

MINUTES OF THE AUGUST 20, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, August 20, 2019 at the St. Petersburg College EpiCenter, 13805 58th Street N, Clearwater, Florida. The following Board members were present: Chair Katie Cole, Bridgette Bello, Bill Foster, Deveron Gibbons, Tommy Kidwell and Nathan Stonecipher. 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, August 20, 2019, at the St. Petersburg College EpiCenter, 13805 58th 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, 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

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).

19-092. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
August 20, 2019

EPICENTER MEETING ROOM (1-453)
13805 -58th STREET N.
Clearwater, FL

ANNUAL ORGANIZATIONAL MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Dr. Thomas Krall (*Attending*)
 - 2. Dr. Timothy Murray (*Attending*)
- B. Announcements
 - 1. Introduce New Trustee Thomas Kidwell
 - 2. Florida College System Foundation Presentation – Dr. Tom Furlong, Trustee, Florida College System
- C. Annual Organizational Meeting
 - 1. Election of Chairperson
 - 2. Election of Vice Chairperson
 - 3. Selection of Day for Regular Monthly Board Meetings
 - 4. Selection of Time for Regular Monthly Board Meetings
 - 5. Designation of Location for Special Board Meetings Held at Locations Other than the EpiCenter
- D. Appointment of Board Members to Direct Support Organization Boards: SPC Foundation, Inc; Institute for Strategic Policy Solutions and Leepa-Rattner Museum of Art, Inc. (*Action*)

III. COMMENTS

- A. Board Chair
 - Presidential Contract (*Action*)
- B. Board Members
- C. President
- D. Public Comment pursuant to §286.0105 FS

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of June 18, 2019 (*Action*)

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Board of Trustees' Workshop of August 1, 2019 (*Action*)

V. MONTHLY REPORTS

A. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Fall 2019 Enrollment Summary - Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)

B. BUDGET AND FINANCE

1. FY 2018-19 Year End Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)

C. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Construction
 - a. Physical Footprint – Mr. Brian Miles, Vice President, Administration, Finance and Technology (*Presentation*)

VII. CONSENT AGENDA

A. OLD BUSINESS (**items previously considered but not finalized**)

B. NEW BUSINESS

1. Workforce and Curriculum Changes (*Action*)
2. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Juvenile Welfare Board – Literacy Instruction and Maintenance Program (*Action*)
 - b. CareerSource Florida, Inc./Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Electronics Precepts (*Action*)
 - c. CareerSource Florida, Inc./Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Power Design (*Action*)
 - d. The Kresge Foundation – Advancing Student Transportation Solution (*Action*)

e. Florida Department of Education – Tampa Bay Consortium College Reach Out Program (CROP) (*Action*)

f. Duke Energy Foundation – Workforce Development Grant (*Action*)

3. OTHER

a. Tutor.com, Inc. – Online Tutoring Services Agreement (*Action*)

b. Contract Renewal Between St. Petersburg College and EdFinancial Services, LLC for Call Center Operations (*Action*)

c. Lease Agreement Between St. Petersburg College and NUHS (*Action*)

d. Lease Agreement Between St. Petersburg College and WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas (*Action*)

e. St. Petersburg Collegiate High Schools Mental Health Assistance Opt-In Plan for 2019-20 (*Action*)

f. Spot Survey #2, Version 7 Recommendation #1.007, Disposal of real property, consisting of District Office, Facility #706 (Site 1) (*Action*)

VIII. INFORMATIONAL REPORTS

A. Quarterly Informational Report of Contract Items

B. Quarterly Informational Report of Exempt and Non-Exempt Purchases

C. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

D. Quarterly Report of Dell Financial Agreements

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

XI. PRESIDENT’S REPORT

XII. NEXT MEETING DATE AND SITE

September 24, 2019, Location EpiCenter

XIII. ADJOURNMENT

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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: August 9, 2019

19-093. Under Item I, Call to Order

The meeting was convened by Chair Stonecipher at 9:01 a.m. The invocation was given by Chair Stonecipher and was immediately followed by the Pledge of Allegiance.

19-094. Under Item II – Recognitions

- A. Presentation of Retirement Resolutions and Motion for Adoption
 - 1. Dr. Timothy Murray (*Attending*)

Dr. Williams recommended adoption of retirement resolutions for Dr. Timothy Murray who was joined by family and colleagues, received his resolutions as presented by Chair Stonecipher and President Williams.

- B. Announcements

- 1. Introduce New Trustee Thomas Kidwell

Chair Stonecipher introduced new Trustee Mr. Thomas Kidwell. Mr. Kidwell currently serves as Vice President at UBS Financial Services and has previously worked as a financial adviser with Merrill Lynch. He is a graduate of Yale University where he majored in American Studies. He also is a former minor league baseball player and coach (St. Louis Cardinals). Mr. Kidwell succeeds Bill Foster and is appointed to a term of four years.

Chair Stonecipher noted that he has known Trustee Kidwell for many years. He said that it is a pleasure to have him here and that he will bring wisdom and insight to the Board due to his passion for education.

Trustee Kidwell said he is very honored to be a member of the Board of Trustees for SPC.

- 2. Florida College System Foundation Presentation – Dr. Tom Furlong, Trustee, Florida College System

Dr. Furlong who serves on the State Foundation Board, stated that the Florida College System Foundation will award \$1,053,000 in scholarship funds to Florida's 28 colleges this year. Scholarships are aimed at relieving the nursing shortage and helping students who are the first in their family to attend college. The St. Petersburg College Foundation will be receiving the following: Nursing and Allied Health scholarships, \$17,473 from Florida Blue; first-generation scholarships, \$31,602 from Helios; \$5,700 from Bank of America; for a total of \$54,776. Florida Blue money is for Nursing or Allied Health students. Scholarships have been awarded since 2006. Last year's scholarships served 709 nursing students, who received \$2,000 each and SPC has received over \$200,000 from Florida Blue in this category. The Helios Foundation scholarship are for first-generation-in-college. Scholarships have been awarded since 2007. Last year, 24 students from SPC received the scholarship, and SPC has received over \$300,000 in Helios funds since incept. Finally, the Dream Maker scholarship award was a gift from Bank of America. The scholarships are for first-generation-in-college. Scholarships have been awarded since 2001 and can be used for tuition, books, and childcare. SPC has received \$60,000 in these scholarships since the inception.

Dr. Furlong congratulated the students who received these funds on behalf of the State Foundation. He noted that the State Foundation is similar to the College Foundation. He also stated that for many of the other 28 state colleges, these funds pretty much are their foundation, so SPC is fortunate to have their Foundation Director and Foundation Board.

Chair Stonecipher thanked Dr. Furlong.

19-095. Under Item II- C, Annual Organizational Meeting

Mr. Stonecipher led the Board through the annual appointment of Board positions and Direct Support Organizations. Trustee Bello recommended that Vice Chair Cole be nominated as Board Chair for the Fiscal Year 2019/20. Chair Stonecipher seconded the motion. The motion passed unanimously.

Chair Cole thanked Trustee Bello for the nomination and the support of the Board. She thanked Chair Stonecipher for leading the Board for two years with integrity and devotion. She noted all the student and faculty events Chair Stonecipher attended and acknowledged that she has big shoes to fill.

Trustee Stonecipher nominated Trustee Bello as the Vice Chair for the 2019/20 Fiscal Year. Trustee Kidwell seconded the motion. The motion passed unanimously

The Board considered the proposed 2019/20 Board of Trustees Meeting schedule. Chair Cole suggested moving the September meeting from September 17th to September 24th to accommodate the President's upcoming travel. The Board voted unanimously to accept the proposed meeting schedule, including times and locations, with the adjustment to September's meeting date.

Chair Cole recommended the following Board appointments to Direct Support Organization Boards: Mr. Stonecipher, SPC Foundation, Inc.; Mr. Kidwell, Leepa-Rattner Museum of Art, Inc.; and, Ms. Bello, the Institute for Strategic Policy Solutions. The Board voted unanimously to accept these appointments.

