

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES September 18, 2018

CLEARWATER CAMPUS (ES 104)
2465 DREW STREET
CLEARWATER, FL
SPECIAL MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Patricia Brink
 - 2. Rita Hooks
 - 3. Susan Loulakis
 - 4. Anne Neiberger
 - 5. Frances Neu
- B. Announcements
 - 1. SPC Foundation Community Partnership with Vology, Inc. – Ms. Theresa McFarland, Acting Executive Director St. Petersburg College Foundation
 - 2. Florida College System Foundation Presentation – Dr. Tom Furlong, Trustee, Florida College System
 - 3. Donation of Rescue/Ambulance
 - 4. New Provost, St. Petersburg College Gibbs Campus
 - 5. New Government Relations Director

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 August 21, 2018 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. University Partnership Center – Ms. Catherine Kennedy, Associate Vice President, Academic Affairs and Partnership (*Presentation*)

B. BUDGET AND FINANCE

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

C. ADMINISTRATIVE MATTERS

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

VII. CONSENT AGENDA

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

B. NEW BUSINESS

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. Credit Curriculum Changes (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. U.S. Department of Education – Pilot Program for Cybersecurity Education Technological Upgrades for Community College (*Action*)
 - b. Florida College System Foundation – Florida Colleges Care Grant (FCCG) (*Action*)
4. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Replacement of HVAC equipment, St. Petersburg Gibbs Campus (*Action*)

VIII. INFORMATIONAL REPORTS – None

IX. PRESIDENT’S EVALUATION

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

XI. PRESIDENT’S REPORT

XII. NEXT MEETING DATE AND SITE

October 16, 2018, EpiCenter

XIII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 18, 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: September 7, 2018



Provost, St. Petersburg Gibbs Campus

Dr. Leslie Hafer



- Dr. Leslie Hafer previously served as the Executive Director of the Valdosta/Albany Campus at Georgia Military College for over 16 years. Dr. Hafer led all campus operations, including student affairs, enrollment/retention, budget development, and facilities management. She has also previously held roles as an Academic Department Chair and a Campus Academic Dean.
- Dr. Hafer received her Ed.D in Education (Leadership) from Valdosta State University, M.S. in Biology from Georgia College and State University, and B.S. in General Studies (Biology) from Valdosta State University.



Government Relations Director

Eired Eddy



- Ms. Eddy comes to St. Petersburg College as the former Legislative Assistant to Representative Larry Ahern, the Higher Education Appropriations Subcommittee Chairman.
- Ms. Eddy began her work in the Legislature as the Senior District Aide for Representative Kathleen Peters assisting constituents, attending events in the community, and researching legislation.
- Ms. Eddy earned her Associate of Arts from Hillsborough Community College. She also holds a Bachelor of Arts in Political Science from the University of South Florida St. Petersburg and a Graduate Certificate in Public Management from the University of South Florida. She is currently pursuing her Master of Science in Administration from the University of West Florida.

University Partnership Center at St. Petersburg College

Expand access to post-secondary education
for residents in Pinellas County

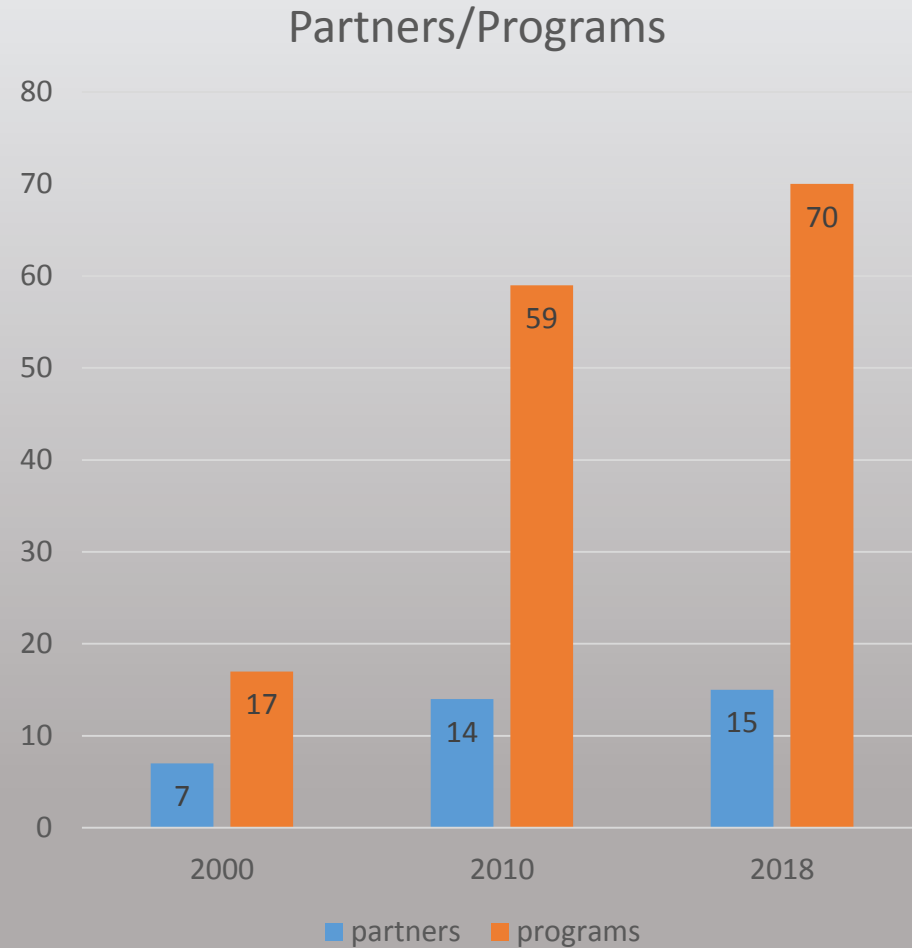
**Catherine Kennedy, Associate Vice President:
academic programs and partnerships**





