

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES APRIL 16, 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. Laurel Miller (*Attending*)
  - 2. Lynda Womer (*Attending*)
- B. Announcements
  - 1. New Leepa-Rattner Museum of Fine Art Director –Mr. Rod Davis, Provost, Tarpon Springs Campus

#### **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 March 19, 2019 (*Action*)

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

- A. General Counsel

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

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

- 1. Learning Experience –Mr. Joseph Leopold, Dean, Communications, Dr. Shannon Ulrich, Professor, Natural Sciences and Ms. Rachel Bennet, Professor, Paralegal Studies (*Presentation*)

##### **B. BUDGET AND FINANCE**

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

C. ADMINIST RATIVE MATTERS

1. Human Resources

a. Personnel Report (*Action*)

b. Employee Engagement – Ms. Margaret Bowman, Director, Organizational and Employee Success, Ms. Carol Brandt, Sr. Administrative Services Specialist and Mr. Jeff Briggs, Associate Professor, College of Nursing (*Presentation*)

2. Construction

a. Joseph H. Lang, Sr. Student Success Center Update – Ms. Diana Wright, Associate Vice President, Facilities Planning & Institutional Services (*Presentation*)

**VII. CONSENT AGENDA**

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

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS

a. U.S. Department of Justice, Victim of Crime Act (VOCA) Formula Grant program - State of Florida, Office of the Attorney General – Victim of Crime Assistance program (*Action*)

b. American Association of Colleges & Universities (AAC&U) - Strengthening Guided Pathways and Career Success (*Action*)

c. American Association of Community Colleges (AACC) – Expanding Community College Apprenticeship (ECCA) (*Action*)

**VIII. INFORMATIONAL REPORTS**

A. Quarterly Report of Contract Items (*Information*)

B. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)

C. Quarterly Report of Dell Financial Agreements (*Information*)

D. Quarterly Report of Contract Approvals Not Exceeding \$325,000 (*Information*)

E. Removal of Certain Assets from Property Inventory (*Information*)

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

**X. PRESIDENT’S REPORT**

**XI. NEXT MEETING DATE AND SITE**

**May 21, 2019, Seminole Campus, Conference Center**

## **XII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting April 16, 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: April 5, 2019



# Leepa-Rattner Museum of Fine Arts Director

## Dr. Teresa Wilkins



- Dr. Wilkins comes to LRMA/St. Petersburg College (SPC) with over 12 years of Museum and University experience. She has held the position(s) of Corporate and Foundation Relations Manager for the Tampa Museum of Art, Membership Manager at the Museum of Fine Art – St. Petersburg, Exhibits Coordinator at the Ah Tah Thi Ki Museum – Clewiston, FL. and Assistant Curator at the Indiana University Museum of Art.
- She has earned her Ph.D. from Indiana University (Bloomington) in Art History and Anthropology, Masters in Art History and Anthropology from the University of Hawaii (Manoa), and Bachelors in Art History from the University of South Florida.

# Learning Experience Update

Joseph Leopold  
Shannon Ulrich  
Rachel Bennett

April 16, 2019





# Goals from December BOT Workshop

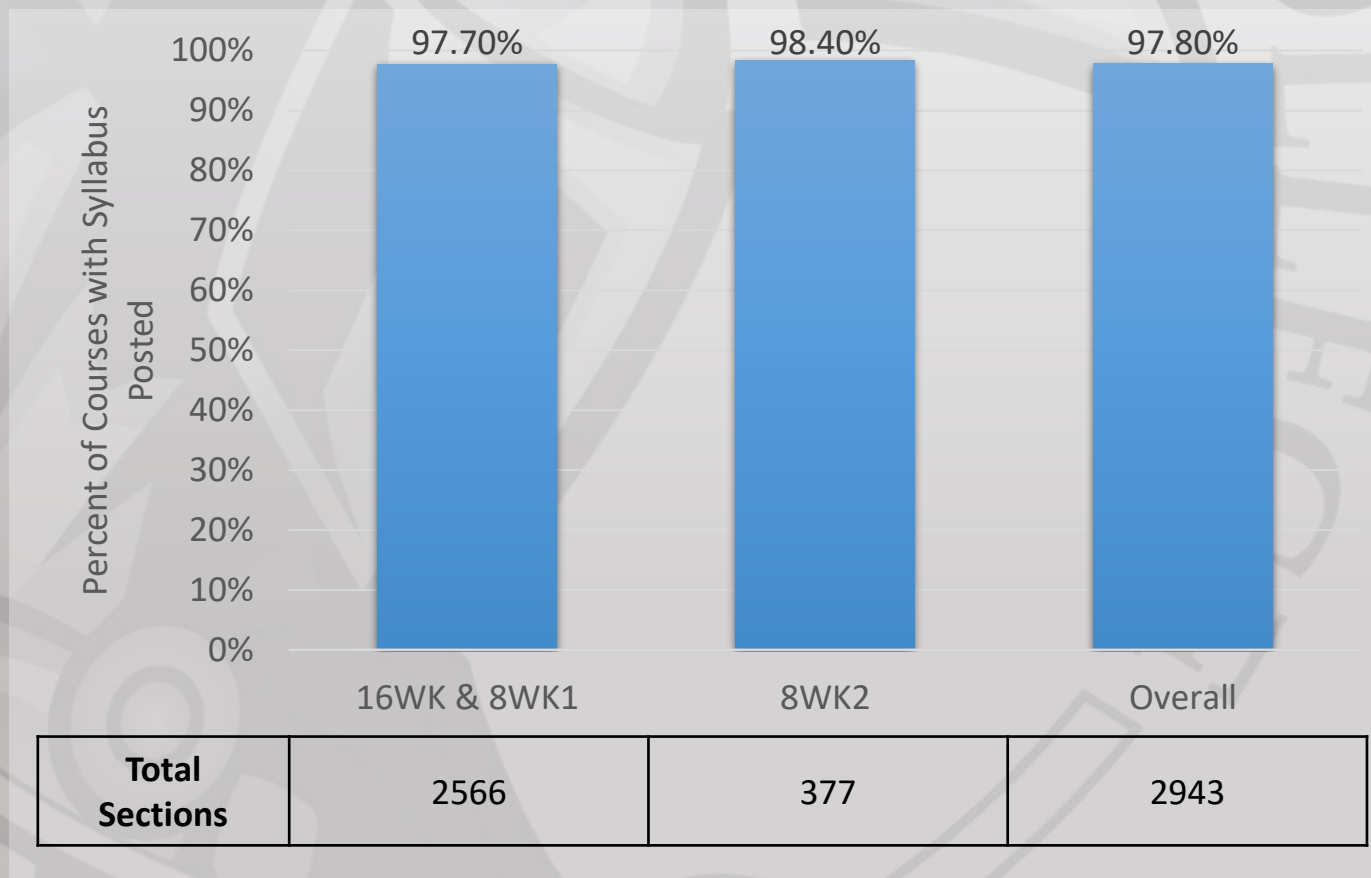
## Strategic Priorities: FY 2019

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



# Goal 1: Posting Syllabi

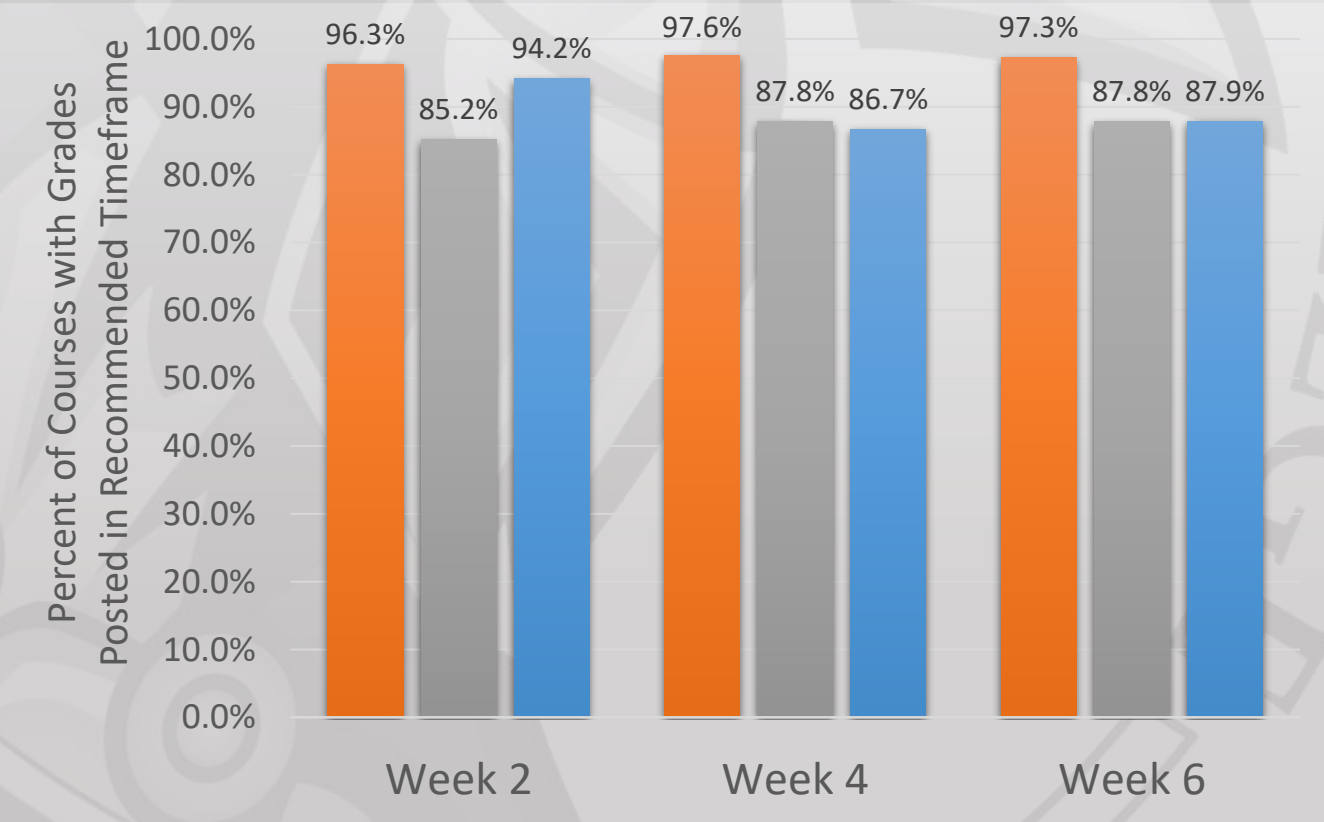
***GOAL 1: Track the posting of engaging syllabi three days prior to courses starting.***





# Goal 2: Gradebook Use

**GOAL 2: Track use of course gradebook to provide timely feedback to students.**



- 8 WEEK 1 (updated weekly)
- 12 WEEK (updated weekly)
- 16 WEEK (updated biweekly)

<b>Total Sections</b>	2956	3113	3087
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# Goal 3: SSI Revision

***GOAL 3: Review and revise the Student Survey of Instruction (SSI).***

- **11/2/2018 – Introduction**
- **11/30/2018 – Research**
  - Bias, anonymity, factors
  - Questions from other colleges
  - Homework
- **2/15/2019 – Report Out**
  - Share faculty comments and suggestions
- **3/22/2019 – Synthesis**
  - First listing of possible questions
  - Homework
- **4/5/2019 – Refining**
  - Report out
  - Second listing of possible questions

**TARGET: FALL 2019**



# Goal 4: Student Focus Groups

***GOAL 4: Use student focus groups to help identify best practices and design faculty resources to support enhanced use.***

- **Student-Focus Groups**

- St. Pete Gibbs – 2/12/2019
- Clearwater – 2/21/2019
- Tarpon Springs – 2/26/2019
- Seminole – 2/28/2019
- DT/MT – 3/5/2019





# Goal 4: Student Focus Groups

## • Student Demographics

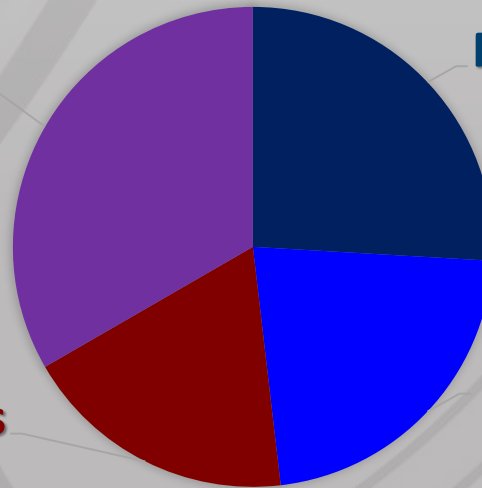
- 50+ students
- Early College - Student Athletes - Homeless Veteran
- 1<sup>st</sup> semester to graduating semester
- Ages 16 – 60+

White Females  
33%

Minority Males  
26%

White Males  
19%

Minority Females  
22%





# Goal 4: Student Focus Groups

## 1. How often do you log into MyCourses?

- On average, 4-5 times per week

## 2. How soon do you expect feedback?

- Depends on the assignment
- 1 week for papers
- Next class period for 'simple assignments'



# Goal 4: Student Focus Groups

## 3. What makes for an engaging experience?





## Goal 4: Student Focus Groups

### **4. What type of feedback would you like if you are struggling?**

- Text or email
- Talk before/after class

### **5. What type of assessments can we use to determine if you're learning?**

- Pop-quizzes
- Presentations and projects
- Skills check
- Less "high stakes" exams



# Goal 4: Student Focus Groups

## ***Areas of Improvement:***

- Classroom Management
- Know your Audience
- Coaching and Encouraging
- Active Teaching and Assessment
- Structure and Organization



# Goal 5: Closing the Gap

***GOAL 5: Develop and implement strategies to increase success rates for minority males to close the success gap.***

## **Current strategies...**

- **Dean Smiley, Dean Demers, and Director Bodie**
  - Partnership between Learning Resources and Faculty to closely monitor our African-American male population who have a GPA below a 2.0.





