

# MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, April 16, 2019 at the St. Petersburg College EpiCenter, Room 1-453, 13805 58<sup>th</sup> Street N., Clearwater, FL. The following Board members were present: Chair Nathan Stonecipher, Katie Cole, Bill Foster, and Deveron Gibbons. Trustee Bello was not present. 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

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, April 16, 2019, at the St. Petersburg College EpiCenter, Room 1-453, 13805 58<sup>th</sup> Street N., Clearwater, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

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

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](#) at [www.spcollege.edu](http://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. Section 286.0105, Florida Statutes.

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

**19-045.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
**APRIL 16, 2019**

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

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. RECOGNITIONS**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Laurel Miller (*Attending*)
  - 2. Lynda Womer (*Attending*)
- B. Announcements
  - 1. New Leepa-Rattner Museum of Fine Art Director –Dr. Rod Davis, Provost, Tarpon Springs Campus

**III. COMMENTS**

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

**IV. REVIEW AND APPROVAL OF MINUTES**

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

**V. MONTHLY REPORTS**

- A. General Counsel

**VI. STRATEGIC FOCUS AND PLANNING**

**A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT**

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

**B. BUDGET AND FINANCE**

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

# MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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## C. ADMINIST RATIVE MATTERS

### 1. Human Resources

a. Personnel Report (*Action*)

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

### 2. Construction

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

## VII. CONSENT AGENDA

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

B. NEW BUSINESS

### 1. GRANTS/RESTRICTED FUNDS CONTRACTS

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

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

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

## VIII. INFORMATIONAL REPORTS

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

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

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

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

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

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

X. PRESIDENT’S REPORT

XI. NEXT MEETING DATE AND SITE

May 21, 2019, Seminole Campus, Conference Center

53985

## **XII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting April 16, 2019, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

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

**\*No packet enclosure**

Date Advertised: April 5, 2019

**19-046. 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.

**19-047. Under Item II – Recognitions**

Presentation of Retirement Resolutions and Motion for Adoption

1. Laurel Miller (*Attending*)
2. Lynda Womer (*Attending*)

Dr. Williams recommended adoption of retirement resolutions for Laurel Miller and Lynda Womer who were in attendance and joined by family and colleagues, received their resolutions as presented by Chair Stonecipher and President Williams.

Dr. Williams presented the retirement resolution to Laurel Miller. Ms. Miller began her career at SPC in 2002 as a tutor with the math and access resources departments, until graduating with a bachelor's degree from SPC College of Education. Next, she taught at the high school level for a year. She returned to SPC in 2011 to work with the STEM program on the Clearwater campus, and moved to the Tarpon campus in 2012, where she worked as a Career and Academic Advisor. She is a leader among peers and a true advocate for students. She served as the advisor to Phi Theta Kappa on the Tarpon campus, where she returned the chapter to a five-star rating. Her support to students and colleagues will be greatly missed.

Ms. Miller thanked everyone and said that it is great to be recognized for doing a good job. She will miss solving problems and helping students.

Dr. Williams presented the retirement resolution to Lynda Womer. Ms. Womer began her distinguished SPC career in 1984 as coordinator for Open Campus. Her leadership skills were quickly recognized, and she was promoted to coordinator to College for Kids. She added dual credit and study abroad and served as the Telecourse coordinator in 1998. Ms. Womer secured grant which changed the college forever; it resulted in the development of the first online college

## MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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course in Florida and the college's e-Campus was born. She worked tirelessly for the success of e-Campus; in 2004, she was nationally recognized with a lifetime achievement award in distance education. She was named Seminole campus Associate Provost in 2005. She continued working with online education. Over the years, she has served on numerous college committees and brought honor and distinction to SPC through work on statewide committees. She has always offered warm and friendly counsel to colleagues, including Dr. Williams.

Ms. Wormer thanked the Board, Dr. Williams, and Mark Strickland. She said that she has enjoyed every minute and is looking forward to the next step.

Chair Stonecipher thanked both for their dedication and service.

### Announcements

1. New Leepa-Rattner Museum of Fine Art Director –Dr. Rod Davis, Provost, Tarpon Springs Campus (*Presentation*)

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

Dr. Wilkin thanked the Board and Dr. Williams. She said she is exited for the opportunity and thrilled to be a part of the College.

### **19-048. Under Item III, Comments**

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

Chair Stonecipher shared that he attended the Good Vibes Festival at Williams Park. He thanked the Downtown campus for putting it together in conjunction with USF-SP. He stated that it is important for the College to work in unique ways with other institutions in the area. He acknowledged all the hard work and planning that went into the event. He said it is another way for SPC to be out in the community.

Chair Stonecipher also thanked all the efforts that went into the Foundation Scholarship Appreciation Luncheon. He said it was one of his favorites, and that it was amazing to have all those students together in one place and hear their stories. He opined that the Foundation is truly changing lives one student at a time.

Vice Chair Cole echoed appreciation for the Foundation Scholarship Appreciation Luncheon. She specifically appreciated hearing students talk about their relationships with faculty and administrators, and their direct influence on students' lives.

Dr. Williams recognized Dr. Bruce Brodney, who was a Math instructor loved by all. She shared with the Board that he recently passed away and that the memorial was well attended at the Palladium. She encouraged everyone to reach out to his family.

Dr. Williams thanked Chair Stonecipher and Ms. Bello for going to Tallahassee with her. For the first time, she had three Tallahassee trips back-to-back. The SPC leadership team was there; she thanked Brian Miles for the leadership of his team. The Senate president spoke to the group and all the delegates were there. Some students were also there. She thanked everyone who attended those weeks. She said that next year, she wants just one visit instead of three. She wants to have an SPC day in Tallahassee next year, like some other colleges; they have pictures of legislators who support SPC through the halls, and it would give SPC students, trustees, and employees, time to spend together.

Dr. Williams shared that the Association of Florida Colleges recognized SPC in various ways: one SPC student in the Health program won the Bob Graham Service Award; Professor Sharon Olson won the Distinguished Faculty Award; Professor John Kurnik was a finalist for the Ernest Boyer Award for Teaching and Learning; Professor Trish Gorham represented the College with the Teaching and Learning Award for the Veterinary Technology program. Dr. Williams was thrilled to be there to give out the awards.

Dr. Williams noted that Phi Theta Kappa won the Distinguished Chapter and Distinguished Honors in Action Award this year; she is proud of these awards.

Dr. Williams stated that Prof Brad Yourth took coding students to a competition for the first time. There were 80 students attending the competition. SPC won the team competition and student Joshua Welch took third place in an individual competition.

Dr. Williams shared that there have recently been several conferences held at the College. Narrowing the Gulf, cosponsored by SPC's Retention Services and Accessibility Services department, CETL, and Florida Association of Higher Education and Disability (Florida-AHEAD). There were quite a few people in attendance from out-of-state, out-of-county, and locally. The Teaching and Learning Conference had about 200 attendees from all over the nation; Dr. Williams recommended SPC do a better job of advertising this conference. The WOW conference, out of the Retention Services department, was full at the Seminole campus.

Dr. Williams echoed Chair Stonecipher's praise of the Good Vibes festival, and recognized Frank Jurkovic in particular for his good work. She noted that there were many impressive bands and artists at the festival.

Dr. Williams noted that the Model UN held a conference at the Clearwater campus for high school students working on the Global Classroom. It was heavily participated in.

# MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Dr. Williams shared that former student Mecca Serfustini won a Rising Star award at the Governor's 2019 Hurricane Conference. She graduated from Public Policy and Administration in 2015.

