AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
March 19, 2019

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
CLEARWATER, FL
REGULAR MEETING: 9:00 A.M.

I. CALL TO ORDER

A. Invocation
B. Pledge of Allegiance

II. RECOGNITIONS

A. Presentation of Retirement Resolutions and Motion for Adoption
   1. Vivian O'Dell *(Attending)*

B. Announcements
   1. New Vice President, Institutional Advancement and Foundation Executive Director

III. COMMENTS

A. Board Chair
B. Board Members
C. President
D. Public Comment pursuant to §286.0105 FS

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of February 19, 2019 *(Action)*

V. MONTHLY REPORTS

A. General Counsel
B. St. Petersburg College Foundation – Structure, Processes & Campaign Readiness Review – Ms. Susan Kubik, Principal, eAdvancement *(Presentation)*

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
   1. Proposed 2019-2020 Academic Calendar – Mr. Djuan Fox, Director, Academic Services *(Presentation/Action)*

B. BUDGET AND FINANCE
   1. Monthly Budget Report – Ms. Janette Hunt, Associate Vice President, Budget and Compliance *(Presentation)*

C. ADMINISTRATIVE MATTERS

   1. Human Resources

a. Personnel Report *(Action)*

b. Annual Membership Assessment in Florida College System Risk Management *(Action)*

VII. CONSENT AGENDA

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

B. NEW BUSINESS

1. Workforce and Professional Development Curriculum Changes *(Action)*

2. Credit curriculum Changes *(Action)*

3. Notice of Intent to Initiate the Baccalaureate Approval Process *(Action)*

4. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
   a. Downtown Parking Garage Renovation *(Action)*

VIII. INFORMATIONAL REPORTS – None

IX. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- 6Hx23-2.22 Reappointment or non-reappointment of instructional and administrative personnel not under continuing contract *(Action)*

X. PRESIDENT'S REPORT

XI. NEXT MEETING DATE AND SITE

April 16, 2019, EpiCenter (1-451, 1-453)

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting March 19, 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: February 15, 2019

Vice President, *President of Institutional Advancement & Executive Director of the Foundation*

Mr. Jesse Turtle

- In his most recent position as USF St. Petersburg's Associate Director of Development, Jesse partnered with donors to procure several major gifts for the University's education and business colleges. Prior higher education advancement experience includes working with WUSF Public Media to grow their major gifts program, and with Eckerd College as a Director of Major Gifts, Director of the Annual Fund and Director of Special Gifts, where he participated in the College's successful $80M capital campaign.
- Jesse has held several leadership positions outside of the higher education arena including Practice Administrator at Updegraff Vision and President of Turtle Moon Graphics.
- A native of Cambridge, MA, Jesse came to St. Petersburg in 1986 to attend Eckerd College, earning a BA in Human Development.

St. Petersburg College
SPC

St. Petersburg College Foundation
Structure, Processes & Campaign Readiness Review

March, 2019

Susan K Kubik
Principle, eAdvancement

eAdvancement *Independent Consultants Providing Strategic Guidance in Advancement*

Strengths

Strengths:

Scholarship Support & Scholarship Donor Stewardship

Growth & Management of Investments

Board Member Commitment/Expertise/ Giving

Strengths:

Presidential Interest

Donor Trust

Dedicated, Talented Staff

Marketing/Grants Departments

Weaknesses

Weaknesses:

- Silos
- External Coordination
- Current Organizational Structure
- Foundation/College Interaction
- Lack of Planning
- Board Involvement in Giving Process

Opportunities

Opportunities:

Expanded Vision for Foundation Board

Infra-structure Improvement

Enlarge Donor Base

Enhance Giving

Opportunities

Better Communication Between Trustees & Foundation

Create Greater Synergy Between External Relations Departments

Recommendations

Recommendations:

Draft Strategic Plan

Better Interaction Between Boards

MOU

Structural Changes

Recommendations:

Formation of Coordinating Council

Strengthen Database

Reactivate Dormant Planned Giving Council

Fundraising Implications

- Short Term: Focus on Niche or Project Based Fundraising
- Schedule Comprehensive Campaign to Coincide with 100 Year Anniversary
    - Feasibility Study: Late Fall, 2020/ Early 2021
    - Quiet Phase: 2021
    - Public Phase: 2022 to 2027
    - Celebratory Conclusion: 2027

THANK YOU!

Any questions?

You can find me at

Kubik@eAdvancement.org

Agenda Item VI-A.1

March 19, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Proposed Academic Calendar for 2019-2020

Approval is sought for the 2019-2020 Academic Calendar:

The proposed calendar was developed considering State Board Rules and Calendar Committee guidelines.

F.A.C. 6A-10.019, Required Annual Calendar for Schools and Colleges for Schools and Colleges, defines common calendars for colleges and universities, and requires three (3) common entry periods shall be established so that the first day of classes will fall on or within each of the three (3) periods listed below:

1. August 10 and August 31.
2. January 2 and January 11.
3. May 1 and May 16.

As approved by the Board of Trustees in previous years, the College will again seek approval for a late exception to begin Spring Term II classes for the 2019-2020 Academic Calendar year on Monday, January 13, and a late exception to begin Summer Term III classes on Monday, May 18.

The purpose for the requested exceptions is moving the start of the Spring semester by one week in order to improve student success. This provides an additional week for student advising, registration and financial activity before classes begin. This will provide students the opportunity to be better prepared on the first day of classes.

By starting the Spring semester a week later, the summer semester will shift by a week as well. This later Summer semester start date will provide additional opportunities for recent high school graduates to begin their education earlier by attending the summer semester.

Anne Cooper, Vice President for Instruction and Academic Affairs, and Jamelle Conner, Vice President for Student Services, recommends approval.

ST. PETERSBURG COLLEGE
2019-2020 ACADEMIC CALENDAR

FALL 2019	**TERM 1 – 2019 – 0565– AUGUST 19 – DECEMBER 13, 2019**
April 17	General Registration
August 15-16	Faculty Report
August 16	Welcome Titans Meeting
August 19	**Classes Begin – Regular and ModMester 1**
August 23-December 7	**Weekend College Classes Begin**
September 2	Labor Day Holiday - College Closed
September 16	**Express Classes Begin**
October 11	ModMester 1 Ends – Approved Grades due in PS by 4 p.m.
October 14	**ModMester 2 Begins**
October 22	Discovery Day – No Classes
November 11	Veterans Day – College Closed
November 27-December 1	Thanksgiving Holidays – College Closed
December 9-12	Exam Days
December 13	**Approved Grades due in PS by 4:00pm (and end of ModMester 2)**
December 14	Commencement
December 23– January 5, 2020	Winter Break – 12-Month Faculty/A&P and Staff
December 16-January 9, 2020	Winter Break – 30/36 ECH Faculty

SPRING 2020	**TERM II – 2020- 0570- JANUARY 13 – MAY 8, 2020**
October 23, 2019	General Registration
December 14–January 10, 2020	Winter Session
January 6	12-Month Faculty and Staff Report
January 10	30/36 ECH Faculty Report
January 13	**Classes Begin – Regular and ModMester 1**
January 17-May 3	**Weekend College Classes Begin**
January 20	Martin Luther King, Jr. Holiday – College Closed
February 10 – May 8	**Express Classes Begin**
March 6	ModMester 1 Ends – Approved Grades due in PS by 4 p.m.
March 8-15	Spring Break Holiday – College Closed
March 16	**ModMester 2 Begins**
April 10-12	Spring Holiday – College Closed
May 4-7	Exam Days
May 8	**Approved Grades due in PS by 4:00pm (and end of ModMester 2)**
May 9 (venue dependent)	Commencement

SUMMER 2020	**TERM III –2020- 0575 - MAY 18 – JULY 24, 2020**
March 25	General Registration
May 18	Faculty Report
May 18	**Classes Begin (Regular - 10 weeks and Modmester 1- 8 weeks)**
May 23 – July 19	**Weekend College Classes begin**
May 25	Memorial Day Holiday – College Closed
June 1	**ModMester 2 Begins (Second 8 Weeks starts two weeks after the first day of the term)**
June 15	**Express Classes Begin**
July 3	Independence Day Observed – College Closed
July10	ModMester 1 Ends
July 22-23	Exam Days
July 24	**Approved Grades due in PS by 4:00pm (and end of ModMester 2)**

2019-20 Annual Academic Calendar

Djuan Fox, Director of Academic Services

SPC Board of Trustees – March 19, 2019

Academic Calendar Build

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Purpose: To build an academic calendar that best supports student success, requires soliciting input from a cross-section of persons;

- Financial Services
- Student Services
- Provosts/Deans Council
- Faculty Governance Organization (FGO)
- Human Resources

Academic Calendar - Changes

SPC St. Petersburg College
INSTRUCTION AND ACADEMIC PROGRAMS

Standard Start Dates: 6A-10.019

- August 10 and August 31. **(August 19)**
- January 2 and January 11. **(January 13)**
- May 1 and May 16. **(May 18)**

As approved by BOT the previous academic years, SPC has requested the following:

- Late exception to begin Spring Term and Summer Term

Questions?