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Chair Cole stated that at the work session earlier this month, it was brought to attention that the Board desires to extend Dr. Williams contract by a year due to her superlative annual evaluation.

Trustee Stonecipher moved to extend Dr. Williams' term by one year, from June 30, 2021-June 30, 2022. Trustee Gibbons seconded the motion. The motion passed unanimously.

19-096. Under Item III, Comments

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

Chair Cole welcomed Steve Shephard with the SPC Foundation Board of Directors. She noted that there is a desire for the Board and the Foundation to have more interaction and work together to ensure the goals and mission of the College and the Foundation are aligned.

Chair Cole shared that at the Foundation Board meeting last year, there was a great annual report and a clean audit. She noted that the documents are available to Board members. Chair Cole noted that with a couple of estate gifts, the Foundation is ahead of the game in the first quarter of this fiscal year. She added that those gifts are below the line, so they are still working towards their goals.

Trustee Stonecipher welcomed Trustee Kidwell to the Board and congratulated Trustee Gibbons on his reappointment, noting that Trustee Gibbons is wisest person on the Board. Trustee Stonecipher shared that he briefly attended the Welcome Back Titans event, where the energy level was high; he found it fantastic to see everyone so engaged and ready to start a new semester. He expressed gratitude that SPC holds events such as Welcome Back Titans.

Trustee Gibbons stated that Trustee Kidwell will be a real asset to the Board, as he is a great community leader.

Dr. Williams stated that she has been working all summer gearing up for the first semester of the term. She felt that Welcome Back Titans was amazing, with high energy. She applauded the team that did all the work. She stated that SPC is ready to gear up for the new year. She thanked Trustee Stonecipher for coming to Welcome Back Titans.

19-097. Under Item IV, Review and Approval of Minutes

The minutes of the June 16, 2019 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Trustee Gibbons moved approval of the minutes as submitted. Trustee Stonecipher seconded the motion. The motion passed unanimously.

The minutes of the August 1, 2019 Workshop of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Trustee Stonecipher moved approval of the minutes as submitted. Trustee Gibbons seconded the motion. The motion passed unanimously.

19-098. Under Item V, Monthly Reports

Under Monthly Reports

A. General Counsel

Suzanne Gardner congratulated Chair Cole and welcomed Trustee Kidwell. She stated as a follow up to the government training at the workshop, the materials will be on the website, with live links and support organizations. She noted that she provided a copy of the Pocket Guide for Sunshine to the Board and will get each member a copy of the Sunshine Manual when it becomes available.

19-099. VII. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Fall 2019 Enrollment Summary - Dr. Patrick Rinard, Associate Vice President, Enrollment Services (*Presentation*)

Dr. Rinard presented the Fall 2019 Enrollment Report. Before jumping into the Fall 2019 data, he shared how SPC ended the 2018-19 academic year: the actual Student Semester Hours exceeded the budget projections by 3.8%; SPC was just above actuals from the prior year, which has not happened since 2014. He stated that Janette Hunt would present on how the increased enrollment over projections impacted revenue.

Dr. Rinard noted that as classes began yesterday, SPC had 26,942 students enrolled. This represents a 2.0% decrease over the first day of classes last Fall. In terms of overall student semester hours, SPC is at 235,690 compared to 239,509 last year, a 1.6% decrease. Dr. Rinard opined that while it would be nice to report a 2 or 3% increase in enrollment, it took an extraordinary effort from the college family to land where SPC did. Everyone from Marketing, Business Services, Student Affairs, and Academic Affairs were focused in on helping every student enroll in the right courses and be prepared for learning day one.

Dr. Rinard shared that based on the 2017-18 state FACTBook, St. Petersburg College ranks 5th out of 28 in terms of overall enrollment. Pinellas County unemployment in June 2019 was 3.2% compared to 3.5% in June 2018. Also, while SPC is currently -1.6%, at the beginning of the term last Fall SPC was -2.7% and by the end of the Fall term, SPC had closed that gap to -1.2%.

Dr. Rinard presented headcount data by academic program. Certificates showed an increase of 5.8%; AS, a decline of 5.7% ; there was a slight increase in AA students; a decline of 3.6% in Baccalaureate programs; a slight decline in Non-degree seeking students, which includes 126 new Tarpon Spring Collegiate HS students.

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Dr. Rinard pointed out that there has been a 40% increase in FUSE and IGNITE students from 2017-18.

Dr. Rinard next looked at headcount by Enrollment Type: Continuing, -2.1%; New, -0.8% and Re-admit, -3.5%. He noted that the Continuing student gap had been 3.5% just a few weeks ago. The nature of SPC students is that 70% are working and they are, in general, not like many students at public or private universities.

Dr. Rinard looked at enrollment by Ethnicity: Black, -1.0%; Asian, +1.1%; Hispanic, +1.1%; White, -3.6%; All Other, +1.6%. He shared the following comparison of SPC demographics to Pinellas County Census data: Black 11%, SPC = 13.2%; Asian 3.6%, SPC = 4.2%; Hispanic 10%, SPC = 15.8%; White 74%, SPC = 63%; Non-White = 26%, SPC = 37%.

Dr. Rinard looked at enrollment by Gender: Female, -1.2%; Male, -3.8%. He then provided national, state, and SPC gender data: Nationally (AACC) – Female is 56% and Male is 44%; State of Florida – Female is 59% and Male is 41%; SPC – Female is 63% and Male is 37%. He mentioned some of the male initiatives at SPC, such as those coordinated by Dr. Smiley.

Dr. Rinard looked at enrollment by age: 18 and under, +2.0%; 19-21, -0.8%; 22-25, -2.2%; 26-35, -2.9%; 36+, -5.3%.

Dr. Rinard looked at enrollment by status: Full-Time, +0.1%; Part-Time, +3.0%.

Dr. Rinard presented enrollment data by Pinellas County public high school: the 2019 yield was 30.9%, up from 30.2% last year. He noted that this is in line with Valencia, which is at about 30%, and which Dr. Williams recently held up as an example. He also noted that this number will grow with the expression sessions.

Dr. Rinard stated that there is a nationwide trend of less students filling out the FAFSA. He shared that Louisiana now requires high school seniors to complete the FAFSA, and Texas will soon become the second state with that requirement, so that could be something Florida does in the future.

Dr. Rinard concluded his presentation with the following summary: 2018-19 SSH +.1% to prior year and up 3.8% to our budget; Overall: -2% Headcount and -1.6% SSH; Baccalaureate: -3.6% Headcount and -3.7% SSH; Welcomed 125 new Collegiate High School Students; 2018-19 increase in FUSE and IGNITE students; Largest declines in White, Male, Older, Part-Time students (-3% to -5%); 2018-19 increase in FTIC Minority students +7.6%; Increase in Pinellas County HS Yield (30.9% TY vs. 30.2% LY); Decline in FAFSA completions comparable to national and state levels.

Trustee Stonecipher asked, regarding the high school numbers, what led to a larger number of high school students choosing SPC?

Dr. Rinard replied that it is SPC's strategy; SPC is very intentional about the high schools. He mentioned the coordinated efforts with provosts having relationships with principals and recruiters

going out to high schools with academic advisors. SPC also has a great relationship with dual enrollment; there is a more intentional focus with attracting those students who are already taking SPC courses and keeping them at SPC. He admitted that SPC can improve on going after the parents of the high school students.

Trustee Gibbons asked, regarding African American males being down and Dr. Smiley having a plan for that, what is SPC doing to have a specific plan to reach out to African American males? He asked how involved Reggie Reed is.

Dr. Rinard said he is out in the community, but he is only one person and he is also focused on the business community. He added that the recruiters for Downtown and Midtown are both African American males.

Trustee Gibbons asked if there is a specific plan.

