60 | \$68.60 | |
| Technology Fee | 3.43 | 3.43 | |
| Capital Improvement Fee (CIF) | 3.43 | 3.43 | |
| Total Registration Fees | \$75.46 | \$75.46 | 0.0% |
| | | | |
| Non-Residents | | | |
| Tuition Fee | \$68.60 | \$68.60 | |
| Out-of-State Fee | 205.82 | 205.82 | |
| Technology Fee | 13.72 | 13.72 | |
| Capital Improvement Fee (CIF) | 13.72 | 13.72 | |
| Total Registration Fees | \$301.86 | \$301.86 | 0.0% |

Upper Division Credit Programs

| | 2017-2018 Fees | 2018-2019 Fees | % Change |
|---------------------------------|-----------------|-----------------|-------------|
| Florida Residents | | | |
| Tuition Fee | \$91.79 | \$91.79 | |
| Student Activity & Services Fee | 9.18 | 9.18 | |
| Financial Aid Fee | 4.59 | 4.59 | |
| Technology Fee | 4.59 | 4.59 | |
| Capital Improvement Fee (CIF) | 12.55 | 12.55 | |
| Tuition and Fees | \$122.70 | \$122.70 | 0.0% |
| | | | |
| Non-Residents | | | |
| Tuition Fee | \$91.79 | \$91.79 | |
| Out-of-State Fee | 275.53 | 275.53 | |
| Student Activity & Services Fee | 9.18 | 9.18 | |
| Financial Aid Fee | 18.37 | 18.37 | |
| Technology Fee | 18.37 | 18.37 | |
| Capital Improvement Fee (CIF) | 12.55 | 12.55 | |
| Tuition and Fees | \$425.79 | \$425.79 | 0.0% |

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

Fund 2 Student Activities Budget - The FY2018-2019 College-wide Student Activities Budget is \$5.7M. It includes \$1.0M distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

Fund 3 Auxiliary Budget – The FY2018-2019 College-wide Auxiliary Budget is \$3.5M. It includes \$3.1M to support expenses in the Fund 1 General Operating Budget.

Fund 5 Scholarship Budget – The FY2018-2019 College-wide Scholarship Budget is \$62.3M. It includes \$58.1M in Federal and State financial aid, \$2.2M in scholarships funded by the Student Financial Aid Fee, and \$1.9M in Foundation and other scholarships.

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

Attachment


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

| | Prior Year Budget | Prior Year Actual | Prior Year % | Budget | Actual | % of YTD |
|---------------------------------------|-----------------------|-----------------------|--------------|-----------------------|-----------------------|--------------|
| Revenue | | | | | | |
| Student Tuition | \$ 56,560,516 | \$ 52,646,113 | 93.1% | \$ 50,887,002 | \$ 51,271,465 | 100.8% |
| State Appropriation - FCS | \$ 51,695,712 | \$ 47,647,240 | 92.2% | \$ 53,548,581 | \$ 49,116,579 | 91.7% |
| State Appropriation - Lottery | \$ 16,693,508 | \$ 13,354,808 | 80.0% | \$ 14,231,049 | \$ 11,384,840 | 80.0% |
| Performance Funding | \$ 3,652,774 | \$ 3,348,375 | 91.7% | \$ 3,514,076 | \$ 3,221,234 | 91.7% |
| Operating Cost for New Facilities | \$ 128,429 | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| Learning Support Access Fee | \$ 1,834,042 | \$ 1,608,686 | 87.7% | \$ 1,639,890 | \$ 1,558,585 | 95.0% |
| Distance Learning Fee | \$ 3,814,485 | \$ 3,643,342 | 95.5% | \$ 3,526,830 | \$ 3,797,054 | 107.7% |
| Technology Fee | \$ 2,818,596 | \$ 2,527,737 | 89.7% | \$ 2,508,569 | \$ 2,453,330 | 97.8% |
| Lab Revenue Fees | \$ 1,714,401 | \$ 1,918,498 | 111.9% | \$ 1,592,067 | \$ 1,960,279 | 123.1% |
| Industry Certifications | \$ 150,000 | \$ 595,908 | 397.3% | \$ 500,000 | \$ 512,786 | 102.6% |
| Other Revenues | \$ 5,397,200 | \$ 4,636,614 | 85.9% | \$ 5,609,289 | \$ 4,843,114 | 86.3% |
| Other Student Fees | \$ 1,622,007 | \$ 795,303 | 49.0% | \$ 1,092,361 | \$ 807,417 | 73.9% |
| Fund Transfers In | \$ 3,556,839 | \$ 3,137,653 | 88.2% | \$ 3,782,619 | \$ 3,080,331 | 81.4% |
| Reserve | \$ 4,464,452 | \$ - | 0.0% | \$ 1,825,000 | \$ - | 0.0% |
| Total Revenue | \$ 154,102,961 | \$ 135,860,278 | 88.2% | \$ 144,257,333 | \$ 134,007,014 | 92.9% |
| | | | | | | |
| | | | | | | |
| Personnel & Benefits | | | | | | |
| Instructional/Faculty-Full time | \$ 28,980,411 | \$ 25,846,162 | 89.2% | \$ 26,776,489 | \$ 24,799,087 | 92.6% |
| Administrative & Professional | \$ 26,069,342 | \$ 22,464,261 | 86.2% | \$ 24,251,689 | \$ 21,521,877 | 88.7% |
| Career Service (includes OT) | \$ 22,059,113 | \$ 18,370,624 | 83.3% | \$ 19,951,011 | \$ 17,601,510 | 88.2% |
| Adjunct/Supplemental | \$ 14,341,325 | \$ 13,289,050 | 92.7% | \$ 13,549,064 | \$ 12,862,912 | 94.9% |
| Other Personal Services (OPS) | \$ 2,896,867 | \$ 1,856,382 | 64.1% | \$ 2,041,007 | \$ 1,472,094 | 72.1% |
| Student Assistants | \$ 428,000 | \$ 228,177 | 53.3% | \$ 428,000 | \$ 285,023 | 66.6% |
| Health Insurance | \$ 11,854,771 | \$ 13,715,661 | 115.7% | \$ 14,931,773 | \$ 13,607,575 | 91.1% |
| Other Benefits | \$ 11,700,630 | \$ 11,589,614 | 99.1% | \$ 11,280,323 | \$ 11,283,536 | 100.0% |
| Total Personnel & Benefits | \$ 118,330,460 | \$ 107,359,931 | 90.7% | \$ 113,209,356 | \$ 103,433,615 | 91.4% |
| | | | | | | |
| Current Expense | | \$ (191,462) | | | \$ (131,448) | |
| Travel | \$ 629,676 | \$ 800,410 | 127.1% | \$ 311,583 | \$ 399,115 | 128.1% |
| Repairs & Maint | \$ 872,674 | \$ 878,267 | 100.6% | \$ 886,195 | \$ 888,167 | 100.2% |
| Rental/Leases | \$ 445,340 | \$ 38,617 | 8.7% | \$ 140,050 | \$ 14,357 | 10.3% |
| Insurance (Non Health) | \$ 1,708,272 | \$ 1,668,087 | 97.6% | \$ 1,758,611 | \$ 1,891,561 | 107.6% |
| Utilities | \$ 5,800,000 | \$ 4,435,220 | 76.5% | \$ 5,260,407 | \$ 4,727,742 | 89.9% |
| Services and Fees | \$ 7,734,988 | \$ 6,732,661 | 87.0% | \$ 6,033,319 | \$ 5,448,232 | 90.3% |
| Scholarships/Fee Waivers | \$ 1,559,895 | \$ 2,563,464 | 164.3% | \$ 2,423,463 | \$ 2,496,613 | 103.0% |
| Materials and Supplies | \$ 5,928,526 | \$ 3,971,027 | 67.0% | \$ 4,476,333 | \$ 3,284,770 | 73.4% |
| Tech Expense/Licensing | \$ 2,805,757 | \$ 2,213,081 | 78.9% | \$ 2,594,386 | \$ 2,769,733 | 106.8% |
| Bad Debt/Unemployment | \$ 1,147,782 | \$ (59,130) | -5.2% | \$ 1,003,810 | \$ (71,956) | -7.2% |
| Other Current Expense | \$ 3,709,010 | \$ 1,282,373 | 34.6% | \$ 3,390,342 | \$ 1,332,150 | 39.3% |
| Total Current Expense | \$ 32,341,920 | \$ 24,524,077 | 75.8% | \$ 28,278,499 | \$ 23,180,484 | 82.0% |
| | | | | | | |
| Capital | | | | | | |
| Computer Refresh Leases | \$ 2,904,221 | \$ 1,760,711 | 60.6% | \$ 2,379,879 | \$ 1,612,995 | 67.8% |
| Capital Purchases | \$ 526,360 | \$ 288,207 | 54.8% | \$ 389,599 | \$ 313,216 | 80.4% |
| Total Capital | \$ 3,430,581 | \$ 2,048,918 | 59.7% | \$ 2,769,478 | \$ 1,926,211 | 69.6% |
| | | | | | | |
| Total Operating | \$ 154,102,961 | \$ 133,932,926 | 86.9% | \$ 144,257,333 | \$ 128,540,310 | 89.1% |
| | | | | | | |
| Balance | \$ - | \$ 1,927,352 | | \$ - | \$ 5,466,704 | |