St. Petersburg College
Board of Trustees Meeting
February 2019 Budget Report

Janette Hunt

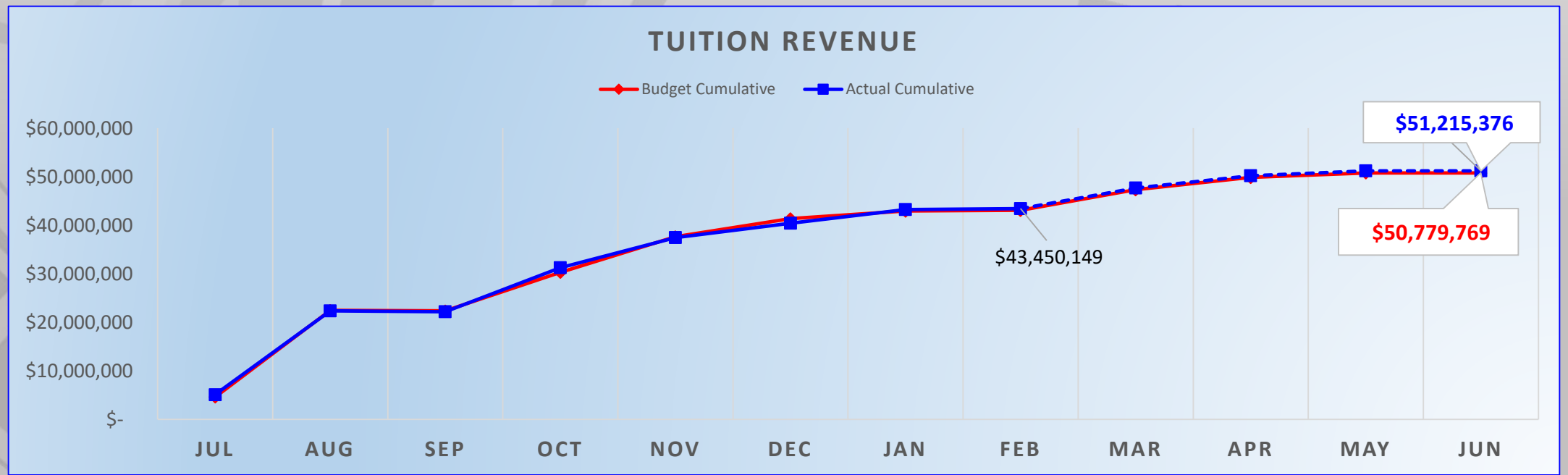
March 19, 2019

Budget Report

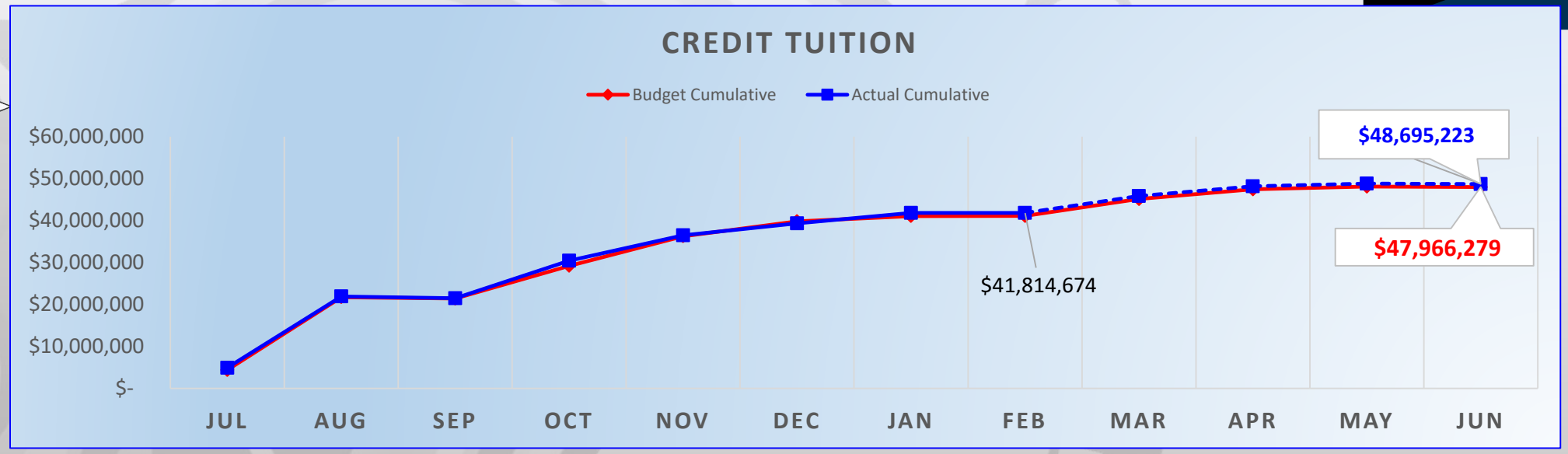
- FY18/19 February Budget Report
- FY18/19 Year-end Projection

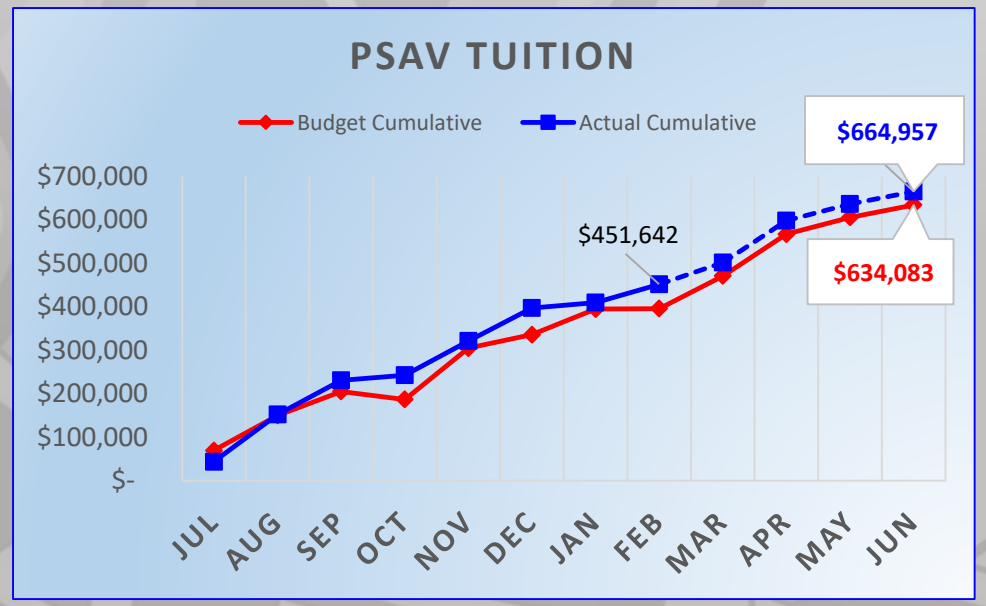
Report as of February 28, 2019

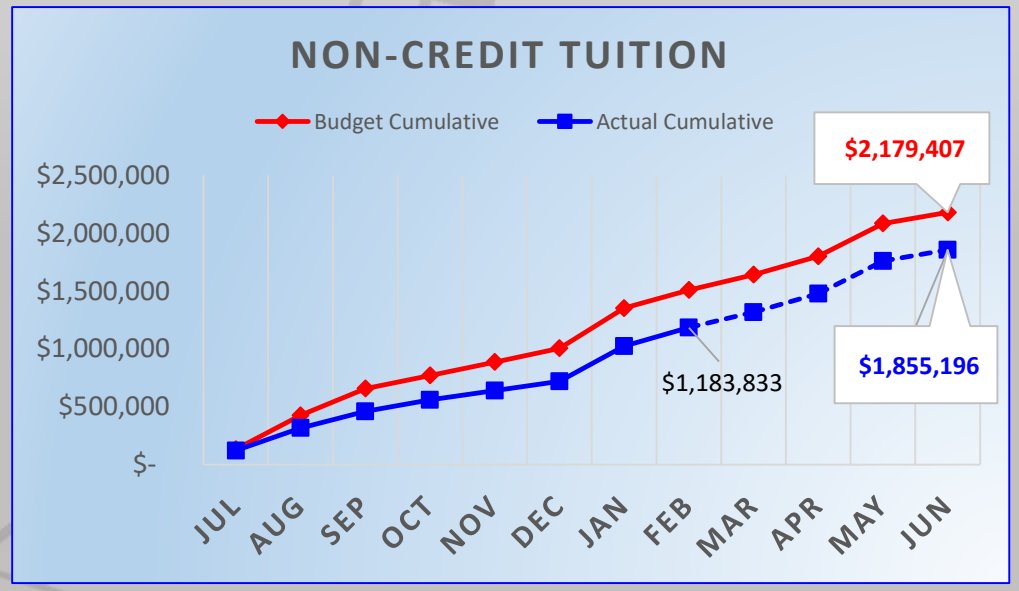
	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition & Fees	$ 61,246,719	$ 52,001,499	84.9%	$ 61,499,889	$ 52,391,037	85.2%
State Funding	$ 71,793,706	$ 40,887,979	57.0%	$ 72,088,236	$ 39,969,495	55.4%
Other Revenues	$ 5,609,289	$ 2,970,167	53.0%	$ 5,187,048	$ 3,179,831	61.3%
Fund Transfers In	$ 3,782,619	$ 2,516,352	66.5%	$ 3,103,706	$ 1,168,280	37.6%
Reserves	$ 1,825,000	$ -	0.0%	$ 1,000,000	$ -	0.0%
Total Revenue	$ 144,257,333	$ 98,375,998	68.2%	$ 142,878,878	$ 96,708,643	67.7%