Dr. Williams stated that SPC is working on developing a specific plan. She stated that Dr. Rinard has a committee including students to determine what needs to be done to recruit and retain African American males. She admitted that recruitment efforts need to be revamped. She acknowledged that while SPC is doing great with high schools, high schools are just a small part. The majority of SPC students are adult learners. Many of the African American males who are struggling are adults. She pointed out that the strategy that Dr. Smiley, Mr. Reed, and others are working on now involves students. She noted that some of the issues are what kinds of programs SPC is offering and how does SPC engage African American males on careers. She stated that the committee has students and community members.

Trustee Gibbons suggested that parents and people who want to go back to school but are facing difficulties should be on the committee as well.

Dr. Williams said that there are students and non-students on the committee, but that SPC can consider having parents on the committee.

Trustee Gibbons asked why African American male students are going to Santa Fe College, for example, when they could stay locally and go to SPC.

Dr. Williams said some of it is based on programs.

Chair Cole suggested asking for a timeframe for the specific plan to be brought back.

Dr. Williams stated that September is the set date to bring it back.

Trustee Gibbons asked what the retention rates look like year-over-year.

Dr. Rinard stated that he does not have that data.

Dr. Williams said that retention rates are going up and that she will send the information to the entire Board.

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Chair Cole commented that her first couple of months as a trustee was when Mr. Reed was first hired and SPC started talking about the plan to shift focus to recruitment. She congratulated Dr. Rinard on the progress and stopping the bleeding.

Trustee Gibbons said that recruiting is like recruiting for sports, that one sometimes has to get their hands dirty. He referenced a recruiter for PTEC and the commendable job he does with his attitude and personality. He stated that the entrance exam scares a lot of students from coming to SPC.

Dr. Williams stated that it is not just the recruitment of African American males, but also retention. The recruitment plan is being revamped from two years ago, and that plan was presented to the Board. It was not set up for African American males. She noted that SPC should not forget African American women. African Americans as a whole are struggling once they get to SPC. There is a plan to recruit, although it is not specific to African American students. It does not clarify how SPC recruits adult learners. The plan has to be comprehensive and the retention plan has to make sure underserved students, minority students, and students of low socioeconomic status succeed. She opined that it is really retention that SPC needs to focus on.

Trustee Gibbons asked if Hispanic students are doing better in retention.

Dr. Williams stated that they are.

19-007. Under Item VI – B Budget and Finance

B. BUDGET AND FINANCE

1. FY 2018-19 Year End Budget Report – Ms. Janette Hunt, Associate Vice President, Budgeting and Compliance (*Presentation*)

Ms. Hunt reported the 2018-19 year-end operating budget. Student tuition and fees, which includes all of student tuition, distance learning fees, lab fees, and other fees, was budgeted at \$61.5 million, and came in 1% above that at \$62.1 million. State funding, including Florida College System and lottery funding and industry certificates, was at \$72.2 million, which was about \$79,000 more than what the state appropriated. The reason for that was SPC's industry certificates, which were budgeted for \$500,000, and the actual received amount was \$579,000. The next line item was other revenues, which includes miscellaneous revenue and interest dividends. Ms. Hunt highlighted that facility campus rentals, which the College had a plan to increase and be more robust with that plan, was at \$130,000 in the prior year, SPC ended the year at \$222,000, a 71% increase. For fund transfers in for auxiliary, SPC budgeted \$3.1 million and transferred in about \$2.4 million. For reserves, for which SPC had a three-year plan to reduce reliance on, SPC used \$0 for the operating budget. Total revenue was \$142.6 million.

Ms. Hunt next shared data regarding tuition revenue: the budgeted amount was \$50.8 million, and the actual amount was \$51.2 million. For credit tuition, from classes such as algebra, biology, and

composition, the budgeted amount was \$47.9 million, and SPC ended with \$969,000 more. For PSAV (Post-Secondary Vocational Adult), \$634,000 was budgeted, and SPC ended with \$531,000; Ms. Hunt pointed out that those courses are not in the same schedule as credit courses, and they sometimes cross fiscal years. She noted that there was over \$100,000 worth of revenue for PSAV in the very first weeks of the new fiscal year. Considering that revenue, SPC came in at the budgeted amount of \$633,000.

Ms. Hunt presented data regarding non-credit tuition, which is trailing behind on the projection of the budgeted amount. She stated that Dr. Williams and Andrea Henning have been working with a consultant to revamp the plan for non-credit.

Ms. Hunt next looked at data regarding expenditures. For personnel and benefits, \$110.4 million was budgeted, and it came in at \$109.1 million, leaving \$1.2 million unspent in this category; some of those funds were used for the current expense category, which came in at \$30.8 million. Two items in this category that were over were the unplanned transfer to the health insurance reserve of \$3.5 million and student waivers and scholarships. She noted that active military, Department of Children and Families, and Dreamers waivers/scholarships were about \$500,000 higher than the prior year. Ms. Hunt shared that capital was about \$2 million of expenses, for a total operating budget of \$142 million.

Ms. Hunt noted that for revenue, the variance of budget to actual was 0.2%, and the variance for total expense operating was 0.6%, leaving an operating budget surplus of \$630,000.

Chair Cole congratulated Ms. Hunt.

Chair Cole noted that Dr. Rinard shared that the certificate enrollment was up by 3%. She asked if that increase in enrollment meant that next year there should be a benefit in the non-credit tuition or possibly in PSAV?

Ms. Hunt said that just looking at the July data for the new fiscal year, SPC is up \$7,000 from the prior year revenue.

Dr. Williams clarified that non-credit is mostly the workforce piece. SPC is working to revamp the entire program to close the gap.

Chair Cole clarified that the certificate piece is reflected in credit.

Dr. Williams clarified that EMT has been moved to PSAV, which is on the credit side and financial aid eligible.

Vice Chair Bello asked what goes into the workforce stuff.

Dr. Williams said she could bring that information back.

Ms. Hunt noted that some of the courses within the non-credit including continuing education courses.

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Trustee Stonecipher commended Ms. Hunt and everyone else for their hard work in nailing the budget the past year and in listening to advice from the Board, especially in regard to the reserve.

Chair Cole requested, regarding workforce, that the Board start talking about the distinction between what SPC is doing at the Workforce Institute versus what SPC is doing for employers in the community. She stated that SPC does so many programs for employers in direct response to employers' needs that do not fall under the workforce category. She would like the Board to be educated about those distinctions so that they may better speak to the issue in Tallahassee. She thinks that SPC is leaving a significant amount of SPC's success story untold. She referenced adding certain classes to meet healthcare workforce needs, which falls under the academic side.

Dr. Williams agreed and noted that the consultant made clear that SPC's plan needs to be integrated. One of the plans is to further integrate what SPC is doing to tell a comprehensive, clear story.

Vice Chair Bello asked if the plan to improve and grow can be shared.

Dr. Williams said that SPC is working on it.

Trustee Gibbons noted that the Board should spend some time thinking about how to give strategic help.

19-100. Under Item VI - C, Administrative Matters

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

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

2. Construction
 - a. Physical Footprint – Mr. Brian Miles, Vice President, Administration, Finance and Technology (*Presentation*)
(*Action*)

Mr. Miles briefed the Board on where the College is with physical footprints. The College has been conducting a physical footprint review for three years now, which looked at all sites and spaces. At the August workshop, the Board asked for additional information, including a breakdown of space utilization collegewide. That information will come at a later date, but Mr. Miles provided a snapshot of how space utilization has fluctuated since 2001-02. He shared a chart showing average classroom utilization versus collegewide square footage. The average classroom utilization was just over 90% in 2001-02, just over 1.5 million square feet. Moving through the years, square footage steadily increased. There was a peak in enrollment in 2011-12; this utilization peak is a direct correlation to the enrollment peak. Even at peak, the utilization percentage was in the mid-80s, allowing room to

grow. In 2012-13, enrollment declined, and space utilization declined, which has for the most part lasted through this year with the exception of 2014-15. Between 2011-12, the peak year, and 2018, SPC has added 100,000 square feet of space, bringing today's total to 2.6 million. He noted that this was an overview of where SPC is from a space-utilization standpoint. He will bring back more information with respect to labs and all spaces SPC occupies.