# Goal 5: Closing the Gap

- **QEP Toolkits**

- Time Management, Comprehension, Growth Mindset, & Metacognition

- **CETL**

- CETL 005: Introduction to Cultural Competence for Educators
- Teaching & Learning Conference
  - Keynote: Jullien Gordon
  - Panel on Culturally Responsive Pedagogy
- Fall Theme



# Next Steps

- *Committee directions*
  - Determine strategies to achieve 100% for syllabus and gradebook data
  - Comparison of minority target group success rates and learning resource usage
  - Develop strategies to strengthen the learning resource and faculty partnerships to facilitate closing the achievement gap
- *Student Survey of Instruction (SSI) Revision*
  - Faculty and student review of revised questions
  - Finalize new SSI version
- *Provide focused professional development to improve...*
  - Classroom management

**Questions?**



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

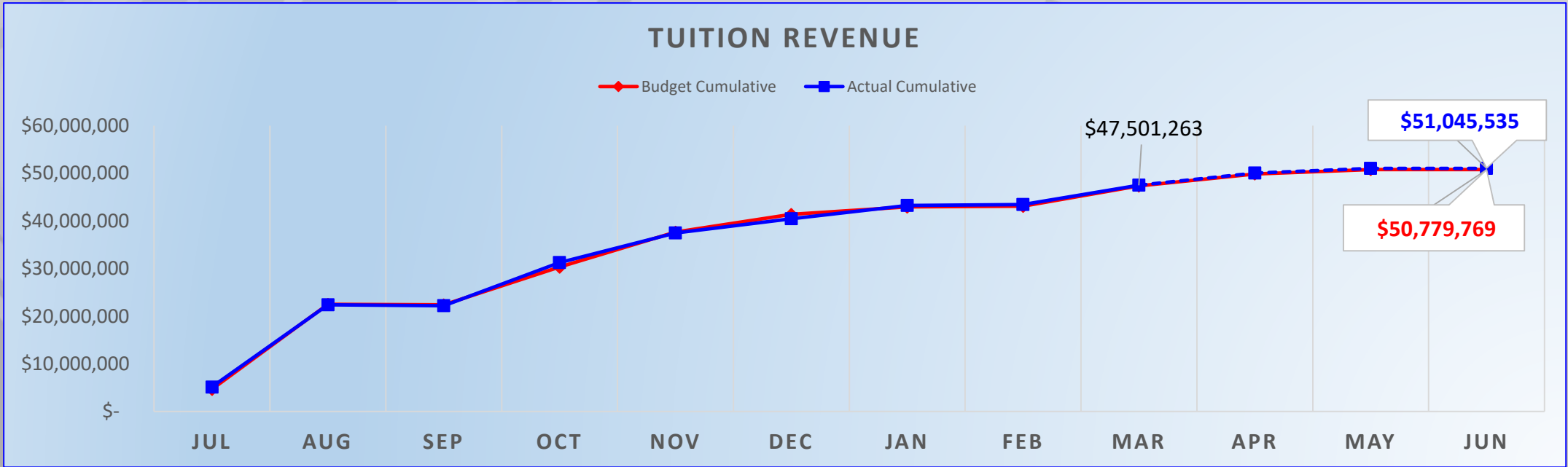
Janette Hunt  
April 16, 2019





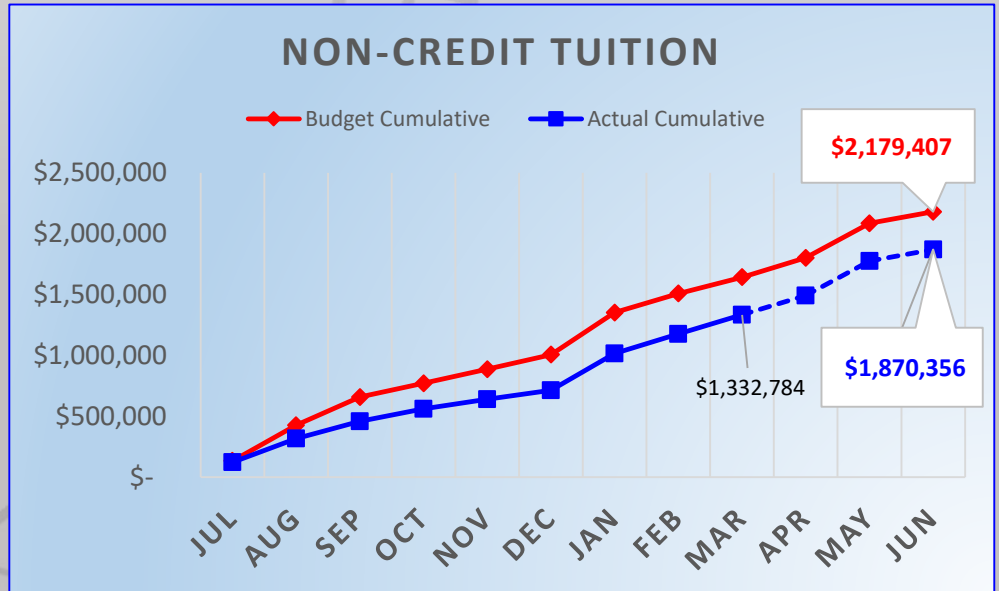
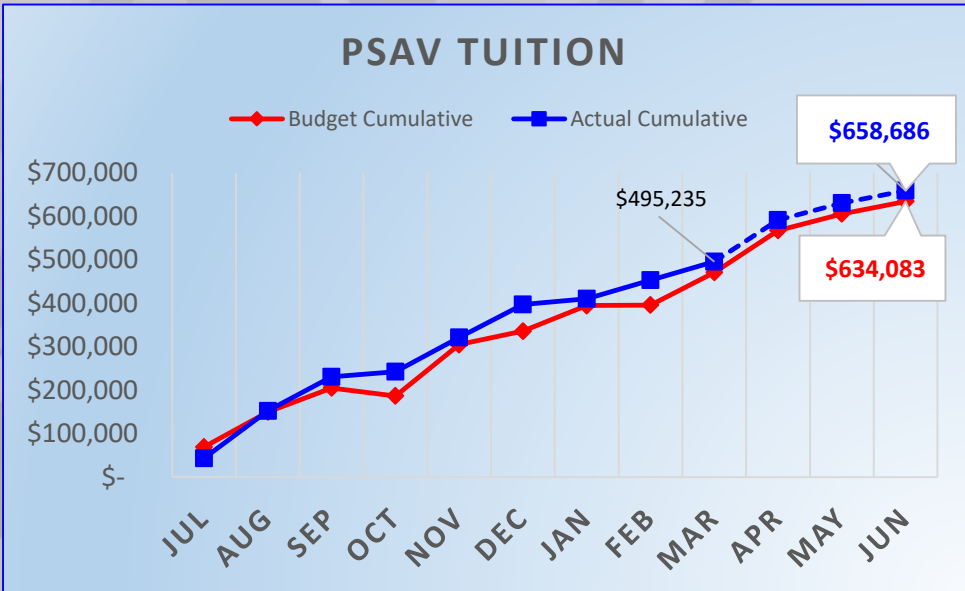
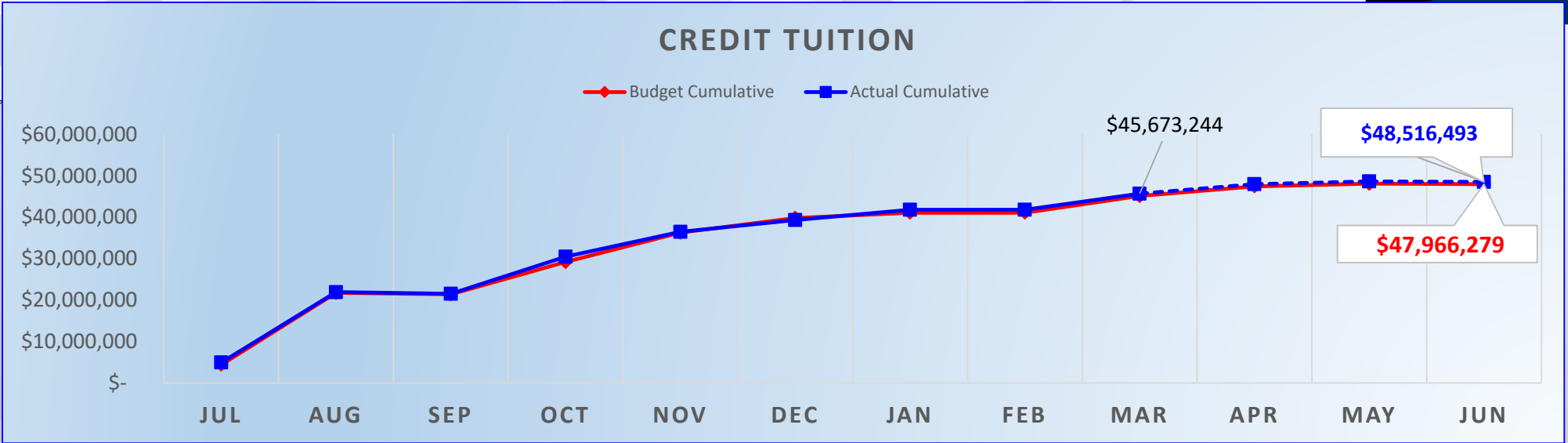
# Report as of March 31, 2019

Revenue	Prior Year	Prior Year	Prior	Budget	Actual	% of YTD
	Budget	Actual	Year %			
Student Tuition & Fees	\$ 61,246,719	\$ 57,100,569	93.2%	\$ 61,499,889	\$ 57,372,384	93.3%
State Funding	\$ 71,793,706	\$ 48,512,104	67.6%	\$ 72,088,236	\$ 47,871,775	66.4%
Other Revenues	\$ 5,609,289	\$ 4,318,603	77.0%	\$ 5,187,048	\$ 3,735,812	72.0%
Fund Transfers In	\$ 3,782,619	\$ 2,516,462	66.5%	\$ 3,103,706	\$ 1,525,749	49.2%
Reserves	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 144,257,333</b>	<b>\$ 112,447,738</b>	<b>77.9%</b>	<b>\$ 142,878,878</b>	<b>\$ 110,505,719</b>	<b>77.3%</b>





# Report as of March 31, 2018





# Report as of March 31, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Personnel &amp; Benefits</b>						
Faculty	\$ 26,776,489	\$ 20,777,812	77.6%	\$ 25,749,327	\$ 19,801,464	76.9%
Administrative & Professional	\$ 24,251,689	\$ 17,661,666	72.8%	\$ 23,585,641	\$ 16,803,757	71.2%
Career Service (includes OT)	\$ 19,951,011	\$ 14,560,450	73.0%	\$ 19,183,840	\$ 13,494,865	70.3%
Adjunct/Supplemental	\$ 13,549,064	\$ 9,742,566	71.9%	\$ 13,142,592	\$ 9,928,163	75.5%
Other Personal Services (OPS)	\$ 2,041,007	\$ 1,305,217	63.9%	\$ 2,019,316	\$ 1,261,517	62.5%
Student Assistants	\$ 428,000	\$ 198,779	46.4%	\$ 428,000	\$ 285,851	66.8%
Health Insurance	\$ 14,931,773	\$ 11,218,905	75.1%	\$ 14,423,171	\$ 11,342,411	78.6%
Other Benefits	\$ 11,280,323	\$ 9,315,049	82.6%	\$ 11,827,326	\$ 8,954,531	75.7%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 113,209,356</b>	<b>\$ 84,780,444</b>	<b>74.9%</b>	<b>\$ 110,359,214</b>	<b>\$ 81,872,558</b>	<b>74.2%</b>
<b>Current Expense</b>						
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 18,012,135</b>	<b>63.7%</b>	<b>\$ 29,740,028</b>	<b>\$ 22,220,613</b>	<b>74.7%</b>
<b>Capital</b>						
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 1,630,197</b>	<b>58.9%</b>	<b>\$ 2,779,636</b>	<b>\$ 1,273,517</b>	<b>45.8%</b>
<b>Total Operating</b>	<b>\$ 144,257,333</b>	<b>\$ 104,422,776</b>	<b>72.4%</b>	<b>\$ 142,878,878</b>	<b>\$ 105,366,687</b>	<b>73.7%</b>
<b>Balance</b>	<b>\$ 0</b>	<b>\$ 8,024,962</b>		<b>\$ -</b>	<b>\$ 5,139,032</b>	

# Questions






**St. Petersburg College  
Budget Report  
As of March 31, 2019**

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
<b>Revenue</b>						
Student Tuition	\$ 50,887,002	\$ 47,565,771	93.5%	\$ 50,779,769	\$ 47,501,263	93.5%
State Appropriation - FCS	\$ 53,548,581	\$ 40,184,130	75.0%	\$ 51,475,043	\$ 38,606,213	75.0%
State Appropriation - Lottery	\$ 14,231,049	\$ 5,692,420	40.0%	\$ 16,598,793	\$ 6,639,518	40.0%
Performance Funding	\$ 3,514,076	\$ 2,635,554	75.0%	\$ 3,514,400	\$ 2,625,800	74.7%
Learning Support Access Fee	\$ 1,639,890	\$ 1,446,721	88.2%	\$ 1,607,832	\$ 1,430,739	89.0%
Distance Learning Fee	\$ 3,526,830	\$ 3,443,167	97.6%	\$ 3,995,700	\$ 3,618,914	90.6%
Technology Fee	\$ 2,508,569	\$ 2,286,529	91.1%	\$ 2,476,437	\$ 2,302,044	93.0%
Lab Revenue Fees	\$ 1,592,067	\$ 1,738,277	109.2%	\$ 1,575,099	\$ 1,936,251	122.9%
Industry Certifications	\$ 500,000	\$ -	0.0%	\$ 500,000	\$ 244	0.0%
Other Revenues	\$ 5,609,289	\$ 4,318,603	77.0%	\$ 5,187,048	\$ 3,735,812	72.0%
Other Student Fees	\$ 1,092,361	\$ 620,104	56.8%	\$ 1,065,052	\$ 583,172	54.8%
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<b>Current Expense</b>						
Bad Debt/Unemployment	\$ 1,003,810	\$ (76,988)	-7.7%	\$ 1,003,331	\$ (75,129)	-7.5%
Insurance (Non Health)	\$ 1,758,611	\$ 1,294,224	73.6%	\$ 1,811,245	\$ 1,835,892	101.4%
Repairs & Maint	\$ 886,195	\$ 717,139	80.9%	\$ 931,034	\$ 743,435	79.9%
Scholarships/Fee Waivers	\$ 2,423,463	\$ 2,260,304	93.3%	\$ 2,424,463	\$ 2,342,051	96.6%
Services and Fees	\$ 6,033,319	\$ 3,826,584	63.4%	\$ 6,006,449	\$ 3,341,910	55.6%
Materials and Supplies	\$ 4,476,333	\$ 2,595,311	58.0%	\$ 4,693,926	\$ 2,709,095	57.7%
Travel	\$ 311,583	\$ 293,725	94.3%	\$ 350,000	\$ 315,783	90.2%
Utilities	\$ 5,260,407	\$ 3,959,232	75.3%	\$ 5,527,258	\$ 4,254,166	77.0%
Other Current Expense	\$ 3,530,392	\$ 1,180,621	33.4%	\$ 3,296,339	\$ 3,601,947	109.3%
Tech Expense/Licensing	\$ 2,594,386	\$ 1,961,982	75.6%	\$ 3,695,983	\$ 3,151,463	85.3%
<b>Total Current Expense</b>	<b>\$ 28,278,499</b>	<b>\$ 18,012,135</b>	<b>63.7%</b>	<b>\$ 29,740,028</b>	<b>\$ 22,220,613</b>	<b>74.7%</b>
<b>Capital</b>						
Computer Refresh Leases	\$ 2,379,879	\$ 1,443,163	60.6%	\$ 2,390,037	\$ 1,096,986	45.9%
Capital Purchases	\$ 389,599	\$ 187,035	48.0%	\$ 389,599	\$ 176,530	45.3%
<b>Total Capital</b>	<b>\$ 2,769,478</b>	<b>\$ 1,630,197</b>	<b>58.9%</b>	<b>\$ 2,779,636</b>	<b>\$ 1,273,517</b>	<b>45.8%</b>
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<b>Balance</b>	<b>\$ -</b>	<b>\$ 8,024,962</b>		<b>\$ -</b>	<b>\$ 5,139,032</b>	

April 16, 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:**

**HIRE Budgeted Administrative & Professional**

Name	Title	Department/Location	Effective Date
------	-------	---------------------	----------------