Report as of February 28, 2018







Report as of February 28, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	$ 26,776,489	$ 17,767,549	66.4%	$ 25,749,327	$ 16,925,598	65.7%
Administrative & Professional	$ 24,251,689	$ 15,724,080	64.8%	$ 23,585,641	$ 14,925,487	63.3%
Career Service (includes OT)	$ 19,951,011	$ 12,309,555	61.7%	$ 19,183,840	$ 11,411,224	59.5%
Adjunct/Supplemental	$ 13,549,064	$ 8,216,007	60.6%	$ 13,142,592	$ 8,290,137	63.1%
Other Personal Services (OPS)	$ 2,041,007	$ 1,100,781	53.9%	$ 2,019,316	$ 1,078,548	53.4%
Student Assistants	$ 428,000	$ 167,736	39.2%	$ 428,000	$ 190,618	44.5%
Health Insurance	$ 14,931,773	$ 10,016,340	67.1%	$ 14,423,171	$ 10,178,015	70.6%
Other Benefits	$ 11,280,323	$ 8,066,427	71.5%	$ 11,827,326	$ 7,739,406	65.4%
Total Personnel & Benefits	$ 113,209,356	$ 73,368,477	64.8%	$ 110,359,214	$ 70,739,033	64.1%
Current Expense						
Total Current Expense	$ 28,278,499	$ 16,573,273	58.6%	$ 29,740,028	$ 19,843,396	66.7%
Capital						
Total Capital	$ 2,769,478	$ 1,501,354	54.2%	$ 2,779,636	$ 1,207,350	43.4%
Total Operating	$ 144,257,333	$ 91,443,104	63.4%	$ 142,878,878	$ 91,789,779	64.2%
Balance	**$ 0**	**$ 6,932,894**		**$ -**	**$ 4,918,864**	

FY19/20 Year-end Projection

	Budget	Year End Projection	Budget to Projection
Revenue			
Revenue	$ 138,775,172	$ 138,511,991	$ (263,181)
Fund Transfers In	$ 3,103,706	$ 2,948,521	$ (155,185)
Reserves	$ 1,000,000	$ -	$ (1,000,000)
Total Revenue	$ 142,878,878	$ 141,460,512	$ (1,418,366)
Personnel & Benefits			
Total Personnel & Benefits	$ 110,359,214	$ 109,359,489	$ (999,725)
Current Expense			
Total Current Expense	$ 29,740,028	$ 29,429,726	$ (310,302)
Capital			
Total Capital	$ 2,779,636	$ 2,540,633	$ (239,004)
Total Operating	$ 142,878,878	$ 141,329,847	$ (1,549,031)
Balance	**$ -**	**$ 130,664**	**$ 130,664**

- Tuition
- Use of Reserves

- Review of Vacant Positions

Questions

St. Petersburg College
Budget Report
As of February 28, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	$ 50,887,002	$ 43,343,966	85.2%	$ 50,779,769	$ 43,443,394	85.6%
State Appropriation - FCS	$ 53,548,581	$ 35,699,054	66.7%	$ 51,475,043	$ 34,316,558	66.7%
State Appropriation - Lottery	$ 14,231,049	$ 2,846,210	20.0%	$ 16,598,793	$ 3,319,759	20.0%
Performance Funding	$ 3,514,076	$ 2,342,715	66.7%	$ 3,514,400	$ 2,332,934	66.4%
Learning Support Access Fee	$ 1,639,890	$ 1,321,720	80.6%	$ 1,607,832	$ 1,309,167	81.4%
Distance Learning Fee	$ 3,526,830	$ 3,062,261	86.8%	$ 3,995,700	$ 3,227,862	80.8%
Technology Fee	$ 2,508,569	$ 2,085,172	83.1%	$ 2,476,437	$ 2,107,399	85.1%
Lab Revenue Fees	$ 1,592,067	$ 1,617,112	101.6%	$ 1,575,099	$ 1,753,649	111.3%
Industry Certifications	$ 500,000	$ -	0.0%	$ 500,000	$ 244	0.0%
Other Revenues	$ 5,609,289	$ 2,970,167	53.0%	$ 5,187,048	$ 3,179,831	61.3%
Other Student Fees	$ 1,092,361	$ 571,269	52.3%	$ 1,065,052	$ 549,565	51.6%
Fund Transfers In	$ 3,782,619	$ 2,516,352	66.5%	$ 3,103,706	$ 1,168,280	37.6%
Reserve	$ 1,825,000	$ -	0.0%	$ 1,000,000	$ -	0.0%
Total Revenue	$ 144,257,333	$ 98,375,998	68.2%	$ 142,878,878	$ 96,708,643	67.7%

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Instructional/Faculty-Full time	$ 26,776,489	$ 17,767,549	66.4%	$ 25,749,327	$ 16,925,598	65.7%
Administrative & Professional	$ 24,251,689	$ 15,724,080	64.8%	$ 23,585,641	$ 14,925,487	63.3%
Career Service (includes OT)	$ 19,951,011	$ 12,309,555	61.7%	$ 19,183,840	$ 11,411,224	59.5%
Adjunct/Supplemental	$ 13,549,064	$ 8,216,007	60.6%	$ 13,142,592	$ 8,290,137	63.1%
Other Personal Services (OPS)	$ 2,041,007	$ 1,100,781	53.9%	$ 2,019,316	$ 1,078,548	53.4%
Student Assistants	$ 428,000	$ 167,736	39.2%	$ 428,000	$ 190,618	44.5%
Health Insurance	$ 14,931,773	$ 10,016,340	67.1%	$ 14,423,171	$ 10,178,015	70.6%
Other Benefits	$ 11,280,323	$ 8,066,427	71.5%	$ 11,827,326	$ 7,739,406	65.4%
Total Personnel & Benefits	$ 113,209,356	$ 73,368,477	64.8%	$ 110,359,214	$ 70,739,033	64.1%
Current Expense						
Bad Debt/Unemployment	$ 1,003,810	$ (63,570)	-6.3%	$ 1,003,331	$ (63,033)	-6.3%
Insurance (Non Health)	$ 1,758,611	$ 1,278,664	72.7%	$ 1,811,245	$ 1,241,928	68.6%
Repairs & Maint	$ 886,195	$ 616,463	69.6%	$ 931,034	$ 659,866	70.9%
Scholarships/Fee Waivers	$ 2,423,463	$ 2,220,634	91.6%	$ 2,424,463	$ 2,290,095	94.5%
Services and Fees	$ 6,033,319	$ 3,410,581	56.5%	$ 6,006,449	$ 2,717,458	45.2%
Materials and Supplies	$ 4,476,333	$ 2,289,133	51.1%	$ 4,693,926	$ 2,558,758	54.5%
Travel	$ 311,583	$ 266,032	85.4%	$ 350,000	$ 245,232	70.1%
Utilities	$ 5,260,407	$ 3,501,931	66.6%	$ 5,527,258	$ 3,790,673	68.6%
Other Current Expense	$ 3,530,392	$ 1,161,790	32.9%	$ 3,296,339	$ 3,488,259	105.8%
Tech Expense/Licensing	$ 2,594,386	$ 1,891,614	72.9%	$ 3,695,983	$ 2,914,160	78.8%
Total Current Expense	$ 28,278,499	$ 16,573,273	58.6%	$ 29,740,028	$ 19,843,396	66.7%
Capital						
Computer Refresh Leases	$ 2,379,879	$ 1,332,967	56.0%	$ 2,390,037	$ 1,038,786	43.5%
Capital Purchases	$ 389,599	$ 168,387	43.2%	$ 389,599	$ 168,564	43.3%
Total Capital	$ 2,769,478	$ 1,501,354	54.2%	$ 2,779,636	$ 1,207,350	43.4%
Total Operating	$ 144,257,333	$ 91,443,104	63.4%	$ 142,878,878	$ 91,789,779	64.2%
Balance	**$ -**	**$ 6,932,894**		**$ -**	**$ 4,918,864**	