## **19-049. Under Item IV, Review and Approval of Minutes**

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

## **19-050. Under Item V, Monthly Reports**

Under Monthly Reports

General Counsel

Ms. Gardner reported she provided the Board members a memorandum which is an update to the April 5<sup>th</sup> memorandum concerning the Adjunct Faculty union. There is an election consent agreement filed with the state commission. There is one outstanding issue – the scheduling and timing of the mail-in election. She also provided the Board members the request that has gone to the state commission on the timing of that; this is one disagreement with the union. She will keep the Board apprised.

Chair Stonecipher asked if she knows when it will be resolved.

Ms. Gardner said she is hoping within the next month. In the motion, SPC asks that the mail-in election be scheduled in the Fall. The commission will make the decision.

## **19-051. VII. STRATEGIC FOCUS AND PLANNING**

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

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

Mr. Leopold reminded the Board that it is a faculty-led committee that encompasses a collaborative and supportive environment where clear expectations for students and faculty are communicated, mutual ownership of the learning process is cultivated, and where purposeful reflection and commitment to scholarship is fostered with academic excellence the ultimate goal. Mr. Leopold reviewed the five goals for FY 2019: (1) Track the posting of “engaging” syllabi

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

Mr. Leopold discussed goal one, which concerns tracking the posting on engaging syllabi three days prior to courses starting. A good syllabus lays out clear expectations of students and faculty and provides a roadmap to success in the course. As shown in the graph, there was almost a 98% success rate of syllabi being posted; the committee is pleased with this outcome and has a goal of 100% moving forward.

Mr. Leopold next discussed goal two, which concerns tracking the use of the course gradebook to provide timely feedback to students. Timely feedback means weekly updates for 8- and 12-week courses and biweekly updates for 16-week courses. The committee is impressed with the high success rates of updating grades, as shown in the graph.

Dr. Ulrich discussed goal three, the SSI revision. The revision committee includes roughly 40 members. The process involved research into other institutions and feedback from students. They currently have a list of eight Likert-scale questions and will work to added open-ended questions at an upcoming meeting. The committee hopes to implement the new SSI in Fall 2019.

Dr. Ulrich next discussed goal four, which came about because the committee made a commitment to hear from students. With help from Djuan Fox and student activities, the committee held focus groups on several campuses. The student focus groups had a variety of demographics, including Early College, student athletes, and a homeless veteran. About 48% of the voices were minorities.

Dr. Ulrich shared some student responses to focus group questions. When asked how often they log into MyCourses, students responded 4-5 times per week on average, and when asked how soon they expect feedback, they said it depends on the assignment; for example, students expect a paper back within one week and expect 'simple assignments' back by the next class period. These responses highlight the importance of using the course management system. There were lots of great responses to question three, What makes for an engaging experience? Overwhelmingly, students responded that it is the professor and classmates that make a class great. Other students who do not participate or monopolize the conversation can bring the course down. The committee also asked students what type of feedback they would like if they are struggling; responses included text, email, and talking before/after class. The fifth question asked what type of assignments faculty can use to determine if students are learning. Interestingly, students asked for more assessment and more low-stakes assignments and less high stakes exam in online courses. The College is piloting an artificial intelligence proctoring system this summer called Proctorio, which may allow faculty to offer more lower-stake exams.

Dr. Ulrich related that the student focus groups found several major themes/areas of improvement: classroom management; know your audience; coaching and encouraging; active



## MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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teaching and assessment, and structure and organization. At the last committee meeting, Rachel Bennett tasked the committee to bring in resources that speak to strengthening one of these areas.

Ms. Bennett discussed goal five. She stated that she has been on this committee since its inception. The fifth goal is to develop and implement strategies to increase success rates for minority males to close the success gap. There is already one initiative off the ground by Dean Smiley, Dean Demers, and Director Bodie; it is a partnership between Learning Resources and faculty to closely monitor SPC's African-American male population who have a GPA below a 2.0. Dean Smiley has reached out to those students a few times already. He also sent an email to all of these students' professors. Learning Resources has also emailed these students. This is the first semester, so there will be more information on results later.

Ms. Bennett shared that QEP was targeted at helping students build up grit and time management skills. The kits have been available all semester. The main focus this semester has been time management – the others (comprehension, growth mindset, and metacognition) will be done for the Fall.

Dr. Bennett next noted that CETL worked to put together a professional development training about cultural competence. Additionally, CETL had Jullien Gordon as a speaker at the Teaching and Learning Conference; he focused on closing the achievement gap. There was also a great panel on Culturally Responsive Pedagogy. Dr. Bennett learned from the panel that it is about not lowering the bar but getting all students to the bar that most students are at.

Lastly, Dr. Bennett shared the committee's next steps, which include looking at how to get to 100% compliance for the syllabus and gradebook, how to bridge Learning Resources with students who need additional support, completing the SSI revision, and providing focused professional development to improve classroom management.

Chair Stonecipher acknowledged that SPC is moving in the right direction, but it will take time. He asked how the communication with the students who have below a 2.0 GPA has gone so far and if students are receptive.

Dr. Bennett said that Dean Smiley has been doing it on a regular basis, but it is the first time professors and Learning Resources have been looped in. She stated that faculty have been really receptive.

Dr. Ulrich added that there has been an increase in the targeted group. She has personally reached out to all of her students about utilizing Learning Resources. The students who went to the first workshop increased their grade by 19 points from exam one to exam two, and 9 points from exam two to exam three, and targeted students improved their grade as well. Anecdotally, she has seen significant progression, but there are no exact numbers yet.

Dr. Williams added that SPC will continue to work on this to close the achievement gap – it is the only way SPC will help students achieve economic mobility. She applauded the faculty and

administrators who have worked on this. She suspects that the committee's work has greatly contributed to decreasing the drop rate.

Chair Stonecipher acknowledged that this will always be something to be tweaked and changed, and that this is a great start.

Mr. Foster clarified that there were 5 focus groups that reached 50 students – he asked if the committee is satisfied with these numbers.

Dr. Ulrich explained that Mr. Fox explained to her that smaller focus groups are more productive. Indeed, one focus group had 14 students and it was less productive than those with 10 students. She added that this will not be the last time the committee does student focus groups. She said that when looking at the student resources, the same thing emerged at every campus.

Dr. Williams added that she was comfortable with the data because of the varied demographics of the focus groups (it was not just student government students).

## **19-052. 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. Hunt stated that the report is of March 31, 2019. For revenue, student tuition and fees came in at about \$57.4 million and state funding is at \$47.9 million. This is the second month SPC received the lottery payment, which is about \$6.6 million dollars; SPC will continue to receive this throughout the rest of the year. Other revenue is at \$3.7 million. In comparison to the prior year, it looks like it is lagging behind. In the last couple of months, Ms. Hunt presented the increase in the use of facilities, which is continued. This particular situation is due to timing of some of SPC's revenue that has come in. Last year, it came in a month earlier. Fund transfers in – which is the transfers in from the auxiliary fund – is at \$1.5 million. Total revenue is at \$110.5 million.

Ms. Hunt shared a chart projecting tuition revenue; it is about \$270,000 above the budgeted amount. She elaborated on the breakout among the different types of tuition: credit tuition is about \$550,000 more than the budgeted amount; post-secondary adult vocation is about \$25,000 more than the budgeted amount; non-credit is a little under what the budgeted amount is – there have been some slight changes in the variance. Again this month, that variance has decreased a little more.

Ms. Hunt next reported on expenditures. SPC is 75% through the fiscal year. Personnel and benefits are at \$81.9 million, at about 74%. Current expenses are at 75%, at \$22.2 million. Capital is at \$1.3 million. Total operating expense are at \$105.4 million. Revenue minus expense

## MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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is at \$5.1 million. SPC has received the majority of the tuition for students with the exception of some of Summer. This variance will start to decrease. It is projected to see surplus in this area at the end of the fiscal year.

Chair Stonecipher asked, under current expenses, if there is a reason it is at 74.7% this year versus last year at this time, when it was at 63.7%.