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

| HIRE Budgeted Administrative & Professional | | | |
|--|-----------------------------|--------------------------------|-----------------------|
| Name | Title | Department/Location | Effective Date |
| Cheese, Antonia M | Acting, Artic Outreach Spec | Academic & Student Affairs EPI | 4/23/2018 - 6/30/19 |
| Dale, Jennifer C | Associate Provost | Associate Provost Office TS | 5/7/2018 - 6/30/19 |
| Carter, Julia L | Career & Academic Advisor | Counseling & Advicement CL | 6/4/2018 - 6/30/19 |

| TRANSFER/PROMOTION Budgeted Administrative & Professional | | | |
|--|-------------------------------|--------------------------------|-----------------------|
| Name | Title | Department/Location | Effective Date |
| Couch, Marie S | Career & Technical Educ Coord | Career Connections EPI | 5/21/2018 - 6/30/19 |
| Skryd, Jacqueline M | Chief of Staff | President Office DO | 5/14/2018 - 6/30/19 |
| Shultz, Kathleen G | ExecDir of Grants Development | Academic & Student Affairs EPI | 5/14/2018 - 6/30/19 |

| RENEWAL - ANNUAL Budgeted Administrative & Professional | | | |
|--|--------------------------------|------------------------------------|-----------------------|
| Name | Title | Department/Location | Effective Date |
| Bednarski, Julia | Nursing Skills Facilitator | Nursing HEC | 7/1/18 - 6/30/19 |
| Mortellaro, Denise A | Instructional Design Tech | Engineering Technology CL | 7/1/18 - 6/30/19 |
| Yeager, Gabriel H | Apprenticeship Empl. Recruiter | College of Computer & InfoTech SPG | 7/1/18 - 6/30/19 |

| RENEWAL - MODIFICATION Budgeted Administrative & Professional | | | |
|--|--|----------------------------|-----------------------|
| Name | Title | Department/Location | Effective Date |
| Neu, Frances | VP, Instit. Adv. & Ex. Dir. Foundation | Foundation DO | 7/1/18 - 9/19/18 |
| Reifler-Alessi, Linda | Reference & Instruction Librarian | Learning Resources SPG | 7/1/18 - 12/31/18 |

| HIRE Budgeted Career Service | | | |
|-------------------------------------|--------------------------------|-----------------------------|-----------------------|
| Name | Title | Department/Location | Effective Date |
| Isbell, Inna O | Accounting Support Specialist | Accounting Services EPI | 5/5/2018 |
| Perez, Yolanda | Administrative Svcs Assistant | Provost Office SPG | 5/7/2018 |
| De Laval, Maria L | Administrative Svcs Specialist | Humanities & Fine Arts SPG | 4/21/2018 |
| Vanderwerf, Kelley M | Administrative Svcs Specialist | Student Activities SPG | 5/21/2018 |
| Farren, William | Facilities Technician | Maintenance Services DO | 5/21/2018 |
| Baker, Semone S | Recruiter | Provost Office SPG | 5/21/2018 |
| Rodriguez-Maust, Helen E | Recruiter | Provost Office TS | 5/21/2018 |
| Williamson, Annelies C | Student Support Specialist | Associate Provost Office CL | 5/15/2018 |

