AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
JUNE 18, 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. Dr. Jonathan Steele *(Attending)*

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 May 21, 2019 *(Action)*

V.   MONTHLY REPORTS
    A.   General Counsel

VI.   STRATEGIC FOCUS AND PLANNING
    A.   STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT
          1. St. Petersburg College Dr. Johnnie Clarke Chapter of the National Council on Black
             American Affairs – Ms. Lacrecia Wright, Project Coordinator, Retention Services and
             Dr. Meg Delgato, Faculty, College of Education *(Presentation)*

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

          2. FY 2019-2020 Operating Fund Budget Proposal – Ms. Hunt *(Presentation)*

          3. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2019-
             2020 *(Action)*

C. ADMINIST RATIVE MATTERS

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

    2. Facilities
       a. District Office Migration Plan – Mr. Brian Miles, Vice President, Administration, Finance and Technology *(Presentation)**

       b. Capital Improvement Plan (CIP) for FY 2020-21 through FY 2024-25 *(Action)*

       c. Spot Survey #2, Version 5, Remodel of room #109, into Student Services Center, Downtown Center and Remodel of room #150, current Bookstore into Café *(Action)*

VII. CONSENT AGENDA

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

B. NEW BUSINESS

    1. Credit Curriculum Changes *(Action)*

    2. Equity Report *(Action)*

    3. GRANTS/RESTRICTED FUNDS CONTRACTS
       a. U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY19 Community Policing Development (CPD) program – Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety *(Action)*
       b. U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY19 Community Policing Development (CPD) program – Mentoring Program for Community Policing Initiatives *(Action)*
       c. U.S. Department of Justice: Bureau of Justice Assistance (BJA) – FY19 Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) training initiative *(Action)*
       d. U.S. Department of Education-- Childcare Access Means Parents in School (CCAMPIS) *(Action)*
       e. U.S. Air Force—Educational Service Agreement for Dental Hygiene Training *(Action)*

    4. Other
       a. Accounts Receivable Write-Off *(Action)*
       b. Notice of Intent to Initiate the Baccalaureate Approval Process *(Action)*
       c. Board Self-Evaluation *(Informational)**

C. **INFORMATIONAL REPORTS –** None

IX.   PRESIDENT'S EVALUATION*

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

XI.   PRESIDENT'S REPORT

XII.   NEXT MEETING DATE AND SITE

   August 20, 2019, EpiCenter 1-453

XIII. ADJOURNMENT

ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING
TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)

The purpose of the meeting is to provide highlights of the 2018-19 school year and to ask the governing board to approve the proposed budget for the 2019-20 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 18, 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: June 7, 2019

St. Petersburg College
Dr. Johnnie Ruth Clarke Chapter of the
NCBAA

Lacrecia Wright,
Project Coordinator, Retention Services

Dr. Meg Delgato
Faculty, College of Education

Board of Trustees Meeting
June 18, 2019

About Dr. Johnnie Ruth Clarke (JRC)

An educator and humanitarian who spent her life improving the lives of others. Dr. Clarke played an important role in the local academic, cultural and medical communities, as well as our state history.

- Served as **dean of Gibbs Junior College** in the 1950s and as assistant **dean of academic affairs at St. Petersburg Junior College** in the 1960s

- To honor her commitment to students and the community, SPC established an academic scholarship in her name

- 1st African-American to receive a doctorate from the University of Florida's College of Education

- Taught in Pinellas County Schools, at Bethune-Cookman & FAMU

About NCBAA & SPC JRC Chapter

- The National Council on Black American Affairs (NCBAA) is a council of the American Association of Community Colleges (AACC)

- The NCBAA serves as a collaborative voice, promoting the academic success of African American students, faculty, staff and administrators

- Chapter established in 1999, named in honor of Dr. Johnnie Ruth Clarke – helping SPC achieve its goals related to student retention and success
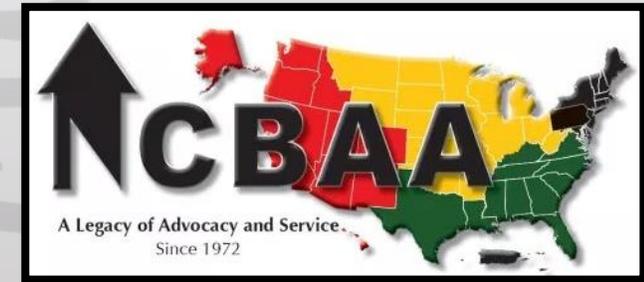
Mission

- Improve diversity, educational opportunities, and professional development

- Develop collaborative relationships

- Network to maximize the achievement of career goals

- Articulate positions on issues affecting African Americans in the formulation of policy and decision-making

Vision

- Create a collegial environment that enhances access and success

- Strengthen relationships with policy development and funding sources to support creative initiatives

- Expand leadership development and opportunities

- Promote an organizational culture that strengthens and supports the professional growth of faculty, staff and administrators

Serving Students: JRC Scholarship

JRC Scholars Student & Parent Meeting

Johnnie Ruth Clarke Awards Ceremony

Program/Eligibility
- The opportunity is offered to disadvantaged and other underrepresented Pinellas County school graduates who have a high school GPA of at least 3.0. It covers tuition for two years.

Requirements
- Mandatory orientation
- Attend meetings hosted by Dr. Johnnie Ruth Clarke Chapter NCBAA
- Meet with advisor before registering for classes
- Complete community service requirement of 20 hours
- Recipients chosen by committee of SPC staff and faculty

Awards Ceremony
- Conduct each summer to welcome new recipients
- Scheduled for July 15th at the SPC St. Petersburg/Gibbs Music Center
- Plan to expend $1,500 to support the Awards Ceremony

JRC Scholars Success Data

Completed cohorts	New recipients	Average award for this cohort for 4 terms	Total award amount for 4 terms	Enrolled in 4th term	Average recipient Program GPA at end of 4th term
2015-16	74	$4,945.86	$229,199.25	55 (74%)	3.30
2016-17	50	$4,876.03	$153,097.50	34 (68%)	3.40
2017-18	72	$5,049.10	$250,320.00	54 (75%)	3.41

Current recipients	New recipients	Average award for this cohort for 2 terms	Total award amount for 2 terms	Enrolled in 2nd term	Average recipient Program GPA at end of 2nd term
2018-19	52	$2,493.86	$108,621.00	50 (96%)	3.334

Projected recipients	Projected recipients
2019-20	75

Engaging Faculty, Staff & Students

Chapter members volunteered with Habitat for Humanity.

2019: SPC hosted the NCBAA Southern Regional Conference and presented Women on the Way (WOW) with a check in the amount of $500.
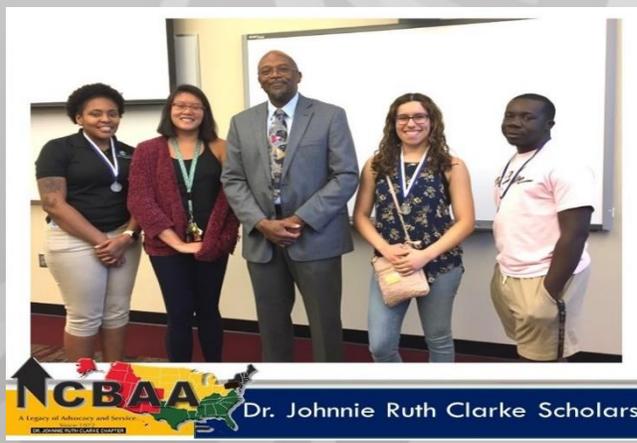
JRC Scholars receive mentoring, participate in tutoring, and attend information meetings to promote student success.

Chapter members participated in the African-American Health Forum at the Dr. Johnnie Ruth Clarke Health Center.

Chapter members marched in the Dr. Martin Luther King parade in St. Petersburg.

Annual Programming

- **Meet & Eat, Learn, Grow [Lunch & Learns]**
  Planned for each March, June and October prior to the
  monthly chapter meeting;
  Guest speakers and their presentation topic are "on the menu;"
  Speakers share relevant topics that impact our respective communities.

- **Book Clubs**
  The Chapter is hosting a series of campus-level book clubs as part of its programming
  efforts to encourage and support crucial conversations related to diversity and race.

- **Let's Break to Educate: Cultural Development/Panel Discussions**
  Faculty-led panel discussions on topics of diversity, cultural competence, equity and
  access, and other issues related to social justice;
  Opportunity to partner with CETL.

Goals 2019-2020

- To increase JRC Scholars success in the program through mentoring, participate in tutoring, and attending information sessions

- To support opportunity for professional and personal development of staff, faculty and students through annual program planning.

- To create a collegial environment that enhances access and success, increases awareness of diversity, and fosters cultural competence.

- To develop collaborative relationships that strengthen and assist agencies and organizations in the community.

Thank you!
Do you have any
QUESTIONS?

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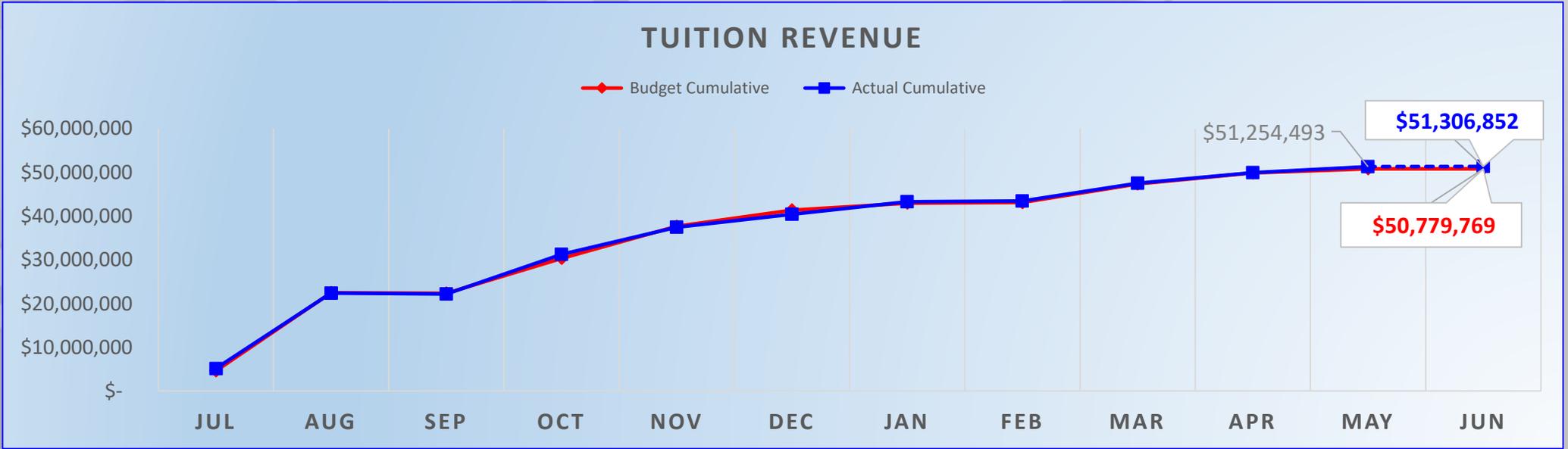Board of Trustees Meeting
May 2019 Budget Report

Janette Hunt
June 18, 2019

Report as of May 31, 2019

Revenue	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Student Tuition & Fees	$ 61,246,719	$ 61,850,282	101.0%	$ 61,499,889	$ 62,123,383	101.0%
State Funding	$ 71,793,706	$ 64,235,439	89.5%	$ 72,088,236	$ 64,255,275	89.1%
Other Revenues	$ 5,609,289	$ 4,919,570	87.7%	$ 5,187,048	$ 5,095,824	98.2%
Fund Transfers In	$ 3,782,619	$ 3,080,270	81.4%	$ 3,103,706	$ 1,705,494	55.0%
Reserves	$ 1,825,000	$ -	0.0%	$ 1,000,000	$ -	0.0%
Total Revenue	$ 144,257,333	$ 134,085,561	92.9%	$ 142,878,878	$ 133,179,976	93.2%

TUITION REVENUE

Budget Cumulative — Actual Cumulative

$51,254,493
$51,306,852
$50,779,769
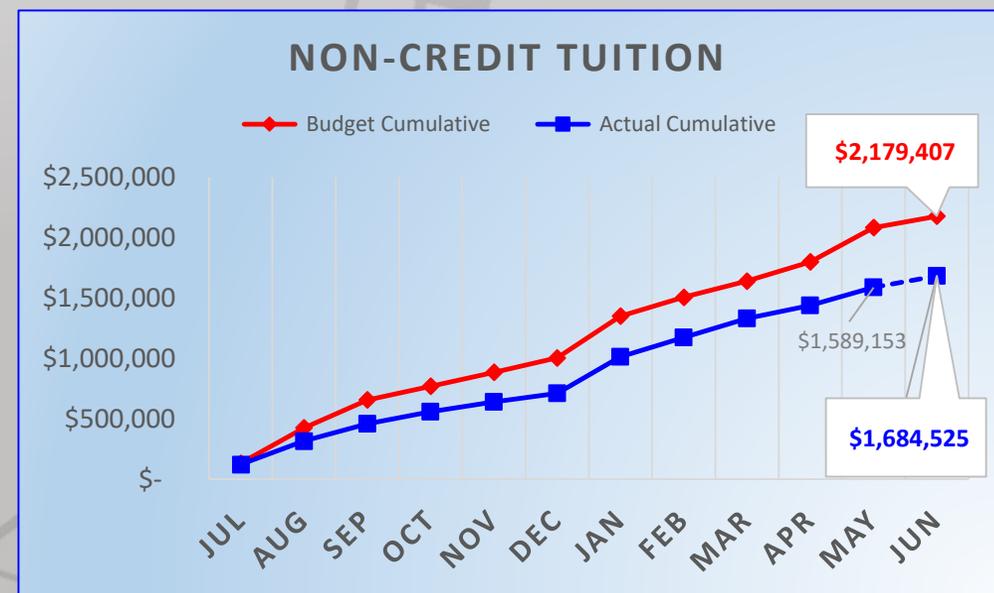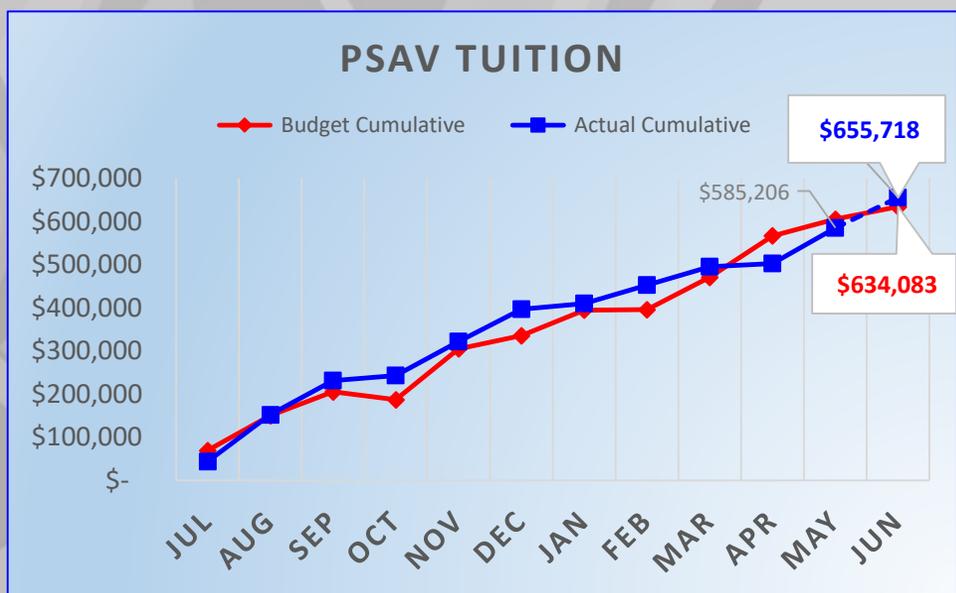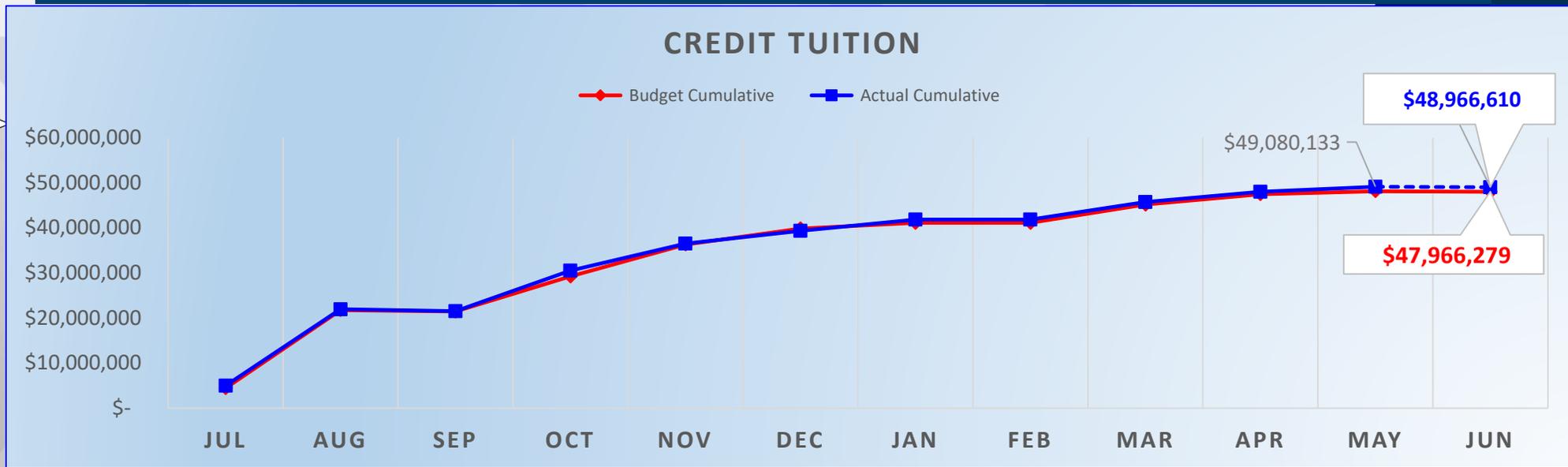
Report as of May 31, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	$ 26,776,489	$ 24,799,087	92.6%	$ 25,749,327	$ 23,564,961	91.5%
Administrative & Professional	$ 24,251,689	$ 21,535,348	88.8%	$ 23,585,641	$ 20,500,440	86.9%
Career Service (includes OT)	$ 19,951,011	$ 17,601,510	88.2%	$ 19,183,840	$ 16,294,814	84.9%
Adjunct/Supplemental	$ 13,549,064	$ 12,862,912	94.9%	$ 13,142,592	$ 13,284,433	101.1%
Other Personal Services (OPS)	$ 2,041,007	$ 1,603,543	78.6%	$ 2,019,316	$ 1,534,358	76.0%
Student Assistants	$ 428,000	$ 240,765	56.3%	$ 428,000	$ 255,498	59.7%
Health Insurance	$ 14,931,773	$ 13,611,269	91.2%	$ 14,423,171	$ 13,611,980	94.4%
Other Benefits	$ 11,280,323	$ 11,284,008	100.0%	$ 11,827,326	$ 10,874,673	91.9%
Total Personnel & Benefits	$ 113,209,356	$ 103,538,441	91.5%	$ 110,359,214	$ 99,921,158	90.5%
Current Expense						
Total Current Expense	$ 28,278,499	$ 23,386,201	82.7%	$ 29,740,028	$ 25,954,816	87.3%
Capital						
Total Capital	$ 2,769,478	$ 1,871,237	67.6%	$ 2,779,636	$ 1,555,893	56.0%
Total Operating	$ 144,257,333	$ 128,795,879	89.3%	$ 142,878,878	$ 127,431,867	89.2%
Balance	$ -	$ 5,289,681		$ -	$ 5,748,109	

Fund 1 Operating Fund

	FY2018-2019 Approved Budget	FY2019-2020 Proposed Budget	Difference
Revenue			
Student Tuition & Out-of-State Fees	$ 61,499,889	$ 61,582,147	$ 82,258
State Funding	$ 72,088,236	$ 72,614,178	$ 525,942
Other Revenues	$ 5,187,048	$ 5,167,110	$ (19,938)
Fund Transfers In	$ 3,103,706	$ 2,500,000	$ (603,706)
Reserve	$ 1,000,000	$ 1,300,873	$ 300,873
Total Revenue	$ 142,878,878	$ 143,164,308	$ 285,430

- Tuition Projections

- Legislative Appropriations

- Based on trend

- Decline in Book Store Sales

- Reduce Reserve Reliance
- Senate Bill 190

Fund 1 Operating Fund

	FY2018-2019 Approved Budget	FY2019-2020 Proposed Budget	Difference
Personnel & Benefits			
Instructional/Faculty-Full time	$ 25,749,327	$ 24,375,480	$ (1,373,847)
Administrative & Professional	$ 23,585,641	$ 24,570,371	$ 984,730
Career Service (includes OT)	$ 19,183,840	$ 18,565,584	$ (618,256)
Adjunct	$ 8,939,647	$ 9,073,492	$ 133,845
Supplemental	$ 4,202,945	$ 4,871,945	$ 669,000
Other Personal Services (OPS)	$ 2,019,316	$ 1,853,669	$ (165,647)
Student Assistants	$ 428,000	$ 422,851	$ (5,149)
Health Insurance	$ 14,423,171	$ 14,490,795	$ 67,624
Other Benefits	$ 11,827,326	$ 12,026,259	$ 198,933
Other Personnel Expenses	$ -	$ 1,122,263	$ 1,122,263
Total Personnel & Benefits	$ 110,359,214	$ 111,372,709	$ 1,013,495
Current Expense			
Total Current Expense	$ 29,740,028	$ 29,014,980	$ (725,048)
Capital			
Total Capital	$ 2,779,636	$ 2,776,619	$ (3,018)
Total Operating	$ 142,878,878	$ 143,164,308	$ 285,430
Balance	$ -	$ -	$ -

- Monitor Personnel Expense Ratio
- Adjunct & Supplemental
- Health Insurance Fund
- Florida Retirement Rate Change

- PeopleSoft Student System Upgrade
- Modified Zero-Based Budgeting

Fund 7 Capital Outlay Fund

$35.8M Funding Available
($8.2M Capital Improvement Fees)

$2.7M Construction Bond Payments

$16.9M Major Construction Projects

$6.0M Deferred Maintenance/Infrastructure

$1.1M Campus Projects & Misc. Expense

$1.1M Internal Construction Personnel

$7.9M Balance for Contingency

FY19/20 Budget Approval

Approval is sought to adopt:

- FY19/20 Operating Fund Budget
  - Including $2.5M Auxiliary Fund transfer in

- FY19/20 Capital Outlay Fund Budget

Questions

St. Petersburg College
Budget Report
May 31, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	$ 50,887,002	$ 51,273,812	100.8%	$ 50,779,769	$ 51,254,493	100.9%
State Appropriation - FCS	$ 53,548,581	$ 49,116,579	91.7%	$ 51,475,043	$ 47,185,433	91.7%
State Appropriation - Lottery	$ 14,231,049	$ 11,384,840	80.0%	$ 16,598,793	$ 13,279,036	80.0%
Performance Funding	$ 3,514,076	$ 3,221,234	91.7%	$ 3,514,400	$ 3,211,534	91.4%
Learning Support Access Fee	$ 1,639,890	$ 1,558,585	95.0%	$ 1,607,832	$ 1,542,906	96.0%
Distance Learning Fee	$ 3,526,830	$ 3,797,054	107.7%	$ 3,995,700	$ 4,005,179	100.2%
Technology Fee	$ 2,508,569	$ 2,453,330	97.8%	$ 2,476,437	$ 2,476,277	100.0%
Lab Revenue Fees	$ 1,592,067	$ 1,960,279	123.1%	$ 1,575,099	$ 2,117,117	134.4%
Industry Certifications	$ 500,000	$ 512,786	102.6%	$ 500,000	$ 579,272	115.9%
Other Revenues	$ 5,609,289	$ 4,919,570	87.7%	$ 5,187,048	$ 5,095,824	98.2%
Other Student Fees	$ 1,092,361	$ 807,222	73.9%	$ 1,065,052	$ 727,411	68.3%
Fund Transfers In	$ 3,782,619	$ 3,080,270	81.4%	$ 3,103,706	$ 1,705,494	55.0%
Reserve	$ 1,825,000	$ -	0.0%	$ 1,000,000	$ -	0.0%
Total Revenue	$ 144,257,333	$ 134,085,561	92.9%	$ 142,878,878	$ 133,179,976	93.2%

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Instructional/Faculty-Full time	$ 26,776,489	$ 24,799,087	92.6%	$ 25,749,327	$ 23,564,961	91.5%
Administrative & Professional	$ 24,251,689	$ 21,535,348	88.8%	$ 23,585,641	$ 20,500,440	86.9%
Career Service (includes OT)	$ 19,951,011	$ 17,601,510	88.2%	$ 19,183,840	$ 16,294,814	84.9%
Adjunct/Supplemental	$ 13,549,064	$ 12,862,912	94.9%	$ 13,142,592	$ 13,284,433	101.1%
Other Personal Services (OPS)	$ 2,041,007	$ 1,603,543	78.6%	$ 2,019,316	$ 1,534,358	76.0%
Student Assistants	$ 428,000	$ 240,765	56.3%	$ 428,000	$ 255,498	59.7%
Health Insurance	$ 14,931,773	$ 13,611,269	91.2%	$ 14,423,171	$ 13,611,980	94.4%
Other Benefits	$ 11,280,323	$ 11,284,008	100.0%	$ 11,827,326	$ 10,874,673	91.9%
Total Personnel & Benefit	$ 113,209,356	$ 103,538,441	91.5%	$ 110,359,214	$ 99,921,158	90.5%
Current Expense						
Bad Debt/Unemployment	$ 1,003,810	$ (71,956)	-7.2%	$ 1,003,331	$ (97,664)	-9.7%
Insurance (Non Health)	$ 1,758,611	$ 1,891,561	107.6%	$ 1,811,245	$ 1,851,643	102.2%
Repairs & Maint	$ 886,195	$ 878,235	99.1%	$ 931,034	$ 859,220	92.3%
Scholarships/Fee Waivers	$ 2,423,463	$ 2,649,133	109.3%	$ 2,424,463	$ 2,761,247	113.9%
Services and Fees	$ 6,033,319	$ 5,448,182	90.3%	$ 6,006,449	$ 4,232,648	70.5%
Materials and Supplies	$ 4,476,333	$ 3,287,637	73.4%	$ 4,693,926	$ 3,502,019	74.6%
Travel	$ 311,583	$ 399,379	128.2%	$ 350,000	$ 405,445	115.8%
Utilities	$ 5,260,407	$ 4,727,742	89.9%	$ 5,527,258	$ 5,124,269	92.7%
Other Current Expense	$ 3,530,392	$ 1,351,580	38.3%	$ 3,296,339	$ 3,677,823	111.6%
Tech Expense/Licensing	$ 2,594,386	$ 2,824,708	108.9%	$ 3,695,983	$ 3,638,167	98.4%
Total Current Expense	$ 28,278,499	$ 23,386,201	82.7%	$ 29,740,028	$ 25,954,816	87.3%
Capital						
Computer Refresh Leases	$ 2,379,879	$ 1,612,995	67.8%	$ 2,390,037	$ 1,349,213	56.5%
Capital Purchases	$ 389,599	$ 258,241	66.3%	$ 389,599	$ 206,680	53.0%
Total Capital	$ 2,769,478	$ 1,871,237	67.6%	$ 2,779,636	$ 1,555,893	56.0%
Total Operating	$ 144,257,333	$ 128,795,879	89.3%	$ 142,878,878	$ 127,431,867	89.2%
Balance	$ -	$ 5,289,681		$ -	$ 5,748,109	

St. Petersburg College
FY19-20 Fund 1 Operating Budget

Revenue		FY18-19 Budget		FY19-20 Budget
Student Tuition & Out-of-State Fees	$	50,779,769	$	50,523,216
State Appropriation - FCS	$	51,475,043	$	60,811,965
State Appropriation - Lottery	$	16,598,793	$	9,443,975
State Appropriation - 2+2 Student Success	$	-	$	970,703
State Appropriation - Work Florida	$	-	$	687,535
Performance Funding	$	3,514,400	$	-
Learning Support Access Fee	$	1,607,832	$	1,607,832
Distance Learning Fee	$	3,995,700	$	3,995,700
Technology Fee	$	2,476,437	$	2,476,437
Lab Revenue Fees	$	1,575,099	$	2,114,157
Industry Certifications	$	500,000	$	700,000
Other Revenues	$	5,187,048	$	5,167,110
Other Student Fees	$	1,065,052	$	864,805
Fund Transfers In	$	3,103,706	$	2,500,000
Reserves	$	1,000,000	$	1,677,908
Total	**$**	**142,878,878**	**$**	**143,541,343**
Operating Costs		**FY18-19 Budget**		**FY19-20 Budget**
Personnel & Benefits				
Instructional/Faculty-Full time	$	25,749,327	$	24,375,480
Administrative & Professional	$	23,585,641	$	24,570,371
Career Service (includes OT)	$	19,183,840	$	18,565,584
Adjunct	$	8,939,647	$	9,073,492
Supplemental	$	4,202,945	$	4,871,945
Other Personal Services (OPS)	$	2,019,316	$	1,853,669
Student Assistants	$	428,000	$	422,851
Health Insurance	$	14,423,171	$	14,490,795
Other Benefits	$	11,827,326	$	12,026,259
Other Personnel Expenses	$	-	$	1,499,298
Total Personnel & Benefits	**$**	**110,359,214**	**$**	**111,749,744**
Current Expense				
Travel	$	350,000	$	547,120
Repairs & Maint	$	931,034	$	1,152,501
Rental/Leases	$	-		
Insurance (Non Health)	$	1,811,245	$	1,877,472
Utilities	$	5,527,258	$	5,296,453
Services and Fees	$	6,006,449	$	4,332,692
Scholarships/Fee Waivers	$	2,424,463	$	2,495,326
Materials and Supplies	$	4,693,926	$	4,518,483
Tech Expense/Licensing	$	3,695,983	$	3,519,760
Bad Debt/Unemployment	$	1,003,331	$	1,150,000
Other Current Expense	$	3,296,339	$	4,125,173
Total Current Expense	**$**	**29,740,028**	**$**	**29,014,980**
Capital Spending				
Computer Refresh Leases	$	2,390,037	$	2,454,075
Capital Purchases- Non-Recurring	$	389,599	$	322,544
Total Capital Spending	**$**	**2,779,636**	**$**	**2,776,619**
Total Operating Costs	**$**	**142,878,878**	**$**	**143,541,343**
Total Remaining Funds	**$**	**-**	**$**	**-**

St. Petersburg College
FY19-20 Fund 2 Student Activities Budget

Total Projected Student Activity Revenues	$	**4,350,200**
Less Budgeted Expenses:		
Annual Journal Entries	$	75,649
Student Determined Activities Distribution (**25%**)	$	1,087,550
Reserve (5%)	$	150,807
Budgeted Personnel (excluding annual journal entries and athletics personnel)*	$	1,221,689
Athletics (including personnel)	$	1,385,021
Non-Discretionary Campus Program Operating Expenses	$	222,053
Other Collegewide Operating Expenses	$	207,431
Total Budgeted Expenses	$	**4,350,200**
Surplus/Deficit	$	**-**

St. Petersburg College
FY19-20 Fund 5 Scholarship Budget

Revenues:		
Student Financial Aid Fees Collected	$	2,450,000
Federal PELL and SEOG Grants	$	51,611,000
Various Florida State Scholarship Grants	$	7,000,000
Various SPC Foundation and Other Scholarship Grants	$	1,875,000
Total Revenues	$	**62,936,000**
Expenses:		
Student Incentive Grant Scholarships	$	1,498,500
Johnnie Ruth Clark Scholarships	$	335,250
SPC Presidential Scholarships	$	213,210
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	$	403,040
Total Financial Aid Fee Scholarships	$	**2,450,000**
Federal PELL & SEOG Grants Awarded	$	51,611,000
State of Florida Scholarships	$	7,000,000
Various SPC Foundation and Other Scholarships	$	1,875,000
Total Expenses	$	**62,936,000**
Surplus/Deficit	$	**-**

St. Petersburg College		
FY19-20 Fund 3 Auxiliary Budget		
Revenues:		
Bookstore Commissions	$	1,779,270
Food Services/Vending Commissions	$	112,551
Royalties-Ethics Textbook	$	15,000
Royalties-Excess Bandwidth	$	460,997
Pay For Print Sales	$	65,280
Seminole Library Rentals	$	49,567
Verizon Ground Tower Lease	$	53,487
Law Enforcement Applicant Screening	$	5,000
Interest	$	46,500
Royalties-Ethics Textbook Reserves	$	85,000
Other Revenue	$	143,898
Total Revenues	**$**	**2,816,550**
Expenses:		
Auxiliary Services Administrative Costs	$	77,500
Computer & Equipment Leases	$	86,000
Materials, supplies, misc. services	$	44,050
Total Expenses	**$**	**207,550**
Transfers Out to Other Funds:		
Operating Budget Fund	$	2,500,000
Scholarship Fund Mac J Williams	$	5,000
International Scholarships	$	104,000
Total Transfers Out to Other Funds	**$**	**2,609,000**
Total Expenses & Transfers	**$**	**2,816,550**
Excess of Revenues Over Expenses & Transfers	**$**	**-**

Projected Sources of Revenue	Capital Improvement Funds	State Appropriation Funds	Other Funds	FY18-19 Budget Projection
PY PECO Projects (SPG Adm)	$ -	$ 12,010,557	$ -	$ 12,010,557
SODA General Renovation/Remodel (265)	$ -	$ -	$ -	$ -
PY SODA General Renovation/Remodel (265)	$ -	$ 2,902,976	$ -	$ 2,902,976
City of Seminole (Habitat)	$ -	$ -	$ 29,375	$ 29,375
PY Capital Improvement Fees	$ 9,671,043	$ -	$ -	$ 9,671,043
Capital Improvement Fees - Discretionary	$ 8,184,372	$ -	$ -	$ 8,184,372
CO&DS	$ -	$ -	$ -	$ -
PY CO&DS	$ -	$ 1,724,606	$ -	$ 1,724,606
Other Misc. Sources	$ -	$ -	$ 773,022	$ 773,022
RaceTrac	$ -	$ -	$ 483,797	$ 483,797
Total Fund Sources	**$ 17,855,415**	**$ 16,638,139**	**$ 1,286,194**	**$ 35,779,748**
Projected Uses of Revenue				
Budgeted Personnel Salaries	$ 656,479	$ -	$ -	$ 656,479
Other Personnel	$ 206,000	$ -	$ -	$ 206,000
Employee Benefits - Retirement	$ 54,225	$ -	$ -	$ 54,225
Employee Benefits - FICA/Medicare	$ 50,221	$ -	$ -	$ 50,221
Employee Benefits - Health/Dental/Wellness	$ 135,832	$ -	$ -	$ 135,832
Total Personnel & Benefits	**$ 1,102,757**	**$ -**	**$ -**	**$ 1,102,757**
Major Construction				
St. Pete/Gibbs Adm	$ 2,490,080	$ 13,722,622	$ 426,206	$ 16,638,908
Bay Pines Center	$ 178,706	$ -	$ -	$ 178,706
Seminole Chamber of Commerce Modular	$ 125,617		$ 3,180	$ 128,797
Total Major Construction	**$ 2,794,403**	**$ 13,722,622**	**$ 429,386**	**$ 16,946,411**
Infrastructure Deferred Maintenance and Network				
Deferred Maintenance	$ 1,500,000	$ 9,145	$ -	$ 1,509,145
Campus Infrastructure Projects	$ 231,928	$ 2,893,831	$ -	$ 3,125,759
Technology Infrastructure Maintenance	$ 1,353,765	$ -	$ -	$ 1,353,765
Total Infrastructure Deferred Maintenance and Network	**$ 3,085,693**	**$ 2,902,976**	**$ -**	**$ 5,988,669**
Project Expense				
Allstate				
Fire Science Equipment (Tanks)	$ 60,000	$ -	$ -	$ 60,000
Bay Pines Center	$ -			$ -
Bay Pines STEM Learning Center	$ 106,883	$ -	$ -	$ 106,883
EpiCenter/District Office				$ -
Capital Equipment - EpiTech	$ 15,000	$ -	$ -	**$ 15,000**
Collaborative Labs	$ 60,064	$ -	$ -	**$ 60,064**
Campus & Academic Areas Refresh	$ 25,000		$ -	**$ 25,000**
Seminole				$ -
Digitorium	$ 35,000		$ -	$ 35,000
City of Seminole (Habitat Park)		$ -	$ 29,375	$ 29,375
Pharmacy & Dental		$ -	$ 37,313	$ 37,313
Tarpon Springs				$ -
Entrance/Exit	$ -	$ -	$ 483,797	$ 483,797
North Pinellas Collegiate High School	$ -	$ -	$ 250,000	$ 250,000
Contingency	$ 7,879,052	$ 12,541	$ 56,323	$ 7,947,916
Debt Service - Construction Obligations and Bonds	$ 2,691,563	$ -	$ -	$ 2,691,563
Total Expenses	**$ 17,855,415**	**$ 16,638,139**	**$ 1,286,194**	**$ 35,779,748**
Remaining Funds	**$ -**	**$ -**	**$ -**	**$ -**

June 18, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Fiscal Year 2019-2020 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees

The FY19-20 operating budget proposal continues to strengthen St. Petersburg College's efforts to support its pillar commitments; promote academic excellence, workforce mobility, and community engagement.

Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2019-2020.

In addition to the following narrative, a budget summary is attached.

Fund 1 General Operating Budget - The College's General Operating Budget is based on the 2019-2020 General Appropriations Act (Senate Bill 2500).

Pursuant to state rule 6A-14.0716, the College must prepare a budget in such form as prescribed by the State Board of Education for the Current Unrestricted Fund. A copy of the budget approved by the College's Board of Trustees shall be submitted to the Chancellor, as designee of the Commissioner of Education, by June 30 or on a later date established by the Chancellor. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE). Any future revisions to this operating budget must be presented to and approved by the Board.

Fund 7 Capital Outlay Budget – The FY2019-2020 College Capital Outlay budget of $35.8 M provides for college-wide facility and technology infrastructure maintenance, and major building project funding.

In accordance with Florida statute 1013.61, this Capital Outlay budget must be approved by the College's Board of Trustees. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources detailed.

Student Fees per credit/course hour as follows:

Lower Division Credit Programs	2018-2019 Fees	2019-2020 Fees	% Change
Florida Residents			
Tuition Fee	$80.94	$80.94	
Student Activity & Service Fee	7.63	7.63	
Financial Aid Fee	4.04	4.04	
Technology Fee	4.04	4.04	
Capital Improvement Fee (CIF)	15.10	15.10	
Tuition and Fees	**$111.75**	**$111.75**	**0.0%**
Non-Residents			
Tuition Fee	$80.94	$80.94	
Out-of-State Fee	242.97	242.97	
Student Activity & Services Fee	7.63	7.63	
Financial Aid Fee	16.20	16.20	
Technology Fee	16.20	16.20	
Capital Improvement Fee (CIF)	22.96	22.96	
Tuition and Fees	**$386.90**	**$386.90**	**0.0%**

Post-Secondary Adult Vocational Non-Credit Programs	2018-2019 Fees	2019-2020 Fees	% Change
Florida Residents			
Tuition Fee	$68.60	$68.60	
Technology Fee	3.43	3.43	
Capital Improvement Fee (CIF)	3.43	3.43	
Total Registration Fees	**$75.46**	**$75.46**	**0.0%**
Non-Residents			
Tuition Fee	$68.60	$68.60	
Out-of-State Fee	205.82	205.82	
Technology Fee	13.72	13.72	
Capital Improvement Fee (CIF)	13.72	13.72	
Total Registration Fees	**$301.86**	**$301.86**	**0.0%**

Upper Division Credit Programs	2018-2019 Fees	2019-2020 Fees	% Change
Florida Residents			
Tuition Fee	$91.79	$91.79	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	4.59	4.59	
Technology Fee	4.59	4.59	
Capital Improvement Fee (CIF)	12.55	12.55	
Tuition and Fees	**$122.70**	**$122.70**	**0.0%**
Non-Residents			
Tuition Fee	$91.79	$91.79	
Out-of-State Fee	275.53	275.53	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	18.37	18.37	
Technology Fee	18.37	18.37	
Capital Improvement Fee (CIF)	12.55	12.55	
Tuition and Fees	**$425.79**	**$425.79**	**0.0%**

The budgets of other major funding categories, including Student Activities, Auxiliary, and Scholarship are provided to the Board for information. Following are brief narratives of each major funding category and budget summaries are attached.

Fund 2 Student Activities Budget - The FY2019-2020 College-wide Student Activities Budget is $4.4M. It includes $1.1M distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

Fund 3 Auxiliary Budget – The FY2019-2020 College-wide Auxiliary Budget is $2.8M. It includes $2.5M to support expenses in the Fund 1 General Operating Budget.

Fund 5 Scholarship Budget – The FY2019-2020 College-wide Scholarship Budget is $62.3M. It includes $58.1M in Federal and State financial aid, $2.5M in scholarships funded by the Student Financial Aid Fee, and $1.9M in Foundation and other scholarships.

Brian Miles, Vice President, Administrative, Finance & Technology recommend approval.

Attachment

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	**Title**	**Department/Location**	**Effective Date**
Ross, April S	Titans-UP Project Coord	Academic & Student Affairs SE	5/13/2019 - 6/30/2020
Miller, Elizabeth A	Grant Associate	Grant Development EPI	5/28/2019 - 6/30/2020

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	**Title**	**Department/Location**	**Effective Date**
Ashe, Angela C	Asst Director, Accred & Assess	Academic EffectivenessAssessmt EPI	5/27/2019 - 6/30/2020
Barlow, Stephen R	Systems Analyst	Administrative Information Sys DO	5/27/2019 - 6/30/2020
Mobley, Chaye R	Career & Academic Advisor	Associate Provost Office DT	4/29/2019 - 6/30/2020
Janusz, Dawn M	Student Support Manager	Associate Provost Office HEC	5/27/2019 - 6/30/2020
Hogan, Terri M	Career & Academic Advisor	Enrollment Management DO	5/13/2019 - 6/30/2020
Tucker, Fredrick W	Career & Academic Advisor	Enrollment Management DO	5/27/2019 - 6/30/2020
Ganoo, Kelliann	B2B Alliance Prog Mgr	Institutional Research/Effect EPI	5/13/2019 - 6/30/2020
Holtzman, Heather Nicole	Reference & Instr Librarian	Learning Resources CL	5/27/2019 - 6/30/2020
Stevens, Paul J	Mgr, Web Program & Support	Online Learning and Services EPI	5/13/2019 - 6/30/2020

HIRE Budgeted Career Service			
Name	**Title**	**Department/Location**	**Effective Date**
Molodecki-Gil, Humilse S	Custodian	Custodial Services CL	5/13/2019
Garcia Lopez, Carla	Student Support Assistant	Learning Resources DT	5/28/2019
Mackay, Cathi B	Student Support Assistant	Learning Resources SPG	5/13/2019
Kiernan, Tiffany I	Administrative Svcs Specialist	Online Learning and Services EPI	5/28/2019

TRANSFER/PROMOTION Budgeted Career Service			
Name	**Title**	**Department/Location**	**Effective Date**
Hannah, Tikiia N	Accounting Support Specialist	Budgeting & Compliance DO	5/11/2019
Elcius, Molinseai E	Student Support Advisor	Financial Assistance Services SPG	5/27/2019
Warnell Jr, Richard R	Facilities Specialist	Maintenance Services AC	5/25/2019

HIRE Faculty			
Name	**Title**	**Department/Location**	**Effective Date**
Eberhardt, Pauline A	Faculty	Respiratory Care HEC	5/20/2019 - 6/30/2020

TRANSFER/PROMOTION Faculty			
Name	**Title**	**Department/Location**	**Effective Date**
Bennett, Rachel B	Academic Director, CETL	Academic & Student Affairs	5/13/2019 - 6/30/2020
Billiris, Mark N	Acting Chair, Mathematics	Mathematics SE	5/13/2019 - 6/30/2020

RENEWAL - MODIFICATION Faculty

Name	Title	Department/Location	Effective Date
Harris, Jessica	Nursing Resource Facilitator	Nursing HEC	7/1/2019 - 10/1/2019

CONTRACT NON-RENEWAL

Name	Title	Department/Location	Effective Date
Coakley, Melissa	Faculty	Ethics CL	7/1/2019

SUPPLEMENTAL Temporary

Name	Title	Department/Location	Effective Date
Bley, Lauren D	Faculty - supplemental	Associate Provost Office AC	5/20/2019
Alicea, Destinymarie A	OPS Career Level 1	Associate Provost Office SPG	4/29/2019
Shepard Jr, Melvin W	OPS Career Level 1	Associate Provost Office SPG	4/29/2019
Hawkins-Johnson, Jacqueline	Faculty - supplemental	Nursing HEC	5/20/2019
Eberhardt, Pauline A	Faculty - supplemental	Respiratory Care HEC	5/20/2019

HIRE Temporary

Name	Title	Department/Location	Effective Date
McFerguson, Marquese L	Adjunct Faculty	Communications SPG	5/20/2019
Raisch, Steven D	Adjunct Faculty	Emergency Medical Services HEC	5/20/2019
Davis, Christy L	Adjunct Faculty	Humanities & Fine Arts TS	5/20/2019
Gamble-George, Joyonna C	Adjunct Faculty	Natural Science CL	5/20/2019
Roskos, Melinda R	Adjunct Faculty	Natural Science CL	5/20/2019
Beebe, Jameson A	Adjunct Faculty	Natural Science TS	5/20/2019
Hoch, Corey B	Adjunct Faculty	Natural Science TS	5/20/2019
Iwanicki, Sierra A	Adjunct Faculty	Social & Behavioral Science SE	5/20/2019
Czarnecki, Lynda S	Adjunct Faculty, Bach	Baccalaureate Programs HEC	5/20/2019
Llanes-Bonilla, July E	Adjunct Faculty, Bach	Business Administration SPG	5/20/2019
Viola, Thomas	Adjunct Faculty, HTF Nursing	Dental Hygiene HEC	5/20/2019
Welsh, Joshua S	OPS Career Level 1	Academic & Student Affairs CL	5/13/2019
Mendez, Nicholas E	OPS Career Level 1	Associate Provost Office AC	5/13/2019
Sandoval, Monica	OPS Career Level 1	Associate Provost Office SPG	5/13/2019
Williams, Mikera	OPS Career Level 1	Associate Provost Office SPG	5/3/2019
Edwards, Mitchell B	OPS Career Level 2	Counseling & Advisement CL	5/28/2019
Ervin, Sean F	OPS Career Level 5	Academic & Student Affairs DT	6/10/2019
Mancini, Tanna A	OPS Career Level 5	Learning Resources AC	5/28/2019
Medley, Yael	OPS Career Level 5	Learning Resources CL	4/29/2019
McLendon, Angela K	OPS Career Level 7	Academic & Student Affairs EPI	6/1/2019
Moore, Jimmy E	OPS Professional	Humanities & Fine Arts SPG	4/18/2019
Thomas, William S	OPS Professional	Humanities & Fine Arts SPG	4/25/2019
Bley, Timothy C	Professional Trainer	Criminal Justice AC	5/4/2019
Murphy Jr, Bruce	Professional Trainer	Emergency Medical Services HEC	5/13/2019
Parks Jr, Jeffrey S	Professional Trainer	Emergency Medical Services HEC	5/13/2019
Post, William M	Professional Trainer	Emergency Medical Services HEC	5/13/2019
Tomilonus, Matthew B	Professional Trainer	Emergency Medical Services HEC	5/13/2019
Stout, Crystal L	Professional Trainer	NTPI/WMD Grant - AC	5/28/2019
Poe, Ana	Professional Trainer	Workforce/Professnl Developmnt EPI	5/17/2019
Thorne, Laura J	Professional Trainer	Workforce/Professnl Developmnt EPI	6/1/2019

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES

Name	Title	Department/Location	Effective Date
Valentine, Anthony	Instructor	Communications/TS	07/14/2019 - 07/24/2019

Destination: Dublin, Ireland

The purpose of this trip is a professional development opportunity to travel to Dublin, Ireland and represent St. Petersburg College at the World

Conference on Education.

Estimated cost to the College is $500.00.

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Jones, Lori   Instructor   College of Business/EPI   07/24/2019 - 08/4/2019

Destination: San Jose, Costa Rica

The purpose of this trip is to lead students on a study abroad program to San Jose, Costa Rica. The 12 day program will provide students with the opportunity to receive course credit in GEB 2350 (Survey of International Business), MAN 2604 (Intercultural Relations in Business) or MAN 4102 (Managing Cultural Diversity). The program provides students with both an educational and cultural learning experience. A total of ten (11) students are enrolled in the program at the time of reporting.

Estimated cost to the College is $447.00.

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

ND05302019

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Capital Improvement Plan (CIP) for FY 2020-21 through FY 2024-25

Approval is sought from the Board of Trustees for the FY 2020-2021 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each college and university is required to annually submit an updated five-year plan for its capital outlay needs based on the five-year Educational Plant Survey. This CIP is based on our current five-Year Educational Plant Survey effective July 1, 2017.

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

The deadline to submit the CIP to the Division of Florida Colleges is July 1, 2019. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the FY 2020-21 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

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

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

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

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

FLORIDA COLLEGE SYSTEM
CIP - 2 SUMMARY
Capital Improvement Plan and Legislative Budget Request
2020-21 to 2024-2025

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

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
	General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide	$5,785,000	$8,220,000	$6,875,000	$3,185,000	$7,340,000	$31,405,000
	TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS	**$5,785,000**	**$8,220,000**	**$6,875,000**	**$3,185,000**	**$7,340,000**	**$31,405,000**

RENOVATION PROJECTS

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
	TOTAL RENOVATION PROJECTS	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
1	Construct New Health Science Building, Health Education Center	$56,000,000					$56,000,000
							$0
	TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:	**$56,000,000**	**$0**	**$0**	**$0**	**$0**	**$56,000,000**
	GRAND TOTAL OF ALL PROJECTS	**$61,785,000**	**$8,220,000**	**$6,875,000**	**$3,185,000**	**$7,340,000**	**$87,405,000**

SPC St. Petersburg College

St. Petersburg College
Capital Improvement Plan
2020-21 through 2024-2025

FLORIDA COLLEGE SYSTEM
CAPITAL IMPROVEMENT PLAN &
LEGISLATIVE BUDGET REQUEST
FY 2020-21

TRANSMITTAL FORM

COLLEGE _____ *St. Petersburg College* _____

APPROVED BY BOARD OF TRUSTEES _____ *June 18, 2019* _____
                                                    (DATE)

SIGNATURE OF PRESIDENT OR DESIGNEE _____
Print Name __ *Diana Wright* _____
Title *Acting Associate VP of Facilities Planning & Institutional Services* _____

DATE _____ *June 18, 2019* _____

CONTACT PERSON _____ *Diana Wright* _____

TELEPHONE ___ *727-341-3288* _____

St. Petersburg College
Capital Improvement Program (CIP)
FY 2020-21 through FY 2024-25

Table of Contents

COLLEGE: St. Petersburg College
DATE: June 18, 2019

PROJECT TITLE (Include Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?**	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Remodel Student Services DT (TEC Garage)	SODA	2017/18 and 2018/19					50,000	YES		Construction	7/1/2019
Renovate Student Activities,CL	SODA	2017/18 and 2018/19					30,000			Planning	On Hold
Repair Spillway, SE	SODA	2017/18 and 2018/19					35,000			Bid	7/10/2019
Replacement of Gym Roof, SPG	SODA	2017/18 and 2018/19					5,000			Planning	7/1/2019
Convert Bookstore to Café, MT	SODA	2018/19					50,000	YES		Bid	8/19/2019
Refurbish Portables 101, 103, 146, 172, FT	SODA	2017/18 and 2018/19					75,000			Construction	6/28/2019
Replace Chiller #1, SPG	SODA	2017/18 and 2018/19					665,817	YES		Construction	7/31/2019
Exterior Building Weatherproofing and painting, DT	SODA/SCIF	2018/19				SCIF $3,000	68,000	YES		Construction	7/1/2019
Parking Lot Storm Drain Replacement, CL	SODA	2017/18 and 2018/19					20,000			Planning	7/1/2019
Replace Domestic Water Lines, CL	SODA	2017/18 and 2018/19					605,209	YES		Construction	5/15/2019
Seminole Chamber of Commerce, SE	SODA	2018/19				$624,405.28 from Chamber and $125,616,72 from SPC	750,022	YES		Construction	7/5/2019
Student Activities Renovation, TS	SODA	2017/18 and 2018/19					40,000			Construction	8/30/2019
Parking Lot Renovation Phase 2, DT	SODA	2018/19					300,000	YES		Construction	7/12/2019
Chiller Replacement, DT	SODA/SCIF	2018/19				SCIF 52,269.05 SODA $347,731	400,000	YES		Planning	8/1/2019
Cooling Tower Replacement, SPG	SODA/SCIF	2018/19				SCIF 100,000 SODA 500,00	600,000	YES		Planning	7/30/2019
Replacement of Kennel Floor, VT	SODA	2018/19					110,000			Planning	8/1/2019
Install Autoclave SS134, CL	SODA	2017/18 and 2018/19					30,000			Construction	4/26/2019
Replacement Maintenance Buidling Roof, TS	SODA	2018/19					150,000	YES		Planning	2/28/2020
Library Site Lighting - SPG	SODA	2017/18					3,500			Complete	3/25/2019
Ren/Rem Clearwater LA	SODA	2017 and 2018					206,531			Complete	12/31/2017
Renovation of Florida Room - AC	SODA	2017 and 2018					57,014			Complete	6/30/2018
Renovate Agora Building - TS	SODA	2017 and 2018					94,897			Complete	3/30/2019
Reconfigure Parking Lot in SA South Lot - SPG	SODA	2017/18					13,000			Complete	12/28/2019
ADA onsite Civil Rights Review compliance items, i.e. elevator repairs, eyewash stations, etc.	SODA	2016/17 and 2017/18					89,270			Construction	7/31/2019
Parking Garage Renovation - DT	SODA	2017/18					176,067				1/1/2019
Parking Garage, Phase II, DT	SODA	2017/18					272,805			Construction	7/1/2019
Replace AHU BT Bldg, CL	SODA	2017/18 and 2018/19					55,000				Oh Hold
Replace Chilled Water pipes, CL	SODA	2017/18					108,919			Complete	5/30/2019
Restripe 5th Avenue Parking Lot, SPG	SODA	2018/19					24,000			Planning	7/31/2019
Fire Alarm, Palladium	SODA	2017/18					78,825			Planning	5/30/2019
Repair Campus Gas Piping, TS	SODA	2017/18 and 2018/19					30,000			Complete	3/20/2019
Replace Ductwork, HEC	SODA	2017/18					93,653			Complete	4/30/2019

COLLEGE: St. Petersburg College
DATE: June 18, 2019

PROJECT TITLE (Include Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?**	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Renovate NIP Library, HEC	SODA	2017/18					501,144			Complete	3/31/2019
Roof Restoration, HEC	SODA	2016/17 and 2017/18					524,678			Complete	6/14/2019
Repair Steps, Palladium	SODA	2016/17 and 2017/18					12,210			Complete	11/2/2018
TOTAL							6,325,561				

PROJECT TITLE (Include Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?**	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Student Success Center, St. Petersburg/Gibbs Campus	PECO, SPC Match of $5,000,000	2016	60,000	$10,000,000	$10,000,000	$5,000,000	$25,000,000	YES	YES	Construction	12/1/2019
FECGP - Natural Habitat Park & Site Improvements - Seminole Campus					$100,000		$100,000			Complete	
FECGP -Ren/Rem District Office Building - Epi Center					$10,000		$10,000				
FECGP -Orthotics & Prosthetics Building, Equip & Site Imp. Health Ed Ctr (pce)					$8,450		$8,450			Complete	
FECGP -Ren/Rem Palladium Bldg - St. Petersburg/Gibbs Campus					$300		$300				
FECGP -Rem/Ren Add Student Services Building St. Petersburg Gibbs					$26,500		$26,500			Complete	
FECGP -Ren/Rem Annex 2 Building - Epi Center					$2,000,000		$2,000,000			Complete	
							$27,145,250				

Add lines as necessary.
NOTES:
* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding. (Identify by adding FECGP in parentheses at the end of project name.)
** Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).
*** Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Capital Improvement Plan (CIP) for FY 2020-21 through FY 2024-25

Approval is sought from the Board of Trustees for the FY 2020-21 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each college and university is required to annually submit an updated five-year plan for its capital outlay needs based on the five-year Educational Plant Survey. This CIP is based on our current five-Year Educational Plant Survey effective July 1, 2017.

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

The deadline to submit the CIP to the Division of Florida Colleges is July 1, 2019. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the FY 2020-21 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

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

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

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

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

COLLEGE: ST. PETERSBURG COLLEGE

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
	General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide	$5,785,000	$8,220,000	$6,875,000	$3,185,000	$7,340,000	$31,405,000
	TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS	**$5,785,000**	**$8,220,000**	**$6,875,000**	**$3,185,000**	**$7,340,000**	**$31,405,000**

RENOVATION PROJECTS

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
	TOTAL RENOVATION PROJECTS	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:

PRI #	PROJECT DESCRIPTION	2020-21	2021-22	2022-23	2023-24	2024-2025	CIP 5YR TERM
1	Construct New Health Science Building, Health Education Center	$56,000,000					$56,000,000
							$0
	TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS:	**$56,000,000**	**$0**	**$0**	**$0**	**$0**	**$56,000,000**

GRAND TOTAL OF ALL PROJECTS	**$61,785,000**	**$8,220,000**	**$6,875,000**	**$3,185,000**	**$7,340,000**	**$87,405,000**

FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2020-2021 through 2024-25

COLLEGE: St. Petersburg College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PECO Sum-of-the-digits Projects

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2020-21	2021-22	2022-23	2023-24	2024-25	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?**	SCORE**
		Maint/Repair	General Ren/Rem, ADA - Collegewide	N/A		$50,000	$50,000	$50,000	$50,000	$50,000	$250,000			$250,000		
		Maint/Repair	General Ren/Rem, HVAC - Collegewide	N/A		400,000	1,400,000	2,800,000	450,000	800,000	5,850,000			5,850,000		
		Maint/Repair	General Ren/Rem, Roofs- Collegewide	N/A		275,000	1,710,000	250,000	300,000	850,000	3,385,000			3,385,000		
		Maint/Repair	General Ren/Rem, Site Improvements- Collegewide	N/A		830,000	1,760,000	2,575,000	660,000	4,665,000	10,490,000			10,490,000		
		Maint/Repair	General Ren/Rem, Utilities - Collegewide	N/A		4,230,000	3,300,000	1,200,000	1,725,000	975,000	11,430,000			11,430,000		
											0			0		
											0			0		
											0			0		
			SUBTOTAL Maintenance/Repair/Ren (PECO Sum-of-the-digits) Projects			5,785,000	8,220,000	6,875,000	3,185,000	7,340,000	31,405,000					

RENOVATION PROJECTS

											0			0		
											0			0		
			SUBTOTAL Renovation Projects			0	0	0	0	0	0					

TOTAL MAINTENANCE/REPAIR, & RENOVATION $5,785,000 $8,220,000 $6,875,000 $3,185,000 $7,340,000 $31,405,000

* Total Project Cost includes funding from all sources
** Maintenance & Repair Projects funded with PECO sum-of-the-digits do not need survey recommendations or scores.

Priority #	Initial Request Yr	Project Type	PROJECT TITLE (include Site)	SITE NO.	PAGE REF	2020-21	2021-22	2022-23	2023-24	2024-25	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?	SCORE
1	2013	New Const	Contruct New Building to Relocate Health programs, Health Education Center	8		$56,000,000					$56,000,000	$0	$0	$56,000,000	YES	27.9
											0			0		

* Total Project Cost includes funding from all sources

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS $56,000,000 $0 $0 $0 $0 $56,000,000

GRAND TOTAL OF ALL PROJECTS (not including Maint/Repair sum-of-the-digits) $56,000,000 $0 $0 $0 $0 $56,000,000

FLORIDA COLLEGE SYSTEM
CIP 3A PROJECT EXPLANATION
2020-21 through 2024-25

College Name	St. Petersburg College			
Project Title	Construct New Health Science Building, Health Education Center			
Budget Entity Priority	1			
Statutory Authority	Sec. 1013.64(4)(a)			
		Renovation	Remodel	New Construction	Acquisition
Type of Project (*)		x		x	

GEOGRAPHIC LOCATION   7200 66th St. North, Pinellas Park, Fl   **COUNTY:** Pinellas

Site street address, City

Official College Site Number   8

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

St. Petersburg College plans to construct a three-story Health Science Building at its Health Education Center, which will replace the centers main building. The existing building, constructed in 1971, was originally designed as a department store and acquired by SPC in 1981 to support Pinellas County's need to train and prepare future health care workers to include nursing. The 165,594 square foot half century old building and infrastructure along with the increasing demand from the healthcare workforce, has created an urgent need to align new facilities to meet the increasing demand for health professionals in Pinellas County and, more broadly throughout the Tampa Bay region. The new Health Science Building will allow the college to expand it's College of Nursing program with a state of the art simulation center. It will also include a new Library/Tutoring/Testing Center with an integrated Cafe, Administration/Student Services, an Emergency Medical Services (EMS) program, and a Fire Academy. The existing O&P building will be renovated to accommodate Dental Hygiene, Funeral Services & Arts (including cadaver labs), Respitory Care, Radiography and Physical Therapist Assistant (PTA) degree programs, and clinics. Constructing the Health Science building was included as a top priority in the 2019-2020 Capital Improvement Plan submitted to the State Board of Education. Justification for the project was achieved through a Castaldi report drafted in late 2018 which recommended razing the existing main Health Education building. Demolition was deemed more cost effective than remodeling or renovating the approximately 50-year-old main building.

This recommendation was included in the Educational Plant Survey and approved by the Board of Trustees June 30, 2017.

Initial Year Requested:	2013	Has this project ever been vetoed? If so, list year(s):	No
List All Proposed Sources of Funding:		PECO	

Projected Bid Date/Start of Construction (Month, Year):   March 2021
Projected Occupancy Date (Month, Year): June 2023

Funding Educational Specifications Section (must be completed for all first-year priority construction)				
Date of Survey	Survey Recommendation #	Survey Recommended Total NSF	NSF Used	Student Stations Used
June 30, 2017	8.001 - 8.009; 8.010; 8:011; SR.01-SR.06	87,050	87,050	

St. Petersburg College   **Construct New Health Science Building, Health Education Center**

NEW CONSTRUCTION CATEGORY	NSF	GSF	$/GSF	LOCAL FACTOR	Const. Cost
Classrooms	10,050	14275	328.75	1.03	$4,833,693
Teaching Labs	5,000	7102	342.29	1.03	$2,503,872
Library	10,000	14204	264.08	1.03	$3,863,522
Vocational Labs	38,000	53975	342.29	1.03	$19,029,356
Offices	12,000	17045	351.53	1.03	$6,171,584
Auditorium - Exhibits	0	0	359.43	1.03	$0
Instructional Media	0	0	239.88	1.03	$0
Gymnasium	0	0	261.93	1.03	$0
Student Services	7,000	9943	334.89	1.03	$3,429,706
Support Services	5,000	7102	239.88	1.03	$1,754,737
TOTAL	87,050	123,646	*Wt. Avg. 320.98*		
				New Construction Cost	$41,586,469

REMODELING/RENOVATION*	NSF	GSF	$/GSF*		Const. Cost
Renovations to O&P Building					$2,328,000

                    Remodeling/Renovation Cost* $2,328,000

*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost.

          Base Construction - New & Rem/Rem $43,914,469
          Site development/improvement** (2.6%) $1,141,776
          Total Base Construction Costs $45,056,245

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

SCHEDULE OF PROJECT COMPONENTS	ESTIMATED EXPENDITURES				
	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
1. CONSTRUCTION COSTS					
a. Base Construction Cost (from above)	$45,056,245				
Add'l Extraordinary Construction Costs					
b. Environmental Impacts/Mitigation					
c. Site preparation					
d. Landscape/Irrigation					
e. Plaza/Walks					
f. Roadway improvements					
g. Parking spaces:					
h. Telecommunication					
i. Electrical service					
j. Water distribution					
k. Sanitary sewer system					
l. Chilled water system					
m. Storm water system					
n. Energy efficient equipment					
o. Other:					
Subtotal: CONSTRUCTION COSTS	$45,056,245	$0	$0	$0	$0
PECO Funds					
Other Funds:					
2. OTHER PROJECT COSTS					
a. Land/existing facility acquisition***					
b. Professional Fees					
1) Planning/programming (1%)	$451,558				
2) A/E fees (7.8%)	$3,522,152				
3) Inspection Services*** (sugg. 0.5%)	$225,779				
4) On-site representation (1.3%)	$587,025				
5) Other prof. services*** (sugg. 0.5%)	$225,779				
c. Testing/surveys (2.2%)	$993,427				
d. Permit/Environmental Fees***	$0				
e. Miscellaneous cost*** (sugg. 1-3%)	$451,558				
f. Movable equipment/furnishings (10.2%)	$4,489,172				
Subtotal: OTHER PROJECT COSTS	$10,946,450	$0	$0	$0	$0
PECO Funds					
Other Funds:					
TOTAL: COSTS BY YEAR (1+2)	$56,002,695	$0	$0	$0	$0
PECO Funds	$0	$0	$0	$0	$0
Other Funds:	$0	$0	$0	$0	$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date		Projected Costs	
Source/Year	Amount	Year	Amount	Year	Amount
				FY 25-26	
				FY 26-27	
				FY 27-28	
				FY 28-29	
TOTAL:	0	**TOTAL:**	0	**TOTAL:**	0

*** As needed

TOTAL PROJECT COSTS $56,002,695

St. Petersburg College   **Construct New Health Science Building, Health Education Center**

RETURN ON INVESTMENT

Part 1: EMSI Benefit Cost Ratio

Economic Modeling Specialists, Inc. (EMSI) impact model Benefit Cost Ratio (will prepopulate):	3.1
Conversion to 10-point scale:	7.80
Weight factor:	0.7
Subtotal ROI Part 1:	5.5

Part 2: Life-Cycle Cost

Identify project type: Project Life (years)

Renovation	10	
Remodel	20	
Replacement/New Construction	50	
Renovation/Utilities Upgrade	**See below**	
Project Cost	$56,002,695 /Project Life	50 =Annualized cost	$1,120,054
Annualized Cost	$1,120,054 /Project gsf	123,924 =Life-Cycle Cost	9.04

Annual leasing cost per square foot identified using FL Dept. of Management Services Master Leasing Report and location of project:

City/Region Leasing $/sf/year:	28.88
Difference (Annual leasing cost - Life-cycle cost)	19.84
Life-Cycle ROI % = (Difference / Life-Cycle Cost)*100	219.469

Conversion to 10-point scale - Systemwide: The points for this section will be determined by the Division once all projects have been reviewed. The project with the highest Life-Cycle ROI percentage will set the 10-point mark, and all other projects will be scored against it. This will reduce the possibility for projects to score the same number of points.

Conversion to 10-point scale - by College: Once all projects have been reviewed and Life-Cycle ROIs calculated, identify the project with the highest Life-Cycle ROI percentage. This will be the 10-point mark for your college. Use this percentage (ex. 257.4563) in box F34 below. Divide the other project percentages by that percentage and multiply by 10 (use 2-4 decimal places). The resulting Life-Cycle Cost points will calculate in boxes F35 and G40. The points for this section are weighted and will calculate automatically in the Subtotal ROI Part 2 box H42.

Calculated Life-Cycle ROI for this project:	219.469
Highest calculated Life-Cycle ROI for all projects:	219.469
Life-Cycle Cost Points:	10

For a Renovation/Utilities Upgrade Project, or a project that does not involve an easily calculated $/sf cost, use the EMSI Benefit Cost Ratio Conversion to 10 points scale number from G8 as the Life-Cycle Cost Points in box G40 below.

Life-Cycle Cost Points:	10
Weight factor:	0.2
Subtotal ROI Part 2:	2

Part 3: Space Utilization

The single best measure of space utilization is number of hours per student station per week. Reported classroom and lab space utilization percentages for fall semester, 2018, have been averaged for each college and will prepopulate below.

Average space utilization rate for college:	56.99

Conversion to 10-point scale:

Percentage	Points	Percentage	Points
<0	0	76-90	6
0-15	1	91-105	7
16-30	2	106-120	8
31-45	3	121-135	9
46-60	4	136+	10
61-75	5		

Space Utilization Points (Based on %)	4
Weight factor:	0.1
Subtotal ROI Part 3:	0.4

Total ROI Points	7.9

PROGRAM

For this project, please identify any Science, Technology, Engineering, Math (STEM) program component(s) and/or any High Skill/High Wage (HS/HW) program component(s). This information should be in the survey recommendations and narrative. (Add rows if applicable.)

Survey Rec #	Date approved	Program info
8.010; 8.011	6/30/2017	Nursing with simulation center, Emergency Medical Center, Dental Hygiene, Respitory Care, Radiography and Physical Therapist Assistant (PTA) degree programs, and clinics, Fire Academy, Funeral Services & Arts (including cadaver labs), degree programs, and clinics.

There are five categories, please assign points as follows:

1) Project does not include STEM or HS/HW program component and does not provide any support for a facility or facilities that house such a program. **Points: zero (0).**

2) Project does not include a specific STEM or HS/HW program component, but does provide either building support or campus/collegewide support. **Points: 2.5.**

3) Project includes general classrooms which could be used for STEM instruction. **Points: 5.**

4) Project includes an identifiable STEM or HS/HW program component. **Points: 7.5.**

5) Project includes multiple identifiable STEM or HS/HW program components. **Points: 10.**

Program Points:	10

COLLEGE PRIORITY ORDER

Projects should be assigned points based on their overall order of priority request by the College.

Priority	Points
1	10
2	5
3	2.5
4	1.25
5	0.625

Priority Points:	1

AGE

Age is the factor used to gauge the general need of the proposed renovation, remodel, or replacement of the identified facility(ies) or system (utility/infrastructure). Multiple facilities, campus-wide or college-wide projects should use an average age. Points to be assigned as follows:

Age	Points	Age	Points
0-5 years	0	31-35 years	6
6-10 years	1	36-40 years	7
11-15 years	2	41-45 years	8
16-20 years	3	46-50 years	9
21-25 years	4	51+ years	10
26-30 years	5		

Age Points:	9

FUNDING AVAILABLE

Percentage of funding available is used for consideration of projects that already have partial funding. This allows projects with previously appropriated state funds and available local funds to advance in priority. The percentage of funding available, both state appropriated and local, should be included.

Examples:	Project is 5% (or 0.05) funded = 0.5 points
	Project is 87% (or 0.87) funded = 8.7 points

% Funded Points:	0

TOTAL POINTS:	27.9

Include the total points in the SCORE column on the CIP 2 for each project.

