

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, May 15, 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, May 15, 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).

18-065. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

52893

May 15, 2018

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
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. William Klein (*Attending*)
 - 2. Angie Baker (*Not Attending*)
 - 3. Carl Opper (*Not Attending*)
 - 4. Maria Ward (*Not Attending*)
- B. Announcements
 - 1. Community Foundation of Tampa Bay

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 April 17, 2018 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel
- B. Faculty Governance Organization (FGO) – Dr. Carol Weideman, St. Petersburg Gibbs Campus Chairperson
- C. Career Service Employee Council (CSEC) – Ms. Jeanne Trimble, Chair

VI. STRATEGIC FOCUS AND PLANNING

- A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
 - 1. Spring 2018 Course Success Rates – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services, Dr. Patrick Rinard, Interim, Senior Vice President, Student Affairs (*Presentation*)

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

B. BUDGET AND FINANCE

1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)
2. Lab Fees (*Action*)
3. Proposed 2018-19 Budget– Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Health Insurance Update – Ms. Michelle Manteiga, Acting Senior Manager, Benefits and Wellness (*Presentation*)
2. Construction
 - a. St. Petersburg Gibbs Student Success Center Update - Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Presentation*)
 - b. Capital Improvement Plan (*Action*)
3. Termination of Employment Entry- Department of Administration (DOAH) Petition (*Presentation*)

VII. CONSENT AGENDA

A. OLD BUSINESS (items previously considered but not finalized)

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Continuation of Perkins Grant Funded Personnel (*Action*)
 - b. Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act (*Action*)
 - c. Florida Education Fund - Center of Excellence Program (*Action*)
 - d. National Oceanic and Atmosphere Administration (NOAA) – Environmental Literacy Grant (ELG) (*Action*)
 - e. Florida Department of Economic Opportunity – General Appropriations Act – Day of Service (*Action*)
2. Spot Survey #2, Version 4, Seminole Chamber of Commerce Modular

(Action)

3. Agreement between St. Petersburg College and JAQOB Inc., (Nature's Table, Inc.), for a lease of Space at the EpiCenter Building *(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

June 19, 2018, Epi Center

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting May 15, 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: May 4, 2018

18-066. Under Item I, Call to Order

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

18-067. Under Item II-A, Presentation of Retirement Resolutions and Motion for Adoption

Dr. Williams presented the retirement resolution of Major General William Klein. General Klein is a graduate of Westpoint and he served in the United States army for many years. In 1998, he joined the SPC faculty, where he found he had a real love for teaching and championing student success. He served the community as a member of the City of Saint Petersburg Vision, Planning, and Development Commission. He served on faculty senate for six years and was Chair of the Faculty Governance Association for three years. There is a fully-funded Foundation scholarship in his name.

General Klein shared that when he was hired at SPC, he committed to three years, and ended up being at SPC for twenty years. He said that college means so much to him, that students keep one young, and that SPC does so much in community. He opined that there are great things ahead, and that SPC will reach the pinnacle. He thanked everyone for all the support for the past twenty years.

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Chair Stonecipher thanked General Klein.

Mr. Gibbons thanked General Klein for his service both at the college and before his service at the college. He pointed out that it is rare to see someone lose an election and dive back into the community the way General Klein did. Mr. Gibbons expressed that General Klein is a hero to him.

Mr. Foster shared that while he was on City Council and especially as Mayor, General Klein was one of the city's go-to guys. He thanked General Cline for his service to the college and the military and for leaving his mark on St. Petersburg and SPC. He said his influences are spread throughout the city. He said that General Cline told him that he is not really retiring, that he is just retiring from this season.

Next, Dr. Williams read the resolution of Joe Lang which was provided to Mr. Lang's family at his service. Mr. Lang has been a part of SPC since he was a student leader on the Gibbs campus in the 1950s. He was a distinguished attorney and an SPC alumni. His council was sought out and deeply cherished by four college presidents, numerous trustees, and college staff. Mr. Lang, a gracious and caring man, was never too busy or too tired to take a call or answer a question while serving as the college's attorney to the Board from 2001 to the time of his passing. He honored the college by serving as president of the Florida College System Foundation. Mr. Lang was named Most Outstanding SPC Alumnus in 1990. Student success was the focus of his life, and his wife and he have made multiple contribution to scholarships through the SPC Foundation. Dr. Williams expressed her deepest sympathy to Mr. Lang's family on his passing.

Dr. Williams explained that the college has a standing Facilities Naming Committee, which decided whose name to offer to the Student Success Center; the committee decided to name the center the Joseph H. Lang Student Success Center. Dr. Williams said she is pleased to ask the Board for approval. Mr. Gibbons moved to approve. Vice Chair Cole seconded the motion. The motion passed unanimously.

Vice Chair Cole shared that when the Naming Committee met yesterday, there were other names suggested, but representatives from all areas brought forth Mr. Lang's name. She said it was an easy meeting to facilitate.

Chair Stonecipher shared that he is very happy with the name selection.

Mr. Foster said that he was very saddened to hear of Mr. Lang's sudden passing. He shared that Mr. Lang was very dedicated to SPC, attending graduation even though he did not have to. Mr. Lang even asked to be on stage to congratulate each student at a recent graduation. During the presidential search, Mr. Foster and Mr. Lang met many times and Mr. Lang provided counsel. Mr. Foster stated that Mr. Lang was very influential, and he will be missed.

Mr. Gibbons agreed that Mr. Lang will be truly missed. Mr. Gibbons said that when he was appointed to the Board, he needed guidance, and Mr. Lang became a friend and a family member. Mr. Gibbons stated that Mr. Lang always gave good guidance and had a calm demeanor; that his wife was also very calm and friendly; and that Mr. Lang did everything with a sense of style,

humanity, and pride – he made people feel good. Mr. Gibbons does not know anyone who has served the community in a better way. Mr. Gibbons shared that he went to college with Mr. Lang’s oldest son and that he had the same demeanor. Mr. Gibbons stated that nobody is more deserving of the name of the facility than Joe. He added that Mr. Lang gave so much to the legal community and gave so much to others.

Chair Stonecipher added that Mr. Lang was the first person to approach him at his first Board meeting, and that he continued to offer his help and advice and encouragement. Chair Stonecipher said that it was nice to have him there when stepping into the room for the first time. Chair Stonecipher stated that Mr. Lang truly loved to serve, and he loved SPC; he was involved with the college out of service and out of love. Chair Stonecipher hopes he is just as engaged and involved in the community when he is that age.

18-068. Under Item II-B, Announcements

1. Community Foundation of Tampa

Theresa McFarland, Data and Program Manager, SPC Foundation, stood in for Frances Neu, Executive Director, SPC Foundation. Ms. McFarland shared that the SPC Grants Department in collaboration with the Foundation submitted a proposal in January to the Community Foundation of Tampa Bay for the Health and Human Services grant. The Community Foundation establish this grant with the knowledge that a healthy community is strengthened by a shared belief in helping neighbors in need. The grant is awarded to organizations which the Community Foundation felt promoted wellness and benefited victims of violence. SPC was awarded \$15,000, which will enable SPC to offer high-level training to faculty and staff that will help them identify and support students with mental health issue. The program will cover the following subject areas: depression, mood disorders, anxiety disorders, trauma, psychosis, substance abuse disorders, and suicidal idealization. Mr. McFarland said that she is honored to accept on behalf SPC. She thank Ms. Marlene Spalten and Ms. Wilma Norton, both of the Community Foundation of Tampa Bay.

Ms. Spalten said this is just the beginning of addressing an important and growing problem on college campuses. It aligns well with the LEAP program; SPC lead Pinellas into the LEAP network. She said the Community Foundation will be watching to see how interventions work to see if it can be scaled to other colleges. She thanked SPC for taking this on and being a great partner in so many ways.

Chair Stonecipher thanked the Community Foundation of Tampa Bay and encouraged those who do not know about the group to do some research, as they do great things for the community.

Mr. Gibbons echoed Chair Stonecipher’s sentiments and congratulated Dr. Williams, Jackie Skryd, and Katie Shultz for working on writing the grant.

18-069. Under Item III, Comments

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

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

A. Board Chair

Chair Stonecipher stated that graduation on Saturday was another great event. About thirteen hundred students walked, and it was a very efficient and fun morning. Chair Stonecipher congratulated Dr. Williams on her first Spring commencement ceremony.

Chair Stonecipher shared that he attended the finals of the business pitch competition a few weeks ago; it was an amazing night to see what SPC students came up with and to see students working out the details of how a business would run and getting grilled by a panel of judges. It was the eighth or ninth year SPC has done it. He encouraged others to be involved next year.

B. Board Members

C. President

Dr. Williams thanked Audra Lizwith and Dr. Pat Rinard and all who were part of the planning for graduation. She said graduation was awesome – the provosts did a great job calling names, and facilities and the marshals did a great job.

Dr. Williams shared that she had the opportunity of spending time at Seminole for the educational ecosystem; schools met there to talk about how to help students move from middle school to high school to college. Dr. Williams said Dr. Coraggio and Provost Strickland did a great job.

Dr. Williams next updated on the USF integration process. She said there is a press conference on the 23rd with President Genshaft, Representative Sprowls, and herself; she will send out an email to share with the college family. She said the program with USF matches SPC's FUSE program. SPC had already graduated twenty-three students who are going to USF and another twenty-two just now.

Dr. Williams shared that on May 8th, Pinellas County Schools approved the Collegiate High School at the Clearwater campus. She thanked everyone who was there, including Starla Metz, Catherine Kennedy and Dr. Anne Cooper.

Dr. Williams noted that Vice Chair Cole was at the Clearwater library opening, and that the opening went very well; Mayor Cretkos contacted her to give SPC kudos.

Dr. Williams announced that SPC is ranked 6th in the nation for study abroad. She thanked the team for that national ranking.

Dr. Williams noted that Mr. Gibbons joined her at AACC, where SPC presented six times and made many friends and connections.

Dr. Williams stated that she had a meeting with the Mayor's Council regarding where SPC fits in the agenda for each city.

Finally, Dr. Williams said that the recent Collaborative Lab with SPC's Downtown partners was great; it helped figure out where SPC is going next with the Downtown campus.

D. Public Comment pursuant to §286.0105 FS

NONE

18-070. Under Item IV, Review and Approval of Minutes

The minutes of the April 17, 2018 Meeting were presented by the chair for approval. Mr. Gibbons moved approval of the minutes as submitted. Vice Chair Cole seconded the motion. The motion passed unanimously.

18-071. Under Item V, Monthly Reports

Under Monthly Reports

A. General Counsel

Suzanne Gardner echoed the sentiments of Dr. Williams and the Trustees regarding Mr. Lang. Mr. Lang was a longtime supporter of the college, a personal mentor to her, and a very good friend. She feels lonely participating in the meeting without him. She made it known that the office of general counsel is ready to assist with anything.

She mentioned that Mr. Mark Barnaby has been retained to provide council to the Board, specifically regarding the petition of Marvin Bright to the Division of Administrative hearing. She stated that Mr. Barnaby is a principal at the Firm of Blatt Luck Walters and is certified in city, county, and local government law.

She stated that Mr. Barnaby would be addressing the board later on the agenda section 6C, administrative matters.

B. Faculty Governance Organization

Dr. Carol Weideman reported that senate president Shannon Ulrich could not be here this morning because this is the first week of classes. She stated that Dr. Ulrich felt her lab should have priority as a lot of important safety procedures are covered during the first week.

Regarding the update, Dean Leopold, Heather Roberson, and Dr. Ulrich have been working on the learning experience. She stated that there have been two committee meetings to discuss the value proposition and initial stages of student engagement. She mentioned that recommendations were made at the second meeting to seek input for faculty across the campuses.

She reported that six input sessions were hosted from March 27th to April 26th at various campuses. During the input sessions, faculty were presented with a quick summary of the data collected from

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

the Community College Survey of Students Engagement (CCSSE) regarding student engagement. Faculty members were then presented with the following questions: 1)What are reasonable expectations of our students? 2) What expectations can students have of you? 3) How do you engage your students? 4)What do you need?

She mentioned that there were over seventy-five attendees at the various sessions despite the fact that it was late in the semester. She thanked everyone who attended on behalf of Dr. Ulrich.

She reported that the responses gathered at the sessions along with student feedback regarding academic excellence on the strategic impact planned survey were compiled. Recommendations are being finalized based on the gathered data.

She noted that there were overarching themes as follows: establishing mutual ownership through clear expectations – accomplished by providing a robust and thoughtful course syllabus; purposeful reflection of learning by letting students know where they stand – accomplished by having the course gradebook updated continuously; communication plans for “unengaged students” – accomplished by faculty working together to develop plans; periodic course review including a review of strategies for course instruction to support focus areas; review and align the Survey of Instruction (SSI) and the Faculty 180 measures to reflect the CSSE measures; development of learning ecosystems (a.k.a. professional learning communities) to provide faculty to faculty engagement and faculty/tutor/advisor engagement.

Additional information regarding specific measures will be shared as part of retention plan by Dr. Cooper at next month’s Board meeting.

Dr. Weideman thanked Dr. Williams for visiting every campus and having lunch with everyone.

She mentioned that the Academic Integrity Policy has been updated. It is now more closely aligned with the academic appeals process. The new policy was drafted by a team of faculty that included Christy Powers, Christian Moriarty, Bonnie Jefferis, Melanie Paden, and Shannon Ulrich. The team built on work previously done by Dr. Powers and incorporated feedback from faculty, FGO comment discussion posts, and deans. The modified procedure has been shared with the FGO Senate, chairs, program directors, and the Dean’s Council.

A flowchart of the proposed process can be viewed on the FGO [SharePoint website](#).

Dr. Weideman shared a final highlight on the Titan Trot. Students, faculty, and staff along with one of SPC’s board members volunteered or participated in the Titan Trot. Dr. Weideman thanked all who were involved. The event raised enough funds to sponsor four \$500 “Finish Line” scholarships. She stated that the criteria for the scholarships is that student be working to complete their degree and be no more than one year from completion. The proposed title of the scholarship is the Titan Trot Finish Line Scholarship.

C. Career Service Employee Council

Ms. Jeanne Trimble shared that during her last presentation to the Board, she shared her desire for a revitalized council. Today, she will share some of their progress.

The council updated their mission statement to reflect and support CSEC's commit to SPC's three pillars: Academic Excellence; Economic Mobility; Community Engagement. The final outcome should be approved by CSEC's council available on their SharePoint site soon.

The council created new goals for the upcoming year. Their goals are as follows: 1) Engaging and enriching the lives of career service employees – seeking out their needs and wants through person-to-person contact and listening posts before finding solutions; 2) Promoting effective communication, trust, and collaboration between employees of the college; 3) Increasing CSEC's visibility at SPC, using multiple means of communication with Career Service employees—includes their SharePoint site, the Blue and White, emails, flyers, and, most important, face-to-face contact.

Ms. Trimble suggested that further reenergizing efforts concentrated on CSEC council structure. Examples of this include the following: 1) Created a new community engagement subcommittee which organized a clothing drive for the homeless, service projects for MLK Day, and participated in the America Too corporate sports fest 2) Revived a dormant subcommittee, the Bylaws and Onboarding Review, which hopes to accomplish the following: a) Update the bylaws to reflect new leadership role of CSEC with fresh goals and objectives 2) Establish a new onboarding process where current and outgoing members mentor newly elected candidates.