UPC History & Purpose

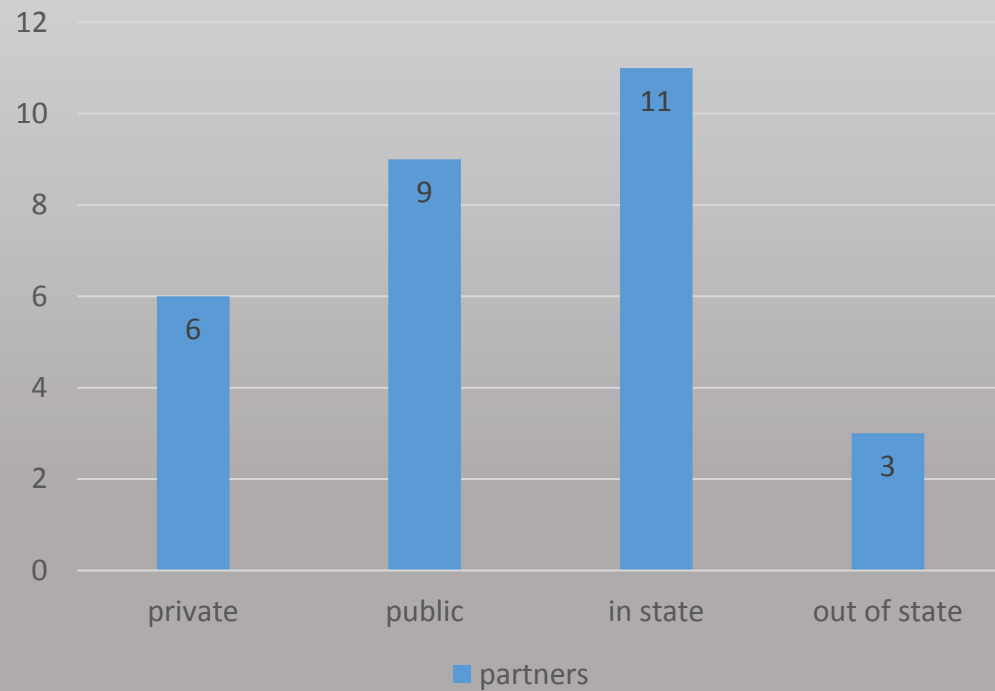
- Instituted in 1999-2000 due to lack of bachelor and graduate degree opportunities in Pinellas County
- Create economic mobility
- Create educational ladder for SPC students



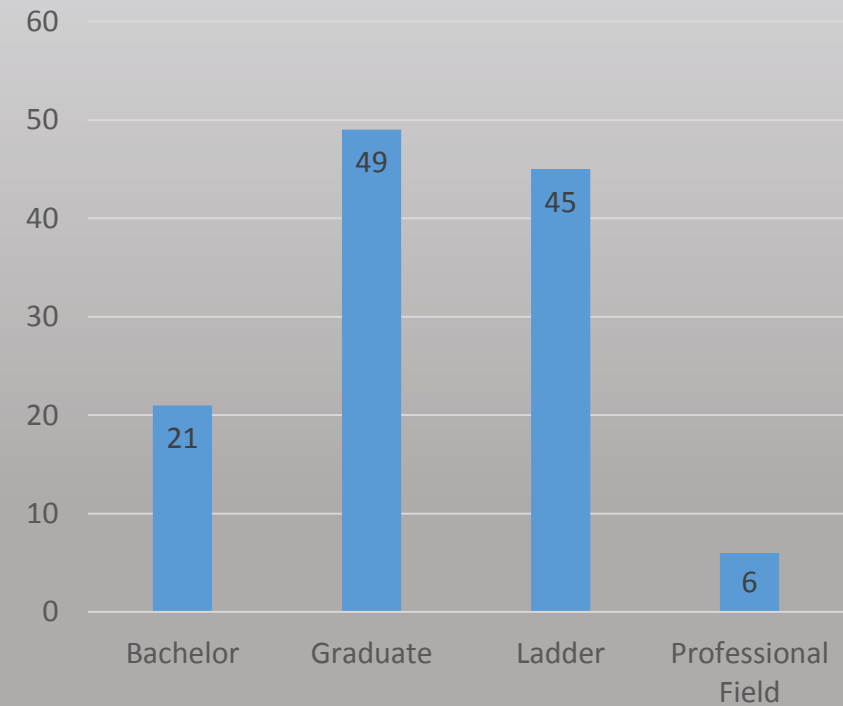


UPC Programs/Institutions

partners



programs

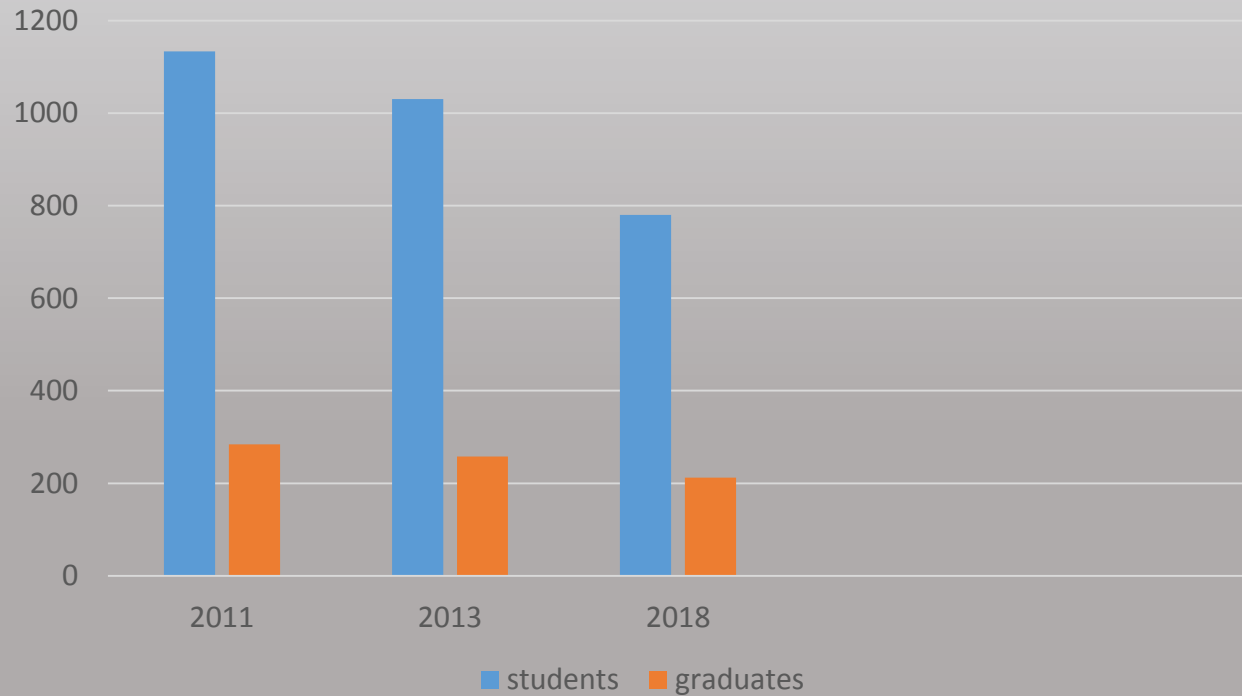




UPC Students/Graduates

At least 2,000 UPC graduates since 2011

Students/Graduates





Partner commitment to SPC

- Provide Staff and Data
- Facilitate all student and employee services
- Provide a full program; not a class
- Provide all program summary to UPC for printing
- Teach out if partnership dissolves
- SPC presence on their Web Page
- Attend SPC transfer fairs
- Disseminate UPC communication
- Provide proof insurance
- Rent
- % of Continuing Education



SPC commitment to partner

- USF is #1 transfer University
- No competition
- Provide UPC ID
 - Access and security
- Resources
 - Library resources
 - Tutoring
 - Computer Labs
 - Testing Center
 - Wellness Centers
 - Transportation
- Market their program: email blasts, UPC web page, SPC Work Place, Civic Society presentations, SPC advisor sessions