Ms. Hunt explained that this is due to the transfer out for health insurance fund.

FY2019-2020 budget

Ms. Hunt explained that the first major impact is the actual development process of the budget. For the last ten years, the college has used a traditional, or incremental, budget, where the prior-year budget is the basis for the upcoming year's budget. This process is mostly centralized, and changes are made based on year-to-year changes. In the FY19/20 budget, the College implemented a modified zero-based budgeting process. Typically, in a true zero-based budget process, this starts with zero and historical data is not used. The process was modified for SPC for two reasons: (1) the development process started with a base higher than zero because most of personnel and benefits amounts were included from the start; (2) historical data was used to create a budget maximum amount to each budget supervisor or program manager responsible for a budget.

Ms. Hunt elaborated that one of the main reasons SPC implemented modified zero-based budgeting was to align with the Four Cs of Communication, Collaboration, Culture, and Creativity. She stated that it is important that the vision of Community of Care is recognized throughout all college processes, including fiscally. She shared a few of the items that aligned with the four Cs, such as increase department/programs manager's engagement using initiative, empowerment, and accountability; connect every dollar to the strategic plan (this differs from a traditional budget process because in the traditional budget process, it is designed to where only the new adjusted amounts are tied to the strategic priorities); and increase efficiencies. Ms. Hunt was pleased to see that everyone at the College was very intentional about becoming more efficient with the budget, asking questions, and sharing new ideas.

Ms. Hunt next focused on impacts that will influence SPC dollar wise. The tuition budget will be based on tuition revenue being flat to the current budget amount with some minor adjustments. Although the budget amount will be similar to the current year, there could be slight increases. Legislative funding does not end until May 3, and there are no solid numbers as to where it will land. For performance funding, there is \$60 million available in the current FY; \$30 million represents the amount Florida Colleges put forth, with a \$30 million state investment. There is some discussion about performance funding, but it is still up in the air. In the last two years, SPC has received the actual allocation amount after the Board has approved the budget. If the difference is significant, there will be an amended budget.

Ms. Hunt reviewed transfers in from the auxiliary fund, which supports the transfers in the operating fund; 65% is supported by textbook sales commission. On average, in the last few years, there has been a 10% decrease in those commission revenues. Although the textbook revenue is changing, SPC is exploring creative ways to add revenue in that fund. She projects that SPC will transfer in \$2.5 million in the upcoming year versus \$3.1 million this year.

Ms. Hunt discussed reliance on reserve. Three years ago, there was a plan to reduce reliance. It started at \$4.6 million; the next year, it was \$1.8 million; this year, it was \$1 million. SPC plans for it to be zero next year.

Ms. Hunt moved on to major impacts and expenses. Personnel has been reduced by \$8 million in the past three years. In the last two years, the budget ratio has gone from 78% to 77%. It is unlikely to see that amount of reduction next year. SPC is performing a deep analysis within particular categories within personnel, such as other personnel services, adjunct, and supplemental.

Ms. Hunt shared information about the health insurance fund. SPC has been building the fund and working with the actuary projections for the calendar year 2019/2020 to ensure that SPC has enough funds to support the claims and to continue to meet the Safe Harbor requirement, which requires two months of estimated claims. The state has changed the calculation and included stop loss; she has asked for more details and will bring back more information.

Ms. Hunt noted that the PeopleSoft upgrade to 9.2. It started in the current fiscal year at \$1.8 million and will continue into the next fiscal year.

Ms. Hunt acknowledged that Florida retirement rates could influence the budget, and there are some other minor things. Ms. Hunt stated she will come back next month with numbers for the budget and possibly a budget request for approval.

Chair Stonecipher asked for a reminder of the timeline to budget approval.

Ms. Hunt replied that she plans to come back in May with the proposal and will use June to come back for changes/updates if needed. It really depends on the number from the state and if there is a special session.

**19-053. Under Item VI - C, Administrative Matters**

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

The Board considered Personnel Items VI - C.1a Mr. Foster moved approval. Mr. Gibbons seconded the motion. The motion passed unanimously.

## MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

Dr. Williams asked for everyone who participated in the employee experience to stand and be recognized.

Ms. Bowman echoed Dr. William's recognition of the employees who participated. She also thanked Dr. Williams for making it a priority.

Ms. Bowman reviewed the timeline, which includes Collect and Analyze Data; Engage, Implement, and Improve; and Assess and Celebrate. The committee is currently moving into implementation. She provided a high-level overview of the metrics. The first score to look at is the participation rate – 44% - which she acknowledged may seem low, but she asked the Board to keep in mind that anybody who received a paycheck last year from the College was invited to take the survey (including part-time and student employees). When looking at just fulltime employees, the participation rate was 80%, which is higher than the global benchmark. When looking at response rate by division, academic affairs was bit lower than others, but it also has the highest number of part-time employees.

Ms. Bowman explained the overall favorability score, which looks at the number of questions responded to as agree or strongly agree; this was 72%. According to the vendor, anything with less than 70% is an area of opportunity to look at.

Ms. Bowman elaborated that the engagement at four dimensions: My Team, My Supervisor, My Job, The College. Opportunity lies with the College level. It is revealing that legacy systems, processes, practices, and procedures, all things that come with large organizations, fall under this category.

Ms. Bowman explained that engagement level looks at employees' commitment to the organization and their intent to stay with the organization. It measures on two levels: emotional connection to the institution and the rational level - can employees see the connect between their daily job and how that aligns to the mission of the College? The engagement level of 74% is a little lower than the global average. The opportunity group and the fully disengaged are a bit higher than the global average also. Looking closer at disengagement and the protentional it has for attrition is determined by the anchor questions listed on the slide: It is easy to become absorbed in my job; most days, I look forward to coming to work; overall, I love my job; I would choose to remain with this organization, even if a job with similar pay and benefits were available elsewhere; I would recommend St. Petersburg College as a great place to work. The disengaged risk is greatest with career services at 10% followed by fulltime faculty at 6%. The purpose of focus groups was to find out what is going on not only collegewide but within these groups.

Ms. Bowman shared the top five highest and lowest scoring items. The question with the highest scoring item (94%) was a question Dr. Williams suggested: I am committed to improve my knowledge and skills for my current or future roles. The lowest scoring items had to do with confidence in change as a result of the survey, communication, and growth within employees' own roles. The five questions served as the basis of really digging deeper into the data and having employees help explain, clarify, and verify. The focus groups basically performed a root-cause analysis by asking what is working in each area and what needs improvement in each area.

Ms. Bowman noted several key vendor observations. On the positive side: full-time participation is higher than global norm (80%); leverage Dimension strengths: team (77%) and supervisor (76%); leverage Factor strengths: meaning (78%) and connection (76%). On the opportunity side: Opportunity Group (26%) and Fully Disengaged (21%) higher than norm; focus improvement efforts at College Dimension level (62%); strengthen factors: Communication, Growth; examine Confidence in Change.

Next, Ms. Bowman described the focus groups, which were not required, but highly encouraged. About 11% of the fulltime population participated in focus groups. About 24% of the participants were fulltime faculty, which is about 10% of total faculty population.

There were over 3000 comments and themes, which the committee narrowed down into 20, and then a survey went out. The top five themes were: (1) lack of trust; (2) inconsistency in promotions, recognition, compensation; (3) employees not feeling valued and appreciated; (4) employees not encouraged or able to grow professionally; (5) no time or resources for innovation and creativity.

Round 2 focus groups looked at how to fix issues; it asked for recommendations from employees. Based on the five themes, the focus groups developed suggested improvement strategies. When it comes to increasing trust, that overwhelmingly has to do with SPC's history. It is important to look at legacy systems and practices and think about how to change those for how SPC is moving forward. For example, how does SPC recognize employees? How does SPC engage people in committee work? Ms. Bowman opined that it is time to change and to give employees a voice.