Sherman-White, Ann D	Student Success Counselor	Admissions & Central Records SPG	3/4/2019 - 6/30/2019
Soler, Jason A	Mgr Custodial & Landscape Svcs	Custodial Services DO	3/4/2019 - 6/30/2019
Crockett, Kaitlin A	Reference & Instruction Librn	Learning Resources SPG	4/1/2019 - 6/30/2019
Afify, Theresa M	Career Outreach Specialist	Provost Office SE	3/18/2019 - 6/30/2019

**TRANSFER/PROMOTION Budgeted Administrative & Professional**

Name	Title	Department/Location	Effective Date
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Westlund, Margo M	Budget Specialist	Budgeting & Compliance DO	4/1/2019 - 6/30/2019
Jasinski, John F	Scholar&Stu Fin Assist Officer	Financial Assistance Services SPG	3/18/2019 - 6/30/2019
Daniels, Amanda R	Acting Assistant Dean	Nursing HEC	3/18/2019 - 6/30/2019

**HIRE Budgeted Career Service**

Name	Title	Department/Location	Effective Date
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Shanmugam, Geetha	Administrative Svcs Assistant	Admissions & Central Records DO	3/4/2019
Colon, Maira	Custodian	Custodial Services CL	3/18/2019
Diaz, Fernando H	Custodian	Custodial Services SPG	3/18/2019
Tambolero, Patricio P	Custodian	Custodial Services SPG	3/18/2019
Thai, Quang A	Custodian	Custodial Services SPG	3/18/2019
Cotto-Pizarro, Ana C	Administrative Svcs Specialist	Early College/Dual Enrollment CL	3/18/2019
Proctor, Katherine E	Administrative Svcs Specialist	Humanities & Fine Arts CL	3/4/2019
Calvin, Omar A	Facilities Technician	Maintenance Services DO	3/4/2019
Harbour, Stefanie M	Materials Mgmt Assistant	Maintenance Services SE	3/18/2019
Hawkins, Connor M	Performance Audio Manager	Palladium	3/30/2019
Stein, Brandon E	Administrative Svcs Specialist	Provost Office SE	3/4/2019

**TRANSFER/PROMOTION Budgeted Career Service**

Name	Title	Department/Location	Effective Date
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Seay, Cynthia D	Academic Records Specialist	Admissions & Central Records DO	3/2/2019
Raj, Hillary R	Academic Records Supervisor	Admissions & Central Records DO	4/1/2019
Reyes-Contreras, Noraima M	Materials Mgmt Assistant	Facilities Services AC	3/18/2019

**SUPPLEMENTAL Temporary**

Name	Title	Department/Location	Effective Date
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Shepard Jr, Melvin W	Faculty - supplemental	Business Administration EPI	3/18/2019
Ziemak, Kellie A	Faculty - supplemental	Business Administration EPI	3/18/2019

**HIRE Temporary**

<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Schwonek, James P	Adjunct Faculty	College of Computer & InfoTech TS	3/18/2019
Brown, Carl R	Adjunct Faculty, Bach	College of Education TS	3/18/2019
Martinez Fonte, Melissa	General Support	Veterinary Technology VT	3/4/2019
Brown, Jaire	OPS Career Level 1	Associate Provost Office SPG	3/4/2019
Jocelyn, Joven	OPS Career Level 2	Student Activities SPG	2/23/2019
Hynes, Lisbeth H	OPS Career Level 4	College of Computer & InfoTech SPG	3/4/2019
Veladzic, Amir	OPS Career Level 5	Academic & Student Affairs SE	3/4/2019
Bradley, Adelle A	OPS Career Level 5	Help Desk Technical Support EPI	3/4/2019
Sharp, Toby W	OPS Career Level 6	Natural Science SE	3/18/2019
Kennard, Tracy L	OPS Career Level 7	Provost Office DT	3/4/2019
Raisch, Steven D	Professional Trainer	Emergency Medical Services HEC	2/22/2019
Takach, Kaylie B	Professional Trainer	Emergency Medical Services HEC	2/23/2019
Cornelissen, Timothy N	Professional Trainer	NTPI/WMD Grant AC	3/4/2019

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

ND03292019

# The State of Employee Engagement at SPC

**Board of Trustees Meeting**  
**April 16, 2019**

Margaret Bowman, Organizational and Employee Success  
Carol Brandt, Provost Office, Seminole Campus  
Jeff Briggs, Faculty and FGO President-elect, HEC





# Survey Phases & Timeline

## Collect & Analyze Data

## Engage, Implement & Improve

## Assess & Celebrate

Prepare and Campaign for Survey

October 2018

Administer Survey

Oct – Nov 2018

Receive Preliminary Results

December 2018

Verify & Clarify Results (Phase I Focus Groups)

February 2019

Identify Top 5 Priority Areas (All College Survey)

March 2019

Identify Improvement Strategies (Phase II Focus Groups)

March 2019

Engage Employee Committees to Implement Strategies

May 2019

Administer Quarterly Pulse Checks; Report and Celebrate Progress

July 2019

 Communication Point



# Survey Response Plan

*Every interaction with an employee has the potential to influence his or her engagement and inspire discretionary effort.*

*–Gallup, 2016*

## Awareness

- Communicate Often
- Confirm Understanding
- Prepare for Change

## Action

### Focus Groups:

- Verify & Clarify
- Prioritize
- Recommend Actions
- Generate Excitement

### Engagement Teams:

- Champion
- Action Plans
- Improve & Measure
- Celebrate

### Supervisors:

- Leverage Strengths & Close Gaps

## Accountability

### Leadership:

- Sponsor & Support
- Update on Progress
- Recognize & Celebrate
- Remove Barriers
- 'Pulse' Checks



# Survey Results

**Participation rate = 44%**

1455 of our 3283 employees completed the survey

**HIGHEST SCORING ITEMS**

12. I am committed to improve my knowledge and skills for my current or future roles.	94%
16. The people I work with treat me with respect.	87%
40. I understand how my work contributes to the overall success of this organization.	86%
9. I enjoy the day-to-day work I perform.	84%
24. I enjoy working with the people on my team.	83%

**LOWEST SCORING ITEMS**

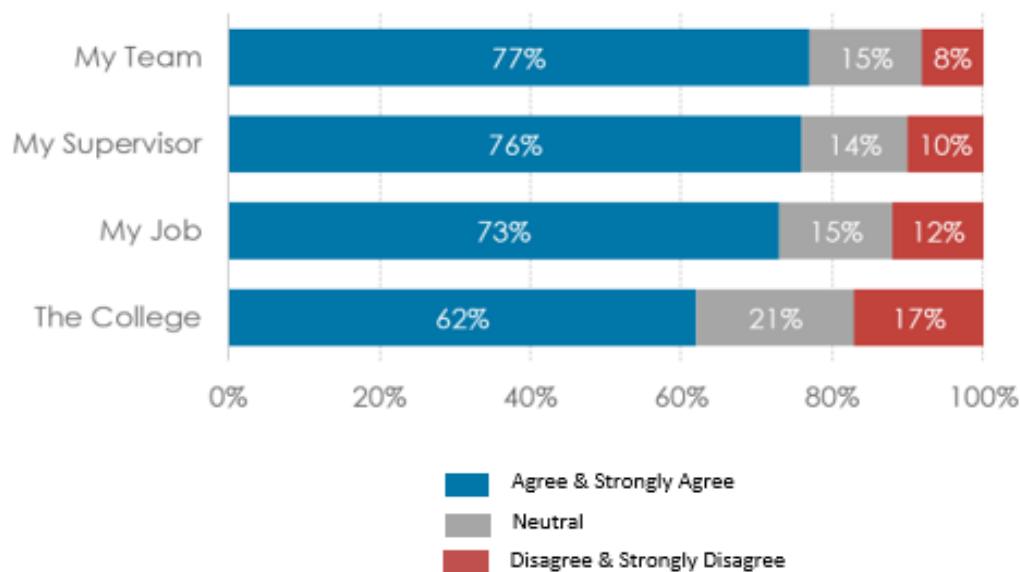
46. I am confident that changes will be made as a result of this survey.	39%
37. We work effectively across departments and functions.	43%
43. This organization values employee input, feedback, and suggestions.	48%
41. I am satisfied with the opportunities for my own professional growth in this organization.	50%
13. My work is valued by this organization.	58%

**Overall Favorability Score = 72%**

72% of all questions were answered favorably = Strongly Agree or Agree

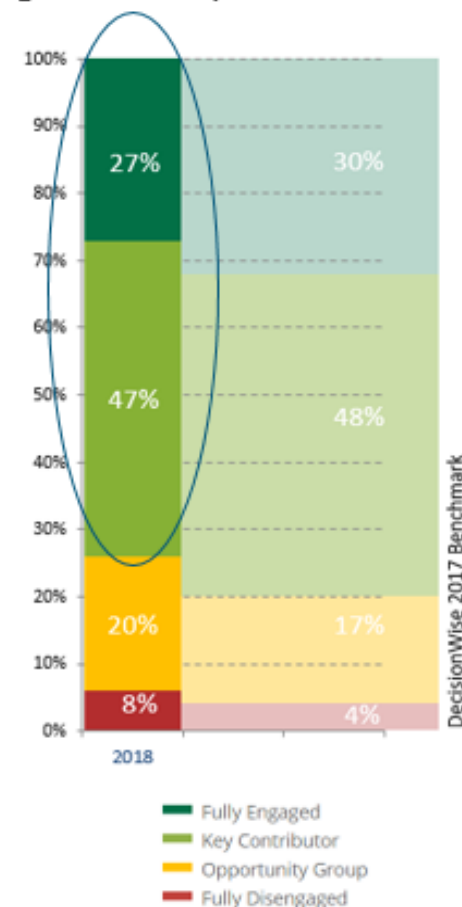
**Score Distribution**

All questions were asked in 4 categories.



**Engagement level = 74%**

74% of employees are either Fully Engaged or Key Contributors



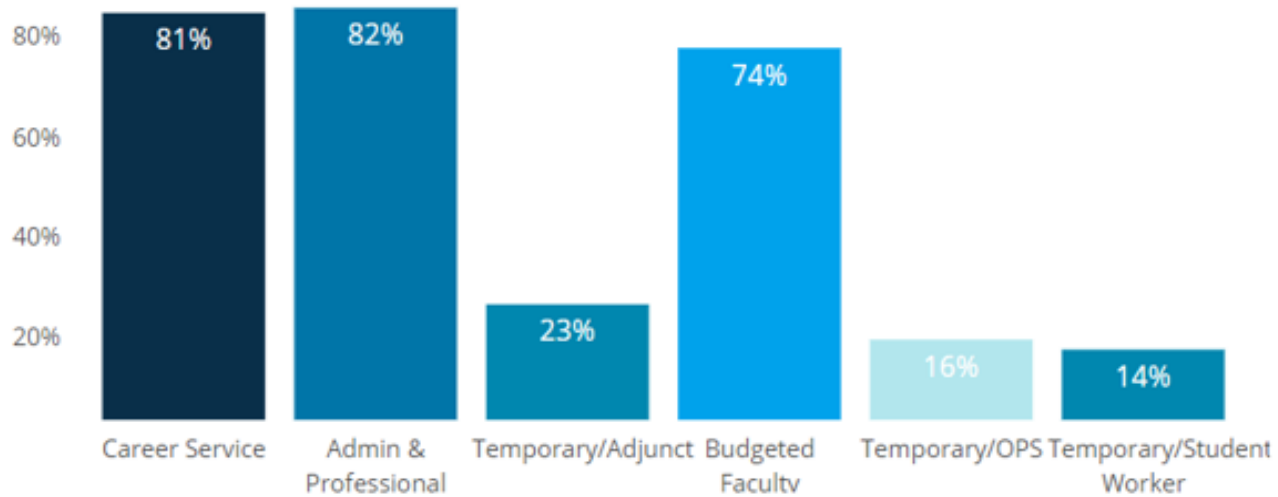


# Survey Results

**Participation rate = 44%**

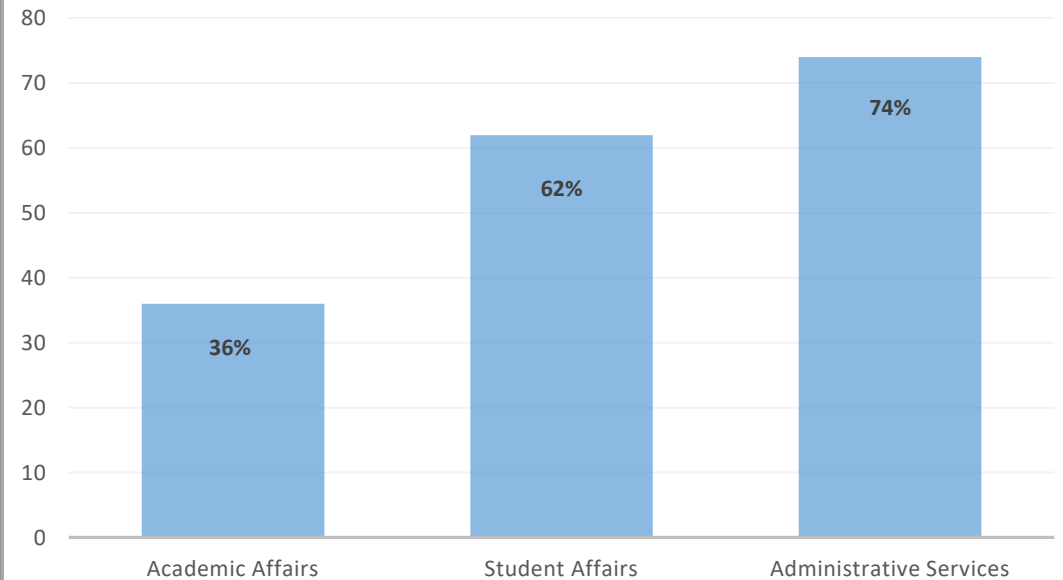
*1455 of our 3283 employees completed the survey*

### PARTICIPATION BY EMPLOYEE TYPE



Participation among full-time employees exceeds global benchmark

### RESPONSE RATE BY DIVISION



Academic Affairs has the highest number of part-time employees.

