

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES January 15, 2019**

SPC Tarpon Springs (FA 132)  
600 E Klosterman Rd  
Tarpon Springs, 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. David Brumfield (*Attending*)
  - 2. Joanne Duncan (*Attending*)
  - 3. Richard Flora (*Attending*)
- B. Representative Chris Sprowls

#### **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 November 13, 2018 (*Action*)

Board of Trustees' Strategic Planning Workshop December 11, 2018 (*Action*)

#### **V. MONTHLY REPORTS**

- A. General Counsel

#### **VI. STRATEGIC FOCUS AND PLANNING**

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

- 1. Spring 2019 Enrollment Summary – Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)
- 2. Fall 2018 Course Success Rates – Dr. Sabrina Crawford, Associate Vice President, Institutional Effectiveness and Academic Services (*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. GRANTS/RESTRICTED FUNDS CONTRACTS
  - a. National Science Foundation – Advancing Informal STEM Learning (AISL) (*Action*)
  - b. Florida Department of Education – Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP) (*Action*)
  - c. Firehouse Subs - Public Safety Foundation Grant Program (*Action*)
  - d. Florida Department of Health – Emergency Medical Services Matching Grant (*Action*)
3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
  - a. Change Order #2, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-P-12-2, Joint-use Library Building, Clearwater Campus, Building 50 (*Action*)
4. OTHER
  - a. Funding Transfer Request (*Action*)

**VIII. INFORMATIONAL REPORTS**

- A. Quarterly Informational Report on Contract Items (*Information*)
- B. Quarterly Informational Report for Exempt and Non-Exempt Purchases (*Information*)
- C. Quarterly Report of Dell Financial Agreements (*Information*)

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

**X. PRESIDENT’S REPORT**

**XI. NEXT MEETING DATE AND SITE**

**February 19, 2019, Allstate Center (AC 103)**

**XII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting January 15, 2019, 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: January 4, 2019

DRAFT

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OCTOBER

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JANUARY

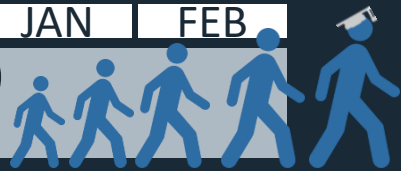
FEBRUARY



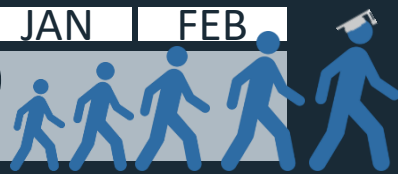
# SPRING 2019 ENROLLMENT SUMMARY

BOARD OF TRUSTEES MEETING

JANUARY 15, 2019



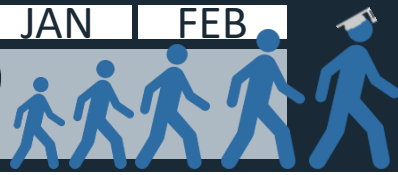
Please note that the Spring Enrollment data in this presentation will be updated through Sunday, January 13, 2019. The data in this presentation is through Sunday, January 6, 2019.



## Fall 2018 Budget/Actual SSH

Budgeted Fall 2018	Actual Fall 2018	Difference
234,175	239,936	+2.4%

*SSH= Student Semester Hours*



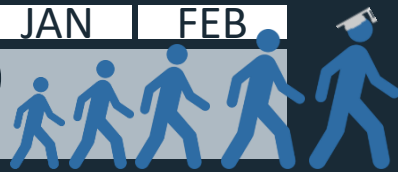
## Fall New Student Headcount

	Beginning of Term	End of Term	Difference	% Difference
Fall 2017	5,222	5,396	174	3.3%
Fall 2018	4,868	5,211	343	7.0%
Year to Year % change	-6.7%	-3.4%		

Source: Pulse BI, Daily Enrollment Dashboard, 01/02/2019

OCT | NOV | DEC | JAN | FEB

**SPRING 2019**  
WHO'S HERE



## Winter Session

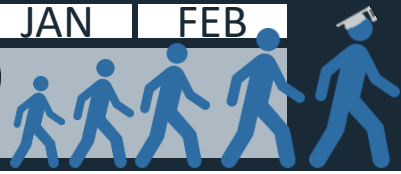
**WINTER**  
**SESSION**  
**DECEMBER 10 - JANUARY 11**

- Offered 12 sections of classes
- Filled 368 of 401 seats (91%)
- Added 1,104 SSH
- Success Rates (will add once available)