Ms. Bowman concluded with next steps. The committee will start having systems improvement teams comprised of employees to come up with suggestions on how to improve. Also, periodic pulse checks via internally developed surveys will take place. The committee will repeat this cycle on the journey to continuous improvement. Ms. Bowman stated that SPC has the hearts of employees and that the Community of Care and the communication is giving hope. She recommended to continue involving employees in the process.

Vice Chair Cole thanked Ms. Bowman for everything, particularly for promoting the survey. She opined that in light of so many changes over the past few years, it seems many employees are not aware of the changes.

Mr. Foster complimented Ms. Bowman on the report and research. He said he has been a part of things like this for 30 years, and that sometimes circumstances surrounding the College can be a

## MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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negative amplifier; for example, this survey went out around the same time the Board was talking about the budget and health insurance. He asked if Ms. Bowman has seen a concern of asking employees to make more bricks with less supplies.

Ms. Bowman acknowledged that this is not only a concern, but an overwhelming theme – employees find it difficult to do more with less. A lack of pay raises was a major concern. Employees ask that if they are being asked to do more as resources are being taken away, there should be some other form of compensation. Ms. Bowman opined that is where the recognition comes in. ~~After the results of the survey came in, they~~ As suggestions were generated in the focus groups, employees ~~looked at~~ considered the feasibility of ~~various recommendations~~ each, based on cost and the impact each solution would make. That is why there are more low-to-no-cost recommendations versus high-level things such as raises. It (raises) is a factor and it is out there, but that is where the heart piece comes in – SPC has employees committed in the most difficult way.

Mr. Foster stated that when he was Mayor, it was during a recession, no one got raises, but there were a lot of pats on the back. He was able to assure his employees they would not lose their jobs. But colleges are the opposite, because colleges do the worst when the economy is great. He recognized Dr. Williams for starting the culture of employee appreciation, and he opined that the Board needs to back her up with the ‘attaboys’ and pats on the back. He stated that College employees need to feel supported by the Board. He asked what the Board can do to help in this endeavor. He said that the survey results were an eye opener.

Chair Stonecipher agreed. He said it is encouraging the number of people who participated in this process. He stated that consistent updates will be imperative, and it will be hard work.

Dr. Williams said that she came up with Community of Care because SPC needed to work on culture. The survey backed up the need for the Community of Care. She thanked Margaret, Jeff, and Linda. She said she is the person who asks questions, and they were very open to that. She is very proud of the work. She appreciated Mr. Foster acknowledging that the college is trying to build a plane while flying it.

Vice Chair Cole said that the Board talks a lot about shifts that take a long time and how those shifts impact the budget and legislative asks. She said that while the Board understands why they are making these decisions for the long term that will free up some resources, perhaps the Board can brainstorm how to better communicate these big-picture changes to College employees

Dr. Williams said that communication is one of the biggest problems at the College. Employees need an understanding of the big picture and the ‘why’ and the ‘what.’

2. Construction

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

Ms. Diana Wright shared that LEMA has completed several things since last month: slab pour and MEP rough-in on 2<sup>nd</sup> and 3<sup>rd</sup> floors; underdeck framing; tied buildings to campus utilities; hanger installation for MEP ceiling rough-in; processed \$2.5 million in direct purchase of materials which generated estimated savings of \$140,000. Future focus is on: ongoing – 1<sup>st</sup> floor rough-in of mechanical, electrical, and plumbing; roof installation; air barrier and interior/exterior framing installation, café design approval. The project is still on budget and on time, with substantial completion expected November 28<sup>th</sup>. Ms. Wright showed a photo of high school students who are in a construction program visiting the space, and she shared the architectural building renderings and a real-time drone video.

**19-054. Under Item VI – A, Old Business**  
NONE

**19-055. Under VII-B, New Business**

2. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. U.S. Department of Justice, Victim of Crime Act (VOCA) Formula Grant program - State of Florida, Office of the Attorney General – Victim of Crime Assistance program (*Action*)
- b. American Association of Colleges & Universities (AAC&U) - Strengthening Guided Pathways and Career Success (*Action*)
- c. American Association of Community Colleges (AACC) – Expanding Community College Apprenticeship (ECCA) (*Action*)

The Board considered Items VII-B.1a-c. Mr. Gibbons moved to approve. Mr. Foster seconded the motion. The motion passed unanimously.

**19-056. Under Item VIII, Informational Reports**

- A. Quarterly Report of Contract Items (*Information*)
- B. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)
- C. Quarterly Report of Dell Financial Agreements (*Information*)
- D. Quarterly Report of Contract Approvals Not Exceeding \$325,000 (*Information*)
- E. Removal of Certain Assets from Property Inventory (*Information*)

**19-057. Under Item IX, Proposed Changes to BOT Rules Manual – Public Hearing -**  
NONE

**19-058. Under Item X, President’s Report**



# MINUTES OF THE APRIL 16, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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Dr. Williams had no report on the legislative session at this time. She walked the halls, made the calls, the emails, the visits – now everyone is just waiting for the House and Senate to have the conference where they start their bargaining. The Senate has state colleges very favorable. Dr. Williams has pushed the agenda for ecosystem, cybersecurity, and the health campus. She hopes to hear some good news; if not, it is not for lack of effort. She thanked everyone who attended meetings locally and in Tallahassee. She will keep the Board posted.

## **19-059. Under Item XII, Next Meeting Date and Location**

The Board confirmed its next meeting date and location as Tuesday, May 21, 2019, 9:00 a.m., at the Seminole Campus, Conference Center

## **XII. ADJOURNMENT**

Having no further business to come before the Board, Chairman Stonecipher adjourned the meeting at 10:21 a.m.

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

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

**Attachments  
Board Memos and  
Supplemental  
Materials**

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

## II – B.1 New Leepa-Rattner Museum of Fine Art Director



### Leepa-Rattner Museum of Fine Arts Director

#### Dr. Teresa Wilkins



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


VI – A.1 Learning Experience



# Learning Experience Update

Joseph Leopold  
Shannon Ulrich  
Rachel Bennett

April 16, 2019



## Goals from December BOT Workshop

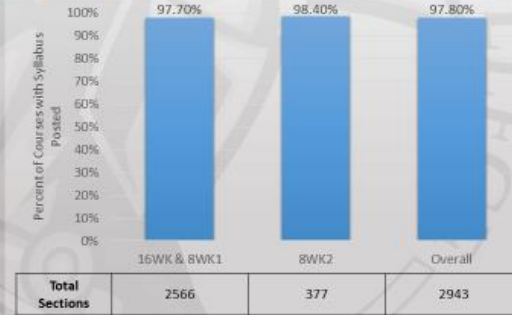
**Strategic Priorities: FY 2019**

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



## Goal 1: Posting Syllabi

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



Total Sections	2566	377	2943
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## Goal 2: Gradebook Use

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



Total Sections	2956	3113	3087
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## Goal 3: SSI Revision