Chair Cole asked the difference in overall enrollment from 2011-12 to 2016-17.

Mr. Miles said he would send it to her.

Trustee Gibbons asked if ENC1101 is on a two- or three-day scheduled.

Dr. Williams replied that it is two or one.

Mr. Miles said that at peak enrollment, FTE was above in the low-to-mid 20,000, and it is now around 18-19,000.

Chair Cole said that information was sufficient.

Mr. Miles pointed out that SPC has sufficient room to grow at the institution from a square footage and classroom standpoint.

Trustee Gibbons expressed worry in losing classroom space.

Dr. Williams noted that the move to online learning has caused the College to utilize even less space. She opined that online learning is convenient for learning, but the success rate is not as high.

Trustee Gibbons noted that the legislature wants to know why classroom space is not used on Fridays. He suggested that perhaps some core courses should be taught three days a week instead of one or two. He opined it could help with classroom utilization and retention.

Vice Chair Bello asked how Mr. Miles arrived at the numbers.

Mr. Miles replied that SPC reports the utilization numbers to the state each year.

Vice Chair Bello asked what formula the state uses.

Mr. Miles said he would bring that information back. The overarching factors are enrollment, square footage, and modalities of learning.

Mr. Miles shared the benefits of the physical footprint review and reduction: reduce operating costs; save on future maintenance costs; increase departmental efficiencies and synergies; improve space utilization; reduce reliance on state funding for capital outlay.

Mr. Miles next shared some information about the District Office building: 6.6 acres; 79,100 square foot, two story building; 15,633 square foot warehouse attached; purchased in 2005; purchase price =

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\$6,112,562.00 (\$1,500,000.00 – PECO Dollars, \$390,947.63 – SPC Foundation, \$4,221,614.37 – Unrestricted Fund 1x); occupied by SPC in late 2006/early 2007; 16 departments/functions, 180 employees (Administration, Admissions and Records, Business Office, Budgeting, Data Management, Foundation, Human Resources, Events Planning, Financial Aid, Information Technology, Marketing, Online Advising, Presidents Office, Project Management, Security, Warehouse); there is a cell tower on leased space.

Mr. Miles addressed why the footprint reduction process should be started with the District Office: occupied by administrative staff only; no negative impact to students; property is marketable; building contains excess office space; data center under-utilized; annual savings of \$550,000.

Mr. Miles highlighted some features of the sale versus lease options. Sale: use funds for migration renovations (four other sites); use excess funds, if any, for other capital improvement projects; reduce footprint and increase utilization. Lease: continue to serve as landlord; little or no funding for migration renovations; market value for rent: \$15.00/sq. ft. x 67,000 sq. ft. (rentable space) - \$1,005,000 annually; less: lease commission, utilities, building maintenance, tenant improvement allowance (estimated between \$200k - \$270k per year); does not improve space utilization. Mr. Miles stated that he is in favor of selling.

Mr. Miles brought back some space information about Downtown, as previously requested, in pie chart form. Notably, there is about 24,000 square feet of undeveloped space. He noted he will bring back more detailed information in September.

Mr. Miles noted that at the August workshop, it was talked about to send a letter to the state to see if the state would want back the \$1.5 million PECO funds originally used to build the property. According to state statutes, when disposing of real property, a college would take the sales proceeds and deposit them into an account and the credit the fund source used for the original acquisition. As he has gone through this analysis to see if SPC could keep the proceeds, the state has not been responsive to phone calls and emails asking if SPC would be required to return the \$1.5 million or some appreciated amount. He stated that he will let the Board know the state's position as soon as he hears back.

Mr. Miles presented three options to the Board: (1) take a vote today to dispose of the district office property, which includes the building and the parcel on which the building sits, and declare the property unnecessary for educational and ancillary purposes, which could be done irrespective of what the state says, if they respond; (2) wait until a later meeting, until there is a response from the state (assuming there is a response), and have a discussion and take a vote on the options at that time; (3) take a vote to dispose of the District Office property and have that vote subject to the state saying they would require no more than \$1.5 million back from the sales proceeds. He acknowledged that it is a bit convoluted and a bit of a quagmire.

Trustee Gibbons asked what the actual cost of the renovation is.

Mr. Miles stated that if the Board proceeds with the discussed plan, the cost of renovating the other four sites is estimated by the architect at \$6.5 million, but that will likely be reduced.

Trustee Gibbons asked the range of the sale price of the District Office site.

Mr. Miles stated \$7-10 million.

Trustee Gibbons noted that the fiduciary responsibility is to the College. He noted that, given these estimates, the College could come out in the negative. He stated his preference to have an answer from the state before making a decision.

Trustee Stonecipher said that is what the state wants SPC to do, to use space efficiently.

Chair Cole noted that the Board has this discussion at the Board workshop. SPC can declare the property surplus, but the motion would include requiring the contract to come back, and the Board can put floors in the contract so exact fact pattern can be prevented up front. This can be prevented up front with the correct motion.

Vice Chair Bello stated that she is with Trustee Gibbons. She spoke to the benefits of leasing the property to generate revenue for the College.

Dr. Williams stated that SPC has asked the state for many buildings over time. She asked if SPC should continue to keep a building that the College asked for that was partially funded by the state, that is not used by students and negatively affects the College's space utilization numbers. She opined that things have changed and wondered if SPC should keep it for the sake of keeping it.

Trustee Gibbons said that SPC had District Office when they got the money for the building being built now. He said he has never heard a legislator ask about space utilization when considering giving money for new buildings. His reluctance has to do with not having a response from the state. He wants to know if SPC will lose on this deal, and he cannot make that decision today.

Dr. Williams pointed out that she has had legislators ask her about space utilization in regard to funding. She said she will trust the Board's decision on where to go, but that they need to be aware of the space utilization issue.

Chair Cole stated that the College's number one mission is education and that a 60:40 ratio of educational to administrative space is unacceptable from a fiscally responsible and fiduciary standpoint.

Trustee Gibbons opined that the easy solution is to wait for a response from the state.

Chair Cole stated that the \$1.5 million is not a deal maker or breaker for her. She opined that the motion today has nothing to do with the sale price; it has to do with 40% of the College's space completely unused for the College's core purpose.

MINUTES OF THE AUGUST 20, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Trustee Stonecipher said that the Board's role is to explore all options, and that is what Mr. Miles is asking for today.

Vice Chair Bello clarified that the Board is not accepting any offers, but rather considering putting the property on the market.

Chair Cole asked Ms. Gardner if the Board declares it surplus and then decides not to move forward with the sale, is there a penalty or what action would the Board need to take to reestablish it as a necessary educational and ancillary purpose.

Ms. Gardner stated that she believed SPC would have to amend the SPOT survey and have a subsequent resolution to say that SPC would be using it for educational and ancillary purposes. She does not believe it is something SPC cannot go back from.

Vice Chair Bello asked if SPC is leasing the property to someone for \$1 million dollars, does that still have to factor into space utilization?

Trustee Stonecipher and Dr. Williams stated that it does.

Chair Cole stated that the formulas used systemwide would ding SPC for it.

Mr. Miles noted that an important point is how the state has postured on real estate over the past few years. SPC did not receive any PICO dollars or soda dollars this year and has not received any operating costs for new facilities for a few years. The traditional sources of revenue from the state to help maintain and construct buildings has decreased. Regarding the requirement to arrive at a fund balance of 7% and to have a spending plan for the 7% if over – the state has enumerated six reasons why you would spend that down, and four of them have to do with facilities. It sends a strong message from the state that if you have capital outlay you can use and be creative with, you need to use that before coming back and asking for money from the state. He opined that SPC is fortunate to have a nice real estate portfolio. He sees this as a chance to leverage that portfolio.