| TRANSFER/PROMOTION Budgeted Career Service | | | |
|---|--------------------------------|----------------------------|-----------------------|
| Name | Title | Department/Location | Effective Date |
| Westlund, Margo M | Accounting Support Specialist | Budgeting & Compliance DO | 6/4/2018 |
| Luke, Dean D | Administrative Svcs Specialist | Provost Office SE | 5/21/2018 |
| Kane, Jacquelyn J | Recruiter | Provost Office AC | 6/18/2018 |

| TRANSFER/PROMOTION Faculty | | | |
|-----------------------------------|----------------|----------------------------|-----------------------|
| Name | Title | Department/Location | Effective Date |
| Daniels, Amanda R | Chair, Nursing | Nursing HEC | 5/14/2018 |

| HIRE Temporary | | | |
|----------------------------|------------------------------|---------------------------------|-----------------------|
| Name | Title | Department/Location | Effective Date |
| Glaros, Kalotina L | Adjunct Faculty | Baccalaureate Programs CL | 5/14/2018 |
| Cancel, Melissa J | Adjunct Faculty | Distance Learning TV SE | 5/14/2018 |
| Dave, Shivali K | Adjunct Faculty | Health Information Mgmt HEC | 5/14/2018 |
| Fouad, Emadelden | Adjunct Faculty | Mathematics SE | 5/14/2018 |
| Hartman, Laura E | Adjunct Faculty | Respiratory Care HEC | 5/14/2018 |
| Eubanks, Alecia C | Adjunct Faculty | Social & Behavioral Science SE | 5/14/2018 |
| Lazenbury, Quindara L | Adjunct Faculty, Bach | Baccalaureate Programs EPI | 5/14/2018 |
| Lopez, Sandra A | Adjunct Faculty, Bach | Baccalaureate Programs EPI | 5/14/2018 |
| Scott, Daniel J | Adjunct Faculty, Bach | Baccalaureate Programs EPI | 5/14/2018 |
| Walker, Jessica L | Adjunct Faculty, HTF Nursing | Dental Hygiene HEC | 5/14/2018 |
| Lowman, Jonathan L | OPS Career Level 1 | Academic & Student Affairs TS | 5/21/2018 |
| Percival, Elsie M | OPS Career Level 1 | Academic & Student Affairs HEC | 5/7/2018 |
| Sexton, Amanda | OPS Career Level 1 | Academic & Student Affairs CL | 5/21/2018 |
| Shablouskaya, Volha | OPS Career Level 1 | Academic & Student Affairs SE | 5/21/2018 |
| Delgado-Ovalles, Maria A | OPS Career Level 1 | Learning Resources SPG | 4/23/2018 |
| Coffman, Sandra A | OPS Career Level 2 | Admissions & Central Records DO | 5/7/2018 |
| Pinckney, Matthew T | OPS Career Level 2 | College Reach Out Program DO | 6/4/2018 |
| Hester, Cody G | OPS Career Level 2 | Learning Resources CL | 6/4/2018 |
| Benites Giron, Alejandra F | OPS Career Level 2 | Leepa/Rattner Museum TS | 6/4/2018 |
| Karavas, Michael Y | OPS Career Level 2 | Leepa/Rattner Museum TS | 6/4/2018 |
| Crkvenic, Emily M | OPS Career Level 2 | Natural Science TS | 6/4/2018 |
| Kati, Elina | OPS Career Level 2 | Natural Science TS | 6/4/2018 |
| Vanscoy, Alexander E | OPS Career Level 2 | Natural Science TS | 6/4/2018 |
| Vasicek, Alan M | OPS Career Level 2 | Natural Science TS | 6/4/2018 |
| Doyle, Nathan C | OPS Career Level 2 | Provost Office CL | 5/21/2018 |
| Stanisic, Ana | OPS Career Level 2 | Student Activities SE | 5/21/2018 |
| Richardson, Joshua A | OPS Career Level 5 | Academic & Student Affairs HEC | 5/7/2018 |
| Clark, Rachael A | OPS Career Level 5 | Learning Resources DT | 6/4/2018 |
| Haas, Eric T | OPS Career Level 5 | Learning Resources DT | 6/4/2018 |
| Romero, Eric S | OPS Career Level 5 | Provost Office HEC | 5/21/2018 |
| Chambers, Stacy R | OPS Professional | College Reach Out Program DO | 6/4/2018 |
| Pearson, Jeffrey A | Professional Trainer | Academic & Student Affairs DO | 5/14/2018 |
| Bindman, Daniel G | Professional Trainer | Criminal Justice AC | 6/4/2018 |
| Clague, Eric A | Professional Trainer | Criminal Justice AC | 6/4/2018 |
| Gettmann, Karl D | Professional Trainer | Criminal Justice AC | 5/21/2018 |
| Szymanski, Jacek | Professional Trainer | Criminal Justice AC | 5/21/2018 |
| Carter, John-Colby T | Professional Trainer | Emergency Medical Services HEC | 6/4/2018 |
| Lindau, Christopher H | Professional Trainer | Emergency Medical Services HEC | 6/4/2018 |
| Takach, Kaylie B | Professional Trainer | Emergency Medical Services HEC | 6/4/2018 |
| Walker, David M | Professional Trainer | Emergency Medical Services HEC | 6/4/2018 |

| TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES | | | |
|---|--------------|----------------------------|-------------------------|
| Name | Title | Department/Location | Effective Date |
| Gorham, Tricia | Instructor | Vet Tech | 12/07/2018 - 12/22/2018 |

Destination: Fitzroy Island, Australia

The purpose of this trip is to lead SPC students on a study abroad program to Australia. A total of ten (10) students are enrolled in the program and will receive credit in ATE 2947 Work Practicum V, a requirement for the Veterinary Technology AS degree. 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 \$4,068.11.

Brian Miles, Vice President, Administrative/Business Services & Information Technology and Carol Sumter, acting Executive Director of Human Resources bringing the actions forward, recommend approval.


