

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, March 19, 2019 at the St. Petersburg College EpiCenter, Room 1-453, 13805 58th Street N., Clearwater, FL. The following Board members were present: Chair Nathan Stonecipher, Bridgette Bello, Katie Cole, Bill Foster, and Deveron Gibbons. Also present were Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE AND NOTICE OF ADOPTION, AMENDMENT OR REPEAL OF RULES AND HEARING

The Board of Trustees of St. Petersburg College announces a public meeting to which all persons are invited.

DATE AND TIME: March 19, 2019; Board meeting commencing at 9:00 a.m.

PLACE: The meeting will be held at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58th Street North, Largo, Florida.

PURPOSE: The meeting will be held for the purpose of considering routine business, and such other matters that come before the Board including adopting or amending rules of the Board of Trustees pursuant to its rule-making authority.

A copy of the agenda may be obtained within seven (7) days of the meeting on the Board of Trustees website at www.spcollege.edu or by calling the Board Clerk at (727) 341-3241.

The proposed rules and/or amendments, together with the purpose and effect and specific legal authority, will be posted no later than Friday, February 15, 2019, on the official bulletin boards as follows: at the St. Petersburg/Gibbs and Clearwater Campuses in the entrance to the libraries; at the Tarpon Springs Campus in the Lyceum Building across from Room LY 104; at the EpiCenter—Services Building, in the north corridor across from Room 168; at the EpiCenter outside of Room 1-122; in Work Room 147 at the EpiCenter—District Office; on the east wall, across from the seating area under the stairs, at the Health Education Center; outside Room TL 129 in the Technology Learning Center at the Seminole Campus; on the west wall of the facilities/mailroom area outside room AC 134 at the Allstate Center; in the lobby across from the admissions and registration desk of the SPC Downtown Center; close to the stairs on the north wall and outside near the parking lot on the east wall at the Douglas L. Jamerson, Jr. Midtown Center and advertised in a newspaper of general circulation and in the Blue and White Faculty and Staff Announcements.

The Notice(s) of Rule Development on the foregoing rule(s) appeared in the Blue & White Faculty & Staff Announcements and were posted on each of the College's official bulletin boards on January 25, 2019. Said Notice(s) also appeared in the Business Observer on January 25, 2019.

Please note that the proposed changes to the rules attached do not reflect changes (if any) which are pending or have recently been approved by the Board of Trustees.

Any person wishing to be heard on the proposed rule(s) and/or amendments will be provided an opportunity to do so by appearing before the Board at said meeting.

If requested within 21 days after the date of publication of this notice, a hearing on the proposed rule(s) or amendments thereto will be held at 9:00 a.m. or soon thereafter on March 19, 2019. The meeting will be held at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58th Street North, Largo, Florida.. See Section 120.54(3)(c), Florida Statutes.

Any person who is substantially affected by the above rules may seek an administrative determination of the invalidity of any proposed rule on the ground that proposed rule is an invalid exercise of the Board's delegated legislative authority. Such request shall be by Petition in writing and filed within 21 days after the date of publication of this notice. See Section 120.56(2), Florida Statutes.

Any person who wishes to provide the Board with information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within 21 days after the date of publication of this notice.

Members of the public are given the opportunity to provide public comment at meetings of the Board of Trustees concerning matters and propositions on the agenda for discussion and Board action. At the Board meeting, in advance of the time for public comment on the agenda, individuals desiring to speak shall submit a registration card to the Board Clerk, Ms. Rebecca Turner, at the staff table. Policy and procedures regarding public comment can be found on the [SPC Board of Trustees website](http://www.spcollege.edu) at www.spcollege.edu

If any person wishes to appeal a decision made with respect to any matter considered by the Board, he or she will need a record of the proceedings. It is the obligation of such person to ensure that a verbatim record of the proceedings is made. See Section 286.0105, Florida Statutes.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/hearing/meeting is asked to advise the agency five business days before the workshop/hearing/meeting by contacting the Board Clerk at 727-341-3241. If you are planning to attend the workshop/hearing/meeting and are hearing impaired, please contact the agency five business days before the workshop/hearing/meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

Information regarding the proposed rule(s) and/or amendments for consideration and intended action is attached to this Notice.

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

RULES NOTICE DATE: February 15, 2019

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: There is no cost to the College associated with these amendments. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with these amendments. There is no anticipated adverse impact on small business.

1. RULE TITLE: REAPPOINTMENT OR NON-REAPPOINTMENT OF INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL NOT UNDER CONTINUING CONTRACT 6Hx23-2.22

SUMMARY, PURPOSE AND EFFECT: The proposed changes to the Rule will update language related to the Board's consideration for reappointment of instructional and administrative personnel.

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

LAW IMPLEMENTED: 1001.64(18) and 1012.83, F.S.

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

19-030. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES March 19, 2019

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

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Vivian O'Dell (*Attending*)
- B. Announcements
 - 1. New Vice President, Institutional Advancement and Foundation Executive Director – Dr. Williams

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

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

V. MONTHLY REPORTS

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

VI. STRATEGIC FOCUS AND PLANNING

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

B. BUDGET AND FINANCE

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

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Annual Membership Assessment in Florida College System Risk Management (*Action*)

VII. CONSENT AGENDA

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

B. NEW BUSINESS

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. Credit curriculum Changes (*Action*)
3. Notice of Intent to Initiate the Baccalaureate Approval Process (*Action*)
4. OTHER
 - a. Downtown Parking Garage Renovation (*Action*)

VIII. INFORMATIONAL REPORTS – None

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

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

X. PRESIDENT’S REPORT

XI. NEXT MEETING DATE AND SITE

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

XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting March 19, 2019, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

***No packet enclosure**

Date Advertised: February 15, 2019

19-031. Under Item I, Call to Order

The meeting was convened by Chair Stonecipher at 9:00 a.m. The invocation was given by Trustee Foster and was immediately followed by the Pledge of Allegiance.

19-032. Under Item II – Recognitions

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

Dr. Williams recommended adoption of retirement resolutions for Vivian O'Dell who was in attendance and joined by family and colleagues, received her resolutions as presented by Chair Stonecipher and President Williams.

Dr. Tonjua Williams read the resolution of retirement for Vivian O'Dell. She listed the following as Mrs. O'Dell's career highlights: she started as a secretary at the Veterinary Technology Program in 1977; she was granted the additional responsibility of staff assistant in mathematics and science 1979; she transferred to the word processing center on the Saint Petersburg Gibbs campus in 1980 to serve as a word processing specialist for 20 years; she was promoted to senior staff assistant in the Provost office in 1999; she moved to the Downtown Center in 2007 to serve as staff assistant to the Associate Provost; she was promoted to senior administration services specialist in 2014, where she will continue to serve until her approaching retirement; she has been a dedicated team member who placed student needs above her own; she helped develop the Career Service Employee Council and served for 3 years as vice chair; she served the college for 42 years.

The Board of Trustees and the entire College community officially recognized and appreciated the outstanding contributions of Vivian O'Dell and extend her best wishes for her years ahead. The resolution was adopted and approved by the Board of Trustees Saint Petersburg College this 19th day of March, 2019.

Trustee Foster personally thanked Mrs. O'Dell, stating that he has known her for over 20 years. He asserted that her service continued into the community after work. He stated that she was active in her neighborhood association, mentioning that he was both her councilman, and later her mayor. He stated that she kept an active eye on her neighborhood. He thanked her once more for her service to her community at large and encouraged her to remain active.

Mrs. O'Dell assured Trustee Foster that he would still see her around.