Expansion Process

Internal or external constituent identifies need

Criteria

- 1) Research similar programs in area
- 2) Employment opportunities
- 3) Student survey results
- 4) Continuing education opportunity for SPC students



New Programs/Partners Under Review

SPC identified

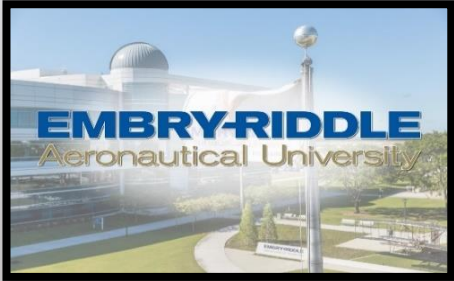
- UF
 - Combined Bachelor's/Master of Public Health
- USF
 - Social Work
 - Masters in Public Policy
 - Master in Nursing @ SP
 - Masters in Special Ed
- West Liberty
 - Master in Dental Hygiene

Partner Identified

- Barry
 - Master in Nursing programs
- Fordham University
- National University of Health Science (NUHS)
 - Massage Therapy Certificate
 - Master in Acupuncture
 - Master in Nutrition
 - Master in Human Anatomy



Partnering Institutions



Questions



St. Petersburg College Board of Trustees Meeting August Budget Report

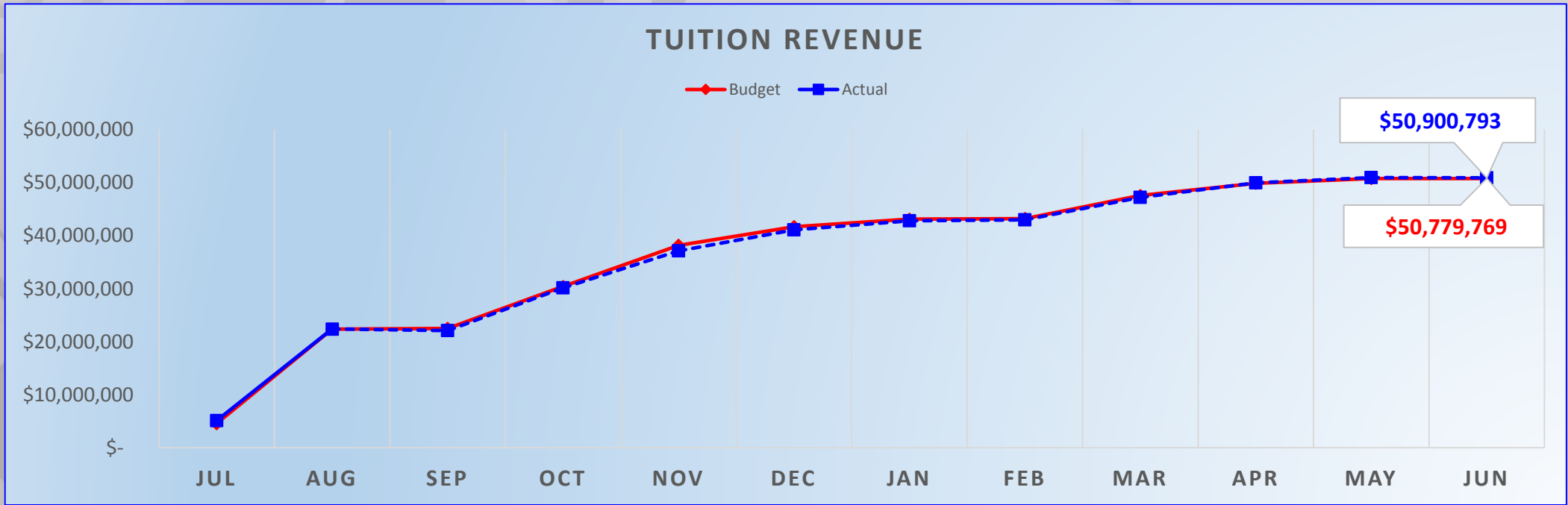
Janette Hunt
September 18, 2018





Report as of August 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Student Tuition & Fees	\$ 61,246,719	\$ 27,058,639	44.2%	\$ 61,499,889	\$ 26,672,770	43.4%
State Funding	\$ 71,793,706	\$ 9,510,442	33.3%	\$ 72,088,236	\$ 9,164,908	33.3%
Other Revenues	\$ 5,609,289	\$ 393,731	7.0%	\$ 5,187,048	\$ 493,380	9.5%
Fund Transfers In	\$ 3,782,619	\$ -	0.0%	\$ 3,103,706	\$ -	0.0%
Reserves	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
Total Revenue	\$ 144,257,333	\$ 36,962,813	25.6%	\$ 142,878,878	\$ 36,331,058	25.4%





Report as of August 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	\$ 26,776,489	\$ 4,378,222	16.4%	\$ 25,749,327	\$ 5,249,495	20.4%
Administrative & Professional	\$ 24,251,689	\$ 4,135,891	17.1%	\$ 23,585,641	\$ 3,876,493	16.4%
Career Service (includes OT)	\$ 19,951,011	\$ 2,338,102	11.7%	\$ 19,183,840	\$ 2,822,171	14.7%
Adjunct/Supplemental	\$ 13,549,064	\$ 751,637	5.5%	\$ 13,142,592	\$ 849,976	6.5%
Other Personal Services (OPS)	\$ 2,041,007	\$ 274,202	13.4%	\$ 2,019,316	\$ 357,200	17.7%
Student Assistants	\$ 428,000	\$ 24,645	5.8%	\$ 428,000	\$ 93,696	21.9%
Health Insurance	\$ 14,931,773	\$ 2,683,023	18.0%	\$ 14,423,171	\$ 2,274,866	15.8%
Other Benefits	\$ 11,280,323	\$ 1,977,161	17.5%	\$ 11,827,326	\$ 2,150,160	18.2%
Total Personnel & Benefits	\$ 113,209,356	\$ 16,562,883	14.6%	\$ 110,359,214	\$ 17,674,058	16.0%
Current Expense						
Total Current Expense	\$ 28,278,499	\$ 5,389,919	19.1%	\$ 29,740,028	\$ 4,360,430	14.7%
Capital						
Total Capital	\$ 2,769,478	\$ 574,254	20.7%	\$ 2,779,636	\$ 448,022	16.1%
Total Operating	\$ 144,257,333	\$ 22,527,056	15.6%	\$ 142,878,878	\$ 22,482,510	15.7%
Balance	\$ 0	\$ 14,435,756		\$ -	\$ 13,848,548	