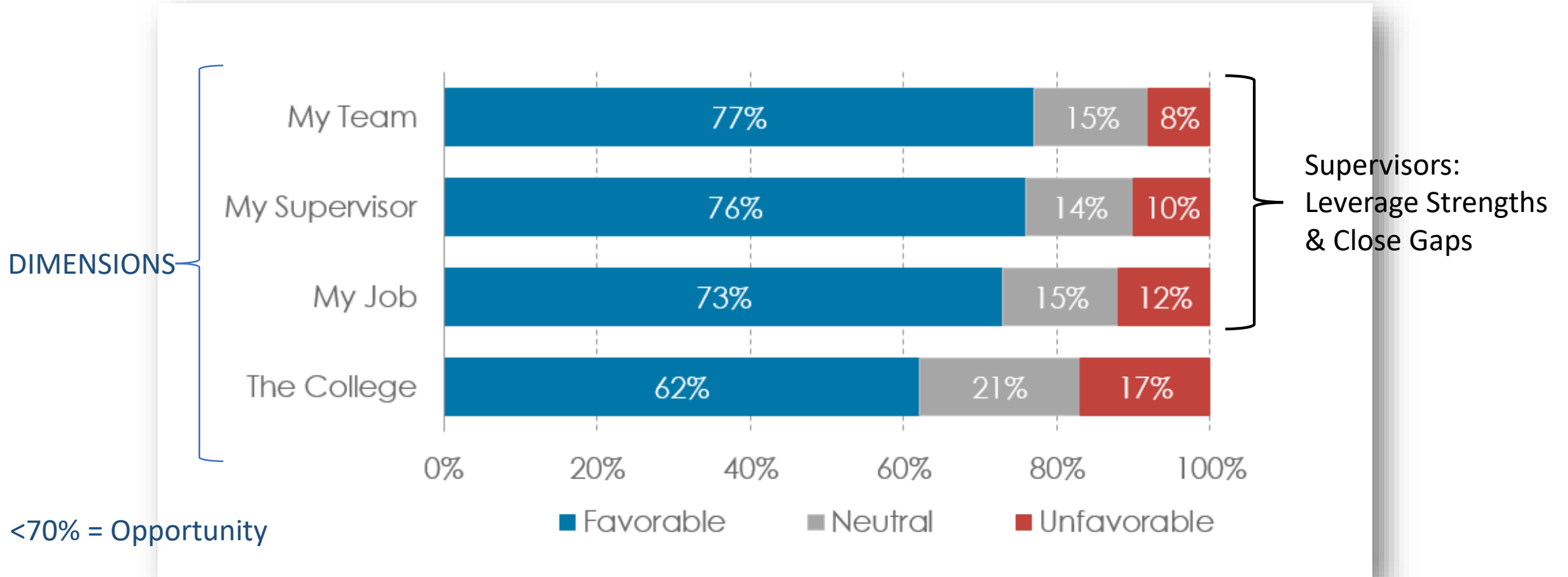




# Survey Results

**Overall Favorability Score = 72%**

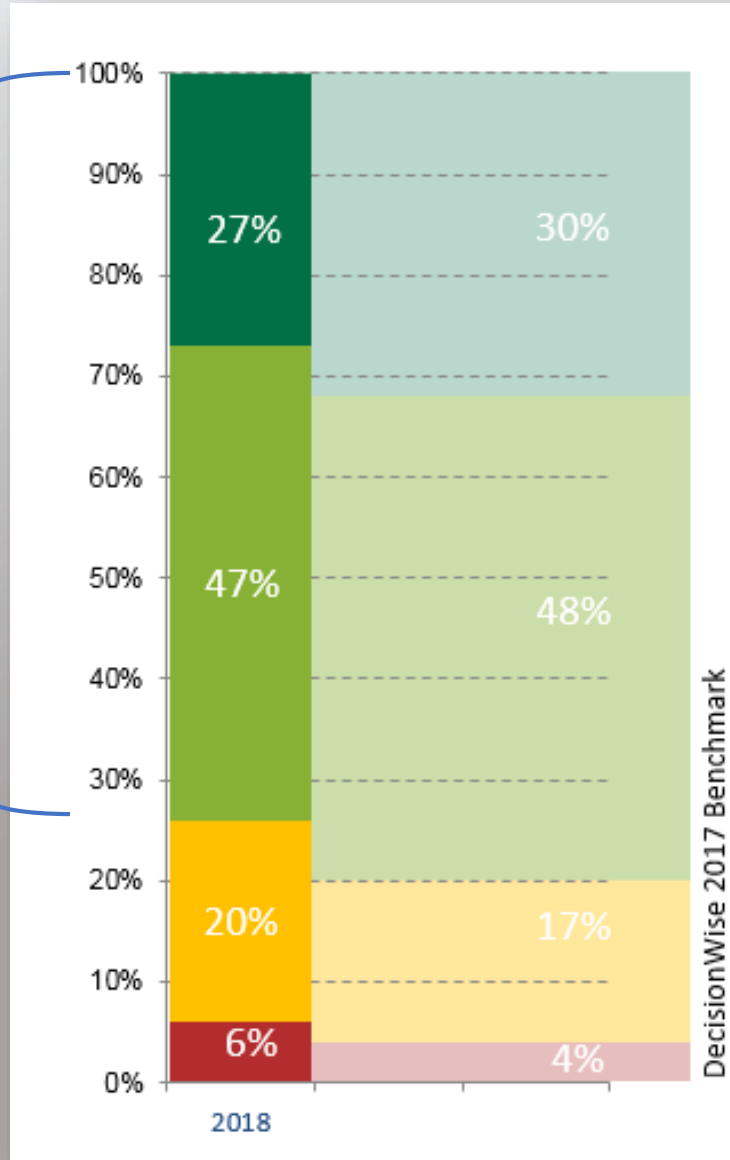
*72% of all questions were answered favorably = Strongly Agree or Agree*





# Survey Results

Engagement Level = 74%



**Fully Engaged (n= 393)**  
 Constantly learning and taking calculated risks.  
 Feel stretched beyond your comfort zone.  
 Take personal satisfaction in the quality of your work.  
 Work can be stressful but is also rewarding and fun.  
**You love your job!**

**Key Contributor (n= 684)**  
 Meet expectations – the “strong and steady.”  
 Stick to what you know and take few risks.  
 Respond well to leadership.  
 Rarely stretched by assignments.  
**You are committed to your job.**

**Opportunity Group (n= 291)**  
 Generally feel underutilized.  
 Spend significant time taking care of personal needs.  
 Do just enough to get by and not get in trouble.  
 Pay is the primary reason why you stay.  
**You are putting in the time.**

**Fully Disengaged (n= 87)**  
 Bored and frustrated at work.  
 Make sarcastic jokes about work.  
 Speak poorly about the company and leaders.  
 Look for ways to find blame.  
**You quit, stay, and corrupt.**

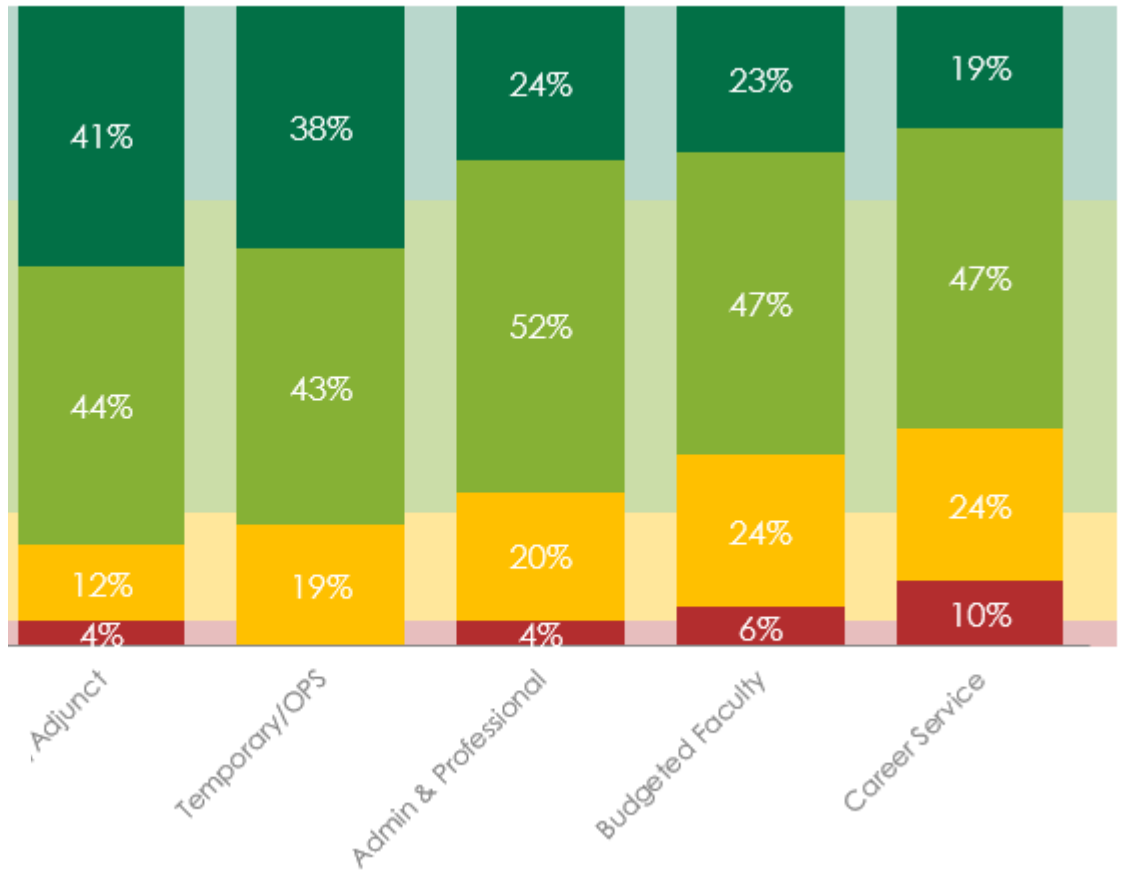


# Survey Results

## Disengaged / Attrition Risk

### ANCHOR QUESTIONS

- 11. It is easy to become absorbed in my job.
- 14. Most days, I look forward to coming to work.
- 15. Overall, I love my job.
- 47. I would choose to remain with this organization, even if a job with similar pay and benefits were available elsewhere.
- 48. I would recommend St. Petersburg College as a great place to work.



2017 DecisionWise Global Benchmark



# Survey Results

## HIGHEST SCORING ITEMS

12. I am committed to improve my knowledge and skills for my current or future roles. **94%**

16. The people I work with treat me with respect. **87%**

40. I understand how my work contributes to the overall success of this organization. **86%**

9. I enjoy the day-to-day work I perform. **84%**

24. I enjoy working with the people on my team. **83%**

Personal commitment; People; Work

## LOWEST SCORING ITEMS

46. I am confident that changes will be made as a result of this survey. **39%**

37. We work effectively across departments and functions. **43%**

43. This organization values employee input, feedback, and suggestions. **48%**

41. I am satisfied with the opportunities for my own professional growth in this organization. **50%**

13. My work is valued by this organization. **58%**

Root cause??

Confidence in change;  
Communication; Growth



# Survey Results

## Vendor Observations & Recommendations

- + Full time participation higher than global norm (80%)
  - + Leverage Dimension strengths: Team (77%); Supervisor (76%)
  - + Leverage Factor strengths: Meaning (78%); Connection (76%)
- 
- Δ Opportunity Group & Fully Disengaged (26%) higher than norm (21%)
  - Δ Focus improvement efforts at College Dimension level (62%)
  - Δ Strengthen Factors: Communication, Growth
  - Δ Examine Confidence in Change

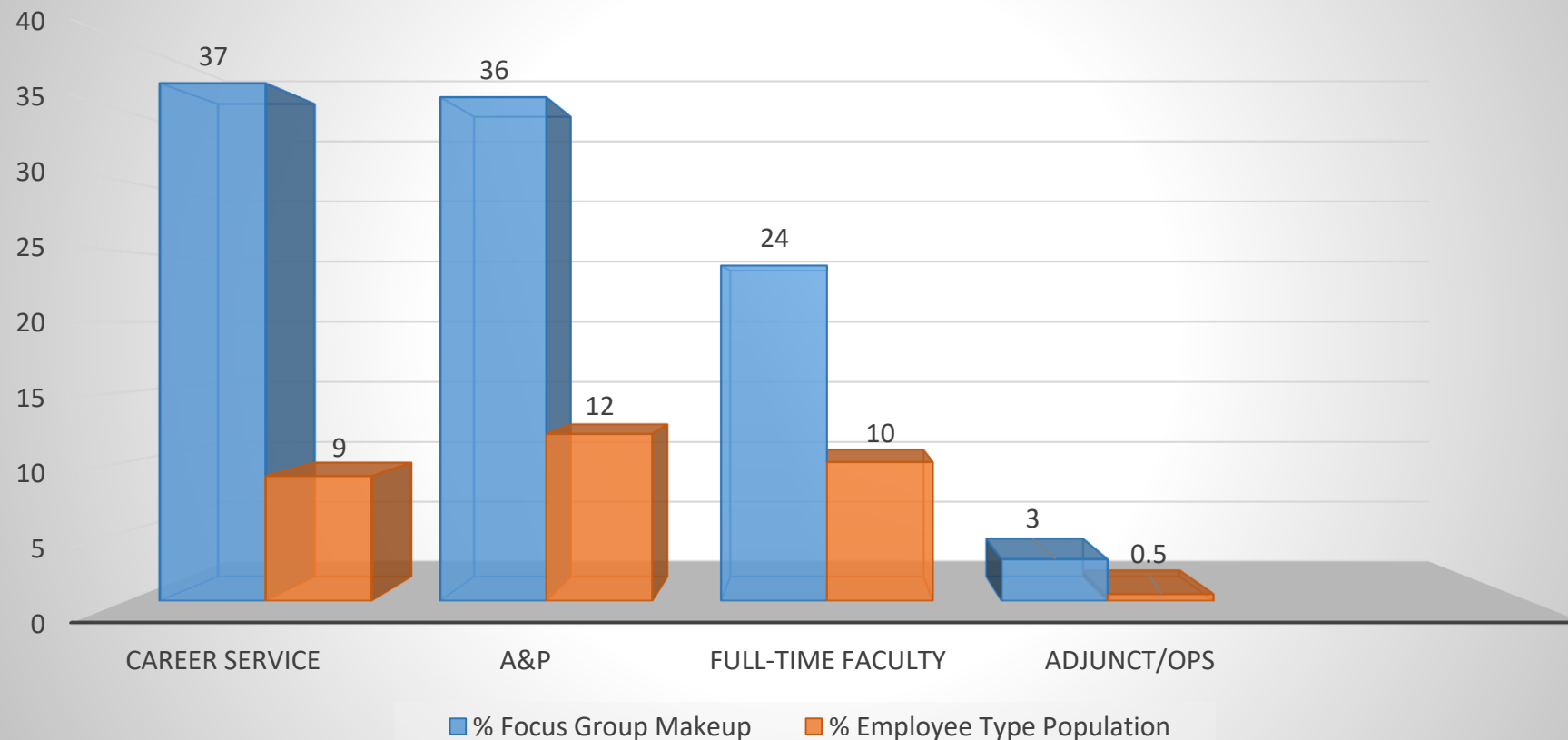


# Focus Groups

## Selection & Participation:

- Randomly generated employee lists
- 230 invited; 144 participated (11% of FTE)

### Focus Group Participation





# Focus Groups

Facilitators: Career Service, A&P, Faculty, Student Intern

## Round 1: Verify & Clarify Data

- 10 sessions
- Discover Root Cause:
  - What's Working?
  - What's Missing?
- Over 3,000 comments
- High level themes

→ **Top 20**  
**themes** →  
**ranked**

## Round 2: Generate & Analyze Solutions

- 10 sessions
- Top 5 priorities
- Generate solutions
- Prioritize:
  - Effort
  - Impact





# Round 1 Focus Groups - Results

## TOP 5 THEMES



Factor: Autonomy Level: College	Lack of Trust
Factor: Growth Level: College	Inconsistency in Promotions, Recognition, Compensation
Factor: Impact Level: College	Employees not feeling valued and appreciated
Factor: Growth Level: College	Employees not encouraged or able to grow professionally
Factor: Autonomy/Impact Level: College	No time or resources for innovation and creativity



# Round 2 Focus Groups - Results

## Improvement Strategies

### Increase Trust:

- Communicate, Acknowledge, Empower & Trust Us
- Follow-through
- Employees Matter

### Be Consistent & Inclusive:

- Employment Practices, Pay Structure, Merit Increases
- Advancement Opportunities
- Committee Representation