Mr. Trimble concluded her comments by stating that the council will continue their pledge to revitalize CSEC and help career employees through training, active listening, and communication.

Chair Stonecipher thanked Ms. Trimble for taking the time to reflect on how CSEC can more closely align with SPC's current environment.

18-072. Under Item VI – A Strategic Focus and Planning

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Spring 2018 Course Success Rates – Dr. Jesse Coraggio, Vice President, Institutional Effectiveness and Academic Services (Presentation)

Dr. Coraggio reported that the success rate is one of the outcomes that SPC focuses on. It is the number of A, B, and C grades divided by the total number of grades. September 2016 had a 77.3% success rate with all grades. Spring 2017 was 78.5%. This past spring was 78.0%, which is where the success rate currently stands. Not included in the student success rate is about 2% that is associated with off-site dual enrollment high schools, as the school year has not concluded for them. It is anticipated that the addition of the offsite numbers will result in a .3 to .5% increase making the overall student success rate closer to where SPC was last spring.

Overall college success rate information is available over a longer period of time, from 2010-2011 up through 2016 to 2017. Although the information was available, this metric was not

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

tracked until last spring. There has been almost a 5% increase in success rates from the year 2010-2011 up until 2016-2017. Almost 5% increase from 2010-2017.

Dr. Coraggio mentioned that the overall student comparisons show that SPC is down about a half percent. The chart shows overall numbers for 2016, 2017, 2018, along with a two-year difference and a one-year difference. Two year differences across the board are mostly slightly up. One year differences are down about a half percent overall. Male and female students faired similarly across the board. Ethnicity shows more substantive decreases with Black/African American students down -1.9%. Male ethnicities show the same downward trend with male Black/African American students down -2.9%.

Dr. Coraggio next shared data regarding first-time-in-college students. First-time college students are defined as students coming to college for the first time after graduating high school. In the Spring, there are generally half as many first-time-college students as there are in the Fall. This metric is consistent with where SPC is this summer which makes sense as a large percentage of the first-time college students are coming right out of high school.

Dr. Coraggio said that, overall, first-time-college students are down at -1.2%. There is a slightly higher decrease for male students, who are down -2.5% versus female students who are up 1.4%. There is a trend of consistently higher decreases with SPC's numbers for ethnicities. Hispanic students had the largest decrease at -7.9%. Hispanic males show a decrease at -12.2%. Dr. Coraggio reported that there have been fluctuations between African American students and Hispanic/Latino students.

For FDIC developmental courses SPC is trending upward. Dr. Coraggio stated that he will speak shortly on Senate Bill 1720. This was a conversation held previously about students who graduated after 2007. The bill was put in place in 2014. There are measures for testing for developmental education versus participating in developmental education.

Developmental students, which were seen as a declining number, were actually up 4.1%. Female students were up 7.4%. For ethnicity, the largest increase was white students who were up 4.7%, followed by Black/African American students at 4.4%. For the male ethnicity, there was a 7.3% increase for white students a 5.8% increase for Black/African American males, and Hispanic/Latino males were down -12.04%. This is for gateway courses.

Ends are now included because they start to get very small when broken down into subgroups, especially with regards to male ethnicity categories. So, while Hispanic/Latino males were down 12%, that represented 25 grades, not 25 students.

When gateway courses are compared, the numbers are getting larger as students choose to go against recommendations and right into gateway courses. Gateway courses are down -3.2%. Male students were down -4.1%. With ethnicities, Hispanic/Latino were down -9.1%. Male Hispanic/Latinos were down -10.3%.

Dr. Coraggio provided some clarity for flex placement students: 1) They have a choice to take a placement test or participate in Dev Ed courses; 2) They are evaluated using a prediction model

based on prior performance in high school; 3) They are provided a classification *Likely College Ready*, *Dev Ed Recommended*, or *Dev Ed Strongly Recommended* in each of the three areas (reading, writing, mathematics).

Mr. Foster asked why SPC gives flex placement students a choice.

Dr. Coraggio responded that it was done at the state level; he said he is not sure why 2007 is the cutoff for flex placement students.

Mr. Gibbons shared that Senator Negrón felt that students should be immediately ready to go into college courses. SB1720 got rid of onboarding and the classes that would allow for students to catch up if they showed a competency gap after testing. SPC had made significant gains in this area. SPC showed Senator Negrón that they did not leave students in Dev Ed classes for the entire semester. If students had a weakness in one area, say fractions, students would be placed in a tailor-made course that addressed this weakness. After the course, they were consistently able to test into their courses.

Mr. Gibbons espoused that SPC saw increases of 70 to 75% success rates with students who were taking targeted, short remedial courses, being able to join their classes without having to spend an entire semester in a remedial course. This innovation of SPC allowed students to focus on what they did not know, as opposed to having students waste time on things they were already familiar with.

Dr. Coraggio confirmed that SPC was consistently seeing double digit gains from students taking shortened remedial courses to strengthen their weaknesses, before joining their college level courses later on in the semester. He expressed that these gains were evident with male Hispanic/Latino and Black students.

Mr. Gibbons states that he advised the [elimination of onboarding courses] would hurt minority students the most. Senator Negrón is a friend of Mr. Gibbons; however, Mr. Gibbons feels that Senator Negrón has been actively attacking community colleges. He feels that Senator Negrón's choice to ignore his counsel has led to the issues with Hispanic/Latino and Black/African American students that are currently reflected in SPC's numbers. The only compromise Senator Negrón was willing to make was to allow students to choose whether or not they would go into remediation.

Mr. Gibbons opined that students feel defensive when a test reveals knowledge deficiencies. He feels this defensiveness leads to a resistance to remedial courses, rather than allowing them to see the course as something that can help them.

Mr. Gibbons expressed that the issues currently reflected in the success rates are a direct result of SB1720. SPC has moved from seeing double digit gains every semester to trying to convince students that remediation can help them.

Mr. Gibbons wished to reiterate that they did try to avoid giving students a choice when a test indicated a need for remediation. He indicated that SPC was the only trustee and President that

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

received a meeting with Senator Negron. Senator Negron listened to Mr. Gibbons; however, his opinion on remedial courses was unchanged.

Dr. Williams clarified that there used to be a requirement for students to take a placement test, however, that is no longer the case; a certain percentage of students who have earned a GED, or a standard high school diploma from the state of Florida in or before 2006 are still required to take the placement test.

Dr. Coraggio added this legislation was confusing because it did not impact everyone at once. He stated that it was difficult for SPC's advising staff to meet with each flex placement student one-on-one. He stated that having flex placement and non-flex placement categories caused confusion for students and increased overall stress.

Dr. Coraggio expressed that regardless of the confusing legislation, and the issues created by it SPC has an obligation to help its students receive positive outcomes.

Dr. Coraggio indicated that focus would be given to MAT 1033 and MAT 1100 (representing intermediate algebra and quantitative mathematics, respectively) to provide an explanation of the predictive model. These are gateway courses instead of remedial developmental courses.

First-time college students fared slightly better in gateway courses than they did in developmental courses. The system has been automated so that transcripts will automatically place students into a flex plan option (Likely College Ready, Dev Ed Recommended, Dev Ed Strongly Recommended). Of the Likely College Ready students, most of them went into the gateway math courses. Six of them, who were likely uncomfortable with mathematics, chose to take developmental math and performed better by doing so. The last two columns highlighted in yellow show the students that did not take SPC's recommendation. While the success rates for these students was not large, the numbers do reveal lower success rates.

Dev Ed Recommended students who went straight into developmental did outperform students who took gateway courses instead. Dr. Coraggio indicated that while there are pros and cons to the legislation, the legislation is a stress to the college.

Dr. Coraggio stressed that with reading and writing, very few students are listening to SPC's recommendations. He felt that the social stigma regarding reading and writing issues was impacting the willingness of students to accept SPC's recommendations in these areas.

Dr. Coraggio shared some noteworthy observations: 1) Slight decrease in success rates for spring – anticipated to increase after dual enrollment numbers are included – with a nearly 5% increase from spring 2010; 2) Decrease in FTIC (first time in college) students overall; 3) Overall 4.3% increase of FTIC Dev Ed success rates (Hispanic male students decrease -12.0%); 4) 3.2% decrease in gateway course success rates (Hispanic males down -10.3%); 5) Most flex placement students performed better when taking SPC's recommendations.

Dr. Coraggio emphasized that SPC continues to work on this and is digging into more data (socioeconomic status, Pell status as a proxy, library support services).

Mr. Gibbons suggested that Dr. Williams give a tutorial to the Board members who were not present on the gains the SPC was making with its previous program versus what happened when the program was discontinued.

Mr. Gibbons implies that the new leadership and Senator Galvano may be unaware of the negative impact that the legislation had on SPC's numbers. He expressed particular frustration at SPC's current numbers given that they previously had the issue resolved and were seeing gains. He states that a lot of SPC students are returning to college, rather than entering college for the first time. He expressed that it may be helpful for the Board to see where SPC was previously as opposed to where it stands now. He indicated that the Board may be able to use this information to try to influence legislators to allow SPC to reinstate its previously successful program.

Dr. Coraggio added that allowing SPC to at least require the entrance test would provide additional information that SPC could use to ensure student success.

Mr. Gibbons suggested that the lack of testing prevents SPC from being able to identify where students are lacking.

Dr. Coraggio further suggested that the data from the test would be helpful in letting students make informed decisions.

Vice Chair Cole asked if the new lower success rates are impacting students financially or SPC financially.

Dr. Coraggio said that some financial analysis has been done, and that he can bring back some of the data to the Board. He suggested that investments in resources were made by the Board under SPC's previous program and stated that these resources were still in place.

Vice Chair Cole said she would be interested in those numbers. She mentioned that at the last SPC foundation meeting, talking about how much scholarship money is provided to SPC and how that money is utilized by the college. She suggested that scholarship funds do not take into consideration the costs the college faces outside of just instruction.

She suggested that the Foundation Board was unaware of the extra costs of services and implied that scholarship money geared toward student instruction did not always go to student instruction. She stated that having numbers on the associated costs would be helpful.

She also stated that Dr. Williams mentioned that graduates are 2:1 female to male. She wanted to know what the baseline student population for each category was.

Dr. Coraggio said yes.

Ms. Bello reiterated that an estimate of both costs to the students and costs to the college should be provided.

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Mr. Foster said that the only language they speak in Tallahassee is money. He implied that real data that demonstrates the cost of failure – both in real money and the societal cost of failure— would speak volumes in Tallahassee.

He suggested that the reality is some of the kids who come out of the Pinellas County school system are not college ready. He feels student choices should be: a) Take a placement test; b) Have AP credits that indicate a higher level of understanding; c) Be automatically assigned to a developmental course in math or reading.

Dr. Williams clarified that SPC cannot mandate that students take a placement test, then force them into a course based on the information it has. Students get to go right into college level. SPC can only make recommendations.

Mr. Gibbons suggested that the superintendent thinks SPC is the thirteenth grade. He stated that 40% of SPC's public school students are not prepared for college. He indicates that it is difficult for SPC to prepare a student for college if they were not prepared in the 12 years they spent in public schools.

He suggested that a financial argument might not be a good strategy in Tallahassee because the economy is doing well. He suggested that although Florida's unemployment rate is about 3%, the majority of workers are unskilled. An economic downturn will have those unskilled workers returning to SPC. He suggested that SPC would be stuck with the task of trying to create a skilled workforce once economic demand for unskilled workers was lessened.

He suggested that presentations to Tallahassee focus on both the cost of failure as well as the possible benefits of creating a skilled workforce. He suggested that a purely financial argument might have less impact because the economy is doing well. He suggested that service jobs, which is where a lot of unskilled workers find themselves, are not future proof. He indicates that having a service-based workforce opens Florida up to a liability in the future.

Chair Stonecipher suggested offering more incentives to take the placement test or enter into developmental courses as a way of working within the framework of the current legislation. He asked if there are currently any incentives in place.

Dr. Corraggio said that they share the pass rates of students who took different routes. However, every since flex student implementation in 2014, fewer and fewer are taking SPC's recommendations.

Mr. Gibbons asked if SPC could give students the placement test while still in high school.

Dr. Williams pointed out that the majority of SPC's students are not straight out of high school; the largest percent of SPC's enrollment comes from students who are 27 years old and older.

Mr. Gibbons countered that younger students were more likely to get poor grades and drop out after one or two semesters.

Dr. Williams suggested that failing students were a problem in every demographic. She stated that SPC high school students were given placement tests. Placement tests are still required for dual enrollment.

Mr. Gibbons said the school district should require high school students to take the placement test and provide SPC with the data, even if students were not attending SPC. He suggested that SPC would still have that information should the student decide to attend SPC in the future. He further implied that bigger schools do not typically gather information on why students perform poorly, causing SPC to have no information if a student drops out of a larger institution and returns to SPC.

Mr. Gibbons would like to see a partnership with the school system, in which high school juniors and seniors take a placement test whose data is then provided to SPC. He feels this information would at least allow SPC to have more information on students that are 3 to 5 years out of high school.

Mr. Gibbons acknowledged that people coming back to college are more difficult to onboard.

18-073. 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*)

Ms. Hunt provided a budget report as of April 30, 2018 – 83% through the fiscal year. The revenue for student tuition and fees is at \$60.5 million in student tuition and fees, which is 99% of the budget. As of yesterday, the summer enrollment was 2.2% higher than projected amounts at about \$422,000 over the fiscal year. State funding is at \$56.1 million. Overall revenue is at \$124.3 million, which is about 86% through the fiscal year.

For expenditures, personnel and benefits are on target for where SPC is in its fiscal year. Current expense and capital combined is at \$21.8 million dollars expended. Overall operating expense is at \$106 million dollars. Compared to the prior fiscal year, that is \$4.5 million less this fiscal year.

Looking at revenue over expenditures, SPC is at \$8.2 million dollars. This number is anticipated to decline. The current projection has \$27 million dollars spent in May and June. SPC has budgeted eight million in its reserve, but expects to spend less than one million of that amount.

Regarding the lab fee schedule, the college changed how it assessed lab fees about five years ago. Prior to the change, each lab was assessed a separate fee. Now all lab fees are combined into discipline groups. This change has distributed the cost of lab fees between discipline groups and lowered the cost to students.

For the upcoming fiscal year 2018-2019, there are no proposed changes to fee amounts. However, there are proposed changes to discipline groups. SPC would like to add six new

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

courses to the engineering technology group. SPC would like to remove eleven courses because courses are no longer offered or no longer have a lab component.

2. Lab Fees (*Action*)

Janette requested approval for lab fees. Vice Chair Cole moved for approval. Mr. Foster seconded the motion. The motion passed unanimously.

3. FY 18/19 Budget Update – Mr. Brian Miles, Vice President, Administrative/Business Services and Information Technology (*Presentation*)

Mr. Miles shared that the budget team has been hard at work this spring to balance the budget. He said he will give a higher level overview, but he is available to do individual meetings to go through the numbers in more detail.

On the revenue side of the budget – most of the revenue is driven by student tuition and fees, which is based on enrollment. There is projected to be a slight uptick in tuition and fees in the fiscal year 2018. This uptick is based primarily on increased enrollment in post-secondary and adult vocational programs and workforce institute non-credit programs. SPC also has a slightly more favorable enrollment projection for the new fiscal year. This past fiscal year was budgeted down 3.5%. SPC believes it will finish with better than -3.5% on the year. As a result, the new fiscal year will only be budgeted down 3%. Tuition is a little bit more favorable because of the above mentioned enrollments and finishing better than -3.5%.