Questions




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

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	\$ 50,887,002	\$ 22,748,874	44.7%	\$ 50,779,769	\$ 22,399,640	44.1%
State Appropriation - FCS	\$ 53,548,581	\$ 8,924,764	16.7%	\$ 51,475,043	\$ 8,579,174	16.7%
State Appropriation - Lottery	\$ 14,231,049	\$ -	0.0%	\$ 16,598,793	\$ -	0.0%
Performance Funding	\$ 3,514,076	\$ 585,678	16.7%	\$ 3,514,400	\$ 585,734	16.7%
Learning Support Access Fee	\$ 1,639,890	\$ 696,867	42.5%	\$ 1,607,832	\$ 678,972	42.2%
Distance Learning Fee	\$ 3,526,830	\$ 1,577,644	44.7%	\$ 3,995,700	\$ 1,625,749	40.7%
Technology Fee	\$ 2,508,569	\$ 1,097,222	43.7%	\$ 2,476,437	\$ 1,099,747	44.4%
Lab Revenue Fees	\$ 1,592,067	\$ 765,631	48.1%	\$ 1,575,099	\$ 746,115	47.4%
Industry Certifications	\$ 500,000	\$ -	0.0%	\$ 500,000	\$ -	0.0%
Other Revenues	\$ 5,609,289	\$ 393,731	7.0%	\$ 5,187,048	\$ 493,380	9.5%
Other Student Fees	\$ 1,092,361	\$ 172,402	15.8%	\$ 1,065,052	\$ 122,546	11.5%
Fund Transfers In	\$ 3,782,619	\$ -	0.0%	\$ 3,103,706	\$ -	0.0%
Reserve	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
Total Revenue	\$ 144,257,333	\$ 36,962,813	25.6%	\$ 142,878,878	\$ 36,331,058	25.4%
Personnel & Benefits						
Instructional/Faculty-Full time	\$ 26,776,489	\$ 4,378,222	16.4%	\$ 25,749,327	\$ 5,249,495	20.4%
Administrative & Professional	\$ 24,251,689	\$ 4,135,891	17.1%	\$ 23,585,641	\$ 3,876,493	16.4%
Career Service (includes OT)	\$ 19,951,011	\$ 2,338,102	11.7%	\$ 19,183,840	\$ 2,822,171	14.7%
Adjunct/Supplemental	\$ 13,549,064	\$ 751,637	5.5%	\$ 13,142,592	\$ 849,976	6.5%
Other Personal Services (OPS)	\$ 2,041,007	\$ 274,202	13.4%	\$ 2,019,316	\$ 357,200	17.7%
Student Assistants	\$ 428,000	\$ 24,645	5.8%	\$ 428,000	\$ 93,696	21.9%
Health Insurance	\$ 14,931,773	\$ 2,683,023	18.0%	\$ 14,423,171	\$ 2,274,866	15.8%
Other Benefits	\$ 11,280,323	\$ 1,977,161	17.5%	\$ 11,827,326	\$ 2,150,160	18.2%
Total Personnel & Benefits	\$ 113,209,356	\$ 16,562,883	14.6%	\$ 110,359,214	\$ 17,674,058	16.0%
Current Expense						
Travel	\$ 311,583	\$ 45,930	14.7%	\$ 350,000	\$ 33,320	9.5%
Repairs & Maint	\$ 886,195	\$ 136,585	15.4%	\$ 931,034	\$ 137,646	14.8%
Insurance (Non Health)	\$ 1,758,611	\$ 1,270,122	72.2%	\$ 1,811,245	\$ 1,237,142	68.3%
Utilities	\$ 5,260,407	\$ 843,379	16.0%	\$ 5,527,258	\$ 884,783	16.0%
Services and Fees	\$ 6,033,319	\$ 727,740	12.1%	\$ 6,006,449	\$ 729,916	12.2%
Scholarships/Fee Waivers	\$ 2,423,463	\$ 1,024,377	42.3%	\$ 2,424,463	\$ 144,373	6.0%
Materials and Supplies	\$ 4,476,333	\$ 497,581	11.1%	\$ 4,693,926	\$ 582,577	12.4%
Tech Expense/Licensing	\$ 2,594,386	\$ 172,646	6.7%	\$ 3,695,983	\$ 367,276	9.9%
Bad Debt/Unemployment	\$ 1,003,810	\$ (31,216)	-3.1%	\$ 1,003,331	\$ (27,988)	-2.8%
Other Current Expense	\$ 3,530,392	\$ 702,775	19.9%	\$ 3,296,339	\$ 271,386	8.2%
Total Current Expense	\$ 28,278,499	\$ 5,389,919	19.1%	\$ 29,740,028	\$ 4,360,430	14.7%
Capital						
Computer Refresh Leases	\$ 2,379,879	\$ 513,506	21.6%	\$ 2,390,037	\$ 429,474	18.0%
Capital Purchases	\$ 389,599	\$ 60,748	15.6%	\$ 389,599	\$ 18,548	4.8%
Total Capital	\$ 2,769,478	\$ 574,254	20.7%	\$ 2,779,636	\$ 448,022	16.1%
Total Operating	\$ 144,257,333	\$ 22,527,056	15.6%	\$ 142,878,878	\$ 22,482,510	15.7%
Balance	\$ -	\$ 14,435,756		\$ -	\$ 13,848,548	

September 18, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Hafer, Leslie S	Provost	Academic & Student Affairs SPG	8/27/2018 - 6/30/2019
Coronado-Gil, Liliana	Grant Management Specialist	Grant Development DO	8/27/2018 - 6/30/2019
Al Nassir, Fawzi	Dir., Institutional Research	Institutional Research/Effect EPI	8/27/2018 - 6/30/2019

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Ashe, Angela C	Academic Services Coordinator	Academic & Student Affairs EPI	8/27/2018 - 6/30/2019
Booth, Patrick D	Associate Provost	Associate Provost Office DT	8/27/2018 - 6/30/2019
Weaver, Barbara M	Coord, StudentLife&Leadership	Associate Provost Office SPG	8/27/2018 - 6/30/2019
Saponare, Joseph N	Public Safety Dept Coordinator	Criminal Justice AC	8/27/2018 - 6/30/2019
Manteiga, Michelle	Sr Mgr, Benefits & Wellness	Human Resources Benefits EPI	7/1/2018 - 6/30/2019
Leonard, Lisa	Instructional Support Manager	New Initiative Program HEC	8/27/2018 - 6/30/2019
Morgan, Luetwanda K	Student Success Manager	Student Support Services SPG	9/10/2018 - 6/30/2019

REORGANIZATION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Krupp, Jason	Career Connections Director	Baccalaureate Programs	7/1/2018 - 6/30/2019
Garrett, Tracy L	Comm Outreach & Support Coord	Baccalaureate Programs EPI	7/1/2018 - 6/30/2019
Baldwin, William M	Academic & Student Affairs	Curr Coord, Path&Articulations EPI	7/1/2018 - 6/30/2019
Liswith, Audra D	Coord., Event Planning & Implementation	Human Resources DO	10/1/2018 - 6/30/2019
Tearett, Yalonda R	Coord., Event Planning & Implementation	Human Resources DO	10/1/2018 - 6/30/2019
Williams, Yvonne G	Coord., Event Planning & Implementation	Human Resources DO	10/1/2018 - 6/30/2019
Marion, Amie N	Manager, Event Planning & Implementation	Human Resources DO	10/1/2018 - 6/30/2019
Roach, Paul D	Academic Coordinator	SE Public Safety Institute AC	7/1/2018 - 6/30/2019