Higher Educational Facilities
Return on Investment

Institution: __St. Petersburg College__

Project: __Construct New Health Science Building, Health Education Center__

Total Funding: __$56,000,000__

Previous Funding (State and Local): __None__

STEM (Yes or No): __Yes__

Contact Person (Name, Position, Phone No.): __Diana Wright, Acting AVP, Facilities Planning & Institutional Services__

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc)

    Explanation: This project will allow SPC to increase the degrees awarded in the critical health fields. Approximately 400-500 students are prevented access to SPC's Nursing program due limited space.

2. ☒ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc)

    Explanation: SPC expects a 25-30% increase in graduates.

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded

    Explanation: N/A

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

    Explanation: Health related graduates are in a high demand field. Locally the Education and Health Services industries increased the number of jobs by 2,100 positions in 2019 when compared to the previous year.

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

    Explanation: We anticipate continued partnerships with NUHS, Barry University, and over 350 clinical affiliations to include BayCare, HCA, VA Health, Advent Health, and several others.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: The project will replace the current half-century old building. The original building was designed as a department store and remodeled to accommodate health programs.

7. ☒ Contribution of Local Funds Through Matching Grants, Property Donations, etc.
Explanation: Partnerships are anticipated but not yet formalized.

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)
Explanation: A castaldi report drafted in 2018 deemed demolition of current building more cost effective than remodeling or renovating the approximately 50 year old building. A new building will have an increased life cycle of 20+ years with reduced maintenance cost.

9. ☒ Projected Facility Utilization Rate
Explanation: Utilization rate is expected to increase to 100% due to a more effective design and a smaller footprint.

10. ☐ Current/Projected Campus Utilization Rate
Explanation:

Other Pertinent Information not included above:

College Name	St. Petersburg College
Project Title	Maintenance/Repair ADA
Budget Entity Priority	
Statutory Authority	Sec. 1013.64

	Noncritical	Critical	
Type Project		X	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
			COLLEGEWIDE	Pinellas

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)
This project completes other small projects related to our Standard Collegewide Recommendations SR.01-SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically **ADA**.

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

SR.01-SR.06

Year 1
Survey Recommendation#
        CW-SR.01
                ADA Collegewide - installation pullcord notification in ADA restrooms.   50,000
                                                                                                    50,000
Year 2-
Survey Recommendation#
        CW-SR.01
                ADA Collegewide - installation pullcord notification in ADA restrooms.   50,000
                                                                                                    50,000
Year 3 -
Survey Recommendation#
        CW-SR.01
                ADA Collegewide - installation pullcord notification in ADA restrooms.   50,000
                                                                                                    50,000
Year 4
Survey Recommendation#
        CW-SR.01
                ADA Collegewide - installation pullcord notification in ADA restrooms.   50,000
                                                                                                    50,000
Year 5
Survey Recommendation#
        CW-SR.01
                ADA Collegewide - installation pullcord notification in ADA restrooms.   50,000
                                                                                                    50,000

	Total	$50,000	$50,000	$50,000	$50,000	$50,000
	Check (per Cost Worksheet)	$50,000	$50,000	$50,000	$50,000	$50,000

FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

College: St. Petersburg College	Project: Maintenance/Repair ADA				

BUILDING SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
electrical					
envelope					
interior					
mechanical					
plumbing					
roof					
site					
special					
structural (BS)					
SUBTOTAL	0	0	0	0	0

CENTRAL UTILITY SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
cogeneration					
cooling gen./distrib.					
electrical distrib.					
heating gen./distrib.					
landfill					
water treat./distrib.					
waste treatment					
SUBTOTAL	0	0	0	0	0

SPECIAL SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
energy conservation					
storage tanks					
SUBTOTAL	0	0	0	0	0

CAMPUS SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
drainage/grounds					
road system paving					
other paving					
SUBTOTAL	0	0	0	0	0

LIFE SAFETY AND LICENSURE

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Licensure					
Life Safety					
ADA	50,000	50,000	50,000	50,000	50,000
Environmental					
SUBTOTAL	50,000	50,000	50,000	50,000	50,000
TOTAL	$50,000	$50,000	$50,000	$50,000	$50,000

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2019-20 through 2023-24

College Name	St. Petersburg College		
Project Title	Maintenance/Repair of HVAC Collegewide		
Budget Entity Priority			
Statutory Authority	Sec. 1013.64		
	Noncritical	Critical	
Type Project		X	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
Palladium	504	29,609	253 5th Avenue North, St. Petersburg, FL	Pinellas
Allstate Center	75	131,132	3200 34thStreet South, St. Petersburg, FL	Pinellas
Heath Education Center	61	165,594	7200 66th Street North, Pinellas Park, FL	Pinellas
St. Petersburg/Gibbs	20	7,587	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Tarpon Springs	95	1,465	600 Klosterman Road, Tarpon Springs, FL	Pinellas
Tarpon Springs	84	8,654	600 Klosterman Road, Tarpon Springs, FL	Pinellas
Midtown Ctr for Achieveme	1601	10,234	1048 22nd Street South, St. Petersburg, FL	Pinellas
District Office	706	79,100	6021 142nd Avenue North, Clearwater, FL	Pinellas
Seminole Campus	53	11,685	9200 113th Avenue North, Seminole, FL	Pinellas
Clearwater Campus	44	17,453	2465 Drew Street, Clearwater, FL	Pinellas
Clearwater Campus	33	44,873	2465 Drew Street, Clearwater, FL	Pinellas

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)

This project completes other small projects related to our Standard Collegewide Recommendations SR.01- SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically HVAC.

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

Year 1

Survey Recommendation#

15.001 **Downtown Center** - Replace rooftop air-cooled units, current units are past their useful life 400,000

400,000

Year 2-

Survey Recommendation#

4.001 **Seminole Campus** - Upgrade HVAC controls to Tracer ES. Replace failed campus hot water loop. Install heat recovery chiller. 1,300,000

8.002 **Health Education Center** - Renovate HVAC systems for entire site, including controls. Upgrade building management system from Tracer Summit to ES. All Cooling tower fills (3 in total) need to be replace. Replacement of second floor collapsed ductwork. 100,000

1,400,000

Year 3 -

Survey Recommendation#

3.005 **St. Petersburg Campus** - Renovate chilled water systems for entire site, including controls. Upgrade current Trane Trace system to Trane ES building management system. Replacement of cooling tower fills. ($30,000) Replacement of two water cooled chillers (200 ton & 500 ton) over 25 years old. 1,300,000

5.004 **Tarpon Springs Center** -Complete phase II of chiller plant upgrade by replacing 23 year old chiller and converting to VPF plant. Replace 40+ year old air handler in Agora building 1,200,000

16.002 **Midtown Center** - Upgrade controls, replace air handlers, and rooftop units at the Keene Achievement Center. 300,000

2,800,000

Year 4

Survey Recommendation#

3-N/A **St. Petersburg Gibbs Campus** - Replace the A/C units at the Wellness Center. Nine 5-ton units and one 15-ton unit. Over 40 years old. 200,000

1.003 **District Office** - Replace and upgrade control system for 24 rooftop HVAC units. 250,000

450,000

Year 5

Survey Recommendation#

2.010 **Clearwater Campus**- Replacement of Business Technology building rooftop units. Upgrade Social Science building to a four pipe HVAC system and replace all campus building on Trane ES building management 800,000

800,000

FUNDING SOURCE(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
PECO - Sum-of-the-digits	400,000	1,400,000	2,800,000	450,000	800,000

	Total	$400,000	$1,400,000	$2,800,000	$450,000	$800,000
Check (per Cost Worksheet)		$400,000	$1,400,000	$2,800,000	$450,000	$800,000

FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

College:	Project:
St. Petersburg College	Maintenance/Repair of HVAC Collegewide

BUILDING SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
electrical					
envelope					
interior					
mechanical	400,000	1,400,000	2,800,000	450,000	800,000
plumbing					
roof					
site					
special					
structural (BS)					
SUBTOTAL	400,000	1,400,000	2,800,000	450,000	800,000

CENTRAL UTILITY SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
cogeneration					
cooling gen./distrib.					
electrical distrib.					
heating gen./distrib.					
landfill					
water treat./distrib.					
waste treatment					
SUBTOTAL	0	0	0	0	0

SPECIAL SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
energy conservation					
storage tanks					
SUBTOTAL	0	0	0	0	0

CAMPUS SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
drainage/grounds					
road system paving					
other paving					
SUBTOTAL	0	0	0	0	0

LIFE SAFETY AND LICENSURE

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Licensure					
Life Safety					
ADA					
Environmental					
SUBTOTAL	0	0	0	0	0
TOTAL	$400,000	$1,400,000	$2,800,000	$450,000	$800,000

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2020-21 through 2024-25

College Name	St. Petersburg College
Project Title	Maintenance/Repair of Roofs - Collegewide
Budget Entity Priority	
Statutory Authority	Sec. 1013.64

	Noncritical	Critical	
Type Project		X	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
Health Education Center	61	165,983	7200 66th Street North, Pinellas Park, FL	Pinellas
Palladium	504	29,609	253 5th Avenue North, St. Petersburg, FL	Pinellas
Tarpon Springs, Agora	85	8,654	600 Klosterman Road, Tarpon Springs, FL	Pinellas
Tarpon Springs, Bilirakis	97	147,409	38500 US Highway 19 North, Tarpon Springs, FL	Pinellas
Allstate Center	75	131,132	3200 34th Street South, St. Petersburg, FL	Pinellas

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)
This project completes other small projects related to our Standard Collegewide Recommendations SR>01-SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically **Roofs**.
The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

Year 1 -
Survey Recommendation #
9.009 **Allstate Center** - Replace main roof 15,000 GSF of gravel surface built up roof. — 275,000
— 275,000

Year 2 -
Survey Recommendation #
3.001 **Palladium** - Replace 1,700 GSF of gravel surface built up roof system. — 110,000
5.002 **Tarpon Springs Campus** - Restore and replace roofs on Bilirakis Building, Alpha, Beta and Gamma. — 1,600,000
— 1,710,000

Year 3 -
Survey Recommendation #
3- SR.03 **St. Petersburg Gibbs Campus** - Replace the roof on the Wellness Center. — 250,000
— 250,000

Year 4
Survey Recommendation #
4-SR.03 **Seminole** - Restore/Replace Library building roof. — 300,000
— 300,000

Year 5
Survey Recommendation #
2-SR.03 **Clearwater Campus** - Restore/Replace BT roof. — 350,000
2-SR.03 **Clearwater Campus** - Restore/Replace Crossroads and Social Arts roofs. — 400,000
4-SR.03 **Seminole** - Restore/Replace Dental and Pharmacy roof. — 100,000
— 850,000

FUNDING SOURCE(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
PECO - Sum-of-the-digits	275,000	1,710,000	250,000	300,000	850,000

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total	$275,000	$1,710,000	$250,000	$300,000	$850,000
Check (per Cost Worksheet)	$275,000	$1,710,000	$250,000	$300,000	$850,000

FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

College: St. Petersburg College	Project: Maintenance/Repair of Roofs - Collegewide				

BUILDING SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
electrical					
envelope					
interior					
mechanical					
plumbing					
roof	275,000	1,710,000	250,000	300,000	850,000
site					
special					
structural (BS)					
SUBTOTAL	275,000	1,710,000	250,000	300,000	850,000

CENTRAL UTILITY SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
cogeneration					
cooling gen./distrib.					
electrical distrib.					
heating gen./distrib.					
landfill					
water treat./distrib.					
waste treatment					
SUBTOTAL	0	0	0	0	0

SPECIAL SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
energy conservation					
storage tanks					
SUBTOTAL	0	0	0	0	0

CAMPUS SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
drainage/grounds					
road system paving					
other paving					
SUBTOTAL	0	0	0	0	0

LIFE SAFETY AND LICENSURE

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Licensure					
Life Safety					
ADA					
Environmental					
SUBTOTAL	0	0	0	0	0
TOTAL	$275,000	$1,710,000	$250,000	$300,000	$850,000

College Name	St. Petersburg College		
Project Title	Maintenance/Repair for Site Improvements - Collegewide		
Budget Entity Priority			
Statutory Authority	Sec. 1013.64		
	Noncritical	**Critical**	
Type Project		X	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
Downtown Center	501	172,904	244 2nd Avenue North, St. Petersburg, FL	Pinellas
Bay Pines Center	79	12,569	4723 Bay Pines Terrace, St. Petersburg, FL	Pinellas
Seminole Campus	Entire Site	Site	9200 113th Street North, Seminole, FL	Pinellas
Midtown Center	1601	10,234	1048 22nd Street South, St. Petersburg, FL	Pinellas
Palladium	504	29,609	253 5th Avenue North, St. Petersburg, FL	Pinellas
Epi - District Office, Tech, Sv	Entire Site	Site	6021 142nd Avenue North, Clearwater, FL	Pinellas
Clearwater Campus	Entire Site	Site	2465 Drew Street, Clearwater, FL	Pinellas
St. Petersburg Gibbs Camp	Entire Site	Site	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Seminole Campus	Habitat Park	Site	9200 113th Street North, Seminole, FL	Pinellas
St. Petersburg Gibbs Camp	Entire Site	Site	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Health Education Center	Entire Site	Site	7200 66th Street North, Pinellas Park, FL	Pinellas
Allstate Center	Skid Pad	Site	3200 34th Street South, St. Petersburg, FL	Pinellas
Allstate Center	Entire Site	Site	3200 34th Street South, St. Petersburg, FL	Pinellas
Fire Training Center	Entire Site	Site	5005 126th Avenue North, Clearwater, FL	Pinellas
Midtown Center	Entire Site	Site	1048 22nd Street South, St. Petersburg, FL	Pinellas
Health Education Center	67	50,138	6698 68th Avenue, Pinellas Park, FL	Pinellas
Downtown Center	Entire Site	Site	244 2nd Avenue North, St. Petersburg, FL	Pinellas
Vet Tech Center	Entire Site	Site	12376 Ulmerton Road, Seminole, FL	Pinellas
Palladium	Entire Site	Site	253 5th Avenue North, St. Petersburg, FL	Pinellas

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)
This project completes other small projects related to our Standard Collegewide Recommendations SR.01-SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically **Site**
.
The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

Year 1 -
Survey Recommendation #

1.001	**Epi Center - U**pgrade lock systems to provide lockdown capabilities in all classrooms	75,000
3.008	**St. Petersburg Gibbs Campus** - Removate irrigation system for entire site.	25,000
4- N/A	**Seminole Campus** - Seal and Paint Library Buildilng	80,000
5.007	**Tarpon Springs Campus** - Renovate irrigation	50,000
8- N/A	**Health Education Center** - Pressure wash and paint building	100,000
9 - N/A	**Allstate Center** - Firing Range - moisture remediation and related flooring repairs	500,000
		830,000

Year 2 -
Survey Recommendation #

2.005	**Clearwater Campus -** Renovate existing irrigation system for entire site.	150,000
6.001	**Bay Pines -** Infrastructure - Add dock run electrical and water to dock and repair sea wall.	500,000
4.002	**Seminole -** General signage changes and updates, refresh paint, etc.	10,000
9.008	**Allstate Center -** Seal and stripe all parking lots.	75,000
17.001	**Fire Training Center -** Dispose of three portables and add three modular buildings to include one office and two classroom buildings.	750,000
5.009	**Tarpon Springs Campu**s - Ongoing updates, general signage changes, refresh paint, etc.	275,000
		1,760,000

Year 3 -
Survey Recommendation #

16.001	**Midtown Center** - Repave parking areas where tree roots have lifted asphalt. Seal and stripe parking lot.	75,000
3.002	**Palladium -** Paint the interior of the theatre. Lead paint is currently chipping, will require scaffolding and removal of sound cloud.	1,500,000
1.005	**Epi Center** - Ongoing updates, general signage changes, refresh paint, etc.	75,000
2.006	**Clearwater Campus** - Signage for new buildings and site changes/moves for the directory updates and site wide buildings. Signage updates where occupants are listed.	150,000
3.009	**St. Petersburg Gibbs Campus** - Signage for new buildings and site changes/moves for the directory updates and site wide buildings. Signage updates where occupants are listed.	100,000
9.002	**Allstate Center** - Dispose of portable and add modular building for driving range area.	375,000
4.004	**Seminole Campus** - Habitat Park - Extension and cost to maintain front wet pond.	300,000
		2,575,000

Year 4
Survey Recommendation #

3.010	**St. Petersburg Gibbs Campus** - Seal and stripe all parking lots	300,000
8.005	**Health Education Center -** Seal and stripe all parking lots and paved areas that have excessive cracking.	350,000
9.006	**Allstate Center** - Renovate signage for entire site.	10,000
		660,000

Year 5 -
Survey Recommendation #

1.006	**Epi Center -** Pave parking lot adjacent to Epi Tech building where Coliseum was demolished.	250,000
2.007	**Clearwater Campus -** Repave south west parking area to eliminate depression caused by storm sewer system. Seal and stripe all parking lots.	200,000
3.003	**Palladium -** Install gate at each parking entrance to minimize illegal parking.	15,000
3.012	**Palladium -** Pave current gravel parking lot.	150,000
4.003	**Seminole Campus -** Seal and stripe all parking lots.	100,000
5.008	**Tarpon Springs Center -** Seal, stripe and repave all parking areas that have extreme cracking.	1,000,000
8.004	**Health Education Center -** General signage changes and updates, refresh paint, etc.	10,000
8.006	**Health Education Center Annex-** Upper floors need to be updated to meet SREF and Florida Building Code requirements. Seal building envelope.	2,500,000
9.005	**Allstate Center -** Renovate irrigation	50,000
15.001	**Downtown Center -** Current signage should be replaced to LED for greater visibility and to ensure replacement parts are available. Current sign is outdated.	200,000
18.001	**Vet Tech Center -** General signage changes and updates, refresh paint, etc.	10,000
18.002	**Vet Tech Center -** Seal and stripe parking lot.	150,000
18.003	**Vet Tech Center -** Renovate landscaping.	30,000
		4,665,000

FUNDING SOURCE(S)		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
		830,000	1,760,000	2,575,000	660,000	4,665,000
Total		$830,000	$1,760,000	$2,575,000	$660,000	$4,665,000
Check (per Cost Worksheet)		$830,000	$1,760,000	$2,575,000	$660,000	$4,665,000

FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

College:	Project:
St. Petersburg College	aintenance/Repair for Site Improvements - Collegew

BUILDING SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
electrical					
envelope					
interior			1,500,000	350,000	2,500,000
mechanical					
plumbing					
roof					
site	255,000	150,000			80,000
special	575,000	1,250,000	675,000		15,000
structural (BS)					
Signage		285,000	325,000	10,000	220,000
SUBTOTAL	830,000	1,685,000	2,500,000	360,000	2,815,000

CENTRAL UTILITY SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
cogeneration					
cooling gen./distrib.					
electrical distrib.					
heating gen./distrib.					
landfill					
water treat./distrib.					
waste treatment					
SUBTOTAL	0	0	0	0	0

SPECIAL SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
energy conservation					
storage tanks					
SUBTOTAL	0	0	0	0	0

CAMPUS SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
drainage/grounds					
road system paving					
other paving		75,000	75,000	300,000	1,850,000
SUBTOTAL	0	75,000	75,000	300,000	1,850,000

LIFE SAFETY AND LICENSURE

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Licensure					
Life Safety					
ADA					
Environmental					
SUBTOTAL	0	0	0	0	0
TOTAL	$830,000	$1,760,000	$2,575,000	$660,000	$4,665,000

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2020-21 through 2024-25

College Name	St. Petersburg College		
Project Title	Maintenance/Repair Utilities - Collegewide		
Budget Entity Priority			
Statutory Authority	Sec. 1013.64		
	Noncritical	**Critical**	
Type Project		X	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	GSF	LOCATION	COUNTY:
Allstate Center	75	131,132	3200 34th Street South, St. Petersburg, FL	Pinellas
Epi - District Office	706	79,100	6021 142nd Avenue North, Clearwater, FL	Pinellas
Clearwater Campus	Entire Site	Site	2465 Drew Street, Clearwater, FL	Pinellas
Health Education Center	Entire Site	Site	7200 66th Street North, Pinellas Park, FL	Pinellas
Midtown Center	Entire Site	Site	1048 22nd Street South, St. Petersburg, FL	Pinellas
Tarpon Springs Center	Entire Site	Site	600 Klosterman Road, Tarpon Springs, FL	Pinellas
St. Petersburg Gibbs Camp	Entire Site	Site	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Seminole Campus	Entire Site	Site	9200 113th Street North, Seminole, FL	Pinellas
Palladium	Entire Site	Site	253 5th Avenue North, St. Petersburg, FL	Pinellas
Vet Tech Center	Entire Site	Site	12376 Ulmerton Road, Seminole, FL	Pinellas

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)
This project completes other small projects related to our Standard Collegewide Recommendations SR.01-
SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel
of any college facility including upgrades and/or replacement of the building envelope and building systems,
specifically **Utilities**.

The recommendations related to this project have been approved by the College's Board of Trustees in our
Educational Plant Survey dated June 30, 2017

Year 1 -
Survey Recommendation #

1- N/A	**Epi Center -** Connect MDF to generator power	80,000
3.006	**St. Petersburg Gibbs** - Renovate electrical and data distribution system for entire site after new construction complete.	600,000
2.001	**Clearwater Campu**s - Renovate electrical and data distribution system for entire site.	400,000
2.002	**Clearwater Campus** - Renovate storm sewer system for entire site. Storm sewer system has multiple breaks in the line causing depressions on parking lot asphalt. Replacement is recommended.	700,000
4 - N/A	**Seminole Campus** - Connect campus MDF to generator power.	350,000
5 - N/A	Tarpon Springs Campus - Connect campus MDF to generator power.	250,000
5 - N/A	Tarpon Springs Campus -Renovate site lighting. Upgrade parking lot lighting and interior campus lights to LED technology.	800,000
8.008	**Health Education Center** - Renovate sanitary sewer system for entire site - sanitary sewer system needs to be placed. Facilities has jetted and snaked line and still experiences backups into the building.	500,000
9.004	**Allstate Center** - Renovate electrical and data distribution system for entire site. Main distribution panels are original to the building and need to be replaced. Replacement of Duke Energy switchgear	350,000
9- N/A	Replace stanby generator	200,000
		4,230,000

Year 2 -
Survey Recommendation #

1.004	**District Office** - Renovate Electrical and Data Distribution system for entire site - Replacement of Data Center UPS battery banks in the District Office building.	400,000
2- N/A	Clearwater Campus - Renovate AA building lighting. Upgrade Auditorium lights to eneregy efficient fixtures from 500 watt halogen lamps to LED and dimming control panel.	300,000
2.003	**Clearwater Campus** - Renovate sanitary sewer system for entire site - replacement is needed for all clay type sanitary lines. Lines currently have tree roots growing through them causing obstructions and sanitary back up into the building.	600,000
2.004	**Clearwater Campus** - Renovate Security and emergency systems for entire site - Upgrade fire alarm system to have all buildings report alarms to a central chiller plant location and the fire department.	350,000
3 - N/A	**St. Petersburg Gibbs Campus** - Connect MDF to generator power.	150,000
3.004	**St. Petersburg Gibbs Campus -** Renovate site lighting - replacement of utility owned parking lot lights to owner owned and operated	200,000
3.SR.01	Palladium - Renovate fire sprinkler system , scaffolding over auditorium required.	1,300,000
		3,300,000

Year 3 -
Survey Recommendation #

5.006	**Tarpon Springs Campus** - Renovate security and emergency systems for entire site Upgrade fire alarm system so that all buildings report back to central location in chiller plant and call fire department.	300,000
8.003	**Health Education Center** - Renovate security and emergency systems for entire site. Upgrade fire sprinkler systems, Panels and devices to be addressable.	150,000
8.007	**Health Education Center** - Renovate storm sewer system for entire site. Storm sewer system has collapsed in various locations throughout the parking lot and needs to be replaced.	750,000
		1,200,000

Year 4-
Survey Recommendation #

3.007	**St. Petersburg Gibbs** - Renovate security and emergency systems for entire site. Upgrade fire alarm system at Wellness Center to tie in to network at chiller plant with the rest of the college building.	175,000
4.005	**Seminole Campus** - Renovate electrical and data distribution system for entire site. Installation of backup generator power for main MDF room located at the TL building.	500,000
5.003	**Tarpon Springs Campus** - Renovate site lighting. Upgrade parking lot lighting and interior campus lights to LED technology.	350,000
8.001	**Health Education Center** - Renovate site lighting. Replacement of utility owned parking lot lights to owner owned and operated system.	350,000
3.011	**Palladium** - Renovate theatre antiquated elevator controller.	350,000
		1,725,000

Year 5 -
Survey Recommendation #

3.011	**Palladium** - Renovate theatre lighting . Upgrade to LED lighting and connect to current lighting control system.	500,000
1.002	**District Office** - Renovate site lighting. Replacement of utility owned parking lot lights to owner owned and operated system.	300,000
2.009	**Clearwater Campus** - Renovate all site lighting. Upgrade parking lot lights from 250 metal halides to LED. Upgrade building perimeter lighting.	100,000
5.005	**Tarpon Springs Campus** -Renovate electrical and data distribution system for entire site.	75,000
		975,000

FUNDING SOURCE(S)	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
	4,230,000	3,300,000	1,200,000	1,725,000	975,000
Total	$4,230,000	$3,300,000	$1,200,000	$1,725,000	$975,000
Check (per Cost Worksheet)	$4,230,000	$3,300,000	$1,200,000	$1,725,000	$975,000

FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

College: St. Petersburg College		Project: Maintenance/Repair Utilities - Collegewide			

BUILDING SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
electrical	2,680,000	1,050,000		1,200,000	975,000
envelope					
interior					
mechanical					
plumbing					
roof					
site					
special				350,000	
structural (BS)					
SUBTOTAL	2,680,000	1,050,000	0	1,550,000	975,000

CENTRAL UTILITY SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
cogeneration					
cooling gen./distrib.					
electrical distrib.					
heating gen./distrib.					
landfill					
water treat./distrib.					
waste treatment	1,200,000	600,000	750,000		
SUBTOTAL	1,200,000	600,000	750,000	0	0

SPECIAL SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
energy conservation					
storage tanks					
SUBTOTAL	0	0	0	0	0

CAMPUS SYSTEM:

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
drainage/grounds					
road system paving					
other paving					
Irrigation					
Water distribution					
SUBTOTAL	0	0	0	0	0

LIFE SAFETY AND LICENSURE

COMPONENTS	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Licensure					
Life Safety		1,300,000			
ADA					
Security	350,000	350,000	450,000	175,000	
SUBTOTAL	350,000	1,650,000	450,000	175,000	0
TOTAL	$4,230,000	$3,300,000	$1,200,000	$1,725,000	$975,000

DIVISION OF FLORIDA COLLEGES
OPERATING COSTS FOR NEW FACILITIES (OCNF)
2020-21 LEGISLATIVE BUDGET REQUEST

COLLEGE: St. Petersburg College

PROJECT DESCRIPTION (FACILITY/LOCATION)	YEAR(S) FUNDED	FUND SOURCE	EST. DATE OPER.	NEW GSF
NONE AT THIS TIME				

PRESIDENT (OR DESIGNEE)   **DATE**

Diana Wright, Acting Assistant Vice President
Print Name, Title

Instructions:
(1) Describe the facility and location as presented in the appropriation act.
(2) Identify year(s) funded or appropriated
(3) Identify the fund source(s): PECO, CO&DS, CIF, and/or other local funds.
    NOTES: Projects not funded with PECO need legislative authorization (back-of-bill) to receive state operating funds.
        Any space submitted for state operating funds must be survey recommended.
        Any space deleted from your inventory for which operating dollars have been received should be subtracted from OCNF.
(4) Use the MONTH and YEAR the facility is expected to be operational (i.e. 10/19; 01/20).
(5) List the ESTIMATED GROSS SQUARE FEET for the facility.
(6) The signature of the College President (or Designee) and date are to be provided.
(7) Print the name and title of person signing.

College: St. Petersburg College

Requested Actions: (Property acquisition or construction of new facility using non-PECO fund source, which will require state operating dollars.)

NONE AT THIS TIME

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: **Spot Survey #2, Version 6, Recommendation #8.015, Remodel room #165 from Provost's conference room into Student Career Service Center, remodel mailroom room #175 into Career Staff and Student Work Area, remodel room #182 from office into Mailroom, remodel room #179 from office to conference room, Building 61, at the Health Education Center.**

Approval is requested for an amendment to the current Education Plant Survey for St. Petersburg College, dated June 30, 2017, adding Recommendation #8.015, Remodel room #165 from Provost's conference room into Student Career Service Center, remodel mailroom room #175 into Career Staff and Student Work Area, remodel room #182 from office into Mailroom, remodel room #179 from office to conference room,, building 61, at the Health Education Center, as required by Section 1013,31, Florida Statutes.

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

AMENDMENT #6
EDUCATIONAL PLANT SURVEY dated June 30, 2017
St. Petersburg College
June 18, 2019

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

The following new recommendation is made.

8.015   Remodel room #165 from Provost's conference room into Student Career Service Center, remodel mailroom room #175 into Career Staff and Student Work Area, remodel room #182 from office into Mailroom, remodel room #179 from office to conference room Building 61, at the Health Education Center.

Approved by the Board of Trustees of St. Petersburg College on June 18, 2019.

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

St. Petersburg College - Facilities Planning & Institutional Services

MAIN BUILDING - FIRST FLOOR
CARUTH HEALTH EDUCATION CENTER

SHEET	61-1
DATE:	03/20/19

SCALE:	NOT TO SCALE
SITE:	08 - HEC
BLDG:	0061

O&P BUILDING

Rooms / labels (as visible on plan):

307, 305, 300D, 303 AUDITORIUM, 303A, 300, 300C, 301, 302, 304, 304A, 306, 308 MECH, 160C, 196, 195K, 195L, 196A, 199B, 199C, 199D, 100I, 182, 183, 176, 176A, 175, 174, 164, 197, 196, 195J, 195I, 191C, 191B, 191, 199, 181, 100F, 177 NORTH, 172, 171, 173 ADMINISTRATION, 163, 163A, 100H, 165, 195H, 195G, 195F, 195E, 195D, 195C, 195B, 195A, 195 LIBRARY, 180, 177 SOUTH, 170, 169, 168, 167, 166, 100G, 162, 161, 100A LOBBY, 100D ELEV, 100B, 194, 193 MECH, 100F, 185, 184 BOOKSTORE, 101G A/C CHILLER, 178A, 178B, 179, 186, 186A, 186B, 186C, 101, 101F, 101D MECH, 101E, 101C WOMEN, 101B MEN, 102, 187, 186G, 186B, 188A, 188B, 186D, 189, 186E, 186F, 160A, 156A, 156 MEN, 155, 155A, 150 FUNERAL SERVICES, 143, 145C ELEC, 142 RADIOLOGY, 141, 140, 140A, 140B, 140C, 140D, 140E, 140F, 140G, 102E, 127, 126, 125, 124, 123, 122, 122A, 120, 121, 121D, 121C, 121B, 121A, 128 DENTAL, 128A, 115, 115B, 116, 115C, 116D, 103E, 103F, 103C, 103D, 102, 103, 103A, 103B, 104A, 104, 104D, 104C, 104B, 102E, 160 FUNERAL SERVICES, 159, 159A, 159B, 154, 153, 152 MECH, 145B TELECOM, 144 CUST, 145A, 154A, 146, 102B, 129, 117, 105, 102B, 107, 108, 109 CUST, 110, 151A MECH, 151B, 152 MECH, 151, 145, 147, 102C, 130, 130A, 118, 119 EMS, 102B, 111A, 111, 102B, 160C, 102D, 102E, 112A, 112C, 112B, 112, 112D, 112E, 112F, 112G, 112H, 112I, 112J, 112K, 112I, VEHICLE STORAGE, LIFT

June 18, 2019

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Credit Curriculum

The following is a summary of credit curriculum changes for which approval is sought for Fall 2019 (Term 0565) and Spring 2020 (Term 0570).

New Program Highlight:

Technology:
- The **Data Science Associate in Science** (DATSCI-AS) program was created to offer Pinellas County citizens an opportunity to prepare for a career in data science and help meet the needs of the community as well as the high demand nationally for individuals prepared for a data science career.

Credit Curriculum Updates for Fall 2019 (0565)

Summary of Curriculum Activity in Programs and Courses

NEW/DELETED/MODIFIED COURSES:

Career and Academic Community	New	Deleted	Modified	Revitalized	Total
Business			1		
Education			1	1	
Health Sciences and Veterinary Technology			1		
Totals			3	1	4

Credit Curriculum Updates for Spring 2020 (0570)

Summary of Curriculum Activity in Programs and Courses

NEW/DELETED/MODIFIED PROGRAMS:

Career and Academic Community	New	Transfer	Deleted	Modified	Total
Technology	1				
Totals	1				1

Effective Fall 2019 (0565)   1

Program & Course Updates Effective Fall 2019 (0565)

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

A. BUSINESS

    1. Course Update:
        a. ***Business Communications*** (GEB 2214): Major Learning Outcomes and Course Description were revised as part of the revitalization review process.

B. EDUCATION

    1. Course Updates:
        a. ***Final Reading Internship*** (RED 4940): Course Description, Major Learning Outcomes, and Prerequisites were updated in order to align with Florida Department of Education and state legislature changes.
        b. ***Classroom Management and Communication K-12*** (EDG 3410): Major Learning Outcomes were adjusted in preparation for online revitalization.

C. Health Sciences and Veterinary Technology

    2. Course Update:
        a. ***Animal Anatomy Lab*** (ATE 1110L): Major Learning Outcomes and textbook were revised in preparation for revitalization.

Program & Course Updates Effective Spring 2020 (0570)

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

A. TECHNOLOGY

    1. New Program:

        a. The ***Data Science Associate in Science*** (DATSCI-AS) program was created to offer Pinellas County citizens an opportunity to prepare for a career in data science and help meet the needs of the community as well as the high demand nationally for individuals prepared for a data science career. This career choice aligns with the College's economic mobility commitment to prepare our students for high-wage, high-demand careers.

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: 2018-2019 Equity Update Report

Approval is sought to submit the 2018-2019 Equity Update Report to the Florida Department of Education, Division of Florida Colleges.

Consistent with the requirements of Sections 1000.05 and 1012.86, Florida Statutes, each Florida College System institution is required to submit an annual update of local plans related to educational equity in the areas of athletics, education and employment.

Different this year, is the Florida College System's requirement to provide the report as two separate submissions. Submission One, which was due April 30, 2019 and did not require Board approval, reported on waivers and substitutions for students with disabilities and the employment equity accountability plan. A copy of Submission One is attached for reference and review.

Submission Two, requiring Board approval and submission to the State by June 28, 2019, covers student and athletic equity data. **Accordingly, approval is sought for Submission Two of the report, which is summarized below and also attached for review.**

Together, the two reports provide a comprehensive overview of the College's data for 2017-18.

Below are key performance outcomes:

STUDENT DATA - Collection years begin with the summer term. (Ex. 2017-18 includes Summer/Fall of 2017, Winter/Spring of 2018). Reference attached Equity Report, Submission Two, Part III, pages 8-19.