ND06052018

VI – C.1b Health Insurance Request for Proposal Results



**Health Insurance Request
for Proposal Results**

June 19, 2018
Presented by Michelle Manteiga



Request for Proposal Results

Request for Proposals:

- Published on March 5, 2018
- Deadline closed on March 26, 2018
- All SPC benefits were advertised for bids



Request for Proposal Results

Request for Proposals results:


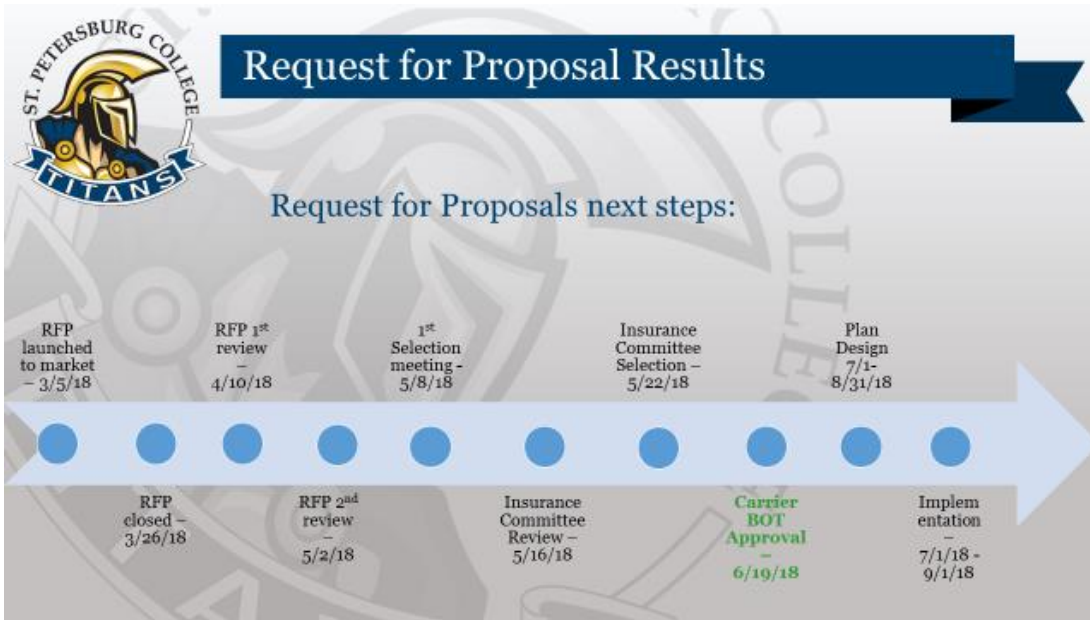
- Medical: 5 carriers responded with Self Insured Plans
- Medical: 3 carriers responded with Fully Insured Plans
- Rx: 8 carriers responded
- Dental: 9 carriers responded
- Vision: 11 carriers responded
- Health Accounts: 9 carriers responded
- Additional Coverage: 13 carriers responded
- Employee Assistance Program: 9 carriers responded
- Worksite: 9 carriers responded



Request for Proposal Results

Request for Proposals Recommendation for 2019:

- Medical: Aetna (incumbent)
- Dental: Aetna (incumbent)
- Vision: EyeMed – change
- Life Insurance: Hartford (incumbent)
- Disability Insurance: Hartford – change
- Health Accounts: Custom Benefits & Payflex (incumbent)
- Employee Assistance Program: DeerOaks - change
- Worksite: Allstate (incumbent)




Request for Proposal Results

Questions?

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: New Faculty Cohort Demographics 2018 - 2019

The New Faculty Cohort hiring process is completed for 2018 - 2019. Our goal is to provide our students with an education that encourages a global perspective and enhanced worldview so we endeavor to achieve a diversified faculty that models this goal and enriches the institution.

Of the 11 candidates recommended, 2 have their Doctorate and 9 have Master's degrees. Previous teaching experience ranges from 5 years to 20 years. One is male and ten are female. The ethnicity of the cohort includes 1 multiracial, 2 blacks, and 8 whites. 1 is new to St. Petersburg College, 3 are current employees promoted to new positions, and 7 are previous adjuncts.

We look forward to the new cohort joining our professorial ranks and achieving student success as they engage our students' in the learning process.

Anne Cooper, Senior Vice President, Instruction and Academic Programs, recommends approval.

VI – C.1c New Faculty Cohort 2018-19

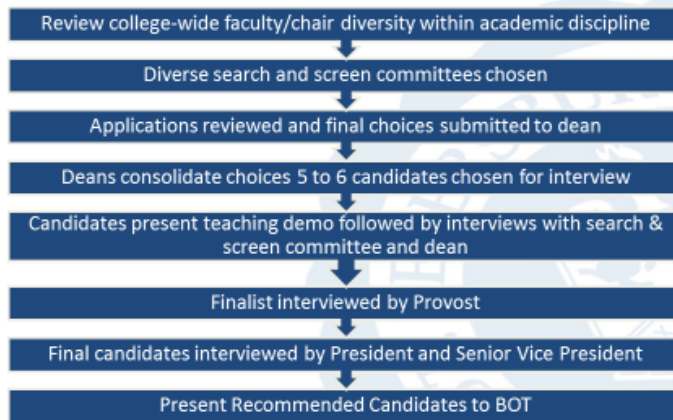
**New Faculty Cohort
2018 - 2019**

Anne M. Cooper, PhD – SVP, Instruction and Academic Programs
SPC Board of Trustees – June 19, 2018

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Hiring Process

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS



June 19, 2018

Faculty/Academic Chair Positions 2018/2019

| Department | Hiring | Degree |
|-------------------------------------|---------------------|-----------|
| College of Clinical Health Sciences | Amy Krueger | Masters |
| College of Allied Health Sciences | Katherine Woods | Doctorate |
| College of Nursing | Twila Brown | Doctorate |
| College of Nursing | Monique Cuthbertson | Masters |
| College of Nursing | Deanna Johnson | Masters |
| College of Nursing | Gregory Morris | Masters |
| College of Nursing | Amy Ross | Masters |
| College of Public Safety | Lynn Ernst | Masters |
| College of Public Safety | Michelle Mann | Masters |
| Communications | Marjorie Wikoff | Masters |
| Natural Sciences | Shannon Gilberg | Masters |