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Rhoades, Crystal L	Student Support Specialist	Academic & Student Affairs CL	8/27/2018
Trajkovska, Andrijana	Administrative Svcs Specialist	Academic EffectivenessAssessmt EPI	9/10/2018
Leeks, Dena M	Administrative Svcs Specialist	Associate Provost Office HEC	8/27/2018
Holtz, Melissa K	Sr Administrative Svcs Speclst	Grant Development EPI	7/23/2018
Deck, Catherine	Administrative Svcs Specialist	Leepa/Rattner Museum TS	8/27/2018
Aumack Jr, Albert W	Administrative Svcs Specialist	Provost Office TS	8/27/2018
Newton, Brigette D	Student Support Assistant	Student Support Services SPG	9/10/2018

REORGANIZATION Budgeted Career Service			
Name	Title	Department/Location	Effective Date

HIRE Faculty			
Name	Title	Department/Location	Effective Date
Brown, Twila J	Faculty	Nursing HEC	8/9/2018 - 7/26/2019

TRANSFER/PROMOTION Faculty			
Name	Title	Department/Location	Effective Date
Pelletier, Scott R	Faculty	Emergency Medical Services HEC	8/1/2018 - 7/26/2019
Hernly, Patrick M	Faculty	Humanities & Fine Arts SPG	8/1/2018 - 7/26/2019

SUPPLEMENTAL Temporary			
Name	Title	Department/Location	Effective Date
Kelley, Amy J	Faculty - supplemental	College of Education TS	8/13/2018
Craig, Lori M	Faculty - supplemental	Mathematics CL	9/10/2018
Tingley, Anna L	Faculty - supplemental	Natural Science CL	8/13/2018
Pascua, Elena L	Professional Trainer	Workforce/Professnl Developmnt EPI	7/1/2018

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Richardson, Scott	Adjunct Faculty	Business Administration SE	8/13/2018
Suarez, Nataly	Adjunct Faculty	Business Administration SE	8/13/2018
Liebson, Laurence	Adjunct Faculty	Business Administration SPG	8/13/2018
Brown, Lori J	Adjunct Faculty	College of Computer & InfoTech SPG	8/13/2018
Colflesh, Glen T	Adjunct Faculty	College of Computer & InfoTech SPG	8/13/2018
Adams, William G	Adjunct Faculty	Communications CL	8/13/2018
Kaiser, Pamela K	Adjunct Faculty	Communications CL	8/13/2018
Pierson, Kyle A	Adjunct Faculty	Communications CL	8/13/2018
Vetter, Katelyn J	Adjunct Faculty	Communications CL	8/13/2018
Givens, Rebecca A	Adjunct Faculty	Communications SPG	8/13/2018
Reites, Danielle I	Adjunct Faculty	Communications TS	8/13/2018
Watts Waterman, Tonya D	Adjunct Faculty	Communications TS	8/13/2018
Wilson, Richard L	Adjunct Faculty	Early College/Dual Enrollment SE	8/13/2018
Carter, John-Colby T	Adjunct Faculty	Emergency Medical Services HEC	8/13/2018
Southworth, Jason E	Adjunct Faculty	Ethics SPG	8/13/2018
Azar-Capshaw, Kyrena M	Adjunct Faculty	Foreign Language TS	8/13/2018
Dulaney, Grace E	Adjunct Faculty	Foreign Language TS	8/13/2018
Leftwich, John T	Adjunct Faculty	Humanities & Fine Arts SE	8/13/2018
Chestnutt Jr, Thomas E	Adjunct Faculty	Mathematics CL	8/13/2018
Storm, Martin A	Adjunct Faculty	Mathematics CL	8/13/2018
Coovadia, Adam	Adjunct Faculty	Natural Science CL	8/13/2018
Haas, Eric T	Adjunct Faculty	Natural Science SPG	8/13/2018
Herzberg, Michael D	Adjunct Faculty	Natural Science TS	8/13/2018
Spadola, Giuseppe	Adjunct Faculty	Natural Science TS	8/13/2018
Lin, James Y	Adjunct Faculty	Social & Behavioral Science CL	9/10/2018
Marshall, Steve	Adjunct Faculty	Social & Behavioral Science DT	8/13/2018
Andre Glenn, Rachel	Adjunct Faculty	Social & Behavioral Science SE	8/13/2018
Garcia, Carlos	Adjunct Faculty	Social & Behavioral Science TS	8/13/2018
Hall, Elizabeth R	Adjunct Faculty	Social & Behavioral Science TS	8/13/2018
Salley, Charles D	Adjunct Faculty	Social & Behavioral Science TS	8/13/2018
Sparks, Amy L	Adjunct Faculty	Social & Behavioral Science TS	8/13/2018
Browning, Terah	Adjunct Faculty	Veterinary Technology VT	8/13/2018
Stewart, Gray A	Adjunct Faculty	Veterinary Technology VT	8/13/2018
Schwartz, Martin B	Adjunct Faculty, Bach	Baccalaureate Programs CL	8/13/2018
Coyle, Daniel J	Adjunct Faculty, Bach	Baccalaureate Programs EPI	8/13/2018
Bedard, Alyssa L	Adjunct Faculty, Bach	Baccalaureate Programs HEC	8/13/2018


Fields, Megan	Adjunct Faculty, Bach	Baccalaureate Programs HEC	8/13/2018
Frazier, Brittney T	Adjunct Faculty, Bach	Baccalaureate Programs HEC	8/13/2018
Barnett, Ryan C	Adjunct Faculty, Bach	Business Administration EPI	8/13/2018
Loring, Angela K	Adjunct Faculty, Bach	College of Education TS	8/13/2018
Persons, Elizabeth A	Adjunct Faculty, Bach	College of Education TS	8/13/2018
Rogers, James L	Adjunct Faculty, Bach	Natural Science CL	8/13/2018
Decker, Heather	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Homme, Caroline B	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Liberti, Darlene M	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Michels, Lisa	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Self, Alicia M	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Taher, Sajedah	Adjunct Faculty, HTF Nursing	Nursing HEC	8/13/2018
Hess, Kimberly	Adjunct, Dual Enrollment	Early College/Dual Enrollment AC	8/13/2018
Madrinan, Gerard L	Adjunct, Dual Enrollment	Early College/Dual Enrollment SE	8/13/2018
Brescia, Brittany	Adjunct, Dual Enrollment	Early College/Dual Enrollment TS	8/13/2018
Dublino, Karen	Adjunct, Dual Enrollment	Early College/Dual Enrollment TS	8/13/2018
Ellenburg, James	Adjunct, Dual Enrollment	Early College/Dual Enrollment TS	8/13/2018
Pope, Allen	Adjunct, Dual Enrollment	Early College/Dual Enrollment TS	8/13/2018
Berry, Jarred W	General Support	Student Activities CL	8/27/2018
Mercer, Chi	General Support	Student Activities CL	8/27/2018
Crane, Elizabeth M	OPS Career Level 1	Academic & Student Affairs EPI	8/27/2018
Snitko, Kyle C	OPS Career Level 1	Academic & Student Affairs TS	8/27/2018
Bayatpoor, Ali Z	OPS Career Level 1	Learning Resources HEC	8/27/2018
Dupes, Jenny A	OPS Career Level 1	Learning Resources SPG	7/2/2018
Bujak, Joanne D	OPS Career Level 1	Learning Resources TS	8/27/2018
Gray, Laura A	OPS Career Level 5	Communications CL	8/27/2018
Fisher, Ian A	OPS Career Level 5	Help Desk Technical Support EPI	8/27/2018
Colgan, Gregory P	OPS Career Level 5	Learning Resources SPG	8/27/2018
Fleigle, Kristopher M	OPS Career Level 5	New Initiative Program HEC	8/27/2018
Williams, Kevin A	OPS Career Level 7	Natural Science CL	8/1/2018
Davis, Zoey A	OPS Teaching Asst/Interpreter	Accessibility Services CL	8/13/2018
Doyle, Matthew C	Professional Trainer	Emergency Medical Services HEC	8/6/2018
Platt, Tyrell M	Professional Trainer	Emergency Medical Services HEC	8/27/2018
Vance Jr, Michael D	Professional Trainer	Emergency Medical Services HEC	8/27/2018
Woodruff, Dustin P	Professional Trainer	Emergency Medical Services HEC	8/27/2018
Zeiner, Matthew R	Professional Trainer	Emergency Medical Services HEC	8/27/2018
Miller, Thomas F	Professional Trainer	Florida Natl. Guard Grant AC	8/27/2018
Welker, Jonathan R	Professional Trainer	Workforce/Professnl Developmnt EPI	8/27/2018