Participation - Total Enrollment Goals/Outcomes
- Increase First Time in College (FTIC) Hispanic population by 1.8% - from 16.5% to 18.3% of total FTIC (goal of increasing 0.5% met)
- Increase Overall Minority population by 1.4% - from 35.8% to 37.2% of total student population (goal of increasing 0.5% met)
- Increase Overall Disability population by 0.3% - from 5.2% to 5.5% of total student population (goal of increasing 0.2% met)
- *Next year's goals will focus on increasing FTIC Black and Hispanic student populations.*

<u>Methods Supporting Enrollment Goals</u>
- o Guided Pathways Career and Academic Communities efforts
- o Development of new and on-going middle and high school programs including: College Reach-Out Program, Cecil B. Keene Summer Enrichment Program, SPC

Center of Excellence, Brother-to-Brother, Summer Bridge Program, YMCA/SPC Summer Learning Academy and Year Up
- o Articulations with universities and Pinellas County Schools
- o Admissions, Guidebooks and Marketing documents translated into Spanish
- o Community-Focused Events (Narrowing the Gulf & Keys to Manhood)

Completion and Retention Goals/Outcomes
- Increase percentage of Disability students receiving an AA degree by 5% to 187 (goal not met as only 174 degrees were conferred)
- Increase percentages of Black students in the areas of Certificates and Baccalaureate degrees by 0.42% and 5.0%, respectively (goals partially met). Black students represent 12.2% of total Certificates (met) and 9.9% of total Baccalaureate degrees (not met) conferred.
- Increase percentages of Hispanic students in the areas of AS degrees and Baccalaureate degrees by 0.5% and 5.0%, respectively (goals met). Hispanic students represent 11.6% of total AS degrees and 11.8% of total Baccalaureate degrees conferred.
- Increase percentage of minority students receiving an AS degree in relation to the total AS degrees received – up 1.6% from 27.5% to 29.1% of total AS degrees conferred.
- ***Next year's goals include increasing AA degrees to black students and increasing AS degrees to Hispanic students.***

Methods Supporting Completion and Retention Goals
- Program-based GPA and Guided Pathways
- Student engagement with Career and Academic Communities
- Persistence Incorporated inTo College Hired (PITCH) Program
- Partnering academics with Learning Resources (Student Retention Plan)
- Develop Center for Students with Unique Abilities

Success in STEM Programs – Methods Used (No Goals asked for in this area)
- Tampa Bay Bridge to the Baccalaureate (TB-B2B) Alliance
- College Reach Out Programs (CROP)
- Community Outreach – Boys & Girls Club; elementary school and club presentations
- STEMinars and STEM Expos
- Summer STEM programming
- Lending Libraries

Compliance with Title IX Gender Equity – percentages of female athletes is either greater or within 5 percentage points of the percent of female students enrolled in the college for the past two years.

EMPLOYEE DATA - student enrollment data is the benchmark for setting employment goals for the representation of women and minorities. Reference attached Equity Report (Submission One), pages 6-13.

Executive/Administrative/Managerial Staff
- African-American males decreased by 1% and is at 3.3%
- African-American females increased by 3.5% and is at 11.1%
- Other minority females and males remained consistent at 1.1% and 3.3%, respectively.
- Hispanic males increased by 2.2% and is at 3.3%
- Hispanic females remained consistent at 1.1%

Full-time Instructional Staff
- African-American males decreased by .1% and is at 4.3%
- African-American females increased by .5% and is at 6.0%
- Other minority males increased by .2% and is at 2.9%
- Other minority females increased by .1% and is at 2.0%
- Hispanic males increased by .4% and is at 2.0%
- Hispanic females increased by .2% and is at 4.0%

Full-time Continuing Contract Instructional Staff
- African-American males increased by .3% and is at 5.1%
- African-American females increased by 1.1% and is at 5.1%
- Other minority females and males remained consistent at 2.2% and 2.9%, respectively.
- Hispanic females and males remained consistent at 4.0% and 1.5%, respectively.

SPC Human Resources department is committed to the development of a comprehensive performance management program and career pathing plan in order to identify diverse qualified candidates both internally and externally.

The strongest impact to improving minority student populations has been the continued and fluid development of programs in working with these populations - identifying needs, providing one-on-one support through faculty and staff communication, and access to wrap around services.

SPC will continue to develop and implement deliberate steps to improving equity and diversity at the college, both for students and employees.

Brian Miles, Vice President, Administration, Finance & Technology; Tom Furlong, Acting Vice President, Academic Affairs; Jamelle Conner, Vice President, Student Affairs; Carol Sumter, Associate Vice President of Human Resources; Suzanne Gardner, General Counsel; and Pamela Smith, Director, Equal Access and Equal Opportunity/Title IX Coordinator; recommend approval.

Attachment

nd052919

St. Petersburg College

College Annual Equity Update

2018-2019

Template for Submission 1 of 2

Deadline: April 30, 2019

Submission Information
Equity Officer: Pamela Smith
Email: smith.pam@spcollege.edu
Phone: (727)341-3259
Date: 4/30/19

Contents

General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for submission 1 of 2 of the annual update.

- Section 1012.86, F.S., Florida College System institution employment equity accountability program
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Students with Disabilities at Florida Colleges and Postsecondary Career Centers

Florida Statutes require FCS institutions to develop and annually update plans that will positively impact efforts to increase diversity among students and employees. The college equity plan submitted in April 2017 for 2016-2017 is considered as the college's most recent baseline report that is updated each year.

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created for setting goals and reflecting goal achievement. DFC encourages each college to devote attention to the development of effective methods and strategies for any areas of improvements identified in analyses.

Submission 1 of 2 of the College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges by April 30, 2019. The update should be submitted by email to ChancellorFCS@fldoe.org. **Colleges must submit this equity template in Word format**. PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices.

Note: The signature page of this report will be required in the template for submission 2 of 2. Therefore, a signature page is not required for submission 1 of 2.

Submission 2 of 2, due June 28, 2019, will have specific requirements related to:
- Section 1000.05, F.S., the "Florida Educational Equity Act;"
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity; and
- Section 1006.71, F.S., Gender equity in intercollegiate athletics.

In addition to dividing the content into two submissions, DFC made other changes to the template to streamline processes and reduce redundancy. Specifically:
- Equity report templates must be submitted in Word format. This will facilitate a more timely review process and eliminate duplication of information. Colleges may attach additional documents in PDF or Word format as appendices.
- The goal setting and new hire tables are now embedded in the template instead of being included as a tab in the Excel file. This will eliminate colleges needing to input data in two places.

2

- DFC embedded components of the review form into the submission template. In prior years, DFC used a separate form to complete reviews. For the 2018-19 report, the factors DFC will identify as part of its review will be embedded after sections of the report, and DFC will use these sections to provide feedback to colleges. These will be marked "Completed by Division of Florida Colleges." Example:

Review of Part I: Course Substitutions
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

DFC conducts reviews of annual college equity update reports pursuant to Rule 6A-19.010, F.A.C., implementing the Florida Educational Equity Act. The goals are to provide feedback for future updates; monitor efforts by the college to increase diversity in student participation and employment; and meet requirements of Florida Statutes, including, but not limited to, the Florida Educational Equity Act and sections 1000.05, 1012.86 and 1006.71, F.S.

The review includes an assessment of the college's methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs, activities and employment. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. The review may include comments or recommendations in certain areas where the college has achieved or exceeded its goals or where there is incomplete or missing information.

**Part I. Substitution Waivers for Admissions and
Course Substitutions for Eligible Students with Disabilities**

Course Substitution Report, Form CSR01

Please list the number of students who received course substitutions as well as the required course(s), substitution(s) provided, and discipline area (e.g., mathematics) by disability type beginning with the fall semester of the preceding academic year. For the courses, please include the prefix, course number and course name (e.g., ENC 1101 Composition I). Add rows if necessary.

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Deaf/Hard of Hearing	0	NA	NA	NA
Visual Impairment	0	NA	NA	NA
Specific Learning Disability	3	Either MAT 1100 (Explore Math & Quantitative Reasoning) or MAT 1033 (Intermediate Algebra) as a prerequisite.	Requirement Waived/ Student allowed to go into MGF 1107 (Mathematics for Liberal Arts Math 2)	**Mathematics**
		Foreign Language requirement	EAP 1695 (Advanced English as a Second Language)	**Communications**
		Any Gen-ed Math (MGF 1106 (Mathematics for	Course substitution denied, MGF 1106	**Mathematics**

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
		Liberal Arts I), MGF 1107 (Mathematics for Liberal Arts II), STA 2023 (Elementary Statistics), MAC 1105 (College Algebra))	(Mathematics for Liberal Arts 1) or STA 2023 (Elementary Statistics) recommended	
Orthopedic Impairment	0	NA	NA	NA
Speech/Language Impairment	0	NA	NA	NA
Emotional or Behavioral Disability	0	NA	NA	NA
Autism Spectrum Disorder	0	NA	NA	NA
Traumatic Brain Injury	0	NA	NA	NA
Other Health Impairment	0	NA	NA	NA

College Annual Equity Update
2018-2019 Template
Submission 1 of 2

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How many requests for course substitutions were requested and how many substitutions were granted during the preceding academic year? (Please list the number of requests per semester starting with the fall semester.)

Semester	Number of Substitutions Requested	Number of Substitutions Granted
Fall	1	1
Spring	2	1
Summer	0	0
Total	3	2

Review of Part I: Course Substitutions
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part II. College Employment Equity Accountability Plan

Section 1012.86, F.S., Florida College System institution employment equity accountability program, requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions and full-time faculty positions who have attained continuing contract status. The plan must include specific measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives, and comparable national standards as provided by the Florida Department of Education.

A. Data, Analysis and Benchmarks

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and gender to be used as the benchmark for setting employment goals, as colleges seek to reflect their student demographics in their employment.

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College Full-Time Executive/Administrative/Managerial Staff

Informed by the EMP-EAM tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions.

	College Student Population (%)	EAM Actuals (%) Fall 2017	EAM Actuals (%) Fall 2018	EAM Stated Goals (%) Fall 2018	EAM Goal Met (Yes/No)	EAM Goals for 2019
Black Female	9.92%	7.6%	11.1%	6.5%	Yes	9%
Black Male	5.02%	4.3%	3.3%	5%	No	5%
Hispanic Female	9.27%	1.1%	1.1%	2%	No	2%
Hispanic Male	5.72%	1.1%	3.3%	1%	Yes	2%
Other Minorities Female	4.40%	1.1%	1.1%	2%	No	2%
Other Minorities Male	2.91%	3.3%	3.3%	2.5%	Yes	3%
White Female	37.45%	38.0%	40.0%	41%	No	38%
White Male	25.32%	43.5%	36.7%	40%	Yes	35%
Total Female	61.04%	47.8%	53.3%	51%	No	50%
Total Male	38.96%	52.2%	46.7%	49%	Yes	47%

Describe and evaluate strategies for addressing underrepresentation in EAM positions.

Response: This year, there is a slight increase in the EAM Staff for Total Females. This year, the College improved in the area of EAM hiring and retention of Staff for Black Females, Hispanic Males and Other Minority Males. Goals for 2019 will focus on increasing diversity of the Exec/Administrative/Managerial Staff in all categories. HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

College Full-Time Instructional Staff

Informed by the EMP-INSTRUCTIONAL tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions.

	College Student Population (%)	INST Actuals (%) Fall 2017	INST Actuals (%) Fall 2018	INST Stated Goals (%) Fall 2018	INST Goal Met (Yes/No)	INST Goals for 2019
Black Female	9.92%	5.5%	6.0%	6%	Yes	6%
Black Male	5.02%	4.4%	4.3%	4.5%	No	4.5%
Hispanic Female	9.27%	3.8%	4.0%	4%	Yes	4%
Hispanic Male	5.72%	1.6%	2.0%	2%	Yes	2%
Other Minorities Female	4.40%	1.9%	2.0%	2.5%	No	2%

College Annual Equity Update
2018-2019 Template
Submission 1 of 2

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	College Student Population (%)	INST Actuals (%) Fall 2017	INST Actuals (%) Fall 2018	INST Stated Goals (%) Fall 2018	INST Goal Met (Yes/No)	INST Goals for 2019
Other Minorities Male	2.91%	2.7%	2.9%	2%	Yes	2%
White Female	37.45%	45.6%	44.9%	45%	Yes	45%
White Male	25.32%	34.4%	34.0%	34%	Yes	34%
Total Female	61.04%	56.8%	56.9%	60%	No	57%
Total Male	38.96%	43.2%	43.1%	40%	No	43%

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

Response: This year, the College was steady with Instructional hiring and retention in most areas and improved in the area of full-time Instructional Staff hiring and retention for Black Females, Hispanic Females, Hispanic Males, Other Minorities Males and White Females. Goals for 2019 will focus on increasing diversity of the Instructional Staff in all categories.
HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

College Full-Time Instructional Staff with Continuing Contract
Informed by the EMP-CONTINUING CONTRACT tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions.

	College Student Population (%)	INST-CONT Actuals (%) Fall 2017	INST-CONT Actuals (%) Fall 2018	INST-CONT Stated Goals (%) Fall 2018	INST-CONT Goal Met (Yes/No)	INST-CONT Goals for 2019
Black Female	9.92%	4.0%	5.1%	5%	Yes	5%
Black Male	5.02%	4.8%	5.1%	4.5%	Yes	5%
Hispanic Female	9.27%	4.0%	4.0%	4%	Yes	4%
Hispanic Male	5.72%	1.5%	1.5%	2%	No	2%
Other Minorities Female	4.40%	2.2%	2.2%	3%	No	2.5%
Other Minorities Male	2.91%	2.9%	2.9%	2.5%	Yes	2.5%
White Female	37.45%	42.6%	42.5%	44%	No	42%
White Male	25.32%	37.9%	36.7%	35%	No	35%
Total Female	61.04%	52.9%	53.8%	55%	No	54%
Total Male	38.96%	47.1%	46.2%	45%	No	46%

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

College Annual Equity Update
2018-2019 Template
Submission 1 of 2

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Response: This year, the College improved in the area of hiring and retention of Black Females, Black Males, Hispanic Females and Other Minorities Male in full-time Instructional Staff with Continuing Contract. Goals for 2019 will focus on increasing diversity of the Instructional with Continuing Contract Staff in all categories. HR will begin developing a comprehensive performance management program and career pathing plan. This will assist in identifying more diverse qualified candidates from our internal candidate pool. In addition, technology enhancements will provide our recruiting staff the ability to focus more efforts on external recruiting of diverse candidates.

New Barriers (Optional)
Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities in any employment category?

Response: No

Review of Part II: Attainment of Annual Goals
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include an analysis and assessment of annual and long-range goals for increasing women and minorities in:	-	-	-
EAM positions?	Select one.		
Full-time instructional positions?	Select one.		
Full-time with continuing contract instructional positions?	Select one.		
Does the report identify any new barriers affecting recruitment and retention of females and/or minorities?	Select one.		

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents
1) Provide a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals.

Response: College Administrative staff are evaluated using the approved performance review processes applicable to their respective employee classifications. These performance evaluations are for the purposes of (1) discussing and documenting employee accomplishments through the evaluation period; (2) discussing and documenting employee development opportunities and the quality of employee performance; and (3) discussing and documenting ways employees can sustain satisfactory job performance or improve job performance, as needed. Supervisors review the employee's information, assess the employee's performance, and together they develop goals for the upcoming year to either

enhance their performance or mitigate any areas for improvement. In addition to the Administrative/Professional Performance Evaluation, academic Deans receive feedback from their direct reports. By seeking input from a wider variety of employees, the Deans are able to gain a deeper perspective on their ability to lead continuous improvement and support of the staff within their department.

2) Provide a summary of the college's board of trustees' annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

Response: The President provides leadership to assure the College addresses equity issues required by the State and in bringing forth a report to the Board of Trustees communicates goals and performance in this area. The BOT's evaluation summary surrounding Diversity Initiatives is as follows: Appropriate leadership on priority of increasing employment diversity among administrators, faculty and staff: 4.8 out of 5; Plans and implements initiatives to penetrate diverse communities and student enrollment of diverse communities in Pinellas County: 5 out of 5; Reaches out to diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community: 4.8 out of 5; and Follows through on College's priority for minority businesses to participate in opportunities to partner and do business with the College: 4.2 out of 5.

3) What is the date of the president's most recent evaluation?

Response: September 18, 2018

Review of Part II: Evaluations of Employment Practices
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals?	Select one.		
Does the summary describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals?	Select one.		
Does the report include a summary of the results of the annual evaluation of the college president in achieving the	Select one.		

Requirement	Response	Comments	Action
annual and long-term goals and objectives?			
Does the report include the date of the most recent presidential evaluation?	Select one.		

C. Additional Requirements

The college should complete the following related to additional processes required by section 1012.86, F.S. The signature page of this report that will be required in submission 2 of 2 will suffice as certification of each.

1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. **Make a selection: Yes**

Include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

Response: St. Petersburg College (SPC) publishes policies regarding appointment, employment, and evaluation of all personnel through its Human Resources Department. Committee membership shall be composed of College Staff in budgeted positions and, in some cases, appropriate persons from the community. The committee must include an appropriate representation of race and gender. The committee membership may be representative of the College's service area. The president periodically will certify to Human Resources an updated list of those positions requiring a screening committee. Once a position is posted on the College's employment website, applications may be submitted. HR monitors applicants and releases the pool to be reviewed by the hiring manager once it meets equity standards.

2) Briefly describe the process used to grant continuing contracts.

Response: After five years, full-time Faculty members can be offered continuing contract (SPC's version of tenure) if recommended by their Program Director or Dean and Provost and if the Faculty member has completed the required professional development. Each recommending Dean or Program Director is asked to submit a summary of five years' worth of evaluations within the Annual and Continuing Contract Review form to the Vice President of Academic Affairs each year for review. The names of those full-time faculty ready to receive continuing contract status are brought before the Board of Trustees. In order to be eligible for a continuing contract, full-time faculty shall meet the following requirements: a) Complete the minimum years of satisfactory service, based on the criteria set forth herein, and as provided for in the Board of Trustees' Rule 6Hx23-2.21. In all cases, such service shall be continuous except for leave duly authorized and granted. b) Receive the recommendation of the President and the approval of the Board based on successful performance of duties and demonstration of professional competence as developed by the Collaborative Committee on Faculty Evaluation and adopted by the Faculty Governance Organization and College administration, and utilizing the following criteria: 1) Quantifiable measured effectiveness in the performance of faculty duties; 2) Continuing professional development; 3) Currency and scope of subject matter knowledge; 4) Relevant feedback

from students, faculty and employers of students; 5) Service to the department, college, and community; and, 6) Demonstrated and measurable contribution to student success. c) Additional criteria developed by Collaborative Committee on Faculty Evaluation and adopted by the Faculty Governance Organization and College administration may include: 1) Educational qualifications and efficiency; 2) Capacity to meet the educational needs of the community; and 3) The length of time the duties and responsibility of this position are anticipated to be needed.

3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status.

Response: All faculty members (full and part-time) at St. Petersburg College participate in annual evaluations. Data is gathered in the new e-Portfolio tool, Faculty 180. The evaluation process is automated with faculty submissions sending emails to Deans/Academic Chairs to notify them of the submission. Faculty meet with their Dean/Academic Chair to review the submission, discuss goals, and professional development intentions. Final Dean/Academic Chair feedback is recorded within the system, and faculty are given time to provide a response to feedback. All evaluations are stored within the system, with multiple college-wide and department level reporting available.

4) Briefly describe the college's budgetary incentive plan to support and ensure attainment of the employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

Response: The College has an advertising budget used to nationally recruit executive administrators and faculty in departments where minorities are underrepresented. SPC's Center of Excellence for Teaching and Learning (CETL) spearheads faculty professional development that aligns with the College's priority for equity. The College utilizes Staff and Program Development funds to conduct comprehensive faculty in-service training conferences each year. The conferences cover a wide range of topics relative to faculty teaching and learning strategies for improved performance. These sessions are applicable to all faculty including those eligible for continuing contract.

5) Salary Information: In the following table, include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86(2)(b)(5), F.S. Add additional rows if needed.

Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and gender information are not required; however, the college may choose to include additional information for purposes of diversity analysis.

Job Classification (the IPEDS Fall Staff Survey job classifications may be used as appropriate)	Number of New Hires*	New Hire Salary Range MIN	New Hire Salary Range MAX	Number of Existing Employee(s) with Comparable Experience	Existing Salary Range MIN	Existing Salary Range MAX
21 - Management Occupations	5	$64,938	$127,933	100	$46,226	$300,000

22 - Business and Financial Operations Occupations	--	--	--	45	$34,606	$68,556
23 - Computer, Engineering, and Science Occupations	6	$33,606	$63,796	114	$32,406	$82,764
24 - Community Service, Legal, Arts, and Media Occupations	1	$49,760	$49,760	66	$32,406	$94,513
25 – Instruction	20	$50,360	$99,369	347	$41,966	$108,686
29 - Archivists, Curators, and Museum	--	--	--	3	$43,248	$49,410
30 - Librarians	1	$46,226	$46,226	12	$47,613	$78,593
31 - Library Technicians	1	$27,622	$27,622	19	$22,443	$42,320
32 - Other Teaching and Instructional Support Occupations	5	$32,406	$62,896	84	$32,406	$89,746
33 - Healthcare Practitioners and Technical Occupations	--	--	--	4	$32,048	$50,448
34 - Service Occupations	18	$22,443	$40,395	131	$22,443	$74,072
35 - Sales and Related Occupations	1	$61,938	$61,938	9	$35,874	$61,937
36 - Office and Administrative Support Occupations	23	$27,622	$43,248	286	$25,022	$95,619
37 - Natural Resources, Construction, and Maintenance Occupations	1	$49,211	$49,211	64	$25,022	$55,757
38 - Production, Transportation, and Material Moving Occupations	2	$25,022	$52,416	20	$25,022	$64,968
Collegewide:	84	$22,443	$127,933	1304	$22,443	$300,000

* IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2017 and October 31, 2018, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2017.

Review of Part II: Additional Requirements
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees?	Select one.		
Does the report include a description of the process used to grant continuing contracts?	Select one.		
Does the report include a description of the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status?	Select one.		

Requirement	Response	Comments	Action
Does the report include the date of the most recent presidential evaluation?	Select one.		
Has the college developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to section 1012.86, F.S.?	Select one.		
Did the college include a summary of incentive plan?	Select one.		
Did the summary include strategic resource allocation?	Select one.		
Does the report include a comparison of salary ranges of new hires to salary ranges for employees with comparable experience and qualifications?	Select one.		

This concludes submission 1 of 2 of the 2018-19 Annual Equity Update Report, which must be submitted, as a Word document, to ChancellorFCS@fldoe.org by April 30, 2019. Colleges may attach additional files (PDF or Word) as appendices. Submission 2 of 2 – which includes the signature page – must be submitted by June 28, 2019.

St. Petersburg College

College Annual Equity Update

2018-2019

Template for Submission 2 of 2

Deadline: June 28, 2019

Submission Information
Equity Officer: Pamela Smith
Email: smith.pam@spcollege.edu
Phone: (727)341-3259
Date: 6/19/19

Contents

General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for submission 2 of 2 of the annual update.

- Section 1000.05, F.S., the "Florida Educational Equity Act;"
- Section 1006.71, F.S., Gender equity in intercollegiate athletics; and
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity.

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created for setting goals and reflecting goal achievement. DFC encourages each college to devote attention to the development of effective methods and strategies for any areas of improvements identified in analyses.

Submission 2 of 2 of the College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges by June 28, 2019. The update should be submitted by email to ChancellorFCS@fldoe.org. **Colleges must submit this equity template in Word format**. PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices.

In addition to dividing the content into two submissions, DFC made other changes to the template to streamline processes and reduce redundancy. Specifically:
- Equity report templates must be submitted in Word format. This will facilitate a more timely review process and eliminate duplication of information. Colleges may attach additional documents in PDF or Word format as appendices.
- The goal setting tables are now embedded in the template instead of being included as a tab in the Excel file. This will eliminate colleges needing to input data in two places.
- DFC embedded components of the review form into the submission template. In prior years, DFC used a separate form to complete reviews. For the 2018-2019 report, the factors DFC will identify as part of its review will be embedded after sections of the report, and DFC will use these sections to provide feedback to colleges. These will be marked "Completed by Division of Florida Colleges." Example:

Review of Part I: Description of Plan Development
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Were there any changes to the development of the college equity plan?	Select one.		
If yes, applicable updates provided?	Select one.		

DFC conducts reviews of annual college equity update reports pursuant to Rule 6A-19.010, F.A.C., implementing the Florida Educational Equity Act. The goals are to provide feedback for future updates; monitor efforts by the college to increase diversity in student participation and employment; and meet requirements of Florida Statutes, including, but not limited to, the Florida Educational Equity Act and sections 1000.05, 1012.86 and 1006.71, F.S.

The review includes an assessment of the college's methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs and activities. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. The review may include comments or recommendations in certain areas where the college has achieved or exceeded its goals or where there is incomplete or missing information.

Part I. Description of Plan Development

Did the college change the development of the college equity plan? **Make a selection: Yes** If yes, provide the following applicable updates.

A list of persons, by title and organizational location, involved in the development of the plan.

Response: Click here to enter text.

Name	Title	Department	Location
Aimee Stubbs	Director, Accessibility Services	Accessibility Services	EpiTech
Andrijana Traijkovska	Administrative Services Specialist	Academic Effectiveness & Assessment	Epi Services
Brian Miles	VP, Administration, Finance & Technology	Administration, Finance & Technology	District Office
Carol Sumter	AVP, Human Resources	Human Resources	District Office
Chris Harvey	Executive Director, Student Success	Online Learning and Services	EpiTech
Davanh Sengphrachanh	HR Manager, Employment	Human Resources	District Office
Davie Gill	Athletics Director	Student Life & Leadership	St. Pete Gibbs Campus
Djuan Fox	Director, Academic Services	Institutional Research & Effectiveness	EpiTech
Dorothy Hopkins	Director, Business Data Management	Administration, Finance & Technology	District Office
Eva Christensen	Director, Admissions & Records	Admissions & Records	District Office
Fawzi Al Nassir	Director, Institutional Research	Institutional Research & Effectiveness	Epi Services
Jason Krupp	Director, Career Connections	Career Connections	Epi Services
Jimmy Chang	Dean	Mathematics	St. Pete Gibbs Campus
Joe Leopold	Dean	Communications	Clearwater Campus
Joseph Smiley	Dean	Social & Behavioral Science	Tarpon Springs Campus
Kelliann Ganoo	Acting Program Manager, B2B Alliance	Institutional Research & Effectiveness	EpiTech
Kellie Ziemak	Director, Career & Academic Advancement	Student Affairs	EpiTech
Leslie Hafer	Provost, SPG	Provost Office	St. Pete Gibbs Campus
Mark Strickland	Provost, SE	Provost Office	Seminole Campus
Misty Kemp	Executive Director, Retention Services	Retention Services	EpiTech
Natavia Middleton	Dean	Natural Science & Engineering	Seminole Campus
Nicole Delfino	Administrative Coordinator	Administration, Finance & Technology	District Office
Pamela Smith	Legal Services Coordinator & EA/EO Director	General Counsel's Office	District Office
Pat Rinard	AVP, Enrollment Services	Student Affairs	EpiTech
Patrick Booth	Associate Provost	Provost Office	Downtown Center

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Reginald Reed	Director, Recruitment Services	Enrollment Services	EpiTech
Sabrina Crawford	AVP, Institutional Effectiveness Academic Services	Institutional Research & Effectiveness	EpiTech
Stan Vittetoe	Provost, CL	Provost Office	Clearwater Campus
Susan Demers	Dean	Public Policy & Legal Studies	Clearwater Campus
Suzanne Gardner	General Counsel	General Counsel's Office	District Office
Tashika Griffith	Provost, DT/MT	Provost Office	Downtown Center
Theresa Dimmer	Coordinator, Institutional Research & Reporting	Institutional Research & Effectiveness	Epi Services
Virginia Rivera	Administrative Services Specialist	Social Science	Tarpon Springs Campus

A description of the participation of any advisory groups or persons.

Response: The preparation of the 2018-19 Annual Equity Update Report was a collaborative team effort that included the participation and expertise of advisory personnel from various departments/groups college-wide including: Institutional Research & Effectiveness; Institutional Effectiveness & Academic Services; Instruction and Academic Programs, Student Services, Administrative and Business Services, Human Resources, Athletics, Accessibility Services, Retention Services, Information Technology, Program Deans, the General Counsel's Office and the Equity Office.

Review of Part I: Description of Plan Development
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Did the college change the development of the college equity plan?	Select one.		
If yes, applicable updates provided?	Select one.		

Part II. Policies and Procedures that Prohibit Discrimination

This section relates to processes used to ensure that certain policies and procedures are current, accurate, in compliance and available to all students, employees and applicants as required by statute.

A) Has the governing board updated the college's approved and adopted policy of nondiscrimination? **Make a selection: No** If yes, provide the following applicable updates.

    Date of revision: Click here to enter text.
    Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

B) Has the college updated the procedures used to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy? **Make a selection: No** If yes, provide updated information.

Response: Click here to enter text.

C) Has the college changed the person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rule 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II? **Make a selection: No** If yes, provide the following applicable information for each updated contact.
Name/title: Click here to enter text.
Phone number: Click here to enter text.
Address: Click here to enter text.
Email address: Click here to enter text.
Is this contact's information available in the regular notice of nondiscrimination? **Make a selection:** Select one.

D) Has the college updated the grievance or complaint procedures for use by students, applicants and employees who allege discrimination? **Make a selection: No** If yes, provide the following applicable updates.

Date of revision: Click here to enter text.
Description of the revision: Click here to enter text.
Web link(s) to document the revision: Click here to enter text.

E) Grievance procedures should address the following, at a minimum, as required under Rule 6A-19.010(h), F.A.C. Confirm if the college is meeting these requirements.

1) Notifications of these procedures are placed in prominent and common information sources. **Make a selection: Yes**

2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints but do not prohibit individuals from seeking redress from other available sources. **Make a selection: Yes**

3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. **Make a selection: Yes**

If no, provide the college's plan for compliance.

Response: Click here to enter text.

F) Have there been any revisions to nondiscrimination policies or procedures pertaining to:

Title IX?	No
Title II?	No
Section 504?	No

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Nondiscrimination policies or procedures pertaining to disability services, including Rule 6A-10.041, F.A.C. that addresses course substitution requirements?	**No**
Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV) Infectious Disease?	**No**
Other policies or procedures related to civil rights or nondiscrimination?	**No**

If yes, address the following for any identified policies or procedures.

Name of the policy and/or procedure(s): Click here to enter text.
Date of revision: Click here to enter text.
Description of the revision: Click here to enter text.
Web link(s) to document the revision: Click here to enter text.

Review of Part II: Policies and Procedures that Prohibit Discrimination
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Have there been any updates to the college's policy of nondiscrimination adopted by the governing board?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the procedures utilized to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rules 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the college's grievance or complaint procedures for use by students, applicants and employees who allege discrimination?	Select one.		
If yes, applicable updates provided?	Select one.		
Grievance procedures should address the following at a minimum as required under Rule 6A-19.010(h), F.A.C.	-	-	-

Requirement	Response	Comments	Action
Notifications of these procedures are placed in prominent and common information sources.	Select one.		
Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints but do not prohibit individuals from seeking redress from other available sources.	Select one.		
Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination.	Select one.		
If no, a plan for compliance provided?	Select one.		

Part III. Strategies to Overcome Underrepresentation of Students

Student Enrollments
Colleges will continue to examine data trends, using the ENROLLMENT tab, in the representation of students by race, ethnicity, gender, students with limited English-language proficiency (LEP) skills and students with disabilities (DIS) (self-reported) for first-time-in-college (FTIC) and for overall enrollment. Based on goals from previous equity reports, identify areas where goals (number of enrollments) set by the college last year were achieved, and set goals for 2018-2019.

Table 1. Enrollment Trends

Race	Reporting Year	FTIC			Total Enrollments		
		Category	All FTIC	%	Category	All College	%
Black	2014-15	1,006	5,247	19.2%	5,458	34,819	15.7%
	2015-16	809	5,053	16.0%	5,199	34,335	15.1%
	2016-17	692	4,350	15.9%	4,848	32,751	14.8%
	2017-18	711	4,378	16.2%	4,611	30,865	14.9%
Hispanic	2014-15	761	5,247	14.5%	4,157	34,819	11.9%
	2015-16	799	5,053	15.8%	4,445	34,335	12.9%
	2016-17	717	4,350	16.5%	4,585	32,751	14.0%
	2017-18	803	4,378	18.3%	4,624	30,865	15.0%
All Minorities	2014-15	2,122	5,247	40.4%	11,743	34,819	33.7%
	2015-16	2,026	5,053	40.1%	11,928	34,335	34.7%
	2016-17	1,761	4,350	40.5%	11,726	32,751	35.8%
	2017-18	1,879	4,378	42.9%	11,490	30,865	37.2%

	Report Year	Students With Disabilities		
		FTIC	Total Enrollments	Disabled Participation
Total	2014-15	159	1,637	4.2%
	2015-16	199	1,695	4.9%
	2016-17	185	1,709	5.2%
	2017-18	175	1,701	5.5%

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Source: Student Data Base 2015-16, 2016-17, and 2017-18 annual unduplicated headcounts.

Table 2: Enrollment Goals

Enrollments	FTIC			Overall Enrollments		
	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals
Black	N/A	N/A	Increase population by 1.0% to 17.2%	N/A	N/A	N/A
Hispanic	Increase population by 0.5% to 17%	Yes	Increase population by 0.2% to 18.5%	N/A	N/A	N/A
Other Minorities	N/A	N/A	N/A	N/A	N/A	N/A
All Minorities	N/A	N/A	N/A	Increase population by 0.5% to 36.3%	Yes	N/A
White	N/A	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A	N/A
LEP	N/A	N/A	N/A	N/A	N/A	N/A
DIS	N/A	N/A	N/A	Increase population by 0.2% to 5.4%	Yes	N/A

Colleges should continue to assess, modify, and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving goals: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase student enrollments from underrepresented groups.

Response: Having achieved last year's goals, the goals for 2018-19 focus specifically upon incremental increases to our Black and Hispanic FTIC enrollments in order to support the

college's three-year strategic plan goal of increasing minority enrollment by 10% over the next three years.
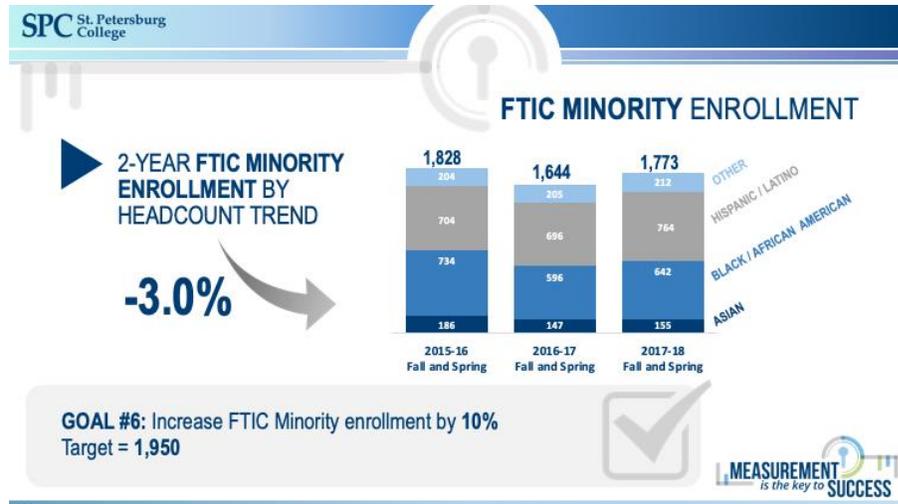
Analyses of Pinellas County benchmark data (college age population and public high school), along with data trends shown in Table 1, were used to identify any specific gaps. By comparing current St. Petersburg College overall minority enrollment (both FTIC (42.9%) and overall (37.2%)) to county forecasts and potential high school graduates, it was determined that though SPC is already aligned to the county population percentages of eligible students, increasing its minority enrollment will support increasing the economic mobility and academic excellence of its community.