B. Announcements

1. New Vice President, Institutional Advancement and Foundation Executive Director – Dr. Williams

Dr. Williams enthusiastically introduced Mr. Jesse Turtle as the new Vice President for Institutional Advancement and Foundation Executive Director to the Board. She mentioned Mr. Turtle's active involvement in the county over the past few years, stating that he came from USF. She asserted that Mr. Turtle knows how to build friendships, partnerships, and relationships. She enthused that Mr. Turtle is Saint Petersburg College's best choice and mentioned that the College went through two searches to find him. She expressed happiness at his appointment.

Dr. Williams mentioned that Mr. Turtle did great work with the Kate Tiedemann Foundation at USF. She again expressed enthusiasm for the new appointment and invited Mr. Turtle to say a few words.

Mr. Turtle greeted the Board and stated that he was beyond thrilled to be at Saint Petersburg College with the new Institutional Advancement Division. He praised his staff members and expressed excitement for helping to build on and take advantage of Dr. Williams' enthusiasm for the College. He suggested that Dr. Williams would be a key storyteller and would play a prominent role in fundraising.

He mentioned that Saint Petersburg College was a significant part of the lives of a number of his family members and friends. He suggested that telling the story of how Saint Petersburg College plays a role in the lives of many people around the county will help elevate the College and assist with fundraising. He suggested that donors were interested in investing in stories and in people. He expressed excitement once more and thanked the Board.

Chair Stonecipher thanked Mr. Turtle for being at Saint Petersburg College, stating that the Board has heard great things and held high expectations.

19-033. Under Item III, Comments

Opportunity was given for comments from the Board Chair, Board Members, the President and the public.

Chair Stonecipher stated that he and Trustee Bello had the privilege of representing the Board in Tallahassee for the annual AFC meeting. He stated that Dr. Williams attended. He thanked those that were in attendance in Tallahassee, especially Dr. Williams. He stated that the Board could not predict what the legislature would do in any given year and suggested that the Board, the President, and Dr. Williams could do was develop a presence. He clarified that having a presence meant developing relationships with the College's leaders in Tallahassee, sharing with the Tallahassee leadership the story of what Saint Petersburg College does, how it does it, and why it does it, and why Saint Petersburg College feels that it does its work best in the state of Florida.

Chair Stonecipher suggested that his job is made easier by the fact of Dr. Williams's efforts. He stated that everywhere he went, everyone was already aware of the College's needs thanks to Dr.

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Williams. He stated that as a college, making sure that the decision makers were aware of Saint Petersburg College's needs was key to ensuring optimal legislative outcomes.

Chair Stonecipher thanked everyone on the Board who had been to Tallahassee over the past few years. He thanked Dr. Williams in particular for putting the time in Tallahassee. He stated that due to her efforts in particular, things would be moving in the right direction for the College for years to come.

Chair Stonecipher agreed that Dr. Williams' ability to tell both her story and the story of Saint Petersburg College was a positive attribute. He suggested that he witnessed her impact first hand at the Vinoy Business Alliance Luncheon, where her work caused others to want to get involved with Saint Petersburg College.

Trustee Bridgette Bello welcomed Jesse Turtle, stating that she has had the pleasure of working with him in the past. She reiterated the Board's high expectations and happiness with his appointment.

She further echoed Chair Stonecipher's praise of Saint Petersburg College's presence in Tallahassee. She stated that she was impressed by how many leaders in Tallahassee asked Saint Petersburg College to prepare information for them so that they could represent Saint Petersburg College's interests. She recognized Erid as well as Dr. Williams for their efforts in ensuring that Saint Petersburg College was well represented.

Chair Stonecipher apologized to Erid for not mentioning her. He praised her work in ensuring that Dr. Williams was well versed on both what to say and what not to say. He thanked Erid for her work.

Dr. Williams announced that the Florida Department of Education has approved the charter school program grant for Tarpon. She expressed excitement and pride for Starla, Katie and the rest of the team who worked to procure the grant. She stated that the planning budget would be the next step, followed by the implementation budget approval. She estimated that the total award would be around \$550K.

She reported that she was back in Washington as a champion for the Higher Learning Advocates Group. She reported that she was able to speak to a lot of new groups and was asked to provide research. She piggy-backed off Trustee Bello, asserting that being asked by a legislature to do research was a sign of trust. She stated that U.S. Representative Shalala's office asked the College to do some work on providing financial aid for certificate programs. She reported that Mike Bennet, Jackie, Erid, and their team are working to provide her with that data.

She also reported Black Brown College Bound was well attended with 102 males participating.

She communicated that the College received a lot of requests for follow-up from parties interested in helping the College at the Vinoy Business Partnership. She stated that Mike Carol

asked who to contact and how to help. She also thanked Jesse, Trustee Bello, and Chair Stonecipher, and the Saint Petersburg College family for their presence.

She further reported Saint Petersburg College's participation in Onyx Women on the Move. She spoke of three connections the College made from Orlando that would help the College with resources.

She reported that the MLK Day of Service Awards Luncheon went well, with the highest number of participants ever.

She reported on her participation in the Leadership Tampa Bay Power of Access in Tampa. She stated that she spent a lot of time discussing Tampa Bay issues, including education. She reported that she was able to articulate Trustee Gibbon's idea regarding the College's interest in P3s for the Health campus. She stated that she felt the P3 would be regarded as a possible solution to some of the problems the College was having.

She stated that Midland's Technical College visited Saint Petersburg College to learn about its work with guided pathways. She thanked deans, faculty, and student affairs leadership for their presence at the event.

She mentioned that one of Saint Petersburg College's staff members, Raf Sabil, was inducted as a Chief Master Sergeant in the Air Force Reserves. She reported that less than 1% of people get inducted to this position and offered congratulations.

Trustee Deveron Gibbons asked if the charter school grant was a one-time grant or an ongoing award.

Dr. Williams clarified that the grant is one-time and suggested that it would help with start-up.

Chair Stonecipher opened the floor to public comments. There were none.

19-034. Under Item IV, Review and Approval of Minutes

The minutes of the February 19, 2019 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Trustee Gibbons moved approval of the minutes as submitted. Trustee Foster seconded the motion. The motion passed unanimously.

19-035. Under Item V, Monthly Reports

Under Monthly Reports

A. General Counsel

None.

B. St. Petersburg College Foundation – Structure, Processes & Campaign Readiness

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Review – Ms. Susan Kubik, Principal, eAdvancement (*Presentation*)

Mr. Turtle expressed gratitude for the work that Sue Kubik did with fundraising prior to his arrival. He mentioned that she helped to generate a report prior to his arrival on fundraising at the request of Dr. Williams. He stated that Ms. Kubik has over 40 years of fundraising experience and is helping to generate ideas for Saint Petersburg College's historic 100-year anniversary that will occur in 7-8 years.

Ms. Susan Kubik thanked the Board and Dr. Williams for inviting her to work on this project. She stated that the Structure Process and Campaign Readiness Review consisted of the following: a review of material provided by Saint Petersburg College's staff; interviews with 15 members of the Foundation Board; an interview with Trustee Cole; interviews with members of the advancement staff; an analysis of an internal readiness survey – an involved 10-year historical look at Saint Petersburg College's advancement work that allowed Ms. Kubik to see where Saint Petersburg College was and the direction that it is headed in.

Ms. Kubik provided a caveat to her statement that provides a snapshot of the Foundation as of Fall 2018.

Ms. Kubik presented the following strengths: Scholarship Support & Scholarship Donor – she congratulated the College for performing this analysis from a position of strength – the Foundation awards close to \$2M annually in scholarships – the Foundation raises in excess of \$2M annually, which places Saint Petersburg College in the top 35 community colleges in the country; Stewardship: Saint Petersburg College's assets approach is \$70M, which places Saint Petersburg College in the top quartile in the country; Board Member Commitment/Expertise/Giving – 100% of the Board members express commitment through financial gifts annually – the Board members offer a lot of talent and expertise.