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

ND09062018

September 18, 2018

MEMORANDUM

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

Approval is sought for the recommended changes to Workforce and Professional Development for courses within the 2018-2019 catalog year.

Workforce and Professional Development, Information & Innovative Technology: Updated one course title, description, contact hours and fee to reflect new video editing software and changes to course content.

- AAP0124 UAS (Unmanned Aircraft Systems) Video Production and Editing: Basic Skills

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

Workforce and Professional Development, CE Health, Allied Health Program: Added one new advanced certification course to increase student earning potential and meet market demand.

- HHP0429 Advanced Clinical Medical Assistant

Workforce and Professional Development, Information & Innovative Technology: Added sixteen new online courses to better prepare students for Microsoft Industry Certifications.

- CMP0781 Microsoft Access Online - Basic
- CMP0782 Microsoft Access Online - Intermediate
- CMP0783 Microsoft Excel Online - Basic
- CMP0784 Microsoft Excel Online - Intermediate
- CMP0785 Microsoft Excel Online - Advanced
- CMP0786 Microsoft Office 365 Online
- CMP0787 Microsoft OneNote Online
- CMP0788 Microsoft Outlook Online - Basic
- CMP0789 Microsoft Outlook Online - Intermediate
- CMP0790 Microsoft PowerPoint Online - Basic
- CMP0791 Microsoft PowerPoint Online - Intermediate
- CMP0792 Microsoft Windows 10 Online
- CMP0793 Microsoft Word Online - Basic

- CMP0794 Microsoft Word Online - Intermediate
- CMP0795 Microsoft Word Online - Advanced
- PRG0909 iOS Application Development Online


Workforce and Professional Development, Information & Innovative Technology: Added three new courses to supplement the new Marketing Web Developer Certificate.

- WSD0907 Web Developer Certificate - Primary Skills
- WSD0908 Effective Web Design Track
- WSD0909 Entrepreneur Track

September 18, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Credit Curriculum

The following is a summary of credit curriculum changes for which approval is sought for Spring 2019 (Term 0555).

New/Deleted/Modified Programs (total):

<u>Career and Academic Community</u>	<u>New</u>	<u>Transfer</u>	<u>Deleted</u>	<u>Modified</u>	<u>Total</u>
Arts, Humanities, and Design				2	2
Business					
Communications					
Education	1			1	2
Engineering, Manufacturing, and Building Arts	1				1
Health Sciences and Veterinary Technology				2	2
Public Safety, Public Policy, Legal Studies					
Science and Mathematics					
Social/Behavioral Sciences and Human Services					
Technology					
Totals	2	0	0	5	7

New/Deleted/Modified Courses (total):

<u>Career and Academic Community</u>	<u>New</u>	<u>Deleted</u>	<u>Modified</u>	<u>Revitalized</u>	<u>Total</u>
Arts, Humanities, and Design	1		1	4	6
Business	2		1		3
Communications	3		4		7
Education	1		1		2
Engineering, Manufacturing, and Building Arts					
Health Sciences and Veterinary Technology	2		10	1	13
Public Safety, Public Policy, Legal Studies					
Science and Mathematics			10	1	11
Social/Behavioral Sciences and Human Services					
Technology	3		5		8
Total New/Modified Courses	12		32	6	50

Credit Curriculum Updates for Spring 2019 & Summer 2019

Program & Course Updates Effective Spring (0555) & Summer 2019 (Term 0560)

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

A. Arts, Humanities, and Design

1. Program Update:
 - a. The **Digital Media** (DIG-AS) program was modified to better reflect high demand content and meet industry needs.
 - i. Subplan title changed from “Digital Media Production” to “Digital Media Production/User Experience (UX)”.
 - ii. Added: **Digital Drawing** (DIG 2119C); new course.
 - iii. Removed: **Drawing I** (ART 1300C), **Web 2.0 and Social Media** (DIG 2105).
 - b. The **Digital Media Multimedia Presentation Certificate** (DMPRD-CT) program was modified to better reflect high demand content and meet industry needs.
 - i. Program title changed from “Digital Media Multimedia Presentation” to “Digital Media/Multimedia/UX”.
 - ii. Added: **Interactive Design II** (DIG 2502C); elective course
2. New Courses: The following course was developed to better prepare students for a digital environment:
 - a. **Digital Drawing** (DIG 2119C) in DIG-AS
3. Course Updates: The following courses had MLOs, descriptions and/or prerequisites modified as a result of course review or online revitalization:
 - a. **Art History: Ancient to Gothic** (ARH 2050)
 - b. **Exploration of Media Tools** (DIG 1004C)
 - c. **Survey of Digital Video** (DIG 2030)
 - d. **Music Theory I** (MUT 1111)
 - e. **Aural Theory I** (MUT 1241)

B. Business

1. New Courses: The following courses were created as a result of the new *Sports Management* (SPMGT) subplan in the **Management & Organizational Leadership** (MGTORG-BAS) program.
 - a. **Principles of Sports Management** (SPM 3154)
 - b. **Sports Facility and Event Management** (SPM 4104)
2. Course Update:
 - a. **Project Management** (MAN 4583): prerequisites were removed in order to resolve hidden prerequisites in the **Management & Organizational Leadership** (MGTORG-BAS) program.