June 19, 2018

New Faculty Cohort – Demographics Total = 11

| HIGHEST DEGREE EARNED | |
|------------------------------|---|
| Master's | 9 |
| Doctorate | 2 |
| PREVIOUS TEACHING EXPERIENCE | |
| 5 years to 20 Years | |
| EXISTING OR NEW HIRE | |
| Previous Adjunct | 7 |
| Current Employee | 3 |
| New to SPC | 1 |

June 19, 2018

New Faculty Cohort – Demographics Total = 11

| GENDER | |
|-------------|----|
| Female | 10 |
| Male | 1 |
| ETHNICITY | |
| Multiracial | 3 |
| White | 8 |

June 19, 2018

New Faculty Cohort Professional Development

1. Learning Management System Training
2. Departmental Mentoring and Ongoing Support
3. Year I – Faculty Development Course
 - Understanding SPC and our students
 - Student success strategies
 - Excellence in teaching & learning
 - Collaboration and services
4. Year II – Faculty Cohort Project
 - Address academic area of need
 - Recommended solutions

SPC St. Petersburg College
CENTER OF EXCELLENCE FOR
TEACHING AND LEARNING



June 19, 2018



7

June 19, 2018

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Workforce and Professional Development – Non-Credit Programs

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

Workforce and Professional Development, Information & Innovative Technology: Added three new courses to expand online and hybrid offerings in response to industry and workforce development agencies.

- NWT0800 CompTIA Network+ Certification Online
- NWT0801 CompTIA Security + Certification Online
- GTS0100 Introduction to GIS (Geographic Information Systems)

Workforce and Professional Development, Lifelong Learning: Changed one course to update curriculum with a new instructional provider and increased fee. Lifelong Learning is part of the Workforce Institute's Non-Credit Curriculum. This is not part of any degree program or credit program of SPC.

- AAP0637 Retirement Planning Today


Workforce and Professional Development, Lifelong Learning: Changed three courses to streamline and consolidate the curriculum under one course number and increase the contact hours.

- AAP0200 Trauma Awareness Training
- AAP0201 Resiliency During Trauma (deactivated)
- AAP0202 Trauma Informed Practices (deactivated)

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Credit Curriculum

The following is a summary of off-cycle credit curriculum changes for which approval is sought for Summer and Fall 2018 (Term 0545-0550). Please see attachment for additional information.

New/Deleted/Modified Programs (6 total):

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

Total Programs: 4

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

New/Deleted/Modified Courses (10 total):

| Career and Academic Community | New | Deleted | Modified | Revitalized | Total |
|--|-----|---------|----------|-------------|-------|
| Arts, Humanities, and Design | | | 1 | | 1 |
| Business | | | | | |
| Communications | | | | | |
| Education | | | 2 | | 2 |
| Engineering, Manufacturing, and Building Arts | | | | | |
| Health Sciences and Veterinary Technology | | | 1 | | 1 |
| Public Safety, Policy and Legal Studies | | | | 1 | 1 |
| Science and Mathematics | | | | 2 | 2 |
| Social/Behavioral Sciences, and Human Services | | | 4 | | 6 |
| Technology | | | | 1 | 1 |

Total Courses: 12

Credit Curriculum Updates for Summer 2018 (0545) & Fall 2018 (0550)

Program & Course Updates Effective Summer (0545) & Fall 2018 (Term 0550)

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

A. Arts, Humanities & Design

1. Course Updates: The following course was modified as a result of course review:
 - a. ***Introduction to Humanities*** (HUM 1020): India study abroad topic added.

B. Business

1. Program Update: the following program was added to the Management and Organizational Leadership program (MGTORG-BAS) as a result of advisory board recommendations:
 - a. **Sports Management**: new subplan will consist of two existing courses (*Operations Management*, MAN 3504; *Sales, Negotiating and Customer Relationship Management*, MAR 4413) and two new courses which will be submitted for the Spring 2019 (0555).

C. Education

1. New Program: the following program was created as a result of a state initiative:
 - a. **Child Development Certificate** (CHDEV-CT): this 36 credit certificate meets the Office of Early Learning Career Pathways requirement for the Florida Advanced Early Care and Education Credential (FAECEC).
2. Program Closure: The following program will close to enrollment beginning Fall 2018 due to low enrollment.
 - a. **Science Teacher Education Biology (6-12)** (BSCED-BS): Teach-out plan has been submitted. Five students are currently in the program and all are on track for program completion no later than Fall 2019 (0565).
3. Course Updates: The following courses were modified as a result of course review:
 - a. ***Theoretical & Practical Issues in Education*** (EDF 4754): added prerequisite of admission to EDST-BS.
 - b. ***Health, Safety and Ethics in Youth & Family Settings*** (EDF 4650): added prerequisite of admission to EDST-BS.

D. Engineering, Manufacturing, and Building Arts

1. New Programs: the following program was created as a result of industry demand and advisory board recommendation:
 - a. **Biomedical Equipment Repair** (BMET-CT): 18 credit certificate designed to allow students access to entry level positions in the field of medical device repair; articulates to the Biomedical Engineering Technology AS (BMET-AS) program.

E. Health Sciences & Veterinary Technology

1. Course Update: The following course was modified as a result of course review:
 - a. ***Introduction to Dental Techniques*** (ATE 1412C): course objective added to differentiate from upper division version.