Table 3: SPC Enrollment Participation compared to Pinellas County Benchmarks

Race / Ethnicity	2017-18 SPC FTIC Enrollment		2017-18 SPC Overall Enrollment		2018[1] Pinellas County Age (15-64) Forecast		2018-19 Pinellas County Public Seniors HS		2018-19[2] Pinellas County HS Graduates Projection	
	N	%	N	%	N	%	N	%	N	%
White	2,499	57.1%	19,375	62.8%	468,417	78.9%	4,245	57.1%	3,757	58.8%
Black	711	16.2%	4,611	14.9%	68,488	11.5%	1,278	17.2%	974	15.2%
Hispanic	803	18.4%	4,624	15.0%	63,078	10.6%	1,182	15.9%	1,005	15.7%
Other	365	8.3%	2,255	7.3%	56,792	9.6%	723	9.8%	653	10.3%
Total Minorities	1,879	42.9%	11,490	37.2%	188,358	31.7%	3,183	42.9%	2,631	41.2%

Source: College Annual Equity Update 2018-2019, U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018, PK-12 Portal (https://edstats.fldoe.org/)
[1]Hispanic is counted along with Race so percentage will not add up to 100%. For example, someone is white Hispanic, black Hispanic, etc.
[2] Projections are based on 2017-18 graduation rate applied to actual 2018-19 HS seniors.

Recruitment efforts to achieve the new goals remain supported by previously used methods, which include:

- Continued **translation of documents**, including the SPC Parent Guide into Spanish and Career and Outreach first-generation translation support through a partnership with the Clearwater Hispanic Coalition.

- Continued outreach through a multitude of **community-focused events** have been instituted to bring awareness about programs and services across the county. These include Explore SPC events on-campus and online, High School outreach, Open Campus events, invitations to high school guidance counselors to attend convenings such as Narrowing the Gulf, and summer guidance counselor tour days to increase knowledge of offerings and student support services provided by the college.
- **Auto-articulation** initiative with Pinellas County School Academic Career Academy and Pinellas Technical College students will provide new avenues for high school students to achieve college credit. The pilot for this initiative began in the 2018-19 academic year in the areas of Education, Health, Engineering, and Technology.
- The **College Reach-Out Program** (CROP) motivates and prepares Pinellas County middle and high school students to succeed in college. CROP students face academic and economic challenges and would be unlikely to apply to college without special support.
- The **Cecil B. Keene Summer Enrichment Program** (SEP) is a selective summer program at St. Petersburg College (SPC) Midtown that is designed to assist CROP, the Center of Excellence, and community students to be successful in high school, college and beyond. The program is free to students and includes lunch served daily.
- The SPC **Center of Excellence** works with Pinellas County elementary, middle, and high school students to help them succeed in school and have healthy self-esteem. Students benefit from developmental workshops, educational and cultural field trips, mentoring, tutoring, career exploration seminars, etc.
- **Keys to Manhood** is a well-attended seminar designed to give middle and high school students an opportunity to explore educational and career opportunities, understand best practices and choices to make as a young man in today's society.
- The 20th annual **Narrowing the Gulf Conference** was held earlier this year. This conference focuses on improving classroom instruction and support services for underrepresented students.

New methods and strategies, if applicable.

Response: New recruitment efforts have begun that are focused specifically upon underrepresented students are discussed below.

- The newly revived **Brother-to-Brother** initiative continues to gain support with both Student and Academic Affairs. As part of the Strategic Goals, several Deans and Faculty are working to increase academic and out of class support for the African American and Latino males. This summer, we are hosting two separate Summer Bridge Programs that offer reading/writing and math skills workshops. The intention is to provide preparatory and tutorial support so that students are better prepared for the fall and spring.

- During Spring 2019, SPC launched its partnership with **Year Up**. Year Up's mission is to close the Opportunity Divide by providing urban young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education. This partnership focused on recruiting students from St. Petersburg's neediest neighborhoods and launched its inaugural

class with 41 young adults. These students will work on completing their academic studies in Informational Technology or Business, be supported by wrap around student services, and engage in a six-month internship with local partner companies. Year Up combines the best of academic and career attainment through a one-year intensive commitment on behalf of their enrolled students.

- The **Summer Bridge Program** (SBP) is a pilot initiative designed to assist an identified cohort of 20 underrepresented males to acclimate and transition into St. Petersburg College. The SBP seeks to promote self-efficacy, foster a sense of belonging, enhance academic performance, increase persistence, retention, and improve graduation and transfer rates amongst underrepresented males at St. Petersburg College. The program is structured to improve the achievement gap at SPC between underrepresented males and their counterparts. The cohort will consist of freshmen who tested into developmental reading and writing or are recommended to do so through predictive anayltics. The cohort will be enrolled in ENC 0027 and SLS 1101 over a ten-week summer term. Participants will also participate in field trips, campus events, and attend seminars to assist with the transition and their acclimation into college.

- The **YMCA/SPC Summer Learning Academy** seeks to increase the ability of the community's at risk youth to pursue higher education and achieve personal and community goals through a joint partnership. The program will serve 25 high school youth who want to pursue post-secondary education during a 6-week training program. Participants will enroll in one free college-level course and be introduced to the #1 local field of employment, Hospitality and Tourism, through hands-on experiences and tours. All breakfasts and lunches will be provided.

College Annual Equity Update
2018-2019 Template
Submission 2 of 2

FLORIDA DEPARTMENT OF EDUCATION
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THE Florida
COLLEGE SYSTEM

Student Completions

This year's report evaluates completions of Associate in Arts (AA) degrees, Associate in Science/Associate in Applied Science (AS/AAS) degrees, certificates and baccalaureate degrees, as documented in the COMPLETION tab. Based on goals from previous equity reports, identify areas where goals (number of degree/certificate completions) set by the college last year were achieved, and set goals for 2018-2019.

Table 4: Completion Trends

Race	Report Year	AA Degrees			AS-AAS Degrees			Certificates			Baccalaureate Degrees		
		Num	Total	%	Num	Total	%	Num	Total	%	Num	Total	%
Black	2014-15	277	2,674	10.4%	95	1,003	9.5%	80	840	9.5%	93	1,049	8.9%
	2015-16	354	3,428	10.3%	76	909	8.4%	157	1,373	11.4%	92	1,149	8.0%
	2016-17	383	3,612	10.6%	90	977	9.2%	149	1,184	12.6%	122	1,075	11.4%
	2017-18	326	3,485	9.4%	116	1,039	11.2%	139	1,140	12.2%	126	1,267	9.9%
Hispanic	2014-15	268	2,674	10.0%	78	1,003	7.8%	70	840	8.3%	101	1,049	9.6%
	2015-16	386	3,428	11.3%	78	909	8.6%	125	1,373	9.1%	118	1,149	10.3%
	2016-17	418	3,612	11.6%	105	977	10.8%	132	1,184	11.2%	129	1,075	12.0%
	2017-18	452	3,485	13.0%	120	1,039	11.6%	139	1,140	12.2%	149	1,267	11.8%
All Minorities	2014-15	732	2,674	27.4%	221	1,003	22.0%	180	840	21.4%	244	1,049	23.3%
	2015-16	988	3,428	28.8%	196	909	21.6%	341	1,373	24.8%	267	1,149	23.2%
	2016-17	1,083	3,612	30.0%	269	977	27.5%	358	1,184	30.2%	306	1,075	28.5%
	2017-18	1,065	3,485	30.6%	302	1,039	29.1%	347	1,140	30.4%	341	1,267	26.9%

	Report Year	Students With Disabilities			
		AA Degrees	AS-AAS Degrees	Certificates	Baccalaureate Degrees
Total	2014-15	152	71	33	43
	2015-16	165	65	63	51
	2016-17	178	77	64	52
	2017-18	174	66	53	52

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Source: Student Data Base 2015-16, 2016-17, and 2017-18 annual unduplicated headcounts.

Table 5: Completion Goals

AA Degrees	2017-2018 Goals	2017-2018 Goals Achieved (Yes/No)	2018-2019 Goals
Black	N/A	N/A	Increase overall participation by 2.0% within three years.
Hispanic	N/A	N/A	N/A
Other Minorities	N/A	N/A	N/A
White	N/A	N/A	N/A
Female	N/A	N/A	N/A
Male	N/A	N/A	N/A
LEP	N/A	N/A	N/A
DIS	Increase by 5% to 187	No	N/A
AS/AAS Degrees	**2017-2018 Goals**	**2017-2018 Goals Achieved (Yes/No)**	**2018-2019 Goals**
Black	N/A	N/A	N/A
Hispanic	Increase participation (percent of total) by 0.5% to 11.5%	Yes	Increase participation by 2.0% within three years.

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College Annual Equity Update
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FLORIDA DEPARTMENT OF
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Other Minorities	N/A	N/A	N/A
White	N/A	N/A	N/A
Female	N/A	N/A	N/A
Male	N/A	N/A	N/A
LEP	N/A	N/A	N/A
DIS	N/A	N/A	N/A
Certificates	**2017-2018 Goals**	**2017-2018 Goals Achieved (Yes/No)**	**2018-2019 Goals**
Black	Increase participation (percent of total) by 0.42% to 13.00%	No	N/A
Hispanic	N/A	N/A	N/A
Other Minorities	N/A	N/A	N/A
White	N/A	N/A	N/A
Female	N/A	N/A	N/A
Male	N/A	N/A	N/A
LEP	N/A	N/A	N/A
DIS	N/A	N/A	N/A
Baccalaureate Degrees	**2017-2018 Goals**	**2017-2018 Goals Achieved (Yes/No)**	**2018-2019 Goals**
Black	Increase participation by 5% to 128	Yes	N/A
Hispanic	Increase participation by 5% to 135	Yes	N/A
Other Minorities	N/A	N/A	N/A
White	N/A	N/A	N/A
Female	N/A	N/A	N/A
Male	N/A	N/A	N/A
LEP	N/A	N/A	N/A
DIS	N/A	N/A	N/A

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving goals: **No** If no, provide:

An evaluation of each of the methods and strategies developed to increase student completions from underrepresented groups.

Response: St. Petersburg College met all of its 2017-18 goals except two: increased attainment of AA degrees by Disabled students and certificates by Black students. It was also decided to shift its goal-setting focus to a three year goal of increasing attainment of AA degrees by Black students, and AS degrees by Hispanic students. This shift aligns with the college's three-year strategic plan goal to increase overall degree and certificate attainment by 6.5%.

Disabled Students
St. Petersburg College values equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide

and/or arrange reasonable accommodations. Appropriate, reasonable accommodations are offered based on documented needs. A few examples include adaptive technology, enlargers, early registration, tutors, notetakers, sign language interpreters, real-time captioning, testing arrangements, and classroom modifications.

Students with self-reported disabilities continue to increase and now represent 5.5% of total enrollment. In 2017-18, 1,701 students were served by Accessibility Coordinators and staff. This dedication resulted in 74.1% course success rate here at SPC (64.6% US and 56.8% Florida).

Table 6: Disabled Student Enrollment Trends

	Percent of Total Enrollment									
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Disabled	1.5%	2.1%	2.9%	3.2%	3.7%	3.9%	4.2%	4.9%	5.2%	5.5%

Source: College Annual Equity Update Data

Though the college did not reach its intended goal for students with disabilities, it spent much of the past year working on strategies to better serve this student population. Below are a few strategies that have been implemented to help these students be successful.
- **Technical Standards and expectations -** collaborating with Deans and program managers to clearly communicate on websites, break down barriers and streamline resources at the forefront of the student's college experience.
- **Partnerships - Pinellas County Schools and Community Resources** to support students transitioning from high school and students in need of additional community supports (Vocational Rehabilitation, Center for Autism and Related Disorders, Division of Blind Services, Pinellas Interagency Networking Council).
- **Online and face to face strategies and resources** for parents, Faculty and students (Student Resource Guide, Faculty Resource Guide, Faculty Quick tips resource folder, CETL Outreach events, Lunch and Learns, workshops on Test Anxiety, MLP Planning, Organization Strategies, Study Skills each semester, and Narrowing the Gulf.
- Development of **Access Plans** for all students in order to promote supportive technology and effective support from the initial interview with targeted questions and semester follow up plans for all high needs students to include all auxiliary learning aids and services.

Though the college did not meet its goal for overall Black student attainment of certificates, Black females were up 0.08%. Therefore, the loss of attainment is attributed specifically to our Black male population, which aligns with overall college equity gaps. New strategies to support this specific student population are discussed in the next section.

Below are a few examples of SPC's continued dedication and commitment to improve the college experience and academic success for our underrepresented students and support our completion efforts:
- For **Women on the Way** (WOW), we are continuing to host leadership workshops to develop soft skills outside of the classroom and academic confidence inside the classroom. The WOW program has developed an alumni group to further support women along their academic journey.
- The **Summer of Success** program supports underrepresented minority males and females with opportunities to engage in summer, pre-college and college, personal management

workshops, academic tutoring, and early discussions about career aspirations and aligned degrees.

- **Program-based GPA** and **Guided Pathways** continues to help students to focus directly on courses within their plan of study. Students attempting to enroll in courses outside their program are immediately notified that they will not be included in the calculation of Financial Aid.

- **Career and Academic Communities** have been designed to not only help students get started on their academic path, but to increase their engagement with the college through specific activities that are focused upon meeting their needs depending upon where they are on their path (broken down by 25% increments). In addition to events, a new social media outlet aligned to these communities was rolled out in Fall 2018 – Workplace by Facebook. This provides easy access for students to communicate with one another, be aware of campus events in their area of interest, and share their own successes and questions with others in a format they are comfortable with.

New methods and strategies, if applicable.

Response: Click here to enter text. Over the past year, several initiatives have started directly related to supporting this population.

- The Florida Postsecondary Comprehensive Transition Program Act (1004.6495) promotes inclusionary programs for students with unique abilities in post-secondary institutions. Non-traditional college students can now enter the state Florida College System and participate in workforce and industry certificate programs and receive internship assistance for living wage positions. To meet this goal, the college is in the process of developing its **Center for Students with Unique Abilities** that will offer its first two programs starting January 2020: Microsoft Office Productivity Suite and the Rooms Management Certificate with internship hours over the summer.

- With assistance from deans and other administrators, **Learning Resources** undertook, as part of the Student Retention Plan, a new initiative to help close the gap for Black males at SPC. Using administrative data, Learning Resources pinpointed 229 Black males with a GPA below 2.0, and following an email message to faculty from Deans Dr. Smiley and Dr. Demers setting a background for these students' challenges, the Learning Resources department's leadership reached out to over 300 faculty in whose courses these students were enrolled. This outreach created an awareness campaign and alerted faculty to the department's ongoing commitment to offer academic assistance as necessary. As a result, these messages created not only effective conversation between Learning Resources and faculty, but in spring 2019, it also saw that at least 50% of the 229 African-American male students with a GPA below 2.0 participated in Learning Resources services or programs at least once, generating approximately 800 visits (at the time of writing) in that semester. This represents a 4% increase in usage over the prior semester and a 2% increase for Black students overall. Continued outreach to this population is critical to the College's commitment of creating economic mobility for its students.

- The **PITCH program** (Providing Instructions for Tomorrow's Collegiate and Hires) is designed to help at-risk African American men gain work readiness skills, obtain workplace

certifications and enroll in postsecondary education. The first year cohort (2017-18) of 35 was 30% higher than the original goal of 28. At the end of the first year, fifty-one (51.4%) of the students were employed or continued their postsecondary education. The second year cohort (2018-19) of 39 is 11.4% higher than the goal of 35. The table below shows other milestones that were achieved by the first year cohort.

PITCH First Year (2017-18) Milestones

Milestones	Enrolled	Completed	Completion Rate
College Success Course	35	27	77.1%
Job Readiness/Personal Workshops	35	27	77.1%
Computer Literacy Course	35	35	100.0%
Certification Program Completion	26	25	96.2%
LINCS Supply Chain Management	7	6	85.7%
CompTIA A+	13	13	100.0%
Cellphone Tablet Repair	6	6	100.0%

Student Success in Targeted Programs
The college's plan for 2017-2018 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education, as required under section 1000.05(4), F.S. Colleges should provide any updates to methods and strategies, if applicable.

The college is providing updates: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase underrepresented student participation in programs and courses.

Response: Click here to enter text.

- **SEEDS** (Scholarships for Education & Employment Development in STEM) supports students as they earn a degree and find employment in the STEM field. This grant targets low income, academically talented students with priority focus on minorities, women and veterans. This is a five year grant and to date, there have been 9 cohorts representing 101 students - more than half the recipients were women (54%), 23.6% in an underrepresented race, and 18.6% were identified as Hispanic. Although the start time varies for the cohorts, 53.5% have graduated so far.

- SEEDS students are invited to participate and/or lead volunteer and academic events. Example of events include the Clearwater STEM Festival (several students led activities in the kid's STEM room) and **STEM by the Bay**– new scholar orientation was combined with this event which featured presentations by individuals in different STEM disciplines, working lunch with representatives from local organizations in the county, STEM workshops and services projects.

New methods and strategies, if applicable.
Response: Click here to enter text.

- **Targeted outreach** sponsored by the Career and Academic Communities (Community Events) focusing on non-traditional students. Example below:
  MANUFACTURING (Building Arts, Manufacturing and Engineering Community)
  During the Engineering, Building Arts and Manufacturing Week, a co-sponsored event was held on Feb. 11 that focused on recruiting Women in Manufacturing (WIM) field to help todays female students enter this male dominated field.

- St. Petersburg College (SPC), in partnership with Hillsborough Community College (HCC) and State College of Florida Manatee-Sarasota (SCF) have formed the **Tampa Bay Bridge to the Baccalaureate (TB-B2B) Alliance.** The focus of TB-B2B Alliance is to significantly increase the number of underrepresented minority students transferring to baccalaureate programs in STEM.
  - During this inaugural year, the Alliance conducted significant outreach and recruitment across the Tampa Bay region targeting current, pre-college, and non-traditional students interested and participating in STEM areas of study. A few examples specifically to SPC include:
    - Visited campus advising, admissions, recruitment, student support, veteran's services, and College Reach Out Program teams for Q&A and materials distribution.
    - Connected with students, STEM faculty, and college leadership via meetings, presentations, open houses, STEM roundtables, and events such as STEMinars and STEM Expos.
    - Engaged regional high school students, parents, and teachers via programs like the College Reach Out Program (CROP) and Boys & Girls Clubs to promote STEM and B2B.
    - Presented content and program elements to regional elementary school classrooms and after school clubs.
    - Designed and created Alliance and B2B print materials for recruiting students, including fliers, posters, and rack cards for institutional programming and events, as well as STEM Summer Series/STEM Boot Camp/Summer Bridge programs, in multiple languages.
  - B2B faculty at each Alliance institution created Summer STEM programming and intensive student support with the common goal of Math and Science exposure, skills building and increased literacy. Each summer program utilized ALEKS adaptive learning mathematics software, and offered one-on-one instruction with students. Camps also reinforced math through contextualized STEM learning. Approximately 30 students participated in the Summer programming series across the Alliance. To support year-long success in math courses, SPC and SCF created Lending Libraries for cost-prohibitive texts and graphing calculators that all B2B students can access. Alliance institutions also practice intensive math and STEM program advising, employing two check-ins with B2B and academic advisors per semester.

The B2B Alliance's Year 1 efforts across all Alliance institutions generated the following results:

- Approximately 107 enrolled candidates to comprise TB-B2B's Year 1 Fall cohort (Year 2/Spring 2019 enrollees are still in process)
- Approximately 304 students applied for the Summer/Fall 2018 and Spring 2019 cohorts
- An estimated 165 applicants identified as female
- Approximately half of all applicants identified their ethnicity as Hispanic
- Of all applicants identifying a specific race on their application, an estimated 98 identified as Black/African American, 108 identified as Hispanic, 6 identified as American Indian, 5 identified as Native Hawaiian, and 17 identified as multi-race or other.
- 100% of the students enrolled in SPC's and SCF's Summer STEM programs were retained for the Fall 2018 B2B cohort. HCC lost two students due to their changing majors outside of the NSF-defined STEM courses of study, but has retained the remainder of its students.

Review of Part III: Strategies to Overcome Underrepresentation of Students
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Is the college achieving its goals in terms of student enrollments by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
Is the college achieving its goals in terms of student completions by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
The report should include an analysis of student participation in traditionally underrepresented programs and courses, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education. Did the college provide updates for its goal in terms of student completions across the aforementioned categories?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		

Part IV. Gender Equity in Athletics

The college offers athletic programs: **Yes** If no, move to next section. If yes, complete this section.

Assessment of Athletic Programs
Section 1006.71, F.S., Gender equity in intercollegiate athletics, is applicable to postsecondary institutions offering athletic programs. Florida College System institutions that offer athletic programs shall develop a gender equity plan pursuant to section 1000.05, F.S. The plan is to include consideration

of equity in sports offerings, participation, availability of facilities, scholarship offerings and funds allocated for administration, recruitment, comparable coaching, publicity and promotion and other support costs. An annual assessment is required, and each college president is to be evaluated on the extent to which gender equity goals have been accomplished.

For this part, provide the college's latest Equity in Athletics Disclosure Act (EADA) Survey Federal Report as an appendix.

Data Assessment
Section 1006.71, F.S., requires an assessment of major areas to evaluate the college's progress toward gender equity in athletics.

Provide updates or new information related to sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity. If the college is not in compliance with Title IX, updates must be included in the college's Corrective Action Plan in Part D of this report.

Sports offerings and whether they effectively accommodate the interests and abilities of members of both genders:

1) We currently have 4 women's teams and 2 men's teams.

2) Participation rates, substantially proportionate to the enrollment of males and females: Yes, which is detailed further in the enrollment and athletic participation spreadsheet (noted below).

3) Availability of facilities, defined as locker rooms, practice areas, and competitive facilities: SPC gym sports (women's volleyball, men's and women's basketball) all have dedicated locker rooms. Women's tennis participates at an off campus facility. Men's baseball and women's softball are housed at the Clearwater Campus and both teams have designated locker room space. In 2018 St. Petersburg College entered into a contractual agreement with the City of Clearwater for women's softball to play and practice at the Eddie C. Moore Sports Complex and for the men's baseball team to practice and play at Jack Russel Stadium.

4) Scholarship offerings for athletes: Total # of scholarships that are available for women by sport: Volleyball-14, Basketball-15, Softball-18 and Tennis-9. Total # of scholarships that are available for men by sport: Basketball-12 and Baseball-18. Funds allocated for the athletic program overall: $1,611,689.54

5) Administration: The Athletic Director reports to the Senior Vice President of Student Affairs, who in turn reports to the President.

6) Recruitment: Recruitment is at the discretion of the coach with periodic involvement from the athletic administration. They (Head Coaches) all have budgets that they can draw from to pay for recruitment, equipment, travel, etc. A complete breakdown of expenses can be seen in the EADA report that's included in this submission.

7) Comparable coaching: SPC has 5 full-time head coaches (Men's basketball, Men's baseball, Women's basketball, Women's softball & Women's volleyball) and one part-time head coach (Women's tennis).

8) Publicity and promotion: St. Petersburg College Athletics is promoted through multiple channels such as the website (on the athletic page and events calendar), electronic signage that posts game dates/times for our sports, and sandwich boards on campus. Additionally, there is a Media Guide printed with information on all sports and schedule cards (per sport) that are created and handed out in the community. College staff and coaches use blogs, Twitter, Facebook, and other social media outlets as a way to promote athletics at the college. This year, we were able to live stream home games for Men and Women's sport to increase exposure.

9) Other support costs: The Foundation Department houses the college related donations, including athletic monetary support. Additionally, when an athletic team qualifies for state or national tournaments, funding is provided by the Vice President of Student Affairs.

10) Travel and per diem allowances: Allowances are allowed for each team who travels outside of the district and payment for travel comes from within their team budget. Per Diem costs are also allowable when teams travel overnight. Oversight of per diem allotments come via a sign in sheet, where the student verifies receiving money.

11) Provision of equipment and supplies: is noted in 6 above

12) Scheduling of games and practice times: Men's and Women's basketball split time in the gym with women's volleyball. However, women's volleyball begins in early August and therefore, there rarely seems to be issues with scheduling between the court sports. Whereas, women's tennis, women's softball, and men's baseball practice and play games off campus with very little interruption to their practice or game schedules.

13) Opportunities to receive tutoring: Each and every student athlete has access to free tutoring on all campuses, Monday-Thursday 8:00 am-8:00 pm, Friday 8:00 am-3:00 pm, periodic Saturday hours (varies by campus), and closed on Sundays. In addition to tutoring, each head coach requires a specific amount of hours to be spent in study hall (on a weekly basis).

14) Compensation of coaches and tutors: The athletic department funds partial salaries for all coaches with the exception of the tennis coach, softball coach, and baseball coach-who are paid entirely out of the athletic department. The coaches other percentages of their salaries come from the other departments in which they are assigned to.

15) Medical and training services: The Athletic Department at SPC has a Certified Athletic Trainer at all home contests. As for medical services, student athletes not covered by their parents or guardians insurance are covered by SPC's insurance plan.

16) Housing and dining facilities and services: Student athletes who receive full scholarships (tuition, book stipend, food allowance and housing supplement) have the ability to select and live in housing of their choice. The college does not sign lease agreements for housing. St.

Pete/Gibbs and Clearwater Campuses both have college approved food vendors where student athletes may dine if that's their desire.

Compliance with Title IX
Using athletic participation data from the latest EADA Survey Federal Report, complete the following table to determine gender equity based on participation rates.

Athletic Participation by Gender Compared to Student Enrollments by Gender for July 1, 2016 through June 30, 2017 and July 1, 2017 through June 30, 2018

	2016-2017				2017-2018		
	Males	Females	Total		Males	Females	Total
Total Number of Athletes	33	53	86	Total Number of Athletes	39	53	92
Percent of Athletes by Gender	38%	62%	100%	Percent of Athletes by Gender	42%	58%	100%
Total Number of Enrollments	11,793	18,680	30,473	Total Number of Enrollments	12,026	18839	30865
Percent of Enrollments by Gender	39%	61%	100%	Percent of Enrollments by Gender	39%	61%	100%
Difference between the percent of athletes and the percent of students enrolled	-1	1	0	Difference between the percent of athletes and the percent of students enrolled	3.4	-3.4	0.0%

Proportionality of Participation
Based on the table, is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled? **2016-2017**: **Yes 2017-2018**: **Yes**
Based on the participation rates of female athletes compared to female enrollments and based on the college's athletic program assessment as presented in the EADA Survey Federal Report, check at least one component below for assuring the institution is in compliance with Title IX, Gender Equity in Athletics.

☐   Accommodation of interests and abilities
☒   Substantial proportionality
☐   History and practice of expansion of sports

Corrective Action Plan
If the program is not in compliance, complete the Corrective Action Plan below and specify or update the plan to achieve compliance. Include completion dates for each method and strategy.

Gender Equity in Athletics Component	Planned Actions to Address Deficiencies Found in Athletics	Responsible Person(s) and Contact Information	Timelines

Review of Part IV: Gender Equity in Athletics
(Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include the Equity in Athletic Disclosure Act (EADA) Survey Federal Report for 2018?	Select one.		
Does the equity report reflect updates or new information related to: sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity?	Select one.		
Is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled?	Select one.		
Does the report include any of the following to ensure compliance with Title IX?	Select one.		
Accommodation of interests and abilities	Select one.		
Substantial proportionality	Select one.		
History and practice of expansion of sports	Select one.		
If there were any disparities in sections A or B, or if the percentage of female participants was not substantially proportionate to the percentage of	Select one.		

Requirement	Response	Comments	Action
female enrollments, did the college submit a corrective action plan?			

Part V. Signature Page

FLORIDA EDUCATIONAL EQUITY ACT
2018-2019 ANNUAL EQUITY UPDATE REPORT
Signature Page

St. Petersburg College

The college ensures that section 1000.05, F.S., and section 1012.86, F.S., and implementing Rules 6A-19.001-.010, F.A.C., referenced in submission 1 of 2 and submission 2 of 2 of this report, are properly implemented and that this institution prohibits discrimination against students, applicants for admission, employees or applicants for employment on the basis of race, color, ethnicity, national origin, gender, pregnancy, disability, age or marital status.

The college has developed policies and procedures for providing reasonable substitutions for admission, graduation, study program admission and upper-division entry for eligible students with disabilities as required by section 1007.264 and section 1007.465, F.S., and for implementing Section 504 of the Rehabilitation Act of 1973.

The institution is in compliance with the identified components of the athletic programs, as required by Title IX, the Florida Educational Equity Act, section 1006.71, F.S., Gender equity in intercollegiate athletics, and, where not compliant, the college has implemented a corrective action plan. (Applicable for institutions with athletic programs)

The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of section 1012.86, F.S.

_____

PAMELA S. SMITH (EQUITY OFFICER)   DATE

_____

DR. TONJUA WILLIAMS (COLLEGE PRESIDENT)   DATE

_____

NATHAN STONECIPHER (CHAIR OF DISTRICT BOARD OF TRUSTEES)   DATE

Equity in Athletics 2018

Institution: St Petersburg College (137078)
User ID: E1370781

Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

1. How will you report Operating (Game-day) Expenses?

◉ By Team	◯ Per Participant

2. Select the type of varsity sports teams at your institution.

☑ Men's Teams

☑ Women's Teams

☐ Coed Teams

3. Do any of your teams have assistant coaches?

◉ Yes

    ☑ Men's Teams

    ☑ Women's Teams

    ☐ Coed Teams

◯ No

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.

Sport	Men's	Women's	Sport	Men's	Women's
Archery	☐	☐	Badminton	☐	☐
Baseball	☑		Basketball	☑	☑
Beach Volleyball	☐	☐	Bowling	☐	☐
Cross Country	☐	☐	Diving	☐	☐
Equestrian	☐	☐	Fencing	☐	☐
Field Hockey		☐	Football	☐	
Golf	☐	☐	Gymnastics	☐	☐
Ice Hockey	☐	☐	Lacrosse	☐	☐
Rifle	☐	☐	Rodeo	☐	☐
Rowing	☐	☐	Sailing	☐	☐
Skiing	☐	☐	Soccer	☐	☐
Softball		☑	Squash	☐	☐
Swimming	☐	☐	Swimming and Diving (combined)	☐	☐
Synchronized Swimming		☐	Table Tennis	☐	☐
Team Handball	☐	☐	Tennis	☐	☑
Track and Field (Indoor)	☐	☐	Track and Field (Outdoor)	☐	☐
Track and Field and Cross Country (combined)	☐	☐	Volleyball	☐	☑
Water Polo	☐	☐	Weight Lifting	☐	☐
Wrestling	☐	☐	Other Sports **(Specify sports in the caveat box.)**＊	☐	☐

CAVEAT

The caveat on this screen is for internal use and does not appear on the EADA Dissemination Website (public site). If you want information to appear on the public site, enter it on the Athletic Participation screen.

＊ If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Baseball	26	
Basketball	13	13
Softball		21
Tennis		8
Volleyball		11
Total Participants Men's and Women's Teams	39	53
Unduplicated Count of Participants (This is a head count. If an individual participates on more than one team, count that individual only once on this line.)	39	53

CAVEAT
(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.
The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	1		1						1
Basketball		1	1						1
Coaching Position Totals	1	1	2	0	0	0	0	0	2

CAVEAT

Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.
The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Total Head Coaches
Basketball						1	1		1
Softball					1		1		1
Tennis						1		1	1
Volleyball					1		1		1
Coaching Position Totals	0	0	0	0	2	2	3	1	4

CAVEAT

Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	35,276	26,754
Number of Head Coaching Positions Used to Calculate the Average	2	4
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)		
Average Annual Institutional Salary per Full-time equivalent (FTE)	53,047	47,563
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	1.33	2.25
CAVEAT		

Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Total Assistant Coaches
Baseball		3		3					3
Basketball		3	1	2					3
Coaching Position Totals	0	6	1	5	0	0	0	0	6

CAVEAT

Assistant Coaches - Women's Teams

Institution: St Petersburg College (137078)
User ID: E1370781

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Total Assistant Coaches
Basketball						2		2	2
Softball						2		2	2
Tennis						1		1	1
Volleyball		1		1					1
Coaching Position Totals	0	1	0	1	0	5	0	5	6

CAVEAT

Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	3,200	5,125
Number of Assistant Coaching Positions Used to Calculate the Average	6	4
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	2
Average Annual Institutional Salary per Full-time equivalent (FTE)	43,636	45,556
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.44	0.45

CAVEAT

This information is correct. Each Head Coach pay their assistant different pay rates. Each of them are paid stipends.

Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	308,421	537,998	846,419
Ratio (percent)	36	64	100%
CAVEAT			

Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	0	0	0
CAVEAT			

Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.

For a sport with a men's team and a women's team that have a combined budget, click here for special instructions.
Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams			Women's Teams			Total Operating Expenses
	Participants	Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant	By Team	
Basketball	13	2,702	35,132	13	2,482	32,264	67,396
Baseball	26	1,831	47,608				47,608
Softball				21	1,218	25,580	25,580
Tennis				8	3,503	28,020	28,020
Volleyball				11	1,518	16,702	16,702
Total Operating Expenses Men's and Women's Teams	39		82,740	53		102,566	185,306
CAVEAT							

Note: This screen is for game-day expenses only.

Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.
Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	241,271	208,616	449,887
Baseball	262,266		262,266
Softball		289,461	289,461
Tennis		142,176	142,176
Volleyball		155,692	155,692
Total Expenses of all Sports, Except Football and Basketball, Combined	262,266	587,329	849,595
Total Expenses Men's and Women's Teams	503,537	795,945	1,299,482
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			139,116
Grand Total Expenses			1,438,598
CAVEAT			

Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.
Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.
Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	241,271	208,616	449,887
Baseball	262,266		262,266
Softball		289,461	289,461
Tennis		142,176	142,176
Volleyball		155,692	155,692
Total Revenues of all Sports, Except Football and Basketball, Combined	262,266	587,329	849,595
Total Revenues Men's and Women's Teams	503,537	795,945	1,299,482
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			139,116
Grand Total for all Teams (includes by team and not allocated by gender/sport)			1,438,598
CAVEAT			

Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

		Men's Teams	Women's Teams	Total
1	Total of Head Coaches' Salaries	70,552	107,016	177,568
2	Total of Assistant Coaches' Salaries	19,200	20,500	39,700
3	Total Salaries (Lines 1+2)	89,752	127,516	217,268
4	Athletically Related Student Aid	308,421	⚠ 537,998	846,419
5	Recruiting Expenses	0	0	0
6	Operating (Game-Day) Expenses	82,740	102,566	185,306
7	Summary of Subset Expenses (Lines 3+4+5+6)	480,913	768,080	1,248,993
8	Total Expenses for Teams	503,537	795,945	1,299,482
9	Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	22,624	27,865	50,489
10	Not Allocated Expenses			139,116
11	Grand Total Expenses (Lines 8+10)			1,438,598
12	Total Revenues for Teams	503,537	795,945	1,299,482
13	Not Allocated Revenues			139,116
14	Grand Total Revenues (Lines 12+13)			1,438,598
15	Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16	Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

To return to a data entry screen, click on the link in the Navigation Menu.

To proceed to the Supplemental Information screen, click on the link in the Navigation Menu or click on the "Next" button on this screen.

Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program.
This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk.
To explain specific data entered on a previous screen, please use the caveat box on that screen.

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: U.S. Department of Justice: Office of Community Oriented Policing Services (COPS) – FY19 Community Policing Development (CPD) Program – Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) by St. Petersburg College for the Community Policing Development (CPD) Program – Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety. Permission is sought to accept an estimated $358,058 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The goal of this project is to develop an innovative in-person training course for law enforcement professionals that advances public safety through the application of community policing. Deliverables include a newly developed training course that focuses on skill building for law enforcement. In addition, a course pilot hosted through a partner-training academy or partner-training network is required as part of the grant. SPC's College of Public Safety will collaborate with the Florida Department of Law Enforcement (FDLE) as its partner-training academy by developing and hosting the course. The course will be a contemporary version of Advanced Community Policing course and will cover topics including Intelligence-Led Policing (ILP), Public-Private Partnerships, Community Engagement, Problem Solving Applications, etc. This course will also be incorporated into the College of Public Safety's Advanced and Specialized Training offerings at the conclusion of the grant.