C. Communications

1. New Courses: The following courses were created to meet the needs of a new subplan or college French immersion/study abroad initiative:
 - a. **Consecutive Interpreting Skills** (INT 3270) utilized in the new *Educational Interpreting* (SLIP) subplan in the **Educational Studies and Community Leadership** (EDST-BS) program.
 - b. **French Conversation and Composition I** (FRE 2240) (*Effective Summer 2018; 0560*)

- c. *French Conversation and Composition II* (FRE 2241) (*Effective Summer 2018; 0560*)
- 2. Course Update: The following courses were reactivated or have MLOs updated to support French immersion and study abroad initiatives:
 - a. *Elementary French I* (FRE 1120); updated MLOs.
 - b. *Elementary French II* (FRE 1121); updated MLOs.
 - c. *Intermediate French I* (FRE 2200); reactivated course. (*Effective Summer 2018; 0560*)
 - d. *Intermediate French II* (FRE 2201) reactivated course. (*Effective Summer 2018; 0560*)

D. Education

- 1. New Program: **Early Child Development** (CHDEV-CT): 36 credit certificate embedded in the **Early Childhood Development AS** (CHDEV-AS) meets the Office of Early Learning Career Pathways requirement for the Florida Advanced Early Care and Education Credential (FAECEC).
- 2. Program Updates: **Middle Grades General Science Education (5-9)** (MGSED-BS) program was modified in order to better align with the FL DOE subject area competencies for middle grades science.
 - a. Added: *Human Biology* (BSC 3096C), *Introduction to Environmental Science* (EVR 1001C) and *Professional Issues in Science Education* (SCE 4146).
 - b. Removed: *Issues & Challenges in Science Education* (BSC 4032), *Ecology and Lab* (PCB 3043/L), *Evolutionary Biology* (PCB 46174).
- 3. New Courses: The following course was created in order to more accurately reflect content as a Science Educations course rather than a Biological Science course.
 - a. *Professional Issues in Science Education* (SCE 4146) in MGSED-BS
- 4. Course Updates: The following course had contact hours updated to reflect state requirements.
 - a. *EPI Internship* (EDF 4949); contact hours updated from 270 hours to 350 hours.

E. Engineering, Manufacturing, and Building Arts

- 1. No updates

F. Health Sciences and Veterinary Technology

- 1. Program Updates:
 - a. **Veterinary Nursing** (VETTC-BAS) Changed program title from Veterinary Technology to better reflect career areas and was modified to add a new 6 credit capstone course with content that focuses on work skills.
 - i. Added: *Veterinary Capstone Practicum* (ATE 4940); 6 credits
 - ii. Removed: *Precapstone* (ATE 4000) 3 credits, *Capstone* (ATE 4814) 3 credits
 - b. **Veterinary Nursing** (VETTC-AS) Changed program title from Veterinary Technology to better reflect career areas.
- 2. New Courses: The following course was created as a result of restructuring the capstone experience.
 - a. *Veterinary Capstone Practicum* (ATE 4940); 6 credits
- 3. Course Updates: The following courses were modified as a result of course review, state curriculum framework modification or accreditation standards.
 - a. *Practice Management for the Dental Hygienist* (DEH 4851): MLOs, course title, course description, textbook and prerequisites were updated.
 - b. *Advanced Ethics in Dental Hygiene* (DEH 4852): MLOs, course description and prerequisites updated. (*Effective Summer 2018; 0560*)

- c. *Fundamentals of Emergency Medical Care* (EMS 1119): MLOs, course description, contact hours and prerequisites updated.
- d. *Fundamentals of Emergency Medical Care Lab* (EMS 1119L): MLOs updated.
- e. *Fundamentals of Emergency Medical Care Clinical Experience* (EMS 1411): Credit hours, contact hours and prerequisites updated.
- f. *EMT Field Internship* (EMS 1421): MLOs, contact hours and textbooks were updated.
- g. *Medical-Surgery Aspects of Respiratory Care* (RET 2935): MLOs and textbooks updated.

G. Public Safety, Public Policy, and Legal Studies

- 1. No Updates

H. Science and Mathematics

- 1. New Program: Biomedical Technician (BMET-CT): 23 credit certificate embedded in the **Biomedical Engineering Technology AS** (BMET-AS) to support program completions and further strengthen students' position in the marketplace.
- 2. New Courses: the following course was added to expand the honors course offerings within the Natural Science curriculum.
 - a. *Honors Microbiology with Laboratory* (MCB 2010CH)
- 2. Course Updates: The following courses were modified as a result of online revitalization or course review.
 - a. *Human Anatomy* (BSC 1083): MLOs updated.
 - b. *Human Anatomy & Physiology Lab I* (BSC 2085L): MLOs and description updated.
 - c. *Scientific Communication* (BSC 3932): Prerequisites updated.
 - d. *Undergraduate Research in Biology* (BSC 4905C): Prerequisites updated.
 - e. *Internship in Biological Sciences* (BSC 4940): Prerequisites updated.
 - f. *Microbiology* (MCB 3020): Prerequisites updated.
 - g. *Microbiology Lab* (MCB 3020L): Prerequisites updated.
 - h. *Cell Biology* (PCB 3023): Prerequisites and term offered updated.
 - i. *Cell Biology Laboratory* (PCB 3023L): Prerequisites and term offered updated.
 - j. *Calculus with Analytic Geometry II* (MAC 2312): MLOs, description and prerequisites updated.
 - k. *Calculus with Analytic Geometry III* (MAC 2313): MLOs, description and prerequisites updated. (*Effective Summer 2018; 0560*)

I. Social/Behavioral Sciences and Human Services

- 1. Course Update: The following course was modified as a result of new Florida DOE Civic Literacy requirement.
 - a. *American National Government* (POS 2041): MLOs updated.
 - b. *American National Government Honors* (POS 2041H): MLOs

J. Technology

- 1. New Courses: The following courses were created as a result of the new *Data Technology* (DATA) subplan in the **Computer Information Technology** (CIT-AS) program.
 - a. *Data Visualization Techniques* (CTS 2417)
 - b. *Introduction to Business Intelligence* (CTS 2450)
 - c. *Introduction to Data Mining* (CTS 2452)

2. Course Updates: The following courses were modified as a result of online revitalization or course review.
- a. ***Programming in C++*** (COP 2220): Prefix and number updated to align to SCNS.
 - b. ***Advanced C++ Programming*** (COP 2222): Course title updated.
 - c. ***Configuring Advanced Windows Server Services*** (CTS 1303). Textbooks updated.
 - d. ***Installation, Storage, and Compute with Windows Server*** (CTS 1328). MLOs and textbooks updated to current certification content.
 - e. ***Networking with Windows Server*** (CTS 1334) MLOs and textbooks updated to current certification content.

September 18, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President



SUBJECT: U.S. Department of Education—Pilot Program for Cybersecurity Education Technological Upgrades for Community Colleges

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education in support of the St. Petersburg College Cybersecurity Education Technological Upgrades program. Permission is sought to accept an estimated \$83,540 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The U.S. Department of Education, Funds for the Improvement of Postsecondary Education's (FIPSE), Pilot Program for Cybersecurity Education has been developed to support community colleges through technological upgrades to their cybersecurity education programs. As part of the program design, colleges must partner with National Science Foundation (NSF) Advanced Technological Education (ATE) Centers, to leverage their expertise in the area of cybersecurity education for technical support, mentorship, and sharing of best practices.