### Value & Appreciate Us:

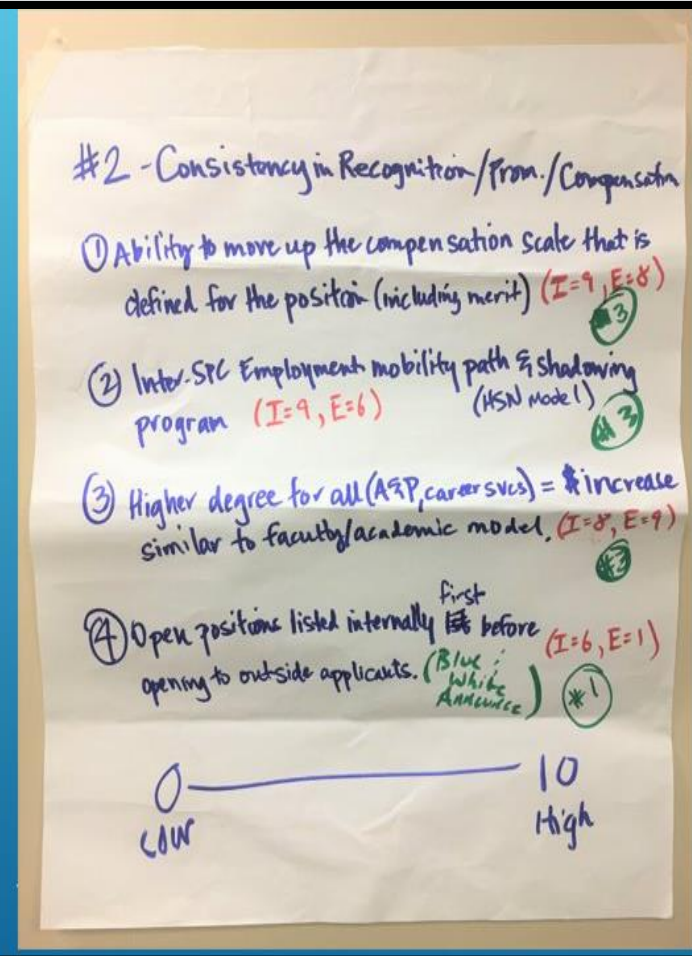
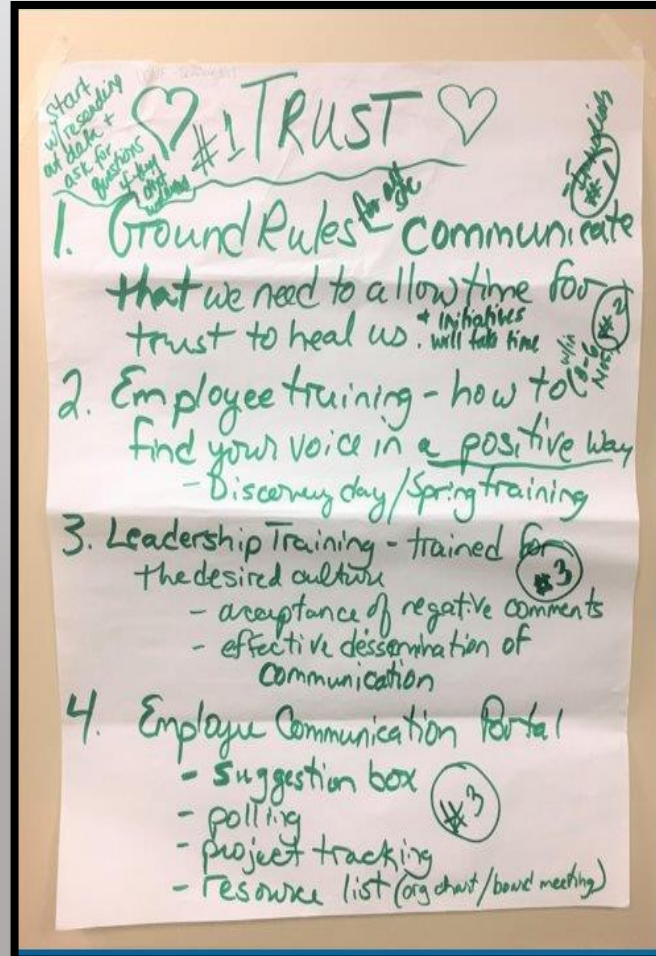
- Focus & Prioritize Work
- Manageable Reporting Structure
- Increase in Responsibilities = Increase in Pay

### Invest in Our Growth:

- Reward, Recognize & Give Incentives
- Time & Support for Professional Development
- Career Paths & Internal Promotions

### Make Time for Innovation & Creativity:

- Fill Vacancies or Reduce Workload
- Manage and Prioritize Initiatives
- Get Out of the Way





# Next Steps

Re-assess by July 2020

April – May 2019

**Communicate:**

- College-wide
- Supervisors, via Dept. Meetings
- Survey Results

May – June 2019

**Campaign:**

- Promote Strategy
- Expand Committee
- Identify Theme
- Engage Volunteers

June – July 2019

**Collaborate & Create:**

- Team Charters
- Sponsors & Champions
- Employee-driven
- Best Practices

July 2019

**Implement & Improve:**

- 'Low-hanging Fruit'
- Quick Wins
- Major Projects

July 2019

**Assess & Celebrate:**

- Quarterly 'Pulse Checks'
- Team, Dept, Campus, College Celebrations



Celebration Point

**Questions?**

*Thank you!*



# ST. PETERSBURG/GIBBS CAMPUS

## JOSEPH H. LANG, Sr. STUDENT SUCCESS CENTER UPDATE

Board of Trustees Meeting  
April 16, 2019





# Project Update

## Phase III- MEP, Roof, Glazing

### Completed Items

- Slab pour and MEP rough-in on 2nd and 3rd floors
- Underdeck framing
- Tied buildings to campus utilities
- Hanger installation for MEP ceiling rough-in
- Processed \$2.5M in direct purchase of materials which generated estimated savings of \$140K.

### Future Focus

- Ongoing-1<sup>st</sup> floor rough-in of mechanical, electrical, and plumbing
- Roof installation
- Air barrier and interior/exterior framing installation
- Café design approval
- Timeline- Substantial completion- Nov 28<sup>th</sup> , On Time



LEMA provides a site tour to St. Petersburg High School Center for Construction Technologies



# Architectural Building Rendering





# Architectural Building Rendering





# Architectural Building Rendering

Building Exterior Renovations

Existing Condition



Renovations will include: New Roof, Power wash and Paint Building and Window Structures Grey and White (to match SSC), New Red Brick at Entrance, Repainted "Administration" Sign and New Light Fixture at Entrance






# Project Drone Video

April 16, 2019

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Tonjua Williams, Ph.D., President   
**SUBJECT:** U.S. Department of Justice, Victims of Crime Act (VOCA) Formula Grant Program via Office of the Florida Attorney General, Division of Victim Services-Victim of Crime Assistance Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Office of the Florida Attorney General, the pass-through agency for the U.S. Department of Justice Victims of Crime Act (VOCA) funding program by St. Petersburg College for the Victim of Crime Assistance program. Permission is sought to accept an estimated \$712,824 in funding 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 Victims of Crime Assistance (VOCA) program is to support the provision of services to victims of crime, including responding to their emotional and physical needs, stabilizing their lives after victimization, assisting them with understanding and participating in the criminal justice system, and providing victims of crime with a measure of safety and security. The goal of the project is to deliver training throughout Florida directed toward people coming into contact with victims as part of their work. SPC will oversee and coordinate the delivery of various face-to-face trainings, creating a more comprehensive and cohesive system of care through training and education.

The estimated period of performance will be from March 1, 2019 through September 30, 2019. The total award amount is projected to be \$712,824 over a seven-month period. See attached Information Summary for additional information.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Brian Frank, Dean, College of Public Safety; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

ks0325194

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

**Date of BOT Meeting:** April 16, 2019

**Funding Agency or Organization:** U.S. Department of Justice, Victims of Crime Act (VOCA) Formula Grant Program via Office of the Florida Attorney General, Division of Victim Services

**Name of Competition/Project:** Victim of Crime Assistance Program

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

**Grant/Contract Time Period:** **Start:** 3/01/19      **End:** 09/30/19

**Administrator:** Brian Frank

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College is proposing a training program that focuses on delivering education to victim-service providers, nonprofits, school personnel and the community to improve interaction and service delivery to victims of crimes. The goal of this program is to deliver training throughout Florida directed toward people coming into contact with victims as part of their work.

The College will use a multi-faceted approach to training that will involve a variety of audiences and training platforms, including both face-to-face and online. Training offered will be geared towards victims' services on a variety of topics including, but not limited to: situational awareness for the social worker; surviving secondary trauma; compassion fatigue; understanding substance use, abuse, and overdose; strategies for communicating with people who are deaf or hard of hearing and others with access and functional needs; Sexual Assault Nurse Examiner; understanding intimate partner violence and the impact on children; human trafficking and trauma-informed care. It is estimated that the program will deliver up to 37 training sessions on varying topics, in addition to seven Florida Crisis Response Team Trainings (40-hour courses).

**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	\$ 134,842.00
Fringe	\$ 51,240.00
Travel	\$ 10,016.00
Supplies	\$ 675.00
Consultants/Contractors	\$ 352,052.00
Other Costs	\$ 21,870.00

Indirect Costs	\$ 142,129.00
Total Budget	\$ 712,824.00

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 712,824.00

Total amount from funder: \$ 712,824.00

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: \$142,129  
 (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. Community Focus

Strategic Initiative(s): 1. Community Initiatives

April 16, 2019

**MEMORANDUM**

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** American Association of Colleges & Universities (AAC&U) - Strengthening Guided Pathways and Career Success

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the American Association of Colleges & Universities (AAC&U), by St. Petersburg College, for the Strengthening Guided Pathways and Career Success grant. Permission is also sought to accept an estimated \$30,000 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

AAC&U is seeking to support community colleges currently implementing the guided pathways framework to help build institutional capacity for the *ensuring students are learning* component. Up to 20 colleges will be selected to participate in this two-year project to beta test research-based, scalable prototypes related to the learning component of guided pathways. This work will lead to the development of tools and resources that support institutions in achieving stated outcomes and measuring success. Emphasis will be placed on helping students understand defined credential competencies and aligning employability skills.

SPC is proposing to use this opportunity to further the support and assessment of the 10 learning communities by specifically tracking student success as it relates to key indicators, which identify both accelerators and barriers to success within each quartile of the program.

The estimated period of performance will be from June 1, 2019 through May 31, 2021. The total project budget is projected to be \$30,000 over a two-year period, of which the College anticipates receiving the full amount.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; and Sabrina Crawford, AVP Institutional Effectiveness & Academic Services, recommend approval.

Attachment

ks0325192

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

**Date of BOT Meeting:** April 16, 2019

**Funding Agency or Organization:** American Association of Colleges & Universities (AAC&U)

**Name of Competition/Project:** Strengthening Guided Pathways and Career Success

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

**Grant/Contract Time Period:** **Start:** 6/1/19      **End:** 5/31/21

**Administrator:** Sabrina Crawford

**Manager:** TBD

**Focus of Proposal:**

AAC&U is seeking to support community colleges and their work on further developing academic pathways. This project will support the building of institutional capacity in order to define clear and coherent pathways for degree completion and to ensure learning while on the pathways, leading to completion of a postsecondary degree or credential. Having been engaged in pathway work for several years, SPC will use this opportunity to further strengthen and evaluate learning outcomes within these pathways related to Global Socio-Cultural Responsibility. This focus was chosen based on research that connects student engagement, both in and outside the classroom, to enhanced communication, problem solving, and team building skills, as well as overall academic success.

**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.)

*The budgeting of the \$30,000 award will be a part of the post-award process, if awarded. It is anticipated that the funding would support a staff member's hours dedicated to the project and related pathways work within the 10 Communities.*

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)      \$ 30,000

Total amount from funder:      \$ 30,000

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

Required match or cost sharing:      No  Yes

Voluntary match or cost sharing:	No	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. Growth and Empowerment


Strategic Initiative(s):

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

April 16, 2019

**MEMORANDUM**

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

**FROM:** Tonjua Williams, Ph.D., President 

**SUBJECT:** American Association of Community Colleges—Expanding Community College Apprenticeship (ECCA)

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the American Association of Community Colleges (AACCC), by Palm Beach State College in partnership with St. Petersburg College for the Expanding Community College Apprenticeship (ECCA) Program. Permission is also sought to accept an estimated \$126,000 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 purpose of the ECCA program is to build on the work of registered and industry-recognized apprenticeship programs at community colleges to enhance the range of workforce development opportunities available for students and incumbent workers. SPC has joined with Palm Beach State College and Polk State College to form the P3 Consortium, focused on industry-recognized apprenticeships and certifications in advanced manufacturing and other sectors. Through this initiative, SPC and its partners will work with regional employers and associations to: 1) map competencies to industry-recognized certifications and credentials; 2) align with regional initiatives such as Tampa Bay Works to identify employer training needs and barriers to apprenticeship; and 3) recruit and train a minimum of 150 apprentices during the three-year period, supporting the talent pipeline and upward economic mobility for students and incumbent workers. This project aligns with Governor DeSantis' legislative priorities on expanding pathways into workforce through apprenticeships at Florida state colleges.

The estimated period of performance will be from May 1, 2019 through January 31, 2022. The total project budget is projected to be \$420,000 over a three-year period. Of this amount, the College anticipates receiving approximately \$126,000 for its services during this time. See attached Information Summary for additional detail.

Anne Cooper, Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Natavia Middleton, Dean Natural Science and Engineering; and Andrea Henning, Executive Director of Collaborative Labs and Workforce Institute recommend approval.

Attachment  
ks0325193



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

**Date of BOT Meeting:** April 16, 2019

**Funding Agency or Organization:** American Association of Community Colleges (AACC)

**Name of Competition/Project:** Expanding Community College Apprenticeships (ECCA)

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

**Grant/Contract Time Period:** **Start:** 5/1/19      **End:** 1/31/22

**Administrator:** Andrea Henning

**Manager:** Susan Garrett

**Focus of Proposal:**

AACC has designed the ECCA initiative as a way to directly support 80 member colleges across the country in collectively creating a minimum of 12,000 new apprentices through registered or industry-recognized mechanisms over a 3-year period. SPC has applied as part of a consortium application, led by Palm Beach State College and in conjunction with Polk State College. As part of this consortium, SPC will work with local industry and associations in developing industry-recognized apprenticeship pathways specifically focusing on Manufacturing, Utilities, and Supply Chain Management. A minimum of 150 apprentices will be recruited to the program during the grant period. Funding will support staff time related to engaging employers and developing apprenticeships as well as employer incentives for participation and certification costs. Employers will be charged a portion of training costs; this funding will be used to further support apprenticeships at SPC during the grant period and beyond.