She continued with the following strengths: Presidential Interest – Saint Petersburg College's President is interested in and willing to work with the Foundation, which is a rarity – presidential longevity is a key indicator of a top performing, high-quality development program, which Saint Petersburg College has – presidential interest in development work another key indicator; Donor Trust; Dedicated, Talented Staff – Saint Petersburg College has rock-stars among its advancement staff; Marketing/Grants Departments – Saint Petersburg College's marketing and grants departments are well regarded among the institution staff.

Ms. Kubik then reported the following weaknesses: Silos – the Foundation is not integrated into the College community and the college functioning as a whole – this is not uncommon but does not happen at top performing institutions; External Coordination – there are direct supporting organizations that have the potential to be in competition with each other in the philanthropic community – this is something the College should get under control; Current Organizational Structure – the current organizational structure does not help with the synergy that typically happens in institutional advancement – institutional advancement is defined as communications functions, external relations functions, alumni functions, development functions, grants and

contracts – with a well-structured organization, all these functions work in collaboration with one another creating tremendous synergy and leveraging opportunities; Foundation/College Interaction – there is a lack of alignment between the Foundation's vision and work and what the trustees would like to see the Foundation do; Lack of Planning – there is no strategic plan that guides the Foundation work and the staff members in external related functions; Board Involvement in the Giving Process – historically, the Foundation Board was not asked to do much in the giving process, which is not to imply a lack of enthusiasm from the Board – there are ways the Board can be involved in giving short of actually asking for money – from previous experience, the most effective solicitation technique is two people with one prospect, typically a volunteer and a staff member – Foundation Board involvement will cause tremendous results in giving.

Ms. Kubik presented the following opportunities: Expanded Vision for Foundation Board – There could be more active involvement of the Board in the giving process such as annual fund planning, donor cultivation, donor stewardship, and campaign planning – There is more room for the Board to interact with the Trustees, to understand the Trustee's vision for Saint Petersburg College, and to help the Trustees to achieve that vision – more involvement with the President, which is welcomed by the President but has yet to be well-received by the Board – The Board is small for a Foundation at just seventeen when the national average is twenty-four; Infrastructure Improvement – Changes, upgrades, and investments in the database can be made to better enhance Saint Petersburg College's program; Enlarge Donor Base/Enlarge Giving Base – There is a dormant plan giving program that had a good history. Reactivating it may enhance giving. There are also opportunities for alumni giving.

She further offered the following opportunities: Better Communication Between Trustees & Foundation – The report has recommendations to improve both formal and informal communication between the Boards; Create Greater Synergy Between External Relations Departments – There is at least one suggestion for a better organizational structure which would allow for all external departments to be under Mr. Turtle's responsibility.

Ms. Kubik offered the following recommendations: Draft Strategic Plan – The Foundation Board should draft a strategic plan to guide its efforts; Better Interaction Between Boards – The College's senior management team and the Board of Trustees should be a part of the strategic planning efforts. This would allow the College to present its vision for the school, to see how this interacts with the Foundation Board, and to see how the vision can be achieved; MOU – There should be a memorandum of understanding between the two Boards that outlines the expectations the two Boards have of each other; Structural Changes – The suggested org chart is one of several possible structural changes the College can implement. The most important part is to consolidate the external relations functions under one VP. It is suggested that the outreach of supporting organizations be coordinated structurally or via some other means with the institution; Formation of Coordinating Council – This would allow the Foundation to approach the community in unison and without competing with itself; Strengthen Database; Reactive Dormant Planned Giving Council.

Ms. Kubik proposed the following fundraising implications: In the short-term, focus on niche or project-based funding – It is too early to think of a comprehensive campaign. The infrastructure

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

needs to be built first. Targeted niche projects are better at this time; Schedule a Comprehensive Campaign to Coincide with 100 Year anniversary – Feasibility Study: Late Fall, 2020/Early 2021 – Quiet Phase: 2021 – Public Phase: 2022 to 2027 – Celebratory Conclusion: 2027.

Ms. Kubik concluded by clarifying that she presented a nutshell version of her report due to the time constraints of the meeting. She stated that the Board was presented with a comprehensive report for further review. She called for questions.

Trustee Bello asked Ms. Kubik to clarify what she meant by the College competing with itself.

Ms. Kubik stated that institutions typically have a funneling mechanism for any approach to the community for funds. Since the College does not have one, this allows for the possibility for direct support organizations to approach a possible donor for an amount that conflicts with the College's plans on an institutional level. She clarified that this was not to say that direct support organizations should not approach the community, but rather that community approach should be coordinated at the College.

Trustee Cole credited Ms. Kubik's analysis for helping herself and Dr. Williams to understand what was happening and what changes to suggest for improvements. She also credited Ms. Kubik for helping the College to cater its job description for Vice President of Institutional Advancement. She stated that the Foundation Board appears to her to be fully vested in aligning strategic plans and implementing improvements. She expressed excitement for Jesse Turtle to meet the Foundation Board next month and to work with the Board moving forward. She complemented the College's administrative staff, particularly Katie and Rita for their help with moving marketing and grants over to this position and doing what is best for the College.

Dr. Williams thanked Ms. Kubik for helping her to become familiar with the process, supporting the College in obtaining the resources, and generating her report. She emphasized that the College Board and Foundation Board needed to work cooperatively. She expressed excitement for Jesse's leadership and forming the right structure.

Dr. Williams reported that Ms. Kubik agreed to stay on for another 6 months to help with on-boarding, building collaboration, and department growth.

Ms. Kubik thanked the College for allowing her to be a part of this process. She reiterated that the College is approaching this from a position of strength and predicted some amazing achievements in a short period of time.

19-036. VII. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Proposed 2019-2020 Academic Calendar – Mr. Djuan Fox, Director,

Academic Services (*Presentation/Action*)

Mr. Djuan Fox greeted the Board and presented the proposal for the 2019-2020 academic calendar.

The following purpose was presented: To build an academic calendar that best supports student success, requires soliciting input from a cross-section of persons.

Mr. Fox reported that creating the calendar required work across the College from different departments: Financial Aid; Student Services; Provost/Deans Council; Faculty Governance Organization; Human Resources.

He stated that the following important dates were considered: registration dates; enrollment dates; tuition dates; major campus events; staff training. He further stated that the academic calendar is the most viewed page on Saint Petersburg College's website.

He reported that the State provides recommendations for standard start dates but allows for exceptions (6A-10.019). He stated that Saint Petersburg College would ask for the same exceptions it has requested for the past 5 years: August 10 and August 31. Saint Petersburg College's Fall start date falls in these recommendations at August 19; January 2 and January 11. An extra week was requested to allow students to de-stress, finish enrollment, meet with advisors, and allow Deans to review schedules and trends. The spring term's requested start date is January 13; May 1 and May 16. The delayed Spring term delays the summer term as well. The requested start date is May 18.

Mr. Fox stated that the Board has further information on the academic calendar for their review.

The 2019 – 2020 academic calendar was presented by the Mr. Fox for approval. Trustee Foster moved approval of the calendar as submitted. Trustee Gibbons seconded the motion. The motion passed unanimously.

19-037. Under Item VI – B Budget and Finance

B. BUDGET AND FINANCE

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

Ms. Janette Hunt greeted the Board and presented the February budget report and the fiscal Year 2018 – 2019-year-end projections.

Ms. Hunt presented the following as revenue: Student Tuition and Fees as the end of February, \$52.3M at 89% of the budgeted amount; State Funding, \$39.9M, which includes the \$3.3M of the lottery appropriation that the College started receiving in February and will continue to receive until June 30th; Other Revenues, \$3.1M, which is trending higher than prior years due the

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

use of facility rentals; Fund Transfers In at \$1.1M, which is in timing and due to journal entries. More will be transferred in in March; Total Revenue was \$96.7M.