State funding—SPC is seeing a shift of \$2 million from the Florida College System program fund, which decreased from \$53.5 million to \$51.5 million for the new fiscal year, to lottery funding which will increase to \$16 million from \$14 million. For cash flow purposes, SPC has to monitor what it is spending throughout the Fall because lottery funds are received later in the year.

Currently, the College is waiting to hear where the institution stands regarding performance funding. SPC is not sure if it will be categorized as gold, silver, bronze, or purple. SPC anticipates being at least silver and has budgeted about \$3.5 million. Half of this amount will be the institutional investment. The other half would be new state dollars as the result of a silver categorization.

Other revenues – This includes indirect costs, interest, dividends, and facilities rentals. There has been a little downturn, so SPC will budget down for that.

Fund transfers in – Partly due to declining bookstore sales, this category is budgeted down. It is associated with a decrease in enrollment. This is also the result of budgeting more for funds transferred in last year for the auxiliary fund. Last year, the amount of funds transferred in were increased to about \$3.8 million. SPC usually does about \$3.3 million to \$3.5 million. This year SPC will bring the budget back down to \$3.1 million. The increase last year was done to balance last year's budget.

SPC will continue to decrease its reliance on the use of fund balance. Last year they budgeted \$1.8 million. They will go into this fiscal year budgeting \$1 million. The college expects to use only \$700,000 to finish 2017-2018 and hopes to use less than one million for 2018-2019. The budget team will continue to monitor this to bring it to a zero amount at the end of next year.

Overall, SPC will decrease its revenue to \$143.4 million, which is a change of \$900,000.

Expense – SPC is reducing the expense associated with personnel. This is the result of reorganization efforts, not filling vacancies, realigning resources and some funding that SPC has. SPC continues to monitor its personnel expense ratio. It is currently down at 77%. It was at 78% for part of this year. SPC is working to bring this down to 75% as stated in their 3-year financial plan. As the revenue projections go down, this ratio goes up. Every time SPC budgets down on revenue they have to bring this down as well.

Ms. Bello asked what falls into ‘other benefits.’

Mr. Miles responded that SPC has a number of other benefits like premiums, OPEB (other post-employment benefits), what retirees and other employees who leave the college would earn after they leave.

Vice Chair Cole asked if SPC is having more people retire.

Mr. Miles acknowledged that SPC is seeing an increase and suggested that it will continue to see this over the next few years. He said they have looked at retirees and drop candidates, and over the next few years SPC will see a spike in the number of people leaving the college. There will be a fairly high number of people leaving the college in the next 3 – 5 years. SPC will be budgeting and planning for this.

Mr. Miles next discussed health insurance—There is a slight decrease in the amount budgeted for resulting from a reduction in the number of employees. For the most part, however, SPC’s health insurance costs continue to rise. Consequently, SPC has gone to market this year through an RFP to ensure the most competitive benefits.

Current expense – There is a \$1.7 million increase largely due to a required update of PeopleSoft. Oracle will stop supporting version 9.0 at the end of 2019. SPC needs to upgrade to PeopleSoft version 9.2.

After reviewing the RFPs, the college has identified top-ranked vendors and estimate \$1.3-1.8 million for this project. The budget department will try to identify other sources of funding to help offset that cost.

Chair Stonecipher asked if it was a one-time fee.

Mr. Miles indicates that this is a one-time fee as part of the conversion to an upgraded version. SPC has to hire consultants to help, which is included in the fee.

Mr. Miles stated that this brings SPC to a total operating budget of \$143.4 million with a difference of \$900,000, giving SPC a balanced budget for the year.

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Mr. Miles said that last meeting, he mentioned that the difference in state fund from last year to this year was \$700,000; it is actually about \$230,000. There were some MLK funds included in the previous figure that should not have been. The difference is \$200,000 rather than \$700,000, as a point of clarification.

Mr. Miles indicated that the budget will continue to be monitored. SPC is discussing going to zero-based budgeting over the next year to flatten everything and see where its true expenses are. It has been some time since SPC has taken this approach to budgeting, so it is probably a good time to do this. SPC is also considering budgeting by department and program. This would allow SPC to see what the actual revenue and expense is for individual programs and gauge better what is contributing positively to the bottom line.

18-074. Under Item VI - C, Administrative Matters

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

Ms. Michelle Manteiga, Acting Senior Manager, Benefits and Wellness, provided a health insurance update. Ms. Manteiga shared the following: 1) Health claims are increasing more rapidly in recent years; 2) High dollar claims continue to increase; 3) Employee participation in plans has decreased and moved to high deductible plans; 4) Self-funded account balance is decreasing.

There was a steady increase over the last few years. In 2017, there was a jump of about 10%. In 2018, SPC expects their claims to be about \$20 million for the year. This represents a 5% increase from last year.

Ms. Manteiga outlined strategies to contain costs. Long term strategies include employee education and wellness program. The short term strategy includes cender fees (requests for proposals).

Ms. Manteiga shared the steps of the request for proposal: 1) published on March 5, 2018; 2) Deadline closed on March 26th; 3) All SPC benefits were advertised for bids.

Request for proposal results were as follows: Medical – 5 carriers for self-insured; carriers for fully insured plans; 5 carriers declined to quote (could not meet or exceed current benefits); Rx – 8 carriers responded; Dental – 9 carriers responded; Vision – 11 carriers responded; Heath Accounts – 9 carriers responded; Worksite – 9 carriers responded.

The request for proposal carrier selection process is as follows: 1) Benefits team and Broker will use a scorecard matrix to narrow carriers to top three competitors in each plan; 2) Insurance Committee will use the same scorecard to name the final decision: a) Insurance Committee is made up of 28 members – 11 Faculty members, 5 Career Service members, 12 administrative and professional members.

Ms. Manteiga stated that SPC is in middle of the approval process right now. They have an aggressive timeline because they hope to have the Board vote on selection at the June meeting. This will give SPC time to educate employees on these changes.

Chair Stonecipher asked if there are any statistics that show how effective employee education and wellness programs are.

Ms. Manteiga replies that SPC looked at what other large employers are doing nationwide to contain healthcare costs. She suggests that SPC's return will be based on how much time the college invests into the wellness program. A lack of resources in the wellness program results in lower returns.

Information regarding these items is as follows:

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Construction
 - a. St. Petersburg Gibbs Student Success Center Update - Mr. Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services (*Presentation*)

Mr. Jim Waechter updated the Board on the progress of the Joseph Lang Student Success Center at St. Petersburg Gibbs and requested approval for the capital improvement plan SPC is due to submit to the Department of Education on July 1st.

Mr. Waechter presented a couple of renderings of the Student Success Center. He also shared a construction site photo from one week ago and one from today showing progress. Progress can be watched daily from live cameras.

Mr. Waechter mentioned that the phase one package, which involved all of the underground utilities, also included parking lot improvements. He showed some renderings of a new parking lot that was completed and opened during spring break week. It ties the 66th Street parking entrance to 5th Avenue parking lot. He stated that a little parking was lost with the building footprint, but parking was gained through the additional lot. The improvements help with traffic flow.

Mr. Waechter mentioned the following activities: 1)Phase 1: Complete; 2)Phase 2: In process: completion September 2018; 3)Phase 3: GMP to BOT for approval, August/September 2018; 4)Anticipated project completion, December 2019.

Phase 2 is in progress and includes foundations and structural steel. Fortunately SPC purchased the steel before the new tariffs were imposed. Once the roof is complete, they will be done with Phase 2. Phase 3 is planned for August or September.

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The projected final guaranteed maximum price is as follows: Current funding is \$19.5 million; with the appropriation that was awarded this year, the \$3.5 million plus the college's share of the match for the \$3.5 million, the project budget will be \$23.875 million.

Phase 3 progress—Final construction drawings are being delivered to the college this week. The contractor will put together a lengthy bid project. There is a statutory advertising requirement that takes three to four weeks. All of that will be happening at the same time that SPC waits to receive a \$3.5 million appropriation. Mr. Waechter hopes that all funds will be delivered without SPC getting held up with funding. Mr. Waechter is closely monitoring funding. If there are any delays, SPC may ask the Board for interim approval methods to keep the project moving forward.

Mr. Waechter next outlined the capital improvement plan. He said the plan is usually presented in June, but is ready and straight forward this year. The pop section represents repair, renovation and maintenance money. This is one item of the PICO appropriations that has been constant over the years. SPC expects to receive \$2.7 million of that this year and a similar appropriation next year.

Below that is phase A and phase B of the Health Education Center (HEC) renovation money. The HEC revitalization process three phased approach. Phase one and two are on this request. Phase 3 will appear in year 3 after additional paperwork is submitted to the state. The state requires a lot of documentation on the condition of the existing building. The total ask for that project is somewhere in the neighborhood of \$80 million. The current request for the first two years is \$50 million.

b. Capital Improvement Plan (*Action*)

Mr. Waechter requested approval for the Capital Improvement plan. Mr. Foster moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

Vice Chair Cole stated that overall SPC has been looking at the use of its facilities. She went with the Chair to see the HEC building. She asked how does the anticipated construction of the new building fit in with the overall strategy that SPC will be looking at for all of its facilities.

Mr. Waechter stated that he has on his agenda to provide the Vice Chair an update on their three-year facilities plan. He stated that it is important to get the ask on the table for the State. He mentioned that the ask is non-binding. He acknowledged that the Vice Chair is owed a three-year facilities plan.

Vice Chair Cole stated that her primary concern was that SPC have the option of changing its mind later.

Mr. Waechter stated that the ask is very broad and generalized.

3. Termination of Employment Entry- Department of Administration

(DOAH) Petition (*Presentation*)

Mark Barnaby said that SPC plays an important role by providing access to students who cannot get into college elsewhere. He is Vice Chair of Take Stock in Children. Take Stock in Children provides access to children that are at risk in high schools and middle schools. They have a high success rate getting students into college. However, they have found that it is hard to keep those students in college. They are working on college career counseling. Mr. Barnaby commended SPC on its work on keeping students in college.

Mr. Barnaby states that he has known Senator Galvano from Bradenton since he was a student and Mr. Barnaby was a teacher. He stated that the Senator is a big proponent of education.

Mr. Barnaby said that he was retained as special council in regard to the Marvin Bright matter. Mr. Barnaby gave the following brief history. Notice of dismissal for Dr. Bright was given on October 11, 2017. Dr. Bright filed for a formal hearing pursuant to the Florida Administrative Procedures Act. An administrative law judge, D.R. Alexander, was appointed. There was an Adella hearing in February. Judge Alexander issued a twenty-eight-page recommended order. Bright has filed some exceptions to that. SPC has responded through their attorney.

Mr. Barnaby has provided these documents to SPC for its review. He does not expect any action today. He provided SPC with documents so that they could have the opportunity to review any part of the record that it needs to see. Mr. Barnaby reminded SPC that they are in a quasi-judicial process in this regard, in addition to being part of a sunshine board. The Board is not free to talk among themselves until they are in front of a meeting. Mr. Barnaby hopes to come back in June with a recommendation and may have some discussion with the Board before then. He is always available to talk and answer questions.

Vice Chair Cole asked for a high-level overview of the Board's responsibility in the process.

Mr. Barnaby was happy to respond in general terms. He suggested that the Board is reviewing the recommended order and determining if any of the exceptions apply. He states that in order to deviate from that order the Board will have to review the record entirely. Generally, the documents have findings of fact and conclusions of law. Findings of facts are items that SPC has less control over as opposed to conclusions of law. He will provide more detail before the June meeting.

Chair Stonecipher thanked Mr. Barnaby for stepping in with this. For clarification, he asked if SPC can approach Mr. Barnaby individually with questions.

Mr. Barnaby stated that was correct and suggested that he was happy to assist with any questions.

18-075. Under Item VII - A, Consent Agenda
Under Old Business

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

18-076. Under Item VII – B, New Business

MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

1. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Continuation of Perkins Grant Funded Personnel (*Action*)
 - b. Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act (*Action*)
 - c. Florida Education Fund - Center of Excellence Program (*Action*)
 - d. National Oceanic and Atmosphere Administration (NOAA) – Environmental Literacy Grant (ELG) (*Action*)
 - e. Florida Department of Economic Opportunity – General Appropriations Act – Day of Service (*Action*)
2. Spot Survey #2, Version 4, Seminole Chamber of Commerce Modular (*Action*)
3. Agreement between St. Petersburg College and JAQOB Inc., (Nature’s Table, Inc.), for a lease of Space at the EpiCenter Building (*Action*)

The Board considered Items VII-B.1-3. Mr. Gibbons moved to approve. Vice Chair Cole seconded the motion. The motion passed unanimously.

Mr. Foster asked if the Perkins Grant-funded positions will be funded for the next year with the assumption that SPC will get the funds and if SPC had received confirmation in writing.

Dr. Williams said that she had not received any confirmation in writing. She stated that they would support those positions pending the outcome of the Perkins grant.

Mr. Foster asked if the funding of the Perkins grant was highly likely.

Dr. Williams confirmed that it is. She stated that this has happened for the past thirty years.

Chair Stonecipher asked what the process is for coming up with the rental amount regarding the lease for Nature’s Table. He asked if SPC is looking at all campuses to ensure costs are being analyzed and competitive rates are being acquired.

Mr. Miles said that SPC is looking at all of its leases collegewide. SPC is working with several partners and has identified expiration dates so SPC knows when it needs to approach tenant partners. SPC has also identified notice requirements under its leases. Now, over the next month or so, it will be on SPC to figure out its position with respect to rent collegewide. Particularly, does SPC approach everybody and say the increase will be a certain percentage or does SPC just track rent according to what the market demands.

Mr. Miles stated that SPC has a lot of leases that are well below market rate – taking those leases to market rates runs the risk of losing those partners.

Chair Stonecipher stated that SPC should also consider how they benefit students.

Mr. Miles stated that he will be communicating with the President regarding recommendations from the business side of the house on how to approach these tenants and what SPC's position as a college should be. He assumed that the President would then have discussions with the Board individually.

Joe Smith, Director of Purchasing, said that he is leaving the college in six weeks. Regarding the specific amount of the lease for Nature's Table, he wanted to make the point that he does a lot of analysis on what is charged for restaurants, cafes and colleges. He states that he has done a lot of analysis and so many schools pay for food services. They pay for people to come in and provide food service. SPC does not have a single café that it does that for. The college gets at least a little money to help cover offset. He stated that SPC is rare, in that even at their smallest campus, they make a little money. Most schools do not.

18-077. Under Item VIII, Informational Reports - None

18-078. Under Item IX, Proposed Changes to BOT Rules Manual – Public Hearing - None

18-079. Under Item X, President's Report

Dr. Williams noted that SPC is finalizing its strategic plan. The team is working on My 360.

Dr. Williams stated that she is meeting with each Board member next month for her evaluation; she commented that it has come up so fast.

Dr. Williams shared that the Board and she are starting on their monthly plan of engaging legislators both in the area and outside the area to prepare for the upcoming year.

Vice Chair Cole asked about the monthly schedule of campus events and conference; she suggested taking some time at the June meeting to schedule trustee attendance. She noted that a couple of conferences are coming up soon out of town. Dr. Williams and the other Board members agreed.