March 19, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	**Title**	**Department/Location**	**Effective Date**
Quinn, Edel T	Accountant/Business Manager	Resource Development DO	3/4/2019 - 6/30/19
Turtle, Jesse A	VP,InstAdvcmnt&ExecDirFoundatn	Foundation DO	3/4/2019 - 6/30/19

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	**Title**	**Department/Location**	**Effective Date**
Baldwin, William M	Research Analyst	Academic & Student Affairs EPI	2/4/2019 - 6/30/19
Bullard, Derrick L	Student Success Counselor	Admissions & Central Records CL	3/4/2019 - 6/30/19
Kuhn, Damon M	Associate Provost	Associate Provost Office HEC	2/18/2019 - 6/30/19
Green, Sonja T	ActingDir, BusSys&StudentAcctg	Business Services DO	1/22/2019 - 6/30/19
Justice, Amy L	Instructional Support Tech	Online Learning and Services HEC	2/18/2019 - 6/30/19
Grey, Cynthia A	Associate Dean	Veterinary Technology VT	1/16/2019 - 6/30/19

HIRE Budgeted Career Service			
Name	**Title**	**Department/Location**	**Effective Date**
Blunt, Jayson W	Student Support Specialist	Admissions & Central Records DO	2/18/2019
Martinez-Ortiz, Josef E	Sr Tech Support Specialist	Information Systems SPG	2/18/2019
Hopkins-Capobianco, Angelina R	Administrative Svcs Specialist	Natural Science CL	2/18/2019
Hogan, Rebecca A	Student Support Advisor	Veterans Services SPG	2/4/2019

TRANSFER/PROMOTION Budgeted Career Service			
Name	**Title**	**Department/Location**	**Effective Date**
Farren, William	Facilities Specialist	Maintenance Services TS	2/2/2019

HIRE Temporary			
Name	**Title**	**Department/Location**	**Effective Date**
Ji, Youngran	Adjunct Faculty	Natural Science CL	2/11/2019
Canning, Angela M	Adjunct Faculty	Veterinary Technology VT	2/11/2019
Sorrells, Betty W	Adjunct Faculty, Bach	College of Education TS	2/11/2019
Pascual, Cherry J	Adjunct Faculty, Bach	Natural Science CL	2/11/2019
Davis, Michael J	Faculty - supplemental	Natural Science CL	2/11/2019
Nguyen, Tom P	General Support	Natural Science CL	2/4/2019
Digby, Kasadhe M	General Support	Student Activities CL	2/4/2019
Wesley, De'Laun M	General Support	Student Activities CL	2/4/2019
Juntune, Jennifer M	General Support	Veterinary Technology VT	2/4/2019
Kelly, Alexander M	General Support	Veterinary Technology VT	2/4/2019
Rivers, Katelyn N	General Support	Veterinary Technology VT	2/4/2019
Silverman, Joshua S	OPS Career Level 1	Academic & Student Affairs TS	2/4/2019
Alt, Jennifer B	OPS Career Level 1	Enrollment Management DO	1/21/2019

Berringer, Carol	OPS Career Level 1	Enrollment Management DO	1/21/2019
Carpenter, Antoinette D	OPS Career Level 1	Enrollment Management DO	1/21/2019
Siddons, Jeffrey G	OPS Career Level 1	Enrollment Management DO	1/21/2019
Philbrook, Matthew R	OPS Career Level 2	Associate Provost Office DT	2/11/2019
Jarvis, Xavier M	OPS Career Level 2	Natural Science SE	2/18/2019
Coath, Bart A	OPS Career Level 2	Provost Office DT	2/18/2019
Howard, Brian K	OPS Career Level 5	Academic & Student Affairs SPG	2/18/2019
McAlarnen, Kathleen A	OPS Career Level 5	Academic & Student Affairs SPG	2/18/2019
Medley, Yael	OPS Career Level 5	Academic & Student Affairs SPG	1/22/2019
Wantling, William P	OPS Career Level 5	Academic & Student Affairs AC	2/18/2019
Moye, Colin D	OPS Career Level 5	Baccalaureate Programs SE	2/4/2019
Bisson, Trevor	OPS Career Level 5	Learning Resources SPG	2/4/2019
Garcia Lopez, Carla	OPS Career Level 5	Learning Resources MT	2/4/2019
Fleshman-Cantey, Rebecca S	OPS Career Level 6	Academic & Student Affairs EPI	3/18/2019
Medina, Ilia	OPS Professional	Humanities & Fine Arts CL	2/18/2019
Macogay, Eugene	OPS Professional	Respiratory Care HEC	1/26/2019
Bielecki, Cheryl A	Professional Trainer	Academic & Student Affairs DO	2/18/2019
D'Amico, Kevin J	Professional Trainer	Fire Sciences AC	2/11/2019
Scott, Brian K	Professional Trainer	Workforce/Professnl Developmnt EPI	2/4/2019

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

Name	Title	Department/Location	Effective Date
Sinclair, Steven	Instructor	Humanities/SE	05/13/2019 - 05/21/2019

Destination: Delhi, Agra, Jaipur, Mumbal, India

The purpose of this trip is to lead SPC students on a study abroad program to India. A total of ten (10) students are enrolled in the program and will receive credit in either REL2000, Introduction to Religion, REL 2300 Worl Religions, Humanties and Fine Arts. 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 $559.83.

Morelli-White, Nan	Instructor	Communications/CL	05/23/2019 - 05/31/2019

Destination: Tokyo, Japan

The purpose of this trip is to lead SPC students on a study abroad program to Tokyo, Japan. A total of twenty-three (23) students are enrolled in the program and will receive credit in either LIT2120 or LIT2110 . 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 $1340.14.

Albrecht, Osiris	Instructor	Communications/SE	06/08/2019 - 08/05/2019

Destination: Salamanca, Spain

The purpose of this trip is to lead SPC students on a study abroad program to Spain. At time of reporting, a total of twenty-four (24) 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 $4,847.36.

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

Agenda Item VI- C.1b

March 19, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: **Annual Membership Assessment in Florida College System Risk Management Consortium**

Authorization is requested to pay the St. Petersburg College 2019-2020 *membership assessment* in the Florida College System Risk Management Consortium (FCSRMC) for the policy period of March 1, 2019 through February 29, 2020 in the amount of $1,778,472. This amount represents an increase of 9% above the current policy period.

Following are FCSRMC calculations for the policy period of March 1, 2019 through February 29, 2020:

2019-2020 Annual Assessment for SPC	$528,833
Worker's Compensation Assessment (Experience)	$474,215
Property Value Assessment	$775,423
Adjusted Annual Assessment	$1,778,472

Brian Miles, Vice President, Administration, Finance & Technology; Diana Wright, Acting Associate Vice President, Facilities Planning and Institutional Services; and Kara Schrader-Smith, Risk Management Coordinator, recommend approval.

March 19, 2019

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: 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, Business and Finance: Added one new course to expand and enhance current soft skill course offerings.

- LDS0600 5G Power Skills

Workforce Institute, Manufacturing: Added one new course 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).

- MNF0489Mechatronics: Allen-Bradley Programmable Logic Controllers

Workforce Institute, Manufacturing: Updated one course to revise the curriculum, and increase the registration fee and contact hours in the course catalog.

- AAP0124 UAS Video Production and Editing: Basic Skills

Workforce Institute, Technology: Added one new online course to expand and enhance current offerings.

- CMP0801Microsoft Office Core Productivity Online

Andrea Henning, Executive Director, Collaborative Labs and Workforce Institute, recommends approval.

March 19, 2019

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Credit Curriculum

The following is a summary of credit curriculum changes for which approval is sought for Fall 2019 (Term 0565).

New Program Highlights:

Engineering & Building Arts:

- **Production Systems Management** (PROSYS-AS): A new 60 credit program developed with advisory board recommendations; designed to fill production floor management and supervisory career positions; supports articulation agreement with Pinellas Technical College

College of Health Sciences:

- **Advanced Adult Critical Respiratory Care** (RESCRT-ATC): 15 credit program developed to meet industry demand; program will prepare practitioners for the National Board of Respiratory Care (NBRC) Adult Critical Care Specialty (ACCS) exam.
- **Advanced Neonatal/Pediatric Respiratory Care** (RESPED-ATC): 11 credit program developed to meet industry demand; program will prepare practitioners for the National Board of Respiratory Care (NBRC) Neonatal Pediatric Specialty (NPS) exam.