St. Petersburg College

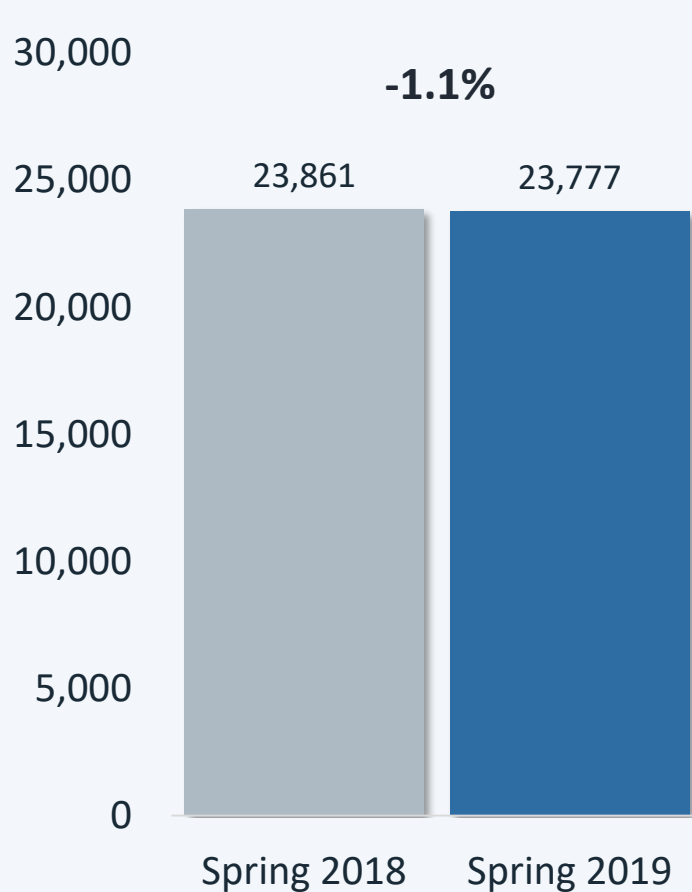
**SPC**



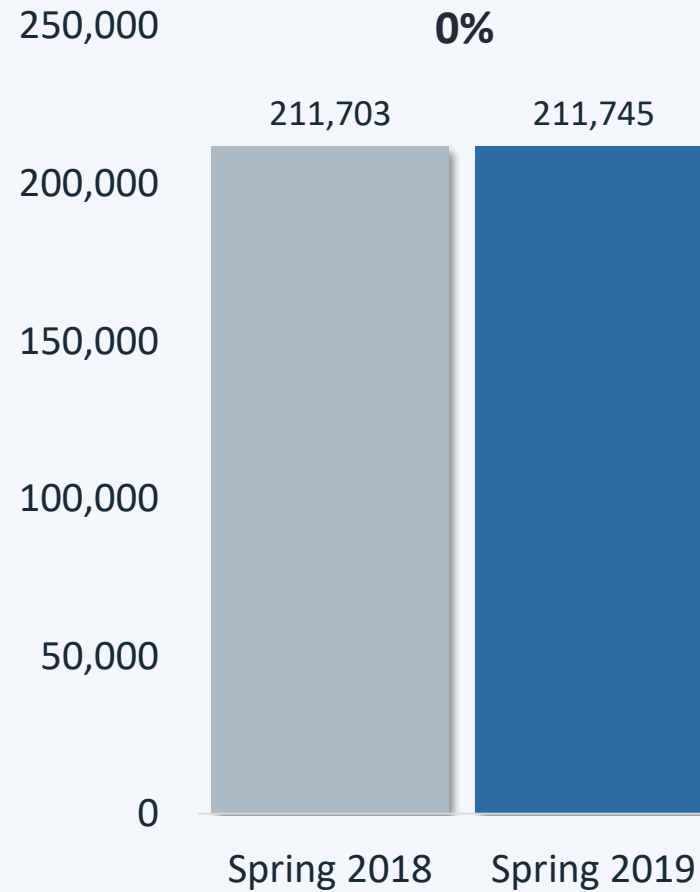


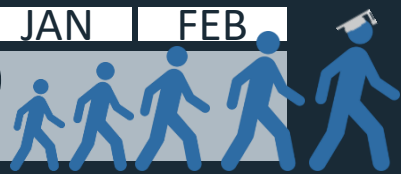
# Overall Enrollment

### Overall Headcount

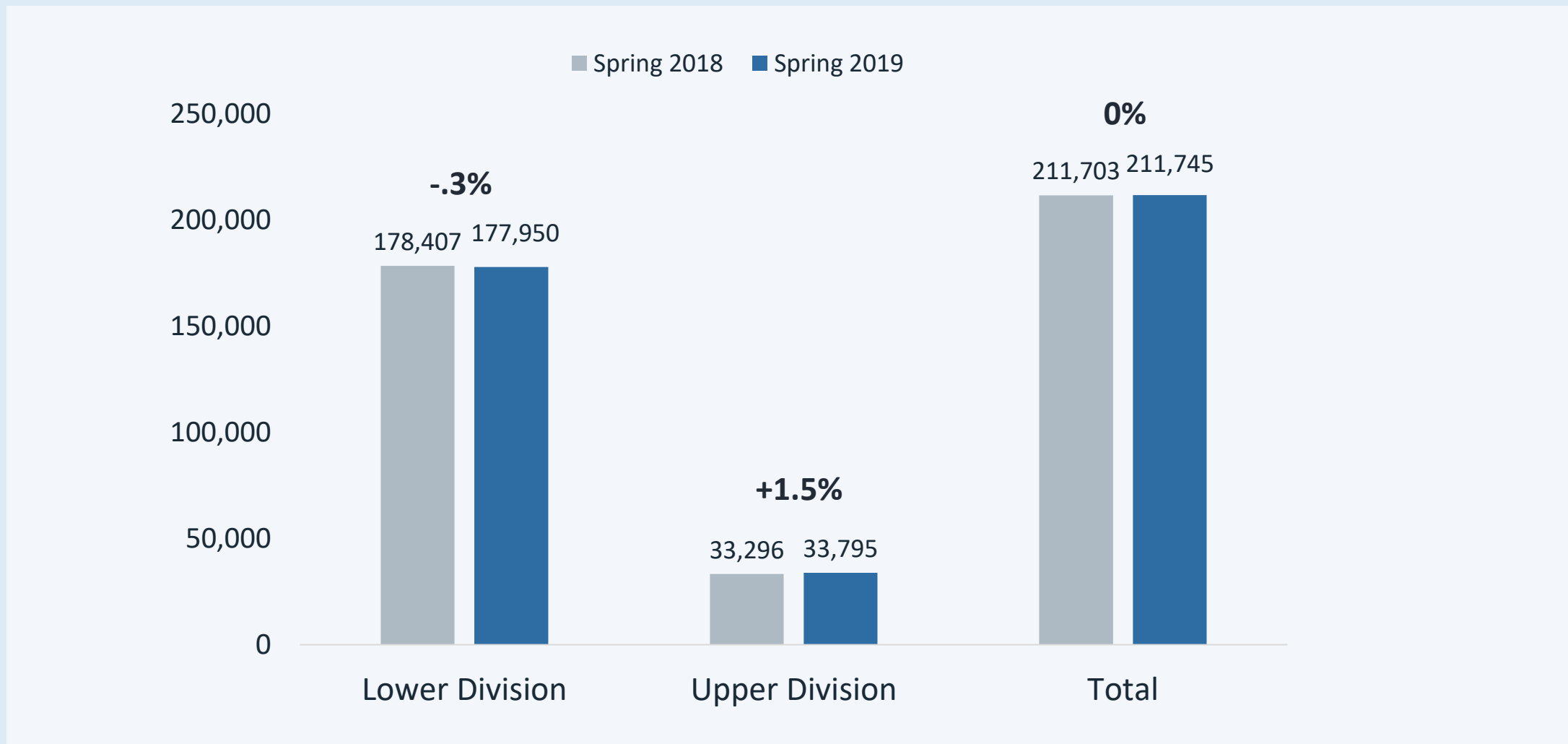


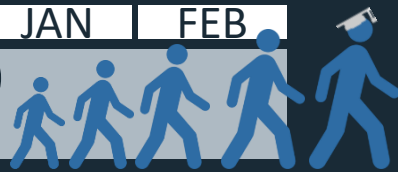
### Overall SSH



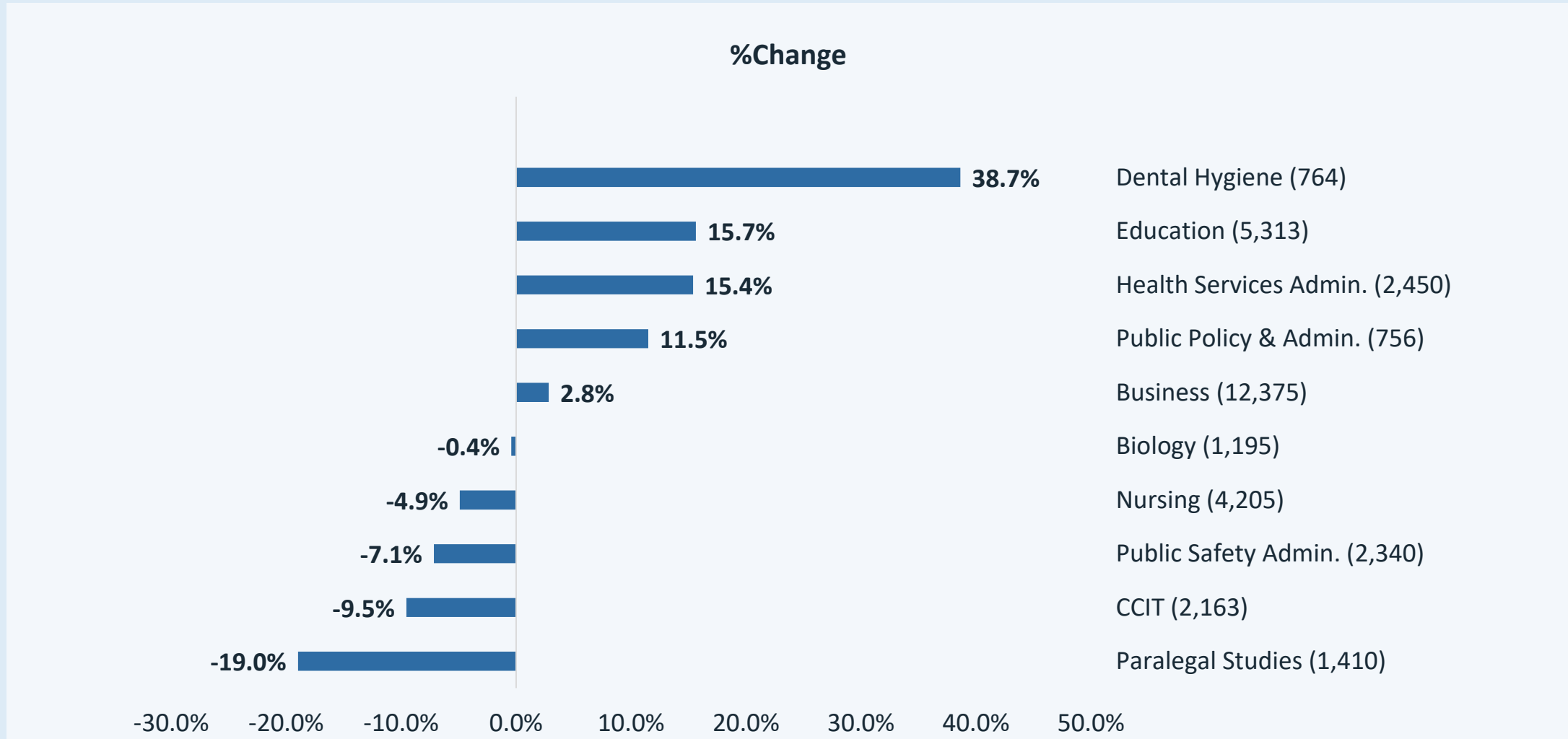


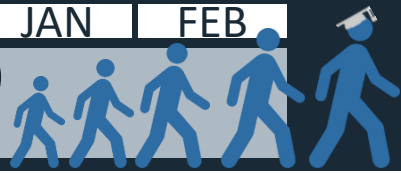
# Student Semester Hours



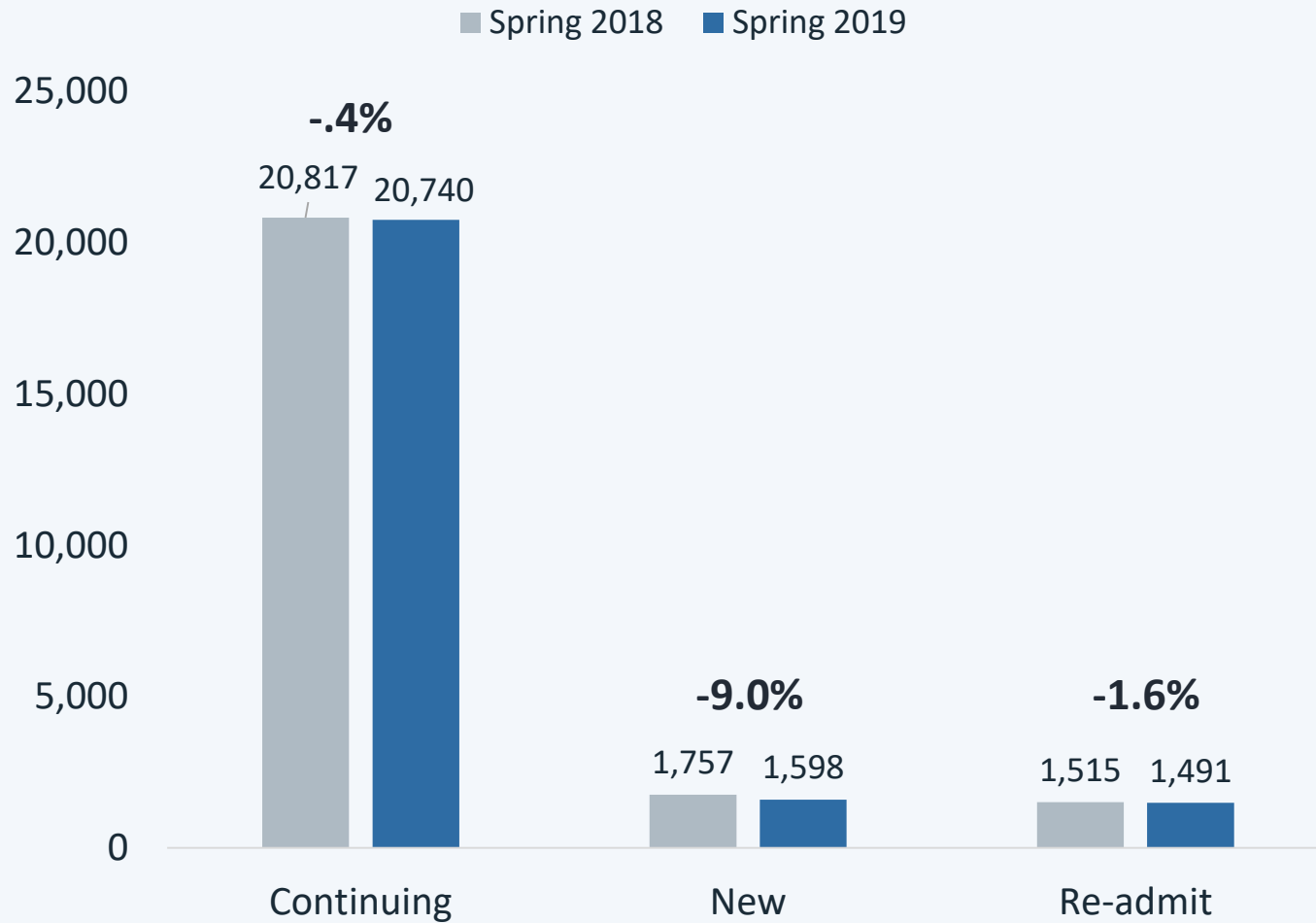


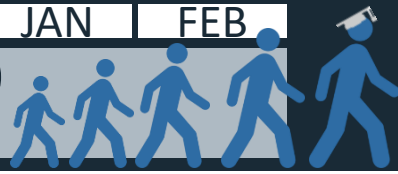
# Baccalaureate SSH





## Enrollment Type





# New Student Enrollment

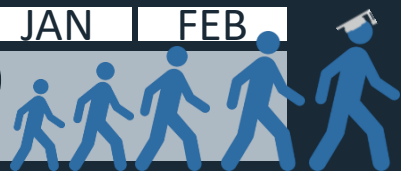
## 3-Year Strategic Metrics

Increase **New Student Enrollment\*** by 3.5%

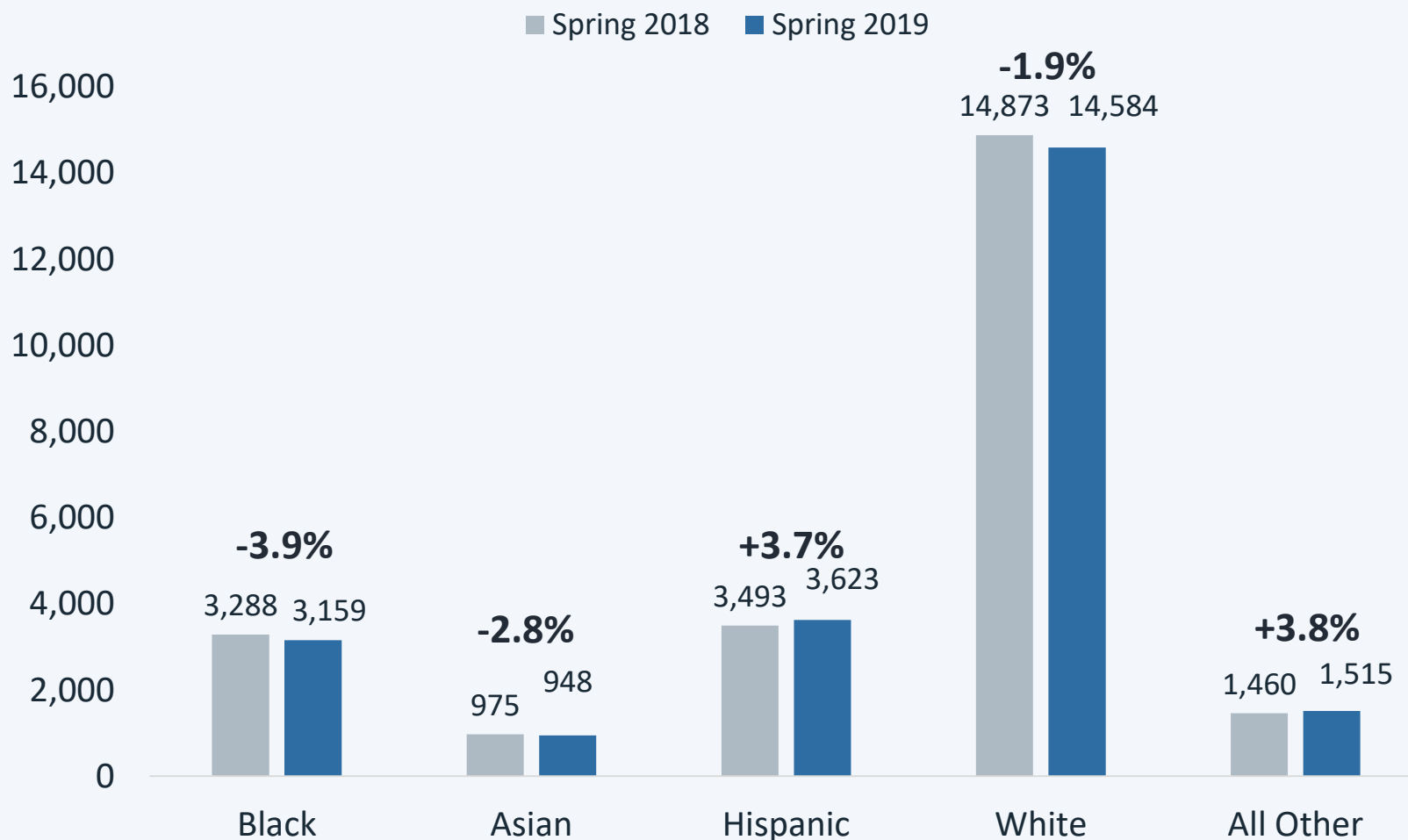


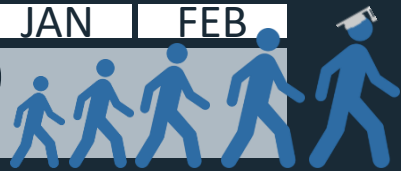
	Baseline	Target
<b>2016-17</b>	<b>2017-18</b>	<b>2020-21</b>
9,613	9,390	9,718
Fall 2018	5,211	
Spring 2019	*2,250	
Summer 2019	<u>*1,950</u>	
Estimated 2018-19	<b>9,411</b>	