18-080. Under Item XI, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday June 19, 2018, 9:00 a.m., at the EpiCenter.

XII. ADJOURNMENT

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:52 a.m.

**MINUTES OF THE MAY 15, 2018 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**


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

May 15, 2018

MEMORANDUM

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

Approval is sought to name the St. Petersburg Gibbs Student Success Center in honor of Joseph H. Lang, Sr. in recognition of his outstanding contributions to education in St. Petersburg and the state of Florida.

Joe Lang was a graduate of St. Petersburg Junior College, Duke University, and the University of Florida College of Law. He then returned to St. Petersburg and was hired by the law firm of Baynard, McLeod, and Overton. Mr. Lang practiced with the firm his entire career, leading Baynard, McLeod, and Lang, P.A. as its managing Shareholder since 1980.

Mr. Lang served as a member of the Board of Trustees for St. Petersburg Junior College for 20 years and the Chairman for a decade. In 1990 Joe Lang was name the College's Most Outstanding Alumnus and automatically became a member of the College's Hall of Distinction for his unwavering service to the college, his community and the State of Florida.

From 2001 until his passing, Mr. Lang served as the Attorney for the St. Petersburg Board of Trustees.

He and his wife have contributed over the years to many scholarships through the St. Petersburg College Foundation to ensure that students in need complete what they start and reach their educational goals.

According to Board Rule #6Hx23-6.14, the following college-wide committee was created to consider this naming opportunity:

- Katie Cole, Vice Chair, Trustee
- Patrick Rinard, Acting Senior Vice President, Student Services
- Jamelle Conner, Provost
- Carol Weideman, Faculty
- Theresa McFarland, SPC Foundation
- Terry Brett, Brett Funeral Home, and former SPC Trustee
- Joven Jocelyn, SGA Representative
- Tamika Dukes, Staff Assistant
- Tom Furlong, Policy Consultant

Katie Cole, Vice Chair, Tonjua Williams., President, and the above named committee members recommend approval.

V-B Faculty Governance Organization

FGO Update

Prepared by Shannon Ulrich
Presented by Carol Weideman



Updates (1 of 3)

◆ Learning Experience

- ◆ Committee meetings (November & February)
- ◆ Campus "Input Sessions"
 - ◆ March 27th – April 26th
 - ◆ Visited 6 campuses
 - ◆ More than 75 attendees



Updates (2 of 3)

◆ Learning Experience (*continued*)

- ◆ Recommendations:
 - ◆ Course Syllabus
 - ◆ Course Gradebook
 - ◆ Communication plans for “unengaged” students
 - ◆ Periodic Course Review
 - ◆ Review SSI and Faculty180
 - ◆ Develop Learning Ecosystems

Updates (3 of 3)

◆ Dr. Williams Campus Visits

- ◆ THANK YOU!

◆ Academic Integrity Policy

- ◆ Policy mimics Academic Appeals process

◆ FGO Sharepoint

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

Faculty Highlights: Community

◆ SPC Titan Trot 5K on April 14th

◆ Organized by:

- ◆ Rachel Bennett
- ◆ Linae Boehme
- ◆ Melanie Paden
- ◆ Shannon Ulrich



- ◆ 4 “Finish Line” Scholarships of \$500
- ◆ Students must be in their final year



Questions
or
Comments?

Career Service Employee Council



CSEC
May 2018

CSEC A Revitalized Council

- ▶ Updated **mission statement** to reflect CSEC's commitment to SPC's three pillars: Academic Excellence, Economic Mobility, and Community Engagement





CSEC A Revitalized Council

- ▶ Created **goals** for the coming year:
 1. Engaging and enriching the lives of career service employees
 2. Promoting effective communication, trust and collaboration between employees of the college
 3. Increasing CSEC's visibility at SPC, using multiple means of communication with Career Service employees



CSEC A Revitalized Council

- ▶ Subcommittee Restructuring to reflect a **reenergized** steering committee
 - A. New subcommittee: Community Engagement
 - B. Revived and updated a dormant subcommittee: Bylaws and Onboarding Review
 1. Update the bylaws to reflect new goals and objectives
 2. Establish an onboarding process for new members

CSEC A Revitalized Council

CSEC is committed to revitalizing CSEC and helping Career Service employees through training, active listening and communication



CSEC A Revitalized Council

Questions????



VI-A.1 Spring 2018 Course Success Rates

St. Petersburg College
SPC

Spring 2018 Course Success Rates

*Board of Trustees Meeting
May 15, 2018*

An Achieving Institution

St. Petersburg College
SPC

The Course Success Rate is the number of A, B, and C letter grades divided by the overall number of grades.

A, B, C
A, B, C, D, F, W, WF, I

All Students	Number of Grades	Success Rate
Spring 2016	87,537	77.3%
Spring 2017	82,168	78.5%
Spring 2018	77,785	78.0%

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

Course Success Rates

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted May 7, 2018.

An Achieving Institution

2

Overall College Success Rates



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

Course Success Rates Trend

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted May 7, 2018.



	Spring 2016	Spring 2017	Spring 2018	Two Year Diff	One Year Diff
All Students	77.3%	78.5%	78.0%	0.7%	-0.5%
Gender					
Male	75.2%	76.7%	76.1%	0.9%	-0.6%
Female	78.7%	79.7%	79.3%	0.6%	-0.4%
Ethnicity					
Black/African American	65.4%	67.8%	65.9%	0.5%	-1.9%
Hispanic/Latino	75.5%	76.8%	76.0%	0.5%	-0.8%
White	79.8%	80.8%	80.6%	0.8%	-0.2%
Male/Ethnicity					
Black/African American Male	63.2%	66.9%	64.0%	0.8%	-2.9%
Hispanic/Latino Male	72.5%	75.5%	74.6%	2.1%	-0.9%
White Male	77.5%	78.6%	78.2%	0.7%	-0.4%

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

Overall Student Comparison

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted May 7, 2018.




	Spring 2016	Spring 2017	Spring 2018	Two Year Diff	One Year Diff
FTIC Students	64.6%	63.6%	62.4%	-2.2%	-1.2%
Gender					
<i>Male</i>	61.7%	58.8%	56.3%	-5.4%	-2.5%
<i>Female</i>	67.2%	67.5%	68.9%	1.7%	1.4%
Ethnicity					
<i>Black/African American</i>	58.8%	49.5%	47.2%	-11.6%	-2.3%
<i>Hispanic/Latino</i>	61.5%	65.6%	57.7%	-3.8%	-7.9%
White	67.7%	67.3%	66.8%	-0.9%	-0.5%
Male/Ethnicity					
<i>Black/African American Male</i>	57.9%	48.0%	42.1%	-15.8%	-5.9%
<i>Hispanic/Latino Male</i>	52.6%	58.6%	46.4%	-6.2%	-12.2%
<i>White Male</i>	65.1%	60.5%	62.1%	-3.0%	1.6%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Comparison

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted May 7, 2018.




5

	Spring 2017	Spring 2018	Diff
FTIC Students	62.7%	66.7%	4.0%
Gender			
<i>Male</i>	58.7%	59.5%	0.8%
<i>Female</i>	65.4%	72.6%	7.2%
Ethnicity			
<i>Black/African American</i>	51.7%	56.1%	4.4%
<i>Hispanic/Latino</i>	65.1%	68.0%	2.9%
White	66.8%	71.3%	4.5%
Male/Ethnicity			
<i>Black/African American Male</i>	53.3%	47.5%	-5.8%
<i>Hispanic/Latino Male</i>	60.0%	48.0%	-12.0%
<i>White Male</i>	60.0%	67.3%	7.3%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Developmental Courses

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted May 7, 2018.



6

	Spring 2017	Spring 2018	Diff
FTIC Students	63.7%	60.5%	-3.2%
Gender			
<i>Male</i>	58.4%	54.3%	-4.1%
<i>Female</i>	68.2%	66.9%	-1.3%
Ethnicity			
<i>Black/African American</i>	50.0%	48.7%	-1.3%
<i>Hispanic/Latino</i>	65.1%	56.0%	-9.1%
White	67.4%	64.3%	-3.1%
Male/Ethnicity			
<i>Black/African American Male</i>	50.0%	43.6%	-6.4%
<i>Hispanic/Latino Male</i>	56.8%	46.5%	-10.3%
<i>White Male</i>	60.5%	58.0%	-2.5%

Note: Success rates exclude Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).

FTIC Gateway Courses

Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted May 7, 2018.



7

St. Petersburg College



- Have a 'choice' regarding taking a placement test or participating in Dev Ed courses.
- Evaluated using a prediction model based on prior performance.
- Provided a *Likely College Ready*, *Dev Ed Recommended*, or *Dev Ed Strongly Recommended* prediction in each developmental education area.

Flexible Placement Students



8

St. Petersburg College
SPC

Courses	All FTIC Students	Likely College Ready	Dev Ed Recommend	Dev Ed Strongly Recommend
Math Recommendations				
MAT 1033 and MAT 1100	53.3%	52.7% (129)	41.5% (53)	48.3% (89)
Developmental Ed Courses	59.7%	66.7% (6)	44.4% (18)	45.0% (20)
Writing Recommendations				
ENC 1101	59.1%	55.4% (184)	52.8% (53)	50.0% (72)
Developmental Ed Courses	73.2%	66.7% (3)	70.0% (10)	63.6% (22)
Reading Recommendations				
ENC 1101	59.1%	56.2% (146)	61.7% (60)	45.6% (103)
Developmental Ed Courses	74.7%	100.0% (1)	100.0% (1)	81.8% (11)

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

Prediction Model Outcomes

Source: Pulse Business Intelligence System, College Experience Outcomes Dashboard, Data extracted May 7, 2018.

9

St. Petersburg College
SPC

- The overall college has decreased 0.5% this Spring and increased 4.8% since 2010-11.
- FTIC students had a 1.2% decrease this Spring.
- FTIC students had a 4.0% increase in Developmental Education Course Success Rates (Hispanic Male students were an exception, -12.0%).
- FTIC students had a 3.2% decrease in Gateway Course Success Rates (Hispanic Male students were down 10.3%).
- In almost all cases, Flex Placement Students perform better when taking the college recommended Dev Ed course. However, fewer Flex Placement Students are taking the Dev Ed option.

Noteworthy Observations

10



Questions?

VI – B Monthly Budget Report

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

Janette Hunt
May 15, 2018

Report as of April 30, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition & Fees	\$ 68,364,047	\$ 61,896,842	90.5%	\$ 61,246,719	\$ 60,533,368	98.8%
State Funding	\$ 72,320,423	\$ 56,376,076	78.0%	\$ 71,793,706	\$ 56,121,221	78.2%
Other Revenues	\$ 5,397,200	\$ 4,418,668	81.9%	\$ 5,609,289	\$ 4,622,625	82.4%
Fund Transfers In	\$ 3,556,839	\$ 3,137,653	88.2%	\$ 3,782,619	\$ 3,080,270	81.4%
Reserves	\$ 4,464,452	\$ -	0.0%	\$ 1,825,000	\$ -	0.0%
Total Revenue	\$ 154,102,961	\$ 125,829,239	81.7%	\$ 144,257,333	\$ 124,357,483	86.2%

TUITION PROJECTION

Month	Budget	Actual
JUL	\$5,000,000	\$5,000,000
AUG	\$22,000,000	\$22,000,000
SEP	\$22,000,000	\$22,000,000
OCT	\$28,000,000	\$28,000,000
NOV	\$35,000,000	\$35,000,000
DEC	\$40,000,000	\$40,000,000
JAN	\$42,000,000	\$42,000,000
FEB	\$43,000,000	\$43,000,000
MAR	\$45,000,000	\$45,000,000
APR	\$48,000,000	\$48,000,000
MAY	\$50,000,000	\$50,000,000
JUN	\$50,887,002	\$51,309,649



Report as of April 30, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	\$ 28,980,411	\$ 23,782,463	82.1%	\$ 26,776,489	\$ 22,775,327	85.1%
Administrative & Professional	\$ 26,069,342	\$ 20,398,342	78.2%	\$ 24,251,689	\$ 19,578,235	80.7%
Career Service (includes OT)	\$ 22,059,113	\$ 16,791,655	76.1%	\$ 19,951,011	\$ 16,141,253	80.9%
Adjunct/Supplemental	\$ 14,341,325	\$ 11,684,799	81.5%	\$ 13,549,064	\$ 11,265,488	83.1%
Other Personal Services (OPS)	\$ 2,896,867	\$ 1,947,095	67.2%	\$ 2,041,007	\$ 1,453,728	71.2%
Student Assistants	\$ 428,000	\$ 213,589	49.9%	\$ 428,000	\$ 282,217	65.9%
Health Insurance	\$ 11,854,771	\$ 12,346,292	104.1%	\$ 14,931,773	\$ 12,415,176	83.1%
Other Benefits	\$ 11,700,630	\$ 10,615,467	90.7%	\$ 11,280,323	\$ 10,299,856	91.3%
Total Personnel & Benefits	\$ 118,330,460	\$ 97,779,701	82.6%	\$ 113,209,356	\$ 94,211,278	83.2%
Current Expense						
Total Current Expense	\$ 32,341,920	\$ 21,035,127	65.0%	\$ 28,278,499	\$ 20,099,679	71.1%
Capital						
Total Capital	\$ 3,430,581	\$ 1,867,813	54.4%	\$ 2,769,478	\$ 1,785,229	64.5%
Total Operating	\$ 154,102,961	\$ 120,682,642	78.3%	\$ 144,257,333	\$ 116,096,186	80.5%
Balance	\$ -	\$ 5,146,598		\$ -	\$ 8,261,298	



Lab Fee Proposed Schedule

Discipline Course Additions

Discipline	Courses
Engineering Tech	ETM2315C, EET1035C, ETS2604C, ETS1511C, ETS1542C, ETS1535C

Discipline Course Deletions

Discipline	Courses
Science (Biological)	BSC2435, BSC2931
Science (Wellness & Human Performance)	HLP1080
O&P Technology AS	PRO2804, PRO1002C
Building Arts	ARC1126C, BCN2055, TAR2057C
Engineering Tech	CET1175, ETS2221C, ETS2930


There are no proposed fee amount changes.



May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Laboratory Fees

Approval is also sought for the following changes to the Lab Fee Schedule.

Florida Statute 1001.64(10) states that each Board of Trustees shall establish fees. In addition to standard tuition and fees, this authorization extends to user fees, as specified in Florida Statute 1009.23(12(a)). User fees can only be charged to the persons receiving the service and shall not exceed the cost of the services provided. Laboratory fees are considered a user fee. They are intended to cover costs associated with a lab course, such as consumables, additional support personnel to offer class, specialized equipment and software, etc.

Lab Fees by Academic Discipline

Changes:

Departments	Courses	Current Lab Fee	New Lab Fee
<i>ENGINEERING TECH</i>	BME1008, CET1114C, EET1015C-EET2155C, ETD1320C-EDT2392C, ETM1010C, EET1084C, ETS1412-ETS2440, ETM2315C, EET1035C, ETS2604C, ETS1511C, ETS1542C, ETS1535C	\$62.59	\$62.59

Deletions:

<i>SCIENCE (Biological)</i>	BSC2435, BSC29311	\$27.87
<i>Science (Wellness & Human Performance)</i>	HLP1080	\$14.95
<i>O&P Technology AS</i>	PRO2804, PRO1002C	\$302.09
<i>Building Arts</i>	ARC1126C, BCN2055, TAR2057C	\$22.13
<i>Engineering Tech</i>	CET1175, ETS2221C, ETS2930	\$62.59


Brian Miles, Vice President, Administrative/Business Services and Information Technology, Anne M. Cooper, Senior Vice President, Academic & Students Affairs and Patrick Rinard, Interim Senior Vice President, Student Services, recommend approval.