Technology:

- **Technology Development and Management** (TMGT-BAS) program added new subplan *Software Assurance* (SFTAS)

Transfer Plans: The following transfer plans provide students with a clearly defined path and seamless transition to a Baccalaureate program offered at St. Petersburg College.

- **Internal - Management and Organizational Leadership** (MGTORG-TR)
- **Internal – Sustainability Management** (SUSMGT-TR)
- **Internal – Paralegal Studies** (LEGAL-TR)
- **Internal – Public Policy and Administration** (PPA-TR)
- **Internal – Public Safety** (PSA-TR)
- **Internal – Middle Grades Science Education** (MGSED-TR)

Credit Curriculum Updates for Fall 2019 (0565)

Summary of Curriculum Activity in Programs and Courses

NEW/DELETED/MODIFIED PROGRAMS:

Career and Academic Community	New	Transfer	Deleted	Modified	Total
Arts, Humanities, and Design				1	
Business		2		1	
Communications					
Education		1		1	
Engineering, Manufacturing, and Building Arts	1			2	
Health Sciences and Veterinary Technology	2		1	4	
Public Safety, Public Policy, Legal Studies	1	3		2	
Science and Mathematics				1	
Social/Behavioral Sciences and Human Services				1	
Technology				4	
Totals	4	6	1	17	28

NEW/DELETED/MODIFIED COURSES:

Career and Academic Community	New	Deleted	Modified	Revitalized	Total
Arts, Humanities, and Design			3		
Business		2			
Communications	3		1		
Education	2				
Engineering, Manufacturing, and Building Arts			2		
Health Sciences and Veterinary Technology			26		
Public Safety, Public Policy, Legal Studies					
Science and Mathematics			13		
Social/Behavioral Sciences and Human Services					
Technology	5		7		
Totals	10	2	52		64

Program & Course Updates Effective Fall 2019 (0565)

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

A. ARTS, HUMANITIES, AND DESIGN

1. Program Update:
    a. **Audio Technology Certificate** (AUDIO-CT) program replaced its track structure with three subplans for clarity on pathways.
        i. New Subplans: *Production*, *Performance* and *Composition*
2. Course Updates: The following courses are designated for deactivation and will be replaced with the reactivated Honors course:
    a. Removed***: Honors Humanities: East-West Synthesis*** (REL 2770H)
    b. Removed***: Philosophy of Religion*** (REL 2464)
    c. Added: ***Honors World Religions*** (REL 2300H); **Note: Spring 2020 (0570) implementation**

B. BUSINESS

1. New Program: The following programs were created as a result of the college's Transfer Plan initiative:
    a. **Internal - Management and Organizational Leadership** (MGTORG-TR)
    b. **Internal – Sustainability Management** (SUSMGT-TR)
2. Program Update:
    a. **Business Administration** (BUS-BS) program added two additional elective courses:
        i. Added: ***Principles of Sports Management*** (SPM 3154)
        ii. Added***: Sports Facility and Event Management*** (SPM 4104)
3. Course Deactivations:
    a. ***Applied Financial Accounting I*** (ACG 2001)
    b. ***Intermediate Accounting II*** (ACG 3113)

C. COMMUNICATIONS

1. New Courses: The following courses were created to meet the needs of a new subplan or to expand the course offerings within the Communications curriculum:
    a. ***Voicing I*** (INT 3406) utilized in the new *Educational Interpreting* (SLIP) subplan in the **Educational Studies and Community Leadership** (EDST-BS) program.
    b. ***Voicing II*** (INT 4235) utilized in the new *Educational Interpreting* (SLIP) subplan in the **Educational Studies and Community Leadership** (EDST-BS) program.

    c. **VOICES OF AMERICAN WOMEN** *(SPC 1232) ADDED AS AN ELECTIVE COURSE.*
2. Course Update: The following course title, prerequisites, description and MLOs were updated to reflect additional applicability across programs:

a. ***Speaking for Professionals*** (SPC 1065); updated MLOs.

D. EDUCATION

1. New Program: The following program was created as a result of the college's Transfer Plan initiative:
   a. **Internal – Middle Grades General Science Education** (MGSED-TR)
2. Program Updates: **Educational Studies & Community Leadership** (EDST-BS) program added a new course that will help prepare graduates to work with the professionals, parents/caregivers, and leaders within their communities.
   a. Added: ***Education in America*** (EDF 4607)
   b. Removed: ***Psychology of Adolescents*** (DEP 3305)
3. New Courses:
   a. ***Study Abroad in Education*** (EDF 459X): elective course designed to provide students with experiential learning in a study abroad setting.
   b. ***Education in America*** (EDF 4607)

E. ENGINEERING, MANUFACTURING, AND BUILDING ARTS

1. New Program:
   a. **Production Systems Management** (PROSYS-AS): 60 credit program developed with advisory board recommendations; designed to fill production floor management and supervisory career positions; supports articulation agreement with Pinellas Technical College **(Implementation date pending SACCS approval)**
2. Program Updates: Updates support embedding of certificate program in A.S., retention and efficiency of program completion.
   a. **Engineering Technology** (ENG-AS) removed two courses in order to offer additional electronics course elective options.
      i. Removed: ***DC Circuit Analysis with Lab*** (EET 1015C); subplan core
      ii. Removed: ***AC Circuit Analysis with Lab*** (EET 1025C); subplan core
      iii. Added: ***AC/DC Circuits with Lab*** (EET 1035C) ; subplan core
      iv. Added: ***Motors and Controls*** (ETS 1511C); subplan elective
      v. Added: ***Automation and Sensors*** (ETS 1535C) subplan elective
      vi. Added: ***Electro-Mechanical Systems*** (ETS 2424C) subplan elective
      vii. Added: ***Robotics*** (ETS 2604C) subplan elective
   b. **Electronics Aide** (ELECT-CT)
      i. Added: ***AC/DC Circuits with Lab*** (EET 1035C)
      ii. Added: ***Electronic Instrumentation*** (EET 1205C)
      iii. Added: ***Digital Fundamentals with Lab*** (CET 114C)
3. Course Updates: The following course MLOs and descriptions were modified via course review.
   a. ***Engineering Technology Work Experience*** (EET 2949)
   b. ***Programmable Logic Controllers (PLCs)*** (ETS 1542C):

F. HEALTH SCIENCES AND VETERINARY TECHNOLOGY

1. New Program:
    a. **Advanced Adult Critical Respiratory Care** (RESCRT-ATC): 15 credit program developed to meet industry demand; program will prepare practitioners for the National Board of Respiratory Care (NBRC) Adult Critical Care Specialty (ACCS) exam.
    b. **Advanced Neonatal/Pediatric Respiratory Care** (RESPED-ATC): 11 credit program developed to meet industry demand; program will prepare practitioners for the National Board of Respiratory Care (NBRC) Neonatal Pediatric Specialty (NPS) exam.
2. Program Updates:
    a. **Veterinary Nursing** (VETTC-BAS) Changed program title from Veterinary Nursing to Veterinary Technology. (Note: all courses referencing "veterinary nursing" in title or MLOs updated to veterinary technology) E**ffective Summer 2019 (0560)**
    b. **Veterinary Technology** (VETTC-BAS) 6 credit capstone course replaced 3 credit pre-capstone and capstone courses; combined content on two courses; program updates include:
        i. Added: ***Veterinary Capstone Practicum*** (ATE 4940)
        ii. Added: ***Veterinary Technology from Success to Safety*** (ATE 3052)
        iii. Added: ***Communication & Professionalism in Veterinary Technology*** (ATE 4850) ***Note: Spring 2020 (0570) implementation***
        iv. Removed: ***Pre-capstone*** (ATE 4000)
        v. Removed: ***Capstone*** (ATE 4814)
        vi. Removed: ***Tools for Success*** (ATE 3100)
        vii. Removed: ***Safety and Regulatory Compliance in Veterinary Technology*** (ATE 3200)
        viii. Removed: ***Advanced Veterinary Terminology*** (ATE 3744)
    c. **Health Services Administration** (HSA-BAS) recommendation by program's Advisory Committee to develop a new subplan, *Clinical Documentation Specialist* (CDI).
    d. **Nursing** (NURSE-AS) in support of the pathway audit intiative track structure was converted to subplans for general nursing and LPN transitional nursing to.
3. Program Deactivation:
    a. **Health Data Management** (HDM-ATC) program was closed due to low enrollment.
4. New Courses: The following courses were created as a result of new program offerings.
    a. ***Patient Education and Disease*** (RET 4524)
    b. ***Respiratory Care Capstone*** (RET 4910)
5. Course Updates: The following courses were modified as a result of course review, state curriculum framework modification or to align with accreditation standards.
    a. ***Healthcare Delivery Systems*** (HSA 1100): MLOs, course title, course description, textbook and prerequisites were updated.
    b. ***Functional Anatomy and Kinesiology*** (PHT 1121): MLOs updated.