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

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

**TARGET: FALL 2019**



## Goal 4: Student Focus Groups

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

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

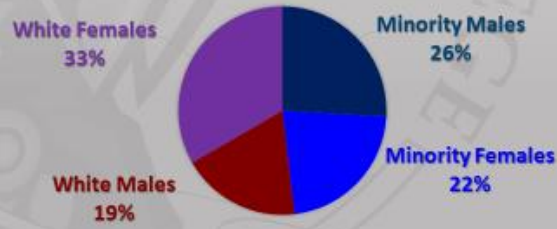





## Goal 4: Student Focus Groups

### • Student Demographics

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



## Goal 4: Student Focus Groups

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

- On average, 4-5 times per week

### 2. How soon do you expect feedback?

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



## Goal 4: Student Focus Groups

### 3. What makes for an engaging experience?



## Goal 4: Student Focus Groups

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

- Text or email
- Talk before/after class

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

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





## Goal 4: Student Focus Groups

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

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



## Goal 5: Closing the Gap

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

### ***Current strategies...***

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



## Goal 5: Closing the Gap

- **QEP Toolkits**

- Time Management, Comprehension, Growth Mindset, & Metacognition

- **CETL**

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



## Next Steps

- *Committee directions*

- Determine strategies to achieve 100% for syllabus and gradebook data
- Comparison of minority target group success rates and learning resource usage
- Develop strategies to strengthen the learning resource and faculty partnerships to facilitate closing the achievement gap

- *Student Survey of Instruction (SSI) Revision*

- Faculty and student review of revised questions
- Finalize new SSI version

- *Provide focused professional development to improve...*

- Classroom management
- Assessment approaches

**Questions?**




VI – B.1 Monthly Budget Report




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

Janette Hunt  
April 16, 2019



**Report as of March 31, 2019**

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

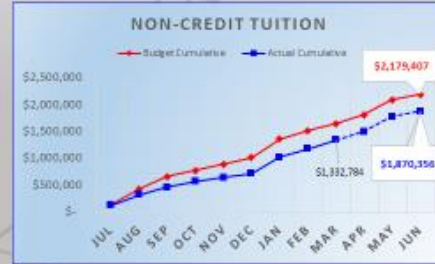
**TUITION REVENUE**

Legend: Budget Cumulative (red line), Actual Cumulative (blue line)

Key values from chart:  
 - Budget Cumulative (March): \$47,501,263  
 - Actual Cumulative (March): \$47,501,263  
 - Budget Cumulative (June): \$50,779,769  
 - Actual Cumulative (June): \$51,045,535




## Report as of March 31, 2018



## Report as of March 31, 2019

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



**Questions**



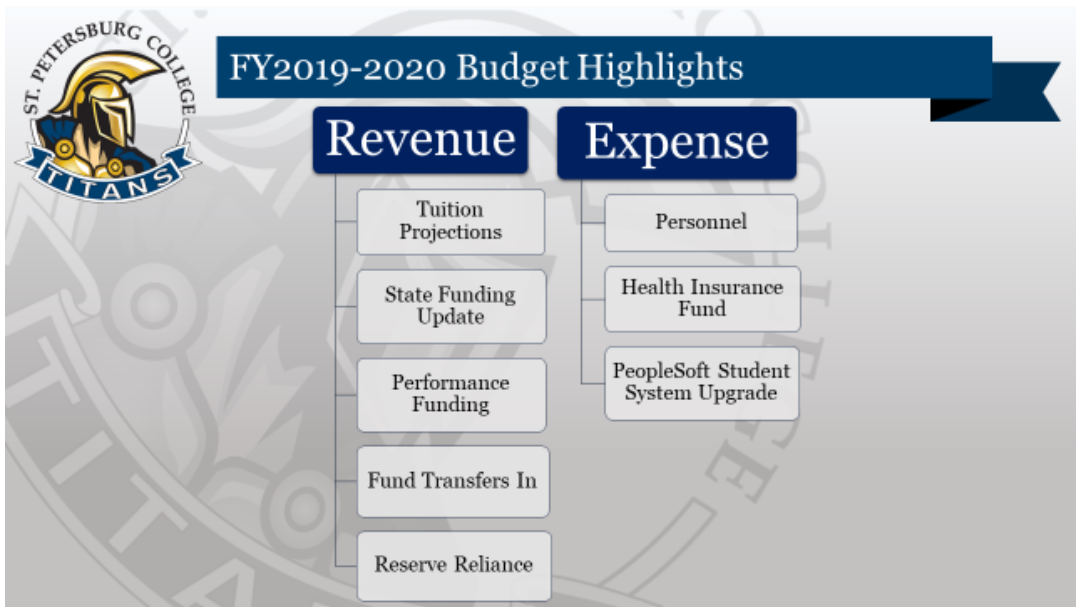
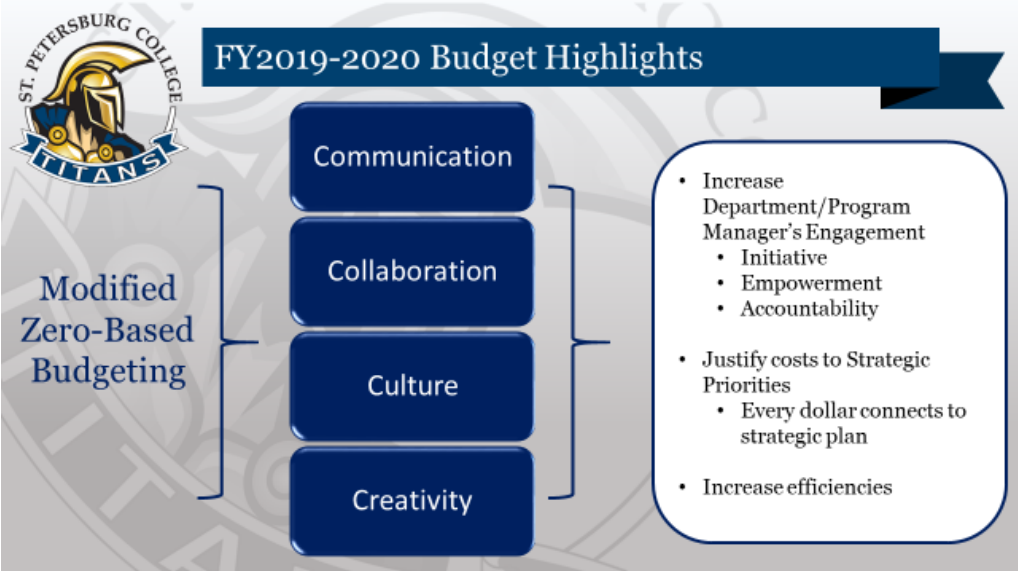
The slide features a dark blue ribbon at the top. The background is a light gray gradient with a faint, large watermark of the St. Petersburg College Titans logo. The word "Questions" is written in a bold, dark blue font on the left side. On the right side, the official St. Petersburg College Titans logo is displayed, which includes a golden helmet with a blue plume, a blue and gold shield, and a banner at the bottom that says "TITANS". The text "ST. PETERSBURG COLLEGE" is arched above the helmet.



FY2019- 2020  
Budget Highlights



The slide features a dark blue ribbon at the top. The background is a light gray gradient with a faint, large watermark of the St. Petersburg College Titans logo. The text "FY2019- 2020 Budget Highlights" is written in a dark blue font on the left side. On the right side, the official St. Petersburg College Titans logo is displayed, which includes a golden helmet with a blue plume, a blue and gold shield, and a banner at the bottom that says "TITANS". The text "ST. PETERSBURG COLLEGE" is arched above the helmet.