VI-B.3 Proposed 2018-19 Budget



**FY 2018 – 2019
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 & Fees	\$ 61,246,719	\$ 62,000,667	\$ 753,948
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	\$ 143,379,332	\$ (878,001)

- More Favorable Enrollment Projection
- Shift \$2M from FCS 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			
Faculty	\$ 26,776,489	\$ 26,037,269	\$ (739,220)
Administrative & Professional	\$ 24,251,689	\$ 23,280,047	\$ (971,642)
Career Service (includes OT)	\$ 19,951,011	\$ 19,506,004	\$ (445,007)
Adjunct/Supplemental	\$ 13,549,064	\$ 13,142,592	\$ (406,472)
Other Personal Services (OPS)	\$ 2,041,007	\$ 2,046,160	\$ 5,152
Student Assistants	\$ 428,000	\$ 428,000	\$ -
Health Insurance	\$ 14,931,773	\$ 14,552,664	\$ (379,109)
Other Benefits	\$ 11,280,323	\$ 11,623,260	\$ 342,937
Total Personnel & Benefits	\$ 113,209,356	\$ 110,615,995	\$ (2,593,361)
Current Expense			
Total Current Expense	\$ 28,278,499	\$ 29,983,701	\$ 1,705,202
Capital			
Total Capital	\$ 2,769,478	\$ 2,779,636	\$ 10,159
Total Operating	\$ 144,257,333	\$ 143,379,332	\$ (878,001)
Balance	\$ -	\$ -	\$ -

- Monitor Personnel Ratio (77%)
- Analyze Health Insurance

- Upgrade Student System

Questions



May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President *(TW)*
SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Lauk, Justin C	Analyst/Programmer	Administrative Information Sys DO	4/9/2018 - 6/30/2019
Baldwin, William M	(Acting) CurrCoord, Path&Artic	Institutional Research/Effect EPI	4/9/2018 - 6/30/2019
Porter, Carla S	Reference & Instruction Librn	Learning Resources SPG	5/7/2018 - 6/30/2019
Kickliter, Amy	B2B Alliance Prog Manager	Institutional Research/Effect EPI	2/26/2018 - 6/30/2019

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Johnson, James T	Career & Academic Advisor	Counseling & Advisement CL	4/23/2018 - 6/30/2019
Owens, Dale T	Career & Academic Advisor	Counseling & Advisement CL	4/23/2018 - 6/30/2019
Roldan, Carissa M	Career Outreach Specialist	Counseling & Advisement TS	4/9/2018 - 6/30/2019
Aspilaire, Aja M	Student Transfer Specialist	Institutional Research/Effect EPI	4/23/2018 - 6/30/2019

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Jackson, Lee M	Sr Security Officer	Campus Security DT	4/23/2018
Kurtzenacker, Jeremy M	Custodial Supervisor	Custodial Services SPG	4/9/2018
Pusey, Jason B	Custodial Supervisor	Custodial Services SPG	4/9/2018
Zuber, Myrna Y	Student Support Specialist	Financial Assistance Services CL	4/23/2018
Willis, Bridgette	ER Advisor II	Human Resources Training DO	4/9/2018
Ishmael, Madeline	Student Support Advisor	International Program TS	4/9/2018
Roberts, Johnny F	Landscaper	Landscape Services DO	4/23/2018
Krukemeier, Michael A	Sr Landscaper	Landscape Services DO	4/23/2018
Crews, James W	Sr Landscaper	Landscape Services SE	4/9/2018

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Chang, Linda S	Administrative Svcs Specialist	Academic & Student Affairs CL	4/7/2018
De Laval, Maria L	Administrative Svcs Specialist	Humanities & Fine Arts SPG	4/21/2018
Gilmore, Shannon A	Administrative Svcs Specialist	Provost Office SE	4/9/2018

SUPPLEMENTAL Temporary			
Name	Title	Department/Location	Effective Date
Brito, Anna F	Faculty - supplemental	Emergency Medical Services HEC	5/14/2018
Serino, Paul P	Faculty - supplemental	Emergency Medical Services HEC	5/14/2018
Cutlip, Paul G	Faculty - supplemental	Natural Science TS	5/14/2018

HIRE Temporary			
-----------------------	--	--	--

Name	Title	Department/Location	Effective Date
Lambert, Cynthia S	Adjunct - Dual Enrollment	Early College/Dual Enrollment AC	5/14/2018
McKenna, Nicole D	Adjunct - Dual Enrollment	Early College/Dual Enrollment TS	5/14/2018
Guest, Jennifer L	Adjunct Faculty	Humanities & Fine Arts SE	5/14/2018
Fruth, Candice	Adjunct Faculty	Natural Science TS	5/14/2018
Tumbull, Brian	Adjunct Faculty	Social & Behavioral Science CL	5/14/2018
Salazar, Raeanna K	General Support	Veterinary Technology CT	4/9/2018
Percival, Elsie M	OPS Career Level 1	Academic & Student Affairs HEC	5/7/2018
Kovalik, Danielle L	OPS Career Level 1	Learning Resources SPG	4/23/2018
Patrick, Marissa M	OPS Career Level 1	Learning Resources TS	4/23/2018
Robinson, Adam C	OPS Career Level 1	Natural Science CL	4/23/2018
Morgan, Joan C	OPS Career Level 1	Provost Office SE	4/20/2018
Beganovic, Sabila	OPS Career Level 2	Communications CL	4/9/2018
Piechocki, Daniel	OPS Career Level 3	Provost Office EPI	4/9/2018
Piechocki, Matthew	OPS Career Level 5	Academic & Student Affairs EPU	4/23/2018
Vetter, Katelyn J	OPS Career Level 5	Communications CL	4/23/2018
Otero-Fair, Kaleena Y	OPS Career Level 5	Florida Natl. Guard Grant AC	4/23/2018
Bush, Heather K	OPS Career Level 5	Learning Resources SE	3/26/2018
Johnson, Heather M	OPS Career Level 5	Learning Resources SE	4/9/2018
Raines, Deborah J	OPS Career Level 5	Veterinary Technology VT	5/5/2018
Xiang, Yuanyuan	OPS Career Level 6	International Program SPG	4/9/2018
Goosby, Reginald M	OPS Career Level 7	Florida Natl. Guard Grant AC	4/23/2018
Archibald, Lisa M	Professional Trainer	Criminal Justice AC	4/23/2018
Davis, Christopher E	Professional Trainer	Workforce/Professnl Developmnt EPI	5/5/2018
Kopischke, Steven J	Professional Trainer	Workforce/Professnl Developmnt EPI	4/9/2018

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

Fernandes, Jennifer	Instructor	Natural Science/Tarpon Springs	06/22/2018 - 06/29/2018
---------------------	------------	--------------------------------	-------------------------

Destination: Jerusalem, Israel

The purpose of this trip is to visit the site of a prospective study abroad location in Jerusalem, Israel. The instructor will collaborate with Israeli environmental organizations, professors and educational study groups to prepare for an upcoming study abroad trip to take place in May 2019. The College will benefit by providing enhanced study abroad opportunities for students to earn college credits while providing a cultural experience through a study abroad program. This travel will be funded in full through a Foundation grant. The estimated travel cost is \$3,290.14.

Estimated cost to the College is \$0.00.

Kruger, Amy	Instructor	Dental Hygiene/HEC	10/20/2018 - 10/29/2018
-------------	------------	--------------------	-------------------------

Destination: Montego Bay, Jamaica

The purpose of this trip is to lead SPC students on a study abroad program to Jamaica. A total of ten (10) students are enrolled in the program and will receive credit in DEH 2702C - Community Dental Health Practicum. The College will benefit by providing an educational opportunity to students to encourage global awareness and international perspectives.

Estimated cost to the College not to exceed \$2,021.69.

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

ND05012018

VI – C.1b Health Insurance Update



Health Insurance Update
May 15, 2018
Presented by Michelle Manteiga



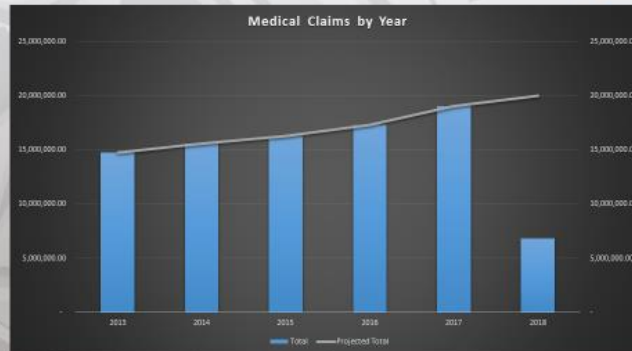
Health Insurance Update

Health Insurance snapshot:

- Health claims increasing more rapidly in recent years.
- High dollar claims have continued to increase.
- Employee participation in plans has decreased.
- Self-funded account balance has decreased.



Health Insurance Update



2018 claims numbers are for January – April 2018.



Health Insurance Update

Health Insurance strategy to contain cost:

- Long term strategies:
 - Employee Education
 - Wellness program
- Short term strategy:
 - Vendor fees
 - Request for proposals



Health Insurance Update

Request for Proposals:

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



Health Insurance Update

Request for Proposals results:

- Medical:
 - 5 carriers responded with proposals for self insured plans
 - 3 carriers responded with proposals for fully insured plans
 - 5 carriers declined to quote



Health Insurance Update

Request for Proposals results:

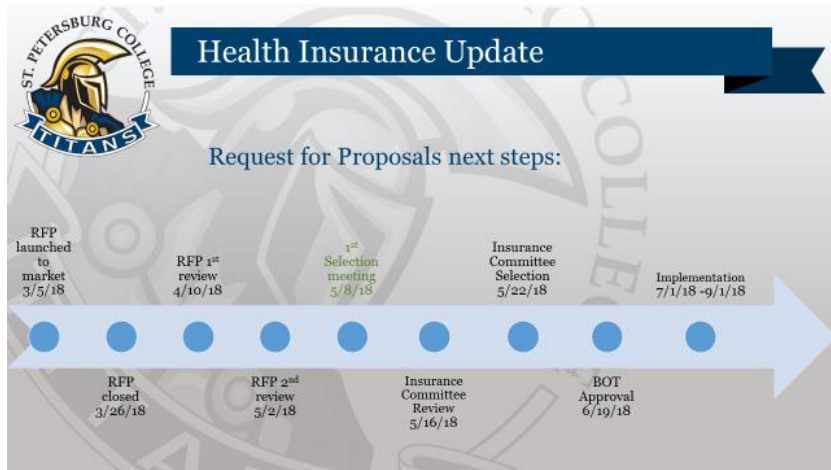
- Rx: 8 carriers responded
- Dental: 9 carriers responded
- Vision: 11 carriers responded
- Health Accounts: 9 carriers responded
- Additional Coverage: 13 carriers responded
- Employee Assistance Program: 9 carriers responded
- Worksite: 9 carriers responded



Health Insurance Update

Request for Proposals carrier selection:

- Benefits team and Brokers will use a scorecard matrix to narrow carriers to top 3 competitors in each plan.
- Insurance Committee will use the same scorecard to make the final decision.
 - Insurance Committee is made up of 28 members; 11 Faculty members, 5 Career Service members, 12 A&P members.



Employee Health Insurance Update

Employee Health claims are continuing to trend up:

Year	2014	2015	2016	2017
Increase in claims	6%	5%	6%	10%

Large claims are continuing to trend up:

Year	2013	2014	2015	2016	2017	Industry
Claims Exceeding \$100,000	12	16	24	22	24	9

Employee participation in the health insurance plan is decreasing:

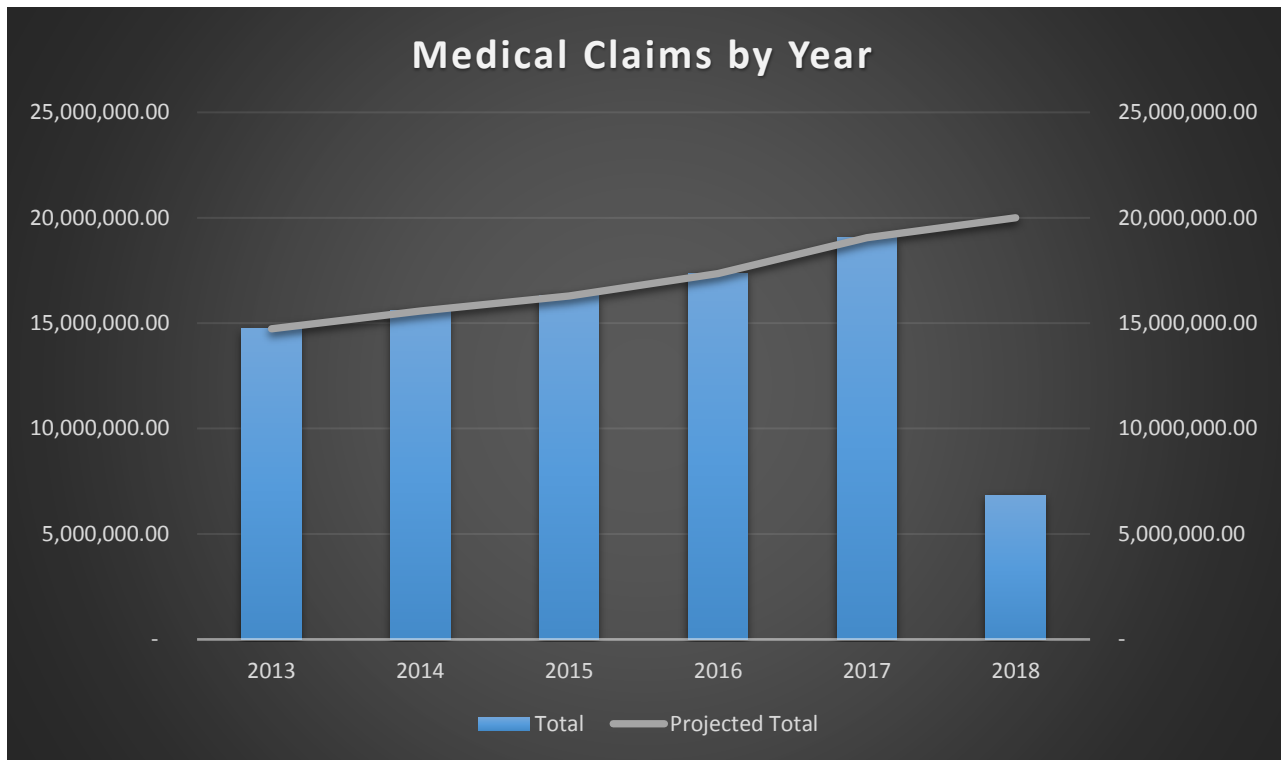
Year	2013	2014	2015	2016	2017	2018
Change in Participation	-6%	2%	0%	11%	-2%	-7%

Employee participation is shifting slowly to the High Deductible Health Plan (HDHP):