Trustee Stonecipher opined that it makes the most sense to move administrators back onto campus and also the cost savings each year. He would like to know what the options are, and that means getting an answer from the state and seeing what the property is worth.

Trustee Stonecipher moved that the board declares the District Office property unnecessary for educational or ancillary purposes and moved to approve the SPOT survey number two, version seven for the disposal of real property, all contingent upon an understanding what the state wants to do with their \$1.5 million investment from years ago and an understanding of what an actual contract and sales price would look like, as well as more detail on the renovation costs.

Vice Chair Bello seconded the motion.

Chair Cole confirmed with Ms. Gardner that there was a motion and a second to resolve to declare the District Office as unnecessary for educational or ancillary purpose and authorize the disposal of said

property and for the approval of the SPOT survey with the condition that prior to any action, a formal plan with actual numbers for the renovation plan and the budget differential inclusive of the \$1.5 million impact from the state is required.

Dr. Gardner confirmed that the language was appropriate.

Dr. Williams asked if the state does not respond, how long will the Board wait?

Chair Cole opined that the Board will not consider again until there is an actual offer, and the state's decision could be included as part of a worst-case scenario.

Trustee Gibbons said that he does not understand why there needs to be a motion to get this information. He suggested that the Commissioner of Education could have a meeting with the President to get these answers.

Trustee Stonecipher said the purpose of voting on it is to get the answers.

Chair Cole noted that the Board does not know if there will even be an offer, and if not, she assumes the Board would not approve the contract.

Dr. Williams clarified that what Trustees Gibbons and Bello are saying is to get the information from the state regarding the \$1.5 million and then find out how much SPC could sell it for.

Trustee Gibbons noted that legislators could wonder why the College got the building in 2006 and now does not need it.

Chair Cole asked for a vote on the motion and the second with the conditions as articulated by Ms. Gardner.

Vice Chair Bello asked if number two has to be a part of the conversation.

Chair Cole said that in order to advertise for sale, the Board has to declare the property surplus.

Mr. Miles confirmed that once it is declared surplus, the Spot survey must be amended.

Ms. Gardner clarified that it is her understanding that the Spot survey can be amended again if the property cannot be disposed.

Chair Cole again stated that the 60% number is not acceptable. That being said, she asked if the Board tables it for a month, if they can get more information.

Mr. Miles confirmed that he can get a more accurate and lower estimate on the renovations and bring that back.

Chair Cole clarified that the information needed is: the minimum purchase price, which is unknown until the property is listed for sale; the relocation plan, which will be refined further and reduced, but

MINUTES OF THE AUGUST 20, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

is now estimated at \$6.5 million; and the \$1.5 million. She clarified that delaying the vote today will give the Board more time to get a better number from the architect with respect to reutilization of equipment, and potentially an answer from the state.

Vice Chair Bello stated that delaying the vote will still not give a more accurate estimate of the property value.

Mr. Miles asked if two appraisals would help.

Trustee Gibbons reiterated that \$7-10 million is a big range.

Chair Cole clarified that a delay would not help.

The motion passed with Trustee Gibbons opposed.

19-101. **Under Item VI – A, Old Business**
NONE

19-102. **Under VII-B, New Business**

1. Workforce and Curriculum Changes (*Action*)
2. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. Juvenile Welfare Board – Literacy Instruction and Maintenance Program (*Action*)
 - b. CareerSource Florida, Inc./Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Electronics Precepts (*Action*)
 - c. CareerSource Florida, Inc./Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Power Design (*Action*)
 - d. The Kresge Foundation – Advancing Student Transportation Solution (*Action*)
 - e. Florida Department of Education – Tampa Bay Consortium College Reach Out Program (CROP) (*Action*)
 - f. Duke Energy Foundation – Workforce Development Grant (*Action*)
3. OTHER
 - a. Tutor.com, Inc. – Online Tutoring Services Agreement (*Action*)
 - b. Contract Renewal Between St. Petersburg College and EdFinancial

Services, LLC for Call Center Operations (*Action*)

- c. Lease Agreement Between St. Petersburg College and NUHS (*Action*)
- d. Lease Agreement Between St. Petersburg College and WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas (*Action*)
- e. St. Petersburg Collegiate High Schools Mental Health Assistance Opt-In Plan for 2019-20 (*Action*)
- f. Spot Survey #2, Version 7 Recommendation #1.007, Disposal of real property, consisting of District Office, Facility #706 (Site 1) (*Action*)

The Board considered Items VII-B.1-3. Trustee Stonecipher moved to approve. Trustee Kidwell seconded the motion. The motion passed unanimously.

19-103. Under Item VIII, Informational Reports

- A. Quarterly Informational Report of Contract Items
- B. Quarterly Informational Report of Exempt and Non-Exempt Purchases
- C. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000
- D. Quarterly Report of Dell Financial Agreements

19-104. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing - NONE

19-105. Under Item XI, President’s Report

Dr. Williams stated that SPC has been working very hard this summer and that the Fall term is off to a great start. She noted that she will be in Tallahassee in a few weeks.

19-106. Under Item XII, Next Meeting Date and Location

Chair Cole noted that the next meeting was moved from Sept 17 to Sept 24 and that the ribbon cutting for the Collegiate High School in Tarpon is forthcoming. She shared that the opening and grand opening of Nova Southeastern University’s Osteopathic College in Clearwater is next month, which presents exciting partnership opportunities.

The Board confirmed its next meeting date and location as Tuesday, September 24, 2019, 9:00 a.m., at the EpiCenter, Room 1-453.

**MINUTES OF THE AUGUST 20, 2019 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

XII. ADJOURNMENT

Having no further business to come before the Board, Chair Cole adjourned the meeting at 11:02 a.m.

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

Katherine E. Cole
Chairman, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental
Materials

Board of Trustees Meeting
August 20, 2019

II –B.1 New Trustee – Thomas Kidwell

Thomas Kidwell



- Mr. Kidwell currently serves as Vice President at UBS Financial Services and has previously worked as a financial adviser with Merrill Lynch.
- He is a graduate of Yale University where he majored in American Studies. He also is a former minor league baseball player and coach (St. Louis Cardinals).
- Mr. Kidwell succeeds Bill Foster and is appointed to a term of four years.

August 20, 2019


Page 1

St. Petersburg College
SPC

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: 2019 - 2020 Proposed Board of Trustees Meeting Schedule

Approval is sought to schedule the 2019-2020 St. Petersburg College Board of Trustees meetings according to the proposed schedule below.

Proposed meeting dates and locations:

August 20, 2019	EpiCenter
September 24, 2019	EpiCenter
October 15, 2019	EpiCenter
November 19, 2019	St. Petersburg Gibbs
December 17, 2019	Epi Center, Collaborative Labs (Board Workshop)
January 21, 2020	Midtown
February 18, 2020	EpiCenter
March 17, 2020	Health Education Center
April 21, 2020	EpiCenter
May 19, 2020	Clearwater Campus
June 16, 20120	EpiCenter
July	None

St. Petersburg College

2019 - 2020 School Calendar

August 2019						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



BOT Meetings



College Closed



Commencement

Direct Support Organizations

2018-2019 assignments

SPC Foundation, Inc.