April 16, 2019

**MEMORANDUM**

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

**Approval is sought for the following recommended personnel transactions:**

<b>HIRE Budgeted Administrative &amp; Professional</b>			
<b>Name</b>	<b>Title</b>	<b>Department/Location</b>	<b>Effective Date</b>
Sherman-White, Ann D	Student Success Counselor	Admissions & Central Records SPG	3/4/2019 - 6/30/2019
Soler, Jason A	Mgr Custodial & Landscape Svcs	Custodial Services DO	3/4/2019 - 6/30/2019
Crockett, Kaitlin A	Reference & Instruction Librn	Learning Resources SPG	4/1/2019 - 6/30/2019
Afify, Theresa M	Career Outreach Specialist	Provost Office SE	3/18/2019 - 6/30/2019

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

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

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

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

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

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

ND03292019

## VI – C.1b Employee Engagement



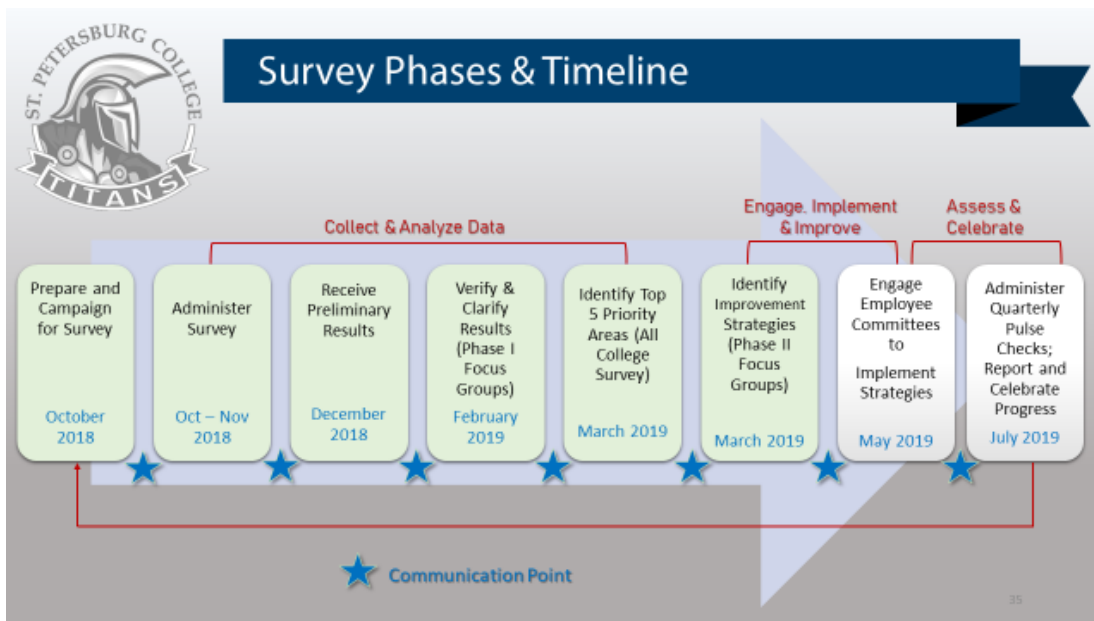
# The State of Employee Engagement at SPC

## Board of Trustees Meeting April 16, 2019

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



34





# Survey Results

**Participation rate = 44%**  
 1455 of our 3283 employees completed the survey

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

**Engagement level = 74%**  
 74% of employees are either Fully Engaged or Key Contributors

**HIGHEST SCORING ITEMS**

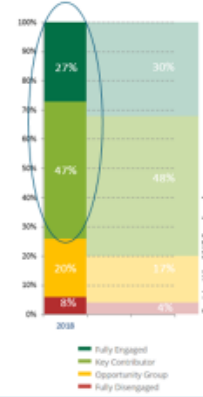
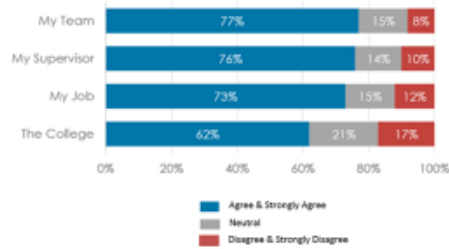
12. I am committed to improve my knowledge and skills for my current or future roles.	94%
16. The people I work with treat me with respect.	87%
40. I understand how my work contributes to the overall success of this organization.	86%
9. I enjoy the day-to-day work I perform.	84%
24. I enjoy working with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

**LOWEST SCORING ITEMS**

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

**Score Distribution**

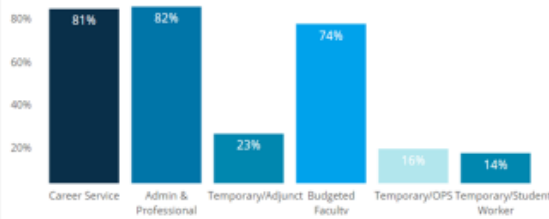
All questions were asked in 4 categories.



# Survey Results

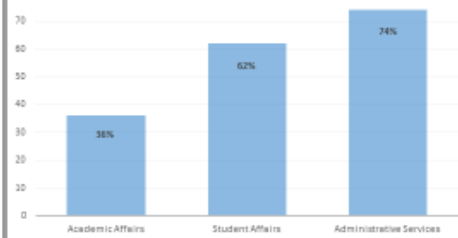
**Participation rate = 44%**  
 1455 of our 3283 employees completed the survey

**PARTICIPATION BY EMPLOYEE TYPE**



Participation among full-time employees exceeds global benchmark

**RESPONSE RATE BY DIVISION**



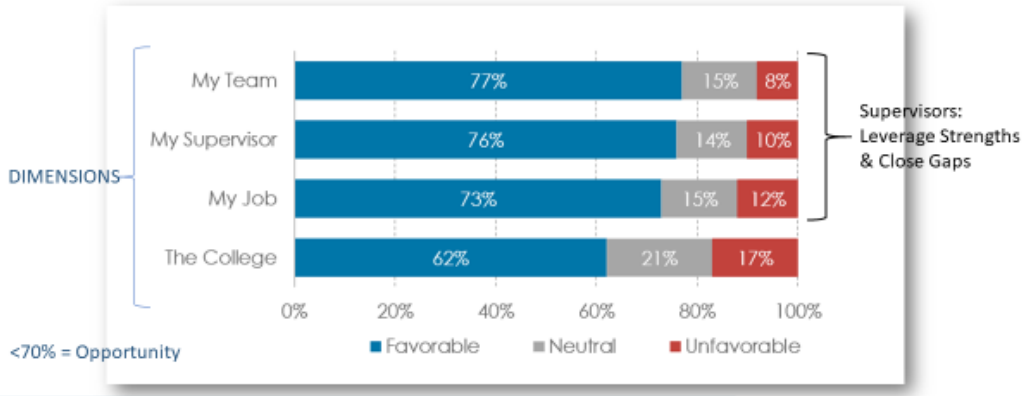
Academic Affairs has the highest number of part-time employees.



# Survey Results

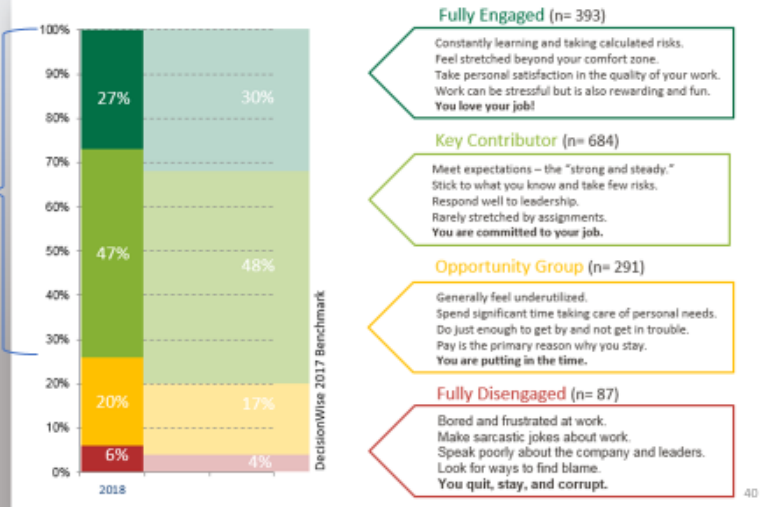
**Overall Favorability Score = 72%**

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



# Survey Results

Engagement Level = 74%



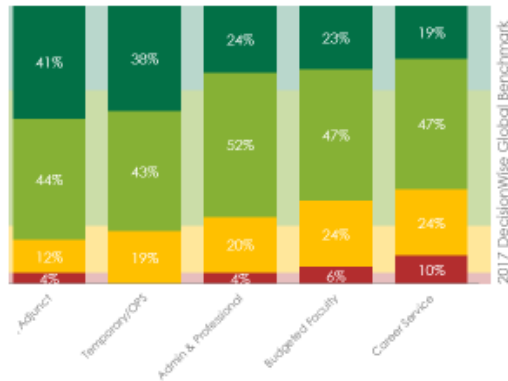


## Survey Results

### Disengaged / Attrition Risk

#### ANCHOR QUESTIONS

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



## Survey Results

#### HIGHEST SCORING ITEMS

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

Personal commitment; People; Work

#### LOWEST SCORING ITEMS

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

Confidence in change;  
Communication; Growth

Root cause??