c. ***Functional Anatomy and Kinesiology Laboratory*** (PHT 1121L): MLOs updated.
d. ***Introduction to Basic Patient Care*** (PHT 1200): MLOs updated.
e. ***Basic Patient Care Laboratory*** (PHT 1200L): MLOs updated.
f. ***Physical Therapy Principles and Procedures*** (PHT 1217): MLOs updated.
g. ***Physical Therapy Principles and Procedures Laboratory*** (PHT 1217L): MLOs updated.
h. ***Physical Therapy Clinical Practice I*** (PHT 1801L): MLOs updated.
i. ***Neurological Disabilities and Treatment*** (PHT 2162): MLOs updated.
j. ***Therapeutic Exercise in Physical Therapy*** (PHT 2220): MLOs updated.
k. ***Therapeutic Exercise in Physical Therapy Lab*** (PHT 2220L): MLOs updated.
l. ***Orthopedic Disabilities and Treatment*** (PHT 2252): MLOs updated.
m. ***Orthopedic Disabilities and Treatment Laboratory*** (PHT 2252L): MLOs updated.
n. ***Physical Therapy Clinical Practice II*** (PHT 2810L): MLOs updated.
o. ***Physical Therapy Clinical Practice III*** (PHT 2820L): MLOs updated.
p. ***Trends in Physical Therapy*** (PHT 2931): MLOs updated.
q. ***Transition to Professional Nursing*** (NUR 1001C): Description and MLOs were updated.
r. ***Nursing I*** (NUR 1021C): Description and MLOs were updated.
s. ***Nursing Process/Physical Assessment*** (NUR 1060C): Description and MLOs were updated.
t. ***Application of Pharmacology Concepts in Nursing Therapy*** (NUR 1142C): Description and MLOs were updated.
u. ***Nursing II*** (NUR 1211C): Description and MLOs were updated.
v. ***Nursing III*** (NUR 2426C): MLOs were updated.
w. ***Psychosocial Nursing*** (NUR 2511C): MLOs were updated.
x. ***Nursing IV*** (NUR 2731C): MLOs were updated.
y. ***Nursing Care Management Practicum*** (NUR 2811C): Description and MLOs were updated.
z. ***Nursing Care Management Practicum*** (NUR 2813): Description and MLOs were updated.

G. PUBLIC SAFETY, PUBLIC POLICY, AND LEGAL STUDIES

1. New Programs:
    a. The **Emergency Management Advanced Technical Certificate** (EAM-ATC) program was created to meet industry need for advanced level training in emergency management and disaster preparedness.
    b. The following programs were created as a result of the college's Transfer Plan initiative:
        i. **Internal SPC – Paralegal Studies (LEGAL-TR)**
        ii. **Internal SPC – Public Policy and Administration (PPA-TR)**
        iii. **Internal SPC – Public Safety (PSA-TR)**

2. Program Updates: The following programs were modified as a result of program review or the result of a change in the State Framework.
    i. **Paralegal Studies** (LEGAL-BAS) restructured electives, added PAD and PUP prefix courses for additional student options
    ii. **Digital Forensics and Computer Investigations** (DIGFORN-AS) program reduced from 63 credits to 60; NEW CIP code (#1743011601)
        1. Removed: ***Internet Pornography Investigations*** (CJE 1683)

H. SCIENCE AND MATHEMATICS

1. Program Updates: Two new subplans added to **Biology** (BIOLOGY-BS) to clarify career path for students, increase enrollment and support pathway audit initiative.
    a. *Cellular & Molecular Biology* (CMB)
    b. *Ecology, Evolution & Organismal Biology* (EEOB)
2. Course Updates: The following courses had MLOs and prerequisites modified as a result of course and program reviews.
    a. ***Biology I Cellular Processes*** (BSC 2010): Prerequisites updated.
    b. ***Human Anatomy & Physiology I*** (BSC 2085): Prerequisites updated
    c. ***Cell Culture*** (BSC 2419C): Course title updated.
    d. ***Introduction to Biotechnology*** (BSC 2420): Prerequisites updated.
    e. ***Biotechnology Methods I*** (BSC 2426C): Prerequisites updated.
    f. ***Undergraduate Research in Biology*** (BSC 4905C): Credit hours updated.
    g. **Physics Laboratory I** (PHY 1048L): Course description and MLOs updated.
    h. ***College Algebra*** (MAC 1105): Prerequisites updated.
    i. ***Differential Equations (***MAP 2302): MLOs updated.
    j. ***Mathematics for Liberal Arts I*** (MGF 1106): Course description and MLOs updated.
    k. ***Mathematics for Liberal Arts I I*** (MGF 1107): Prerequisites updated.
    l. *Honors Elementary Statistics* (STA 2023H): Prerequisites updated.
    m. *Elementary Statistics* (STA 2023): Prerequisites updated.

I. SOCIAL/BEHAVIORAL SCIENCES AND HUMAN SERVICES

1. Program Update: **Social and Human Services** (HUS-AS) program modified in order to clarify the elective course offerings within each subplan and support the pathway audit initiative.

J. TECHNOLOGY

1. Program Updates:
    a. **Technology Development and Management** (TMGT-BAS) program added new subplan *Software Assurance* (SFTAS), subplan title change from *Data Analytics* to *Data Science* (DATAANALYT) and capstone course added.

i. Added: ***Projects in Data Science*** *(CAP 4773): advisory board recommendation*
ii. Removed: ***Web Analytics*** (ISM 4548)

b. **Computer Networking** (COMPNET-AS) subplan title change from *Networking Administration* to *Network Administration: Windows/Linux (*NETADM*)* and *Networking Engineering* changed to *Network Engineering: Cisco (*NETEN*)*
i. Added**: Network Defense and Countermeasures** (CTS 2314)
ii. Removed**: Fundamentals of Voice Over IP (VOIP)** (CET 2682)

c. **Web Development** (WEBSDM-AS): program reduced from 63 credits to 60; NEW CIP code (#1511080103); program review resulted in course updates.
i. Removed**: Advanced PHP/MySQL** (COP 2843)
ii. Removed: **Interactive Web Media Tools** (CGS 1874)
iii. Added: Web Assistive Technologies (CGS 1200C)

d. **Computer Programming and Analysis** (CWPA-AS)
i. Added**: iOS App Development** (COP 2654): elective course

2. <u>New Courses:</u> The following courses created for the new *Software Assurance (SFTAS)* subplan in the **Technology Development and Management** (TMGT-BAS) program or in response to advisory board recommendations.
   a. ***Software Security*** (CEN 3071)
   b. ***Software Assurance and Security*** (CEN 4074)
   c. ***Web Assistive Technologies*** (CGS 1200C)
   d. ***Foundations: Operating Systems & Networks*** *(COP 3518)*
   e. ***Projects in Data Science*** *(CAP 4773)*
3. <u>Course Updates:</u> The following courses had MLOs and prerequisites modified as a result of course and program reviews.
   a. ***Introduction to Android Programming*** (COP 2660): Prerequisites updated.
   b. ***Intermediate Computer Programming*** (COP 3035): Description and MLOs updated.
   c. ***Network Defense and Countermeasures*** (CTS 2314). Description and MLOs updated.
   d. ***Applied Systems Analysis*** (ISM 3232). MLOs updated.
   e. ***Database Management & Analysis*** (ISM 4212). Title and description updated.
   f. ***Data Analytics Technologies*** (ISM 4212) Description and MLOs updated.
   g. ***Data Analytics Management*** (ISM 4545) Description and MLOs updated.

Five (5) Year Course Deletion

Pursuant to Florida Statute 1007.24, the State Board of Education requires institutions to purge courses listed in the Statewide Course Numbering System (SCNS) that have not been taught by the institution within the past five years. Moreover, SPC Board Rule 6A-10.0331 requires "*the president of each community college shall annually certify to the board of trustees for that university or college that the institution has complied with Section 1007.24, Florida Statutes*."