Ms. Hunt presented a chart tracking all tuition revenue which included credit, post-secondary adult education vocation (PSAV), and non-credit tuition. For the credit tuition, the budget amount was \$47.9M and the projected amount is \$48.6M by the end of the fiscal year, a \$729K increase over the budgeted amount. For PSAV tuition, she reported a budgeted amount \$634K, with current projections at \$664K, an increase of \$30K. For non-credit tuition, the budgeted amount was \$2.1M, with a projected amount of \$1.8M. She mentioned that there is a slight decrease in the variance from last month, showing that non-credit courses are doing a little bit better. She further mentioned that Dr. Williams is focused on the Workforce Institute and was implementing a plan to help with non-credit tuition.

Ms. Hunt presented the following expenditures at 67% through the fiscal year: Personnel & Benefits is at \$70.7M, which is 64%; Current Expense is at \$19.8M, Capital is at \$1.2M. She reported a total expense of \$91.7M. She reported revenue minus expense at \$4.9M.

Ms. Hunt then moved on to the 2019/2020 year-end projection. She stated that in Fall, the College was about 2.1% above its targeted amount. She stated that the College is also ahead of its target for Spring. This projection assumes enrollment is flat for its Summer enrollment.

Ms. Hunt stated that the projection was broken into three streams: revenue, funds transfer, and reserve streams.

She reported that the revenue stream included all revenue to the College's operating fund. It included student tuition and fees, which is 43% of the budgeted amount; State funding, which is 50%; and other revenue, which is about 4%. She reported the budgeted total revenue at \$138.78M, with a year-end projected amount of \$138.51M. She stated that this amount includes the \$729K the College is expecting in its credit tuition. She reminded the Board that the previous slide showed that non-credit tuition was trailing and was offset.

Ms. Hunt reported that the fund transfers in stream was budgeted at \$3.1M, with a year-end projection of \$2.95M. She stated that the difference of \$155K was a good thing because this amount would stay in the auxiliary funding reserve account.

She reported that over the last three year, the Board directed the College to reduce its reliance on its reserves. The College went from \$4.6M in its reserves to \$1.8M last fiscal year to \$1M this fiscal year. The College is projecting that this year it will not use any of its reserve.

Additionally, Ms. Hunt reported the following expense projections. For personnel and benefits, the budgeted amount is \$110.36M with a projected amount of \$109.36M. In an effort to cut costs, the College has begun reviewing positions as they become vacant to look for streamlining and cost efficiencies. For current expense, the College budgeted \$29.74M, with a projected amount of \$29.43M. She stated that the College has continued to be intentional in its spending.

She also mentioned that the College has transferred \$3.5M to the Health Insurance Fund; however, the College was still able to remain within budget of its current expense. For capital expense, \$2.78M was budgeted with a year-end projection of \$2.54M.

Ms. Hunt stated that the overall revenue for the year-end projection is about \$141M, which is 99% of the budgeted amount. She presented expenses as \$141.3M, which is 98.9% of the budgeted amount. She stated that the College is projecting a possible surplus of \$130K.

Ms. Hunt opened the floor for questions.

Chair Stonecipher commended the College for its work to decrease reserve spending and incorporate health care costs while remaining within budget.

Trustee Gibbons asked if the College was in the red in Workforce.

Dr. Williams stated that the College was not in the red.

Trustee Gibbons indicated that he noticed that the College was hiring in Workforce in the personnel report. He asked for Dr. Williams's input in this matter, as the College is still in the red in Workforce.

Dr. Williams acknowledged that what the College is currently doing is not working. She reported that the College has an analyst coming in to help with the structure, process, and policies in Workforce. However, she stressed the need to fill vacant positions in order to fulfill its agreed upon obligations.

Trustee Gibbons questioned the decision to hire more people before the study on the Workforce department was completed. He suggested that it might be more prudent to wait until after the study was completed to resume hiring, given that the department is currently in the red.

Dr. Williams stated that the actions in the personnel report have already been completed, however agreed to consider Trustee Gibbons' suggestion moving forward.

19-038. Under Item VI - C, Administrative Matters

1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Annual Membership Assessment in Florida College System Risk Management (*Action*)

The Board considered Personnel Items VI - C.1a.-b Trustee Bello moved approval. Vice Chair Cole seconded the motion. The motion passed with Trustee Gibbons voicing opposition.

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Trustee Foster objected to the generic verbiage that was listed under the study abroad expenses. He requested more specific information on how each trip benefited students. He clarified that he did not oppose the passing of either motion, but cited more explanation was needed given the cost per student and the per diem provided.

Dr. Williams agreed that more information could be provided.

Chair Stonecipher agreed that more information was necessary. He further suggested that students be brought in to present on what they got from their trips in future Board meetings. He suggested that this would help the Board to understand the benefit of the trip to students.

Trustee Gibbons stated that he was not interested in student presentations. He suggested that examples of the student's completed coursework would be enough to validate the cultural and educational experiences of the students. He further commented that the lax wording of the study abroad request was out of line with other professor requests.

Dr. Williams requested permission to do a presentation on the cost associated with the travel abroad trips in April or May. She mentioned that there were a number of different variables that impacted the cost, including whether or not various agencies would work with the College. She stated that part of the listed expenses included startup costs that the College recovered after the trip.

Chair Cole suggested that such a presentation would be helpful.

Trustee Gibbons implied that from personal experience, the cost associated with accommodations were not warranted. He agreed with Trustee Foster that the expenses needed to be justified by the College.

Trustee Foster mentioned that he has seen unjustified travel expenses in his work for the government. He stressed that he just wanted the report to clarify that these expenses are justified.

19-039. Under Item VI – A, Old Business

NONE

19-040. Under VII-B, New Business

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. Credit curriculum Changes (*Action*)
3. Notice of Intent to Initiate the Baccalaureate Approval Process (*Action*)
4. OTHER
 - a. Downtown Parking Garage Renovation (*Action*)

The Board considered Items VII-B.1-4. Trustee Bello moved to approve. Vice Chair Cole seconded the motion. The motion passed unanimously.

Trustee Gibbons acknowledged that he was a driving factor in completing the downtown renovation quickly but asked if all funding options had been fully explored.

Dr. Williams asked if it was possible to approve the motion as written and keep funding research in mind for the future.

Trustee Gibbons pointed out that the motion would go out with the RFP process and suggested that approval would cause the motion to move forward with an RFP.

Dr. Williams asked Brian to comment on some of the things the College hoped to accomplish in its renovation.

Trustee Gibbons stated that he wanted the garage renovation pulled. He stated that if the Board decided to move forward, he would either abstain from voting or vote against the motion.

Ms. Diana Wright clarified that the garage renovation would not be a part of an RFP process. She stated that the renovation would be far less than initially projected, with the total project budget being under \$0.5M. She stated that the purpose of the renovation is to maintain the structural integrity of the garage. She further explained that the garage was built in the 1950s and as a result, there were areas of concern structurally that required urgent attention.

Trustee Gibbons asked for specifics on the areas of concern. He asked if a project report on structural issues had been generated.

Ms. Wright confirmed that a structural engineer had been hired and a plan was generated on high need areas.

Trustee Gibbons asked if the College was sole sourcing the renovation project.

Ms. Wright clarified that funding for the project was through an ITB process. She stated that the project would be sent out to bid, then select the lowest, most qualified bidder.

Trustee Gibbons and the Board thanked Ms. Wright for her clarifications.