Plan:	2013	2014	2015	2016	2017	2018
HDHP	-17%	-7%	23%	59%	14%	1%
OA Select	-4%	3%	-3%	-9%	-9%	-19%
POS	-38%	2%	-6%	18%	3%	-56%

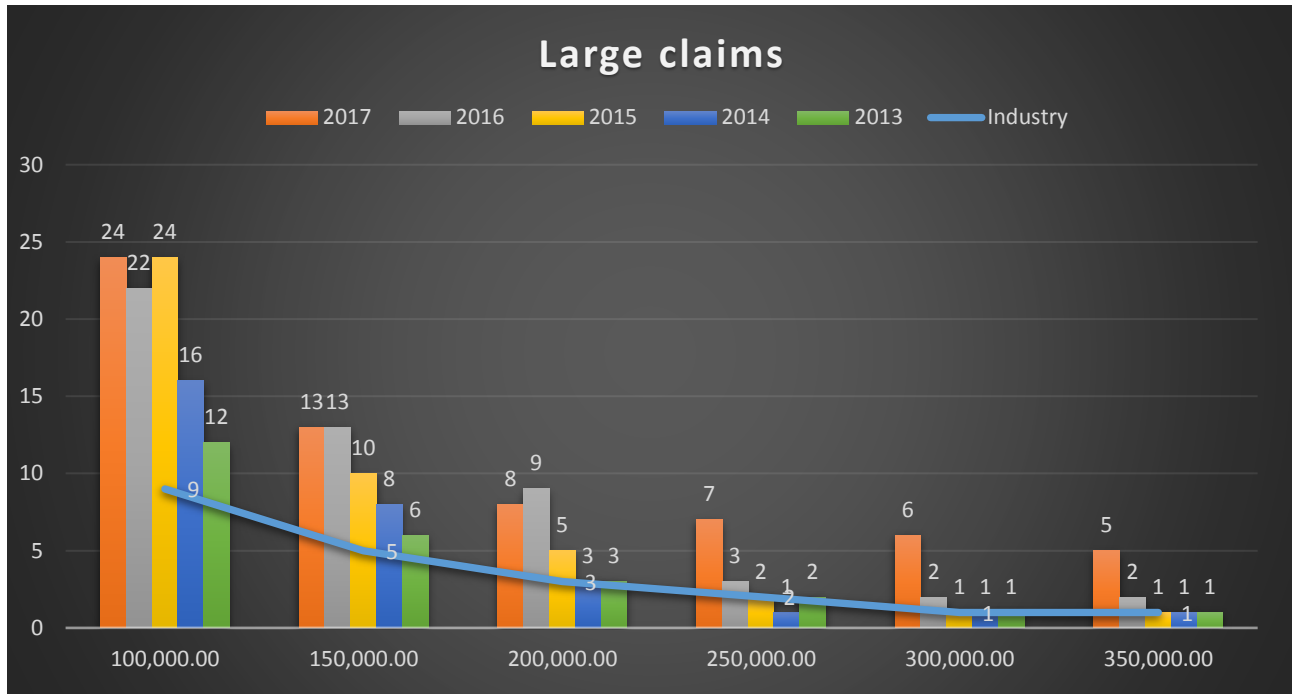
Self-funded account balance has decreased:

Year	2014	2015	2016	2017	2018
Decrease in Self-Funded account balance	-1%	-22%	-22%	-36%	-22%

Medical Overview:**Claims Data:**

	2013	2014	2015	2016	2017	2018
January	1,137,118.42	1,320,882.69	1,087,872.55	1,369,721.02	1,792,634.33	2,560,156.03
February	991,006.99	1,173,320.79	1,003,199.98	1,175,567.40	1,485,262.89	1,356,641.74
March	1,105,096.80	1,117,238.28	1,230,282.52	1,271,090.83	1,469,067.33	1,543,959.10
April	980,410.63	1,301,449.67	1,359,538.39	1,447,978.32	1,468,630.25	1,387,630.68
May	1,304,317.80	1,280,362.95	977,393.93	1,274,305.89	1,356,896.32	
June	1,213,142.02	1,146,214.32	1,401,112.74	1,623,731.96	1,164,006.83	
July	1,388,809.70	1,317,695.07	1,620,295.94	1,003,244.95	1,321,011.40	
August	1,549,966.88	1,404,975.62	1,578,825.29	1,556,491.63	1,992,621.27	
Sept.	1,281,733.94	1,385,930.09	1,574,955.05	1,517,172.49	1,548,048.50	
October	1,250,693.99	1,551,721.22	1,681,086.49	1,536,911.67	1,598,321.05	
Nov.	1,090,658.60	1,292,269.37	1,267,748.21	1,468,098.41	1,870,761.74	
Dec.	1,440,440.43	1,291,148.99	1,513,569.29	2,108,917.22	1,990,027.12	
Total	14,733,396.20	15,583,209.06	16,295,880.38	17,353,231.79	19,057,289.03	6,168,391.81

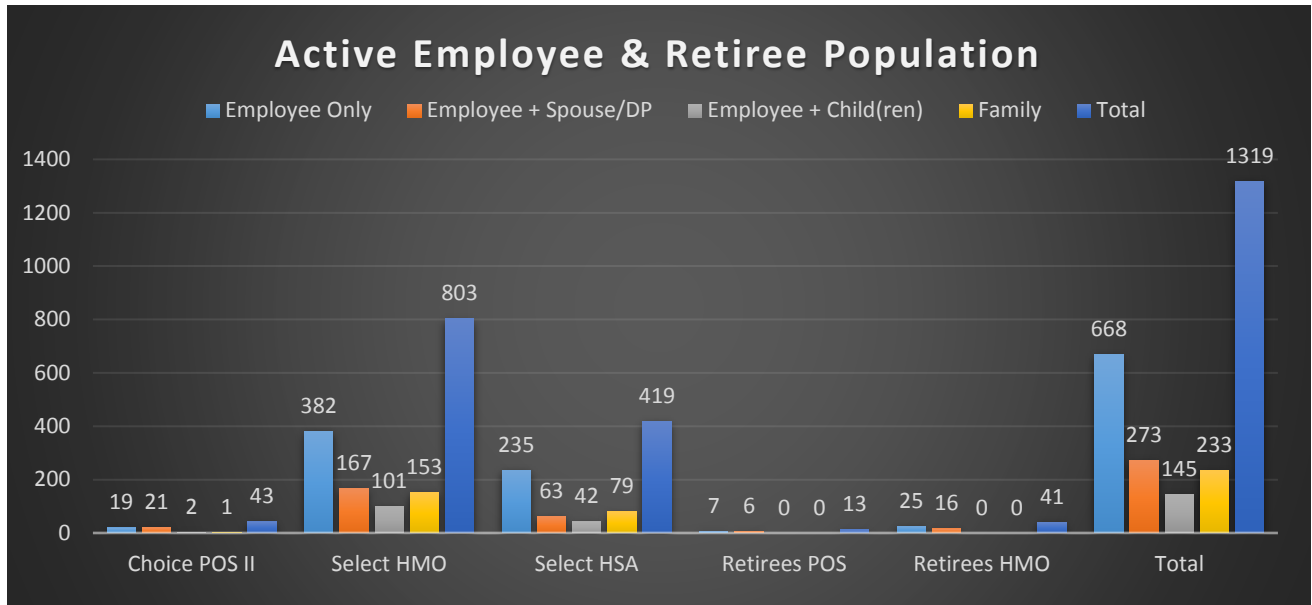
Large claims review:



Large Claim Profile						
Claim Amount	Industry Avg.	2017	2016	2015	2014	2013
100,000.00	9	24	22	24	16	12
150,000.00	5	13	13	10	8	6
200,000.00	3	8	9	5	3	3
250,000.00	2	7	3	2	1	2
300,000.00	1	6	2	1	1	1
350,000.00	1	5	2	1	1	1

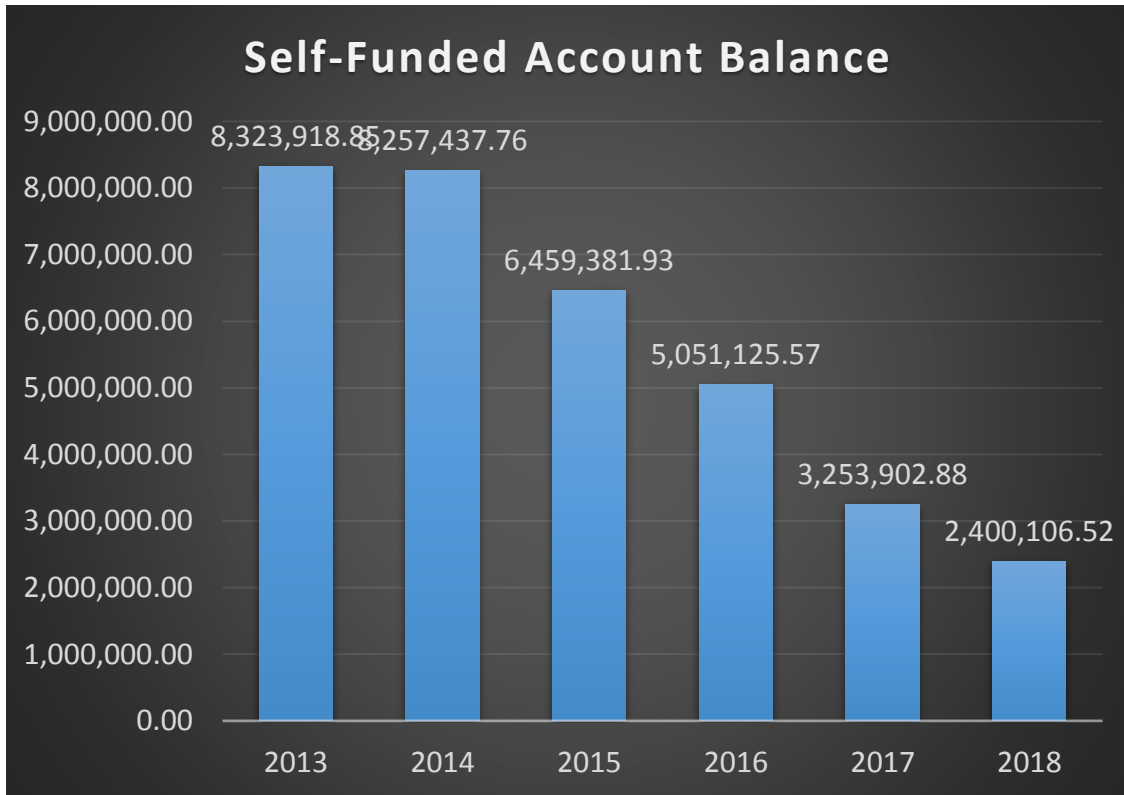
The way to read this chart: 24 employees had claims of at least \$100,000. Of those 24 claims, 13 exceeded \$150,000. Of those 13 claims, 8 exceeded \$200,000, etc.

Participation by Plan:



Enrollment Data	Current/ Renewal	Current/ Renewal	Current/ Renewal	Current/ Renewal Retirees	Current/ Renewal Retirees	Total
	Choice POS II	Select HMO	Select HSA	Retirees POS	Retirees HMO	
Employee Only	19	382	235	7	25	668
Employee + Spouse/DP	21	167	63	6	16	273
Employee + Child(ren)	2	101	42	0	0	145
Family	1	153	79	0	0	233
Total	43	803	419	13	41	1319

Account Balance – Medical Fund:



Account Balance

Year/ Month	2013	2014	2015	2016	2017	2018
January	8,785,073.43	8,492,191.32	8,372,664.78	6,247,443.15	4,664,311.54	2,214,483.95
February	9,282,830.02	8,420,484.07	8,620,697.11	6,419,312.16	4,635,646.00	2,282,050.13
March	8,675,780.95	8,308,549.19	8,823,132.02	6,733,006.28	4,673,207.11	2,400,106.52
April	9,137,231.35	8,430,317.64	8,917,721.97	6,504,713.11	4,950,540.42	
May	9,032,808.54	8,612,295.28	9,194,019.99	6,610,565.13	5,122,227.15	
June	8,982,287.27	8,297,265.74	7,784,014.42	6,575,451.30	5,300,344.98	
July	9,064,026.63	8,706,851.19	7,538,649.98	6,553,474.27	5,436,738.59	
August	8,945,440.02	8,555,552.86	7,306,249.75	6,340,456.31	4,935,742.97	
September	8,611,837.02	8,528,466.60	7,156,056.30	6,233,419.55	4,846,453.24	
October	8,895,634.95	8,423,177.15	6,801,283.04	6,292,680.64	4,653,500.12	
November	8,917,618.83	8,295,796.60	6,564,491.55	5,923,065.37	3,818,533.37	
December	8,323,918.85	8,257,437.76	6,459,381.93	5,051,125.57	3,253,902.88	

Health Insurance Strategy:

Benefits 3-year strategic plan:

- Long term objectives:
 - Employee Education
 - Highlighting free resources for employees.
 - Providing information on the disease management programs.
 - Working through 2018 pharmacy plan changes.
 - Teaching the difference between Urgent Care, Emergency Room, and Walk-In clinics.
 - Giving employees tools to determine if something is an emergency.
 - Targeted informational material based on quarterly review of claims.
 - Wellness Program
 - Targeting historical high claims for challenges/ employee engagement.
 - Walking Challenge – Spring 2018 – 500 participants
 - Stress Management Challenge – Summer 2018
 - Prevention Challenge – Fall 2018
 - Nutrition Challenge – Winter 2018
 - Offering onsite informational sessions free for employees.
 - Flu Shots on campus.
 - Biometric Screenings on campus.
 - \$100 Wellness Incentive
 - Working to increase employee participation by increasing awareness of the program, ease of completing/ participating.
- Short term objectives:
 - Work to decrease vendor costs.
 - Request for Proposal (RFP)
 - Seeking to decrease administrative fees, cost sharing, and decreasing premiums where possible.
 - Working with our Broker to receive proposals from competitive vendors.
 - Solicit employee feedback for 2019 plan changes.
 - Employee Health Plan survey was sent to all budgeted employees on 4/27/18.
 - 789 employees responded out of 1,300 contacted.
 - Currently analyzing results.

Request for Proposal – Summary

St. Petersburg College is engaged in a request for proposals from Insurance carriers to provide Administrative Services for Group Health and Dental, Vision, Life, Voluntary Life, Short Term Disability, Long Term Disability, Worksite Accidents, Cancer, Hospital Supplement, Medical FSA, Dependent FSA, Medical Reimbursement Plan (MERP), Employee Assistance Program, and Pharmacy Benefit Manager. Advertising for proposals began on March 5, 2018. The advertisement was posted on DemandStar, along with our brokers (Brown and Brown) directly contacting carriers. The window to submit proposals closed on March 26, 2018 at 3pm. The effective date of any plan will be January 1, 2019.

Request for Proposal - Objective:

The SPC Human Resources Benefits team is committed to offering top-quality benefits to attract and retain high quality employees. During the RFP process, we will focus on selecting carriers with that will allow SPC the flexibility to amend plans to fit the needs of the college, while still delivering excellent products for our employees. Cost containment, with minimal disruption to employees, is the primary objective of the RFP selection process.

Scope of Services:

This section outlines the products and services SPC expected to receive and review from each carrier. Carriers were asked to include multiple year rate guarantees when available, as well as package rates and discounts.