Katie Cole

- Quarterly
- 11:30am – 1:00pm
- SPC District Office

Institute for Strategic Policy Solutions

Bridgette Bello

- Quarterly; 6:00pm - 7:00pm
- SPC EpiCenter

Leepa-Rattner Museum of Art

Bill Foster

- Quarterly (Feb, May, Aug, Nov)
- 3:30pm -5:30pm
- SPC Tarpon Springs Campus

VI – A.1 Fall Enrollment Summary

**FALL 2019
ENROLLMENT SUMMARY**

BOARD OF TRUSTEES MEETING
AUGUST 20, 2019

St. Petersburg College
SPC

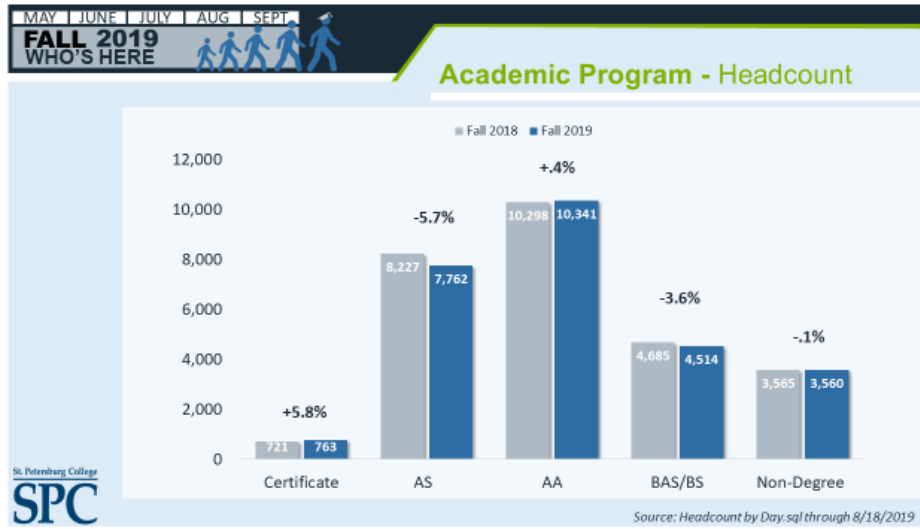
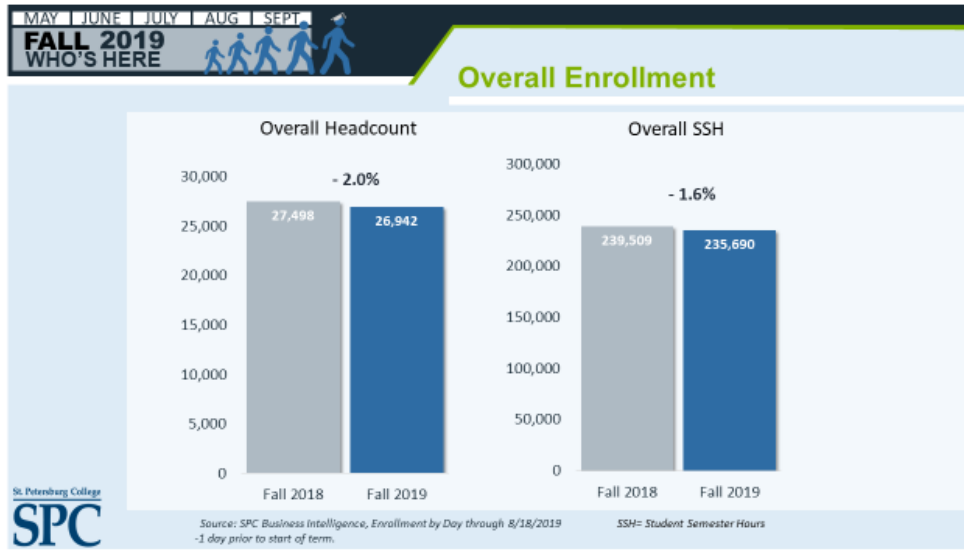
2018-19 Outcomes

2018-19 Budgeted SSH	2018-19 Actual SSH	Difference
532,218	552,486	+3.8%

2017-18 Actual SSH	2018-19 Actual SSH	Difference
552,150	552,486	+1%

Source: BI, Enrollment vs. Prior Year End of Term, 7/31/19; SSH= Student Semester Hours

St. Petersburg College
SPC





FUSE and IGNITE

3-Year Strategic Metrics

Increase Articulated AA programs by 100%

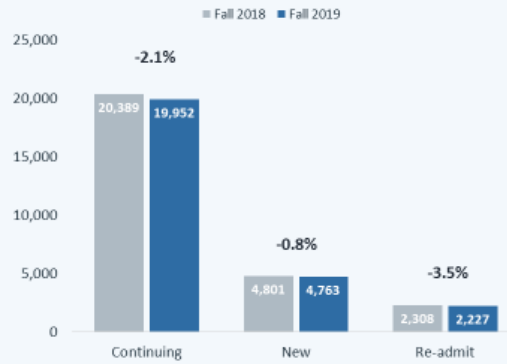


	Baseline		Target
Population	2017-18	2018-19	2020-21
FUSE	339	487	
IGNITE	41	46*	
Total	380	533	760

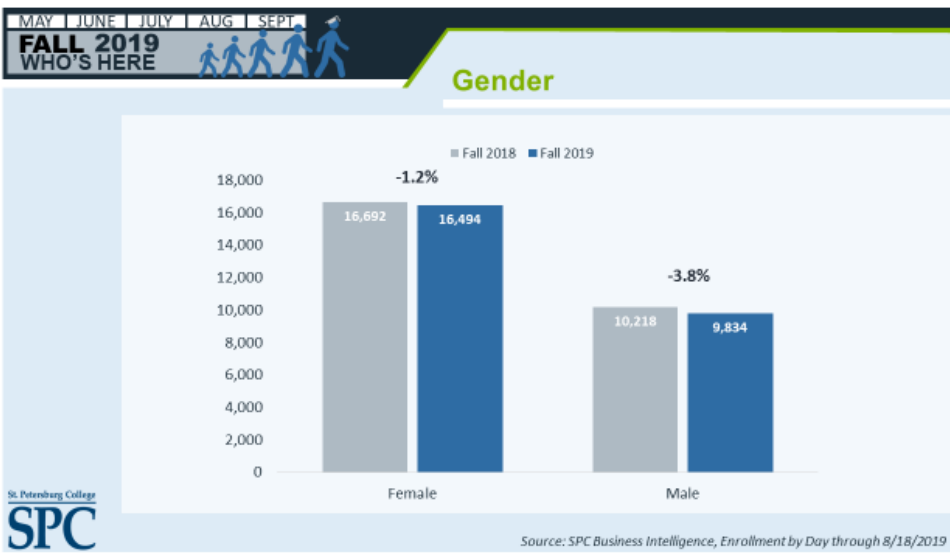
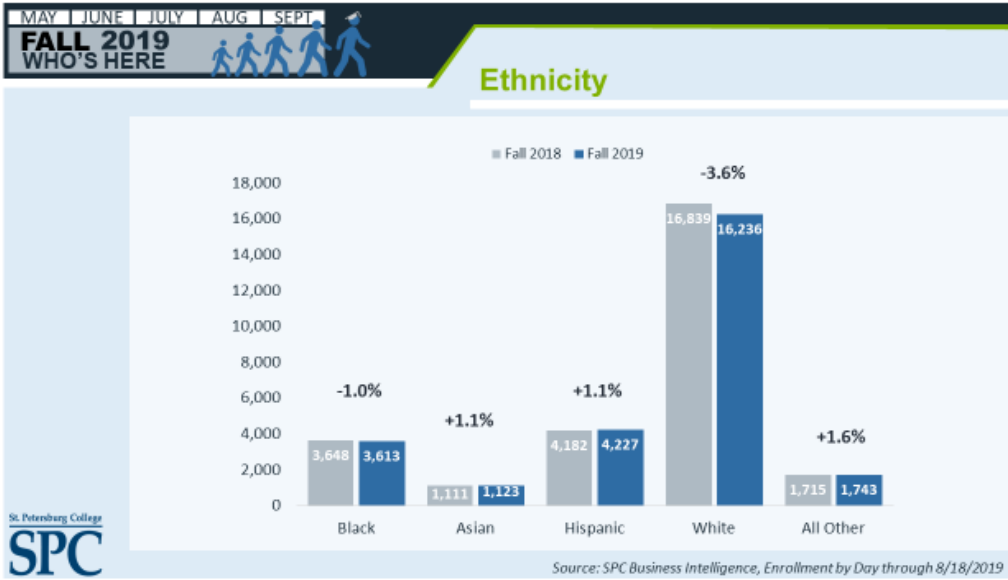
40% Increase from 2017-18; *Fall 2019: 88 IGNITE students enrolled.