**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	\$ 51,300
Fringe	\$ 18,468
Travel	\$ 5,436
Contractual (Certification, Instructors)	<u>\$ 50,796</u>
Total Budget	\$126,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 126,000
Total amount from funder:	\$ 126,000

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


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

Value(s):	<ol style="list-style-type: none"> <li>1. Student Success</li> <li>2. Community Focus</li> <li>3. Growth and Empowerment</li> </ol>
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Strategic Initiative(s):	<ol style="list-style-type: none"> <li>1. Prepare Students for In-Demand Careers</li> <li>2. Improve the Learning Experience</li> </ol>
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April 16, 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. Amendment to the Training Affiliation Agreement with the **6<sup>th</sup> Medical Group, Department of the Air Force** whereby the College's Dental Hygiene Program students obtain clinical experience. The Amendment reflects new signatures on the Agreement and a continuation of the current Agreement as otherwise written for an additional three years. At that time the Agreement will be subject to another three-year review for consideration of any changes that may be desired at that time. There is no cost to the College. This item was approved by Anne Cooper on January 3, 2019. Department—Dental Hygiene
2. Affiliation Agreement with **AdventHealth Tampa** to provide clinical experience to students enrolled in the Nursing; Physical Therapist Assistant; Health Information Technology; and Health Services Administration programs. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on February 15, 2019. Departments—Nursing; Physical Therapist Assistant; Health Information Technology and Health Services Administration
3. Agreement with **American Homestay Network, Inc. (AHN)** to use its network and systems to increase “welcomeness” and marketability of the College and its courses to international students who have demonstrated an interest in homestay to enhance their entry and educational experience in the United States. There is no cost to the College associated with this Agreement. The Agreement will commence as soon as possible and continue unless terminated by either party. This item was approved by Anne Cooper on February 15, 2019. Department—Center for International Programs

4. Agreement with **Drexel University, for its College of Nursing and Health Professions** that will allow Drexel's graduate Nursing students to obtain clinical education experience and/or fieldwork practicum experience at the College as part of their program completion requirements. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will continue for one-year periods unless terminated by either party. There is no cost to the College. Department—College of Nursing
5. Affiliation Agreement with **Encompass Health Rehabilitation Hospital of Largo, LLC.** to provide clinical experience to students enrolled in the Physical Therapist Assistant, Nursing, and Health Information Technology programs. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on March 5, 2019. Departments—Physical Therapist Assistant, Nursing, Health Information Technology
6. Affiliation Agreement with **Encompass Health Rehabilitation Hospital of Spring Hill, Inc.** to provide clinical experience to students enrolled in the Physical Therapist Assistant, Nursing, and Health Information Technology programs. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on February 27, 2019. Departments—Physical Therapist Assistant, Nursing, Health Information Technology
7. Affiliation Agreement with **HCA Clear Lake Regional Medical Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete required 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 February 5, 2019. Department—College of Nursing
8. Agreement with **HCA Galencare, Inc. dba Northside Hospital** to provide clinical experience to students enrolled in the Radiography Program. The Agreement will commence as soon as possible and continue for the period of \_\_ years. There is no cost to the College. This item was approved by Anne Cooper on January 14, 2019. Department—College of Health Sciences—Radiography
9. Affiliation Agreement with **Steward Melbourne Hospital, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete required 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 February 15, 2019. Department—College of Nursing
10. Affiliation Agreement with **Venice HMA, LLC** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete required Leadership

Practicum hours in their employment setting. 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 March 4, 2019. Department—College of Nursing

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

None

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

11. Agreement with **Brown and Brown of Florida, Inc.** to continue to provide consulting services to assist the College with its 2019 employee benefit strategic plan objectives; provide support on employee benefit plan administration; quarterly claim and utilization review meetings; actuarial review; review and provide details on compliance with federal and state laws; assist with implementation of selected vendors; and deliver additional services as per the Agreement. The Agreement will commence as soon as possible and continue through December 31, 2019. The cost to the College for this period will be \$75,000. This item was approved by Brian Miles on January 3, 2019. Department—Human Resources
12. Agreement with **Diverse Learners Consulting, Inc.** to provide consulting services related to the College's RFP - Universal Design and Compliance Electronic Instructional Technologist SPC#04-18-19. Consultant will provide deliverables delineated in the Agreement related to the following tasks: sample course analysis; brightspace accessibility analysis; style guide generation; checklist development; template generation; template application; training material development; faculty training; and post-training follow-up support. The Agreement will commence as soon as possible and continue through July 30, 2019. The cost to the College will be \$85,000. This item was approved by Jamelle Conner on January 10, 2019. Department—Retention Services—Title III

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

13. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE Baby SIM and PEDIASIM simulators used in the College of Nursing. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$10,133.76. This item was approved by Brian Miles on February 13, 2019. Department—College of Nursing
14. Renewal Agreement with **Eaton Corporation** to provide its Powerware ProActive Service Plan whereby Eaton will provide support and maintenance services for the power quality equipment used in Administrative Information Systems. The Plan includes 8-hour response time; after hours 7 x 24; UPS annual preventive maintenance; remote monitoring; sealed battery preventive maintenance and a 30% Spare Part Kit and time and material discount. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement period will be \$16,153. This item

was approved by Brian Miles on February 14, 2019. Department—Information Systems, Networks

15. Agreement with **Ellen Fontana, CPA** to provide accounting services for the Institute for Strategic Policy Solutions. The Agreement will commence April 1, 2019 and continue through March 31, 2020. The cost to the College for this Agreement will be \$10,500. This item was approved by Jamelle Conner on March 6, 2019. Department—Institute for Strategic Policy Solutions
16. Agreement with **Laurie Hill** to provide professional consulting services including marketing, sales, and business development for the College's Collaborative Labs. The Agreement will commence as soon as possible and continue through June 14, 2019. The College will pay the consultant \$23,500, inclusive of expenses incurred, over the period of the Agreement. In addition, the consultant will be paid a commission of 10% base on the gross contract price for any business for which the engagement occurs pursuant to the terms of the Agreement. The commission amount is anticipated to be \$15,600. Based on the foregoing, the total anticipated costs for this Agreement are \$39,100. This item was approved by the President on January 4, 2019. Department—Collaborative Labs
17. Agreement with **Pinellas County** whereby the County will provide \$20,000 to support the College's construction of a civic building at the Seminole Campus. In exchange for the County's funding in support of the project, the College agrees to provide the County meeting space for outreach and other programs, to include use by County code enforcement, building inspection and related functions at no charge. Meeting space shall be reserved and scheduled through the College. The Agreement will commence as soon as possible and continue unless terminated by either party. This item was approved by Brian Miles on February 25, 2019. Departments—Facilities Planning & Institutional Services; Provost, SE Campus
18. Agreement with **Madeline Pumariega** to provide strategic consulting services including but not limited to providing advice and counsel on matters related to legislative budget requests and PECO prioritization as well as on prioritization of investments into workforce programs that meet the needs of the College's service area. The Agreement will commence on February 1, 2019 and continue through May 31, 2019 at a cost to the College of \$20,000. This item was approved by the President on January 25, 2019. Department—Administration, Finance & Technology

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

19. Agreement with **Shawne Angelle** to provide professional facilitation services for Collaborative Lab Engagements including, but not limited to, facilitating Collaborative Engagements including preparation for such Engagements; supervising and ensuring the completion of the Real Time Record to client's satisfaction; and conducting post-Engagement meeting with client. The Agreement will commence as soon as possible and continue through June 30, 2019. Total payments during the first quarter shall not exceed \$2,100 and thereafter be approved on a quarterly basis through the Purchasing Change

Order process. This item was approved by the President on January 30, 2019.  
Department—Collaborative Labs

20. Agreement with **Banquet Masters, Inc.** to continue to provide food service at the St. Petersburg/Gibbs Campus from July 1, 2019 through December 31, 2019. The College anticipates receiving approximately \$5,500 in commissions during this period. All other terms and conditions will continue as previously approved. This item was approved by Brian Miles on February 7, 2019. Department--Purchasing
21. Agreement with **Blue Jeans Network, Inc.** to provide hosted video conferencing services and support to the College for its Titan Thursday Webinars. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$5,625. This item was approved by Anne Cooper on January 24, 2019. Department—Online Learning and Services
22. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE METIman simulator used in the Emergency Medical Services Department. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$5,746. This item was approved by Brian Miles on February 14, 2019. Department—Emergency Medical Services
23. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE WAR-APP06, Apollo Pre-Hospital equipment used in the Emergency Medical Services Department. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$5,601. This item was approved by Brian Miles on March 1, 2019. Department—Emergency Medical Services
24. Agreement with **Career Dimensions, Inc.** to provide FOCUS 2, an online interactive career and education planning systems that combines self-assessment, career exploration and decision making tools into a comprehensive program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$2,664. This item was approved by Brian Miles on February 6, 2019. Department—Career Connections
25. Agreement with **Karin Carlan** to provide professional documentation services for Collaborative Lab Engagements including documenting such Engagements; photographing teams, whiteboards, and artwork; and completing the Real Time Record following the Engagements. The Agreement will commence January 28, 2019 and continue through June 30, 2019. The consultant shall be paid a flat fee based on the length of the workshop/collaborative session. Total payments during the first quarter shall not exceed \$3,000 and thereafter be approved on a quarterly basis through the Purchasing Change Order process. This item was approved by the President on January 30, 2019. Department—Collaborative Labs
26. Agreement with the **City of Clearwater** to allow for the use of the Clearwater Campus parking lot and the first floor of the library as a distribution point for emergency food and water supplies in the event of a hurricane. The Agreement will commence June 1, 2019

- and continue through December 31, 2019. There is no cost to the College associated with entering into this Agreement. This item was approved by Jamelle Conner on March 22, 2019. Department—Provost Office, CL
27. Agreement with **Clear Channel Outdoor, Inc.** to provide bulletin advertising at 10 locations in the Tampa Bay area for a total of 8 weeks from May 27, 2019 through July 21, 2019. The cost to the College for this Agreement will be \$9,000. This item was approved by the President on January 3, 2019. Department—Marketing & Strategic Communications
  28. Agreement with **Clearwater Neighborhood Family Center** to provide an office for use by the Center to encourage outreach to students and support recruitment efforts in in Clearwater. 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 Jamelle Conner on February 5, 2019. Department—Provost, CL
  29. Agreement with **Coastal Compressors** to provide maintenance for the Kaeser Air Compressor, Dryer and pumps used in the Orthotics and Prosthetics Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$1,600. This item was approved by Brian Miles on February 15, 2019. Department—Orthotics and Prosthetics
  30. Agreement with **Conquest Firespray, LLC** associated with the College’s purchase of Galvanized Flamebar BW11 duct systems and materials for the Student Success Center at the St. Petersburg/Gibbs Campus. The cost to the College for this Agreement/Purchase will be \$8,509. This item was approved by Brian Miles on February 14, 2019. Department—Facilities Planning
  31. Agreement with **Countryside Christian Center, Inc.** to provide the use of its facilities for the College of Nursing’s Pinning ceremony on May 9, 2019. The cost to the College for this Agreement will be \$3,940. This item was approved by Anne Cooper on March 20, 2019. Department—College of Nursing
  32. Agreement with **Creative Loafing, Tampa** to provide newspaper advertising in the March 28, 2019 and the April 4, 2019 editions. The cost to the College for this Agreement will be \$750. This item was approved by the President on January 31, 2019. Department—Marketing & Strategic Communications
  33. Agreement with **Dental Imaging Technologies, Corporation d/b/a Dexis** to provide maintenance on the three digital Sensors used in the Dental Hygiene clinic. The Agreement will commence April 24, 2019 and continue for the period of one year. The cost to the College will be \$3,565.57. This item was approved by Brian Miles on January 22, 2019. Department—Dental Hygiene
  34. License Agreement with **Design Science, Inc.** related to the purchase of MathType software for use by 30 faculty to write mathematics symbols and equations easily into documents for Math students. 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 \$648.69. This item was approved by Anne Cooper on February 13, 2019. Department—Mathematics
35. Agreement with **Elsevier B.V.** to renew the subscription to the Teaching and Learning in Nursing Journal through December 31, 2019. The cost to the College for this Agreement will be \$247. This item was approved by Anne Cooper on January 30, 2019. Department—District Library
  36. Agreement with **Episerver, Inc. f/k/a Ektron** to provide software maintenance for the College's content management software system in order to deliver quality, consistency, and ADA accessibility for College webpages. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$5,805. This item was approved by the President on January 24, 2019. Department—Marketing & Strategic Communications
  37. Agreement with the **Florida Department of Law Enforcement (FDLE)** that will allow the College to be designated as a test site to administer the FDLE's State Officer Certification Exam. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and continue for the period of five years. This item was approved by Anne Cooper on February 25, 2019. Department—Career Connections—Certification Testing Center
  38. Amendment to the Agreement with **The HR Lady, LLC** to provide additional consulting services related to the College's Benefits department. The Agreement will commence as soon as possible and continue through May 2019. The cost to the College for this Agreement will be \$8,600. This item was approved by Brian Miles on March 20, 2019. Department—Human Resources
  39. Agreement with **Infofree** to provide 30,000 sales leads download credits for use by Marketing & Strategic Communications. The cost to the College for this Agreement will be \$1,750. The Agreement is for the period of one year and will auto renew on the anniversary date unless cancelled 30 days prior to renewal. This item was approved by the President on February 22, 2019. Department—Marketing & Strategic Communications
  40. Agreement with **Clennon L. King** to provide for the screening of the documentary film *Fair Game* and a discussion for the event titled *Then and Now: The Changing Face of Jim Crow and Racial Justice* to be held on March 21, 2019 by the Institute for Strategic Policy Solutions. The cost to the College for this Agreement will be \$5,100. This item was approved by Jamelle Conner on January 31, 2019. Department—Institute for Strategic Policy Solutions
  41. Agreement with **Philip Kotler, Ph.D.** to provide the keynote address (30-40 minutes) for the dinner event to be held on January 31, 2019. The title of the event is *Healing America: The Case for Social Democracy*. The event will be held at the Seminole Campus. The cost to the College will be \$3,000. This item was approved by Jamelle Conner on January 10, 2019. Department—Institute for Strategic Policy Solutions

42. Agreement with **Microsoft Licensing, GP** to update the College's existing Agreement to correctly apply the College's advanced products license for students to the proper Microsoft infrastructure. There is no cost to the College for this correction. This item was approved by Brian Miles on February 7, 2019. Department—Network Systems
43. Modification to the Agreement with **Mote Marine Laboratory of Sarasota (MML)** whereby MML and 3 of their scientists will continue 3 small research projects at SPC's Bay Pines STEM Center, all focused on the unique estuary system known as Hurricane Hole. Mote's Foundation has agreed to fund the projects, which will incorporate their scientists, SPC students, and an SPC faculty member. The three projects include 1) Establishment of a Fish Survey and Habitat Use Assessment of Hurricane Hole; 2) Habitat selection in sub-legal and juvenile stone crabs; and 3) Targeted collection of marine debris data; marine debris clean-up and reduction measures; and community outreach/awareness. This modification reflects an extension of Agreement through December 31, 2019. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on January 30, 2019. Department—Natural Science
44. Agreement with **Music Theatre International** to secure the rights for the College's Theatre Department to perform the musical production "PIPPIN" on June 28-30, 2019. The cost to the College will be \$2,035 and includes the necessary musical scores, materials and royalty fees for 4 performances. This item was approved by Anne Cooper on February 13, 2019. Department—Fine Arts, CL
45. Agreement with **Northwest Regional Data Center** to provide a VPN connection that will allow the College to receive and transmit transcripts to/from the Florida FACTS advising system. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party a minimum of 180 days before the termination date. The cost to the College, which includes the monthly service fee and any unforeseen tax/fees, is anticipated to be \$756 over a one-year period. This item was approved by Brian Miles on February 5, 2019. Department—Information Systems – Networks
46. Agreement with **Emily Norton** to provide professional documentation services for Collaborative Lab Engagements including documenting such Engagements; photographing teams, whiteboards, and artwork; and completing the Real Time Record following the Engagements. The Agreement will commence January 28, 2019 and continue through June 30, 2019. The consultant shall be paid a flat fee based on the length of the workshop/collaborative session. Total payments during the first quarter shall not exceed \$1,200 and thereafter be approved on a quarterly basis through the Purchasing Change Order process. This item was approved by the President on January 31, 2019. Department—Collaborative Labs
47. Agreement with **Phillies Florida, LLC** whereby the College will provide access to the two northern parking lots on the Clearwater Campus for fan parking during Phillies Spring Training home games. The Agreement will commence as soon as possible and continue through the end of spring training. In exchange, Phillies Florida will provide in-kind,