## Survey Results

### Vendor Observations & Recommendations

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

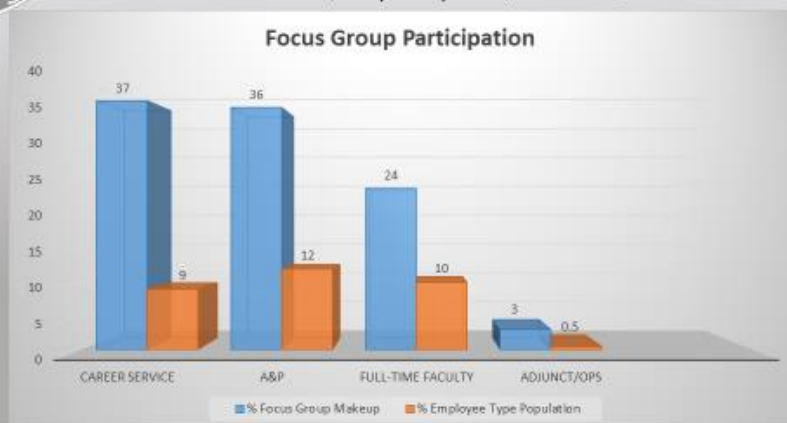
43



## Focus Groups

### Selection & Participation:

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



44




## Round 1 Focus Groups - Results

### TOP 5 THEMES

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

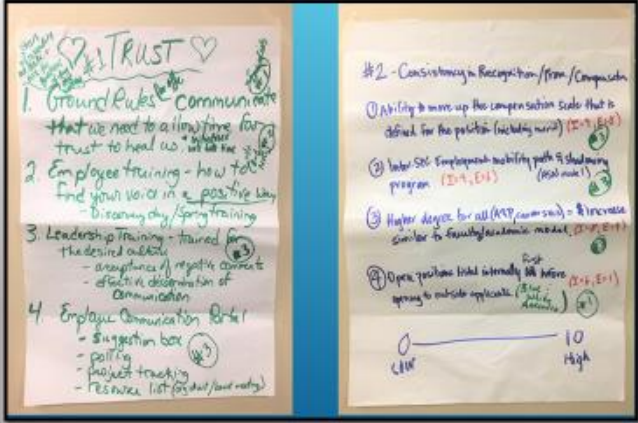




## Round 2 Focus Groups - Results

#### Improvement Strategies

- Increase Trust:**
  - Communicate, Acknowledge, Empower & Trust Us
  - Follow-through
  - Employees Matter
- Be Consistent & Inclusive:**
  - Employment Practices, Pay Structure, Merit Increases
  - Advancement Opportunities
  - Committee Representation
- Value & Appreciate Us:**
  - Focus & Prioritize Work
  - Manageable Reporting Structure
  - Increase in Responsibilities – Increase in Pay
- Invest in Our Growth:**
  - Reward, Recognize & Give Incentives
  - Time & Support for Professional Development
  - Career Paths & Internal Promotions
- Make Time for Innovation & Creativity:**
  - Fill Vacancies or Reduce Workload
  - Manage and Prioritize Initiatives
  - Get Out of the Way







## Next Steps

Re-assess by July 2020

**April – May 2019**

**Communicate:**

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

**May – June 2019**

**Campaign:**

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

**June – July 2019**

**Collaborate & Create:**

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

**July 2019**

**Implement & Improve:**

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

**July 2019**

**Assess & Celebrate:**

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



48

## Questions?

*Thank you!*



49

VI C.2a Joseph H. Lang, Sr. Student Success Center Update

**ST. PETERSBURG/GIBBS CAMPUS**

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

Board of Trustees Meeting  
April 16, 2019

**ST. PETERSBURG COLLEGE  
TITANS**

**Project Update**

**Phase III- MEP, Roof, Glazing**

**Completed Items**

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

**Future Focus**

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

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



# Architectural Building Rendering




# Architectural Building Rendering





April 16, 2019

**MEMORANDUM**

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

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Office of the Florida Attorney General, the pass-through agency for the U.S. Department of Justice Victims of Crime Act (VOCA) funding program by St. Petersburg College for the Victim of Crime Assistance program. Permission is sought to accept an estimated \$712,824 in funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the Victims of Crime Assistance (VOCA) program is to support the provision of services to victims of crime, including responding to their emotional and physical needs, stabilizing their lives after victimization, assisting them with understanding and participating in the criminal justice system, and providing victims of crime with a measure of safety and security. The goal of the project is to deliver training throughout Florida directed toward people coming into contact with victims as part of their work. SPC will oversee and coordinate the delivery of various face-to-face trainings, creating a more comprehensive and cohesive system of care through training and education.

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

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

Attachment

ks0325194

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

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

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

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

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

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

**Administrator:** Brian Frank

**Manager:** Eileen LaHaie

**Focus of Proposal:**

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

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

**Budget for Proposal:**

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

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

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

**Funding:**

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

Total amount from funder: \$ 712,824.00

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

Required match or cost sharing: No  Yes

Voluntary match or cost sharing: No  Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: \$142,129

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: N/A

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

Value(s): 1. Community Focus

Strategic Initiative(s): 1. Community Initiatives

April 16, 2019

**MEMORANDUM**

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

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

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

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

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

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

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

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

Attachment

ks0325192



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

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

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

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

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

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

**Administrator:** Sabrina Crawford

**Manager:** TBD

**Focus of Proposal:**

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

**Budget for Proposal:**

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

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

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 30,000
Total amount from funder:	\$ 30,000
Amount/value of match:	Cash: N/A
	In-kind: N/A

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

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

Value(s):

1. Student Success
2. Growth and Empowerment


Strategic Initiative(s):

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

April 16, 2019

**MEMORANDUM**

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

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

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

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the American Association of Community Colleges (AACCC), by Palm Beach State College in partnership with St. Petersburg College for the Expanding Community College Apprenticeship (ECCA) Program. Permission is also sought to accept an estimated \$126,000 in funding over a three-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The purpose of the ECCA program is to build on the work of registered and industry-recognized apprenticeship programs at community colleges to enhance the range of workforce development opportunities available for students and incumbent workers. SPC has joined with Palm Beach State College and Polk State College to form the P3 Consortium, focused on industry-recognized apprenticeships and certifications in advanced manufacturing and other sectors. Through this initiative, SPC and its partners will work with regional employers and associations to: 1) map competencies to industry-recognized certifications and credentials; 2) align with regional initiatives such as Tampa Bay Works to identify employer training needs and barriers to apprenticeship; and 3) recruit and train a minimum of 150 apprentices during the three-year period, supporting the talent pipeline and upward economic mobility for students and incumbent workers. This project aligns with Governor DeSantis' legislative priorities on expanding pathways into workforce through apprenticeships at Florida state colleges.