*\*projected at end of term*

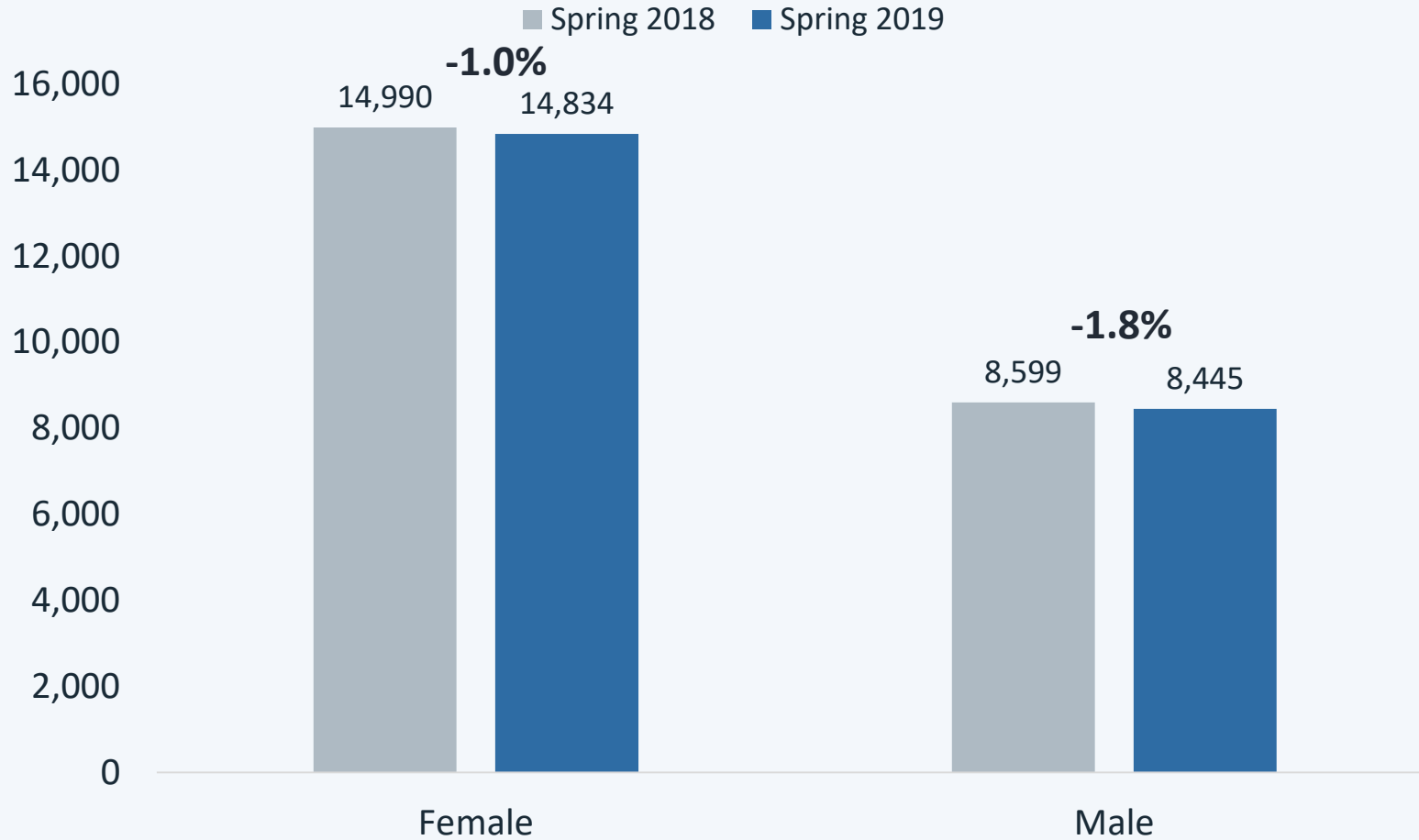


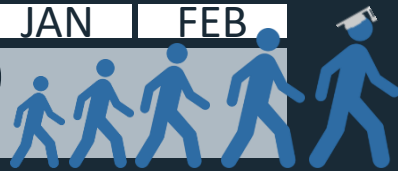
## Ethnicity



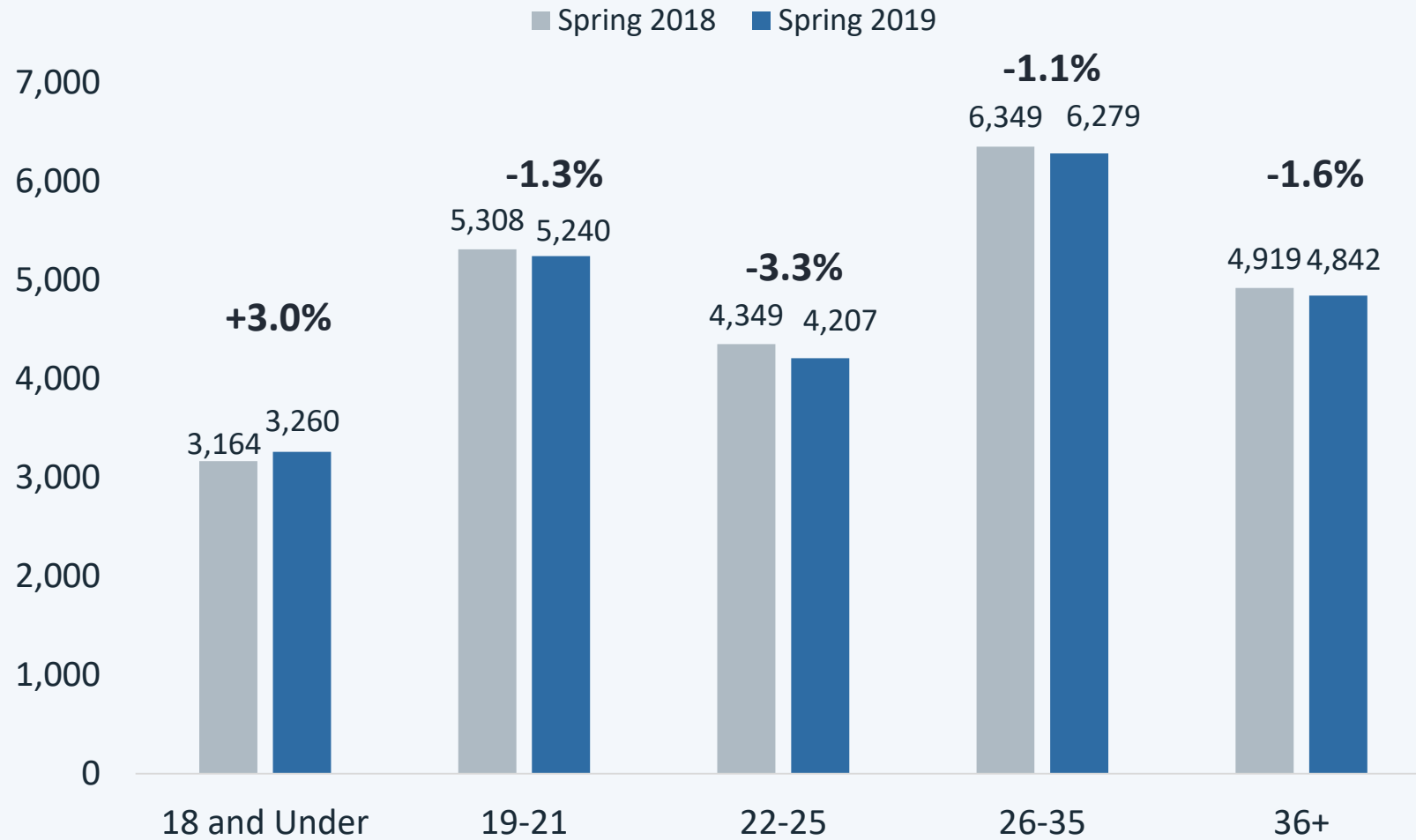


## Gender

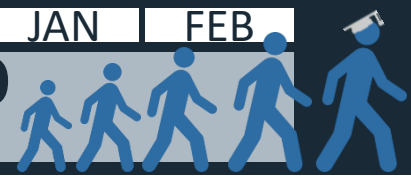




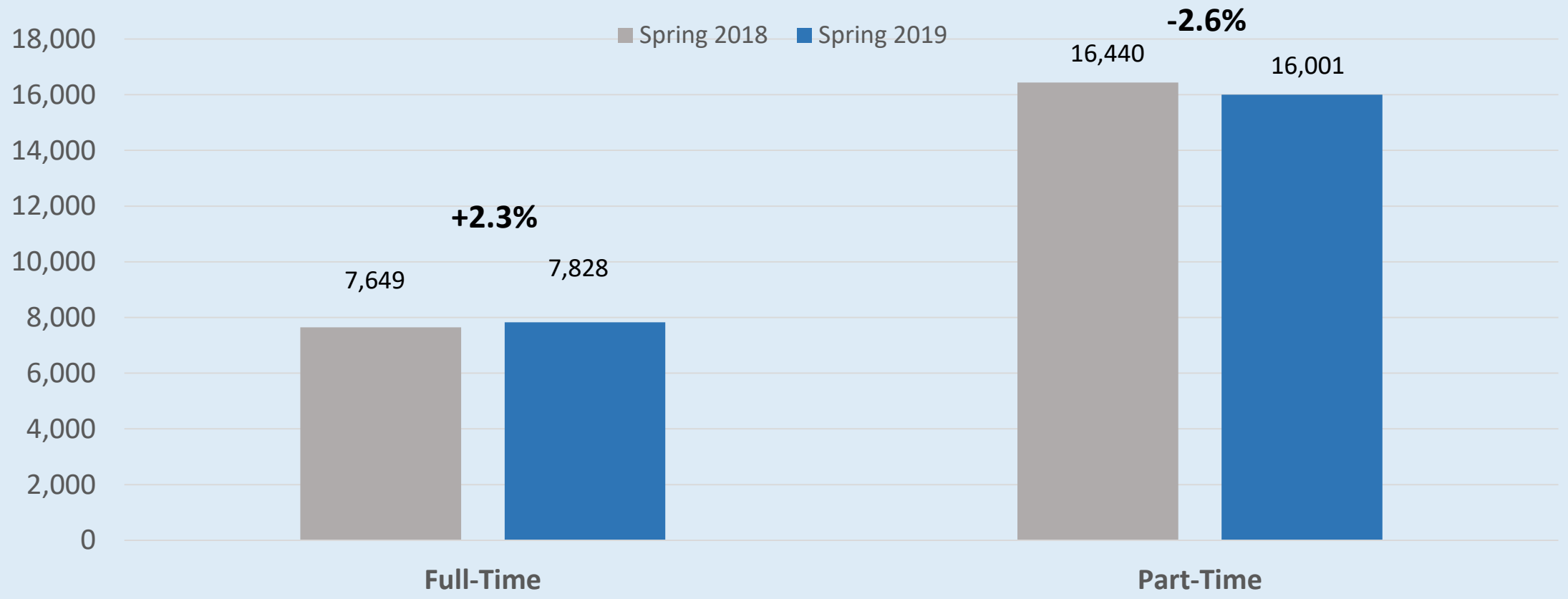
## Enrollment by Age

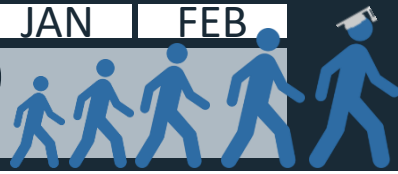




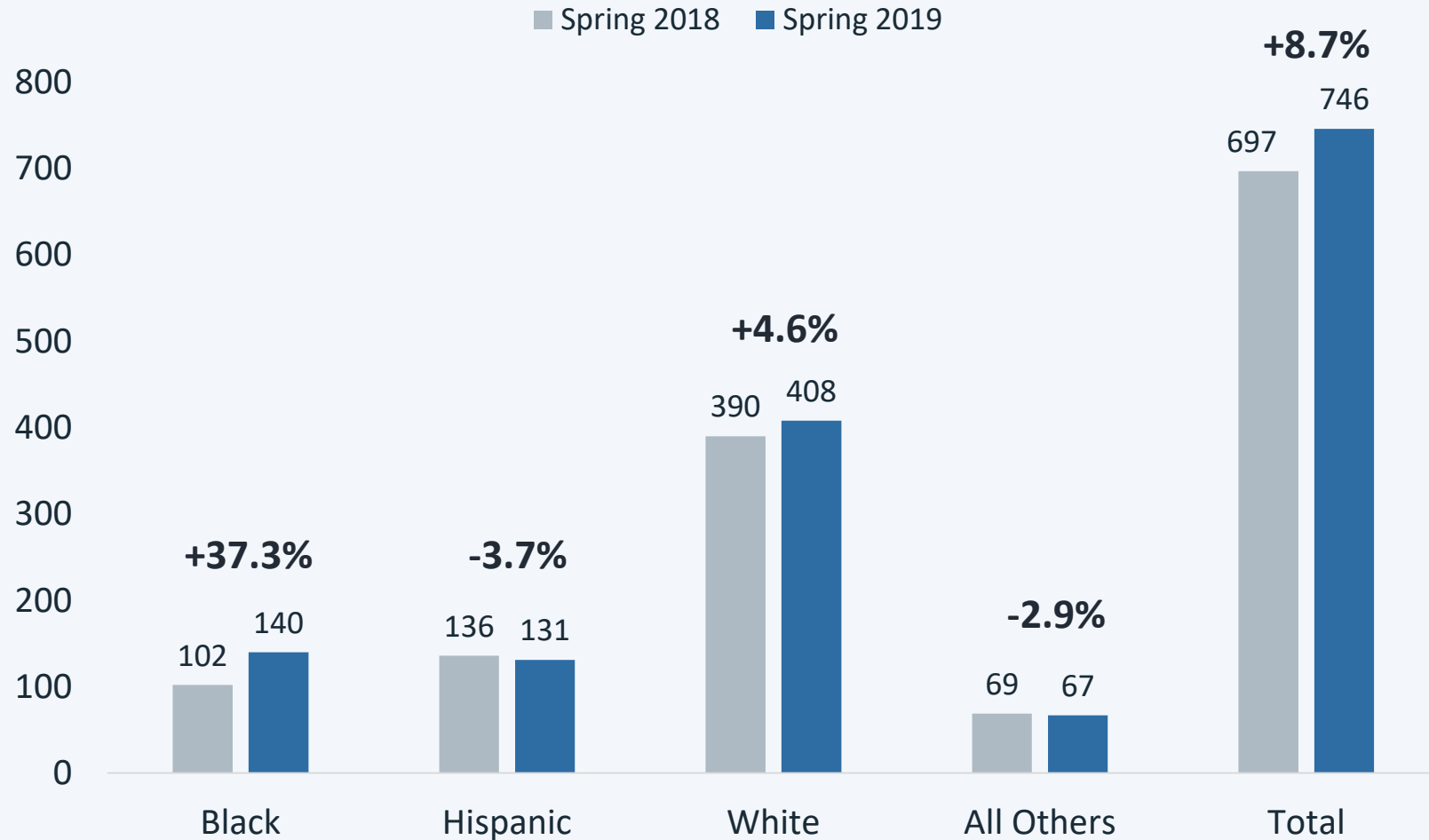


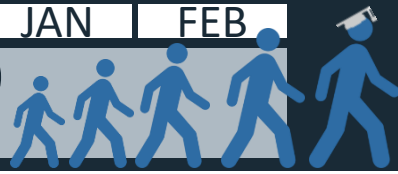
# Enrollment Status



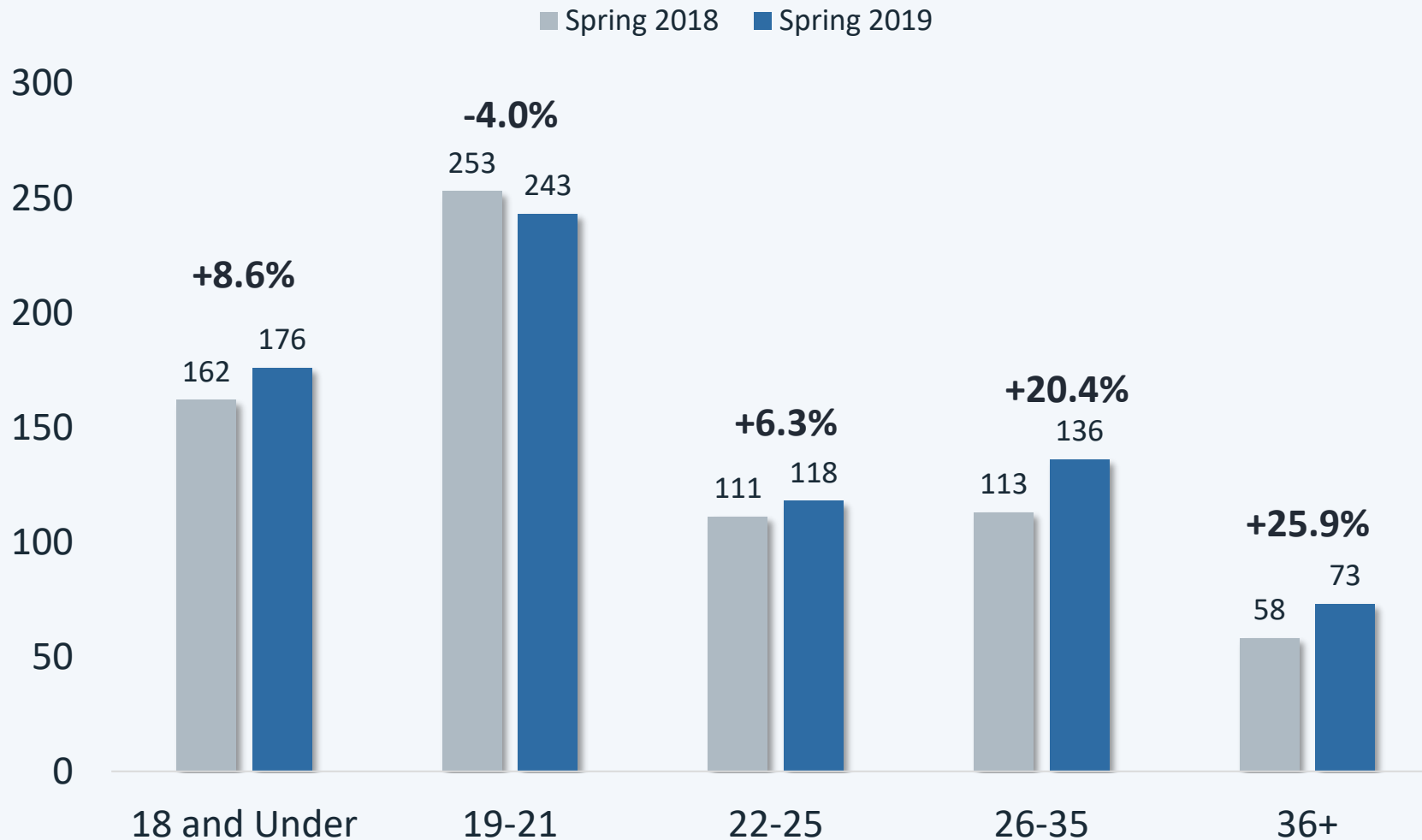


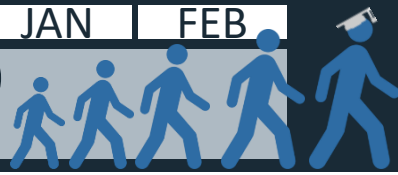
## FTIC Ethnicity





## FTIC Enrollment by Age





## Noteworthy Observations

- +2.4% Actual over Budgeted SSH for Fall 2018
- Doubled our increase of new students from beginning of term to end of term for Fall 2018 compared to 2017
- Added a new Winter Session for Spring 2019
  
- More observations will be noted once Spring numbers are updated

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FEBRUARY



# Questions?

St. Petersburg College

**SPC**

BOT Meeting January 15, 2019

# Fall 2018 Course Success Rates



*Fall 2017 to Fall 2018 decrease in the number of course withdrawals.*

Fall 2017	Fall 20178	YOY % Change
4,524	4,055	-10.4%

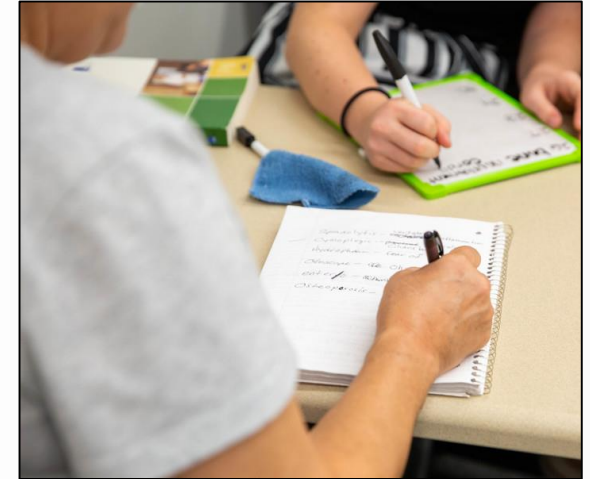
# Course Success Rates

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

$$\frac{A, B, C}{A, B, C, D, F, W, WF, I}$$

All Students	Number of Grades	Success Rate
Fall 2016	87,369	77.8%
Fall 2017	84,052	78.1%
Fall 2018	82,457	78.5%

*Note: Excludes Pass/Fail Grading basis courses and audits*





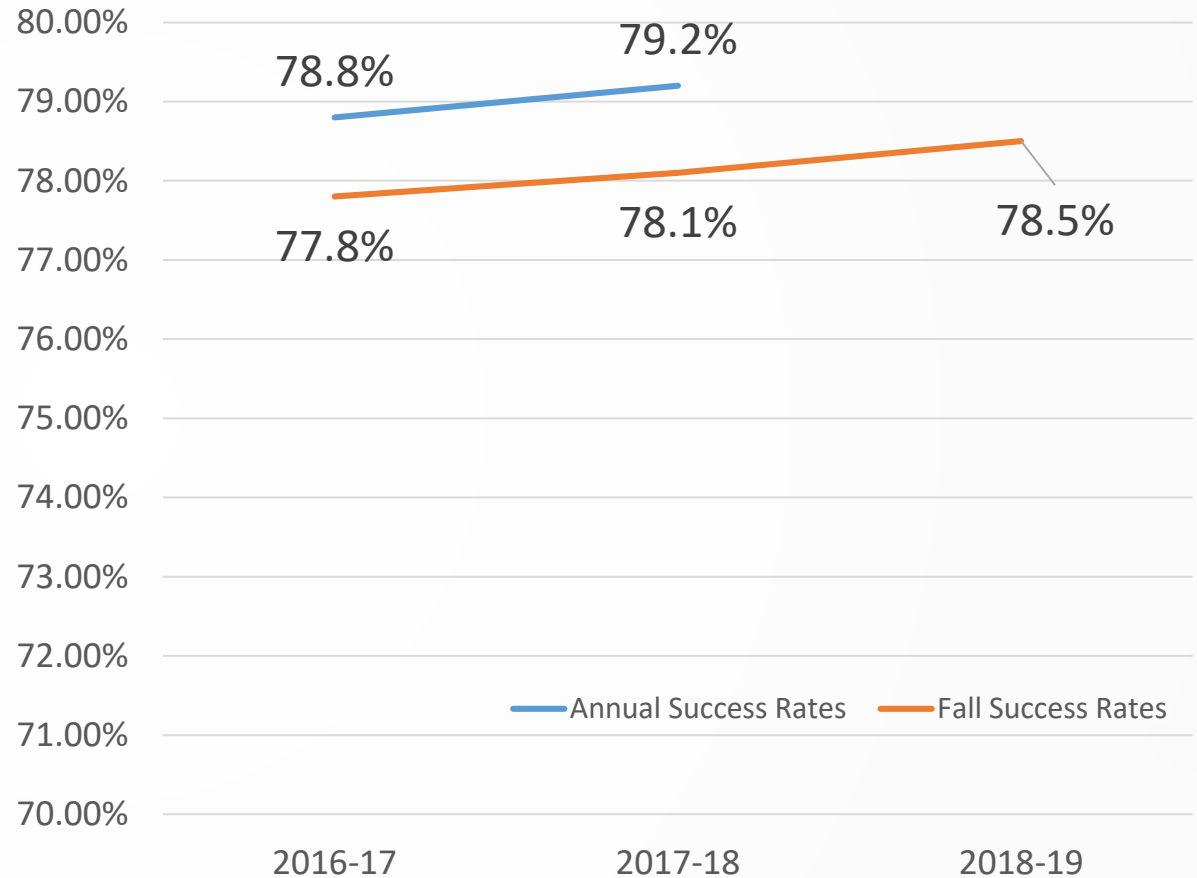
# Course Success Rate Trend: Annual vs. Fall