Enrollment Type

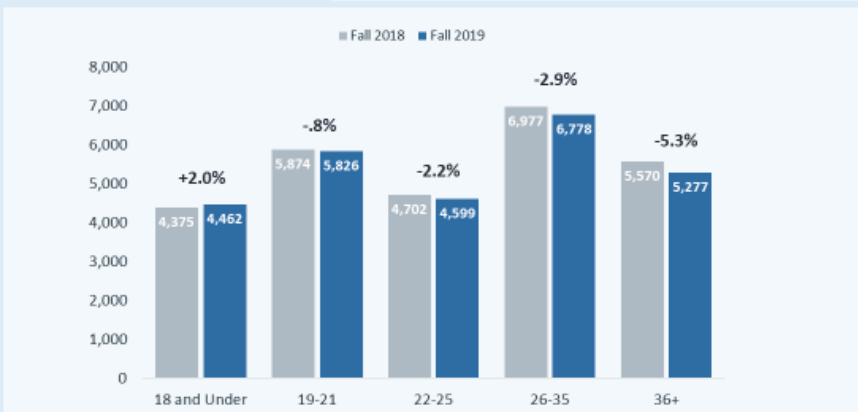


Source: SPC Business Intelligence, Enrollment by Day through 8/18/2019





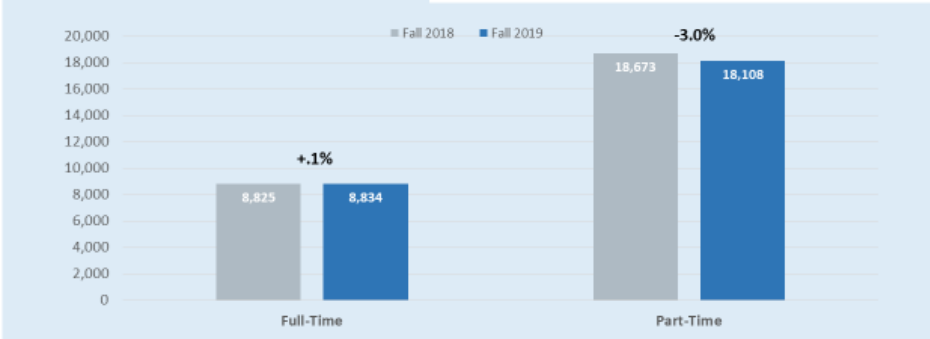
Enrollment by Age



Source: SPC Business Intelligence, Enrollment by Day through 8/18/2019



Enrollment Status



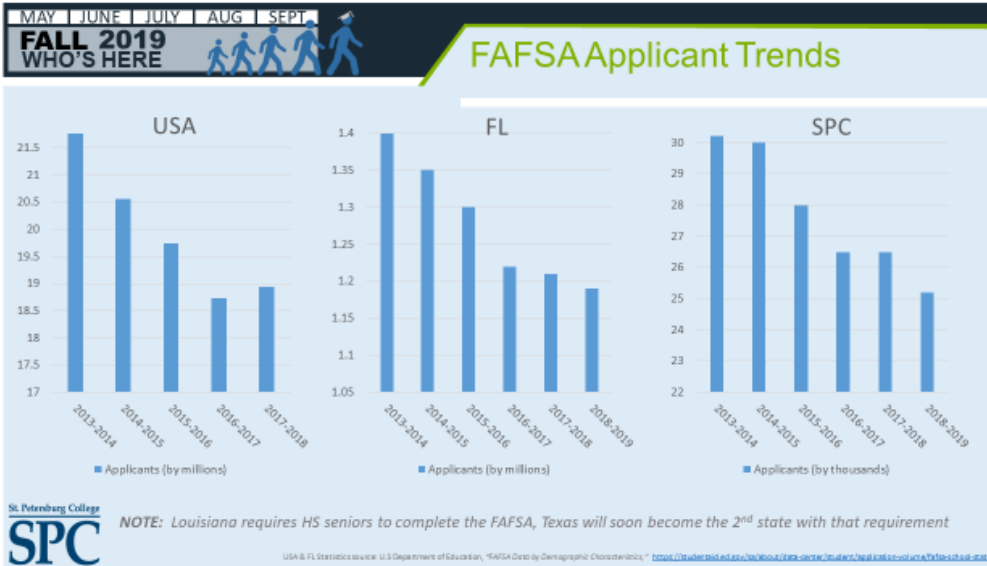
Source: SPC Business Intelligence, Enrollment by Day through 8/18/2019

MAY | JUNE | JULY | AUG | SEPT
FALL 2019 WHO'S HERE

Pinellas County Public HS

2018 Graduates	2019 Graduates	Pinellas Public School Name	Enrolled Fall 2018	Enrolled Fall 2019	2018 Yield	2019 Yield
338	312	BOCA CIEGA HIGH	85	113	25.1%	36.2%
380	396	CLEARWATER HIGH SCHOOL	129	140	33.9%	35.4%
403	399	COUNTRYSIDE HIGH SCHOOL	153	153	38.0%	38.3%
349	348	DIXIE M. HOLLINS HIGH SCHOOL	89	91	25.5%	26.1%
267	260	DUNEDIN HIGH SCHOOL	85	88	31.8%	33.8%
490	488	EAST LAKE HIGH SCHOOL	126	130	25.7%	26.6%
248	235	GIBBS HIGH SCHOOL	44	38	17.7%	16.2%
256	264	LAKEWOOD HIGH SCHOOL	56	55	21.9%	20.8%
328	316	LARGO HIGH SCHOOL	94	81	28.7%	25.6%
361	321	NORTHEAST HIGH SCHOOL	121	124	33.5%	38.6%
376	383	OSCEOLA HIGH SCHOOL	133	154	35.4%	40.2%
556	586	PALM HARBOR UNIVERSITY HS	185	171	33.3%	29.2%
381	351	PINELLAS PARK HIGH SCHOOL	131	112	34.4%	31.9%
388	413	SEMINOLE HIGH SCHOOL	137	151	35.3%	36.6%
426	401	ST. PETERSBURG HIGH SCHOOL	93	84	21.8%	20.9%
278	300	TARPON SPRINGS HIGH SCHOOL	100	100	36.0%	33.3%
5825	5,773	Total	1761	1785	30.2%	30.9%

Note: June graduates enrolled at SPC in Fall; Data through 08/15/2019



- 2018-19 SSH +.1% to prior year and up 3.8% to our budget
- Overall: -2% Headcount and -1.6% SSH
- Baccalaureate:-3.6% Headcount and -3.7% SSH
- Welcomed 125 new Collegiate High School Students
- 2018-19 increase in FUSE and IGNITE students
- Largest declines in White, Male, Older, Part-Time students (-3% to -5%)
- 2018-19 increase in FTIC Minority students +7.6%
- Increase in Pinellas County HS Yield (30.9% TY vs. 30.2% LY)
- Decline in FAFSA completions comparable to national and state levels




Questions?