- stadium Billboard outfield signage and two season tickets during the season. There is no cost to the College associated with entering into this Agreement. This item was approved by Brian Miles on January 8, 2019. Department—Administrative/Business Services
48. Drainage and Easement Agreement with **Pinellas County** to allow the County access to clear invasive vegetation within a corridor of approximately 50 feet east and west of the Cross Bayou Canal that adjoins the College property located at the EpiCenter (in the ICOT Center). This Agreement will provide perpetual access to the County for ongoing maintenance purposes. There is no cost to the College. This item was approved by Brian Miles on February 7, 2019. Department—Facilities Planning & Institutional Services
  49. Agreement with **Pluralsight, LLC** to provide a license for 7 users of Pluralsight’s Business Professional (Academic) product for use by the IT staff for PeopleSoft related on-site professional development. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$3,143. This item was approved by Brian Miles on March 6, 2019. Department—Information Systems—Networks
  50. Agreement with **Pyper, Inc.** to provide comprehensive branding services for The Bridges to Baccalaureate (B2B) Alliance Grants program. Pyper will provide public-facing identity branding, social media platform and Customer Relationship Management strategies along with print and potentially video recruitment materials aimed at fostering student engagement and attainment of career and academic aspirations. The Agreement will commence on February 15, 2019 and continue through project completion, which is anticipated to be by June 15, 2019. The cost to the College for this Agreement will be \$9,050. This item was approved by Anne Cooper on February 5, 2019. Department—Instructional and Academic Programs
  51. Agreement with **Ricoh Americas Corporation** related to the purchase of the Duplo Automatic Folder DF-870 for use in the College’s Print Shop. The cost to the College will be \$3,914. This item was approved by the President on February 11, 2019. Department—Marketing & Strategic Communications
  52. Agreement with **Salamander – Innisbrook, LLC dba Innisbrook Golf & Spa Resort** to provide the use of its Ballroom for the Student Life and Leadership Student Awards Ceremony event to be held on April 17, 2019. In addition to the use of its facilities, Innisbrook will provide tables, tablecloths, flatware and dinner for 150 guests. The cost to the College for this Agreement will be \$4,650. This item was approved by Jamelle Conner on March 25, 2019. Department—Student Life & Leadership
  53. Agreement with **Sar-El Tours and Conferences** to provide coordination services associated with the College’s study abroad program to Israel to be held May 14-27, 2019. Sar-El will also provide lodging, a licensed guide and late model Mini Bus for 12 full days plus transfer from and to the airport. The costs associated with this Agreement are being funded with student participant fees. This item was approved by Anne Cooper on March 22, 2019. Department—Center for International Programs

54. Agreement with **Springshare, LLC** to continue to provide LibGuides, a template-driven content management system for use in the College's libraries. 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 \$4,653. This item was approved by Anne Cooper on February 13, 2019. Department—District Library
55. Application and Agreement between the **City of St. Petersburg**, the College and the College's Foundation related to the SPC/USFSP Art & Music festival event to be held at Williams Park on April 6, 2019. The cost to the College for the event will be \$1,796, plus costs for insurance. These items were approved by Jamelle Conner on March 22, 2019 and March 25, 2019. Department—Student Life & Leadership
56. Agreement with **Stryker Medical** to provide maintenance on equipment used in the Emergency Medical Services Department including two MX-Pro Stretchers and one Power-Pro XT Stretcher. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$1,622. This item was approved by Brian Miles on February 13, 2019. Department—Emergency Medical Services
57. Agreement with **T-Mobile USA, Inc.** to set up a Master Price Agreement that will allow the College to order/use T-Mobile Hotspots. There is no cost associated with entering into this Agreement. Any costs would be associated with orders placed by the College through the Purchasing process. This item was approved by Brian Miles on February 25, 2019. Department—Information Systems
58. Agreement with **The Terminix International Company Limited Partnership** to provide bimonthly pest control treatment in the St. Petersburg/Gibbs Library. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$2,125. This amount includes \$375 for products and the initial and bi-monthly service and monitoring cost over one year of \$1,750. This item was approved by Brian Miles on February 28, 2019. Department—Custodial Services
59. Agreement with **The Terminix International Company Limited Partnership** to provide bimonthly pest control treatment in the Clearwater Library. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$2,125. This amount includes \$375 for products and the initial and bi-monthly service and monitoring cost over one year of \$1,750. This item was approved by Brian Miles on January 7, 2019. Department—Custodial Services
60. Agreement with **Validity** for a one-year subscription to DemandTools, the Salesforce Administrators Data Quality Toolset, for use in the Marketing & Strategic Communications Department. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$750. This item was approved by the President on March 5, 2019. Department—Marketing & Strategic Communications
61. Agreement with **Rebecca Julia-Elizabeth Watson** to provide professional facilitation services for Collaborative Lab Engagements including, but not limited to, facilitating Collaborative Engagements including preparation for such Engagements; supervising and

ensuring the completion of the Real Time Record to client's satisfaction; and conducting post-Engagement meeting with client. The Agreement will commence February 25, 2019 and continue through June 30, 2019. The consultant shall be paid a flat fee based on the length of the workshop/collaborative session. Total payments during the first quarter shall not exceed \$1,700 and thereafter be approved on a quarterly basis through the Purchasing Change Order process. This item was approved by the President on February 26, 2019.  
Department—Collaborative Labs

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

Suzanne Gardner, General Counsel, recommends approval.

ps331191

April 16, 2019

**MEMORANDUM**

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

**FROM:** Dr. 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 Requirement 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 the vendors who appear on the report more than once, showing a total for each vendor 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. #106747 – Prestige Ford Inc** – This is in the amount of **\$49,697.20** for 2018 Ford sedan police interceptor. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract prices...” **Recommended** by Jason Krupp, Career Connections Director.
- 2. P.O. #106819 – Technical Training Aids** – This is in the amount of **\$41,950.00** for 200 D/45 Robot, training, software and hardware. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Single source...” **Recommended** by Natavia Middleton, Dean, Natural Science and Engineering.
- 3. P.O. #106879 – Jeffries, Jane Leonard** – This is in the amount of **\$62,400.00** for continuation of previous Fleta Sow as requested by FLNG. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director.

- 4. P.O. #106907 – Integrated Imaging Inc** – This is in the amount of **\$36,087.00** for Viewworks Vivix DR System. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information technology...” **Recommended** by Jason Krupp, Career Connections Director.

**Change Orders listed in numeric order:**

- 1. P.O. #104105.1 – Hillsborough Community College** – This change order is in the amount of **\$169,478.67** increase (new total is \$245,462.00). Funding allocation for year two of grant. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Natavia Middleton, Dean of Natural Science and Engineering, and approved by Tonjua Williams, President, SPC.
- 2. P.O. #104140.1 – State College of FL Manatee-Sarasota** – This change order is in the amount of **\$158,488.60** increase (new total is \$230,583.00). Funding allocation for year two of grant. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Natavia Middleton, Dean of Natural Science and Engineering, and approved by Tonjua Williams, President, SPC.
- 3. P.O. #104636.1 – Wested** – This change order is in the amount of **\$42,692.00** increase (new total is \$102,021.00). Funding allocation for year two of grant. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Natavia Middleton, Dean of Natural Science and Engineering, and approved by Tonjua Williams, President, SPC.
- 4. P.O. #105125.3 – Avila, Myrna Stella** – This change order is in the amount of **\$3,255.00** increase (new total is \$69,852.00). To support the El Salvador training project to purchase translation services. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director.
- 5. P.O. #105528.5 – Rubens Art Studio** – This change order is in the amount of **\$6,000.00** increase (new total is \$38,300.00). For specialized consulting services of a graphic business illustrator-artist. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Andrea Henning, Executive Academic Program Director, Academic and Student Affairs.
- 6. P.O. #105602 – Iheartmedia Inc:** This change order is in the amount of **\$24,680.60** increase (new total is \$57,160.80). For blanket purchase order for radio advertisements from July 2018 through June 2019. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Services or commodities...” **Recommended** by Diana Sabino, Executive Director, Marketing and Strategic Communication.
- 7. P.O. #104904A.5 – Hoteles E Inversions Sa De Cv** – This change order is in the amount of **\$3,982.50** increase (new total is \$113,751.50). To support the El Salvador training

project for the training venue. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director.

**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.

April 16, 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**

1. Agreements with **Dell Financial Services, LLC** to lease software and an additional 350 display units for Phase II of the VDI network infrastructure; and other network related equipment for use in various academic and administrative departments college wide. The leases, **entered into between January 05, 2019 and March 20, 2019** are for a period of 48 months. The cost to the College for these leases is expected to be approximately \$447,736.48. 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 \$2.00. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$447,738.48. 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 and Technology; and Mike Meigs, Acting AVP, Business & Financial Services, recommend approval.

April 16, 2019

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Dr. Tonjua Williams, President   
**SUBJECT:** Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

1. Approval was received to increase total project budget by \$125,486.35 for Project Number 1707-R-18-4, Seminole Chamber of Commerce, to provide previously unaccounted funds for utility tie in, soil remediation, and additional engineering needed for construction. The original budget of \$592,098 was fully funded by the Seminole Chamber of Commerce. The Chamber will be providing an additional \$32,436.86, bringing the total project cost to \$750,021.21.

Authorization for the President to execute all purchase orders necessary to construct the building, which will provide administrative office space and meeting space for the Chamber as well as a classroom/training space for SPC, was received in February 2017 Board of Trustees meeting.


2. Approval was received for Change Order #1, Substantial Completion (an increase of \$7,677.70 resulting in a revised Final GMP of \$257,677.70), Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #DFR-BLR-16-16, Boiler Replacement, Downtown Center.

This information is provided by Brian Miles, Vice President, Administration, Finance & Technology; Diana Wright, Acting Associate Vice President, Facilities Planning and Institutional Services; Pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx-6.10.

April 16, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Removal of Certain Assets from Property Inventory

This Memo is for informational purposes only and fulfills the requirement of Florida Statute 274.07 for the recording of the disposition of government property into the Board Meeting minutes. The following assets have been approved by the Survey Committee for removal from the inventory and have a current Net Book value of \$0.

Tag Number	Description	Acq Date
05956	Credenza:Mahogany	7/1/1988
06867	Photo Enlarger:Beseler	12/1/1991
06870	Photo Enlarger:Beseler	12/1/1991
08662	Dextra Manual Lift	5/1/1994
09186	Mac Powerbook 12/500 Com	5/1/1995
09443	Pipettor:Sepco	5/1/1995
09470	Cart:E-Z Go	6/1/1995
09804	Lawn Mower:Exmark	11/1/1995
14252	Printer:HP 4000N	12/14/1998
15192	Photo Display	6/14/1999
15275	Router Modular 1601	6/4/1999
16358	Switch:Sigma	12/1/1999
16375	14" Touch Control Monitor	12/1/1999
17134	Optical Reader:Scanmark	6/1/2000
17422	Projector:Proxima	6/23/2000
17915	Pro Box:Crestron	6/1/2000
18123	Projector:Epson	10/5/2000
18337	100D-P FATS IV Training Sys	2/28/2001
19209	Laptop Computer:Dell Latitude	4/26/2001
19297	Printer:Lexmark T614	6/29/2001
20408	Computer:Dell 530	6/11/2002
20998	Computer: Dell GX240	11/13/2001
21101	Computer: Dell GX240	11/28/2001
22277	Printer:Lexmark T620n	6/13/2002
22384	Smart UPS	6/17/2002
24348	Crosspoint: Extron	11/22/2002
24388	Crosspoint: Extron	11/22/2002

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
24402	Control System: Creston	11/22/2002
24697	Waveform/Vector Display	6/6/2003
25250	Wireless Mixer:Shure	6/16/2003
25531	Image Card Printer:DataCard	6/20/2003
25875	Wireless Microphone:Shure	7/31/2003
25994	Server:Dell 2650	9/4/2003
26075	Visual Presenter:Elmo	4/25/2003
26490	Scantron Machine	11/14/2003
26705	Codec:Polycom 4000	10/1/2003
26775	Visual Presenter:Elmo	10/15/2004
27080	Laptop Computer:Dell M60	3/2/2004
27138	Emergency Care Simulator	5/18/2004
27233	Digital VCR:Sony	4/1/2004
27247	Switch:Extreme Summit 24E2	5/21/2004
27543	Computer:Dell GX270T	11/14/2003
27598	Fortigate 400:Fortinet	12/22/2003
27733	Computer:Dell 650	5/11/2004
28065	Projector:PowerLite	6/29/2004
28190	Computer:Dell SX270	5/23/2004
28606	Laptop Computer:Dell Latitude	9/16/2004
28714	Network Switch:Summit S400-48t	8/31/2005
28827	Carbon Fiber Tripod:Arrow	11/2/2005
28841	Switch:Extreme Summit 24P	1/10/2006
28849	WaveForm Vector & Video Monito	4/24/2006
29187	Dual Battery Charger	3/8/2005
29293	Spam Firewall:Barracuda 600	3/16/2005
29471	Switch:Cisco Cataylst 3550	4/15/2005
29472	Switch:Cisco Catalyst 3550	4/15/2005
29474	Switch:Cisco Cataylst 3550	4/15/2005
29476	Switch:Cisco Cataylst 3550	4/15/2005
29477	Switch:Cisco Cataylst 3550	4/15/2005
30012	Switch:Extreme 48P	5/17/2005
30280	IP Panel:Interwrite	6/23/2006
30281	IP Panel:Interwrite	6/23/2006
30322	Projector-Eiki	6/21/2006
30536	Video signaling PC:Ttuff	6/16/2006
30538	Video signaling PC:Ttuff	6/16/2006
30539	Video signaling PC:Ttuff	6/16/2006
30542	Video signaling PC:Ttuff	6/16/2006
30543	Video signaling PC:Ttuff	6/16/2006
30545	Video signaling PC:Ttuff	6/16/2006
30546	Video signaling PC:Ttuff	6/16/2006
30547	Video signaling PC:Ttuff	6/16/2006
30553	Video signaling PC:Ttuff	6/16/2006