F. Public Safety, Policy and Legal Studies

1. Course Update: The following course was modified as a result of online revitalization:
 - a. ***Introduction to Gangs and Crimes*** (CCJ 2509)

G. Science and Math

1. Course Updates: The following course was modified as a result of online revitalization:
 - a. **Human Anatomy & Physiology II** (BSC 2086)
 - b. **Calculus with Analytic Geometry I** (MAC 2311)

H. Social/Behavioral Sciences and Human Services

1. Course Updates: The following courses were modified as a result of the new state Civic Literacy requirement.
 - a. **American National Government** (POS 2041)
 - b. **American National Government Honors** (POS 2041H)
 - c. **History of the United States II** (AMH 2020)
 - d. **History of the United States II Honors** (AMH 2020H)


I. Technology

1. Course Updates: The following course was modified as a result of online revitalization:
 - a. **Java Programming I** (COP 2250)

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: U.S. Department of Justice: Bureau of Justice Assistance – Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability Initiative: Law Enforcement Suicide Prevention Training Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Bureau of Justice Assistance (BJA) by St. Petersburg College's Center for Public Safety Innovation (CPSI) for the VALOR Initiative, specifically the Law Enforcement Suicide Prevention Training grant. Permission is sought to accept an estimated \$798,731 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 continue to expand its current national law enforcement suicide prevention program, *In Harm's Way*, which has been offered throughout the country for the last 10 years through previous BJA grant funding. The goal of this funding is to establish a national training and technical assistance (TTA) provider to develop and deliver a TTA program for supervisors and line officers that is focused on education (awareness and recognition) and prevention of law enforcement suicide. Deliverables include the development/delivery of training for line officers, middle management and executives; creating a training of trainers (TOT) program to sustain training within law enforcement agencies; providing individualized technical assistance to agencies, as requested; developing and publishing distance learning products as training resources; maintaining a training request database and creating and maintaining a training resources website.

The estimated period of performance will be from October 1, 2018 through September 30, 2020. The total award amount is projected to be \$798,731 over a two-year period. See attached Information Summary for additional information.

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

Attachment

el0605182

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

Date of BOT Meeting: June 19, 2018

Funding Agency or Organization: U.S. Department of Justice – Bureau of Justice Assistance (BJA)

Name of Competition/Project: Preventing Violence against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Initiative: Law Enforcement Suicide Prevention Training 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 expand its current national law enforcement suicide prevention program, *In Harm’s Way*, which has been offered throughout the country for the last 10 years through previous BJA grant funding. The goal of this funding is to establish a national training and technical assistance (TTA) provider to develop and deliver a TTA program for supervisors and line officers that is focused on education and prevention of law enforcement suicide. Deliverables include the development/delivery of training for line officers, middle management and executives; creating a training of trainers (TOT) program to sustain training within LE agencies; providing individualized technical assistance to agencies; publishing distance learning products as training resources; maintaining a training request database and creating and maintaining a training resources website.

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 | \$ 329,890.00 |
| Fringe | \$ 125,362.00 |
| Travel | \$ 5,432.00 |
| Supplies | \$ 2,400.00 |
| Consultants/Contractors | \$ 251,934.00 |
| Other Costs | \$ 11,100.00 |
| Indirect Costs | <u>\$ 72,613.00</u> |
| Total Budget | \$ 798,731.00 |

Funding:

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

\$ 798,731

Total amount from funder:

\$ 798,731

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:

\$72,613

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other: (30% Grant Acct Salary/Benefits for 2 yrs.) \$38,276

College Values and Strategic Initiatives Addressed:

Value(s):

1. Partnership
2. Professional Development


Strategic Initiative(s):

1. Community Initiatives

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

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

Approval is sought for a program application to be submitted to the Florida Center for Students with Unique Abilities at University of Central Florida, that will allow the College to move forward with its efforts to establish a Florida Postsecondary Comprehensive Transition Program, as detailed in Florida Statute 1004.6495 which establishes parameters for public and private institutions of higher education to develop postsecondary transition programs for individuals with intellectual disabilities. If the application is approved by the State, the College will take necessary steps to apply for the Florida Postsecondary Comprehensive Transition Program (FPCTP) Start-Up grant and thereafter submit grant application details to the Board for approval.

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.

Administered through the University of Central Florida (UCF), the goals of the FPCTP include: 1) Increasing independent living, inclusive and experiential postsecondary education, and employment opportunities for students with intellectual disabilities through degree, certificate, or non-degree programs; and 2) Establishing a statewide coordinated effort for the dissemination of information regarding programs and services for students with disabilities.

In order to establish a program, institutions must first submit and receive approval by the state for the overall program design. Once the program is approved by the State, SPC will have approximately 10 months to fully develop program components including staffing, participant eligibility requirements, screening processes, support services, partners, etc. Programs must support students with intellectual disabilities who are seeking to continue academic, career and technical, and independent living instruction as well as prepare students for gainful employment. Program students must also be socially and academically integrated with non-disabled students to the maximum extent possible. SPC's program, Titans-UP, is designed to begin with recruiting 10 students for the Fall 2019 cohort. Students will be assessed upon entry and guided towards program specific career offerings with the goal of completing a certificate or industry certification within two years. Students will also have the opportunity to participate in the college experience

through in- and out-of-class activities, involvement with Student Life and Leadership as well as workforce and internship training.

As mentioned above, coinciding with the program application, SPC will submit an application for the related FPCTP Start-Up grant. Through this funding, institutions receive up to \$300,000 in support to be used over a three-year period for program development and implementation. In addition to the Start-Up grant, students in the program will have the ability to apply for scholarships directly through UCF to assist with out of class support and course material needs. Conversations related to program sustainability will continue throughout the program development phase, including how to leverage outside resources including private funders, scholarships through the Florida Center for Students with Unique Abilities, vocational rehab funding and federal financial aid.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Pat Rinard, Interim Senior Vice President, Student Services; and Misty Kemp, Executive Director, Retention Services, recommend approval.

ks0605183

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Florida Department of Education—Tampa Bay Consortium College Reach Out Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Tampa Bay Consortium College Reach Out Program (CROP). Permission is sought to accept an estimated \$443,109 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

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

The estimated period of performance will be from August 1, 2018 through July 31, 2019. The total project budget is projected to be \$443,109 over a one-year period. Of this amount, the College anticipates receiving approximately \$100,346 for its services over this same period. See attached Information Summary for additional information.

Pat Rinard, Interim Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; and Misty Kemp, Executive Committee, recommend approval.