Chair Stonecipher asked for clarification on the process for new baccalaureate programs. Specifically, he wanted to know what the formal approval process with nearby schools was before a new baccalaureate could be approved.

Dr. Williams reported that the College had met with Judy Genshaft, President of USF, to present the new baccalaureate programs. President Genshaft issued a letter of approval on her letterhead.

MINUTES OF THE MARCH 19, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

She clarified that approval had to be sought from public universities only. She reported that the letter of approval would be forward by Saint Petersburg College to the State.

Mr. Fox further stated that Saint Petersburg College also has to enter their rationale behind their new offerings into an electronic state system called Pry. He stated that all state colleges can view and send letters of recommendation to the school using Pry.

Trustee Foster approved of the new cyber security offering, stating that it is relevant and timely.

Chair Stonecipher agree that the program is needed.

Dr. Williams asked Trustee Bello to confirm the opening of a new cyber security firm in Clearwater.

Trustee Bello confirmed the opening of KnowB4, a new company that is expected to employ over 1500 cyber security professionals at their new headquarters over the next 3 years.

Trustee Gibbons also offered the opening of a new downtown venue for American Express with the need for 200 to 300 new cyber security people as evidence of the degree's timeliness.

Vice Chair Cole further mentioned that the International Council for Cyber Security Education, a non-profit dedicated to cyber security, was located in Tampa.

19-041. Under Item VIII, Informational Reports

- A. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)
- B. Quarterly Report of Dell Financial Agreements (*Information*)

19-042. Under Item IX, Proposed Changes to BOT Rules Manual – Public Hearing -

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

The Board considered Items IX. Trustee Gibbons moved to approve. Trustee Bellos seconded the motion. The motion passed unanimously.

19-043. Under Item X, President's Report

Dr. Williams reported that proposals for both cyber security and ecosystems were heard in a meeting with the House. Erid and Dr. Williams were present to answer questions; however, there were none. She stated that the proposals passed easily and were currently on the books. She suggested that Saint Petersburg College would now have to work to keep the proposals on the books.

She further reported on a few legislative things of interest to the College. House Bill 7071 for post-secondary workforce education was proposed by the Higher Education and Career Readiness Subcommittee. It creates apprenticeships and renames HECC to the Florida Talent Development Council. It also creates a different membership structure and requires a reverse transfer agreement between the SUS and state colleges.

Dr. Williams stated that House Bill 7071 is also about higher education. It talks about commissioner reporting audit findings. It increases oversight for the DSOs and requires foundation boards to require thresholds of approving purchases, acquisitions, projects, and issuance of debt. It prohibits the use of state funds for travel by FCS for DSOs. It requires Florida College Systems institution Board of Trustees to annually report the amount of funds transferred from the college to a DSO. She suggested that the last finding was not applicable to Saint Petersburg College.

Dr. Williams further reported on Senate Bill 1308: Pathways to College and Career Success. She stated that it requires an annual review of career and technical offerings at all institutions by the commissioner. She stated that it will bring academic courses at Saint Petersburg College into the fold. She reported that it also talks about reverse transfers and last mile completion. She stated that for last mile completion, Saint Petersburg College would provide waivers for students to come back and finish their last few courses. She stated that this issue has been a struggle for state colleges due to cost.

She also mentioned a trip to Tallahassee is scheduled and stated that she would be returning to Washington at the end of the week.

Mr. Gibbons requested a report on the Downtown and Midtown campuses. He expressed particular interest in enrollment, new programs, and expanded programs. He also requested receipts for minority vending.

Dr. Williams agreed to provide this information.

19-044. Under Item XII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, April 16, 2019, 9:00 a.m., at the EpiCenter, Room 1-453

XII. ADJOURNMENT

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:06 a.m.

Tonjua Williams
Secretary, Board of Trustees
 St. Petersburg College
 FLORIDA

Nathan Stonecipher
Chairman, Board of Trustees
 St. Petersburg College
 FLORIDA

Attachments
Board Memos and
Supplemental
Materials

Board of Trustees Meeting
March 19, 2019

II- B.1 New VP, Institutional Advancement and Foundation Executive Director

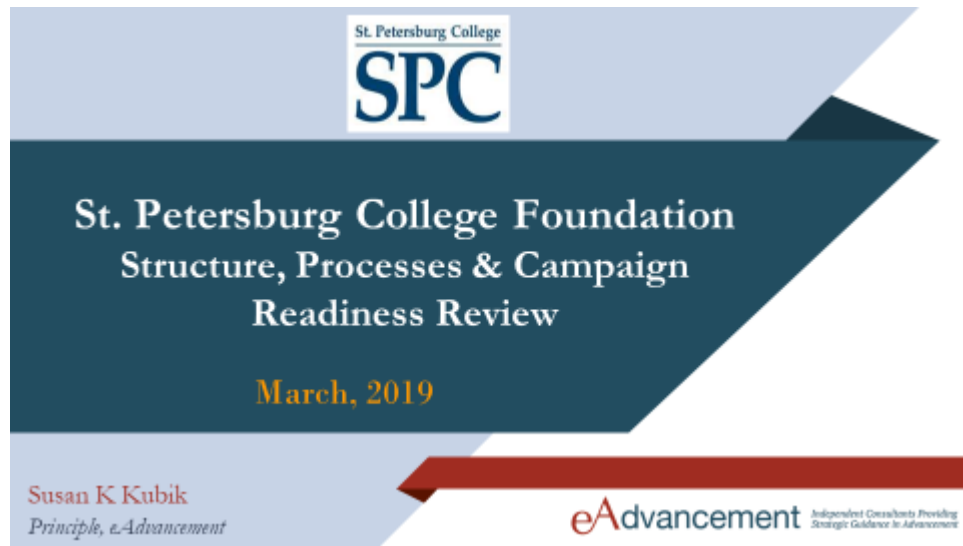


Vice President, *Institutional Advancement*
& *Executive Director of the Foundation*

Mr. Jesse Turtle



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



Strengths:

Scholarship Support & Scholarship Donor
Stewardship
Growth & Management of Investments
Board Member Commitment/Expertise/
Giving

eA

3

Strengths:

Presidential Interest
Donor Trust
Dedicated, Talented Staff
Marketing/Grants Departments

eA

4

Weaknesses

Weaknesses:

Silos

External Coordination

Current Organizational Structure

Foundation/College Interaction

Lack of Planning

Board Involvement in Giving Process

eA

6

Opportunities

Opportunities:

- Expanded Vision for Foundation Board
- Infra-structure Improvement
- Enlarge Donor Base
- Enhance Giving

Opportunities

**Better Communication Between
Trustees & Foundation**

**Create Greater Synergy Between
External Relations Departments**

eA

9

Recommendations

Recommendations:

Draft Strategic Plan
Better Interaction Between Boards
MOU
Structural Changes

eA

11

Recommendations:

Formation of Coordinating Council
Strengthen Database
Reactivate Dormant Planned Giving Council

eA

12



Fundraising Implications

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

eA



13



THANK YOU!