The following courses (58) will remain Active for Transfer Purposes and unscheduable in the Course Catalogue:

Subject	Catalog	Course Title	Department
ACG	2001	Applied Financial Accounting I	College of Business
BTE	4948	Curriculum Overview Bus Educ	College of Business
ETE	3203	Prg Mgmt: Tech Education	College of Business
ETE	3402C	Materials & Processes with Lab	College of Business
ETE	4333	Instr Mthds in Sec Tech Educ	College of Business
ETE	4947	Inst Mtds for Sec Tech Edu Pra	College of Business
ETE	4444	Technological Design	College of Business
ETE	4414C	Inform and Commun Tech w/Lab	College of Business
ETE	3003	Fndtns Technology Education	College of Business
MAN	3593	Logistics Management	College of Business
ETI	3647	Supply Chain Management	College of Business
ETI	4448	Applied Project Management	College of Business
HFT	1210	Supervision in the Hospitality Industry	College of Business
HFT	1500	Marketing in the Hospitality Industry	College of Business
HFT	2276	Club and Resort Operations	College of Business
MAN	3949	Cooperative Work Experience	College of Business
MAN	4061	Corporate Social Responsibility	College of Business
MAN	4534	Business Architecture and Process Modeling	College of Business
MAN	4910	Senior Capstone Project in Banking	College of Business
MAN	4934	Senior Capstone Project in International Business	College of Business
MAR	2940	Marketing Internship	College of Business
MNA	1760	Customer Service II: Developing Exceptional Customer Service	College of Business
EEX	4764	Tech and Trans. for Sec. Exc.	College of Education

PRO	4190	Research Methods	College of Health Sciences
PRO	4130	Material Science	College of Health Sciences
BUL	3130	Law for Professionals	College of Policy, Ethics and Legal Studies
BUL	3310	Advanced Legal Environment of Business	College of Policy, Ethics and Legal Studies
CCJ	2940	Practicum	College of Public Safety
CJE	1204	Topics in Gang Investigations	College of Public Safety
CJE	2262	Tech & Gang Intelligence Shrng	College of Public Safety
CJE	3264	Supvg Tactl Gang Unts & HiRsk	College of Public Safety
CJE	1177	Cntrl America Gang Assessment	College of Public Safety
AML	2010H	Honors American Literature I	Communications
AML	2020H	Honors American Literature II	Communications
FRE	2240	French Conversation & Compos I	Communications
FRW	2011	Rdgs Frn Lit II	Communications
GRK	1121	Elementary Modern Greek II	Communications
GRK	1120	Elementary Modern Greek I	Communications
IDS	2103H	Honors Interdiscipline /Am Exp	Communications
LIT	2110H	Honors World Literature I	Communications
ART	2949	Co-op Work Experience	Fine Arts & Humanities
HUM	2270L	Writing CLEP East-West Hum	Fine Arts & Humanities
MUH	2949	Co-op Work Experience	Fine Arts & Humanities
MUL	1017	History of Rock I (1950-1979)	Fine Arts & Humanities
MUN	2709	Rhythm Section Boot Camp	Fine Arts & Humanities
MUN	2771	MIRA House Band	Fine Arts & Humanities
MUN	1391	Gospel Chorus	Fine Arts & Humanities
MUN	1711	Jazz Combo	Fine Arts & Humanities
TPA	2949	Co-op Work Experience	Fine Arts & Humanities

EMS	1522C	General Pharmacology for the EMS Provider	Health Science Dept.
MAC	1106	Combined College Alg/Pre-Calc	Mathematics
BSC	2366L	Neotropical Ecology Laboratory	Natural Sciences Dept.
ZOO	3205C	Invertebrate Zoology wih Lab	Natural Sciences Dept.
CHM	1026	Chemical Calculations	Natural Sciences Dept.
ESC	1000L	Earth Science Lab	Natural Sciences Dept.
ANT	2003	Survey of Anthropology	Social & Behavioral Sciences
ECO	2023H	Honors Microeconomics	Social & Behavioral Sciences

Agenda Item VII – B.3

March 19, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Notice of Intent to Initiate the Baccalaureate Approval Process

Approval is sought to initiate the State of Florida approval process to offer a new baccalaureate level education program.

The College seeks to submit the following Notice of Intent (NOI) {pursuant to 6A-14.095, Florida Administrative Code (F.A.C.)}. The NOI initiates the approval process to offer a Bachelors of Applied Science in Cybersecurity.

The Bachelor of Applied Science (BAS) in Cybersecurity is a professional workforce degree program covering technologies and practices designed to protect and safeguard the information resources of an organization including computers, networks, programs and data from threats such as unauthorized access, malicious or insecure programming, exfiltration, etc. In a computing framework the terms security and cybersecurity are used synonymously.

This proposed BAS degree in Cybersecurity would prepare students for a 'real world' experience as the curriculum would include multiple industry certifications covering specific security concepts and practices. Industry certification validates a student's skills and knowledge in a specific area of study. Industry certificates are awarded by a professional group or a vendor and in many cases require periodic renewal. Aligning curriculum to industry certifications ensures that the curriculum is kept current with technical workforce skills that align with workforce practices. This BAS degree program would build upon students' core knowledge in key technology areas such as computers, computer networks, digital forensics, and computer security with an upper division curriculum focusing on defense and risk mitigation, software assurance, information assurance, and security management.

Additional supportive information will be presented to the Board of Trustee in the formal approval application in June 2019.

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

Chancellor Kathy Hebda
Chancellor, Division of Florida Colleges
325 West Gaines Street, Room 1544
Tallahassee, FL 32399-0400

March 19, 2019

Dear Chancellor Hedba,

St. Petersburg College (SPC) respectfully submits the following as a Notice of Intent per 6A-14.095, Florida Administrative Code to initiate the process of approval to offer baccalaureate level education.

SPC proposes to offer Pinellas County residents the opportunity to earn a Bachelor of Applied Science in Cybersecurity, a degree that compliments the traditional workforce emphasis of baccalaureate programs in state colleges by offering upward mobility into leadership roles and/or to further their education in cybersecurity master's degree programs and certificates throughout the state. The opportunity exists also to further the student's technical career skills by obtaining higher-level security industry certifications.

Program Description/Key Skills/Career Path and Employment

***Title/Degree type*:** The Bachelor of Applied Science (BAS) in Cybersecurity is a professional workforce degree program covering technologies and practices designed to protect and safeguard the information resources of an organization including computers, networks, programs and data from threats such as unauthorized access, malicious or insecure programming, exfiltration, etc. In a computing framework the terms security and cybersecurity are used synonymously.

The proposed 120 credit hour program will consist of:

- 33 credit hours of general education courses
- 42 credit hours of lower division specialized courses
- 45 credit hours of upper division courses
    - 30 credits of a common core
    - 15 credits of courses in a chosen concentration

In the upper division all students would take a common core of security and information technology courses. Students would then have the flexibility to select one of several focused, technical sub plans for additional specialization. A key advantage of this structure is that it permits the introduction of additional sub plans in the future as the needs of the workplace change and new technologies emerge.

This proposed BAS degree in Cybersecurity would prepare students for a 'real world' experience as the curriculum would include multiple industry certifications covering specific security concepts and practices. Industry certification validates a student's skills and knowledge in a specific area of study. Industry certificates are awarded by a professional group or a vendor and in many cases require periodic renewal. Aligning curriculum to industry certifications ensures that the curriculum is kept current with technical workforce skills that align with workforce practices. This BAS degree program would build upon students' core knowledge in key technology areas such as computers, computer networks, digital forensics, and computer security with an upper division curriculum focusing on defense and risk mitigation, software assurance, information assurance, and security management.

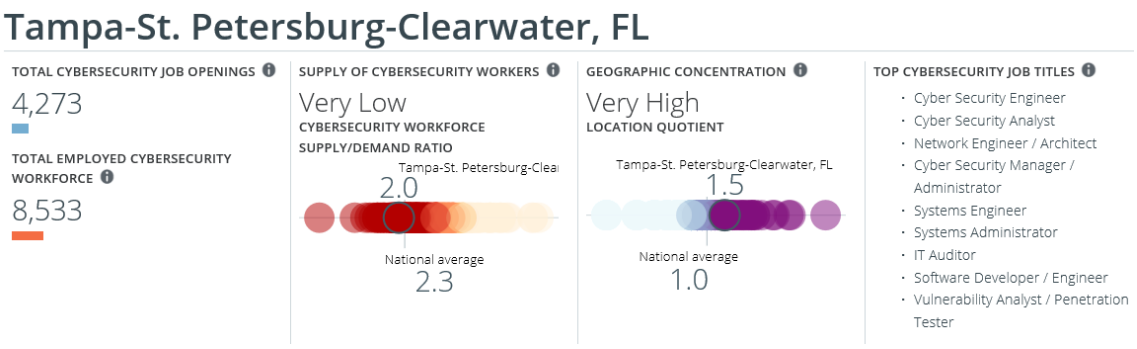
***Key Skills of Graduates*:** The graduates of this proposed BAS program would gain essential workforce skills including the ability to secure and defend computer networks and resources, the ability to identify and adopt best practice in cybersecurity policy, the ability to identify cyber threats and vulnerabilities and the skills to mitigate the associated risks, the skills required to implement effective identify management and access methods, skill in assessing and building secure systems architecture, the ability to identify vulnerabilities in program code and to ensure secure programming practices, an understanding of the role and use of cryptographic algorithms in security, and the skills necessary to ensure that an organization's resources are secure when hosted on a cloud platform.