The estimated period of performance will be from October 1, 2019 – September 30, 2021. The total award amount is projected to be $358,058 over a two-year period. See attached Information Summary for additional information.

Jesse Turtle, Vice President of Institutional Advancement and Foundation Executive Director; 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

ks0530193

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting:	June 18, 2019
Funding Agency or Organization:	U.S. Department of Justice, Office of Community Oriented Policing Services (COPS)
Name of Competition/Project:	Community Policing Development (CPD) Program – Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety
SPC Application or Sub-Contract:	SPC Application
Grant/Contract Time Period:	Start: 10/01/19 End: 09/30/21
Administrator:	Brian Frank
Manager:	Eileen LaHaie

Focus of Proposal:

St. Petersburg College is proposing to develop an innovative in-person training course for law enforcement professionals that advances public safety through the application of community policing and focuses on skill building for law enforcement. In addition, SPC's College of Public Safety will collaborate with the Florida Department of Law Enforcement (FDLE) as its partner-training academy by developing and hosting the course pilot, before final course delivery. The course will be a contemporary version of Advanced Community Policing that will cover topics including Intelligence-Led Policing (ILP), Public-Private Partnerships, Community Engagement, and Problem Solving Applications.

The program will deliver an estimated ten trainings to a diverse group of law enforcement agencies. The goal of this project will be to take enhanced community policing strategies from theory to practice. This will be accomplished by expanding on existing community policing philosophies to meet today's challenges while infusing elements of data driven decision making into the curriculum. Upon completion of the training, participants will be able to actively apply their new knowledge, skills and abilities directly in the communities they serve. They will have the ability to incorporate ILP strategies to enhance the community policing initiatives within their jurisdictions. This program will have a significant, positive impact on police-community relations, reduce the impact of crime through advanced intelligence collection and analysis and reduce the fear of crime in these same communities. This course may be incorporated into the College of Public Safety's Advanced and Specialized Training offerings at the conclusion of the grant.

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	$ 131,195
Fringe	$ 49,854
Travel	$ 2,716
Supplies	$ 1,200
Consultants/Contractors	$ 92,930
Other Costs	$ 2,850
Indirect Costs	$ 77,313
Total Budget	$ 358,058

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	$ 358,058
Total amount from funder:	$ 358,058
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:	$77,313
(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
	2. Student Success
Strategic Initiative(s):	1. Increase Strategic Connections
	2. Be the Catalyst for Positive Change

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: U.S. Department of Justice: Office of Community Oriented Policing Services (COPS)–Community Policing Development (CPD) Program – Mentoring Program for Community Policing Initiatives

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) by St. Petersburg College for the Community Policing Development (CPD) Program – Mentoring Program for Community Policing Initiatives. Permission is sought to accept an estimated $358,155 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The goal of this funding is to develop and exchange practice-based innovations in community policing and add to the body of data regarding effectiveness. The project will expand law enforcement agencies' knowledge of the principles of community policing, address current needs and identify gaps in the field and enhance skills in implementing community policing strategies to address crime or advance public safety. SPC's College of Public Safety will propose a mentoring program that will provide technical assistance and measure outcomes culminating in a *"Best Practices, Lessons Learned*" document to be shared with the field. Opportunities for SPC faculty and staff to participate in various mentoring activities for professional development will be available.

The estimated period of performance will be from October 1, 2019 – September 30, 2021. The total award amount is projected to be $358,155 over a two-year period. See attached Information Summary for additional information.

Jesse Turtle, Vice President of Institutional Advancement and Foundation Executive Director; 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

ks0530193

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: June 18, 2019

Funding Agency or Organization: U.S. Department of Justice, Office of Community Oriented Policing Services (COPS)

Name of Competition/Project: Community Policing Development (CPD) Program – Mentoring Program for Community Policing Initiatives

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: Start: 10/01/19   End: 09/30/21

Administrator: Brian Frank

Manager: Eileen LaHaie

Focus of Proposal:
SPC's College of Public Safety is proposing to create a mentoring program that will support law enforcement agencies' by providing principles of community policing, identifying current needs and gaps in the field, and enhancing law enforcement agencies' skills through the implementation of community policing strategies. This program will assess programming, provide technical assistance and measure outcomes culminating in a *"Best Practices, Lessons Learned"* document to be shared in the law enforcement field, locally and nationally.

It is estimated that the program will conduct eight 3-day on-site assessments, resulting in a post Assessment Report/Agency Action Plan and Post Assessment Briefing; eight 4-day technical assistance visits to implement Action Plan and eight follow-up visits to determine effectiveness of the program. SPC will utilize its extensive pool of subject matter experts and leverage institutional knowledge and resources to increase the ability of participating agencies to engage in successful contemporary community policing strategies. This will have a positive impact on reducing crime, while improving the trust between the police and the community. SPC faculty and staff will also have the opportunity to participate in various mentoring activities for the purpose of professional development.

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	$ 112,959
Fringe	$ 42,924
Travel	$ 2,716
Supplies	$ 960
Consultants/Contractors	$ 124,358
Other Costs	$ 800
Indirect Costs	$ 73,438
Total Budget	$ 358,155

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	$ 358,155
Total amount from funder:	$ 358,155
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:	$73,438
(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
	2. Partnerships
Strategic Initiative(s):	1. Enhance Strategic Partnership
	2. Strategic Professional Development

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: U.S. Department of Justice: Bureau of Justice Assistance (BJA)—Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) Training Initiative

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Bureau of Justice Assistance (BJA) by St. Petersburg College for the Preventing Violence Against Law Enforcement Officers and Ensuring Officer Resilience and Survivability (VALOR) training grant. Permission is sought to accept an estimated $550,349 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The VALOR Initiative is a set of programs that work to enhance officer safety and wellness in a systemic and comprehensive manner; educating, training, and offering resources to state, local, and tribal law enforcement personnel to augment their safety and protection. The purpose of the funding is to support the continuation of the VALOR Program, as well as enhance the initiative with additional programming. SPC's College of Public Safety will enhance its existing *"In Harm's Way"* law enforcement suicide prevention program and develop additional training that focuses on compassion fatigue, trauma-informed policing, survivors' guilt and emotionally preparing for a critical incident. These trainings will be delivered throughout the country and will also be made available to our local law enforcement constituency in Region IX. Training will be delivered face-to-face, and through webinars, videos and podcasts.

The estimated period of performance will be from October 1, 2019 – September 30, 2021. The total award amount is projected to be $550,349 over a two-year period. See attached Information Summary for additional information.

Jesse Turtle, Vice President of Institutional Advancement and Foundation Executive Director; 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

ks0530193

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: June 18, 2019

Funding Agency or Organization: U.S. Department of Justice, Bureau of
                        Justice Assistance (BJA)

Name of Competition/Project: Preventing Violence Against Law
                        Enforcement Officers and Ensuring Officer
                        Resilience and Survivability (VALOR)
                        Initiative

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: Start: 10/01/19   End: 09/30/21

Administrator: Brian Frank

Manager: Eileen LaHaie

Focus of Proposal:
St. Petersburg College is proposing a training program that will enhance its existing *"In Harm's Way"* law enforcement suicide prevention program and develop training that focuses on compassion fatigue, trauma-informed policing, survivors' guilt and emotionally preparing for a critical incident. The purpose of the funding is to support the continuation of the VALOR Program and to add additional programs to the initiative. The College will use a multi-faceted approach to training that will involve a variety of audiences and training platforms, including face-to-face and webinars, videos and podcasts. These trainings will be delivered throughout the country and will also be made available to our local law enforcement constituency in Region IX, supporting the College's Community of Care commitment.

It is estimated that the program will deliver twenty 8-hour trainings; develop two customizable, downloadable brochures in English and Spanish; develop one fully interactive webinar, two roll call videos, and two short podcasts; deliver six technical assistance site visits; deliver six speakers' bureau presentations and collaborate with BJA on the creation of an advisory board.

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	$ 157,000
Fringe	$ 59,666
Travel	$ 9,348
Supplies	$ 600
Consultants/Contractors	$ 163,498

Other Costs	$	28,650
<u>Indirect Costs</u>	$	<u>131,587</u>
Total Budget	$	550,349

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	$	550,349
Total amount from funder:	$	550,349

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:	$131,587
(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
	2.	Partnerships
Strategic Initiative(s):	1.	Increase Strategic Connections
	2.	Be Catalyst for Positive Change

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams. President

SUBJECT: U.S. Department of Education—Child Care Access Means Parents in School

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education in support of the St. Petersburg College Child Care Access Means Parents in Schools (CCAMPIS) program. Permission is sought to accept an estimated $1,293,784 in funding over a four-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The U.S. Department of Education Child Care Access Means Parents in School (CCAMPIS) program is a multi-year program that works to improve persistence and retention for Pell-eligible students with children. The grant supports childcare vouchers on a sliding scale basis, as well as wrap-around support services for low-income students.

Through this program, SPC will develop a new, voucher-based CCAMPIS program serving Pell-eligible students with children. Child care services will be provided through outsourced contracts with licensed and accredited child care providers located near each of SPC's eleven campuses and educational sites, ensuring county-wide coverage of care and supporting students' choice in quality early education providers. Vouchers will be provided on a sliding fee scale, with priority given to full-time students needing full-time child care. Through requested CCAMPIS funding, significant leveraged institutional investment, and dedicated partnerships with community agencies, this program will serve an estimated 85 students per year. SPC will partner with and leverage the subject matter expertise of Early Learning Coalition of Pinellas County (ELC), Juvenile Welfare Board, and Head Start. More specifically, SPC CCAMPIS model will mirror the established best-practice ELC model in providing vouchers for low-cost child care, and will work with many of the same Gold Seal providers, ensuring consistency with providers who are vetted and also have capacity for reporting and invoicing requirements.

The estimated period of performance will be from October 1, 2019 through September 30, 2023. The total project budget is projected to be $1,293,784, of which the College anticipates receiving the full award amount. See attached Information Summary for additional information.

Jamelle Conner, Vice President of Student Services; Suzanne L. Gardner, General Counsel; and Misty Kemp, Executive Director of Retention Services, recommend approval.

Attachment

ks0531192

BOT INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: June 18, 2019

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

Name of Competition/Project: Child Care Access Means Parents in School

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 101/19   **End:** 9/30/23

Administrator: Jamelle Conner

Manager: Misty Kemp

Focus of Proposal:

St. Petersburg College's (SPC) *Child Care Access Means Parents in School* program (CCAMPIS) will increase access to critically-needed child care and wrap around services for an estimated 85 low-income students each year. Pursuing this opportunity is in direct support of the expressed needs of students. In a recent survey, targeting Pell-eligible students with dependents under 18, 63.6% of the 1,081 respondents said the cost of child care has moderately to severely impacted their ability to attend classes and 41.9% said access to child care has impacted their ability to attend class "too many times to count."

The services tailored for this program have been recognized as high-effective in impacting low-income students with the greatest needs. CCAMPIS participants will benefit from 1:1 academic and social support from program staff and College learning resources, career and academic advising, financial literacy and life skills workshops, peer support networks, on-campus activities with their families, and connections to college and community wrap-around services to meet basic needs. Participants will also be eligible for scholarship funding to defray the cost of attendance and support continued enrollment and degree completion. Program efforts will be led by two full-time CCAMPIS staff as well as leveraged time from Early Childhood Education faculty and Retention Services programs targeting high-needs, at-risk students. Community partners serving low-income children and families will provide technical assistance in working with providers and referrals for social services as well as wait listed care.

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	$ 334,664
Fringe	$ 127,172
Travel	$ 11,000
Supplies	$ 8,000
Contractual (Child Care Vouchers)	$ 768,000

Other (Printing and Membership)	$ 6,000
Indirect (8%, less Contractual)	$ 38,948
Total Budget	$ 1,293,784

Funding:

| Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) | $ 1,549,264 |
| Total amount from funder: | $ 1,293,784 |

| Amount/value of match: | Cash: $212,000 |
| | In-kind: $43,480 |

Required match or cost sharing:	No X	Yes
Voluntary match or cost sharing:	No	Yes X
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):2. | 1. | Recruitment and Retention Plan |
| | 2. | Community Focus |

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams., President

SUBJECT: U.S. Air Force—Educational Service Agreement for Dental Hygiene Training

Confirmation is sought for the continuation of services, subject to Board of Trustees' approval, from the U.S. Air Force under the Educational Service Agreement for Dental Hygiene. Permission is also sought to accept an estimated $593,480 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 Educational Service Agreement for Dental Hygiene grant has been awarded by the U.S. Air Force since November 2002. The purpose of the Dental Hygiene Training program is to improve quality care to military personnel by utilizing dental hygienists who have graduated from an accredited dental hygiene program.

SPC's role will be to continue to provide accredited entry dental hygiene education, enrolling up to 6 Air Force military personnel per year for three years. The funding will support tuition, fees, support staff, faculty and supplies. This program was initiated in November of 2002 and SPC is seeking approval for continuation through 2022. The selected students would begin the program each Session III and complete the two-year program graduating in May of each year.

The period of performance for the continuation is projected to be from May 2019 through May 2022. The total project budget is estimated at $593,480 over the course of three years. The budget is the estimated cost to educate up to 12 students per term. There are no anticipated direct costs to the College for this initiative. See attached Information Summary for additional information.

Jesse Turtle, Vice President of Institutional Advancement and Foundation Executive Director; Suzanne L. Gardner, General Counsel; Deanna Stentiford, Dean, Allied Health Sciences and Joan Tonner, Dental Hygiene Program Director, recommend approval.

Attachment

ks0529193

BOT/CABINET INFORMATION SUMMARY
GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: June 18, 2019

Funding Agency or Organization: U.S. Air Force

Name of Competition/Project: Educational Service Agreement for Dental Hygiene Training

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** May 2019   **End:** May 2022

Administrator: Deanna Stentiford

Manager: Joan Tonner

Focus of Proposal:
The United States Air Force desires to improve quality care to military people by utilizing dental hygienists who have graduated from an accredited dental hygiene program. Graduates will be eligible for licensure after passing appropriate state and national exams. SPC will assume the role of the training provider. Specifically, the College will use funds to support tuition, fees, faculty, administrative support and supplies. This program was first approved in November of 2002.

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

Personnel & Fringe	$ 347,230
Tuition, Books, Supplies, etc.	$ 246,250
Total Three-Year Budget	$ 593,480

Funding:
Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) $593,480

Total amount from funder: $593,480

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:	up to 12 full-time students per term
Other:	N/A

College Goals and Institutional Initiatives Addressed:

Value(s):
1. Student Focus
2. Academic Excellence
3. Partnerships
4. Outstanding Service

Strategic Initiative(s):
1. Recruitment and Retention Plan
2. Pathways Initiative

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Accounts Receivable Write-Off

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2017. In each instance, the receivable is at least two years old.

Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.

Last year we projected a 23% decrease in the write-offs and we came in at a better than expected 23.6% reduction. In addition, we recovered approximately $119,000 in prior year write-offs. We are projecting another significant decrease of approximately 10% in next year's write-off. Approved write-offs for FY18 totaled $1,185,373.36.

Accounts to be written-off, totaling $1,185,373.36 are summarized on the following schedule:

Student Tuition Debt: $233,920.62

Financial Aid Repayment: $663,796.50

Return Checks/Other: $8,416.43

Total $906,133.55

Brian Miles, Vice President, Administration, Finance & Technology; Mike Meigs, Acting Associate Vice President, Financial and Business Services; and Sonja Green, Acting Director of Student Accounting and Business Systems, recommend approval.

June 18, 2019

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President

SUBJECT: Notice of Intent to Initiate the Baccalaureate Approval Process

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

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

The Bachelor of Applied Science degree in Cardiopulmonary Sciences (BASCS) will provide the Registered Respiratory Therapist, who has completed the Associate of Science(AS) in Respiratory Care, the opportunity to keep pace with the advancement and requirements of the profession. This program will provide a broader based curriculum that will lead to advanced credentials, as well as, professional growth and development in leadership, management, education and research.

The Bachelor of Applied Science Degree program in Digital Media and Video Production Technology will adhere to industry guidelines with regard to curriculum, facilities, faculty, and community support partners. The curriculum and programming will provide students with concentrated upper level courses expanding upon the two-year Associate of Science in Digital Media program currently available at SPC. Technical skills, creative problem-solving, and the ability to work effectively with others using technology are the competitive advantages this program of study will offer students in a growing industry.

These degree programs compliments the traditional workforce emphasis of baccalaureate programs in state colleges by offering upward mobility into leadership/management for two-year graduates.

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

Tom Furlong, Acting Vice President for Instruction and Academic Programs recommends approval.

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

June 18, 2019

Dear Chancellor Hedba,

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

SPC proposes to offer Pinellas County residents the opportunity to earn a Bachelors of Applied Science in Cardiopulomanary Science and a Bachelors of Applied Science Digital Media and Video Production Technology, degrees that compliments the traditional workforce emphasis of baccalaureate programs in state colleges by offering upward mobility into leadership roles and/or to further students' education. The opportunity exists also to further the student's technical career skills by obtaining higher-level certifications.

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

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

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

Sincerely,

Dr. Tonjua Williams
President
St. Petersburg College

St. Petersburg Collegiate High School

St. Petersburg/Gibbs Campus and Tarpon Springs Campus

Governing Board Meeting
EpiCenter, BD1-451, 453
June 18, 2019

Agenda

1. Proposed St. Petersburg Collegiate High School Budget for St. Petersburg/Gibbs and Tarpon Springs (*approval requested*)

2. SPCHS Policies and Procedures Manual and Calendar (*approval requested*)

3. St. Petersburg Collegiate High School Tarpon Springs Update

4. End of Year Highlights for St. Petersburg Collegiate High School

5. Introduction of Dr. Call, SPCHS Tarpon Springs Principal

SPCHS Governing Board Meeting Agenda

1. Proposed Budget for St. Petersburg Collegiate High School St. Petersburg/Gibbs and Tarpon Springs (*approval requested*)

2. SPCHS Policies and Procedures Manual and Calendar (*approval requested*)

3. St. Petersburg Collegiate High School Tarpon Springs Update

4. SPCHS Highlights for 2018-19

5. Introduction of Dr. Ian Call, Principal SPCHSTS

June 18, 2019

Starla Metz, Principal

SPCHSNP (TARPON SPRINGS) PROPOSED 2019-20 BUDGET

St. Petersburg Collegiate High School North Pinellas
Proposed Budget
2019-2020

	Proposed Budget FY 2020 7/1/2019 - 6/30/2020	Prior Year Approved FY 2019 7/1/2018 - 6/30/2019
Revenue		
Funding Sources		
FEFP Funding (140 Students)	$ 826,547	
Capital Outlay Funding		
Title II Professional Development Reimbursement	6,500	
A+ Recognition Award		
Capital Outlay Reserve (Fund Balance)		
Budget Stabilization Reserve (Transfer from CHS)	206,989	
Total Funding Sources	$ 1,040,036	$ -
Operating Expenses		
Personnel Cost		
Instructional	373,228	
Administrative and Instructional Support	340,991	
Plant Operation	14,155	
Temporary (Non-recurring)	13,454	
Total Personnel Cost	$ 741,828	$ -

Current Expense		
Workshops and Travel (partially Title II)	6,500	
Classroom Supplies	500	
Textbooks and Instructional Materials		
Computer Leases		
Minor Equipment (computers)		
Facility Lease	221,788	
Professional Services & Fees	28,720	
Insurance	15,000	
Repairs / Service Contracts	500	
Transportation		
Food	15,000	
Office Supplies and Equipment	1,800	
Lease Ricoh Copier	3,900	
Postage	500	
Printing/Photocopying/Advertising	4,000	
Total Current Expense	$ 298,208	$ -
Capital Spending		
Total Capital Spending	$ -	
Total Budgeted Expenditures	$ 1,040,036	$ -
Other Transactions: Dual Enrollment		
Dual Enrollment Tuition Expense	$ 230,000	
SPC Contribution to offset tuition	$ (230,000)	
Ending Fund Balance Reserve (est.)	$ -	

St. Petersburg Collegiate High School SP/G
Proposed Budget
2019-2020

	Proposed Budget FY 2020 7/1/2019 - 6/30/2020	Prior Year Approved FY 2019 7/1/2018 - 6/30/2019
Revenue		
Funding Sources		
FEFP Funding (240 Students)	$ 1,461,758	$ 1,362,000
Capital Outlay Funding	80,000	40,000
Title II Professional Development		
Reimbursement	6,500	6,500
A+ Recognition Award	23,000	22,000
Capital Outlay Reserve (Fund Balance)		
Budget Stabilization Reserve (Fund Balance)		130,242
Total Funding Sources	$ 1,571,258	$ 1,560,742
Operating Expenses		
Personnel Cost		
Instructional	384,861	477,103
Administrative and Instructional Support	457,833	431,386
Plant Operation	27,121	96,544
Temporary (Non-recurring)	22,041	20,430
Total Personnel Cost	$ 891,856	$ 1,025,463

Current Expense		
Workshops and Travel (partially Title II)	14,500	14,500
Classroom Supplies	1,000	1,000
Textbooks and Instructional Materials	173,062	165,801
Computer Leases	21,885	21,885
Minor Equipment (computers)	12,000	5,000
Facility Lease (Partially from Capital Outlay Funds)	207,615	203,544
Professional Services & Fees	64,070	38,670
Insurance	15,500	14,000
Repairs / Service Contracts	2,000	4,000
Transportation	0	0
Food	32,700	41,700
Office Supplies and Equipment	19,626	12,179
Lease Ricoh Copier	3,100	2,500
Postage	1,000	1,000
Printing/Photocopying/Advertising	8,000	9,500
Total Current Expense	$ 576,058	$ 535,279
Capital Spending		
Total Capital Spending	$ -	
Total Budgeted Expenditures	$ 1,467,914	$ 1,560,742
Other Transactions: Dual Enrollment		
Dual Enrollment Tuition Expense	$ 450,000	$ 450,000
SPC Contribution to offset tuition	$ (450,000)	$ (450,000)
Ending Fund Balance Reserve (est.)	$ 1,190,809	$ 1,013,693

SPCHS Consent Agenda Items

- SPCHS Policies and Procedures Manual

- SPCHS Calendar for 2019-20

SPCHS Tarpon Springs Update

- Personnel

- Charter School Program Grant
  - Planning phase completed
  - Implementation phase documents uploaded
  - Awaiting approval of documents and funds for implementation
  - Quotes ready for instructional materials, technology, furniture and supplies so orders can be processed once funds released

- Facility Update

- Ribbon Cutting Ceremony, August 30

- Open House, September 3

SPCHS Tarpon Springs Floor Plan
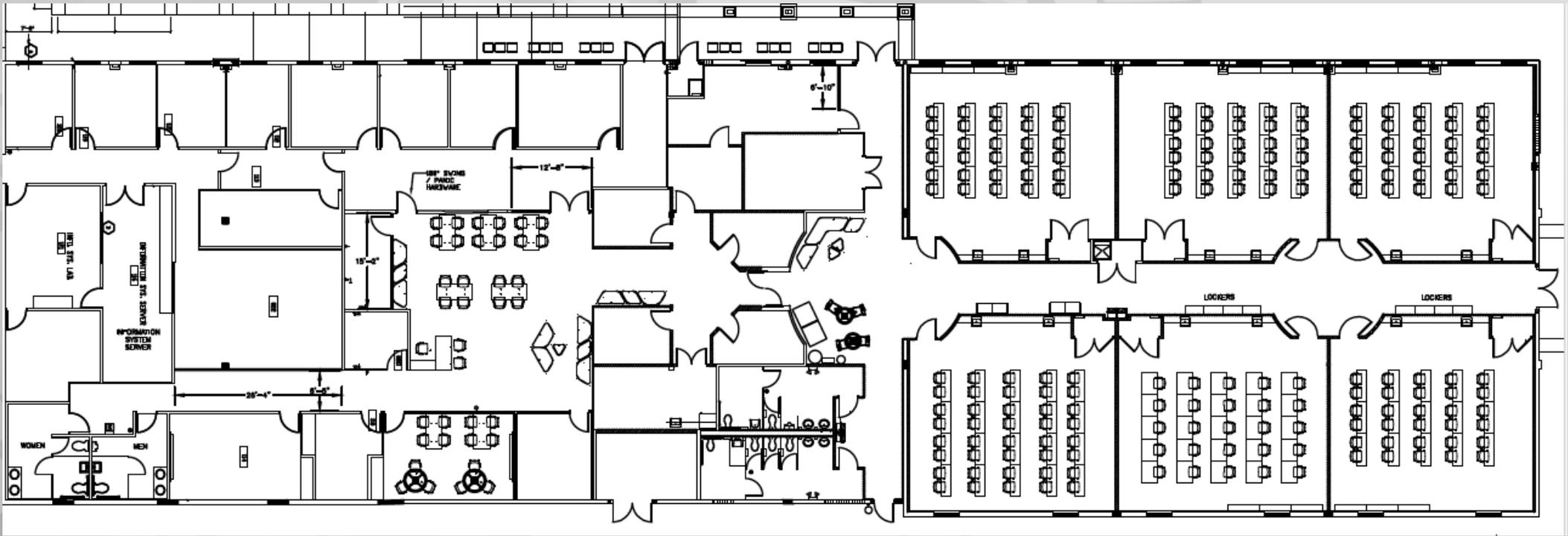
SPCHS 2018-19 Highlights

- Great Schools College Success Award recipient
- State School of Excellence
- U.S. News and World Report Bronze Level school
- One National Merit Finalist, Commended Scholar, and National Hispanic Scholar
- One junior earned a perfect score on the ACT
- The SPCHS Class of 2019 gave 16,887 hours of service
- First Athletic Signing Day, Erin Murphy, FSU
- 66 of the 91 SPCHS seniors graduated with honors
- 54 seniors held one or more leadership position
- Acceptance at a variety of colleges and universities: 10% SPC, 32% USF, 13% UF, 13% FSU, Alabama, Northwestern, Embry-Riddle, Stetson, New College, and Rotary Youth Exchange
- Class of 2019 awarded over $3 million in scholarships

Dr. Ian Call, SPCHSTS Principal

Questions

St. Petersburg Collegiate High School North Pinellas
Proposed Budget
2019-2020

	Proposed Budget	Prior Year Approved
	FY 2020	FY 2019
	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2019
Revenue		
Funding Sources		
FEFP Funding (140 Students)	$ 826,547	
Capital Outlay Funding		
Title II Professional Development Reimbursement	6,500	
A+ Recognition Award		
Capital Outlay Reserve (Fund Balance)		
Budget Stabilization Reserve (Transfer from CHS)	206,989	
Total Funding Sources	**$ 1,040,036**	**$ -**
Operating Expenses		
Personnel Cost		
Instructional	373,228	
Administrative and Instructional Support	340,991	
Plant Operation	14,155	
Temporary (Non-recurring)	13,454	
Total Personnel Cost	**$ 741,828**	**$ -**
Current Expense		
Workshops and Travel (partially Title II)	6,500	
Classroom Supplies	500	
Textbooks and Instructional Materials		
Computer Leases		
Minor Equipment (computers)		
Facility Lease	221,788	
Professional Services & Fees	28,720	
Insurance	15,000	
Repairs / Service Contracts	500	
Transportation		
Food	15,000	
Office Supplies and Equipment	1,800	
Lease Ricoh Copier	3,900	
Postage	500	
Printing/Photocopying/Advertising	4,000	
Total Current Expense	**$ 298,208**	**$ -**
Capital Spending		
Total Capital Spending	**$ -**	
Total Budgeted Expenditures	**$ 1,040,036**	**$ -**
Other Transactions: Dual Enrollment		
Dual Enrollment Tuition Expense	**$ 230,000**	
SPC Contribution to offset tuition	**$ (230,000)**	
Ending Fund Balance Reserve (est.)	**$ -**	

St. Petersburg Collegiate High School
Proposed Budget
2019-2020

	Proposed Budget	Prior Year Approved
	FY 2020	FY 2019
	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2019
Revenue		
Funding Sources		
FEFP Funding (240 Students)	$ 1,461,758	$ 1,362,000
Capital Outlay Funding	80,000	40,000
Title II Professional Development Reimbursement	6,500	6,500
A+ Recognition Award	23,000	22,000
Capital Outlay Reserve (Fund Balance)		
Budget Stabilization Reserve (Fund Balance)		130,242
Total Funding Sources	**$ 1,571,258**	**$ 1,560,742**
Operating Expenses		
Personnel Cost		
Instructional	384,861	477,103
Administrative and Instructional Support	457,833	431,386
Plant Operation	27,121	96,544
Temporary (Non-recurring)	22,041	20,430
Total Personnel Cost	**$ 891,856**	**$ 1,025,463**
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Classroom Supplies	1,000	1,000
Textbooks and Instructional Materials	173,062	165,801
Computer Leases	21,885	21,885
Minor Equipment (computers)	12,000	5,000
Facility Lease (Partially from Capital Outlay Funds)	207,615	203,544
Professional Services & Fees	64,070	38,670
Insurance	15,500	14,000
Repairs / Service Contracts	2,000	4,000
Transportation	0	0
Food	32,700	41,700
Office Supplies and Equipment	19,626	12,179
Lease Ricoh Copier	3,100	2,500
Postage	1,000	1,000
Printing/Photocopying/Advertising	8,000	9,500
Total Current Expense	**$ 576,058**	**$ 535,279**
Capital Spending		
Total Capital Spending	**$ -**	
Total Budgeted Expenditures	**$ 1,467,914**	**$ 1,560,742**
Other Transactions: Dual Enrollment		
Dual Enrollment Tuition Expense	$ 450,000	$ 450,000
SPC Contribution to offset tuition	$ (450,000)	$ (450,000)
Ending Fund Balance Reserve (est.)	**$ 1,190,809**	**$ 1,013,693**

ST. PETERSBURG COLLEGIATE HIGH SCHOOL PROPOSED ACADEMIC CALENDAR 2019-20

August 1, 2019	SPCHS staff returns
August 8, 2019	First day of school for sophomores
August 15 - 16, 2019	No school for students - SPC Fall Faculty Days
August 19, 2019	SPC Fall Term begins: juniors & seniors first day of school
August 30, 2019	No school for students – TS Ribbon Cutting Ceremony
September 20, 2019	No school for students- SPCHS Faculty Day/hurricane makeup
September 2, 2019	Labor Day – SPC/SPCHS closed for staff and students
October 11, 2019	No school sophomores – SPCHS Faculty Day/hurricane makeup
October 17, 2019	First quarter ends (45 Days)
October 22, 2019	No school for students – SPC Faculty Day
November 11, 2019	Veterans Day – SPC/SPCHS closed for staff and students
November 27 – 29, 2019	Thanksgiving Break – SPC/SPCHS closed for staff and students
December 12, 2019	SPC Fall Term ends, last day of college classes
December 13, 2019	Winter Break begins for all juniors and seniors
December 20, 2019	Second quarter/first semester ends for all students (86 Days)
December 23, 2019	Winter Break begins for all sophomores SPC/SPCHS closed for staff and students
January 6, 2020	No school sophomores – SPCHS Faculty Day/hurricane makeup
January 7, 2020	Sophomores return and second semester begins
January 13, 2020	SPC Spring Session: juniors and seniors resume classes
January 20, 2020	Martin Luther King Jr. Holiday– SPC/SPCHS closed
February 7, 2020	No school sophomores – SPCHS Faculty Day/hurricane makeup
March 6, 2020	Third Quarter ends (42 Days)
March 9 – 13, 2020	Spring Break – SPC/SPCHS closed for staff and students
April 10, 2020	Spring Holiday SPC/SPCHS closed
May 7, 2020	SPC Spring Session ends: last day of classes
May 8, 2020	**No school for sophomores, Junior/Senior Awards Program and SPCHS Graduation**
May 29, 2020	Semester 2 ends: Last day for students and teachers (180 Days) SPCHS GRADES DUE IN FOCUS

St. Petersburg Collegiate High School North Pinellas at St. Petersburg College

Policies and Procedures Manual

Charter School Project (CSP) Grant 2019-20

St. Petersburg Collegiate High School North Pinellas (SPCHSNP) is required to submit a policy and procedure manual for the Implementation Stage of the Charter School Program (CSP) Grant through the Florida Department of Education.   Since SPCHSNP will be an exact replication of St. Petersburg Collegiate High School (SPCHS), this manual will mirror the provisions of SPCHS with the intent of codifying pertinent policies and procedures of St. Petersburg College (SPC) and Pinellas County Schools (PCS), as the sponsor.

SPCHSNP is a public charter school operated by SPC and sponsored by PCS. SPC is an institution in the Florida College System per F.S. 1000.21(3)(n). The Board of Trustees for SPC also serves as the Governing Board for SPCHS and SPCHSNP.

Pursuant to 1002.33, Florida Statutes, SPCHSNP's Governing Board will be charged with the general oversight of the school's operation and given financial and fiduciary responsibilities accordingly. The principal of SPCHS and SPCHSNP are/will be directly supervised by the Associate Vice President of Accelerated Programs at SPC.

The St. Petersburg Collegiate High School Policy and Procedures manual shall be comprised of:
- Current SPC Board of Trustees Rules and Procedures, found at https://webapps.spcollege.edu/botrules/, as may be amended from time to time, and
- Pinellas County Schools' Bylaws and Policies, found at District Bylaws and Policies Manual (pdf) (Updated November 13, 2018), as may be amended from time to time, and
- Specific SPCHS/SPCHSNP Policies on Admissions and Enrollment, Inventory Control, and the Internal Controls that are unique to SPCHS/SPCHSNP.

The SPCHS/SPCHSNP Policy and Procedures Manual was approved by the Board on February 19, 2019.

The SPC Board of Trustees states the following on the SPC website:

> The Board of Trustees Rules Manual and the College Procedures Manual are provided for all students and employees as the official statement of the Board's rules and the College's operating procedures. The rules have been adopted by the Board of Trustees and are based on Florida statutes and State Board of Education regulations. The procedures have been formally adopted and are based on Florida statutes, State Board of Education regulations, and Board of Trustees Rules or good business practice.

The online Rules and Procedures manuals are intended to reflect the official Rules of the Board of Trustees and Procedures of the College and in addition to federal and state law, govern the College, students, and employees in the areas including but not limited to general and administrative; employee relations; academic and student affairs; student services; business services; and facilities planning and institutional services. In some instances, individual departments may be required by the College to observe internal procedures unique to that department.

Please find attached, the St. Petersburg College Rules and Procedures Manual, the Pinellas County Schools Bylaws and Policies that will be followed by SPCHSNP, and the unique SPCHS/SPCHSNP policies. This SPCHS/SPCHSNP Policy and Procedures Manual was approved by the Board on February 19, 2019. To assist Charter School Program (CSP) Grant Reviewers, all of the policies and procedures are posted, but the specific referenced policies in the CSP Grant Rubric are included below:

St. Petersburg Collegiate High School North Pinellas
Procurement Policy

St. Petersburg Collegiate High School North Pinellas (SPCHSNP) operates as a distinct department within St. Petersburg College. Therefore, SPCHSNP follows the rules and procedures of St. Petersburg College. The following policies and procedures adopted by the St. Petersburg College Board of Trustees will be implemented at SPCHSNP for the procurement of goods and services.

6Hx23-5.12   PURCHASING

The Board of Trustees authorizes the President or designee to approve the purchase of commodities, equipment, and services not in excess of the threshold amount specified in Category Five of Section 287.017, Florida Statutes, and to establish procedures to effectuate such. Expenditures and competitive solicitations for purchases exceeding the amount specified in Category Five shall be approved by the Board of Trustees.

It shall be the policy of the College that efforts be made to obtain maximum value for all expenditures and to determine the best vendor considering price, quality, delivery, time, past experience and availability. Procurement utilizing competitive solicitations shall be executed pursuant to the process as delineated in the Florida Statutes and State Board of Education Rules.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(4)(b), (5), (26) & (28), 287.055, 287.133, 287.012(17), F.S.; Rule 6A-14.0734, F.A.C.