Attachment

ks0605182

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

Date of BOT Meeting: June 19, 2018

Funding Agency or Organization: Florida Department of Education

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

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/18 **End:** 7/31/19

Administrator: Misty Kemp

Manager: La Crecia Wright

Focus of Proposal:

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

Budget for Proposal:

(Only Major categories—This is an estimated budget description based on expected funding and services. Specific budget categories may vary as the funding amount and/or services change.)

| | |
|---------------------------------------|-------------------|
| Personnel | \$ 74,408 |
| Fringe | \$ 4,518 |
| Travel | \$ 14,320 |
| Printing and Supplies | \$ 3,100 |
| Other (Workshops, Teachers, and Fees) | \$ 4,000 |
| Contractual (Consortium Partners) | <u>\$ 342,763</u> |
| Total Budget | \$ 443,109 |

Funding:

Total proposal budget: (includes amount

requested from funder, cash and in-kind matches listed below) \$1,031,271
 Total amount from funder: \$ 443,109 (SPC's Portion - \$100,346)

Amount/value of match: Cash: \$442,378
 (SPC's Contribution - \$103,603)

In-kind: \$145,784
 (SPC's Contribution - \$426)

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

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


College Values, Strategic Initiatives and Activities Addressed:

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

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

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Student Success Center, St. Petersburg/Gibbs Campus

Approval is requested to authorize the President to act on behalf of the Board of Trustees to approve construction project encumbrances for project #301-D-17-3, the Student Success Center at the St. Petersburg/Gibbs campus.

In previous Board meetings in October, 2016, August, 2017, and October, 2017, the Board approved initial phases of the project in the total amount of \$7,639,961. This work is well underway, and 100% construction drawings are being finalized in preparation of the public bidding that will occur for each future scope of the project: mechanical, electrical, plumbing, roofing, windows, framing, drywall, etc. While this lengthy bidding process is underway, and while we await the distribution of the final funding appropriation, it is necessary that incremental scopes of work be approved in order to keep the project on schedule. This request is for the Board to authorize the President to act on their behalf to approve those scopes of work necessary to maintain the project schedule. A complete Phase III Guaranteed Maximum Price (GMP), which will include all of the remaining scopes of work necessary to complete the project, including any that are approved by the President, will be presented to the Board for approval early in fiscal year 2018-2019.

Brian P. Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate President, Facilities Planning and Institutional Services, recommend approval.

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Construct Marine Science Labs and Classrooms, Bay Pines Center

Approval is requested for acceptance of a deductive change order for the Bay Pines STEM Center project, #677-A-13-6.

The Bay Pines STEM Center achieved Substantial Completion and opened in August, 2017. While final considerations are being negotiated between the College and Biltmore Construction, the college wishes to pay out the final 10% retainage to the various subcontractors to whom payments are owed. In order to make these payments to the subcontractors, it is necessary to reduce the value of the contract so that the remaining unpaid balance continues to exceed 1% of the contract value, in accordance with BOT Rule 6Hx23-6.11.


This reduction of the Biltmore contract is for the value of the Owner Direct Purchased (ODP) portion of the project, the construction materials that the college purchased directly to achieve sales tax savings on those purchases. These purchases totaled \$837,583.88. This deduction typically occurs as a component of the final account process at the end of the project, but given that this project is taking longer than expected to achieve final accounting, the college feels that making payment to these subcontractors is appropriate at this time.

Brian P. Miles, Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate President, Facilities Planning and Institutional Services, recommend approval.

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Accounts Receivable Write-Off – FY2017/18

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2016. In each instance, the receivable is at least two years old.

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

The FY2017/18 write-off amount is \$1,185,373.36; which represents 1.4% of total student tuition/fee revenue. This amount exceeded the estimate by \$105,515. This was due to a lower than expected third-party collection. The College recovered approximately \$128,000 from prior year write-offs. Approved write-offs for FY17/18 totaled \$1,079,858.75.

We are projecting a significant decrease of approximately 23% in FY2018/19 write-off due to lower Accounts Receivable balances.

Accounts to be written-off are summarized on the following schedule:

| | |
|--------------------------|-------------------|
| Student Tuition Debt: | \$349,332.01 |
| Financial Aid Repayment: | \$830,733.31 |
| Return Checks/Other: | <u>\$5,307.95</u> |
| Total | \$1,185,373.36 |

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

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Agreement with Sierra-Cedar, Inc. for PeopleSoft Upgrade Consulting Services

Approval is sought to negotiate and enter into a contract with Sierra-Cedar, Inc. to provide PeopleSoft upgrade consulting services. The Agreement will commence as soon as possible and will continue for a period of approximately 1 year. The cost to the College for the Agreement will not exceed \$1.8 million.

St. Petersburg College's Student Information System, PeopleSoft Campus Solutions, will undergo an upgrade to the newest version in the 2018-2019 fiscal year. The goals of the upgrade are to improve user experience, increase the efficiency and effectiveness of business functions, enhance flexibility of the system, and ensure continued sustainability with full vendor support.

SPC issued a Request for Proposal (RFP) on March 19, 2018 to obtain consulting services to assist with the implementation. A committee of eleven college employees reviewed the proposals and unanimously selected Sierra-Cedar, a leading independent Oracle/PeopleSoft services provider in the higher education market. Sierra-Cedar will offer SPC various consulting services to support the PeopleSoft Campus Solutions upgrade from version 9.0 to 9.2.


SPC seeks to negotiate and enter into an agreement with Sierra-Cedar to provide PeopleSoft upgrade consulting services on a time and expense basis at a cost to the College not to exceed \$1.8 million. Approval is further sought to enter into any necessary amendments.

Brian Miles, Vice President, Administrative/Business Services and Information Technology; and Suzanne Gardner, General Counsel, recommend approval.

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Agreement with Oracle America, Inc to purchase and use Oracle Cloud Infrastructure (OCI) service

Approval is sought to enter into a contract with Oracle America, Inc., either directly or through a reseller, to utilize Oracle Cloud Infrastructure (OCI) service. The Agreement will commence July 1, 2018 and continue for 35 months. The cost to the College for the Agreement will not exceed \$600,000.

The new agreement will provide the College use of Oracle Cloud Infrastructure (OCI) services, including Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) to host the College's PeopleSoft enterprise resource planning environments. OCI is located in data centers in the United States. OCI services will enhance the College's disaster/business recovery strategy by relocating PeopleSoft into the cloud while improving efficiencies in infrastructure management, environment provisioning and maintenance.

Details of the agreement include:

- A term of 35 months;
- Terms and Conditions similar to those in the Oracle Master Agreement used by other Florida colleges and universities;
- A total cost not to exceed \$600,000.