## 3-Year Strategic Metrics

Increase **Course Student Success** by 2.0% 

Baseline		GOAL
<b>2016-17</b>	<b>2017-18</b>	<b>2020-21</b>
78.8%	79.2%	80.8%

### College Success Rates Trends



*Note: Excludes Pass/Fail Grading basis courses and audits*

# FALL Student Comparison & Gap Analysis

<i>Note: Excludes Pass/Fail Grading basis courses and audits</i>	Fall 2016	Fall 2017	Fall 2018	One Year Diff
All Students	77.8%	78.1%	78.5%	0.4%
Gender				
Male	75.2%	75.5%	76.7%	1.2%
Female	79.7%	79.8%	79.8%	0.0%
Ethnicity				
Black/African American	66.8%	66.5%	66.5%	0.0%
Hispanic/Latino	76.4%	76.4%	77.2%	0.8%
White	80.0%	80.4%	80.8%	0.4%
Male/Ethnicity				
Black/African American Male	65.3%	62.7%	64.3%	1.6%
Hispanic/Latino Male	73.6%	74.5%	75.8%	1.3%
White Male	76.7%	77.4%	78.5%	1.1%

GAP ANALYSIS	Fall 2016	Fall 2017	Fall 2018
All Students	77.8%	78.1%	78.5%
	-2.6%	-2.6%	-1.8%
	1.9%	1.7%	1.3%
	-11.0%	-11.6%	-12.0%
	-1.4%	-1.7%	-1.3%
	2.2%	2.3%	2.3%
	-12.5%	-15.4%	-14.2%
	-4.2%	-3.6%	-2.7%
	-1.1%	-0.7%	0.0%

# FTIC Student Comparison & Gap Analysis

<i>Note: Excludes Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).</i>	Fall 2016	Fall 2017	Fall 2018	One Year Diff
All Students	68.2%	69.0%	70.7%	1.7%
Gender				
Male	63.7%	64.6%	67.9%	3.3%
Female	72.3%	72.7%	73.1%	0.4%
Ethnicity				
Black/African American	54.0%	55.6%	56.1%	0.5%
Hispanic/Latino	67.1%	69.9%	69.3%	-0.6%
White	70.9%	71.3%	73.8%	2.5%
Male/Ethnicity				
Black/African American Male	48.9%	49.0%	52.4%	3.4%
Hispanic/Latino Male	62.2%	64.8%	65.0%	0.2%
White Male	66.4%	66.5%	70.7%	4.2%

GAP ANALYSIS	Fall 2016	Fall 2017	Fall 2018
All Students	68.2%	69.0%	70.7%
	-4.5%	-4.5%	-2.8%
	4.1%	3.7%	2.4%
	-14.2%	-13.4%	-14.6%
	-1.1%	0.9%	-1.4%
	2.7%	2.3%	3.1%
	-19.3%	-20.0%	-18.3%
	-6.0%	-4.2%	-5.7%
	-1.8%	-2.5%	0.0%

# Strategic Priority Metrics to Improve Success Rates

## RETENTION

## LEARNING EXPERIENCE

### Weekly Data Call Metrics

1. Career & Academic Community milestones
2. Learning Resource Center usage (by all and diverse populations)
3. Student engagement success vs. non-participants
4. Course withdrawals
5. SPARC usage

1. Syllabi tracking
2. Gradebook feedback

### 3-Year Strategic Metrics

Increase **Retention Rate** by 3.2%



Increase **Course Student Success** by 2.0%



Increase **Persistence Rate** by 1.8% (Fall to Spring)  
and by 0.7% (Spring to Fall)



Increase CCSSE Active & Collaborative Learning of  
Part-Time Students by 4%



Increase **Completion Rate** by 2.3%



# FTIC Developmental Courses

	Fall 2017	Fall 2018	One Year Diff
All Students	60.8%	65.9%	5.1%
Gender			
Male	56.1%	64.7%	8.6%
Female	65.0%	67.5%	2.5%
Ethnicity			
Black/African American	51.4%	56.3%	4.9%
Hispanic/Latino	59.7%	67.0%	7.3%
White	66.7%	69.3%	2.6%
Male/Ethnicity			
Black/African American Male	44.9%	48.3%	3.4%
Hispanic/Latino Male	58.0%	62.3%	4.3%
White Male	61.4%	72.5%	11.1%

*Note: Excludes  
Pass/Fail Grading basis  
courses and audits*

*FTIC refers to students  
who are First-Time-in-  
College (FTIC).*

# FTIC Gateway Courses & Gap Analysis

<i>Note: Excludes Pass/Fail Grading basis courses and audits. FTIC refers to students who are First-Time-in-College (FTIC).</i>	Fall 2017	Fall 2018	One Year Diff
All Students	65.3%	68.0%	2.7%
Gender			
Male	61.0%	65.6%	4.6%
Female	68.6%	70.2%	1.6%
Ethnicity			
Black/African American	55.4%	55.8%	0.4%
Hispanic/Latino	65.9%	66.8%	0.9%
White	67.3%	70.5%	3.2%
Male/Ethnicity			
Black/African American Male	50.0%	53.3%	3.3%
Hispanic/Latino Male	61.1%	63.2%	2.1%
White Male	62.7%	67.6%	4.9%

GAP ANALYSIS	Fall 2017	Fall 2018
All Students	65.3%	68.0%
	-4.3%	-2.4%
	3.3%	2.2%
	-9.9%	-12.2%
	0.6%	-1.2%
	2.0%	2.5%
	-15.3%	-14.7%
	-4.2%	-4.8%
	-2.5%	0.4%

# Flexible Placement Students



- 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.



# Flex Student Gateway Course Gap Analysis

<b>Gateway Math MAT1033 and MAT1100</b>	Fall 2016	Fall 2017	Fall 2018	One Year Diff
FTIC Students	56.6%	59.8%	59.3%	-0.5%
Likely College Ready	61.3%	64.4%	63.8%	-0.6%
Dev-Ed Recommended	43.5%	50.2%	47.9%	-2.3%
Dev-Ed Strongly Recommended	37.2%	42.2%	44.8%	2.6%

<b>Gateway Writing ENC1101</b>	Fall 2016	Fall 2017	Fall 2018	One Year Diff
FTIC Students	63.3%	65.6%	70.0%	4.4%
Likely College Ready	66.1%	69.7%	71.9%	2.2%
Dev-Ed Recommended	49.0%	51.4%	65.1%	13.7%
Dev-Ed Strongly Recommended	43.8%	48.5%	54.0%	5.5%

<b>Gateway Reading ENC1101</b>	Fall 2016	Fall 2017	Fall 2018	One Year Diff
FTIC Students	63.3%	65.6%	70.0%	4.4%
Likely College Ready	67.2%	69.2%	72.1%	2.9%
Dev-Ed Recommended	54.6%	54.2%	62.7%	8.5%
Dev-Ed Strongly Recommended	42.3%	50.0%	58.5%	8.5%

<b>Gap Analysis</b>	Fall 2016	Fall 2017	Fall 2018
FTIC Students	56.6%	59.8%	59.3%
Likely College Ready	4.7%	4.6%	4.5%
Dev-Ed Recommended	-13.1%	-9.6%	-11.4%
Dev-Ed Strongly Recommended	-19.4%	-16.8%	-15.3%

<b>Gap Analysis</b>	Fall 2016	Fall 2017	Fall 2018
FTIC Students	63.3%	65.6%	70.0%
Likely College Ready	2.8%	4.1%	1.9%
Dev-Ed Recommended	-14.3%	-14.2%	-4.9%
Dev-Ed Strongly Recommended	-19.5%	-17.1%	-16.0%

<b>Gap Analysis</b>	Fall 2016	Fall 2017	Fall 2018
FTIC Students	63.3%	65.6%	70.0%
Likely College Ready	3.9%	3.6%	2.1%
Dev-Ed Recommended	-8.7%	-11.4%	-7.3%
Dev-Ed Strongly Recommended	-21.0%	-15.6%	-11.5%



# Noteworthy Observations

- Course withdrawals have decreased -10.4% compared to last fall.
- Annual college success increased 0.4% in 2017-18 with increases in all areas and demographics this Fall.
- Success rates for FTIC students increased 1.7% increase this Fall with Male students increasing 3.3%.
- Success rates for FTIC students in Developmental Education showed large increases in all areas compared to decreases last Fall.
- Success rates for FTIC students increased 2.7% in Gateway Course Success Rates this fall with Male students increasing 4.6%.
- In all categories Black/African Americans, and Black/African American Males have the largest achievement gap.
- All Flex Placement Students in Gateway courses improved their success rates, except for Developmental Recommended in Gateway Math.

## RETENTION

1. Increased support for students on their Path:
  - a. Implement new Advising report mimicking Pathways;
  - b. Track Career and Academic Community Milestones.
2. Tracking student engagement on-campus and online and continuing to compare student success between those who are engaged and those who are not.
3. Increase Learning Resource usage by all, as well as diverse populations by creating learning communities.
4. Finalize Math Pathways to accelerate completion of math requirements.

## LEARNING EXPERIENCE

1. Develop and implement strategies to increase success rates for minority males to close the success gap.
2. Track the posting of “engaging” syllabi three days prior to courses starting.
3. Track use of course gradebook to provide timely feedback to students. (weekly for 8 and 12 week courses, bi-weekly for 16 week courses)
4. Review and revise the Student Survey of Instruction (SSI).
5. Use student focus groups to help identify best practices and design faculty resources to support enhanced use (for example – culturally responsive pedagogy).

# Questions ?



# St. Petersburg College Board of Trustees Meeting December Budget Report

Janette Hunt  
January 15, 2019

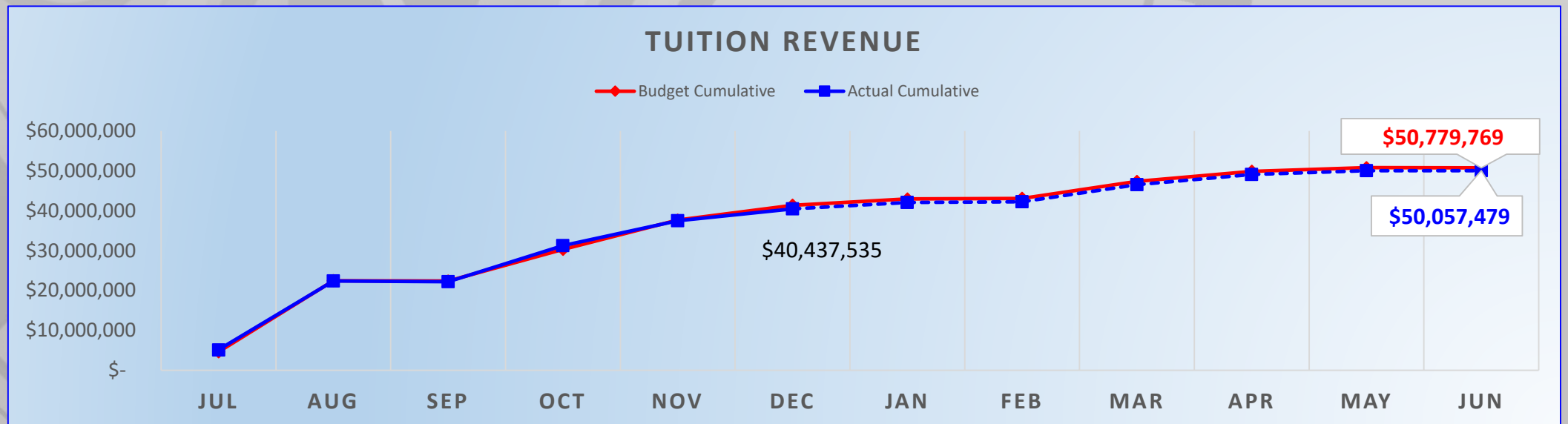






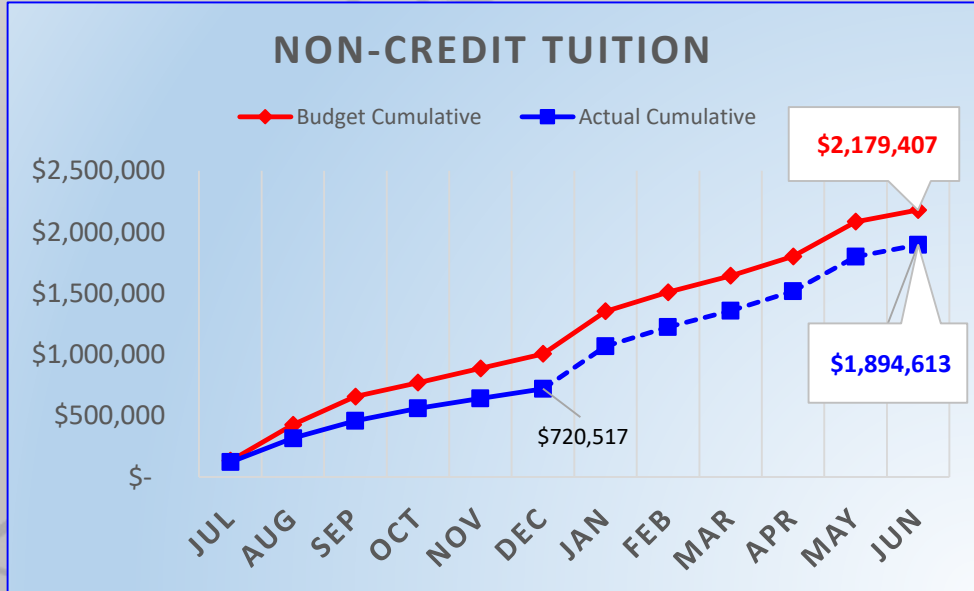
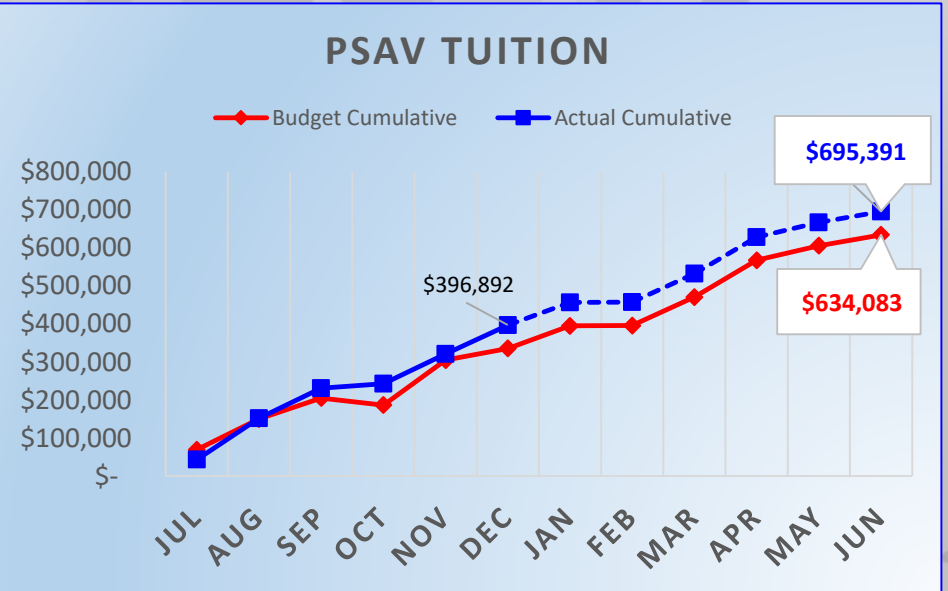
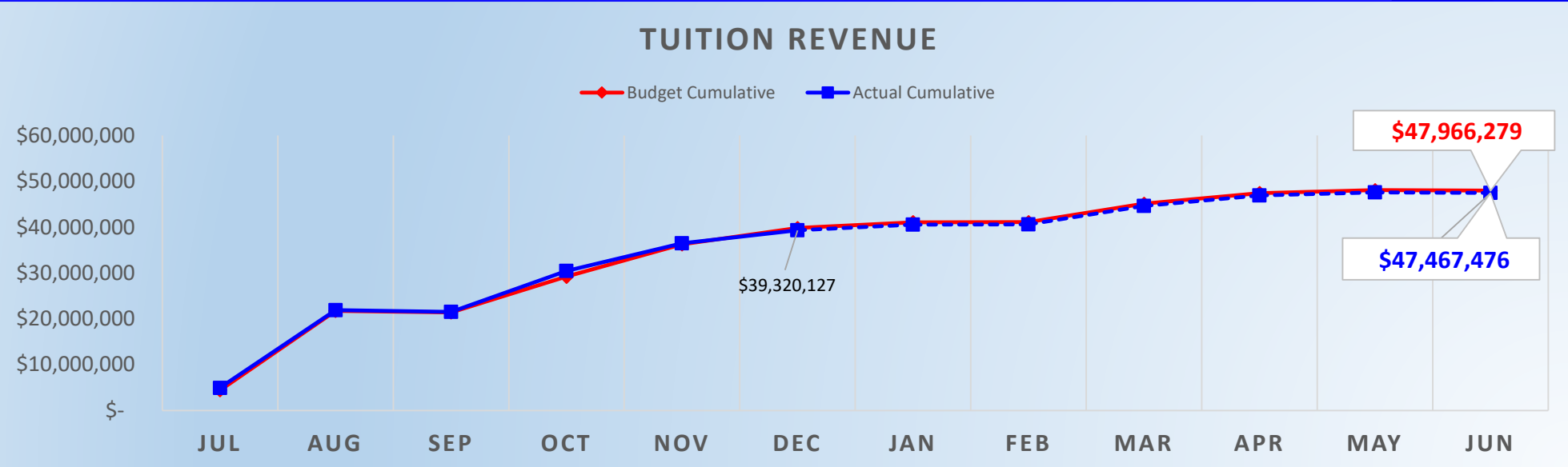
# Report as of December 31, 2018