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

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

Attachment  
ks0325193

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

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

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

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

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

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

**Administrator:** Andrea Henning

**Manager:** Susan Garrett

**Focus of Proposal:**

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

**Budget for Proposal:**

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

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

**Funding:**

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

matches listed below) \$ 126,000  
Total amount from funder: \$ 126,000

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

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


Value(s):  
1. Student Success  
2. Community Focus  
3. Growth and Empowerment

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

April 16, 2019

**MEMORANDUM**

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

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

**SUBJECT:** Quarterly Informational Report of Contract Items

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

**Section A: Program Related Contracts**

1. Amendment to the Training Affiliation Agreement with the **6<sup>th</sup> Medical Group, Department of the Air Force** whereby the College's Dental Hygiene Program students obtain clinical experience. The Amendment reflects new signatures on the Agreement and a continuation of the current Agreement as otherwise written for an additional three years. At that time the Agreement will be subject to another three-year review for consideration of any changes that may be desired at that time. There is no cost to the College. This item was approved by Anne Cooper on January 3, 2019. Department—Dental Hygiene
2. Affiliation Agreement with **AdventHealth Tampa** to provide clinical experience to students enrolled in the Nursing; Physical Therapist Assistant; Health Information Technology; and Health Services Administration programs. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on February 15, 2019. Departments—Nursing; Physical Therapist Assistant; Health Information Technology and Health Services Administration
3. Agreement with **American Homestay Network, Inc. (AHN)** to use its network and systems to increase “welcomeness” and marketability of the College and its courses to international students who have demonstrated an interest in homestay to enhance their entry and educational experience in the United States. There is no cost to the College associated with this Agreement. The Agreement will commence as soon as possible and continue unless terminated by either party. This item was approved by Anne Cooper on February 15, 2019. Department—Center for International Programs

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

Practicum hours in their employment setting. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on March 4, 2019. Department—College of Nursing

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

None

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

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

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

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



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

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

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

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

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

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

- and continue through December 31, 2019. There is no cost to the College associated with entering into this Agreement. This item was approved by Jamelle Conner on March 22, 2019. Department—Provost Office, CL
27. Agreement with **Clear Channel Outdoor, Inc.** to provide bulletin advertising at 10 locations in the Tampa Bay area for a total of 8 weeks from May 27, 2019 through July 21, 2019. The cost to the College for this Agreement will be \$9,000. This item was approved by the President on January 3, 2019. Department—Marketing & Strategic Communications
  28. Agreement with **Clearwater Neighborhood Family Center** to provide an office for use by the Center to encourage outreach to students and support recruitment efforts in Clearwater. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Jamelle Conner on February 5, 2019. Department—Provost, CL
  29. Agreement with **Coastal Compressors** to provide maintenance for the Kaeser Air Compressor, Dryer and pumps used in the Orthotics and Prosthetics Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$1,600. This item was approved by Brian Miles on February 15, 2019. Department—Orthotics and Prosthetics
  30. Agreement with **Conquest Firespray, LLC** associated with the College's purchase of Galvanized Flamebar BW11 duct systems and materials for the Student Success Center at the St. Petersburg/Gibbs Campus. The cost to the College for this Agreement/Purchase will be \$8,509. This item was approved by Brian Miles on February 14, 2019. Department—Facilities Planning
  31. Agreement with **Countryside Christian Center, Inc.** to provide the use of its facilities for the College of Nursing's Pinning ceremony on May 9, 2019. The cost to the College for this Agreement will be \$3,940. This item was approved by Anne Cooper on March 20, 2019. Department—College of Nursing
  32. Agreement with **Creative Loafing, Tampa** to provide newspaper advertising in the March 28, 2019 and the April 4, 2019 editions. The cost to the College for this Agreement will be \$750. This item was approved by the President on January 31, 2019. Department—Marketing & Strategic Communications
  33. Agreement with **Dental Imaging Technologies, Corporation d/b/a Dexis** to provide maintenance on the three digital Sensors used in the Dental Hygiene clinic. The Agreement will commence April 24, 2019 and continue for the period of one year. The cost to the College will be \$3,565.57. This item was approved by Brian Miles on January 22, 2019. Department—Dental Hygiene
  34. License Agreement with **Design Science, Inc.** related to the purchase of MathType software for use by 30 faculty to write mathematics symbols and equations easily into documents for Math students. The Agreement will commence as soon as possible and

- continue for the period of one year. The cost to the College for this period will be \$648.69. This item was approved by Anne Cooper on February 13, 2019. Department—Mathematics
35. Agreement with **Elsevier B.V.** to renew the subscription to the Teaching and Learning in Nursing Journal through December 31, 2019. The cost to the College for this Agreement will be \$247. This item was approved by Anne Cooper on January 30, 2019. Department—District Library
  36. Agreement with **Episerver, Inc. f/k/a Ektron** to provide software maintenance for the College's content management software system in order to deliver quality, consistency, and ADA accessibility for College webpages. The Agreement will commence as soon as possible and continue for the period of one year at a cost to the College of \$5,805. This item was approved by the President on January 24, 2019. Department—Marketing & Strategic Communications
  37. Agreement with the **Florida Department of Law Enforcement (FDLE)** that will allow the College to be designated as a test site to administer the FDLE's State Officer Certification Exam. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and continue for the period of five years. This item was approved by Anne Cooper on February 25, 2019. Department—Career Connections—Certification Testing Center
  38. Amendment to the Agreement with **The HR Lady, LLC** to provide additional consulting services related to the College's Benefits department. The Agreement will commence as soon as possible and continue through May 2019. The cost to the College for this Agreement will be \$8,600. This item was approved by Brian Miles on March 20, 2019. Department—Human Resources
  39. Agreement with **Infofree** to provide 30,000 sales leads download credits for use by Marketing & Strategic Communications. The cost to the College for this Agreement will be \$1,750. The Agreement is for the period of one year and will auto renew on the anniversary date unless cancelled 30 days prior to renewal. This item was approved by the President on February 22, 2019. Department—Marketing & Strategic Communications
  40. Agreement with **Clennon L. King** to provide for the screening of the documentary film *Fair Game* and a discussion for the event titled *Then and Now: The Changing Face of Jim Crow and Racial Justice* to be held on March 21, 2019 by the Institute for Strategic Policy Solutions. The cost to the College for this Agreement will be \$5,100. This item was approved by Jamelle Conner on January 31, 2019. Department—Institute for Strategic Policy Solutions
  41. Agreement with **Philip Kotler, Ph.D.** to provide the keynote address (30-40 minutes) for the dinner event to be held on January 31, 2019. The title of the event is *Healing America: The Case for Social Democracy*. The event will be held at the Seminole Campus. The cost to the College will be \$3,000. This item was approved by Jamelle Conner on January 10, 2019. Department—Institute for Strategic Policy Solutions

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

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

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

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

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

Suzanne Gardner, General Counsel, recommends approval.

ps331191



April 16, 2019

**MEMORANDUM**

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

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



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

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

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

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

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

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

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

**Change Orders listed in numeric order:**

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

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

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

NA

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

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

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

- A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.
- B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.
- C. Library books, reference books, periodicals, and other library materials and supplies.
- D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
- E. Food.
- F. Services or commodities available only from a single or sole source.
- G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, “professional services” shall include services in connection with environmental

matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

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

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


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

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

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

April 16, 2019

**MEMORANDUM**

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


**Section B: Major Technology Contracts**

1. Agreements with **Dell Financial Services, LLC** to lease software and an additional 350 display units for Phase II of the VDI network infrastructure; and other network related equipment for use in various academic and administrative departments college wide. The leases, **entered into between January 05, 2019 and March 20, 2019** are for a period of 48 months. The cost to the College for these leases is expected to be approximately \$447,736.48. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$2.00. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$447,738.48. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2018-19 Budget on June 18, 2018.

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

April 16, 2019

**MEMORANDUM**

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

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

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

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

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