Brian Miles, Vice President, Administrative/Business Services & Information Technology; and David Creamer, Sr. Director, Network Systems & Telecommunications, recommend approval.

June 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Funding Transfer Request

Approval is sought for the following 112.08 Funding Request:

St. Petersburg College has a Self-Funded medical account. Per Self-Funded regulations (Safe Harbor), St. Petersburg College is required to file the annual 112.08 report with the State of Florida to test our Safe Harbor compliance.

For the calendar year 2017, St. Petersburg College is asking approval to transfer \$1,444,000 to the Health Insurance account to comply with Safe Harbor Requirements of a minimum balance of 17% of annual claims.

Once funds are transferred to the Health Insurance account, the funds can only be used for Health Insurance expenses. We will not be able to transfer these funds for any other purposes.

Brian P. Miles, Vice President, Administrative/Business Services and Information Technology; Carol Sumter, Acting Executive Director of Human Resources, recommend approval.



St. Petersburg Collegiate High School

**A Charter School at St. Petersburg College
St. Petersburg/Gibbs Campus**

**Governing Board Meeting
EpiCenter, Room 1-451
June 19, 2018**

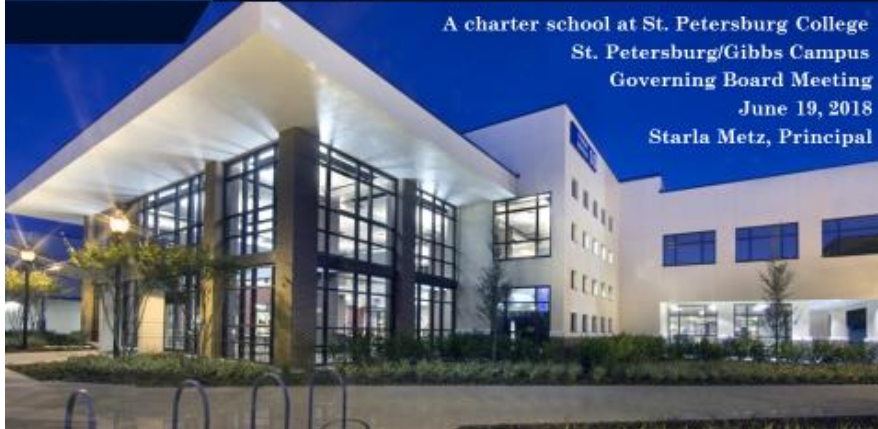
Agenda

1. Highlights and Current Initiatives
2. 2018-19 Proposed Budget – *approval requested*



St. Petersburg Collegiate High School

A charter school at St. Petersburg College
St. Petersburg/Gibbs Campus
Governing Board Meeting
June 19, 2018
Starla Metz, Principal



SPCHS HONORS FOR 2017-2018



- SPCHS was selected as a 2017 *Exemplary High Performing National Blue Ribbon School*.



- U.S. News and World Report designated SPCHS a *Bronze Level School*.
- The State of Florida recognized SPCHS as a *School of Excellence*.



- Great Schools has named SPCHS to the inaugural cohort of *College Success Award Recipients*.

CLASS OF 2018 HIGHLIGHTS



- 12,000 hours of service
- 59 student leaders
- 2 million dollars in scholarships
- Four SPC Presidential Scholars

3

Current Initiatives

- SPCHSNP Clearwater Campus
 - Business Technologies Building
 - Contract
 - Next Steps: *Facilities, Personnel, and Recruitment*
- SB 7026
 - Safe School Officer
 - School Safety Assessment
 - Safety Training and Drills
- Accreditation Site Visit
- Budget - *approval requested*

4

2017-18 Proposed Budget

| | PROPOSED BUDGET FY 2018 | PROPOSED BUDGET FY 2017 |
|--|----------------------------|----------------------------|
| | FY 2018 - BUDGETED | FY 2017 - BUDGETED |
| Revenue | | |
| PERMITS/FEES | | |
| Permit Fee | \$ 1,000,000 | \$ 1,000,000 |
| Service Charge Fee | 40,000 | 40,000 |
| Fee - Professional Development Requirements | 8,000 | 8,000 |
| Fee - Recorder Fees | 20,000 | 20,000 |
| Other (Other Revenue - Fee Charge) | | |
| Netted Professional Fee of Public Works | (100,000) | (100,000) |
| Total Permits/Fees | \$ 1,068,000 | \$ 1,068,000 |
| OPERATING EXPENSES | | |
| Personnel Cost | | |
| Salary | 477,500 | 462,800 |
| Medical Plan and Other Health Budget | 202,000 | 200,000 |
| Perk Cost | 80,000 | 0 |
| Temporary/Seasonal | 20,000 | 12,000 |
| Total Personnel Cost | \$ 779,500 | \$ 674,800 |
| Contract Expense | | |
| Construction Management Fee on | 1,000 | 1,000 |
| Construction Budget | 1,000 | 1,000 |
| Construction - Professional Services | 100,000 | 100,000 |
| Construction - Other | 2,000 | 2,000 |
| Other Professional Services | 3,000 | 3,000 |
| Facilities/Lease Contract from Capital Outlay Fund | 10,000 | 10,000 |
| Construction - Other Fees | 10,000 | 10,000 |
| Utilities | 10,000 | 10,000 |
| Phone - Service Contract | (500) | (500) |
| Transportation | 0 | 0 |
| Travel | 10,000 | 10,000 |
| Other Professional Services | 20,000 | 11,000 |
| Other Non-Personnel | 1,000 | 1,000 |
| Other | 1,000 | 1,000 |
| Professional Services/Other | 1,000 | 1,000 |
| Total Contract Expense | \$ 158,500 | \$ 148,000 |
| Other Expenses | | |
| Total Capital Expenditure | 0 | 0 |
| Total Available Capital Budget | \$ 1,068,000 | \$ 1,068,000 |
| Other Transactions - Joint Fund | | |
| Joint Fund - Public Safety | \$ 800,000 | \$ 800,000 |
| Joint Fund - Public Safety | \$ 800,000 | \$ 800,000 |
| Other Available Capital Budget | \$ 1,600,000 | \$ 1,600,000 |

QUESTIONS