Revenue	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Student Tuition & Fees	\$ 61,246,719	\$ 49,516,815	80.8%	\$ 61,499,889	\$ 48,649,157	79.1%
State Funding	\$ 71,793,706	\$ 28,531,325	39.7%	\$ 72,088,236	\$ 27,494,828	38.1%
Other Revenues	\$ 5,609,289	\$ 2,130,191	38.0%	\$ 5,187,048	\$ 2,416,318	46.6%
Fund Transfers In	\$ 3,782,619	\$ 2,516,462	66.5%	\$ 3,103,706	\$ 429,680	13.8%
Reserves	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 144,257,333</b>	<b>\$ 82,694,792</b>	<b>57.3%</b>	<b>\$ 142,878,878</b>	<b>\$ 78,989,983</b>	<b>55.3%</b>





# Report as of December 31, 2018





# Report as of December 31, 2018

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Personnel &amp; Benefits</b>						
Faculty	\$ 26,776,489	\$ 13,620,133	50.9%	\$ 25,749,327	\$ 12,999,094	50.5%
Administrative & Professional	\$ 24,251,689	\$ 11,912,400	49.1%	\$ 23,585,641	\$ 11,331,201	48.0%
Career Service (includes OT)	\$ 19,951,011	\$ 9,252,998	46.4%	\$ 19,183,840	\$ 8,564,993	44.6%
Adjunct/Supplemental	\$ 13,549,064	\$ 6,838,473	50.5%	\$ 13,142,592	\$ 6,737,524	51.3%
Other Personal Services (OPS)	\$ 2,041,007	\$ 890,045	43.6%	\$ 2,019,316	\$ 909,231	45.0%
Student Assistants	\$ 428,000	\$ 142,276	33.2%	\$ 428,000	\$ 165,175	38.6%
Health Insurance	\$ 14,931,773	\$ 7,600,168	50.9%	\$ 14,423,171	\$ 7,906,837	54.8%
Other Benefits	\$ 11,280,323	\$ 6,223,836	55.2%	\$ 11,827,326	\$ 5,958,417	50.4%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 113,209,356</b>	<b>\$ 56,480,329</b>	<b>49.9%</b>	<b>\$ 110,359,214</b>	<b>\$ 54,572,472</b>	<b>49.4%</b>
<b>Current Expense</b>						
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 12,370,930</b>	<b>43.7%</b>	<b>\$ 29,740,028</b>	<b>\$ 12,583,620</b>	<b>42.3%</b>
<b>Capital</b>						
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 1,155,771</b>	<b>41.7%</b>	<b>\$ 2,779,636</b>	<b>\$ 855,771</b>	<b>30.8%</b>
<b>Total Operating</b>	<b>\$ 144,257,333</b>	<b>\$ 70,007,030</b>	<b>48.5%</b>	<b>\$ 142,878,878</b>	<b>\$ 68,011,863</b>	<b>47.6%</b>
<b>Balance</b>	<b>\$ 0</b>	<b>\$ 12,687,762</b>		<b>\$ -</b>	<b>\$ 10,978,119</b>	

# Questions






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

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition	\$ 50,887,002	\$ 41,424,495	81.4%	\$ 50,779,769	\$ 40,437,535	79.6%
State Appropriation - FCS	\$ 53,548,581	\$ 26,774,290	50.0%	\$ 51,475,043	\$ 25,737,384	50.0%
State Appropriation - Lottery	\$ 14,231,049	\$ -	0.0%	\$ 16,598,793	\$ -	0.0%
Performance Funding	\$ 3,514,076	\$ 1,757,035	50.0%	\$ 3,514,400	\$ 1,757,200	50.0%
Learning Support Access Fee	\$ 1,639,890	\$ 1,264,050	77.1%	\$ 1,607,832	\$ 1,224,862	76.2%
Distance Learning Fee	\$ 3,526,830	\$ 2,895,226	82.1%	\$ 3,995,700	\$ 2,984,777	74.7%
Technology Fee	\$ 2,508,569	\$ 2,011,489	80.2%	\$ 2,476,437	\$ 1,980,266	80.0%
Lab Revenue Fees	\$ 1,592,067	\$ 1,529,379	96.1%	\$ 1,575,099	\$ 1,639,745	104.1%
Industry Certifications	\$ 500,000	\$ -	0.0%	\$ 500,000	\$ 244	0.0%
Other Revenues	\$ 5,609,289	\$ 2,130,191	38.0%	\$ 5,187,048	\$ 2,416,318	46.6%
Other Student Fees	\$ 1,092,361	\$ 392,175	35.9%	\$ 1,065,052	\$ 381,970	35.9%
Fund Transfers In	\$ 3,782,619	\$ 2,516,462	66.5%	\$ 3,103,706	\$ 429,680	13.8%
Reserve	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 144,257,333</b>	<b>\$ 82,694,792</b>	<b>57.3%</b>	<b>\$ 142,878,878</b>	<b>\$ 78,989,983</b>	<b>55.3%</b>
<b>Personnel &amp; Benefits</b>						
Instructional/Faculty-Full time	\$ 26,776,489	\$ 13,620,133	50.9%	\$ 25,749,327	\$ 12,999,094	50.5%
Administrative & Professional	\$ 24,251,689	\$ 11,912,400	49.1%	\$ 23,585,641	\$ 11,331,201	48.0%
Career Service (includes OT)	\$ 19,951,011	\$ 9,252,998	46.4%	\$ 19,183,840	\$ 8,564,993	44.6%
Adjunct/Supplemental	\$ 13,549,064	\$ 6,838,473	50.5%	\$ 13,142,592	\$ 6,737,524	51.3%
Other Personal Services (OPS)	\$ 2,041,007	\$ 890,045	43.6%	\$ 2,019,316	\$ 909,231	45.0%
Student Assistants	\$ 428,000	\$ 142,276	33.2%	\$ 428,000	\$ 165,175	38.6%
Health Insurance	\$ 14,931,773	\$ 7,600,168	50.9%	\$ 14,423,171	\$ 7,906,837	54.8%
Other Benefits	\$ 11,280,323	\$ 6,223,836	55.2%	\$ 11,827,326	\$ 5,958,417	50.4%
<b>Total Personnel &amp; Benefit</b>	<b>\$ 113,209,356</b>	<b>\$ 56,480,329</b>	<b>49.9%</b>	<b>\$ 110,359,214</b>	<b>\$ 54,572,472</b>	<b>49.4%</b>
<b>Current Expense</b>						
Bad Debt/Unemployment	\$ 1,003,810	\$ (45,106)	-4.5%	\$ 1,003,331	\$ (59,617)	-5.9%
Insurance (Non Health)	\$ 1,758,611	\$ 1,273,605	72.4%	\$ 1,811,245	\$ 1,239,585	68.4%
Repairs & Maint	\$ 886,195	\$ 405,745	45.8%	\$ 931,034	\$ 452,800	48.6%
Scholarships/Fee Waivers	\$ 2,423,463	\$ 1,764,013	72.8%	\$ 2,424,463	\$ 1,556,400	64.2%
Services and Fees	\$ 6,033,319	\$ 2,343,350	38.8%	\$ 6,006,449	\$ 2,051,386	34.2%
Materials and Supplies	\$ 4,476,333	\$ 1,530,452	34.2%	\$ 4,693,926	\$ 1,599,992	34.1%
Travel	\$ 311,583	\$ 166,424	53.4%	\$ 350,000	\$ 171,219	48.9%
Utilities	\$ 5,260,407	\$ 2,554,008	48.6%	\$ 5,527,258	\$ 2,682,649	48.5%
Other Current Expense	\$ 3,530,392	\$ 983,499	27.9%	\$ 3,296,339	\$ 790,442	24.0%
Tech Expense/Licensing	\$ 2,594,386	\$ 1,394,940	53.8%	\$ 3,695,983	\$ 2,098,764	56.8%
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 12,370,930</b>	<b>43.7%</b>	<b>\$ 29,740,028</b>	<b>\$ 12,583,620</b>	<b>42.3%</b>
<b>Capital</b>						
Computer Refresh Leases	\$ 2,379,879	\$ 1,041,315	43.8%	\$ 2,390,037	\$ 753,866	31.5%
Capital Purchases	\$ 389,599	\$ 114,455	29.4%	\$ 389,599	\$ 101,904	26.2%
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 1,155,771</b>	<b>41.7%</b>	<b>\$ 2,779,636</b>	<b>\$ 855,771</b>	<b>30.8%</b>
<b>Total Operating</b>	<b>\$ 144,257,333</b>	<b>\$ 70,007,030</b>	<b>48.5%</b>	<b>\$ 142,878,878</b>	<b>\$ 68,011,863</b>	<b>47.6%</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ 12,687,762</b>		<b>\$ -</b>	<b>\$ 10,978,119</b>	

January 15, 2019

**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:**

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Marley, Donna M	Project Coord II, Project HEAL	Academic & Student Affairs SPG	1/7/2019 - 6/30/2019
Eggers, Amy S	Coord, Accredtn&BaccAssessment	Academic EffectivenessAssessmt EPI	1/7/2019 - 6/30/2019
Costello, Christine M	Online Student Srvcs Director	Enrollment Management DO	11/5/2018 - 6/30/2019
Polk Jr, Robert O	PublicSafetyTrain&CareerDevDir	SE Public Safety Institute AC	11/26/2018 - 6/30/2019

<b>TRANSFER/PROMOTION Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Procaccio, Megan M	Articulations Outreach Spec	Academic & Student Affairs EPI	12/3/2018 - 6/30/2019
Catlin, Kyrsten M	Student Success Specialist	Admissions & Central Records DO	12/3/2018 - 6/30/2019
Meigs, Michael C.	Acting AVP, Bus. & Financial Services	BusSVITSystems DO	12/4/2018 - 4/30/2019
Curtis, Richard J	IT Security Engineer	Information Systems DO	12/3/2018 - 6/30/2019
Holtzman, Heather N	Acting, Ref & Instr Librarian	Learning Resources CL	11/5/2018 - 6/30/2019
Fisher, Lise L	Asst Dir, Strategic Communic	Marketing&StrategicCommunicatn DO	11/26/2018 - 6/30/2019
Woods, Benjamin M	Career & Academic Advisor	Student Support Services SE	11/26/2018 - 6/30/2019
Seiter, Sondra P	Certificate Prgm Coordinator	Workforce/Professnl Developmnt EPI	12/3/2018 - 6/30/2019

<b>RENEWAL - ANNUAL Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Dimmer, Theresa R	Coord, Institutnl Research & Reporting	Institutional Research EPI	1/1/2019 - 6/30/2019
Reifler-Alessi, Linda S	Reference & Instruction Librarian	Learning Resources SPG	1/1/2019 - 6/30/2019

<b>HIRE Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Abdelmalek, Sara	Administrative Svcs Specialist	Academic & Student Affairs EPI	1/7/2019
Hebert, Sandra M	Sr Administrative Svcs Assist	Academic & Student Affairs EPI	1/7/2019
Sager, Jessica A	Accounting Support Technician	Business Office SPG	11/26/2018
Witherspoon, David	Security Officer	Campus Security DT	11/5/2018
Vasquez, Mateo J	Technology Support Specialist	Desktop Software Support HEC	12/3/2018
Echols, Chelsea B	Executive Assistant	Financial Assistance Services DO	12/3/2018
Hester, Cody G	Instructional Supp Specialist	Learning Resources CL	11/26/2018
Green, Antonia L	Library Svcs Paraprofessional	Learning Resources CL	11/26/2018
Byrne Peterson, Siobhan M	Administrative Svcs Specialist	Natural Science TS	12/3/2018
Taylor, Clarice E	Student Support Specialist	Provost Office TS	11/26/2018
Hazel, Darian B	Administrative Svcs Specialist	Social & Behavioral Science SP	1/7/2019
Carter-Halla, Christina M	Assistant House Manager	SPC-Downtown DT	11/26/2018
Edwards, Cheryl A	Student Support Specialist	Student Support Services CL	12/3/2018
Washington, Terry L	Administrative Svcs Specialist	Workforce/Professnl Developmnt EPI	1/7/2019

<b>TRANSFER/PROMOTION Budgeted Career Service</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Gant, Ernest J	Acting, PITCH Program Coord	Provost Office DT	10/29/2018

<b>HIRE Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Cardenas, Andres M	Faculty	Engineering Technology CL	11/19/2018
Ernst, Lynn A	Faculty	SE Public Safety Institute AC	1/14/2019

<b>RENEWAL - ANNUAL Faculty</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Concepcion, Iris N	Faculty	College of Nursing HEC	1/1/2019 - 6/30/2019
Kerns, Carolyn J	Faculty	College of Nursing HEC	1/1/2019 - 6/30/2019

<b>SUPPLEMENTAL Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Maza, Joanna D	Faculty - supplemental	Baccalaureate Programs DO	1/14/2019
Stewart Jr, James H	Faculty - supplemental	College of Computer & InfoTech SPG	1/14/2019
Mann, Michelle F	Faculty - supplemental	Criminal Justice AC	1/14/2019
Saponare, Joseph N	Professional Trainer	Criminal Justice AC	11/5/2018
Nelson, Nydia N	Faculty - supplemental	Health Information Mgmt HEC	1/14/2019
Weber, Brittany L	Adjunct Faculty, HTF Nursing	Radiography HEC	1/14/2019
Wortock, Jacob C	Faculty - supplemental	Social & Behavioral Science SE	1/14/2019
Williamson, Lindsay S	Professional Trainer	Workforce/Professnl Developmnt EPI	1/2/2019