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
30556	Video signaling PC:Ttuff	6/16/2006
30580	Laptop Computer:Dell Latitude	6/7/2005
30581	Laptop Computer:Dell Latitude	6/7/2005
30582	Laptop Computer:Dell Latitude	6/7/2005
30615	Projector:Eiki	6/16/2006
30897	Laptop Computer:Dell Latitude	7/6/2005
31599	Router:Cisco 2821	8/30/2005
31652	Laptop Computer:Dell Latitude	9/26/2005
31834	Thermal PosterPrinter:FujiFilm	4/27/2006
31871	Switch:Extreme Summit 300-48	3/22/2006
31943	Computer:Dell GX620	4/4/2006
31977	Computer:Dell GX620	4/17/2006
31991	Laptop Computer:Dell Latitude	4/21/2006
31992	Computer:Dell GX620	4/24/2006
31996	Laptop Computer: Dell Latitude	4/21/2006
32390	Network Switch:Extreme Summit	10/6/2005
32391	Network Switch:Extreme Summit	10/6/2005
32400	Network Switch:Extreme Summit	10/6/2005
32414	LASER Posture Alignment Appara	1/2/2006
32580	Computer:Dell GX620	9/1/2005
32824	Visual Presenter:DuKane	3/22/2006
32834	48 Pt Switch:Cisco Catalyst	3/23/2006
32912	Projector:Eiki	5/23/2006
32914	Projector:Eiki	5/23/2006
33001	Rear Projection SmartBoard	10/5/2005
33053	Laptop Computer:Dell Latitude	11/17/2005
33477	Digital Media Player:Focus	5/4/2006
33483	VideoCasette Editing/Recorder	6/30/2006
33484	DVCAM Player/Recorder:Sony	6/30/2006
33487	Ice Machine:Manitowoc	5/8/2006
33489	Tungsten Light Head	6/30/2006
33499	Laptop Computer:Dell Latitude	1/12/2006
33523	Computer:Dell GX620	1/12/2006
33526	Computer:Dell GX620	1/12/2006
33527	Computer:Dell GX620	1/12/2006
33528	Computer:Dell GX620	1/12/2006
33529	Computer:Dell GX620	1/12/2006
33532	Computer:Dell GX620	1/12/2006
33533	Computer:Dell GX620	1/12/2006
33535	Computer:Dell GX620	1/12/2006
33538	Computer:Dell GX620	1/12/2006
34069	Server:APC	6/22/2006
34105	Server:Dell PowerEdge 2950	11/7/2006
34161	Laptop Computer: Dell Latitude	4/26/2006

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
34326	Control ViewXtreme-Vaddio	11/30/2005
34432	Laptop Computer: Dell Latitude	5/30/2006
34433	Laptop Computer: Dell Latitude	5/30/2006
34434	Laptop Computer: Dell Latitude	5/30/2006
34435	Laptop Computer: Dell Latitude	5/30/2006
34436	Laptop Computer: Dell Latitude	5/30/2006
34437	Laptop Computer: Dell Latitude	5/30/2006
34439	Laptop Computer: Dell Latitude	5/30/2006
34440	Laptop Computer: Dell Latitude	5/30/2006
34441	Laptop Computer: Dell Latitude	5/30/2006
34442	Laptop Computer: Dell Latitude	5/30/2006
34443	Laptop Computer: Dell Latitude	5/30/2006
34444	Laptop Computer: Dell Latitude	5/30/2006
34445	Laptop Computer: Dell Latitude	5/30/2006
34446	Laptop Computer: Dell Latitude	5/30/2006
34447	Laptop Computer: Dell Latitude	5/30/2006
34448	Laptop Computer: Dell Latitude	5/30/2006
34449	Laptop Computer: Dell Latitude	5/30/2006
34450	Laptop Computer: Dell Latitude	5/30/2006
34451	Laptop Computer: Dell Latitude	5/30/2006
34452	Laptop Computer: Dell Latitude	5/30/2006
34453	Laptop Computer: Dell Latitude	5/30/2006
34454	Laptop Computer: Dell Latitude	5/30/2006
34455	Laptop Computer: Dell Latitude	5/30/2006
34458	Laptop Computer: Dell Latitude	5/30/2006
34460	Laptop Computer: Dell Latitude	5/30/2006
34461	Laptop Computer: Dell Latitude	5/30/2006
34462	Laptop Computer: Dell Latitude	5/30/2006
34463	Laptop Computer: Dell Latitude	5/30/2006
34464	Laptop Computer: Dell Latitude	5/30/2006
34465	Laptop Computer: Dell Latitude	5/30/2006
34466	Laptop Computer: Dell Latitude	5/30/2006
34467	Laptop Computer: Dell Latitude	5/30/2006
34468	Laptop Computer: Dell Latitude	5/30/2006
34469	Laptop Computer: Dell Latitude	5/30/2006
34470	Laptop Computer: Dell Latitude	5/30/2006
34471	Laptop Computer: Dell Latitude	5/30/2006
34472	Laptop Computer: Dell Latitude	5/30/2006
34473	Laptop Computer: Dell Latitude	5/30/2006
34474	Laptop Computer: Dell Latitude	5/30/2006
34475	Laptop Computer: Dell Latitude	5/30/2006
34476	Laptop Computer: Dell Latitude	5/30/2006
34478	Laptop Computer: Dell Latitude	5/23/2006
34479	Laptop Computer: Dell Latitude	5/23/2006

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
34480	Laptop Computer: Dell Latitude	5/23/2006
34491	3 Ch Field Mixer:Sound Device	6/30/2006
34492	Stereo Mixer:Shure	6/30/2006
34495	4 Ch Field Mixer:Sound Devices	6/30/2006
34496	Screen Monitor:Videotek	6/30/2006
34497	12" Prompter:Telescript	6/23/2006
34498	Digital Portable Radio:Motorol	6/30/2006
34521	Upstation Power Supply:Liebert	8/17/2006
34550	Serial Handheld Monitor	8/28/2006
34952	Network Switch:Summit 400/24	10/1/2006
34991	Laptop Computer:Dell Latitude	8/22/2006
35136	Computer:Dell OptiPlex 745	11/16/2006
35152	Control Processor	2/7/2007
35193	A/D & C/D Audio Converter	9/11/2006
35206	Remote Panel Multimode	10/3/2006
35207	Remote Panel Multimode	10/3/2006
35218	Battery Charger:Anton Bauer	10/12/2006
35326	Computer:Apple iMac	1/4/2007
35427	Network Switch:Summit 400/24	10/1/2006
35430	Network Switch:Extreme 400/48	10/1/2006
35431	Network Switch:Extreme 400/48	10/1/2006
35435	Network Switch:Summit 400	10/13/2006
35487	Laptop Computer:Dell Latitude	9/13/2006
35492	Laptop Computer:Dell Latitude	9/13/2006
35516	Laptop Computer:Dell D620	9/27/2006
35521	Network Switch:Summit 400P	10/23/2006
35547	Visual Presenter:Elmo	10/11/2006
35548	Visual Presenter:Elmo	10/11/2006
35549	Visual Presenter:Elmo	10/11/2006
35550	Visual Presenter:Elmo	10/11/2006
35665	Security Laptop Cart	1/10/2007
35675	Laptop Latitude	1/23/2007
35676	Laptop Latitude	1/23/2007
35692	Dell Precision Workstation	2/2/2007
35718	Computer:Dell GX620	1/2/2007
35863	Laptop	2/21/2007
35920	DNF controls controller	2/28/2007
35921	DNF controls controller	2/28/2007
35930	Compact Desktop HDV/DVCAM	3/19/2007
35931	Compact Desktop HDV/DVCAM	3/19/2007
35932	DVC Pro Deck	2/26/2007
35933	DVC Pro Deck	2/26/2007
35934	DVC Pro Deck	2/26/2007
35935	Hard Disk recording unit	3/19/2007



<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
35936	Hard Disk recording unit	3/19/2007
35960	Switch SUMMIT X450E-48P	3/29/2007
36026	Reach-in Freezer	8/22/2007
36099	Computer: Optiplex 745	4/10/2007
36101	Computer: Desktop	4/10/2007
36162	Computer: Desktop	5/7/2007
36234	Refrigerator	3/7/2007
36253	Switch: Summit X450A-24X	9/10/2007
36276	Wave Form Vector Scope	10/17/2007
36280	Crestron Control System	11/25/2007
36311	Computer: desktop	5/4/2007
36361	Projector Power Light	5/29/2007
36381	Computer: Laptop	5/30/2007
36493	Lattitude E5500 Laptop	1/20/2010
36531	ViewSonic Projector	2/14/2011
36547	Printer	6/4/2007
36686	Computer: Laptop	6/5/2007
36687	Computer: Laptop	6/5/2007
36688	Computer: Laptop	6/5/2007
36689	Computer: Laptop	6/5/2007
36690	Computer: Laptop	6/5/2007
36691	Computer: Laptop	6/5/2007
36692	Computer: Laptop	6/5/2007
36693	Computer: Laptop	6/5/2007
36735	Computers Dell OptiPlex	6/6/2007
36760	Computer Desktop	6/20/2007
36891	IP Phone	10/19/2007
36892	IP Phone	10/19/2007
36909	Computer, Dell OptiPlex 745	11/16/2007
36945	Computer Desktop Percision 490	2/8/2008
36949	Computer - Dell Percision 490	2/14/2008
37376	User Station -AMIQ-PS2	4/7/2008
37378	Computer_Desktop_OptiPlex 755	4/3/2008
37429	Smart UPS Battery Back-up	5/9/2008
37645	Computer:Desktop:OptiPlex 755	2/1/2008
37707	Server - Power Edge 2950	6/2/2008
37708	Server - Apple XServe Zoe7	6/2/2008
37789	Kawasaki Z-Master 60" Mower	12/1/2009
37801	Visual Presenter - ELMO	5/21/2008
38098	Computer - Optiplex 755 MT	6/12/2008
38102	Computer - Optiplex 755 MT	6/4/2008
38222	Computer - Percision T5400 MT	6/19/2008
38235	Projector - Eiki EIP 3000NA	6/24/2008
38295	Behavioral Flow Sensor	9/15/2008

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
38430	Display Case Low 20x76x38	7/17/2007
38432	Display Case Floor 20x52x39	7/17/2007
38500	L.A.S.A.R. Posture	8/12/2010
38501	L.A.S.A.R. Posture	8/12/2010
38611	EIKI Projector	7/1/2009
38618	Router	1/29/2009
38642	Computer - OptiPlex 755 MT	8/22/2008
38643	Computer - OptiPlex 755 MT	8/22/2008
38644	Computer - OptiPlex 755 MT	8/22/2008
38646	Computer - OptiPlex 755 MT	8/22/2008
38647	Computer - OptiPlex 755 MT	8/22/2008
38648	Computer - OptiPlex 755 MT	8/22/2008
38649	Computer - OptiPlex 755 MT	8/22/2008
38650	Computer - OptiPlex 755 MT	8/22/2008
38652	Computer - OptiPlex 755 MT	8/22/2008
38653	Computer - OptiPlex 755 MT	8/22/2008
38654	Computer - OptiPlex 755 MT	8/22/2008
38655	Computer - OptiPlex 755 MT	8/22/2008
38656	Computer - OptiPlex 755 MT	8/22/2008
38657	Computer - OptiPlex 755 MT	8/22/2008
38658	Computer - OptiPlex 755 MT	8/22/2008
38659	Computer - OptiPlex 755 MT	8/22/2008
38660	Computer - OptiPlex 755 MT	8/22/2008
38661	Computer - OptiPlex 755 MT	8/22/2008
38662	Computer - OptiPlex 755 MT	8/22/2008
38663	Computer - OptiPlex 755 MT	8/22/2008
38664	Computer - OptiPlex 755 MT	8/22/2008
38665	Computer - OptiPlex 755 MT	8/22/2008
38666	Computer - OptiPlex 755 MT	8/22/2008
38667	Computer - OptiPlex 755 MT	8/22/2008
38668	Computer - OptiPlex 755 MT	8/22/2008
38671	Computer - OptiPlex 755 MT	8/22/2008
38698	Switch - Summit X450e 48PT	9/24/2008
38700	Switch - Summit X450e 48PT	9/24/2008
38701	Switch - Summit X450e 48PT	9/24/2008
38735	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38751	Laptop 2.00 GHZ 2.5 GB 80GB	10/21/2008
38947	24 Unit Laptop Cart	3/11/2010
38999	Computer Latitude E6500	2/12/2009
39003	Dell Laptop	2/16/2009
39024	ELMO Document Camera	3/3/2009
39068	ELMO Document Camera	7/1/2009
39069	ELMO Document Camera	7/1/2009
39070	ELMO Document Camera	7/1/2009

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
39071	ELMO Document Camera	7/1/2009
39073	Presentation Switcher	7/1/2009
39136	Summit Switch 48 port	6/11/2009
39158	8-Channel Packet Voice Card	8/7/2009
39216	Server - ULTRASTOR RS16SS	10/20/2009
39248	MacBook Pro 13"	9/1/2011
39280	48 Port Ethernet Switch Multi	9/28/2009
39281	48 Port Ethernet Switch Multi	9/28/2009
39379	Apple Macbook Pro	2/14/2011
39425	PowerEdge R410 Server	2/3/2010
39489	RSA Securid Appl 130	6/3/2010
39531	Optiplex 960 Dell	5/7/2010
39543	APC Network Battery Backup	4/30/2010
39672	48 Port Summit Switch	8/17/2010
39701	Elmo Visual Presenter	9/20/2010
39702	Elmo Visual Presenter	9/20/2010
39703	Mac Pro 15" Notebook	9/23/2010
39775	CISCO Catalyst 2970	6/29/2010
39787	SHOWMAX Self Pack TT Display	1/4/2011
39814	Dell Latitude E5510	3/21/2011
39820	Dell Latitude E5510	3/21/2011
39823	Dell Latitude E5510	3/21/2011
39888	Toro 48" Riding Mower	1/7/2011
40007	BenQ WXGA Projector	5/2/2011
40008	BenQ WXGA Projector	5/2/2011
40050	Optiplex 790	6/13/2011
40352	Optiplex 780 MT	3/21/2011
40357	Optiplex 780 MT	3/21/2011
40398	Optiplex 780	5/10/2011
40407	Optiplex 780	5/10/2011
40411	Optiplex 780	5/10/2011
40436	Optiplex 780	5/10/2011
40437	Optiplex 780	5/10/2011
40444	Optiplex 780	5/10/2011
40579	Optiplex 780	5/10/2011
40708	Ice Maker	10/26/2011
40727	Dell E6520 Laptop	4/27/2012
40754	Epson Powerlite 6155 Projector	6/2/2011
40941	Expansion Server	7/1/2011
40947	BenQ WXGA Projector	8/9/2011
40968	Apple iMac 27" LED Computer	9/26/2011
40970	Apple iMac 27" LED Computer	9/26/2011
40971	Apple iMac 27" LED Computer	9/26/2011
41080	AED Defibrillator	5/14/2012

<b>Tag Number</b>	<b>Description</b>	<b>Acq Date</b>
41112	Dell Optiplex 790MT	1/8/2013
41116	Apple MacBook Pro	3/26/2013
41118	Apple MacBook Pro	3/26/2013
41193	Elmo - P10 document camera	9/29/2011
41194	Elmo - P10 document camera	9/29/2011
41399	Portable (4) Well Food Station	11/1/2011
41541	Expansion Server	5/30/2012
41676	EIKI Projector	11/1/2012
41846	APC Smart UPS	6/29/2012
41971	Freezer 1 Door Upright SS	9/27/2012
42394	Smart UPS Backup	5/16/2013
43234	Checkpoint Firewall	10/28/2014
43235	Checkpoint Firewall	10/28/2014
43263	Smart UPS SMX2200	6/18/2014
43267	Smart UPS SMX2200	6/18/2014

Dr. Tonjua Williams, President; Brian Miles, Vice President, Administration, Finance & Technology; Mike Meigs, Acting Associate Vice President, Business & Financial Services; and Thomas Russell, Director of Procurement & Asset Management, recommend approval.