Medical & Dental

1. Medical and Dental Administration services – provide detailed administration service for each service provided as well as optional services.
2. Match current medical and dental benefits.
3. Provide network disruptions for both medical and dental.
4. Provide a fee if a High Performing Narrow Network is available as well as disruption.
5. Provide fee to include the following benefits:
 - a. Wellness Benefit - \$175,000
 - b. Tele-medicine (if applicable)
 - c. Technology allowance - \$20,000
6. What are your wellness and overall population health capabilities?
7. Offer 3-year rate guarantee. Be sure to include early termination fee.
8. COBRA is currently handled in-house, however client would like to look at other carrier options, bundled w/carrier and external as well.

Life & Disability

1. Basic Life & AD&D - match current benefits
2. Supplemental Life with Dependent coverage - match current benefits
3. Supplemental Accidental Death and Dismemberment – match current for Employee only
4. Voluntary STD – match current benefits (60%, \$100 increments), and offer alternate traditional option with no \$100 increments included.

5. Voluntary LTD – match current benefits (Option 1 and Option 2), and offer alternate traditional 60% option with no \$100 increment included.

Vision

1. Dual option Voluntary Vision – match current benefits.

Additional Coverage's

1. EAP – Quote 24/7/365, with up to 6 face to face visits, be sure to include Onsite Critical Incident Debriefing, Identity theft, Legal and financial services.
2. Pharmacy Benefit Management (PBM) – re-price claims provided, send copy of formulary, include ingredient cost and % of rebates returned to SPC. Outline clinical programs available for cost management.
3. Worksite products – currently in place Accident, Cancer, Hospital Supplement, FSA, Dependent Care, and Medical Reimbursement Plan (MERP).

RFP Response Summary:

Medical – Third Party Administrator (TPA):

- 10 carriers contacted.
 - 5 carriers either declined to quote, or did not respond with a quote.
 - 5 carriers, including our current carrier Aetna, responded with a proposal.

Rx

- 8 carriers contacted.
 - 8 carriers responded with proposals, including our current carrier Aetna.

Dental

- 18 carriers contacted.
 - 7 carriers either declined to quote, or did not respond with a quote.
 - 9 carriers, including our current carrier Aetna, responded with a proposal.
 - 2 carriers responded after the deadline.

Vision

- 16 carriers contacted.
 - 5 carriers either declined to quote, or did not respond with a quote.
 - 11 carriers, including our current carrier Advantica, responded with a proposal.

Health Accounts (HSA, FSA, MERP)

- 9 carriers contacted.
 - 9 carriers responded with proposals, including our current carriers.

Additional Coverage (Life, Disability)

- 19 carriers contacted.
 - 4 carriers either declined to quote, or did not respond with a quote.
 - 13 carriers, including our current carriers Lincoln and Hartford, responded with a proposal.
 - 2 carriers responded after the deadline.

Employee Assistance Program

- 9 carriers contacted.
 - 9 carriers, including our current carrier Health Advocate, responded with proposals.

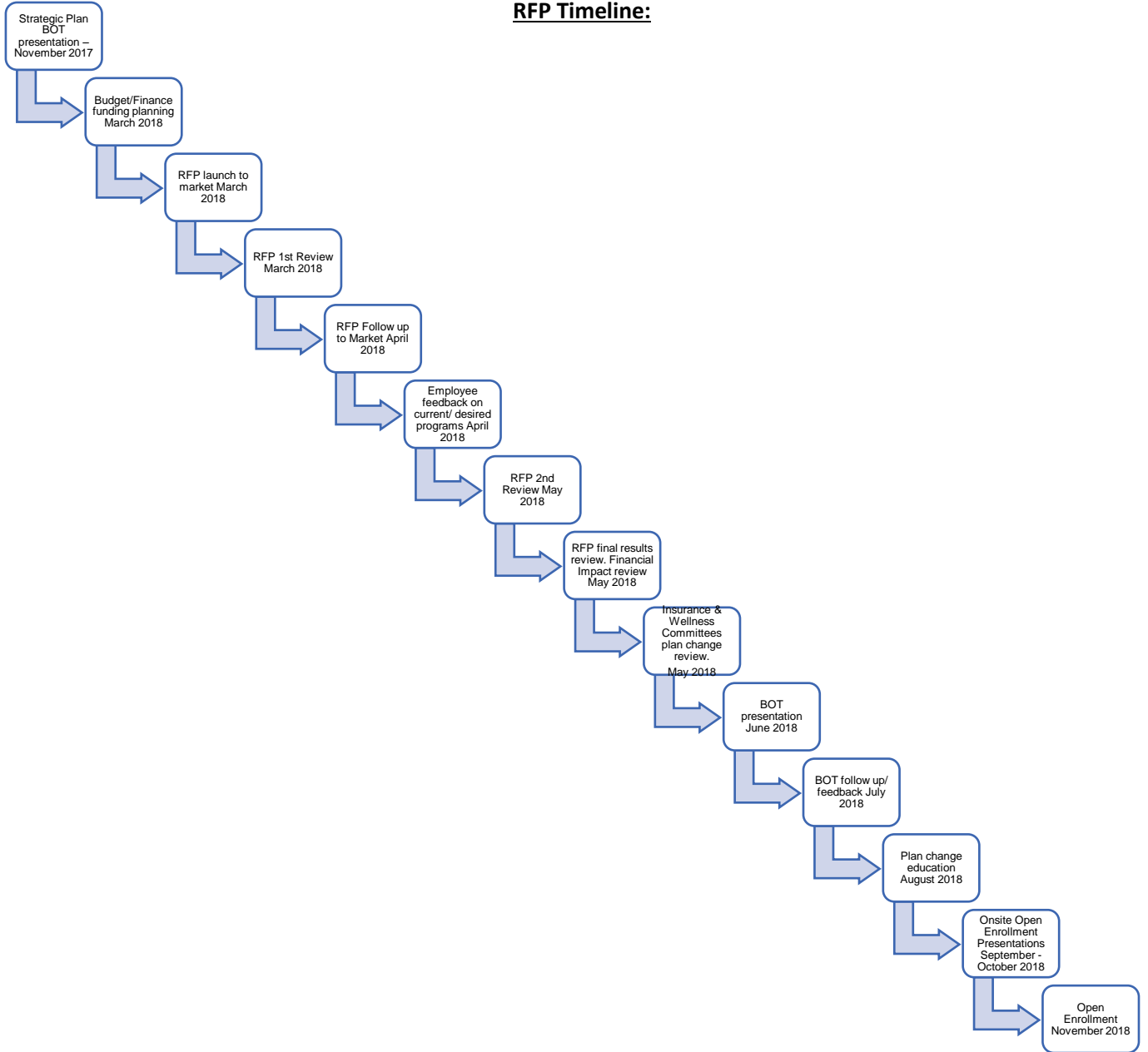
Worksite (Cancer, Hospital, etc.)

- 10 carriers contacted.
 - 9 carriers, including our current carrier Allstate, responded with proposals.
 - 1 carrier responded after the deadline.

RFP Score Card for carriers:

Evaluation Criteria - Medical	Carrier A	Carrier B	Carrier C	Carrier D	Max Points
<u>Network Disruption</u> Size, accessibility, and adequacy of provider network.					20
<u>Claim Reprice</u> Measures the strength of network discounts for proposed network vs. current.					30
<u>Fixed Costs</u> The administration (fixed) costs of the proposed services.					5
<u>Scope of Services</u> Member tools, telemedicine, claims processing, and value adds (wellness allowance, cost estimators, case management)					15
Vote Total					70

RFP Timeline:



VI – C.2 St. Petersburg Gibbs Student Success Center Update



SPC St. Petersburg College

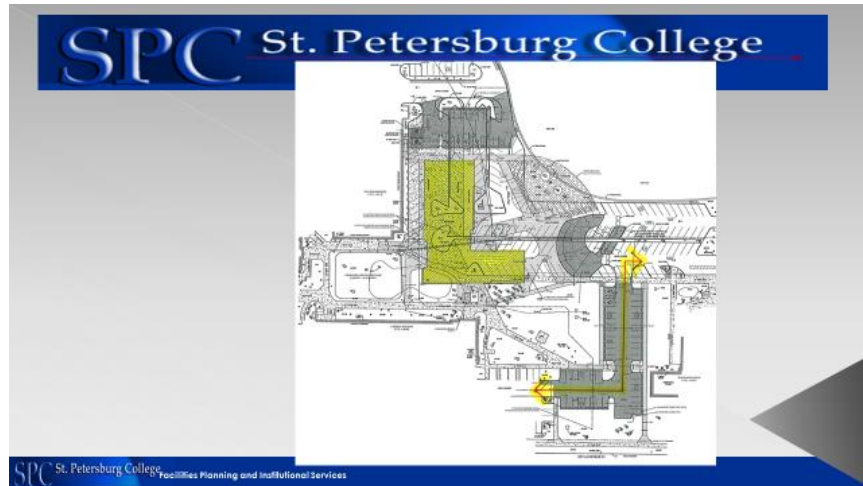


SPC St. Petersburg College Facilities Planning and Institutional Services

SPC St. Petersburg College

<https://lemaconstruction.com/spc-gibbs-live-camera/>

SPC St. Petersburg College Facilities Planning and Institutional Services



SPC St. Petersburg College

- Phase 1 - Complete
- Phase 2 - In process; completion September, 2018
- Phase 3 - GMP to BOT for approval, August/September 2018
- Anticipated project completion, December, 2019


- Current Project Funding: 19,500,000
- Final Project Funding: 23,875,000

SPC St. Petersburg College Facilities Planning and Institutional Services

QUESTIONS?

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Capital Improvement Plan (CIP) for FY 2019-2020 through 2023-2024

Approval is sought from the Board of Trustees for the FY 2019-2020 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university is required to annually submit an updated five-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. This CIP based upon our current 5-Year Educational Plant Survey effective July1, 2017.

Projects must be recommended and approved by the Board of Trustees and a state-validated Educational Plant Survey or Amendment to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 2, 2018. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2019-20 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

Renovation – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements

Remodeling – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms) or any changes that impact exiting

New Construction – Design and Construction of new facilities. This also includes site acquisition

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

**FINAL
FLORIDA COLLEGE SYSTEM
CIP - 2 SUMMARY
Capital Improvement Plan and Legislative Budget Request
2019-2020 to 2023-2024**

**COLLEGE: ST. PETERSBURG COLLEGE
MAINTENANCE, REPAIR & RENOVATION PROJECTS**

PRI #	PROJECT DESCRIPTION	2019-20	2020-21	2021-22	2022-23	2023-24	CIP 5YR TERM
	General, Ren/Rem, Rools, HVAC, ADA, Utilities, Site Improvements - Collegewide	\$4,190,000	\$4,866,000	\$4,735,000	\$3,585,000	\$4,616,000	\$21,990,000
TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS		\$4,190,000	\$4,866,000	\$4,735,000	\$3,585,000	\$4,616,000	\$21,990,000

RENOVATION PROJECTS

PRI #	PROJECT DESCRIPTION	2019-20	2020-21	2021-22	2022-23	2023-24	CIP 5YR TERM
TOTAL RENOVATION PROJECTS		\$0	\$0	\$0	\$0	\$0	\$0


REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:

PRI #	PROJECT DESCRIPTION	2019-20	2020-21	2021-22	2022-23	2023-24	CIP 5YR TERM
1	Construct New Building (Phase A) to Relocate Health Programs - Health Education Center	\$33,272,895					\$33,272,895
2	Construct New Building (Phase B) to Relocate Health Programs - Health Education Center		\$16,635,249				\$16,635,249
TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:		\$33,272,895	\$16,635,249	\$0	\$0	\$0	\$49,908,144
GRAND TOTAL OF ALL PROJECTS		\$37,462,895	\$21,500,249	\$4,735,000	\$3,585,000	\$4,616,000	\$71,899,144

Agenda Item VII - B.1a

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Continuation of Perkins Grant Funded Personnel

As in previous years, Board of Trustees' approval is sought for continuation of payment by St. Petersburg College of salary and benefits until official notification for Fiscal Year 2019 has been received from the Florida Department of Education.

Current Perkins funds end on June 30, 2018. The new funding term covers the period July 1, 2018 through June 30, 2019. Written notification that funding has been awarded for the fiscal year beginning July 1, 2018 has not yet been received.


St. Petersburg College has received notification that funding for the upcoming fiscal period will be \$2,230,557. This is a decrease of \$ 157,221 over this current year's funding, not including roll-forward funds. This decrease of roughly 7% was anticipated due to SPC's current performance outcomes and several consecutive years of increased funding. The application for Perkins Postsecondary funding has been submitted to the Department of Education and is currently pending final approval. This grant application is a continuation of Florida Perkins IV State Plan. Once the written notification is received the funds will be repaid to the college.

Tonjua Williams, President; Anne Cooper, Senior Vice President for Instruction and Academic Affairs, recommend approval.

ks0501182

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Carl D. Perkins Vocational and Technical Education Act funds to continue Postsecondary Vocational programs. Permission is also sought to accept an estimated \$2,230,557 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.

Perkins Act funding provides for Post-Secondary Vocational (PSV) programs, allowing St. Petersburg College to provide services to students enrolled in Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates and Postsecondary Adult Vocational (PSAV) programs. Specifically, the College will use grant funds to provide:

1. Services to assist special population students in identifying, enrolling and succeeding in the College's Post-Secondary Vocational programs. Special population students include students with disabilities, students who are educationally and economically disadvantaged, single parents, displaced homemakers, single pregnant women, and individuals enrolled in training non-traditional to their gender;
2. Coordination with Pinellas County Schools to develop continuous, articulated program of studies from secondary to postsecondary education including transfer to a four-year university
3. Staff development activities relating to improvement of Post-Secondary Vocational programs, integrating academic and technical education, articulation of technical programs between the Pinellas County Schools and SPC, and improvement of services to special population students and gender equity.

The grant is in its eleventh year, renewable July 1 of each year. The funding requested could change when final allocations are awarded by the state. Perkins funds are provided to St. Petersburg College on a formula-driven basis. The number of economically disadvantaged students enrolled in Associate in Science Degree and Certificate programs determines the allocation. SPC applied under one category: Postsecondary Vocational (PSV) Programs. The

estimated period of performance will be from July 1, 2018 through June 30, 2019. The College anticipates receiving approximately \$2,230,557 over the one-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Jason Krupp, Director of Workforce Services, recommend approval.

Attachment

ks0501182

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

Date of BOT Meeting: May 15, 2018

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Carl D. Perkins Vocational and Technical Education Act

SPC Application or Sub-Contract: SPC Application

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

Administrator: Jason Krupp

Manager: TBD

Focus of Proposal:

Under the Carl D. Perkins grant, the College applies for funding from the Post-Secondary Vocational (PSV) Programs, which include Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates, and Postsecondary Adult Vocational (PSAV) programs. This provides funding for services to assist special populations enroll in and/or complete Post-Secondary Vocational programs, enhance Post-Secondary Vocational programs, provide for SPC faculty to participate in training programs related to improving Post-Secondary Vocational programs, integrating academic and vocational education, and cooperating with Pinellas County Schools to develop strategies for a seamless continuum of services and transition from secondary through postsecondary education.