<b>HIRE Temporary</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Thureson, Dennis F	Adjunct Faculty	Business Administration SP	1/14/2019
Waites Jr, Michael R	Adjunct Faculty	College of Computer & InfoTech CL	1/14/2019
Howell, Erin V	Adjunct Faculty	Communications SE	1/14/2019
Savona, Sandrine N	Adjunct Faculty	Communications SE	1/14/2019
Davis, Debra D	Adjunct Faculty	Communications SPG	1/14/2019
Wilmot, Melisa M	Adjunct Faculty	Communications SPG	1/14/2019
Brice, Jeanine	Adjunct Faculty	Distance Learning TV SE	1/14/2019
Savona, Sandrine N	Adjunct Faculty	Distance Learning TV SE	1/14/2019
Wilson, Richard L	Adjunct Faculty	Early College/Dual Enrollment AC	1/14/2019
Vance Jr, Micheal D	Adjunct Faculty	Emergency Medical Services HEC	1/14/2019
Woodruff, Dustin P	Adjunct Faculty	Emergency Medical Services HEC	1/14/2019
Mohseni, Sassan	Adjunct Faculty	Mathematics SE	1/14/2019
Fouad, Emadelden	Adjunct Faculty	Natural Science CL	1/14/2019
Johnson, Jaila C	Adjunct Faculty	Natural Science CL	1/14/2019
Booth, Bryan C	Adjunct Faculty	Natural Science SE	1/14/2019
Huegel, Craig N	Adjunct Faculty	Natural Science TS	1/14/2019
Herzhauser, Joseph T	Adjunct Faculty	Respiratory Care HEC	1/14/2019
Garcia, Carlos	Adjunct Faculty	Social & Behavioral Science CL	1/14/2019
Bolden, Brandilyn L	Adjunct Faculty, Bach	Baccalaureate Programs EPI	1/14/2019
Thureson, Dennis F	Adjunct Faculty, Bach	Business Administration SPG	1/14/2019
Cooper, Kenneth W	Adjunct Faculty, Bach	College of Computer & InfoTech SPG	1/14/2019
Hawkins, Victoria E	Adjunct Faculty, Bach	College of Education HEC	1/14/2019
Fowler, Tara M	Adjunct Faculty, Bach	College of Education TS	1/14/2019
Coovadia, Adam	Adjunct Faculty, Bach	Natural Science CL	1/14/2019
Bozeat, Stacy B	Adjunct Faculty, HTF Nursing	Nursing HEC	1/14/2019
Hunter, Debra E	Adjunct Faculty, HTF Nursing	Nursing HEC	1/14/2019
Kimble, April N	Adjunct Faculty, HTF Nursing	Nursing HEC	1/14/2019
Mitcherson, Caitlin M	OPS Career Level 1	Academic & Student Affairs HEC	1/7/2019

Blassingame, Taylor R	OPS Career Level 1	Academic & Student Affairs HEC	1/7/2019
Boehme, Albeno A	OPS Career Level 1	Academic & Student Affairs HEC	1/7/2019
Galante, Vincent B	OPS Career Level 1	Associate Provost Office CL	11/26/2018
Bates, Susan M	OPS Career Level 1	Learning Resources SPG	11/5/2018
Briones, Marielle C	OPS Career Level 1	Learning Resources SPG	11/5/2018
Coriarty, Greg R	OPS Career Level 1	Learning Resources SPG	11/30/2018
Fink, LIsa A	OPS Career Level 1	Learning Resources SPG	11/26/2018
Diep, Tinh A	OPS Career Level 2	Mail & Distribution DO	11/26/2018
Kovanis, Killian P	OPS Career Level 2	Natural Science CL	1/7/2019
Duncan, Amber L	OPS Career Level 3	Academic & Student Affairs EPI	11/28/2018
Edwards, Cheryl A	OPS Career Level 4	Student Support Services SPG	12/3/2018
Pheil, Christina L	OPS Career Level 5	Academic & Student Affairs MT	12/3/2018
Wilson IV, Clarence T	OPS Career Level 5	Academic & Student Affairs HEC	1/7/2019
Medley, Yael	OPS Career Level 5	Associate Provost Office CL	11/5/2018
Waterbury, Sandra G	OPS Career Level 5	Learning Resources MT	12/3/2018
Colgan, Gregory P	OPS Career Level 5	Learning Resources SE	11/26/2018
McCormick, Latoya A	OPS Professional	Humanities & Fine Arts SPG	11/26/2018
Gutierrez, Abel	OPS Professional	Natural Science TS	1/7/2019
Cotner, Katelyn R	OPS Teaching Asst/Interpreter	Accessibility Services CL	12/3/2018
Houghtaling, Kenneth W	OPS Teaching Asst/Interpreter	Accessibility Services CL	11/26/2018
Jackson, Benjamin L	OPS Teaching Asst/Interpreter	Accessibility Services CL	11/26/2018
Gassen, Stephen P	Professional Trainer	Criminal Justice AC	11/26/2018
Karayianes, Michael F	Professional Trainer	Criminal Justice AC	11/26/2018
List, Cory J	Professional Trainer	Criminal Justice AC	12/3/2018
Ward, Michael S	Professional Trainer	Criminal Justice AC	1/7/2019
Armstrong, Kaitlyn N	Professional Trainer	Emergency Medical Services HEC	11/26/2018
Hernandez, David	Professional Trainer	Emergency Medical Services HEC	11/26/2018
Herzhauser, Joseph T	Professional Trainer	Emergency Medical Services HEC	11/26/2018
Raisch, Steven D	Professional Trainer	Emergency Medical Services HEC	11/26/2018
Woodard, Justin P	Professional Trainer	Emergency Medical Services HEC	11/26/2018

<b>TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES</b>			
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<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Fratus, Earl	Honors Program Director	Honors Program/CL	01/01/2019 - 01/07/2019
Rich, Kelly	Instructor	Communications/SE	01/01/2019 - 01/07/2019

Destination: Quebec & Montreal, Canada

The purpose of this trip is to lead SPC students on a study abroad program to Canada. A total of seventeen (17) students are enrolled in the program and will receive credit in either INR 2002H Honors International Relations or IDH 2634H Honors Service Learning. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$465.52 (\$232.18 and \$233.34, respectively).

Turnbull, Brian	Instructor	Social & Behavioral Science/CL	01/02/2019 - 01/18/2019
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Destination: Bangalore, Jaipur, and Mysore, India

The purpose of this trip is to attend the Council of American Overseas Research Centers (CAORC): Exploring Urban Sustainability through India's Cities seminar. The seminar takes place in several Indian cities. The College will benefit through the professional development of SPC Faculty.

Estimated cost to the College is \$0.00.

Stevens, Vickie	Instructor	Communications/SPG	05/01/2019 - 05/08/2019
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Destination: Granada, Spain

The purpose of this trip is to attend and to present at the 17th International Conference on New Direction in the Humanities at the University of Granada, Spain. The College will benefit through the professional development of SPC Faculty.

Estimated cost to the College is \$500.00.

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Fernandes, Jennifer	Instructor	Natural Science/TS	05/13/2019 - 05/27/2019
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Destination: Tel Aviv/Jerusalem, Israel

The purpose of this trip is to lead SPC students on a study abroad program to Israel. A total of ten (10) students are enrolled in the program and will receive credit in BSC 1930 Biological Issues. The Instructor will introduce students to coral ecology, turtle conservations, desert ecology and the human impact on Israel's environment through lectures, labs and investigative experiences. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$0.00.

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Levin, Roxana	Instructor	Communications/TS	06/08/2019 - 07/01/2019
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Destination: Salamanca, Spain

The purpose of this trip is to lead SPC students on a study abroad program to Spain. A total of ten (10) students are enrolled in the program and will receive credit in one of the following Spanish courses: SPN 1120/1121 Elementary Spanish I or II, SPN 2200/2201 Intermediate Spanish I or II, SPN 2240/2241 Spanish Conversation and Comp I or II or SPN 2949 Study Abroad Working Experience. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$7,006.89.


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

ND01022019

January 15, 2019

**MEMORANDUM**

**TO:** Board of Trustees St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Workforce Institute

**Approval is sought for the recommended changes to Workforce Institute courses within the 2018-2019 catalog year.**

*Workforce Institute, Information & Innovative Technology:* Added seven new online courses to expand and enhance current offerings.

- SMS0401 Managing IT Projects: Six Sigma Yellow Belt Certification Prep
- SMS0402 Managing IT Projects: Six Sigma Green Belt Certification Prep
- SMS0403 Managing IT Projects: Six Sigma Black Belt Certification Prep
- NWT0802 CompTIA Advanced Security Practitioner (CASP) Prep
- NWT0803 CompTIA Server+ Certification Prep Online
- NWT0804 CompTIA Cloud+ Certification Prep Online
- CMP0796 Microsoft SharePoint for End Users

*Workforce Institute, Information & Innovative Technology:* Added one new online course to provide the public with an overview of Microsoft and Adobe products available through the Workforce Institute.

- CMP0100 Today's Technology Essentials

*Workforce Institute, Information & Innovative Technology:* Added three new certification courses in response to industry requests.

- PRG0801 Introduction to Programming Using Java Certification
- PRG0802 Introduction to Programming Python Certification
- DBS0801 Introduction to Database Administration Certification

*Workforce Institute, Information & Innovative Technology:* Updated two courses to correct the fees and description in the course catalog.

- CMP0991 Certification Exam Prep
- CMP0992 Network+ Certification Exam Prep

*Workforce Institute, Manufacturing:* Added eight new courses as part of new offerings sponsored by the State of Florida, Department of Economic Opportunity, Florida Job Growth Workforce Training Grant for Mechatronics and Electromechanical Technician Training (METT).

- MNF0481 Mechatronics: General Preventative and Predictive Maintenance
- MNF0482 Mechatronics: Blueprint Reading and Schematics
- MNF0483 Mechatronics: Robotics
- MNF0484 Mechatronics: Controls and Instrumentation
- MNF0485 Mechatronics: Basic Electricity and Electronics
- MNF0486 Mechatronics: Mechanical Systems and Mechanical Drive Systems
- MNF0487 Mechatronics: Safety
- MNF0488 Mechatronics: Fluid Power and Electrohydraulics/Pneumatics


*Workforce Institute, Continuing Education Health/Allied Health Program:* Changed one course offering to revise and update content and increase course fee.

- HHP0301 RN Refresher/Remediation

January 15, 2019

**MEMORANDUM**

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

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

**SUBJECT:** National Science Foundation – Advancing Informal STEM Learning (AISL)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by University of Rhode Island in partnership with St. Petersburg College to the National Science Foundation (NSF) for the Advancing Informal STEM Learning (AISL) funding opportunity. Permission is also sought to accept an estimated \$260,596 in funding over a four-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 Advancing Informal STEM Learning (AISL) program is to develop evidence-based design and STEM learning opportunities for the public in informal, out-of-the-classroom environments. Led by the University of Rhode Island, the Research to Enhance Public Education and Actions Related to Tropical Storms (REPEATS) seeks to understand the cultural and social narratives that inform early preparedness education and an intervention programs related to extreme weather events. Focused on increasing community resiliency, SPC's portion of the project will involve providing community workshops and trainings to help residents (including SPC students and staff) to understand weather related events, make sound and informed decisions and prepare for, endure and recover from these events. A focal point of these trainings will involve Personal Weather Stations (PWS) used to measure temperature, relative humidity, pressure, rain fall, and wind speed and direction. Funding will support staff time and effort, development and delivery of workshops and the purchase and installation of Personal Weather Stations.

The estimated period of performance will be from September 1, 2019 through August 31, 2023. The total project budget is approximately \$260,596 over the four-year period. See attached Information Summary for additional information.

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

Attachment  
ks120618



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

**Date of BOT Meeting:** January 15, 2019

**Funding Agency or Organization:** National Science Foundation

**Name of Competition/Project:** Advancing Informal STEM Learning (AISL)

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

**Grant/Contract Time Period:** **Start:** 9/1/19 **End:** 8/31/23

**Administrator:** Natavia Middleton

**Manager:** Erica Moulton

**Focus of Proposal:**

The Research to Enhance Public Education and Actions Related to Tropical Storms (REPEATS) project is a four-year Research in Service to Practice project. It focuses on research that will advance knowledge and effective public Science, Technology, Engineering, and Mathematics (STEM) literacy strategies to help with evidence-based decision making in preparation for natural disasters. Further, the program will support improved public communication practices to enhance public preparedness in advance for severe tropical storms, specifically hurricanes, and evacuation response. Project research will also lead to a better understanding of why individuals/families do not head hurricane warnings and take the recommended actions. As a partner, SPC will deliver the developed messaging using public workshops and forums. A key resource for this programming will be the installation of and training on Personal Weather Stations, as a way for community members to retrieve information from during extreme weather events. The goal of SPC's activities will be to create and deliver 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.

**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	\$	86,471
Fringe Benefits	\$	22,592
Travel	\$	1,500
Materials and Supplies	\$	70,374
Other (Printing & Installation)	\$	15,000
<u>Indirect Costs</u>	<u>\$</u>	<u>64,659</u>
Total Budget	\$	260,596

**Funding:**

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

\$ 0

Total amount from funder:

\$ 0

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

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

Values:


1. Community Focus
2. Growth & Empowerment

Strategic Initiative(s):

1. Engage the Community
2. Improve the Learning Experience

January 15, 2019

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Florida Department of Education—Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP). Permission is sought to accept an estimated \$550,000 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 Public Charter School Program Grant (CSP) provides Florida charter schools, slated to open during the 2018-19 or 2019-20 school year, with financial assistance for planning, program design, and initial implementation. The goal of this funding is to expand the number of high quality charter schools in Florida. This is a multi-year project with a maximum combined program performance period, for all project phases, of 36 months. The timeline is to be broken up into Program Planning and Design (max. 18 months) and Implementation (est. 24 months). SPC is applying under the New Operators category, which is designated for organizations that run fewer than 5 charter schools. Funds will be used to support one-time costs related to opening the new St. Petersburg Collegiate High School – North Pinellas, such as professional development, staff onboarding, furniture, technology, etc.

The estimated period of performance will be from January 1, 2019 through December 31, 2021. The total project budget is projected to be \$550,000 over a three-year period. Of this amount, it is estimated that \$13,908.22 will be used during the Planning and Design Phase (January 1, 2019-April 30, 2019). Per FLDOE the budget for the remaining \$536,091.78 will be developed during the Planning & Design Phase. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Catherine Kennedy, Associate Vice President, Academic Affairs & Partnership, University Partnership Center; and Starla Metz, Principal, recommend approval.

Attachment

ks120718

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

**Date of BOT Meeting:** January 15, 2019

**Funding Agency or Organization:** Florida Department of Education

**Name of Competition/Project:** Office of Independent Education and Parental Choice (OIEPC), Public Charter School Program Grant (CSP)

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

**Grant/Contract Time Period:** **Start:** 1/1/19      **End:** 12/31/21

**Administrator:** Catherine Kennedy

**Manager:** Starla Metz

**Focus of Proposal:**

Supporting the planning and implementation related to the opening of the St. Petersburg Collegiate High School – North Pinellas (SPCHS-NP), the Public Charter School Program Grant (CSP) will provide financial assistance for non-construction, one-time, start-up expenses. The purpose of this funding is to assist schools slated to open during the 2018-19 or 2019-20 school year with planning, program design, and initial implementation. The current process for this funding is separated into two phases: 1) Planning and Design; and 2) Implementation. Now in the Planning and Design Phase, SPC will engage in professional development and other related activities, while developing a strategic plan and budget for the Implementation Phase. It is anticipated that the majority of the funding will be used for the purchase of essential one-time expenses related to the opening of SPCHS-NP such as furniture, textbooks, technology and staff training.

**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.)

*\* It is estimated that \$13,908.22 will be used during the Planning and Design Phase (est. January 1, 2019-April 30, 2019). Per FLDOE the budget for the remaining \$536,091.78, to be used for the Implantation Phase, will be developed during the Planning and Design Phase. An updated budget will be provided to the Board of Trustees upon completion of the initial planning.*

Personnel	\$ 3,918.75
Fringe	\$ 623.47
Travel	<u>\$ 9,366.00</u>
Phase One Budget	\$ 13,908.22
<b>Estimated Phase Two</b>	<b><u>\$ 536,091.78</u></b>
<b>Total Grant Budget (Estimated)</b>	<b>\$ 550,000.00</b>

**Funding:**

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

\$ 13,908.22

Total amount from funder:

\$ 13,908.22\*

*\*This is the total amount requested from the funder for the Planning and Design Phase, the full amount of the award is estimated to be \$550,000.*

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No  Yes

Voluntary match or cost sharing:

No  Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

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

Value(s):

1. Equity
2. Student Success
3. Community Focus


Strategic Initiative(s):

1. Improve the Learning Experience
2. Staff Professional Development

January 15, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Firehouse Subs Public Safety Foundation—Public Safety Equipment Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Firehouse Subs Public Safety Foundation, by St. Petersburg College Foundation, for the Public Safety Equipment grant. Permission is also sought to accept an estimated \$21,792.55 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The mission of the Firehouse Subs Public Safety Foundation is to impact the life-saving capabilities and the lives of local heroes and their communities by supporting life-saving equipment, disaster relief, prevention education, support of members of the military, and scholarships and continuing education. The Foundation supports public safety organizations in the communities served by Firehouse Subs restaurants across the country.

To align with this mission, SPC has requested funding to purchase extrication equipment to train new and incumbent firefighters at the SPC Fire Academy. Currently, the Fire Academy has one operational extrication unit, which students are required to train on to meet national accreditation standards; the lack of an additional unit decreases the amount of training time that students receive in a highly-skilled environment. A new extrication unit will allow the Fire Academy to increase training capacity and give students more preparation time and a truly hands-on, accessible experience with up to date training technology. Students will graduate fully prepared to operate life-saving equipment in the field.