History: Formerly - 6Hx23-5-7.01; Adopted - 7/2/68; Readopted - 12/19/74, 10/25/77; Amended - 7/16/70, 7/15/71, 9/25/73, 2/17/77, 7/21/77, 5/17/78, 9/17/81, 11/30/81, 10/27/82 (effective 12/1/82), 9/15/83, 12/12/84, 3/19/87, 11/21/89, 2/20/90, 8/21/90. Filed - 8/21/90. Effective - 8/21/90, 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 6/27/95. Filed - 6/27/95. Effective - 6/27/95; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 6/27/95. Filed - 6/27/95. Effective - 6/27/95; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 3/16/99. Filed - 3/16/99. Effective - 3/16/99; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001; 2/17/04. Filed – 2/17/04. Effective – 2/17/04. 7/27/04. Filed – 7/27/04. Effective – 7/27/04; 6/20/06. Filed – 6/20/06. Effective – 6/20/06; 4/17/12. Filed – 4/17/12. Effective – 4/17/12.

P6Hx23-5.12   PROCEDURE: PURCHASING

I. The President or designee is authorized to approve the purchase of supplies, equipment, commodities and services not in excess of the threshold amount specified in Category Five, Section 287.017, Florida Statutes.

Purchases between the Category Three and Category Five threshold as specified in Section 287.017, Florida Statutes, and not exempt as defined by the State Board of Education Rule 6A-14.0734, require a competitive solicitation (See Section II. REQUIREMENTS FOR QUOTES/COMPETITIVE SOLICITATIONS). Such purchases may be approved by the President or President's designee, provided that such approvals are listed and reported to the Board quarterly.

Alternatively, at the discretion of the President, any request for purchase of supplies, equipment, commodities or services not in excess of the threshold amount specified in Category Five, Section 287.017, Florida Statutes may be considered by a Vice President prior to final approval, or considered by the President in consultation with the Board Chair prior to final approval, or presented by the President to the Board for approval.

If the supplies, equipment, commodities or services to be purchased are nonacademic and will exceed the amount set forth in Category Three as specified in Section 287.017, Florida Statutes, the department must review the purchasing agreements and state term contracts available on the Florida Department of Management Services (DMS) site to determine whether it is in the College's economic advantage to use the agreements and contracts [Florida Statutes 1010.04(b)]. The Purchasing Department will assist with acquiring access to, and training on this system.

If the commodity/service is not available through DMS, a solicitation of competitive offers is required pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement. A note that the commodity/service is not available via DMS must be included in the comments section of the subsequent electronic requisition.

If the commodity/service is available through DMS, the department must request a quote from an awarded supplier to be considered in the purchasing process. Should the department choose a supplier awarded a DMS contract, there is no need for a competitive solicitation.

Should the department choose a supplier other than one awarded by DMS, a solicitation of competitive offers is required pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement. A copy of the DMS quote must be included with the request to show that the State's agreement is less advantageous to the College for that purchase.

It shall be the responsibility of the department to determine the best supplier for each purchase made by the College. In determining the best supplier, departments should first consult the purchasing agreements and state term contracts available on the Florida Department of Management Services (DMS) site. If unavailable on DMS, they should consider price, quality, delivery time, past experience, and availability of service.

Purchasing should be contacted if the department is unsure or needs guidance on a supplier.

Because of rapid changes in technology, the Board grants authorization to the President or designee to approve substitutes for specific items in a solicitation award upon notification from the supplier receiving the award that the ordered item(s) is/are no longer available. Said substitute(s) must be

identical in cost to, or less in cost than, the amount(s) previously approved by the President or designee, or the Board. The budget supervisor for the transaction must certify that such substitution is acceptable.

The Board of Trustees delegates to the President or designee the responsibility for expenditures by the College, including the acceptance of the lowest or best competitive solicitation and/or rejection of competitive solicitations, subject to approval by the Board for award of certain purchases over the Category Five threshold amount specified in Section 287.017, Florida Statutes. If other than the lowest or best responsive offer meeting specifications is accepted, a public record of the justification shall be made.

Through the administrative structure of the College, the President has vested with the Director of Procurement and Asset Management certain responsibility and authority for procurement of property, supplies, and services.

No other employee of the College is permitted to order any materials, supplies, equipment, or services, on behalf of the College directly and on his/her own authority. However, in the absence of the Director of Procurement and Asset Management, the Purchasing Manager or the Vice President or Associate Vice President of Business Services may act. No person may make any purchase involving the use of College funds unless authorized to do so.

The President or designee is authorized to include other programs and departments of the College, in the Visa Procurement Card Program.

The payment of any unauthorized purchases may be the sole responsibility of the person placing the order.

Purchases of goods or services from businesses owned by or associated with College employees may violate the Code of Ethics for Public Officers and Employees (Part III, Chapter 112.311-112.31895, Florida Statutes). Specific questions should be forwarded by the budget supervisor, through administrative channels, to the College's General Counsel's Office.

II. REQUIREMENTS FOR QUOTES/COMPETITIVE SOLICITATIONS

    A. Purchases from a General or non-Federal cost center:

        1. Less than $5,000 will be made in accordance with generally established good purchasing practices.

        2. Between $5,000 and the Category Three threshold as specified in Section 287.017, Florida Statutes require at least three quotes.

    B. Purchases from a Federally-funded cost center:

1. Less than $3,000 will be made in accordance with generally established good purchasing practices.

2. Between $3,000 and the Category Three threshold as specified in Section 287.017, Florida Statutes require at least three quotes.

3. Purchases in excess of the Category Three threshold, but not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, which cannot be acquired from an awarded DMS contract, must be competitively solicited pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement.

C. The following are defined by the State Board of Education Rule 6A-14.0734 as exceptions to competitive solicitations when procured with non-Federal funds (these exceptions do not apply to Federal grant awards):

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

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

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

4. Food.

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

6. Professional services shall include services for, including, but not limited to artistic services, instructional services, health services, academic program reviews, lectures by individuals, environmental matters, attorneys, legal services, auditors, and management consultants.

7. Information technology resources is 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 direction information technology support consistent with each individual college's information technology plan.

8. Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.

9. Items for resale.

The President or designee may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or when necessary to prevent damage to facilities caused by an unexpected circumstance.

When soliciting a submittal for competitive offers and only one responsive offer is submitted, the College may purchase such products or service under the best terms it can negotiate.

Books or other printed materials, audio-visual products, software, and any product or service related to communication or information technology that is purchased, received as a gift and/or used by the College shall be accessible to persons with disabilities or equally effective alternate options shall be made available to such persons. All new and significantly updated web pages, electronic course content and on-line learning environments purchased, received as a gift and/or otherwise used by the College shall meet the WCAG 2.0, Level AA standard. WCAG 2.0 is a nationally accepted set of standards established by the Worldwide Web Consortium. See ACCESSIBILITY under "Rules governing the procurement of goods and services" in the Purchasing Manual.

III. PUBLIC ENTITY CRIMES

Florida Statutes 287.133(2)(a), (b) prohibits accepting any competitive solicitation from, awarding any contract to, or transacting any business in excess of the Category Two threshold amount as specified in Section 287.017, Florida Statutes with any person or affiliates on the convicted supplier list maintained by the Department of Management Services, for a period of 36 months from the date that person or affiliate was placed on the convicted supplier list.

Further detail on items included in this Procedure can be obtained by downloading the Purchasing Manual or the Procurement Procedures Grant Funding Manual from the Business Services, Purchasing Department SharePoint site or Business Services on Staff Central.

History: Amended 9/18/84, 12/9/86, 10/25/88, 6/7/90, 8/9/90, 10/23/90. Effective 1/1/91 (Competitive Pricing Requirements) and 10/30/90 (Sworn Statements), 9/24/91. Filed - 9/24/91. Effective - 9/24/91; 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 7/21/92. Filed - 7/21/92. Effective - 7/21/92; 11/21/94. Filed - 11/21/94. Effective - 11/21/94; 3/18/97; Filed - 3/18/97. Effective - 3/18/97; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 3/16/99. Filed - 3/16/99. Effective - 3/16/99; 4/17/12. Filed – 4/17/12. Effective – 4/17/12; 5/17/17. Filed – 5/17/17. Effective – 5/17/17.

P6Hx23-5.121   PROCEDURE: ELECTRONIC PURCHASE REQUISITIONS (eReqs)

An electronic requisition (eReq) is initiated by each department via input in the PeopleSoft Financial System. The system automatically assigns a tracking number (eReq number) and routes the electronic document through the approval process. The eReq number is not a valid Purchase Order; this number is used by College staff for routing purposes **only**. When all required approvals are received, a Purchase Order will be generated from the electronic request and forwarded to the supplier and requesting department. The Purchasing Department will assist with acquiring access to, and training on this system.

I. PLANNING AND DETERMINING

   A. Before purchasing **nonacademic** commodities and contractual services exceeding the amount set forth in Category Three as specified in Section 287.017, Florida Statutes, the department **must** review the purchasing agreements and state term contracts available on the Florida Department of Management Services site (DMS) to determine whether it is in the College's economic advantage to use one of these agreements and contracts [Florida Statutes 1010.04(b)]. The Purchasing Department will assist with acquiring access to, and training on this system.

   B. If the commodity/service is not available through DMS, a note to this effect **must be** included in the comments section of the electronic requisition.

   C. If the commodity/service is available through DMS, the department must request a quote from an awarded supplier to be considered in the purchasing process. Should the department choose a supplier other than the one awarded by DMS, a copy of that quote must be included with the request to show that the State's agreement is less advantageous to the College for that purchase.

   D. Budget supervisors are responsible for determining their departmental needs for equipment, materials, and supplies and for conveying these needs to Purchasing.

   E. If sixty (60) days passes without delivery, once the Purchase Order has been issued, the department originating the request should contact the supplier to investigate the situation.

   F. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

II. REQUIREMENTS FOR QUOTES/COMPETITIVE SOLICIATIONS

A. Purchases from a General or non-Federal cost center:

   1. Less than $5,000 will be made in accordance with generally established good purchasing practices.

   2. Between $5,000 and the Category Three threshold as specified in Section 287.017, Florida Statutes require at least three quotes.

B. Purchases from a Federally-funded cost center:

   1. Less than $3,000 will be made in accordance with generally established good purchasing practices.

   2. Between $3,000 and the Category Three threshold as specified in Section 287.017, Florida Statutes require at least three quotes.

C. Purchases in excess of the Category Three threshold, but not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, which cannot be acquired from an awarded DMS contract, must be competitively solicited pursuant to State Board of Education Rule 6A-14.0734, unless exempted from the requirement.

D. For purchases exempt from bidding, the President or designee may require competitive solicitation, the exempt status notwithstanding.

E. All purchases in excess of Category Five require approval by the Board of Trustees.

Further detail on items included in this document can be obtained by downloading the Purchasing Manual and/or the Procurement Procedures Grant Funding Manual from the Business Services, Purchasing Department SharePoint site or Business Services on Staff Central.

History: Amended 9/18/84, 8/14/90. Effective 8/21/90, 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 10/20/92. Filed - 10/20/92. Effective - 10/23/90 to make consistent with the master procedure P6Hx23-5.12; 2/15/94. Filed - 2/15/94. Effective - 2/15/94; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001; 10/17/06. Filed – 10/17/06. Effective – 10/17/06; 12/16/08. Filed – 12/16/08. Effective – 12/16/08; 5/17/17. Filed – 5/17/17. Effective – 5/17/17.

P6Hx23-5.122   PROCEDURE: PURCHASE ORDERS

The Purchase Order normally will provide a method of issuing an order for merchandise or services to vendors, agencies, and individuals outside the College. It is imperative that most purchases be obtained through Purchase Orders.

Purchase Order numbers will not be given over the telephone, via email or facsimile transmission except in cases in which the emergency purchase procedure has been followed, or at the discretion of the Director of Procurement and Asset Management or designee. Suppliers will receive the official Purchase Order and SPC Purchasing Terms and Conditions via regular mail or e-mail (if provided).

I. PRE-PAYMENTS

A. In certain instances, payments must accompany the order, e.g., orders from the Government Printing Office, firms which do not accept Purchase Orders and require payment to accompany the order, and for other practical and expedient situations such as subscriptions, some student activities events, when the interests of greater efficiency are served, when there will be a savings to the College, and at the discretion of the Director of Procurement and Asset Management, the Associate Vice President, or Vice President of Business Services. In such cases, a Check Request must be prepared. The Check Request must contain the name, address, description of items or services, and price.

B. A letter or completed order form must be attached to the Check Request showing quantity, description and price of items being ordered and a statement as to where and to whom items should be shipped.

C. At the bottom of the Check Request, provide the fund, department, site and general ledger account number, name of the department, and signature of the budget supervisor. If a grant item is being purchased, the appropriate grant accountant must approve payment. The check request should be forwarded to the Director of Procurement and Asset Management.

II. PURCHASE CHANGE ORDER

A. An increase or decrease to a Purchase Order is accomplished through the Purchase Change Order, designed to reflect any change which will affect an original Purchase Order. This form is available on the Purchasing SharePoint page.

B. Copies of the Purchase Change Order are distributed to the vendor, ordering department and others as necessary.

III. BLANKET PURCHASE ORDER

A. When goods or services are required with some degree of regularity, but the quantities and dates of service vary or are not easily determined, a Blanket Purchase Order may be placed for a department to cover its requirements. Usually these Purchase Orders are issued for the fiscal year but may be for a shorter period of time. Individual items/equipment valued at $1,000 or greater, and chemicals shall not be purchased on a Blanket Purchase Order. Multiple Blanket Purchase Orders may not be issued to a single vendor for the same department during the same fiscal year except in cases where the goods or services are exempt from bidding or except with specific approval of the President or designee. A Blanket Purchase Order may not exceed the Category Three threshold as specified in Section 287.017, Florida Statutes, except when the goods or services are exempt from bidding, in which case a Blanket Purchase Order may not exceed the Category Five threshold as specified in Section 287.017, Florida Statutes.

B. The department will prepare an Electronic Requisition (eReq) via the PeopleSoft Financial System specifying the vendor, the estimated total expenditure, and the effective dates. The system automatically assigns a tracking number (eReq number) and routes the electronic document through the approval process. A Purchase Order is automatically generated when all required approvals are complete. The Purchasing Department will assist with acquiring access to and training on this system.

C. It is the responsibility of the budget supervisor to ensure that no purchases by his/her department of toxic substances, identified under College Procedure P6Hx23-1.36 which requires a Safety Data Sheet (SDS), are purchased on a Blanket Purchase Order.

D. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented or extenuating circumstance.

History: Amended 9/18/84, 3/26/85, 1/21/86, 7/29/86, 11/4/86, 10/9/90. Effective 10/16/90, 10/22/91. Filed - 10/22/91. Effective - 10/22/91; 2/15/94. Filed - 2/15/94. Effective - 2/15/94; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001; 5/17/17. Filed – 5/17/17. Effective 5/17/17.

P6Hx23-5.124   PROCEDURE: PURCHASE OF PRINTING FROM OUTSIDE

VENDORS

The College in-house printing/duplicating facility and those sites having word processing/duplicating facilities have responsibility for the printing/duplicating requirements of the various College departments. An exception may be made, with the approval of the director of Institutional Advancement or designee, as follows: 1) when the in-house facility or another

site having similar capability certifies that its backlog of work would not allow a job to be finished on a timely basis; 2) when the type of job, or elements of the job, cannot be produced by the College because of the lack of specialized equipment so that it must be done by a commercial printing/duplicating firm; 3) when there are documented emergency circumstances; 4) at the discretion and approval of the President; or 5) for a combination of these reasons. Whenever the director of Institutional Advancement or designee approves printing or duplicating from outside vendors, the following conditions will apply:

I.   All competitive pricing requirements will apply to printing obtained through outside vendors, except that any printing costing in excess of the Category Two threshold as specified in Section 287.017, Florida Statutes, will require sealed bids.

II.   Printing that costs more than $5,000, but less than the Category Two threshold as specified in Section 287.017, Florida Statutes, will require three written quotations whenever possible. These will be obtained by Purchasing based on a set of written specifications that are the same for all vendors.

III.   Printing that costs $5,000 or less will be purchased in accordance with good purchasing practices, but a written quotation will be required. Quotations will be obtained by Purchasing based on a set of written specifications that are the same for all vendors.

IV.   No printing requests will be priced via telephone except in an emergency.

V.   All copy for printing and complete instructions must be included with the Requisition. If the requesting department is providing camera ready copy for a printing job, such copy must be sent to the Office of Institutional Advancement together with five good copies of the camera ready copy.

VI.   All Requisitions for printing through outside vendors must be approved by the director of Institutional Advancement. Petty cash vouchers for printing expenditures made by employees will not be reimbursed.

VII.   Business cards for faculty and staff in budgeted positions are available through District Impressions (College print shop) for those who request them.

VIII. Requests for business cards for selected career service personnel must be approved on an individual basis by the appropriate provost or vice president based on the following criteria:

    A. The individual represents the College to the community in relation to a specific program; or

B. The nature of the person's responsibility puts him/her consistently in situations where they will be interacting with community representatives who will need to make the follow-up contacts with them; or

C. The person's job responsibilities require him/her to introduce himself/herself to large numbers of prospective students or community representatives, with cards being the most efficient form of introduction and public information.

IX. A Purchase Order is issued for printing done by outside vendors. When requested to do so, the vendor must provide a proof which must then be approved by the director of Institutional Advancement.

X. An emergency printing request will be handled in accordance with the established emergency purchase procedure; however, neither Purchasing nor Institutional Advancement will be responsible for printing errors resulting from emergency purchases.

XI. Requisitions will specify that all printing, proofs, and production materials will be picked up and delivered by the vendor unless other special arrangements are made.

XII. A request for an Open Purchase Order for printing from an outside vendor will require written justification of the circumstances prompting the need, which may or may not be approved in the discretion of the director of Purchasing or designee in consultation with the director of Institutional Advancement or designee.

XIII. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.319(4)(c), F.S.; SBE Rules 6A-14.0247(2), 6A-14.0261, 6A-14.073, 6A-14.0734, 6A-14.0735, F.A.C.

History: Amended 6/5/84, 9/18/84, 4/23/85, 5/14/85. Effective 5/20/85, 4/21/92. Filed - 4/21/92. Effective - 4/21/92; 10/20/92. Filed - 10/20/92. Effective - 10/23/90 to make consistent with the master procedure P6Hx23-5.12; 2/15/94. Filed - 2/15/94. Effective - 2/15/94; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001.

P6Hx23-5.125   PROCEDURE: TRIAL BASIS PRODUCTS, TRADE-IN EQUIPMENT, RETURN OF GOODS

PRODUCTS RECEIVED ON A TRIAL BASIS

If a product is desired on a trial basis, a Requisition must be completed. The form should clearly state the item(s) is being ordered on a trial basis. A Purchase Order will be issued to encumber funds for payment in the event the product is kept after the trial period. If the product is to be kept, the ordering department must complete a Receiving Report and submit it to the appropriate Site Receiving Office. If the product is to be returned, only Purchasing is to be notified with a request to cancel the Purchase Order. Return of the product is the responsibility of the requesting department.

TRADE-IN ACCOUNTABLE EQUIPMENT

Equipment to be traded must be so indicated on the Requisition. Description, property decal number, and serial number (if available) must be given. The director of Purchasing will determine whether it is more advantageous for the College to trade the equipment or place it in another department of the College. In the latter case, Purchasing will effect, between the two departments concerned, a monetary trade-in allowance comparable to the allowance offered by the vendor. (See P6Hx23-5.13 Procedure: Accountable Equipment - Relief From Property Accountability.)

If the old assets are not to be transferred to another College department, the director of Purchasing will approve the trade with the vendor. In this situation, the asset will be retained in its present location until the new asset is delivered, at which time the property decal number on the traded asset will be removed and forwarded to the property records office with a brief explanation showing the purchase order number under which the transaction was completed.

Under no circumstances should a department begin negotiations on a trade-in without prior contact with the director of Purchasing.

RETURN OF GOODS TO VENDOR

Occasionally it will be necessary to return purchases to the vendor. This will be accomplished by the budget supervisor contacting Purchasing for assistance in obtaining approval from the vendor and any special return authorizations, giving the reason for the return and contacting Facilities Mail Services at District Office for instructions for the physical return of the goods to the appropriate location.

Purchasing will obtain approval from the vendor and furnish any special labels, if required by the vendor, to Facilities Mail Services for returning the goods.

When the return shipment of goods has been made to the vendor, Purchasing is to be notified.

In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.319(4)(c) & (f); 6A-14.0247, 6A-14.0261, 6A-14.0262, 6A-14.073, 6A-14.0734, 6A-14.0735, F.S.

History: Amended 9/18/84; Effective 9/25/84; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001.

P6Hx23-5.126 PROCEDURE: PETTY CASH AND REIMBURSABLE PURCHASES UP TO $300

PETTY CASH PURCHASES OF UP TO $100

Petty cash funds are established and maintained on the imprest basis, to reimburse employees for College related cash purchases up to and including $100 per valid purchase. The custodian of the petty cash fund makes the initial approval of petty cash reimbursements; however, final approval is the responsibility of the associate vice president of Financial and Business Services or designee. The budget supervisor must authorize any expenditure through petty cash funds and ensure that budget will be available to cover the expense.

Petty cash funds may only be used for necessary and appropriate College expenditures. Petty cash fund(s) shall follow normal purchasing procedures. Attempts to circumvent the $100 limit by obtaining separate receipts, purchasing from separate vendors, or by any other means will not be permitted. In the event of non-compliance with this procedure, staff who incurred the expenditure may have to repay the College. It will be the responsibility of the budget supervisor to prove that separate purchases could not have been combined into one purchase in questionable situations.

The custodian of the petty cash fund is responsible for ensuring that all expenditures from petty cash comply with the College's petty cash and purchasing procedures; ensuring that within the monetary limit of $100 for petty cash transactions, petty cash funds will not be used as a means of circumventing normal control procedures.

Purchases made with advance planning via submission of a purchase order will save sales tax charges.

USING PETTY CASH FUNDS

    A. Obtain approval from the budget supervisor to purchase items.

    B. When grant or project restricted funds are paying for purchases, verbal or written approval shall be obtained from the appropriate grant accountant or facilities accountant.

C. If items to be purchased consist of computer equipment, peripherals, maintenance or software, written approval shall be obtained from the vice president of Information Services, Business Services, Budgets, Planning and Institutional Research.

D. Proceed with the purchase and be sure to get a receipt or invoice marked "paid." Copies of canceled checks cannot be accepted as documentation that the bill was paid without approval by the associate vice president of Financial and Business Services. Credit card payment receipts are acceptable. Telephone and Internet orders will be reimbursed only from statement of charges.

E. Complete the "Petty Cash Voucher" form and attach the itemized paid receipt. If the receipt is a cash register tape, identify each item on the register tape or on the Petty Cash Voucher form. A cash register tape must include the vendor's name, address, date and phone number.

F. No reimbursement will be made from Petty Cash or otherwise for duplicate keys.

G. The "Petty Cash Voucher" form must contain the signature of the budget supervisor. This signature certifies that the goods were received and authorizes the reimbursement.

H. Present the completed "Petty Cash Voucher" form to the campus or site Business Office for reimbursement.

II. The purchase of food items or products associated with food such as plates, cups, etc., cannot be made except in the following instances:

A. When the food item is used as an educational supply and is consumed or used in the classroom during the instructional process and which are to be charged to the Educational Materials and Supplies account (e.g., the groceries or food items which are used in the classroom as supplies; the grocery items which are used in the science labs; the grocery items which are used for non-credit courses for classroom supplies, etc.).

B. Food and products associated with food such as plates, cups, etc. can be purchased by the following student activity fee funded organizational units including but not limited to: Student Activities, Student Publications, Forensics, Brain Bowl, Music Productions, Fine Arts Enhancement, Student Government, Intramurals, Director of Athletics, Men's Athletics, and Women's Athletics.

C. Coffee, soft drinks, donuts, and snacks if the refreshments were served as part of the course and the brochure indicated that part of the fee was to be used to pay for coffee, donuts, and/or refreshments. (Normally, this is in the case of Criminal Justice courses

and certain non-credit courses taught in Continuing Education.) If reimbursement is made out of Petty Cash for the refreshments, a copy of the bulletin or notification that part of the fee was to pay for refreshments must be attached to the Petty Cash Voucher form.

D. Certain expenditures for food items and other products associated with food can be reimbursed from either the President's Business Hospitality fund or the Public Relations funds depending upon the circumstances. The President's Business Hospitality fund is for SPC events associated with feeding College employees (i.e. Fall Faculty meeting; employee working meetings such as President's Cabinet meeting). Public Relations funds are for events associated with promotion and public relation activities with people external to the College (i.e. expenditures for events associated with external clients, guests or visitors). However, before these expenditures can be charged to these cost centers, prior approval must be obtained from the President or the appropriate budget supervisor.

REIMBURSABLE PURCHASES OF $100.01 TO $300

Purchases of at least $100.01 but not more than $300 may be reimbursed with a check from Accounts Payable, Business Services Office.

I.   Follow steps 1.A. and 1.B. above (please read step 2 above).

II.   Prepare a Check Request.

III. Attach the original of an itemized bill of sale or itemized cash register receipt marked "paid."

IV.   Have the check request approved by the budget supervisor. This signature certifies that the goods were received and authorizes the reimbursement.

V.   Forward the completed check request and attached documentation to the budget supervisor.

VI.   The budget supervisor will verify that budgeted funds are available and forward the check request to the director of Purchasing or an appropriate designee.

VII. In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

Specific Authority: 1001.64(4)(a) & (4)(b), F.S.

Law Implemented: 1001.64(4)(b), 1001.65(1), F.S.; Rules 6A-14.0261, 6A-14.0734, F.A.C.

History: Amended - 9/18/84, 2/10/87, 6/13/89, 10/17/89. Effective - 10/24/89; 11/21/00. Filed - 11/21/00. Effective - January 1, 2001; 9/18/06. Filed – 9/18/06. Effective – 9/18/06; 2/19/08. Filed - 2/19/08. Effective - 2/19/08.

P6Hx23-5.127   PROCEDURE: PURCHASE OF TEMPORARY SERVICES

Temporary services purchased are either non-instructional or instructional.

I.   Temporary Non-instructional - The two main categories of non- instructional temporary services are:

A. The type of work which is normally performed by College employees in a budgeted position.

   1. The agency which is under contract with the College to provide temporary services should be used to fill a temporary personnel need. The vice president of Business Services may make exceptions to the use of this agency when it is in the best interest of the College to do so.

   2. If either the agency which is under contract with the College to provide temporary services or an alternate source is not selected to provide the needed personnel, temporary help must be obtained through Human Resources under the Other Personnel Services (OPS) category.

B. The type of work which is not normally performed by College employees in a budgeted position (i.e., consultants).

   1. The Request is used to request the purchase of consulting, curriculum development and instructional services from an independent contractor. A Purchase Order must be issued prior to the services being performed. If the independent contractor requires a written contract or letter of understanding to be signed, the Request For Contract shall be used.

   2. A consulting agreement may be prepared by the college attorney if requested by the budget supervisor and the college attorney determines that a written contract is in the best interests of the College. (See Rule 6Hx23-5.903 Contract Administration.)

   3. The budget supervisor shall approve the purchase of such services and shall advise the individual that he/she is an independent contractor and not an employee of the College and will receive none of the normal benefits. Individuals or firms engaged under this procedure must meet the requirements, as established by Business Services, for independent contractor status, including the requirement of furnishing a completed W-9 Form.

II.   In cases of emergency or extenuating circumstances, the President has discretionary authority to temporarily waive any or all of the non-statutory related requirements of this Procedure for the specific documented emergency or extenuating circumstance.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.319(4)(c) & (f); 6A-14.0247, 6A-14.0261, 6A-14.0262, 6A-14.073, 6A-14.0734, 6A-14.0735, F.S.

History: Amended – 9/18/84, 9/17/95, 12/10/85, 12/9/86 (effective 12/16/86 for Session II, 1986-87), 2/10/87, 11/14/89. Effective – 11/21/89, 4/21/92. Filed – 4/21/92. Effective 4/21/92; 2/15/94. Filed – 2/15/94. Effective 2/15/94; 4/19/94. Filed - 4/19/94. Effective - 4/19/94; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 11/21/00. Filed 11/21/00. Effective - January 1, 2001.

St. Petersburg Collegiate High School North Pinellas
Enrollment/Admissions Policy

Informing Stakeholders
- SPCHSNP will maintain a website to provide key information to prospective parents and students about the school, admission requirements, and the enrollment process.
- SPCHSNP will recruit throughout all segments of Pinellas County. These recruitment activities will include direct mailings, public advertisements utilizing local and community press and informational meetings at a variety of locations using both English and other languages where appropriate.
- In late November of each year, SPCHSNP will send a letter informing students and parents about the school and inviting them to an SPCHSNP Information Session. SPCHSNP will send the letter to all students who attend a Pinellas County District school who have an unweighted grade point average (GPA) of 3.0 or higher and who are enrolled in or have already passed the courses necessary for enrollment including End of Course Exam(s).
- In early January of each year, SPCHSNP will send mailers reminding the students and parents to attend an SPCHSNP Information Session.
- SPCHSNP administrators will visit schools throughout the county and attend information fairs at private and public schools as well as the Pinellas County Schools District Fair.
- In order to achieve a racial/ethnic balance reflective of Pinellas County, SPCHSNP will have brochures and literature for prospective students that feature and appeal to students of diverse backgrounds.

Information Meetings

- During the month of January, SPCHSNP will hold information meetings throughout Pinellas County on St. Petersburg College campuses to provide information to students and parents about the school, the admission requirements and the admission/enrollment process.
- Students/parents must attend a SPCHSNP information meeting to receive an application for the school. Parents must fill out a "Blue Card" at the information meeting and return it to a SPCHSNP staff member as proof of their attendance.

Application Review

- The application period will have established beginning and ending dates. The beginning date will be in early January and the ending date will be in early February. SPCHSNP will make the specific beginning and ending dates of the application period public and will publish these dates on the SPCHSNP website, and share the dates during the information meetings. If a subsequent application period is necessary, SPCHSNP will establish beginning and ending dates which will be published on the SPCHSNP website. Parents must return completed applications to the school by the deadline and all applications are reviewed by SPCHSNP to verify attendance at an information meeting. Applications received after the deadline will not be put into the lottery.

- After the application deadline, SPCHSNP will review every application to ensure that each student meets all entrance criteria.
  - If a student does not meet the entrance requirements, SPCHSNP staff will contact the student's parents to discuss the issue and the student will not be included in the lottery.
- The SPCHSNP Data Management Technician (DMT) and administration will determine the number of openings at each grade level.

Conducting the Computerized Random Lottery

- SPCHSNP may provide enrollment preferences as allowed for in section 1002.33(10), Florida Statutes. Enrollment preferences at SPCHSNP include a preference for siblings of enrolled students, children of employees of SPCHSNP and children of founding governing board members; children of other employees of St. Petersburg College will not be entitled to such preference.
- Students who qualify for a sibling or employee preference will be exempt from the random computerized lottery process.
- SPCHSNP will complete an Excel spreadsheet of eligible students for the lottery if the number of applicants exceeds the capacity of SPCHSNP. All applicants shall have an equal chance of being admitted through a random computerized lottery process.
- SPCHSNP will use Excel to randomly assign each student on the list a number between 0 and 1. Once each student has a number, the program sorts the list from highest to lowest to establish an order of acceptance and a waiting list if there are more applicants than openings.
- SPCHSNP will inform parents that they may observe the lottery process if they wish.
- SPCHSNP will record the computerized random lotter process using screen capture software.
- After the lottery is conducted, SPCHSNP will place remaining students on the waitlist based on the random list generated by the lottery process.
- SPCHSNP will retain all enrollment applications for seven years from the start of the Charter Schools Program Grant period.

Contacting Parents and Enrolling Students

- SPCHSNP will accept all eligible students in accordance with federal and state anti-discrimination laws and in accordance with the Florida Educational Equity Act, section 1000.05(2) (a), Florida Statutes. SPCHSNP will not discriminate on the basis of race, gender, ethnicity, religion, national or ethnic origin or disability in the admission of students. SPCHSNP may not request prior to enrollment, through the application or otherwise, whether the student is a student with a disability, or for IEPs, accommodation plans or any other documents relating to the student's status as a student with a disability.
- Students that are selected to enroll in SPCHSNP via the computerized random lottery are contacted via phone by administrators to inform them of the lottery results.
  - SPCHSNP sends these students an Invitation Letter to their home address which requires the parents and students to inform SPCHSNP of their acceptance of the invitation to attend SPCHSNP.

- SPCHSNP will send letters to students that were placed on the waiting list via the lottery. If parents/students want to know their exact position on the waitlist, they can contact SPCHSNP and the school will inform the parent/student of their exact place on the waitlist.
- SPCHSNP will invite students from the waitlist throughout the summer as space becomes available.
- SPCHSNP does not enroll new students after the first day of school.
- Enrollment in SPCHSNP is subject to compliance with the provisions of section 1003.22, Florida Statutes, concerning school entry health examinations and immunizations.
- SPCHSNP shall be non-sectarian in its programs, admission policies, employment practices and operations. SPCHSNP will meet all applicable state and local health, safety, and civil rights requirements.
- SPCHSNP shall make reasonable efforts, in accordance with federal law, to achieve a racial/ethnic balance reflective of the community it serves or within the racial/ethnic range of other public schools in the Pinellas County School District and shall not discriminate against students with disabilities who are served in Exceptional Student Education programs (ESE) and students who are served as English Language Learners (ELL).
- A student may withdraw from SPCHSNP at any time and enroll in another public school, as determined by Pinellas County School's policy. SPCHSNP shall work in conjunction with the parent(s) and the receiving school to ensure that such transfers minimize the impact on the student's grades and academic achievement.

History: Adopted 2-19-2019

St. Petersburg Collegiate High School North Pinellas

Conflict of Interest Policy

St. Petersburg Collegiate High School North Pinellas (SPCHSNP) operates as a distinct department within St. Petersburg College. Therefore, SPCHSNP follows the rules and procedures of St. Petersburg College. The following policies and procedures adopted by the St. Petersburg College Board of Trustees will be implemented at SPCHSNP regarding Conflicts of Interest.

P6Hx23-2.031   PROCEDURE: PROCEDURES REGARDING STANDARDS OF CONDUCT, REPORTING KNOWN OR SUSPECTED IMPROPER OR FRAUDULENT FINANCIAL ACTIVITIES & WHISTLEBLOWER PROTECTION

PURPOSE AND INTENT:

St. Petersburg College affirms its strong commitment to pursuing institutional integrity, encouraging personal responsibility among its trustees and employees, and supporting measures to ensure that College business is conducted in the highest ethical manner to preserve the public trust.

To this end the College has implemented policies and procedures to safeguard institutional integrity in furtherance of its mission, and to protect its funds and resources from thefts, fraud and misappropriations. It is the intent of the College and the purpose of this policy to implement measures designed to proactively deter, detect, and report instances of improper activities and to provide protections for those who report violations.

I.   College trustees and employees are expected to avoid even the appearance of impropriety when carrying out their responsibilities and duties, and shall not use their positions or authority in any way to improperly influence business decisions for personal gain.

II. College trustees and employees are subject to the College's policies regarding standards of conduct, as well as the applicable provisions of the "Code of Ethics for Public Officers and Employees" as set forth in Part III of Chapter 112, Florida Statutes. (hereinafter "Code of Ethics")

Such standards include, but are not limited to, the following;

   D.   Solicitation and Acceptance of Gifts or Travel

   Employees shall not solicit or accept gifts or gratuities in violation of the Code of Ethics or which give the appearance that a gift improperly influenced business decisions. This provision does not apply to items of nominal value or to meals or other amenities that may be provided at an event or conference where employees are participating as representatives of the College and such expenses are covered as part of registration or other participant fees.