Career Path or Potential Employment: The Bachelors of Applied Science degree in Cybersecurity creates a seamless career path for students, including dual enrolled high school students, currently pursuing Associate in Science Degrees in career and technical programs at SPC. The A.S. degrees currently offered through the College of Computer and Information technology and Public Safety in the various Information technology and digital forensic disciplines that would articulate into this BAS program and in-and-of themselves, each qualify graduates for entry-level employment into fields such as Information Security Analysts, Programmers and Software Developers, Computer User Support, Computer Network Specialist, Network & Computer System Administrators, Computer Network Architects, and Computer System Analysts.

The curriculum in the computer technology and forensics A.S. programs at St Petersburg College are aligned with entry level industry certifications such as CompTIA A+, CompTIA Net+, CompTIA Security+ and EC-Council's Certified Ethical Hacking that provide students a pathway of milestone opportunities in the field of cybersecurity.

The proposed BAS program in Cybersecurity builds on this foundation and equips students with the skills and certifications required to be prepared for success in several of the jobs identified in the NICE Cybersecurity Workforce Framework including Systems Security Analysts, Security Control Assessors, Vulnerability Assessment Analysts, Cyber Defense Analysts, Security Architects, Information Security Analysts, Information Technology Specialists, Information Security Officers, Information Security Managers, Directors of Information Security, Chief Information Security Officers and principle cybersecurity practitioners who, as a result of this program, would better understand the evolving issues in the field of cybersecurity thereby providing opportunities for sustainable employment in the workplace.

As illustrated below, the workforce need is acute at all levels in SPC's region. (Source: https://www.cyberseek.org/heatmap.html



As industry certifications are an important component of Florida's public education system, the BAS curriculum would also align with industry certificates such as the CompTIA CySA+, PenTest+, ITIL Foundation, SSCP, CISSP, and Cloud+.

Summary of Discussions with state university and Florida College's service district

Cybersecurity is a rapidly emerging discipline. For many years security was almost an afterthought and was covered in at best one or two courses. This situation was not unique to academe as business, industry, and government were also slow to recognize the importance of investing in cyber security. This is no longer the case. Significant resources are being devoted to improving the security posture of organizations. The U.S. government has created numerous programs designed to promote and encourage the development of the nation's cyber security workforce. We now widely recognize that there are many dimensions to security and that it warrants focused study as a distinct and complex discipline.

This development, and subsequent growth in demand for cyber security professionals, has triggered the development of academic programs to attempt to address the growing need. Interestingly we see cyber security programs emerge as part of engineering programs, within business programs, and as standalone programs. This is evidence that this new discipline is complex and can be addressed from many perspectives.

The University of South Florida (USF) is the only state university in the SPC service area. St. Petersburg College enjoys a strong relationship with USF as well as the private colleges (primarily Eckerd College and The University of Tampa). SPC students have experienced seamless transitions into the upper division programs at these institutions; providing multiple upper-division options for our students.

USF offers a Bachelor of Science Degree in Cybersecurity (BSCyS). This program is offered through the College of Engineering at USF. The University of Tampa (UT) is a private institution that offers a Cybersecurity major within the College of Business. Both of these programs offer a prescribed set of courses that lead to a Bachelor of Science degree in Cybersecurity. The USF program requires 17 core courses at the 3000/4000 level while the UT program requires 24 hours of core courses. In both programs students may select several electives.

Meetings are being scheduled for further discussion with F. Frank Ghannadian the Dean of the College of Business at the University of Tampa and with Robert H. Bishop, the Dean of the College of Engineering and Sri Sridharan the Director of the Center for Cybersecurity at the University of South Florida.

Eckerd College offers a Bachelor of Science degree in Computer Science but does not offer a separate major or program of study in cybersecurity. The program proposal has been shared with USF and Eckerd College in recent months and both are supportive of SPC's decision to move forward with the application process.

The proposed SPC program is offered through the College of Computer and Information Technology. The program features a set of core courses but is distinct in that it also offers three separate sub plans within the degree program. These sub plans consisting of 15 credit hours each, enable students to focus on more specific, technical disciplines within cybersecurity.

St. Petersburg College had the privilege of being the first of the state's community colleges to begin offering Baccalaureate degrees. The college was accredited as a Level II institution by the Southern Association of Colleges and Schools to offer four-year degrees in December 2001.

Since that time, the ability to offer these higher-level degrees has been a critical part of the college's mission. It has been an on-going strategic priority to provide workforce programs at the baccalaureate level in order to meet the needs of the local community. The Baccalaureate program enrollment at the college has grown dramatically since its inception. While currently the largest of the 28 state colleges in terms of Baccalaureate enrollment and graduates, this new Baccalaureate proposal represents the college's first proposal in nearly 10 years.

Expected Term/Year of Enrollment

The college proposes to offer first term enrollment for the Bachelor of Applied Science Degree in Cybersecurity in Fall 2020.

Startup Costs

Development of the program is primarily funded by a grant from the Department of Education (DOE). St. Petersburg College submitted an application to expand cyber security programming in response to the DOE's Pilot Program for Cybersecurity Education Technology Upgrades for Community Colleges. The college was awarded a two year grant totaling $83,540. The grant will fund the development of nine new courses, faculty development, consultative services, printing, and other start-up expenses.

The current administrative structure and facilities can accommodate the new BAS program. The primary ongoing expense may be in new personnel although the college will continue to use its pool of subject matter experts who bring their rich, current experience to the classroom.

The focus areas are modeled to take advantage of existing programs, courses, facilities, and shared assets. It supports the "One College" model by unifying three distinct areas of study into one cooperative area of study utilizing every campus in the SPC network.

The information provided in this letter of intent to begin the approval process to offer baccalaureate level education at St. Petersburg College. Additional supportive information is available and will be presented in the formal approval proposal in July 2019.

Sincerely,

Tonjua Williams, Ph.D.
President
St. Petersburg College

Agenda Item VII-B.4

March 19, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Parking Garage Renovation, Downtown Center

Approval is requested for the amount of $476,067.34, to renovate the parking garage at the Downtown Center.

The College requests approval to perform parking garage renovations at the Downtown Center parking garage in two phases using an invitation to bid process. Due to the nature of this project, a phased approach is recommended to minimize interruptions. Phase I project total of $176,067.34 includes repairs to the main ramp and Phase II will focus on repairs to sectioned parking areas. Phase II is estimated to cost less than $300,000, bringing the total estimated project budget to $476,067.34.

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

Agenda Item IX.

March 19, 2018

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Board of Trustees' Rules

Approval is sought for the following proposed changes to the Rules Manual, which are being submitted for your consideration.

6Hx23-2.22 Reappointment or Non-Reappointment of Instructional and Administrative Personnel Not Under Continuing Contract The proposed changes to the Rule will update language related to the Board's consideration for reappointment of instructional and administrative personnel.

The general authority of the Board of Trustees to establish and maintain a personnel program for employees of the Florida College System is found at §1001.64(18), Fla. Stat., and the corresponding State Board of Education (SBE) Rule 6A-14.041. The statute provides the authority for the Board to approve and adopt Rules and Procedures regarding the appointment and reappointment of contracts for faculty and staff, including when contract reappointments are brought before the Board

Submitted by Suzanne Gardner

Suzanne L. Gardner, General Counsel, recommends approval.

ps0218191

Attachment

6Hx23-2.22 REAPPOINTMENT OR NONREAPPOINTMENT OF INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL NOT UNDER CONTINUING CONTRACT

I. Notice of recommendation for reappointment or non-reappointment shall not be disclosed to any College employee under consideration by those making recommendations until such time as the President authorizes such action.

II. The President or a person designated by the President shall have the responsibility for advising the College employee of the non-reappointment at least seven (7) calendar days prior to the board meeting at which reappointments are considered.

III. Instructional and administrative personnel will usually be considered for reappointment at the regular ~~February~~ May meeting of the Board of Trustees, but may be considered at an earlier Board meeting as determined by the College.

IV. Any administrative/professional staff and 12-month faculty, recommended for reappointment and approved by the Board of Trustees, may be reconsidered for nonrenewal by the Board at any time through June 30th with or without cause or reason. Any faculty teaching Session III, recommended for reappointment and approved by the Board of Trustees, may be reconsidered for nonrenewal by the Board at any time through July 31st with or without cause or reason. Any employee being recommended to be reconsidered for nonrenewal shall be given 7 calendar days' notice prior to such action.

Specific Authority: 1001.64(4)(a) and (b)F.S.; Rule 6A-14.041, F.A.C.

Law Implemented: 1001.64(18) and 1012.83, FS

History: Formerly 6Hx23-6-4.02; Readopted 10/15/77; Amended 5/18/72, 9/17/81, 5/26/82; Filed and effective 5/26/82; 9/17/96. Filed - 9/17/96. Effective - 9/17/96; 8/21/01. Filed – 8/21/01. Effective – 8/21/01; 3/19/19. To Be Filed – 3/19/19. Proposed Date to Become Effective – Upon Board Approval.