The estimated period of performance will be from February 1, 2019 through January 31, 2020. The total project budget is projected to be \$21,792.55 over a one-year period, of which the College anticipates receiving the full amount.

Anne Cooper, Senior Vice President, Academic Services; Suzanne L. Gardner, General Counsel; Brian Frank, Dean, College of Public Safety; and Eric Carver, Provost, Allstate Center, recommend approval.

Attachment  
ks1214183



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 Success
  2. Community Focus
  3. Equity


- Strategic Initiative(s):
1. Improve the Learning Experience
  2. Prepare Students for In-Demand Careers



January 15, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Florida Department of Health – Emergency Medical Services Matching Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Health, by St. Petersburg College for the Emergency Medical Services (EMS) Matching Grant Program. Permission is also sought to accept an estimated \$20,238.75 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the funding is to improve and expand EMS programs statewide, specifically those that: 1) provide or effect direct services to emergency victims; 2) train the public, first responders, law enforcement personnel, EMS and other healthcare staff; or 3) enhance quality assurance, management and administrative aspects of the field. In alignment with SPC's simulation initiative and to enhance the training and educational experience of SPC's EMS certificate, degree and continuing education students, the College will use the funding to support the purchase of three new AED/cardiac monitoring simulators to provide experiential learning using technology-enhanced equipment at each of the three campuses with EMS programs.

The estimated period of performance will be from May 1, 2019 through April 30, 2020. The total project budget is projected to be \$26,985.00 over a one-year period, including a \$20,238.75 award and a \$6,746.25 match contributed by the College. As a stipulation of the funding, SPC is required to provide a 25% cash contribution to cover the cost of the equipment. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Deanna Stentiford, Dean, Allied Health Sciences; and Glenn Davis, EMS Program Director, recommend approval.

Attachment

jm1213182

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

**Date of BOT Meeting:** January 15, 2019

**Funding Agency or Organization:** Florida Department of Health

**Name of Competition/Project:** Emergency Medical Services (EMS)  
Matching Grant

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

**Grant/Contract Time Period:** **Start:** 5/1/19      **End:** 4/30/20

**Administrator:** Deanna Stentiford

**Manager:** Glenn Davis

**Focus of Proposal:**

To address the need for highly skilled pre-hospital personnel, St. Petersburg College’s (SPC) Emergency Medical Services (EMS) Program seeks to expand the experiences and training of students through enhanced simulation. Simulation at SPC will continue to be used as a tool to mirror, anticipate or amplify real situations with guided experiences, providing more of an experiential learning opportunity than instruction through learning technology. SPC is proposing to purchase three (3) REALTi360 AED simulators to train students in cardiac monitoring and resuscitation. The use of simulation emphasizes outcomes-based over process-based education, promoting better preparation of healthcare workers. It will also assist with competency verification for employed healthcare providers attending continuing education classes.

**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.)

Equipment	<u>\$ 26,985.00</u>
Total Budget	\$ 26,985.00

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 26,985.00
Total amount from funder:	\$ 20,238.75

Amount/value of match:      Cash: \$6,746.25 *(covering 25% of supplies and equipment)*

In-kind: N/A

Required match or cost sharing:	No	Yes X
Voluntary match or cost sharing:	No X	Yes
Source of match/cost sharing:	General Operating Budget	
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. Community Focus
3. Equity

Strategic Initiative(s):

1. Improve the Learning Experience
2. Prepare Students for In-Demand Careers

January 15, 2019

**MEMORANDUM**

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

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



**SUBJECT: Change Order #2, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-P-12-2, Joint-use Library Building, Clearwater Campus, Building 50.**

**Authorization is requested to approve Change Order # 2, Final Accounting and Certificate of Final Inspection/Project Acceptance, Project #1707-P-12-2, Joint-use Library Building, Clearwater Campus, Building 50.**

The original Guaranteed Maximum Price (GMP) for this project was \$11,996,313. This change order #2 is a credit of \$544,327.81, which reflects cost savings derived from owner's contingency, project contingency, as well as sales tax savings. After deducting the portion of the project that was direct purchased by the college, \$2,413,525.13, the Final GMP is \$9,038,460.06. Considering this project was funded utilizing funds from both the City of Clearwater and St. Petersburg College, the \$544,327.81 credit will be redistributed at the same percentage at which funds were contributed by each party.


The Certificate of Final Inspection, Project Acceptance, and Final Acceptance are presented today for your review and approval.

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

January 15, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Funding Transfer Request

**Approval is sought to transfer up to \$3,000,000 from Fund 1 (Operating) to St. Petersburg College's Self-Funded Health Insurance cost center to satisfy Florida Statute 112.08.**

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


For the calendar year 2019, St. Petersburg College is asking approval to transfer up to \$3,000,000 to the Health Insurance account to comply with Safe Harbor Requirements of a minimum balance of 17% of annual claims.

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

Brian P. Miles, Vice President, Administration, Finance & Technology; Carol Sumter, Associate Vice President, Human Resources; Mike Meigs, Acting Associate Vice President, Business and Financial Services, recommend approval.

January 15, 2019

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** Quarterly Informational Report of Contract Items

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

**Section A: Program Related Contracts**

1. Affiliation Agreement with **Access Health Care Physicians, LLC** to provide clinical experience to students in the College's Clinical Medical Assistant Program. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Andrea Henning on November 14, 2018. Department—Workforce Institute/Allied Health
2. Affiliation Agreement with **Allegheny Health Network** to provide clinical experience to students enrolled in the Health Information Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will automatically renew for up to 4 additional one-year periods. There is no cost to the College. This item was approved by Anne Cooper on October 22, 2018. Department—Health Information Technology
3. Articulation Agreement with **Anchorage School District** that will allow graduates of the Veterinary Assistant Program at King Technical High School to receive credit for two courses upon acceptance into the AS Veterinary Nursing Program at the College. There is no cost to the College. The Agreement will commence as soon as possible and continue for the period of three years. This item was approved by Anne Cooper on November 13, 2018. Department—Veterinary Nursing
4. Affiliation Agreement with **Bayfront HMA Medical Center, LLC d/b/a Bayfront Health St. Petersburg** to provide clinical experience to students enrolled in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on October 9, 2018. Department—Emergency Medical Services

5. Affiliation Agreement with **Bay Hospital d/b/a Gulf Coast Regional Medical Center** to provide medical surgical clinical site and preceptor for RN Refresher/Remediation/Return to Work students to obtain clinical experience. There is no cost to the College. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Andrea Henning on December 5, 2018. Department—Workforce Institute—CE Health
6. Agreement with **Clara Education Center, Inc. (CEC)** whereby CEC will promote the Intensive English Program in Vietnam and assist students in enrolling in the Program. The Agreement will commence as soon as possible and will continue for the period of one year. The College agrees to pay CEC \$1,040, less any required taxes, for each student enrolled in the Program with payment being made after the 20th day of the student’s first semester in the Program. Based on an anticipated number of students, the College anticipates and expected revenue of \$39,390 less expenses of \$5,200 for an approximate net revenue of \$34,190 for the one-year period. This item was approved by Andrea Henning on December 3, 2018. Department—Workforce and Professional Development
7. Affiliation Agreement with **Deborah Heart & Lung Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Anne Cooper on November 14, 2018. Department—College of Nursing
8. Affiliation Agreement with the **State of Florida, Department of Health—Dixie, Gilchrist & Levy County Health Department** to provide clinical experience to students enrolled in the Health Services Administration baccalaureate program. The Agreement will commence as soon as possible and continue through December 31, 2022. There is no cost to the College. This item was approved by Anne Cooper on October 1, 2018. Department—College of Health Sciences
9. Affiliation Agreement with **Florida Hospital Memorial Medical Center** to provide clinical experience to students enrolled in the Health Services Administration, Health Information Technology and Continuing Education Nursing programs. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on August 13, 2018. It is being included on this Report as it was not included on the prior Report. Departments—College of Health Sciences, CE Nursing
10. Affiliation Agreement with **Hernando HMA, LLC dba Bayfront Health Brooksville** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue through December 31, 2020. There is no cost to the College. This item was approved by Anne Cooper on October 29, 2018. Department—College of Nursing

11. Agreement with **Lifespan Corporation** on behalf of its affiliates, **Emma Pendleton Bradley Hospital, The Miriam Hospital, Newport Hospital, Rhode Island Hospital and its Hasbro Children's Hospital, and Gateway Healthcare, Inc.** provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 13, 2018. Department—College of Nursing
12. Affiliation Agreement with **Mid-Atlantic Healthcare Network, Charles George Veteran Affairs Medical Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period agreed to by the parties not to exceed ten years. There is no cost to the College. This item was approved by Anne Cooper on November 2, 2018. Department—College of Nursing
13. Amendment to the Agreement with **Mobile Infirmiry Association dba Mobile Infirmiry** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Amendment, which sets forth agency requirements that students must have on file with the agency, will commence as soon as possible and continue conterminously with the Agreement. There is no cost to the College. This item was approved by Anne Cooper on October 29, 2018. Department—College of Nursing
14. Agreement with the **School Board of Pinellas County** to provide opportunities for SPC Nursing students to obtain clinical experience. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on December 3, 2018. Department—College of Nursing
15. Agreement with **Seasons Hospice and Palliative Care** to provide clinical experience to students enrolled in the Nursing Program at no cost to the College. The Agreement will commence as soon as possible and continue unless terminated by either party. This item was approved by Anne Cooper on October 4, 2018. Department—College of Nursing
16. Agreement with **S.F. & Wellness, Inc. dba W.I.T.S. (WITS)** whereby WITS will provide a blended training program for the Certified Fitness Trainer program. The College will pay WITS a flat fee of \$499 per student for curriculum, study guide, class instruction, coordination of the internship and exam fees. The College will recruit and register students for the program, provide classroom/lab space for practical labs and exams, and provide accident insurance through student fees. The College will retain the balance of the course fee. Based on an estimated enrollment of 40 students, the gross revenue at \$899 per student would be \$35,960. After paying WITS its share, the College would receive a net revenue of \$16,000. The Agreement will commence as soon as possible and will be ongoing unless



terminated by either party. This item was approved by the President on October 9, 2018. Department—Workforce Institute/Allied Health

17. Agreement with **Tallahassee Memorial Health Care, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on October 29, 2018. Department—College of Nursing
18. Affiliation Agreement with **Tidewell Hospice, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for a period of one year. Thereafter, the Agreement will automatically renew for successive one-year periods for up to five years unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on November 27, 2018. Department—College of Nursing
19. Affiliation Agreement with **Variety Children’s Hospital, Inc. dba Nicklaus Children’s Hospital** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on October 29, 2018. Department—College of Nursing

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

20. Amendment to the Agreement with **Fibernet Direct Florida, LLC** to upgrade the current 2Gb DIA Circuit for Internet at the District Office to 3GB for the remainder of the current Agreement. Accordingly, this Amendment will commence as soon as possible and continue through September 23, 2020. The original Agreement was approved for an amount of \$113,400 for three years. The additional cost to the College associated with this Amendment is anticipated to be \$28,750 for a total contract amount of \$142,150 over the thirty-six month period. This item was approved by the President on October 15, 2018. Department—Information Systems - Networks

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

None

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

21. Agreement with **Arts Conservatory for Teens (ACT)** to provide the MLK Day of Service kick-off celebration/production at the Palladium Theatre entitled *Reflections of the Last 50 Years: How Far Have We Come?* This production will include schools, churches and business organizations residing in St. Petersburg collaborating to honor Martin Luther

- King, Jr. and his legacy. The cost the College will be \$25,000. The Agreement will commence as soon as possible and continue through January 25, 2019. This item was approved by Jamelle Conner on October 10, 2019. Department—Retention Services – MLK Day of Service
22. Agreement with **CAE Healthcare, Inc.** to provide technical support and maintenance for the CAE APOLLO and ISTAN equipment used in the Nursing Program. The Agreement is for the period of one year at a cost to the College of \$10,429. This item was approved by Brian Miles on December 18, 2018. Department—College of Nursing
  23. Amendment to the Agreement with **Civitas Learning, Inc.** to extend the current Agreement for an additional three months through February 8, 2019 at an additional cost to the College of \$38,272. Civitas maintains a private, secure, restricted-access instance of the Civitas Platform for the College which integrates PeopleSoft, D2L, and the Student Coaching System. Civitas also provides the College with access to the Illume Insights Platform and the Civitas Learning Network. This item was approved by Jamelle Conner on December 5, 2018. Department—Retention Services
  24. Agreement with **Copperhead Charities, Inc.** for the use of the Tarpon Springs Campus parking lots on March 21-24, 2019 during the Cooperhead Charities Championship Golf Tournament held at Innisbrook Inn and Resort. The College will receive \$5,000 for the use of its parking area and facilities. Additionally, under a separate Agreement, Copperhead Charities will also donate \$37,400 to the SPC Foundation which will be used for Tarpon Springs Campus student scholarships (\$29,400), Women on the Way (\$5,000) and Athletics (\$3,000). This item was approved by Jamelle Conner on November 14, 2018. Department—Golf Tournament Operations
  25. Agreement with **Eadvancement SK, LLC** to provide the consulting services of Ms. Kubik to conduct a program and organizational structure review of the College’s Foundation including producing a report that outlines steps needed and anticipated outcomes to increase the Foundation’s fundraising results and enhance its communication and alignment with the College. Ms. Kubik will assist in the hiring and on-boarding process for the next vice president and executive director of the Foundation and outline steps to be taken in preparation for a feasibility study in the final report. The Agreement will commence as soon as possible and will continue through December 31, 2018. The cost to the College will be \$25,100. This item was approved by the President on September 27, 2018. It is being included on this Report as it did not appear on the prior Report. Department—President’s Office
  26. Agreement with **Faculty Guild, Inc.** whereby the College will join the national network of faculty learning communities exclusively licensed to Faculty Guild who employ the Taking College Seriously framework of evidence-based instructional practices provided for cross-institutional teaching circles. Title III is using the Faculty Guild to enhance its student success for faculty to visualize their own circles of teaching and the broader Guild’s use of evidence-based research. Under the terms of this Agreement, the College will be able to appoint three full-time faculty fellows to the Faculty Guild Fellowship. The Agreement will commence as soon as possible and continue for the period of one year.