Any questions?
You can find me at
Kubik@eAdvancement.org


eA



14

March 19, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Proposed Academic Calendar for 2019-2020

Approval is sought for the 2019-2020 Academic Calendar:

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

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

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

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

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

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

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

ST. PETERSBURG COLLEGE
2019-2020 ACADEMIC CALENDAR

FALL 2019

TERM 1 – 2019 – 0565– AUGUST 19 – DECEMBER 13, 2019

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

SPRING 2020

TERM II – 2020- 0570- JANUARY 13 – MAY 8, 2020

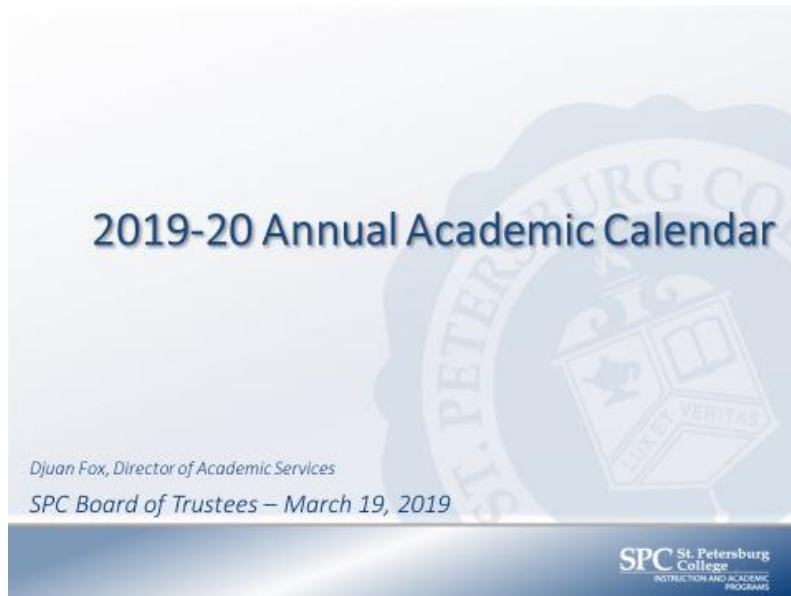
October 23, 2019	General Registration
December 14–January 10, 2020	Winter Session
January 6	12-Month Faculty and Staff Report
January 10	30/36 ECH Faculty Report
January 13	Classes Begin – Regular and ModMester 1
January 17 -May 3	Weekend College Classes Begin
January 20	Martin Luther King, Jr. Holiday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

SUMMER 2020

TERM III –2020- 0575 - MAY 18 – JULY 24, 2020

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

VI – A.1 Proposed 2019-2020 Academic Calendar



Academic Calendar Build



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

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

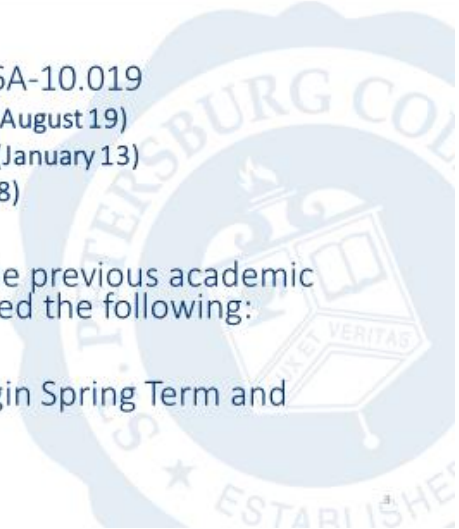
Academic Calendar - Changes

Standard Start Dates: 6A-10.019

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

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

- Late exception to begin Spring Term and Summer Term



Questions?




VI – B.1 Monthly Budget Report





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

Janette Hunt
March 19, 2019



The logo features a golden helmet with a blue plume, set against a circular background with the text "ST. PETERSBURG COLLEGE" at the top and "TITANS" on a blue banner at the bottom.



Budget Report

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

The background of this slide features a large, faint watermark of the St. Petersburg College seal.

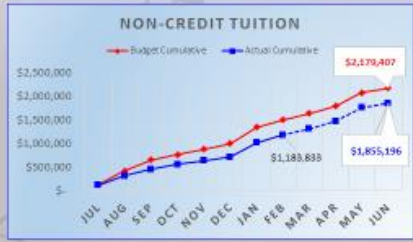



Report as of February 28, 2019

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




Report as of February 28, 2018





Report as of February 28, 2019

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



FY19/20 Year-end Projection

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

- Tuition
- Use of Reserves

- Review of Vacant Positions

Questions




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

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	\$ 50,887,002	\$ 43,343,966	85.2%	\$ 50,779,769	\$ 43,443,394	85.6%
State Appropriation - FCS	\$ 53,548,581	\$ 35,699,054	66.7%	\$ 51,475,043	\$ 34,316,558	66.7%
State Appropriation - Lottery	\$ 14,231,049	\$ 2,846,210	20.0%	\$ 16,598,793	\$ 3,319,759	20.0%
Performance Funding	\$ 3,514,076	\$ 2,342,715	66.7%	\$ 3,514,400	\$ 2,332,934	66.4%
Learning Support Access Fee	\$ 1,639,890	\$ 1,321,720	80.6%	\$ 1,607,832	\$ 1,309,167	81.4%
Distance Learning Fee	\$ 3,526,830	\$ 3,062,261	86.8%	\$ 3,995,700	\$ 3,227,862	80.8%
Technology Fee	\$ 2,508,569	\$ 2,085,172	83.1%	\$ 2,476,437	\$ 2,107,399	85.1%
Lab Revenue Fees	\$ 1,592,067	\$ 1,617,112	101.6%	\$ 1,575,099	\$ 1,753,649	111.3%
Industry Certifications	\$ 500,000	\$ -	0.0%	\$ 500,000	\$ 244	0.0%
Other Revenues	\$ 5,609,289	\$ 2,970,167	53.0%	\$ 5,187,048	\$ 3,179,831	61.3%
Other Student Fees	\$ 1,092,361	\$ 571,269	52.3%	\$ 1,065,052	\$ 549,565	51.6%
Fund Transfers In	\$ 3,782,619	\$ 2,516,352	66.5%	\$ 3,103,706	\$ 1,168,280	37.6%
Reserve	\$ 1,825,000	\$ -	0.0%	\$ 1,000,000	\$ -	0.0%
Total Revenue	\$ 144,257,333	\$ 98,375,998	68.2%	\$ 142,878,878	\$ 96,708,643	67.7%
Personnel & Benefits						
Instructional/Faculty-Full time	\$ 26,776,489	\$ 17,767,549	66.4%	\$ 25,749,327	\$ 16,925,598	65.7%
Administrative & Professional	\$ 24,251,689	\$ 15,724,080	64.8%	\$ 23,585,641	\$ 14,925,487	63.3%
Career Service (includes OT)	\$ 19,951,011	\$ 12,309,555	61.7%	\$ 19,183,840	\$ 11,411,224	59.5%
Adjunct/Supplemental	\$ 13,549,064	\$ 8,216,007	60.6%	\$ 13,142,592	\$ 8,290,137	63.1%
Other Personal Services (OPS)	\$ 2,041,007	\$ 1,100,781	53.9%	\$ 2,019,316	\$ 1,078,548	53.4%
Student Assistants	\$ 428,000	\$ 167,736	39.2%	\$ 428,000	\$ 190,618	44.5%
Health Insurance	\$ 14,931,773	\$ 10,016,340	67.1%	\$ 14,423,171	\$ 10,178,015	70.6%
Other Benefits	\$ 11,280,323	\$ 8,066,427	71.5%	\$ 11,827,326	\$ 7,739,406	65.4%
Total Personnel & Benefits	\$ 113,209,356	\$ 73,368,477	64.8%	\$ 110,359,214	\$ 70,739,033	64.1%
Current Expense						
Bad Debt/Unemployment	\$ 1,003,810	\$ (63,570)	-6.3%	\$ 1,003,331	\$ (63,033)	-6.3%
Insurance (Non Health)	\$ 1,758,611	\$ 1,278,664	72.7%	\$ 1,811,245	\$ 1,241,928	68.6%
Repairs & Maint	\$ 886,195	\$ 616,463	69.6%	\$ 931,034	\$ 659,866	70.9%
Scholarships/Fee Waivers	\$ 2,423,463	\$ 2,220,634	91.6%	\$ 2,424,463	\$ 2,290,095	94.5%
Services and Fees	\$ 6,033,319	\$ 3,410,581	56.5%	\$ 6,006,449	\$ 2,717,458	45.2%
Materials and Supplies	\$ 4,476,333	\$ 2,289,133	51.1%	\$ 4,693,926	\$ 2,558,758	54.5%
Travel	\$ 311,583	\$ 266,032	85.4%	\$ 350,000	\$ 245,232	70.1%
Utilities	\$ 5,260,407	\$ 3,501,931	66.6%	\$ 5,527,258	\$ 3,790,673	68.6%
Other Current Expense	\$ 3,530,392	\$ 1,161,790	32.9%	\$ 3,296,339	\$ 3,488,259	105.8%
Tech Expense/Licensing	\$ 2,594,386	\$ 1,891,614	72.9%	\$ 3,695,983	\$ 2,914,160	78.8%
Total Current Expense	\$ 28,278,499	\$ 16,573,273	58.6%	\$ 29,740,028	\$ 19,843,396	66.7%
Capital						
Computer Refresh Leases	\$ 2,379,879	\$ 1,332,967	56.0%	\$ 2,390,037	\$ 1,038,786	43.5%
Capital Purchases	\$ 389,599	\$ 168,387	43.2%	\$ 389,599	\$ 168,564	43.3%
Total Capital	\$ 2,769,478	\$ 1,501,354	54.2%	\$ 2,779,636	\$ 1,207,350	43.4%
Total Operating	\$ 144,257,333	\$ 91,443,104	63.4%	\$ 142,878,878	\$ 91,789,779	64.2%
Balance	\$ -	\$ 6,932,894		\$ -	\$ 4,918,864	