The proposal submitted by St. Petersburg College (SPC) focuses on enhancing the College of Computer and Information Technology's (CCIT) existing cybersecurity program ultimately leading to a new online B.A.S. in Cybersecurity degree. The goal of this project is to increase the number of students pursuing a cybersecurity credential to meet workforce needs in the Tampa Bay region and beyond. Once developed, the B.A.S. in Cybersecurity degree will be the first of its kind at the community college level in the Tampa Bay region and only the second in Florida, providing students with an affordable, flexible option for high-wage, high-demand sustainable careers in cybersecurity. This project will also strengthen regional and national partnerships with institutions in cybersecurity education, sharing resources and best practices for other community colleges seeking to develop B.A.S. programs. Funding will support faculty and staff efforts for curriculum development, new equipment for virtual training activities, and faculty certification training.

The estimated period of performance will be from March 1, 2019 through February 28, 2021. The total project budget is projected to be \$83,540, of which the College anticipates receiving the full award amount. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; and James Stewart, Dean, College of Computer and Information Technology, recommend approval.

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

Date of BOT Meeting: September 18, 2018

Funding Agency or Organization: U.S. Department of Education

Name of Competition/Project: Pilot Program for Cybersecurity Education
Technological Upgrades for Community
Colleges

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 3/1/19 **End:** 2/28/21

Administrator: Dr. James Stewart

Manager: Dr. John Duff

Focus of Proposal:

The Pilot Program for Cybersecurity Education Technological Upgrades grant will support efforts to redesign the Cybersecurity subplan of the existing B.A.S. in Information Technology Management and develop curriculum leading to a standalone B.A.S. in Cybersecurity degree. The goal of this project is to increase the number of students pursuing a cybersecurity credential to meet workforce needs in the Tampa Bay region and beyond. This goal will be accomplished over a two-year period through the following objectives and activities: 1) Redevelop existing B.A.S. in Information Technology Management’s Cybersecurity subplan curriculum to increase training opportunities for students, including development of 4 new subplan courses, integration of Capture the Flag virtual competitions, and industry certifications; 2) Develop a new B.A.S. degree in Cybersecurity aligned with the National Centers of Academic Excellence in Cyber Defense Education; and 3) Improve faculty training and ability to offer industry-linked certifications in cybersecurity. By meeting these objectives, the project will serve approximately 200 students in the year immediately following the project end. SPC will work with the National Resource Center for Systems Security and Information Assurance (CSSIA) and industry partners such as CISCO and ReliaQuest to achieve these objectives.

Budget for Proposal:

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

Personnel	\$ 28,738
Fringe	\$ 4,598
Travel	\$ 12,000
Equipment	\$ 9,700
Printing and Marketing	\$ 3,500
Other (Test Vouchers for Faculty Certifications)	\$ 6,291
Other (Consultant, Facilitator)	\$ 12,000

Indirect (10%)	<u>\$ 6,713</u>
Total Budget	\$ 83,540

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 83,540
Total amount from funder:	\$ 83,540

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. Student Success
	2. Growth and Empowerment

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

September 18, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President



SUBJECT: Florida College System Foundation (FCSF) – Florida Colleges Care Grant (FCCG)

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida College System Foundation (FCSF), by St. Petersburg College for the Florida Colleges Care Grant (FCCG) Program. Permission is also sought to accept an estimated \$15,000 in funding over a seven-month 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.

As part of the Health and Dental Outreach Initiative for Florida KidCare, the Florida College System Foundation (FCSF), in partnership with the Division of Florida Colleges, has developed the Florida Colleges Care Grant (FCCG). Florida KidCare is the umbrella brand for the four government-sponsored health insurance programs – Medicaid, MediKids, Florida Healthy Kids and the Children's Medical Services Managed Care Plan – that together provide a continuum of coverage for Florida children from birth through the end of age 18. The intent of this funding is to support Florida colleges as they design innovative health and dental insurance outreach strategies during the 2018-2019 academic year. This program encourages colleges to create engaging activities and outreach to increase knowledge of Florida KidCare. As required by the funding, SPC's related workplan will include the following activities: 1) Promotion of Florida KidCare at a minimum of three college-sponsored community health events, and the College's dental clinic; 2) Engagement of students, faculty and staff with children to begin the application process for KidCare; 3) Initiation of three outreach/promotional activities with community partners; and 4) Promotion of KidCare through campus signage, distribution of collateral, SPC's website and social media channels.

The estimated period of performance will be from October 1, 2018 through April 30, 2019. The total project budget is projected to be \$15,000 over a seven-month period. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; Suzanne L. Gardner, General Counsel; Eric Carver, Provost Health Education Center, Allstate Center and Veterinary Technology Center; and Rita Farlow, Executive Director Marketing and Strategic Communication, recommend approval.

Attachment
ks0906183

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

Date of BOT Meeting: September 18, 2018

Funding Agency or Organization: Florida College System Foundation

Name of Competition/Project: Florida Colleges Care Grant (FCCG)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/18 **End:** 4/30/19

Administrator: Eric Carver

Manager: Rita Farlow

Focus of Proposal:

The goal of St. Petersburg College’s (SPC) Florida Colleges Cares Initiative is to increase knowledge of Florida KidCare through strategic and high-impact awareness activities that will facilitate communication and engagement in the program throughout Pinellas County. Florida KidCare is the State of Florida’s high-quality, low-cost health insurance for children. Using a multi-pronged strategy that includes outreach and engagement, SPC’s KidCare outreach program will target students, staff and community member. In addition to targeted outreach, this initiative will include step-by-step trainings to help staff as they support individuals interested in starting the application process for KidCare. Key SPC representatives, including from the College’s Human Resources and Marketing Departments, will be charged with sharing KidCare information at events that engage SPC staff and students, prospective students and the outside community.

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	\$ 6,270
Fringe	\$ 1,003
Travel	\$ 445
Printing	\$ 2,900
Materials and Supplies	\$ 3,018
Administrative Costs (10%)	<u>\$ 1,364</u>
Total Budget	\$ 15,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 15,000
Total amount from funder:	\$ 15,000

Amount/value of match:

Cash: \$0

In-kind: \$0

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Equity
2. Community Focus


Strategic Initiative(s):

1. Recruitment and Retention Plan

September 18, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Replacement of HVAC equipment, St. Petersburg Gibbs Campus

Approval is requested for the amount of \$665,817, to replace a centrifugal chiller at the St. Petersburg Gibbs Campus.

The college will be performing the chiller replacement through a prequalified continuing contractor, Kenyon & Partners, Inc., for an amount not to exceed \$325,000. Due to the life expectancy of the current chiller and the critical need for additional cooling capacity, approval is requested to purchase a Trane chiller for \$340,817 under the national cooperative purchasing program, US Communities.

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