The cost to the College for this period will be \$10,500. This item was approved by Jamelle Conner on December 17, 2018. Department—Retention Services

27. Agreement with **KnowBe4, Inc.** to provide a Security Awareness Program for staff, faculty and students intended to provide measurable results showing a reduced number of successful phishing attempts at the College. The Agreement will commence as soon as possible and continue for the period of three years. The cost to the College will be \$45,909.18 over the three-year period. This item was approved by Brian Miles on October 15, 2018. Department—Information Systems—Networks
28. Agreement with **Motion State Media** to develop and produce five videos (under 2 minutes each) to promote current Apprenticeship Programs. The Agreement will commence as soon as possible and continue through project completion. The cost to the College will be \$14,000. This item was approved by Anne Cooper on November 14, 2018. Department—College of Computer & Information Technology
29. Agreement with **Optimal Resume** to continue to use the Optimal Resume service. This software is used in the College’s Career Centers. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for the one-year renewal period will be \$11,419. This item was approved by Jamelle Conner on October 29, 2018. Department—Career Connections
30. Agreement with **Oracle America, Inc.** for the purchase of Microfocus International Ltd. Server Express COBOL compiler for UNIX that will facilitate the operating system change within the PeopleSoft infrastructure and the continued operation of the College’s PeopleSoft systems. The cost to the College will be \$13,600 for the software and ongoing license plus \$2,992 for one year of software updates and technical support for a total cost of \$16,592. Should the technical support be continued after the first year, it will be handled via the Purchasing process. This item was approved by Brian Miles on November 26, 2018. Department—Information Systems—Networks
31. Agreement with **Ovid Technologies, Inc.** to continue the subscriptions to various electronic journals to support the Nursing and Dental Hygiene Programs. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$30,830. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
32. Agreement with **Ovid Technologies, Inc.** to continue the subscription to Lippincott Advisor to support the Nursing Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$10,685. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
33. Agreement with **Ovid Technologies, Inc.** to continue the subscription to the Veterinary Science database used to support the Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the

College for this Agreement will be \$14,919. This item was approved by Anne Cooper on December 12, 2018. Department—District Library

34. Agreement with **Revolution Technologies** to provide technical and/or specialized personnel staffing on an as needed basis to the College. The Agreement will commence on October 23, 2018 and will be ongoing unless terminated by either party. Although the cost to the College cannot be determined at this time, any costs associated with this Agreement will be based on the staffing hired from the agency which will be determined by Human Resources and handled via the Purchasing process. This item was approved by Brian Miles on October 20, 2018. Department—Human Resources
35. Agreement with **Security Scorecard, Inc.** to provide its Security Scorecard Platform which will include continuous monitoring of SPC Domains and third-party partner domains in order to protect SPC information and systems. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$12,000. This item was approved by Brian Miles on October 23, 2018. Department—Information Systems – Networks
36. Agreement with **Sunburst Entertainment Group, LLC** to provide the use of the Tropicana Field and facilities for the College’s graduation ceremony to be held December 8, 2018. The cost to the College for this Agreement is anticipated to be approximately \$27,500. This item was approved by Jamelle Conner on October 24, 2018. Department—Enrollment Services
37. Agreement with **Turnitin, LLC** to continue a one-year subscription to the Turnitin service which allows educational institutions to check student work for possible textual matches against internet-available resources and its own proprietary database. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$40,688.11. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
38. Agreement with **West Interactive Services Corporation** to provide unlimited notification services for the “School Messenger” product for one year. Notification services include unlimited voice and email, SMS text, and automation services. The Agreement will commence as soon as possible and continue for the period of one year at a cost of \$27,000. This item was approved by Brian Miles on October 20, 2018. Department—Information Systems - Networks

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

39. Agreement with **AARP Florida** whereby the Institute for Strategic Policy Solutions (ISPS) will partner and collaborate with AARP to facilitate the work of the Age-Friendly St. Petersburg Initiative. Specifically, ISPS will provide leadership and resources sufficient to support the initiative’s success and lend efforts to recruit, train, and support initiative volunteers. ISPS will also link its information to AARP websites related to the Initiative. AARP will provide: logistical support, development of press releases inviting local residents to the community conversation; survey information for the purpose of stimulating

community conversations; links to AARP websites and resources and the use of AARP Age Friendly publications; and representatives to present opening remarks at community events. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Mark Strickland on December 10, 2018. Department—Institute for Strategic Policy Solutions

40. Application Agreement with **Advantage Village Academy, Inc.** whereby the College is applying to participate in the St. Pete 2019 MLK Parade to be held on January 21, 2019. The entry fee for the Application will be \$125. This item was approved by Jamelle Conner on December 14, 2018. Department—Student Life & Leadership
41. Agreement with **Amazon Web Services, Inc. (AWS)** to provide access to course materials (Academy Tools) to a certified instructor for the purpose of teaching Amazon Web Services (Cloud Practitioner Certification) programming courses. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. Costs for course instruction will be handled separately from this Agreement. This item was approved by Andrea Henning on December 10, 2018. Department—Workforce Institute
42. Agreement with **Argosy University**, College of Education that will allow an Argosy student to complete a required unpaid internship in the Institutional Effectiveness Department. The Agreement will commence as soon as possible and continue through the summer of 2019. There is no cost to the College. This item was approved by Anne Cooper on October 17, 2018. Department—Institutional Effectiveness
43. Agreement with **CAE Healthcare, Inc.** to provide technical support and maintenance for the REPLAY Video Recording System equipment used in the Emergency Medical Services Program. The Agreement is for the period of one year at a cost to the College of \$1,038.96. This item was approved by Brian Miles on December 18, 2018. Department—Emergency Medical Services
44. Agreement with **CAM Connections a/k/a Protection One, a division of ADT** to provide the College's Allstate Center with upgrades to its existing Costar HD TVI video surveillance system. The Agreement will commence as soon as possible and continue through installation of the equipment. The cost to the College for equipment and installation will be \$4,437.02. This item was approved by Jamelle Conner on October 21, 2018 and Brian Miles on November 26, 2018. Department—Access Control
45. Agreement with **Countryside Christian Church** to provide the use of its facilities for the College of Nursing Pinning Ceremony to be held December 6, 2018. The estimated cost to the College will be \$4,140. This item was approved by Anne Cooper on October 16, 2018. Department—College of Nursing
46. Agreement with **DaySpring Conference Center** for the use of meeting space for the Retention Services Professional Development event being held on December 14, 2018. The cost to the College for the Agreement will be \$330. This item was approved by Jamelle Conner on December 5, 2018. Department—Retention Services

47. Agreement with **Deer Oaks EAP Services, LLC** to provide one-on-one counseling sessions and seminars at no cost to College employees. The Agreement will commence as soon as possible and continue for the period of three years. The anticipated cost to the College for this period will be \$4,500. This item was approved by Brian Miles on October 25, 2018. Department—Human Resources
48. Agreement with **Elite Events and Rentals, LLC** to provide tent and popcorn supplies for the College’s STEM Festival event to be held on the Clearwater Campus on October 27, 2018. The cost to the College for this Agreement will be \$350.50. This item was approved by Jamelle Conner on October 1, 2018. Department—Provost, CL
49. Agreement with **Elsevier BV** to continue the online subscription for access to Nursing Clinics of North America; Veterinary Clinics of North America—Equine Practice, Food Animal Practice, Small Animal Practice; and the Journal of the American Dental Association. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$4,781.26. This item was approved by Anne Cooper on November 16, 2018. Department—District Library
50. Agreement with the **Federal Emergency Management Agency (FEMA)**, Department of Homeland Security whereby the College agrees to provide FEMA the temporary use of space for a Disaster Recovery Center/Public Assistance office that will allow FEMA to assist members of the public seeking disaster assistance. It is anticipated that the use will be approximately three months and is being provided at no cost to FEMA. This item was approved by Brian Miles on December 18, 2018. Department—Provost, AC
51. Agreement with **Festive Floats of Florida, Inc.** for the rental of the Starburst Float for the MLK Day Parade to be held on January 21, 2019. The cost to the College for this Agreement will be \$1,300. This item was approved by Jamelle Conner on December 17, 2018. Department—Student Life & Leadership
52. Agreement with **Films Media Group aka Infobase** to continue to access the Films on Demand Physical Therapy collection for streamed video content to support the Physical Therapist Assistant Program. The Agreement will commence as soon as possible and continue through December 31, 2019 at a cost to the College of \$824.25. This item was approved by Anne Cooper on November 14, 2018. Department—District Library
53. Amendment to the Agreement with the **Florida Department of Highway Safety and Motor Vehicles** that allows the College to access the Department’s Driver and Vehicle Information Database system, commonly referred to as “DAVID,” for the verification of residency and reporting of traffic incidents. In compliance with Federal law, the Amendment provides additional language to address requirements regarding access to and disclosure of data that may include the deceased date of an individual. The Amendment will commence as soon as possible and continue through November 21, 2023. There is no cost to the College. This item was approved by Brian Miles on December 6, 2018. Department—Administration, Finance & Technology

54. Agreement with **FPL Energy Services, Inc.** to provide 8 TECO Peoples Gas accounts that will allow the College to purchase natural gas for use by the College. The Agreement will commence on November 1, 2018 and continue through October 31, 2020. The natural gas will be purchased based on the rates and terms of the Agreement and those costs would be separately determined based on usage. The costs to service the 8 accounts will be \$480 per year or \$960 over two years. This item was approved by Brian Miles on October 15, 2018. Department—Facilities Services
55. Agreement with **GradImages, a Division of Iconic Group** that will allow GradImages to take photographs of graduates during graduation ceremonies for the purposes of offering photo packages to graduates for purchase. There is no obligation for graduates to purchase the photos. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and continue for a period of two years. This item was approved by Jamelle Conner on December 18, 2018. Department—Enrollment Services
56. Agreement with **Loan Ranger Acquisitions, LLC** to allow the Edwards Group to use the College’s Downtown Center parking facility to support the Group’s Sundial development in Downtown St. Petersburg. The Edwards Group will pay the College \$600 per month, plus any taxes for an annual amount to the College of \$7,683.62. The Agreement is for the period of one year. This item was approved by Brian Miles on October 25, 2018. Department—Loan Ranger Acquisitions, LLC
57. Agreement with **Lyrasis**, licensing agent for American Psychiatric Publishing (APP), for a multi-site license to the Psychiatry Online Premium collection for use in the College’s libraries. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$5,273. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
58. Agreement with **Megaport (USA), Inc.** to provide secure connectivity to existing cloud based resources in the Microsoft Cloud and the Oracle Cloud. The Agreement will commence as soon as possible and continue on a month-to-month basis unless terminated by either party. The estimated cost to the College through June 30, 2019 is approximately \$9,870. Should the Agreement be continued thereafter, additional expenditure approval will be sought at that time for the next fiscal period. This item was approved by Brian Miles on October 25, 2018. Department—Information Systems, Networks
59. Agreement with **Ovid Technologies, Inc.** to provide ongoing licenses associated with the purchase of new editions of eBooks to support the Nursing Program. The Agreement will commence as soon as possible and will continue unless terminated by either party. The cost to the College will be \$2,798. This item was approved by Anne Cooper on October 8, 2018. Department—District Library
60. Agreement with **Pinellas County School Board** for an additional use request under the College’s current Joint Use Agreement with the School Board. Under the terms of the Agreement, the College, on behalf of the Clearwater Community Band – Lifelong Learning Program is requesting the use of the Countryside High School Band Room for band

practice which will be supervised by College staff. The costs associated with the use will be paid by the Clearwater Community Band directly to the School Board. There is no cost to the College. The Agreement will commence as soon as possible and continue through April 2019. This item was approved by Andrea Henning on September 24, 2018 and Mark St Louis on October 16, 2018. Department—Workforce Institute

61. Renewal of Agreement with **Pinellas Police Standards Council (PPSC)** for the use of space at the Allstate Center to provide the Police Applicant Screening Service (PASS). Since all recruits entering the law enforcement and corrections academies must be cleared through PASS, the housing of PASS at the Allstate Center continues to be a major advantage to the College's academy programs. Given the foregoing benefits to the College, there is no charge to PPSC for the use of the space. The College also provides janitorial services, four desktop computers and computer support services. The Agreement will commence on October 1, 2018 and continue for the period of one year. This item was approved by Brian Miles on August 22, 2018. This item is included on this Report as it was not included on the previous report. Department—General Administration/SEPSI
62. Agreement with **City of St. Petersburg**, Parks and Recreation Department to use Williams Park for a one-day SPC-USFSP Musical Festival to be held on April 6, 2019. The cost to the College for this Agreement will be \$230. This item was approved by Jamelle Conner on October 4, 2018. Department—Student Life and Leadership
63. Agreement with the **City of St. Petersburg**, Parks and Recreation Department to use Williams Park for the Spring Welcome Back Event to be held on January 17, 2019. There is no cost to the College. This item was approved by Jamelle Conner on December 13, 2018. Department—Student Life & Leadership
64. Agreement with **Suncoast Communications & Electronics, Inc.** to provide maintenance and repair for radios used in the Fire Science Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$966.72. This item was approved by Anne Cooper on November 2, 2018. Department—Fire Science
65. Agreement with **Swank Motion Pictures, Inc.** for a license to stream certain movie titles used for instruction in the College of Education. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$215. This item was approved by Anne Cooper on November 26, 2018. Department—Swank Motion Pictures, Inc.
66. Agreement with **Tampa Bay Business Journal** to renew the subscription for digital access to the Journal for 50 concurrent users to support the College of Business for a period of 14 months through February 28, 2020. The cost to the College for this Agreement will be \$2,500. This item was approved by Anne Cooper on December 11, 2018. Department—District Library
67. Agreement with the **Institut de Touraine** to partner for French language study abroad summer programs for St. Petersburg College students. The Agreement will commence as



soon as possible and continue for the period of three years. Costs associated with the study abroad programs will be paid by students. There are no costs associated with entering into this partnership Agreement. This item was approved by Anne Cooper on November 27, 2018. Department—Center for International Programs

68. Agreement with **Tower Alliance, LLC** for the installation of a 4' x 9' generator by T-Mobile South, LLC at the College's facility located at 601 70<sup>th</sup> Street North in St. Petersburg. This installation is associated with existing the Ground and Tower Lease Agreement and is for the purpose of improving the communication equipment at the site. There is no cost to the College. This item was approved by Brian Miles on December 5, 2018. Department—Information Systems – Networks
69. Agreement with **Transformation Technologies** to develop and deliver Lean Six Sigma Green Belt training curriculum for the College's client, the Florida Department of Health. The gross revenue to the College is anticipated to be \$15,992 and after expenses of \$8,000, the net revenue is anticipated to be \$7,992. The Agreement will commence as soon as possible and continue through April 30, 2019. This item was approved by the President on December 12, 2018. Department—Workforce Institute
70. Agreement with **Tutor.com** for a pilot of its online tutoring system including the purchase of online tutoring services from Tutor.com and a license to Tutor Software that can be used by faculty/staff to provide online tutoring services to students. The Agreement will commence as soon as possible and continue through June 30, 2019. The cost to the College for this Agreement will be \$10,000. This item was approved by Jamelle Conner on December 6, 2018. Department—Learning Resources
71. Agreement with the **U.S. Geological Survey (USGS)** whereby USGS St. Petersburg Science Center agrees to loan the College's Bay Pines STEM Center certain equipment for the period of one year at no cost. The Agreement can be extended annually upon the agreement of the parties. The College agrees to provide over-site of the equipment and general maintenance. If the College determines it no longer wants the equipment or an item becomes inoperable, the equipment will be returned to USGS. This item was approved by Anne Cooper on September 28, 2018. This item is being included on this Report as it did not appear on the previous Report. Department—Natural Science
72. Amendment to the Agreement with **Xerox Corporation** to lease a copier machine for the Nursing Program. The Amendment will extend the Lease through December 2019. The cost for the Lease through the extension period will be a monthly cost of \$256.65. This item was approved by Anne Cooper on October 4, 2018. Department—College of Nursing

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

Suzanne Gardner, General Counsel, recommends approval.

ps1231181

January 15, 2019

**MEMORANDUM**

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

**FROM:** Tonjua Williams, President



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

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

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

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

**The listing is by Purchase Order Number:**

1. **P.O. #106380 – Hillsborough Community College** – This is in the amount of **\$46,673.56** for funding allocation for 2018-2019 for College Reach-Out Program expenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Misty Kemp, Executive Director, Student Retention Services and approved by Jamelle Conner, Vice President of Student Affairs.
2. **P.O. #106381 – State College of FL Manatee-Sarasota** – This is in the amount of **\$46,673.56** for funding allocation for 2018-2019 for College Reach-Out Program expenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Misty Kemp, Executive Director, Student Retention Services and approved by Jamelle Conner, Vice President of Student Affairs.
3. **P.O. #106383 – University of South Florida** – This is in the amount of **\$43,975.71** for funding allocation for 2018-2019 for College Reach-Out Program expenses. **This is**

**grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Misty Kemp, Executive Director, Student Retention Services and approved by Jamelle Conner, Vice President of Student Affairs

- 4. P.O. #106419 – Bound Tree Medical LLC** – This is in the amount of **\$73,105.19** for educational supplies. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract pricing...” **Recommended** by Eric Carver, Provost, HEC and approved by Brian Miles, Senior Vice President of Administrative, Business Services, and Information Technology .

**Change Orders listed in numeric order:**

- 1. P.O. #104870.3 – Delibanquetes Sa De Cv** – This change order is in the amount of **\$1,000.00** increase (new total is \$75,295.00). For food service during the El Salvador training project. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption E: “Food...” **Recommended** by Eileen LaHaie, Executive Academic Program Director, AC and approved by Anne Cooper, Senior Vice President of Instruction and Academic Programs.

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

NA

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

All non-exempt purchases exceeding the Category Two threshold amount [\$35,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$325,000] as specified in Section 287.017, Florida Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies it has implemented a drug-free workplace program as specified in Section 287.087, Florida Statutes, shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

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

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

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

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

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

E. Food.

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

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

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

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


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

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

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

January 15, 2019

**MEMORANDUM**

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

**Section B: Major Technology Contracts**

Agreements with Dell Financial Services, LLC to lease software and an additional 1000 display units for Phase I of the VDI network infrastructure; 1 computer; and other network related equipment for use in various academic and administrative departments college wide. The leases, entered into between September 18, 2018 and January 04, 2019 are for a period of 48-60 months. The cost to the College for these leases is expected to be approximately \$778,773.37. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$67.24. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$778,840.61. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2018-19 Budget on June 18, 2018.

Brian Miles, Vice President, Administration, Finance & Technology; and Mike Meigs, Acting AVP, Business & Financial Services, recommend approval.