March 19, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

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

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

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

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

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

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

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Sinclair, Steven	Instructor	Humanities/SE	05/13/2019 - 05/21/2019

Destination: Delhi, Agra, Jaipur, Mumbai, India

The purpose of this trip is to lead SPC students on a study abroad program to India. A total of ten (10) students are enrolled in the program and will receive credit in either REL2000, Introduction to Religion, REL 2300 World Religions, Humanities and Fine Arts. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$559.83.

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

Destination: Tokyo, Japan

The purpose of this trip is to lead SPC students on a study abroad program to Tokyo, Japan. A total of twenty-three (23) students are enrolled in the program and will receive credit in either LIT2120 or LIT2110. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$1,340.14.

Albrecht, Osiris	Instructor	Communications/SE	06/08/2019 - 06/30/2019
------------------	------------	-------------------	-------------------------

Destination: Salamanca, Spain


The purpose of this trip is to lead SPC students on a study abroad program to Spain. At time of reporting, a total of twenty-four (24) students are enrolled in the program and will receive credit in one of the following Spanish courses: SPN 1120/1121 Elementary Spanish I or II, SPN 2200/2201 Intermediate Spanish I or II, SPN 2240/2241 Spanish Conversation and Comp I or II or SPN 2949 Study Abroad Working Experience. The College will benefit by providing an educational opportunity for students to earn college credits while providing a cultural experience through the study abroad program.

Estimated cost to the College is \$4,847.36.

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

March 19, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Annual Membership Assessment in Florida College System Risk Management Consortium

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

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

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

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

March 19, 2019

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Workforce Institute

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

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

- LDS0600 5G Power Skills

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

- MNF0489 Mechatronics: Allen-Bradley Programmable Logic Controllers

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


- AAP0124 UAS Video Production and Editing: Basic Skills

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

- CMP0801 Microsoft Office Core Productivity Online

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

March 19, 2019

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Credit Curriculum

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

New Program Highlights:

Engineering & Building Arts:

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

College of Health Sciences:

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

Technology:

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

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

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

Credit Curriculum Updates for Fall 2019 (0565)

Summary of Curriculum Activity in Programs and Courses

NEW/DELETED/MODIFIED PROGRAMS:

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

NEW/DELETED/MODIFIED COURSES:

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

Program & Course Updates Effective Fall 2019 (0565)

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

A. ARTS, HUMANITIES, AND DESIGN

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

B. BUSINESS

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

C. COMMUNICATIONS

1. New Courses: The following courses were created to meet the needs of a new subplan or to expand the course offerings within the Communications curriculum:
 - a. **Voicing I** (INT 3406) utilized in the new *Educational Interpreting* (SLIP) subplan in the **Educational Studies and Community Leadership** (EDST-BS) program.
 - b. **Voicing II** (INT 4235) utilized in the new *Educational Interpreting* (SLIP) subplan in the **Educational Studies and Community Leadership** (EDST-BS) program.
 - c. **VOICES OF AMERICAN WOMEN** (SPC 1232) *ADDED AS AN ELECTIVE COURSE.*
2. Course Update: The following course title, prerequisites, description and MLOs were updated to reflect additional applicability across programs:
 - a. **Speaking for Professionals** (SPC 1065); updated MLOs.

D. EDUCATION

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

E. ENGINEERING, MANUFACTURING, AND BUILDING ARTS

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

F. HEALTH SCIENCES AND VETERINARY TECHNOLOGY

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

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

G. PUBLIC SAFETY, PUBLIC POLICY, AND LEGAL STUDIES

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

- i. **Paralegal Studies** (LEGAL-BAS) restructured electives, added PAD and PUP prefix courses for additional student options
- ii. **Digital Forensics and Computer Investigations** (DIGFORN-AS) program reduced from 63 credits to 60; NEW CIP code (#1743011601)
 1. Removed: *Internet Pornography Investigations* (CJE 1683)

H. SCIENCE AND MATHEMATICS

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

I. SOCIAL/BEHAVIORAL SCIENCES AND HUMAN SERVICES

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

J. TECHNOLOGY

1. Program Updates:
 - a. **Technology Development and Management** (TMGT-BAS) program added new subplan *Software Assurance* (SFTAS), subplan title change from *Data Analytics* to *Data Science* (DATAANALYT) and capstone course added.
 - i. Added: *Projects in Data Science* (CAP 4773): *advisory board recommendation*
 - ii. Removed: *Web Analytics* (ISM 4548)

- b. **Computer Networking** (COMPNET-AS) subplan title change from *Networking Administration* to *Network Administration: Windows/Linux* (NETADM) and *Networking Engineering* changed to *Network Engineering: Cisco* (NETEN)
 - i. Added: **Network Defense and Countermeasures** (CTS 2314)
 - ii. Removed: **Fundamentals of Voice Over IP (VOIP)** (CET 2682)
 - c. **Web Development** (WEBSDM-AS): program reduced from 63 credits to 60; NEW CIP code (#1511080103); program review resulted in course updates.
 - i. Removed: **Advanced PHP/MySQL** (COP 2843)
 - ii. Removed: **Interactive Web Media Tools** (CGS 1874)
 - iii. Added: **Web Assistive Technologies** (CGS 1200C)
 - d. **Computer Programming and Analysis** (CWPA-AS)
 - i. Added: **iOS App Development** (COP 2654): elective course
2. New Courses: The following courses created for the new *Software Assurance (SFTAS)* subplan in the **Technology Development and Management (TMGT-BAS)** program or in response to advisory board recommendations.
- a. *Software Security* (CEN 3071)
 - b. *Software Assurance and Security* (CEN 4074)
 - c. *Web Assistive Technologies* (CGS 1200C)
 - d. *Foundations: Operating Systems & Networks (COP 3518)*
 - e. *Projects in Data Science (CAP 4773)*
3. Course Updates: The following courses had MLOs and prerequisites modified as a result of course and program reviews.
- a. *Introduction to Android Programming* (COP 2660): Prerequisites updated.
 - b. *Intermediate Computer Programming* (COP 3035): Description and MLOs updated.
 - c. *Network Defense and Countermeasures* (CTS 2314). Description and MLOs updated.
 - d. *Applied Systems Analysis* (ISM 3232). MLOs updated.
 - e. *Database Management & Analysis* (ISM 4212). Title and description updated.
 - f. *Data Analytics Technologies* (ISM 4212) Description and MLOs updated.
 - g. *Data Analytics Management* (ISM 4545) Description and MLOs updated.