College employees may present at events, such as conferences, and accept a reasonable honorarium so long as they attend and prepare for such events on their personal time. This is true even if the event or conference is sponsored by an entity which does business or seeks to do business with the College.

Employees shall not accept business travel paid for or reimbursed by vendors. In some circumstances, such as when an employee is a speaker at a conference or a member of a professional organization's board, an employee may accept business travel expenses paid for or reimbursed by an outside entity, other than a vendor, upon first obtaining written approval pursuant to an approved travel authorization.

 Gifts and donations to the College shall be accepted in accordance with Board of Trustees' Procedure, 6Hx23-5.13.

E. Doing Business with One's Agency and Conflicts of Interests.

It is the policy of the state and of the College that no trustee or employee shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest.

It is inappropriate for an employee acting in a private capacity to contract or transact business with the College. No individual within the scope of this policy may participate in a transaction to sell, rent, or lease or to otherwise provide goods or services to the College.

It is a violation for an employee acting in his or her official capacity as a purchasing agent or public officer to directly or indirectly purchase, rent or lease any realty, goods or services from any business entity of which the employee or the employee's spouse or child is an officer, partner, director, or proprietor or in which such employee or employee's spouse or child, or any combination of them, has a material interest.

F. Receiving unauthorized compensation.

A College trustee or employee shall not accept payment, compensation or any item of value given as a payment where the trustee or employee knew, or should have known, it was given to influence a vote, decision, or other action in which the trustee or employee was expected to participate in his or her official capacity.

G. Misuse of public position and fraud.

It is inappropriate for a College trustee or employee to use his or her position to gain a privilege, benefit or exemption, or by deliberate act obtain a benefit, position, or financial gain by misrepresentation, deception, or any other type of fraudulent practice.

College trustees and employees are entrusted with public funds and property and as such are expected to operate with the highest level of honesty, accuracy, and responsibility.

Unethical and fraudulent activity will not be tolerated and may subject an individual to discipline, sanctions, dismissal, as well as possible criminal charges and civil penalties. Examples may include failure to account for public funds, failure to use public funds and facilities for designated purposes or in a manner specified by policy or law, the submission of falsified or fraudulent requests for reimbursement of expenses or for pay, and the use of College facilities and equipment without the necessary approval.

H. Conflicting employment or contractual relationship.

No trustee or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to regulation or is doing business with the College where such would create a continuing or reoccurring conflict between his or her private interests and the performance of his or her duties or that would impede the full and faithful discharge of public duties.

Employees are permitted to receive outside income as long as the employment or contracted work does not create a conflict with employment duties and responsibilities with the College, and does not create a conflict of interest as between the College and an outside entity in which an employee has a personal or financial interest.

Employees are expected to make timely disclosures regarding any actual or potential conflicts of interest involving outside employment or business transactions where a conflict may prohibit them from lawfully transacting or being involved in any College business operation or contract or agreement to which the College is a party.

I. Disclosure or use of certain information and records.

Breaches of ethical standards may include the inappropriate sharing of confidential information, including employee and student records, as restricted by College policy and state or federal law. All employees are subject to the applicable provisions of Chapter 119 of the Florida Statutes as it may pertain to the Public Records Act, proper disclosure of public records and documents, illegal and improper destruction of records and provisions related to failure to disclose such public records where required to do so by law.

J. Voting Conflicts.

Pursuant to 112.3143, Florida Statutes, College trustees shall not participate in the deliberating and voting process in an official capacity on any measure which would inure to his or her special private gain or loss or which he or she knows or suspects has the potential to inure to a special private gain or loss for that trustee or a relative or business associate without first disclosing the nature of their interest in the matter. Where a conflict of interest is identified a trustee must refrain from voting in an official capacity on that matter.

K. Impropriety related to the filing of statements of financial interests.

In regard to financial statements and auditing procedures, breaches of ethical standards may include, but are not limited to, fraud or deliberate errors in the preparation or audit of any financial statement, misappropriation or theft of funds or other resources, fraud related to financial documents or files, and intentional noncompliance with institutional financial safeguards and controls.

III. Reporting Obligations

All members of the College community have a responsibility to report known or suspected instances of fraud or other financial irregularities, ethical violations and improper activities. Improper activities include gross mismanagement, malfeasance, and misuse or neglect of public funds and resources.

The College shall designate an officer to receive the reporting of fraudulent or improper activity and to make a determination regarding the nature of the information provided and whether the information actually disclosed demonstrates reasonable cause to suspect that any trustee, employee, contractor or agent performing services on behalf of the College has violated any federal, state, local law or regulation involving fraudulent or improper activities as defined herein. Where an initial determination has been made that there is reasonable cause to believe a violation or improper activity has occurred an investigation shall immediately commence.

Reporting shall remain confidential in nature unless disclosure is deemed necessary and unavoidable during the course of an investigation or audit, or where disclosure would be warranted to prevent a substantial and specific danger to the public's health or safety, or where it would be deemed necessary to prevent the imminent commission of a crime.

In addition, the College in its capacity as a state or federal contractor shall promptly make all required reports and timely disclosures involving suspected fraud and conflict of interests pursuant to this policy, the College's system of internal controls, any and all contractual obligations, and in accordance with pertinent state and federal laws and regulations.

IV. Whistleblower Protections

St. Petersburg College does not tolerate any type of retaliatory treatment aimed towards any individual who may report suspected or alleged improper activities, provide information, or serve as a witness. Pursuant to Florida Statutes 112.3187, Florida's Whistleblower's Act, an individual who in good faith reports wrongful activity is protected against retaliation or any other adverse personnel action. College administrators shall not discharge, demote, suspend, threaten, harass or retaliate in any manner against an employee regarding the terms or conditions of their employment, or against a student as it may relate to his or her educational opportunity, based on a good faith reporting under these provisions. Any employee who believes that he or she has been subjected to adverse employment action for reporting a breach of ethics or improper activities, or retaliatory treatment because he or she refuses to engage in or assist such activities, shall immediately report such to the designated compliance officer.

V. Procedure Related to Reporting Violations and Improper Activities

   A. Incidents of actual or suspected violations or financial improprieties or other improper activities as delineated herein, shall be promptly reported to an employee's direct supervisor or other specified campus official who shall bring the report to the attention of the College's designated compliance officer. Where a conflict of interest is alleged to involve a supervisor or an employee's department, a report of the alleged violation may be made directly to the designated compliance officer or the Office of the General Counsel for appropriate review and investigation into the matter. Anonymous reports may be made to the telephone number established for such purpose and found on the College's website and publications.

   B. Upon receipt of a report of suspected impropriety or other allegation of ethics violations, the designated compliance officer shall determine the type of allegation, acknowledge receipt of the allegation and forward the report to the Office of the General Counsel for a determination as to the course of an investigation and any immediate action as may be necessitated.

   C. The Office of the General Counsel may further determine that additional investigation may be deemed necessary and shall have the authority to consult with outside officials and agencies upon approval of the President. All employees are expected to fully cooperate in the investigation process where requested and may be subject to disciplinary action for failure to do so.

   D. Once an investigation is complete, a report of findings will be issued and presented to the President and designated College officials, along with any directives or recommendations regarding corrective action or disciplinary action. Any disciplinary action determined to be warranted shall be administered through the Human Resources Development Department in accordance with the Board of Trustees' Rules and Procedures as they pertain to employee misconduct. Employees found to have participated in improper and/or illegal activities as outlined herein and as provided by law, may be further subject to criminal charges or civil penalties, and may have other administrative actions taken against them.

   E. The Office of the General Counsel will be responsible to make a determination of whether a matter shall be referred to a law enforcement agency, upon consultation with the President and other senior administrators as may be appropriate.

VI. Internal Controls and Accountability Mechanisms

   Each department shall be responsible to implement the policies and protocols as established by this institution related to internal fiscal controls, management of security and levels of

accountability commiserate with the functions and responsibilities of that department. Employees at all levels of the College's operation and administration are expected to take appropriate steps to maintain proper controls, guard against improper activities, and minimize risks within their respective sphere of responsibility.

History: Adopted – 2/22/2010. Filed – 2/22/2010. Effective – 2/22/2010. Updated – 7/20/17.

St. Petersburg Collegiate High School North Pinellas

Internal Controls Policy

Accounts

- St. Petersburg Collegiate High School (SPCHS) and St. Petersburg Collegiate High School North Pinellas (SPCHSNP) accounts are established in a separate fund within the St. Petersburg College (SPC) accounting system (Fund 24) by the "grant accountant" assigned for SPCHS/SPCHSNP. Within this fund, separate cost centers have been established that relate to specific areas of operation, i.e. the general operating account is 24-24607301-03000 for SPCHS located on the SPC St. Petersburg/Gibbs Campus and 24-24607215-05000 for SPCHSNP at the SPC Tarpon Springs Campus.
- Cost centers have been established for capital outlay funding, A+ School Recognition Funds, yearbook funds, graduation fees, National Honor Society fees and contributions. Cost center numbers assigned to the high school are unique. All revenue and expense transactions relating to SPCHS and SPCHSNP are coded with these numbers. It is the responsibility of the grant accountant assigned to SPCHS/SPCHSNP to monitor all financial transactions and ensure that the high school is in compliance with the contract.

Revenues/Receivables

- Total operating funding for SPCHS/SPCHSNP is calculated under FEFP by the State of Florida. The revenue is calculated as an annual figure and from this amount, Pinellas County School District retains an administrative cost. The net amount is divided into twelve equal monthly payments.
- The results of a full-time equivalent (FTE) student survey, conducted in October and February, are used to adjust the amount of funds distributed monthly.
- The SPCHS/SPCHSNP staff assistant prepares a monthly invoice, detailing the annual allocation, payment-to-date and balance due, which is based on the monthly amount forecast by the revenue estimate report provided by Pinellas County Schools. This invoice is signed by the principal.
- The invoice is sent to the attention of the senior coordinator for charter schools, at Pinellas County Schools. Each month SPCHS/SPCHSNP receives a check from the district for that month's share of the annual FTE funds.
- The SPCHS/SPCHSNP staff assistant prepares a Mail Money Log (college form) detailing exactly where the funds are to be deposited and takes the check together with the mail money log to the cashier at the SPC Campus Business Office.
- These funds are entered into the Cash Net system by the cashier. The system generates a receipt, detailing cost center, date, amount, etc. This receipt is kept at SPCHS/SPCHSNP and a duplicate receipt, together with a copy of the mail money log, is sent to the grant accountant for the grant file. An interface runs overnight and then a process is run daily by which the deposits are brought over into the PeopleSoft Financial system general ledger by the Accounting Support Specialist, a member of the Business Services staff.
- The mail money logs for all cash receipts are reviewed by the grant accountant, who is responsible for checking the accuracy and correctness of each deposit made into each

cost center. The grant accountant is responsible for creating a budget amendment based off the mail money log in order to increase the budget for miscellaneous cash (with the exception of operating funds) receipts such as Yearbook, NHS, graduation and capital outlay. This procedure is followed for all deposits.

Billing Procedures

- A monthly invoice is prepared by the SPCHS/SPCHSNP staff assistant. The invoice is signed by the principal. The monthly invoice is based on the monthly amount forecast by the revenue estimate generated by Pinellas County Schools.
- The invoice is sent to the Senior Coordinator for Charter Schools for Pinellas County Schools.

Payroll

- All of the SPCHS/SPCHSNP staff are employees of St. Petersburg College. All college hiring and payroll procedures are adhered to. All rules and procedures can be found on the college website under Board of Trustees Rules and Procedures, and Human Resources (HR) and Payroll webpage. All full-time faculty have to sign a payroll contract which is based on the fiscal year 7/1 – 6/30.
- Hiring of new employees occurs when either a new position is created or an existing position becomes vacant. Once the position has been approved by the SPC Vice President, the process for posting the position to the College's employment website begins. An e-PAAR (Personnel Action Authorization Request) is submitted by the hiring Budget Supervisor of the department; the SPCHS or SPCHSNP principal.
- Adding employees to the PeopleSoft Human Resources/Payroll System is done by the HR department. HR reviews and updates pertinent demographic and job specific information in PeopleSoft Position Data so that current/correct information is reflected in the employee's job data. A job data record in PeopleSoft is then established for the employee. After input, an HR team member audits the job data record for accuracy. All input is done by HR personnel; payroll staff has no access to these areas of PeopleSoft.
- Faculty, Career Service, and OPS Employees are paid on a biweekly basis, with the payroll period beginning on Saturday. Administrative/Professional employees are paid on a semi-monthly basis, on the 15th and last day of each month. If the pay date falls on a holiday or weekend, the check date is moved up to the first business day prior to the scheduled pay date.
- Hourly Career Service employees are required to enter their hours into the web time system to document the hours worked, leave used, and compensatory time, or overtime hours earned. Hourly OPS employees are required to enter their hours into the web time system to document the hours worked. Web time is submitted to the supervisor (principal) for approval. Faculty and Administrative/Professional employees are not required to complete time sheets to document hours worked, but are required to request their leave via the appropriate Leave Request/Approval form or enter their leave time in the SPC web time system.

- Payroll Department reviews system-calculated pay and the various deductions. They make adjustments to pay/hours based upon adjustment forms received from departments and input additional payment types as requested. After edit checks, Payroll Department runs a process to create the general ledger file. Once processing is completed, files are generated to a location for which Payroll staff has no access. This file is brought into the PeopleSoft Finance system by the Senior Accountant or designated backup.
- The grant accountant reviews the payroll information at the end of each month, as part of the monthly reporting process. Since this review occurs after the fact, any corrections are made by journal entry with sufficient audit backup attached.

Operating Expenses & Travel

- St. Petersburg College has established a segregation of duties between the Purchasing department, the Accounts Payable department and the General Accounting department. All purchases and travel adhere to the rules and procedures of St. Petersburg College which can be found on the College's website under the Board of Trustees Rules and Procedures.
- To initiate a purchase, the department creates an electronic requisition. This document details the item(s) to be purchased, the cost per item and a total cost, a vendor (with contact information), cost center to which the purchase should be expensed, and other required information. This is usually entered into in the PeopleSoft system by the staff assistant. The completed requisition is approved (authorized) by the Budget Supervisor, i.e. the Principal or her alternate. The requisition is then sent for Purchasing to insert the grant accountant for approval and to ensure the purchase is in compliance with the contract. The grant accountant checks the available budget approves or denies the requisition. Once the grant accountant approves the requisition, the requisition is returned electronically to Purchasing to process.
- From this process, a Purchase Order is created. The Purchase Order (PO) is dispatched to the vendor with a copy to the high school principal and the grant accountant. When the items are received or service is delivered, the staff assistant at the high school prepares a receiving report. This information is entered into the financial system by the SPC campus site receiving. The invoice is sent directly to the Accounts Payable (AP) department for payment. AP will not pay the invoice without a receiver in the system. AP vouchers the invoice and sets up the payment. A file is created which is accessed by the Business Services Accounting Support Tech to print out the payment checks. The Accounting Support Tech prints the checks and distributes them by mail or inter-office mail to the various vendors together with a copy of the backup.
- The grant accountant, on a monthly basis, checks all open PO's and all expense transactions for accuracy. In the event of an error, a correction is made by journal entry.
- For travel out-of-district, the SPCHS/SPCHSNP staff assistant or traveler prepares a Travel Authorization Request (TAR) in advance of the proposed travel. This form details all information about the travel including destination, purpose, duration of stay and all anticipated expenses. The TAR form is approved by the Budget Supervisor (the principal or if TAR request is for the principal the SPC AVP of Accelerated Programs) and is forwarded to the travel desk in Accounts Payable. The travel specialist coordinates with

the Grant Accountant for review and approval. After review and approval, the TAR is returned to the travel desk for processing, review and assignment of a TAR number.

- After travel has been completed, the traveler prepares a Travel Reimbursement Voucher (TRV) to which all receipts and documentation are attached. This TRV is signed by the traveler and the Budget Supervisor (the principal or the SPC AVP of Accelerated Programs. The approved form is sent to the Grant Accountant for review and approval. After review and signature, the TRV form is sent to the Travel Desk for payment. The Travel Specialist ensures that all documentation has been sent and authorizes the TRV for reimbursement to the traveler. Travel checks are printed by the Senior Accounting Tech and forwarded, usually via inter-office mail, to the traveler.
- For in-district mileage, only a TRV is needed. Documentation (usually a MapQuest/Google Map printout), substantiating the mileage claimed for reimbursement must be attached and all authorizations must be obtained prior to payment.

Monthly Reports

- It is the grant accountant's responsibility to prepare a monthly financial report that consists of a balance sheet and cumulative P&L statement. This report must be delivered to the Pinellas County School Board (Financial Office) no later than the 15th day of the following month.
- The financial report is a cumulative report and the last report of the fiscal year constitutes the annual report. The report utilizes the standard state codification of accounts as contained in the publication, Financial and Program Cost Accounting and Reporting for Florida Schools. The report is based on information taken from the college accounting system and has been set up to ensure that college accounts translate into corresponding school district accounts.

History: Adopted 2/19/2019

St. Petersburg Collegiate High School North Pinellas
Inventory Control Policy

Pinellas County Schools

In order to comply with Bylaws and Policies mandated by Pinellas County Schools and the requirements of the Charter Schools Program Grant, St. Petersburg Collegiate High School North Pinellas (SPCHSNP) will implement the following inventory policies and procedures:

- SPCHSNP will perform a physical inventory of all equipment with an original cost of $200.00 or more twice yearly.

- All Charter Schools Program purchased property with 600 object codes will be tagged:
    - Property of Pinellas/SPCHSNP
    - Inventory item ID/serial #
    - Purchased with CSP funds

- SPCHSNP will complete the annual Charter School Tangible Property Inventory Report and submit it via email to the Property Records Department and the Charter Schools and Home School Department for Pinellas County Schools. The deadline to submit report is no later than October 30th of each year.

- In addition to the Charter School Tangible Property Inventory Report, SPCHSNP will include an electronic spreadsheet of all inventory items, item description, serial number, item/tag identification number, building number, room number, original cost, acquisition date, condition, disposition date, and funding source.

Board of Trustees Rules and Procedures

SPCHSNP operates within the rules and procedures of St. Petersburg College. The following rules and procedures adopted by the St. Petersburg College Board of Trustees will be implemented at SPCHSNP.

6Hx23-5.13   PROPERTY RECORDS

The Board of Trustees authorizes and directs the President to establish procedures:

I.   To record College property, equipment and other tangible property of a non-consumable nature.

II.   To catalog and inventory property annually, pursuant to College procedures.

III.   To dispose of for value, donate, destroy or abandon any property that is categorized as obsolete, or that is uneconomical or inefficient to continue to use, or which serves no useful function, in accordance with the Florida Statutes.

Additional inventories shall be taken whenever it is deemed appropriate by the President or the Board of Trustees, site provost or site administrator.

The President is authorized to accept gifts to the College on behalf of the Board.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(5) & (44), Chapter 274, 1013.28, F.S.

History: Formerly - 6Hx23-5-7.02. Adopted - 7/2/68. Readopted - 12/19/74, 10/25/77. Amended - 12/16/71, 9/25/73, 10/16/75, 10/21/76, 11/30/81, 10/27/82 (effective 12/1/82), 5/24/83, 4/27/89. Filed - 4/27/89. Effective - 7/1/89; 6/20/06. Filed – 6/20/06. Effective – 6/20/06; 1/19/10. Filed – 1/19/10. Effective – 1/19/10; 5/18/10. Filed – 5/18/10. Effective – 5/18/10; 6/19/12. Filed – 6/19/12. Proposed Date to Become Effective – 6/19/12.

P6Hx23-5.13   PROCEDURE: PROPERTY RECORDS

I.   All College equipment and other tangible property of a non-consumable nature with an acquisition value of $1,000.00 or greater shall be inventoried annually, and all discrepancies shall be traced and reconciled.

II.   Additional inventories shall be taken whenever it is deemed appropriate by the President or the Board of Trustees, site provost or site administrator.

III.   Unless otherwise directed, the immediate budget supervisor shall be assigned custodianship of equipment and other tangible property of a non-consumable nature exceeding $1,000.00. The associate vice president of Facilities Planning & Institutional Services or provost of each site shall be the custodian of general classroom property not specifically assigned to another custodian.

IV.   The President shall appoint a Property Survey Committee. The Property Survey Committee shall have the authority to classify as surplus any College property which is obsolete or the continued use of is uneconomical, inefficient, or serves no useful function. Throughout the year, an office of Facilities Planning and Institutional Services will provide a listing of College property to the Survey Committee for review and permission to classify as surplus property. A specific survey number shall be assigned to each memo as a means to record the Survey Committee's approval in the property records when an item is disposed of.

V.   Facilities Planning and Institutional Services shall, upon authorization of the Survey Committee and the reasonable exercise of its discretion, dispose of for value, donate, destroy or abandon surplus property in accordance with the applicable provisions of Florida Statute 274.06.

    A.   Surplus property and equipment purchased from restricted funds require additional approval before being disposed of by any manner. Facilities Planning and Institutional Services assigned control of surplus property will request permission to dispose of an item from the department director or principle agent assigned to oversee spending of the restricted cost center. Upon approval, items from a restricted fund will follow the same disposal procedure as other College owned property.

    B.   Surplus property and equipment with an estimated per item value less than $5,000.00, may be disposed of in the most efficient and cost-effective means. Methods of disposal include: the sale of an item to any person or business; the sale of an item without bids to any State agency, Governmental unit or Political subdivision; or by donation to any private nonprofit agency,

State agency, Governmental unit or Political subdivision. Items with little or no commercial value, damaged, broken, unsafe or for which no other entity has conveyed an interest in may be scrapped.

C.   Sale of surplus property and equipment with an estimate per item value of $5,000.00 or greater shall be sold only to the highest bidder, or by public auction after notice is posted in a newspaper circulated in the general area of the county or district in which the College resides. Notice shall be posted no more than 2 weeks prior, or 1 week less than the auction will take place. For items related to a program or specialty (i.e. Dental, Veterinary, Engineering, SEPSI etc.), additional notices may be posted in other publications specific to that industry.

VI.   Facilities Planning and Institutional Services shall ensure, whenever surplus property is disposed of for value, that the custodian of the specific property when it is declared surplus shall be prohibited from obtaining such property by participating in the disposal method used. Additionally, in keeping with the spirit of the Florida Code of Ethics for Public Officers and Employees, Facilities Planning and Institutional Services shall ensure that a College employee cannot obtain surplus property the value of which exceeds $1,000.00.

VII.   Facilities Planning and Institutional Services shall present a report of all tangible personal property with an individual acquisition value of $1,000.00 or greater, previously declared surplus and/or disposed to the St. Petersburg College Board of Trustees at least twice in a calendar year. Annually, the Asset Management department will present items retired from the system through other lawful reasons such as stolen, missing, traded-in, returned to a grantor, etc.

VIII.   At least annually the libraries shall prepare a list of surplus books and other materials which are determined to be obsolete, or which are uneconomical or inefficient to continue to use, or which serve no useful function. The list shall be submitted to the President and upon his approval, the surplus books and other materials shall be disposed of in accordance with College procedures.

IX.   Accountable equipment is defined as all tangible personal property of a non-consumable nature having a normal life expectancy of one (1) year or more and having an acquisition value $1,000.00 or greater.

Non-accountable equipment is equipment which costs less than $1,000.00 and is considered "minor" equipment.

The College is not required to affix a property records number on "minor equipment". However, minor equipment with a value between $500.00 and $999.99 should be marked in some way to identify it as property of the College. There are several ways to accomplish this. (tags, etching, branding)

Equipment which costs $1,000.00 or more must be tagged with a property records number as soon as possible after delivery.

Some equipment such as personal computers, projectors, televisions, cameras and electronic equipment needs to be "branded" as soon as the site receiving staff determines the equipment received is what was ordered and is working properly.

X.   For accountable equipment delivered to a site, the procedure to follow is:

      A.   The equipment is received by an official of the College at the prescribed site. (This is shown on the purchase order.)

      B.   The receiving official makes a visual inspection of the equipment to determine if:

           1.   The equipment appears to be correct

           2.   The quantity is correct

           3.   There is not any apparent damage

      C.   If there is visual damage, the damage must be noted on the receiving request of the delivery company and purchasing notified.

      D.   If there is no visual damage, then a property records number is assigned and affixed to the equipment by Site Receiving staff.

      E.   The equipment is delivered to the requesting person or department, with a notification request that the equipment must be "checked-out" as soon as possible to ascertain that it functions properly.

      F.   If the equipment does not function properly, purchasing must be notified immediately, by the ordering department.

      G.   If it is determined that the equipment must be returned to the vendor or manufacturer, the property records tag is removed by Site Receiving, and the tag, along with support documentation, is returned to the Asset Management Department.

For accountable equipment directly delivered and installed or assembled by a vendor on-site, the procedure is:

      A.   Once the requesting person is satisfied with the equipment's functions, Site Receiving is notified, and a property records number is assigned and affixed. This must take place within 60 days of delivery to the requesting person.

      B.   It is the ordering department's responsibility to follow-up with their campus Site Receiving department to make certain all accountable equipment receives a property records number within the 60-day period.

XI.   Property Accountability, General

      A.   As accountable equipment is received by site receiving, the property record number is affixed and noted on the New Accountable Equipment form (NAE) along with the serial number. The equipment is subsequently delivered to the department and the asset custodian acknowledges receipt and accountability by signing the NAE. After delivery to the department, the asset custodian is to maintain precautions to safeguard the property. The signed NAE is sent to Asset

Management for entry into the property records. When there is a change of custodian, the provost or budget supervisor responsible for the division/department may request the Inventory Control Office scan and account for all assets in the exiting custodian name before he/she is transferred to another department or leaves the College. The vice president, provost or budget supervisor responsible for a division/department may also request that a physical inventory be conducted at times other than the annual inventory by scheduling same with the Inventory Control Office.

B.   Responsibility of the Asset Custodians

1.   It is the responsibility of the asset custodian to maintain precautions to safeguard property under their control.

2.   It is the responsibility of the asset custodian to periodically run a Property Inventory Listing from PeopleSoft to ensure all property assigned to them has been correctly recorded in the Asset Management System. The Asset Management department should be notified as soon as possible via email of any errors noted.

3.   It is the responsibility of the asset custodian to notify Asset Management when a property records number decal is removed so a duplicate can be printed and sent to Site Receiving to reapply.

4.   It is the responsibility of the asset custodian to notify Asset Management when property is transferred between buildings, among departments/divisions or to another custodian on a permanent basis. A Move Request/Change of Custodianship form or email including all parties involved must be sent to Asset Management when there is a change in location and/or a transfer of responsibility from one asset custodian to another. In the event of a change in custodial responsibilities, both asset custodians must sign the paper form or approve the electronic communication. Final approvals will be sent to the Asset Management Department for their records.

5.   For items missing from inventory, the asset custodian shall determine why the property is missing. If theft is suspected, the asset custodian is to immediately notify the appropriate police department and site security to conduct an investigation. For theft, a detailed Accident-Incident Report should be prepared by College personnel to substantiate the request for relief from property accountability. The police report and incident report must be attached to the Relief of Property Accountability form and sent to the appropriate provost/vice president for approval. Once signed by the provost/vice president, all documentation will be sent to Asset Management for review. If the documentation provided meets all established guidelines the asset will be retired from the property records.

6.   It is the responsibility of the asset custodian to locate all items not found by Inventory Control during the annual inventory.

7.   Accountable equipment not located during regular inventory procedures cannot be removed/retired from the property records until it's been unreconciled for three consecutive inventories. The asset custodian must provide documentation that an effort was made to locate the item during all inventories from which it was unaccounted. This

documentation should include e-mails, memos between departments and/or hand written notes stating who looked for the item and where. On June 30th all asset custodians will print and sign their final missing inventory list for the current fiscal year. The signed original and back up documents collected during the current inventory period will be sent to Asset Management.

8. Asset Management will review previously unreconciled assets to determine eligibility for write-off during a fiscal year. Items that meet the criteria will be taken to the Property Survey Committee by Asset Management for permission to remove them from inventory.

C. Responsibility of the Asset Management Office:

1. To coordinate the identification (by tagging or other marking) by site receiving of accountable equipment obtained by the College.

2. To maintain records showing the location of each piece of equipment and the department to which it is assigned for accountability purposes.

3. To coordinate paperwork to account for all stolen, lost, destroyed, damaged, obsolete, unserviceable, or surplus items.

4. To work with College personnel to solve property problems.

5. To maintain and reconcile the detailed property records and the general ledger control account.

D. Responsibility of Facilities Planning and Institutional Services:

1. Conduct the annual inventory of all accountable equipment, or for individual departments as requested. Notify the associate vice president of Financial and Business Services before the end of the fiscal year of any items not located, for which relief of accountability has not been requested.

2. To dispose of property which has become unserviceable, obsolete, or surplus to the College by appropriate means. Prior to disposition, after completion of the Relief of Property Accountability form (RPA), obtain all required approvals, advertisements, bids, or any other requirements required by state law, or federal regulations for assets purchased with federal funds.

3. To provide for auctions or bids of any surplus property should the need arise.

4. To maintain detailed bar code inventory records.

XII. Property Accountability - Temporary Transfers of Accountable Property

When accountable property is transferred between buildings or among departments on a temporary basis, notification is required when Facilities Planning and Institutional Services personnel are to be used, in which case, requesting department submits Move Request/Change of Custodianship form to the Asset Management Office.

XIII. Property Accountability - Property Constructed by College Personnel

Facilities Planning and Institutional Services will notify the Asset Management Office of property constructed, the valuation of which will be actual material costs or fair market value, whichever is higher. The Asset Management Office will enter this property in the inventory and prepare and send to accounting the necessary paperwork to include the value in the College records.

XIV. Property Accountability - Personal Property

Permission for an individual to install personal property (equipment) or use personal property requiring special utilities or alterations to a building can be sought as follows:

A. The individual prepares a memorandum in triplicate requesting permission from the appropriate budget supervisor.

B. If the budget supervisor approves the request, the memorandum is forwarded to the provost/vice president for approval.

C. If the provost/vice president approves the request, one copy of the approved memorandum will be returned to the individual initiating the request, and one copy retained for department files.

XV. Property Accountability - Relief from Property that is: Damaged, Destroyed, Obsolete, Unserviceable, Cannibalized or No Longer Needed

A. For accountability equipment or property that has become damaged, destroyed, obsolete, unserviceable, or is no longer needed, the asset custodian is to prepare a Request for Relief from Property Accountability form. The date the equipment is to be moved surplus needs to be indicated on this form. This form is to be sent to the Asset Management Office. Asset Management will review for signatures/content and forward to Moving & Warehouse Services to schedule pick-up.

B. Accountable equipment which is broken, obsolete or the continued use of is uneconomical, inefficient, or serves no useful function may be used for spare parts to maintain similar equipment owned by the College. Before said items can be cannibalized, a Relief of Property Accountability (RPA) form, a narrative of the intended use of the parts and a complete list of serial numbers must be submitted. Facilities Planning and Institutional Services will forward the request to the Property Survey Committee for consent. Once approved, the RPA, corresponding narrative and Property Survey Committee's approval will be forwarded to Asset Management to retire the asset(s) from the system and, to the requesting department as permission to proceed. A subsequent Relief of Property Accountability form will be issued by the requesting department to have the remaining pieces of the cannibalized asset sent to the surplus warehouse for proper disposal.

XVII. Property Accountability - Donations

Donations to the College are categorized as follows:

Category 1:   Includes items of personal property having no unusual liability and no maintenance cost.

Category 2:	Includes items of personal property having either unusual liability or maintenance cost with the annual cost of maintenance not exceeding $500.
Category 3:	Includes items of personal property with liability or unusual maintenance cost with cost of maintenance exceeding $500 annually.
Category 4:	Includes all real property (land or buildings).

From time to time members of the College staff will be contacted by an individual or organization that wishes to donate property to the College. When this occurs, the College employee shall refer the matter to the leading member of the department to benefit from the donation. The department head will determine the exact nature of the donation and present a completed Gift Acceptance form to the Sr. Vice President of the division under which the department reports; the Sr. Vice President will present the request to the appropriate Strategic Issue Council Committee for consideration. If approved, the President will accept the gift in the name of the College on behalf of the Board of Trustees, and will write a letter of thanks to the donor.

Gifts of tangible personal property valued at $1,000.00 or greater are required to be tagged by the Asset Management department and placed in the inventory. The originating department is charged with supplying Asset Management with a copy of the Gift Acceptance form.

History: Amended - 5/24/83, 5/7/85, 7/28/87, 11/14/89. Effective - 11/21/89; 12/15/92. Filed - 12/15/92. Effective - 12/15/92; 4/20/93. Filed - 4/20/93. Effective - 4/20/93; 4/18/95. Filed - 4/18/95. Effective - 4/18/95; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96; 3/18/97. Filed - 3/18/97. Effective - 3/31/97; 1/19/10. Filed-1/19/10. Effective-1/19/10; 5/24/10. Filed – 5/24/10. Effective – 5/24/10; 6/19/12. Filed – 6/19/12. Effective – 6/19/12; 6/24/13. Filed – 6/24/13. Effective – 6/24/13.

P6Hx23-5.130   PROCEDURE: RECEIVING OF ACCOUNTABLE EQUIPMENT

Purchasing will generate purchase orders (7 copies).

The distribution will be:

Vendor, Accounts Payable, Property Records, Ordering Department, and Site Receiving (Purchasing retains two copies). Copies of all purchase orders, which have been pre-approved by Technology, will be sent to Data Systems/Technology.

Property Records will generate receiving reports (4 copies).

The distribution will be:

Site receiving (original and three copies).

1.   When equipment is received and checked for damage, if everything is in order, the receiving report will be signed and the original sent to Accounts Payable for payment of the vendor.

2.   Two duplicate signed copies are sent to Property Records to alert that equipment has been received.

3.   One copy is to be retained for Site Receiving's records.

RESPONSIBILITIES:

Accounts Payable: To pay vendor once invoice and receiving report is received.

Site Receiving: To fully inspect equipment for damage and to immediately forward receiving reports as outlined.

Property Records:

1.   To obtain signature of Budget Supervisor acknowledging receipt and assuming responsibility.

2.   To assign property records number to equipment and affix number to equipment and note number on purchase order copy.

3.   To update and maintain College's property records system.

(The intent of this change in procedure is to pay vendors in a timely fashion and eliminate discussions regarding delivery and payment.)

History: Adopted - 6/27/95. Filed - 6/27/95. Effective - 6/27/95.

P6Hx23-5.132   PROCEDURE: LENDING AND RENTAL OF COLLEGE PROPERTY

Purpose:

To establish a procedure for the lending and rental of personal (vs. real) property owned by the college.

Procedure:

I.   College property may be loaned to other state agencies or political subdivisions as well as public schools, private schools, or colleges, with the approval of the president. The lending of college property to individuals or other organizations is not permitted.

II.   The rental of college property to individuals and organizations is permissible but must be by written agreement in accordance with the written policy of the Board. The processing of all such rental agreements must follow P6Hx23-5.903 Procedure: Contract Administration.

III.   College equipment may be used off campus by employees for a college related activity. Form PR 415, Request for Temporary Removal of Equipment from the College, must be completed and approved by the site administrator or a member of president's cabinet before equipment may be used off campus.

IV.   Designated college equipment may be used off campus by college students for college related educational purposes. Form PR 415, Request for Temporary Removal of Equipment from the College, must be completed and approved by the site administrator or designee before equipment may be used off-campus by a student. The student will be personally responsible for the equipment should it be lost, stolen, or damaged.

History: Adopted - 10/2/84. Amended - 5/21/85, 2/7/89. Effective - 2/14/89.