In addition to funding staff to oversee and administer the grant activities, the award will continue to support staff working directly with students such as Pathway Triad Leadership Members, Career Outreach Specialists, Accessibility Services Coordinators and Deaf and Hard of Hearing Interpreters, Instructional Support Specialists and tutors. New this year, funding will be used to develop additional learning supports for students including contextualized toolkits for general education courses and the creation of learning aids, such as microscope slides and models of human anatomy, using the College's 3D printers.

Further promoting student success, the Perkins grant is used to purchase classroom and event supplies that promote Career and Technical Education (CTE) programs such as textbook lending libraries, study guides for industry certifications, program supplies, student aides, etc. Targeting job preparedness and placement, Perkins funding allows SPC to offer industry certification and state licensure test preparation services and testing vouchers for CTE students. Additional expenditures such as travel to workforce and pathway related conferences are also supported through Perkins.

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 (Salary & Benefits)	\$1,891,944
Travel	\$ 40,000
Freight & Postage	\$ 2,100
Printing & Duplicating	\$ 15,000
Materials & Supplies	\$ 119,544
Other: Industry Certification Fees & Preparation for Testing	\$ 126,200
Other: Career Services Technology & Enhancements	\$ 13,000
Other: Career Pathways events & Trainings	\$ 15,000
Indirect	\$ 7,769
Total	\$2,230,557

Funding:

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

\$2,230,557

Total amount from funder:

\$2,230,557

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:

up to 5% (Total Administrative and Indirect Costs for Post-Secondary Vocational Programs category)

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

For registration and retention of students with special needs

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Student Focus
2. Academic Excellence
3. Partnerships
4. Outstanding Service

Strategic Initiative(s):


1. Recruitment and Retention Plan
2. Pathways Initiative
3. Employee Professional Development

Agenda Item VII - B.1c

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Florida Education Fund - Center of Excellence Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Education Fund by St. Petersburg College for the Center of Excellence Program (COEP) grant opportunity. Permission is sought to accept an estimated \$21,000 in funding over one year for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Previously known as the McKnight Programs in Higher Education, the Florida Education Fund's mission is to strengthen the larger community by creating and implementing programs and services that lead to institutional enhancement and greater educational advancement for historically underrepresented groups. In furthering this mission, Centers of Excellence Programs (COEP) were established statewide to engage the community by intervening in the lives of minority school children at an early age so that they will not lose interest in education and will continue to succeed in public school as well as in postsecondary education.

The four primary components of the COEP are: 1) developing Academic Enrichment Centers where students will receive after-school assistance with homework/tutoring to build skills in language arts/communication and mathematics; 2) recognizing high achieving students and inducting them into the National Achievers Honor Society; 3) sponsoring countywide and regional Black History Competition, Culture Brain Bowl, mathematics, and spelling competitions and 4) participating in the Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit. Local organizational resources, such as churches and recreation centers, will be enlisted by the College to assist in achieving the program goals. Approximately 200 students will be served by the Center's various activities.

The award funds will be used to pay consultants, and to support program activities toward goal achievement. Other major expenditures include transportation costs associated with field trips for educational and cultural events; student activity costs; student/parent seminars and meeting expenses; and costs for materials, printing and supplies.

The estimated period of performance will be from July 1, 2018 through June 30, 2019. The total project budget is projected to be \$21,000.00 over a one-year period. See attached Information Summary for additional information.

Patrick Rinard, Interim Senior Vice President, Student Services; Suzanne L. Gardner, General Counsel; Jamelle Conner, Provost, St. Petersburg/Gibbs Campus; and Misty Kemp, Executive Director, Retention Services, recommend approval.

Attachment
ks0501182

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

Date of BOT Meeting: May 15, 2018

Funding Agency or Organization: Florida Education Fund

Name of Competition/Project: Center of Excellence Program (COEP)

SPC Application or Sub-Contract: SPC Application

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

Administrator: Patrick Rinard

Manager: Misty Kemp

Focus of Proposal:

The Center of Excellence Program (COEP) utilizes group achievement strategies to increase African-American and other historically under-represented students who enter higher education. The COEP includes 4 components: 1) National Achievers Society; 2) Academic Enrichment Centers; 3) Black History and Culture Brain Bowl and Mathematics Brain Bowl Competition; and 4) an Annual Statewide Brain Bowl Competitions and Florida National Achievers Society Summit.

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.)

Salaries & Benefits (OPS)	\$ 1,932
Consultants	\$ 400
Printing/Copying/Office Supplies	\$ 200
Seminars/Meetings	\$ 3,000
Travel	\$ 4,000
Student Activities Cost (materials & supplies)	\$ 11,018
Other Expenses	<u>\$ 450</u>
Total Budget	\$ 21,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 21,000
Total amount from funder:	\$ 21,000

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

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

College Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Student Focus
2. Academic Excellence
3. Outstanding Service
4. Diversity

Strategic Initiative(s):

1. Recruitment and Retention
2. Learning Beyond the Classroom

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: National Oceanic and Atmosphere Administration (NOAA) – Environmental Literacy Grant (ELG)

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the National Oceanic and Atmosphere Administration Environmental Literacy Grant funding opportunity. Permission is also sought to accept an estimated \$367,326 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The purpose of the National Oceanic and Atmosphere Administration (NOAA) Environmental Literacy Grant (ELG) is to support programming that educates and inspires people to use Earth systems science to improve ecosystem stewardship and increase resilience to environmental hazards. Through this opportunity NOAA is looking to increase the coverage of NOAA-related topics in K-12 curricula, online educational resources, citizen science opportunities, civic engagement events, out-of-school programs, and professional development for formal and informal educators. After a pre-application process, SPC was invited to submit a full proposal to support the **St. Petersburg Resiliency & Empowerment Program (S-PREP)**. S-PREP has been designed to increase the development and application of knowledge for K-12 students, pre- and in-service teachers and the community related to extreme weather and hazard resiliency. S-PREP puts a specific emphasis on achieving this goal through helping citizens access and understand local weather data to support their preparation, decision making and emotional well-being during these events. To achieve these learning objectives S-PREP will install and utilize community Personal Weather Stations, develop and deliver pre- and in-service teacher curriculum and toolkits and host community workshops and activities all related to individual access, understanding and usage of real-time dynamic weather data and resources.

The estimated period of performance will be from November 1, 2018 through October 31, 2021. The total project budget is approximately \$367,326, over the three-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instructional and Academic Programs; Suzanne L. Gardner, General Counsel; Natavia Middleton, Dean, Natural Sciences, recommend approval.

Attachment
ks0501182

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

Date of BOT Meeting: May 15, 2018

Funding Agency or Organization: National Oceanic and Atmosphere Administration

Name of Competition/Project: Environmental Literacy Grant

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 11/1/18 **End:** 10/31/21

Administrator: Dr. Natavia Middleton

Manager: Erica Moulton

Focus of Proposal: The St. Petersburg Resiliency & Empowerment Program (S-PREP) will focus on increasing the education of K-12 students, pre- and in-service teachers and the community related to extreme weather and hazard resiliency. Aligned with the City of St. Petersburg Integrated Sustainability Action Plan, this project engages local, state and national resources and partners to create an engaging learning program focused on increasing an individual's: 1) understanding of weather related events; 2) ability to make sound and informed decisions; and 3) confidence in preparing for, enduring and recovering from these events, while also increasing their capacity to become neighborhood role models and contributing members of local decision makers. To achieve these learning objectives S-PREP will install and utilize community Personal Weather Stations, develop and deliver pre- and in-service teacher curriculum and educator toolkits and host community workshops all related to individual access, understanding and usage of dynamic weather data and resources. S-PREP's approach to environmental literacy and weather resiliency education is holistic, understanding that preparing for and recovering from a disaster requires collaboration and coordination. S-PREP has actively engaged the following partners, reflective of varying expertise, constituent groups and resources: 1) City of St. Petersburg; 2) Pinellas County Schools; 3) Marine Exploration Center; 4) St. Pete Makers Space; 5) St. Pete EcoVillage; and 5) Zoo Tampa at Lowery Park.

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	\$ 139,934
Fringe Benefits	\$ 16,108
Travel	\$ 16,327
Materials and Supplies	\$ 38,454
Contracts (<i>Marine Exploration Center & Pinellas County Schools</i>)	\$ 33,840
Other (Printing, Evaluator)	\$ 43,145

Indirect Costs (33% MTDC)	\$ 79,518
Total Budget	\$ 367,326

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 367,326
 Total amount from funder: \$ 367,326
 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: Leveraged Resources
 Negotiated indirect cost: N/A
 (Fixed) administrative fee: N/A
 Software/materials: N/A
 Equipment: N/A
 Services: N/A
 Staff Training: N/A
 FTE: N/A
 Other: N/A

College Values, Strategic Initiatives, and Activities Addressed:

Values:

1. Partnerships
2. Culture of Inquiry
3. Diversity
4. Innovation

Strategic Initiative(s):

1. Learning Beyond the Classroom
2. Recruitment and Retention

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Florida Department of Economic Opportunity—General Appropriations Act—Day of Service

Confirmation is sought for an appropriation that was awarded, subject to Board of Trustees' approval, by the State of Florida through the Florida Department of Economic Opportunity, to St. Petersburg College for the Day of Service program. Permission is sought to accept an estimated \$250,000 in funding over a one-year period for this appropriation, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The 2018-2019 General Appropriations Act (GAA) includes a line-item appropriation for St. Petersburg College at line 2233A for the Day of Service program. The GAA specifies that, in order to receive the appropriated funds, SPC must enter into a grant agreement with the Florida Department of Economic Opportunity.

The mission of the Day of Service initiative in Florida is to engage communities in transforming the Dr. Martin Luther King, Jr. Holiday into a day of citizen action and volunteer service in honor of Dr. King. SPC has served as the fiscal agent of the annual appropriation since 2013. The College continues to work in collaboration with a Community Advisory Committee made up of citizens of the city of St. Petersburg and other colleges across the state, to procure and fund service project proposals from community organizations to perpetuate the goal of promoting the MLK Day of Service in Florida. The appropriation grant will help SPC to streamline tasks and activities related to this initiative including hiring dedicated part-time staff, supporting a system for proposals, distributing awards and maintaining compliance of those awards.

The estimated period of performance will be from July 1, 2018 through June 30, 2019. The total project budget is projected to be \$250,000 over a one-year period. See attached Information Summary for additional information.

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

Attachment

js0501182

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

Date of BOT Meeting: May 15, 2018

Funding Agency or Organization: Florida Department of Economic Opportunity

Name of Competition/Project: Florida Department of Economic Opportunity—General Appropriations Act—Day of Service

SPC Application or Sub-Contract: SPC Application (Appropriation)

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

Administrator: Patrick Rinard

Manager: Misty Kemp

Focus of Proposal:

The mission of the Day of Service in Florida is to engage the neighboring community in transforming the Dr. Martin Luther King, Jr. Holiday into a day of citizen action and volunteer service in honor of Dr. King, to be, “A Day On, Not a Day Off.” The goal is exemplified in increased civic engagement and community support that is necessary to the development of a strong community and a necessary precursor to individual self-sufficiency.

SPC will be responsible for supporting the infrastructure for awarding and monitoring funded projects; training applicants on quality project design, implementation, budgeting and tracking. Prospective community awardees are required to attend a community information session, fill out an application explaining the service project and turn in all supporting documentation for their project.

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 & Fringe	\$ 10,000
Community Project Awards	\$ 229,750
Consortium Working Session	\$ 2,500
Subcontracted Services	\$ 2,000
Travel	\$ 500
Admin (postage)	<u>\$ 250</u>
Total Budget	\$ 250,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 250,000
Total amount from funder:	\$ 250,000
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):	1. Global Citizenship 2. Partnerships
Strategic Initiative(s):	1. Learning Beyond the Classroom

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Spot Survey #2, Version 4, Seminole Chamber of Commerce Modular

Approval is requested for an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 30, 2017, adding the Seminole Chamber of Commerce Modular as required by Section 1013.31, Florida Statutes.

This statute requires that amendments to the Survey be approved by the Board of Trustees.

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

AMENDMENT #4
EDUCATIONAL PLANT SURVEY dated June 30, 2017
St. Petersburg College
May 15, 2018

Pursuant to Section 103.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 30, 2017. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

The following new recommendation is made.

- 4.006 Construct new 2,592 gross square foot modular to house the Seminole Chamber of Commerce, to house office facilities, service areas, circulation and sanitation facilities. Use Codes: 310, 315, 350 and 10, 20, 30, zero student stations.


Approved by the Board of Trustees of St. Petersburg College on May 15, 2018.

Tonjua Williams, President of the College
And Secretary to the Board of Trustees
St. Petersburg College

May 15, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Agreement between St. Petersburg College and JAQOB Inc., (Nature’s Table), for a lease of space at the Epi Center Building

Approval is sought to renew the Lease Agreement with JAQOB, Inc., (Nature’s Table), whereby Nature’s Table, Inc. will continue to occupy first floor space (1002 square feet) at the Epi Center Building.

St. Petersburg College entered into a lease agreement with JAQOB, Inc., (Nature’s Table) to provide food service at the Epi Center Building beginning June 4, 2013 through June 3, 2018. This lease contained a clause for a five (5) year renewal if both parties were in agreement. St. Petersburg College would like to exercise this renewal starting June 4, 2018 through June 3, 2023. All terms and condition of the original lease shall remain in effect with the exception of the following:

- A. An increase of monthly rent to \$300 (\$3,600 per year)
- B. Removal of the first right of refusal for catering services
- C. Provides the College with authority to close and reopen the building, including leased premises, during or in preparation of imminent weather-related emergencies. Also provides that the College is not responsible for lost revenue or spoiled food during these closures.

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

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

AMENDMENT TO LEASE

This Amendment is entered into by and between the BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE, Post Office Box 13489, St. Petersburg, Florida 33733, hereinafter referred to as "Landlord" and the JAQOB, INC, 4520 98th Terrace N, Pinellas Park, Florida 33782, hereinafter referred to as the "Tenant".

WITNESSETH:

WHEREAS, Landlord and Tenant did enter into that certain Lease beginning June 4, 2013 through June 3, 2018; and

WHEREAS, the Lease allowed for a five (5) year renewal; and

WHEREAS, Tenant and Landlord wish to execute that renewal; and

WHEREAS, Tenant and Landlord agree to amend the Lease such that the rent paid by Tenant to Landlord shall be increased to \$300.00 per month; and

WHEREAS, Tenant and Landlord agree to amend the Lease to remove article 7 regarding Tenant's right of first refusal;

NOW, THEREFORE, in consideration for the promises herein contained and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

- A. Tenant and Landlord do hereby agree to extend the term of the Lease for an additional five (5) year term commencing on June 4, 2018 and continuing through and until June 3, 2023.
- B. Article 3 shall be replaced as follows: "The monthly rent of \$300.00 shall be due at the start of each month during the term of this agreement."
- C. Article 7 regarding Tenant's right of first refusal for catering services is stricken and no longer of any effect.
- D. All other terms and conditions of the Lease shall remain in full force and effect except as specifically modified herein. If any of the provisions of this Amendment conflict with any terms of the Lease, the provisions of this Amendment shall govern and control.

The parties have executed this Amendment as of the dates indicated below.

JAQOB, INC.

By: RC
Name: ROBERT CARPENTER
Title: PRESIDENT
Date: 4.30.18

THE BOARD OF TRUSTEES OF
ST. PETERSBURG COLLEGE

By: _____
Date: _____