Five (5) Year Course Deletion

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

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

Subject	Catalog	Course Title	Department
ACG	2001	Applied Financial Accounting I	College of Business
BTE	4948	Curriculum Overview Bus Educ	College of Business
ETE	3203	Prg Mgmt: Tech Education	College of Business
ETE	3402C	Materials & Processes with Lab	College of Business
ETE	4333	Instr Mthds in Sec Tech Educ	College of Business
ETE	4947	Inst Mtds for Sec Tech Edu Pra	College of Business
ETE	4444	Technological Design	College of Business
ETE	4414C	Inform and Commun Tech w/Lab	College of Business
ETE	3003	Fndtns Technology Education	College of Business
MAN	3593	Logistics Management	College of Business
ETI	3647	Supply Chain Management	College of Business
ETI	4448	Applied Project Management	College of Business
HFT	1210	Supervision in the Hospitality Industry	College of Business
HFT	1500	Marketing in the Hospitality Industry	College of Business
HFT	2276	Club and Resort Operations	College of Business
MAN	3949	Cooperative Work Experience	College of Business
MAN	4061	Corporate Social Responsibility	College of Business
MAN	4534	Business Architecture and Process Modeling	College of Business
MAN	4910	Senior Capstone Project in Banking	College of Business
MAN	4934	Senior Capstone Project in International Business	College of Business
MAR	2940	Marketing Internship	College of Business
MNA	1760	Customer Service II: Developing Exceptional Customer Service	College of Business
EEX	4764	Tech and Trans. for Sec. Exc.	College of Education
PRO	4190	Research Methods	College of Health Sciences
PRO	4130	Material Science	College of Health Sciences


BUL	3130	Law for Professionals	College of Policy, Ethics and Legal Studies
BUL	3310	Advanced Legal Environment of Business	College of Policy, Ethics and Legal Studies
CCJ	2940	Practicum	College of Public Safety
CJE	1204	Topics in Gang Investigations	College of Public Safety
CJE	2262	Tech & Gang Intelligence Shrng	College of Public Safety
CJE	3264	Supvg Tactl Gang Unts & HiRsk	College of Public Safety
CJE	1177	Cntrl America Gang Assessment	College of Public Safety
AML	2010H	Honors American Literature I	Communications
AML	2020H	Honors American Literature II	Communications
FRE	2240	French Conversation & Compos I	Communications
FRW	2011	Rdgs Frn Lit II	Communications
GRK	1121	Elementary Modern Greek II	Communications
GRK	1120	Elementary Modern Greek I	Communications
IDS	2103H	Honors Interdiscipline /Am Exp	Communications
LIT	2110H	Honors World Literature I	Communications
ART	2949	Co-op Work Experience	Fine Arts & Humanities
HUM	2270L	Writing CLEP East-West Hum	Fine Arts & Humanities
MUH	2949	Co-op Work Experience	Fine Arts & Humanities
MUL	1017	History of Rock I (1950-1979)	Fine Arts & Humanities
MUN	2709	Rhythm Section Boot Camp	Fine Arts & Humanities
MUN	2771	MIRA House Band	Fine Arts & Humanities
MUN	1391	Gospel Chorus	Fine Arts & Humanities
MUN	1711	Jazz Combo	Fine Arts & Humanities
TPA	2949	Co-op Work Experience	Fine Arts & Humanities
EMS	1522C	General Pharmacology for the EMS Provider	Health Science Dept.
MAC	1106	Combined College Alg/Pre-Calc	Mathematics

BSC	2366L	Neotropical Ecology Laboratory	Natural Sciences Dept.
ZOO	3205C	Invertebrate Zoology wih Lab	Natural Sciences Dept.
CHM	1026	Chemical Calculations	Natural Sciences Dept.
ESC	1000L	Earth Science Lab	Natural Sciences Dept.
ANT	2003	Survey of Anthropology	Social & Behavioral Sciences
ECO	2023H	Honors Microeconomics	Social & Behavioral Sciences

March 19, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Notice of Intent to Initiate the Baccalaureate Approval Process

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

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

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

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

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

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

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

March 19, 2019

Dear Chancellor Hedba,

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

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

Program Description/Key Skills/Career Path and Employment

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

The proposed 120 credit hour program will consist of:

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

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

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

security with an upper division curriculum focusing on defense and risk mitigation, software assurance, information assurance, and security management.

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

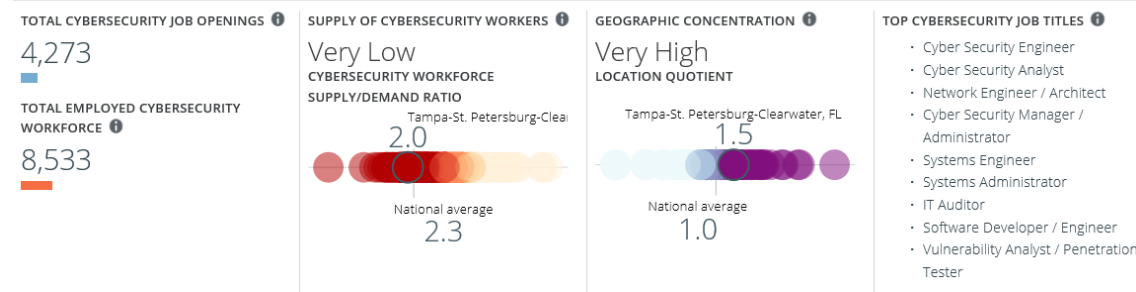
Career Path or Potential Employment: The Bachelors of Applied Science degree in Cybersecurity creates a seamless career path for students, including dual enrolled high school students, currently pursuing Associate in Science Degrees in career and technical programs at SPC. The A.S. degrees currently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

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

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

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

Tampa-St. Petersburg-Clearwater, FL



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

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

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

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

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

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

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

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

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

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

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

Expected Term/Year of Enrollment

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

Startup Costs

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

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

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


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

Sincerely,

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

March 19, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Parking Garage Renovation, Downtown Center

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

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

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

March 19, 2018

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President



SUBJECT: Board of Trustees' Rules

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

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

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

Submitted by Suzanne Gardner

Suzanne L. Gardner, General Counsel, recommends approval.

ps0218191
Attachment

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

- I. Notice of recommendation for reappointment or non-reappointment shall not be disclosed to any College employee under consideration by those making recommendations until such time as the President authorizes such action.
- II. The President or a person designated by the President shall have the responsibility for advising the College employee of the non-reappointment at least seven (7) calendar days prior to the board meeting at which reappointments are considered.
- III. Instructional and administrative personnel will usually be considered for reappointment at the regular ~~February~~ May meeting of the Board of Trustees, but may be considered at an earlier Board meeting as determined by the College.
- IV. Any administrative/professional staff and 12-month faculty, recommended for reappointment and approved by the Board of Trustees, may be reconsidered for nonrenewal by the Board at any time through June 30th with or without cause or reason. Any faculty teaching Session III, recommended for reappointment and approved by the Board of Trustees, may be reconsidered for nonrenewal by the Board at any time through July 31st with or without cause or reason. Any employee being recommended to be reconsidered for nonrenewal shall be given 7 calendar days' notice prior to such action.

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

Law Implemented: 1001.64(18) and 1012.83, FS

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