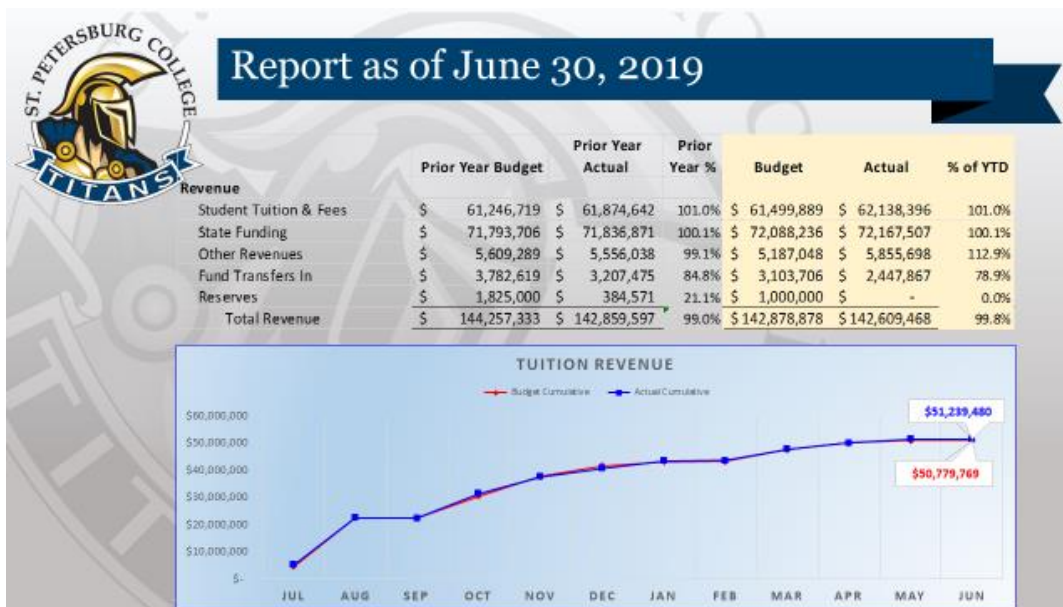


VI – B.1 FY 2018-19 Year End Budget




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

Janette Hunt
August 20, 2019

Report as of June 30, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition & Fees	\$ 61,246,719	\$ 61,874,642	101.0%	\$ 61,499,889	\$ 62,138,396	101.0%
State Funding	\$ 71,793,706	\$ 71,836,871	100.1%	\$ 72,088,236	\$ 72,167,507	100.1%
Other Revenues	\$ 5,609,289	\$ 5,556,038	99.1%	\$ 5,187,048	\$ 5,855,698	112.9%
Fund Transfers In	\$ 3,782,619	\$ 3,207,475	84.8%	\$ 3,103,706	\$ 2,447,867	78.9%
Reserves	\$ 1,825,000	\$ 384,571	21.1%	\$ 1,000,000	\$ -	0.0%
Total Revenue	\$ 144,257,333	\$ 142,859,597	99.0%	\$ 142,878,878	\$ 142,609,468	99.8%



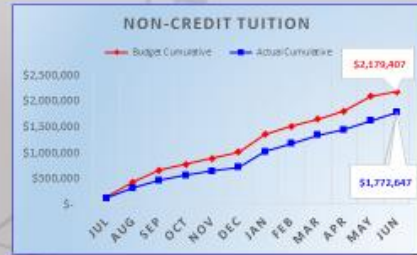
TUITION REVENUE

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

Actual Cumulative (June): \$51,239,480
Budget Cumulative (June): \$90,779,769



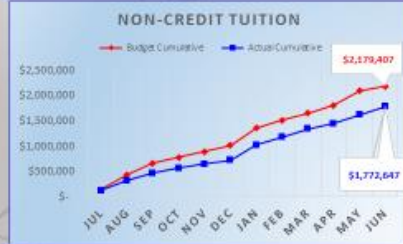
Report as of June 30, 2019



PSAV Revenue:
EMT Course
start date 6/24
\$101,247



Report as of June 30, 2019



PSAV Revenue:
EMT Course
start date 6/24
\$101,247



Report as of June 30, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Personnel & Benefits						
Faculty	\$ 26,776,489	\$ 26,839,343	100.2%	\$ 25,749,327	\$ 25,426,971	98.7%
Administrative & Professional	\$ 24,251,689	\$ 23,352,696	96.3%	\$ 23,585,641	\$ 22,278,336	94.5%
Career Service (includes OT)	\$ 19,951,011	\$ 19,750,518	99.0%	\$ 19,183,840	\$ 18,306,147	95.4%
Adjunct	\$ 9,224,297	\$ 9,469,144	102.7%	\$ 8,939,647	\$ 9,443,206	105.6%
Supplemental	\$ 4,324,767	\$ 5,022,616	116.1%	\$ 4,202,945	\$ 5,467,271	130.1%
Other Personal Services (DPS)	\$ 2,041,007	\$ 1,813,536	88.9%	\$ 2,019,316	\$ 1,717,742	85.1%
Student Assistants	\$ 428,000	\$ 256,001	59.8%	\$ 428,000	\$ 221,535	51.8%
Health Insurance	\$ 14,931,773	\$ 14,724,858	98.6%	\$ 14,423,171	\$ 14,743,085	102.2%
Other Benefits	\$ 11,280,323	\$ 12,142,403	107.6%	\$ 11,827,326	\$ 11,529,089	97.5%
Total Personnel & Benefits	\$ 113,209,356	\$ 113,371,116	100.1%	\$ 110,359,214	\$ 109,133,381	98.9%
Current Expense						
Total Current Expense	\$ 28,278,499	\$ 27,438,158	97.0%	\$ 29,740,028	\$ 30,788,291	103.5%
Capital						
Total Capital	\$ 2,769,478	\$ 2,050,322	74.0%	\$ 2,779,636	\$ 2,057,832	74.0%
Total Operating	\$ 144,257,333	\$ 142,859,597	99.0%	\$ 142,878,878	\$ 141,979,505	99.4%
Balance	\$ -	\$ -		\$ -	\$ 629,964	

Questions



St. Petersburg College
Budget Report
June 30, 2019

	Prior Year Budget	Prior Year Actual	Prior Year %	Budget	Actual	% of YTD
Revenue						
Student Tuition	\$ 50,887,002	\$ 51,250,028	100.7%	\$ 50,779,769	\$ 51,239,480	100.9%
State Appropriation - FCS	\$ 53,548,581	\$ 53,578,960	100.1%	\$ 51,475,043	\$ 51,475,042	100.0%
State Appropriation - Lottery	\$ 14,231,049	\$ 14,231,049	100.0%	\$ 16,598,793	\$ 16,598,793	100.0%
Performance Funding	\$ 3,514,076	\$ 3,514,076	100.0%	\$ 3,514,400	\$ 3,514,400	100.0%
Learning Support Access Fee	\$ 1,639,890	\$ 1,556,572	94.9%	\$ 1,607,832	\$ 1,540,233	95.8%
Distance Learning Fee	\$ 3,526,830	\$ 3,790,595	107.5%	\$ 3,995,700	\$ 3,994,874	100.0%
Technology Fee	\$ 2,508,569	\$ 2,449,165	97.6%	\$ 2,476,437	\$ 2,470,368	99.8%
Lab Revenue Fees	\$ 1,592,067	\$ 1,960,467	123.1%	\$ 1,575,099	\$ 2,109,655	133.9%
Industry Certifications	\$ 500,000	\$ 512,786	102.6%	\$ 500,000	\$ 579,272	115.9%
Other Revenues	\$ 5,609,289	\$ 5,556,038	99.1%	\$ 5,187,048	\$ 5,855,698	112.9%
Other Student Fees	\$ 1,092,361	\$ 867,815	79.4%	\$ 1,065,052	\$ 783,785	73.6%
Fund Transfers In	\$ 3,782,619	\$ 3,207,475	84.8%	\$ 3,103,706	\$ 2,447,867	78.9%
Reserve	\$ 1,825,000	\$ 384,571	21.1%	\$ 1,000,000	\$ -	0.0%
Total Revenue	\$ 144,257,333	\$ 142,859,597	99.0%	\$ 142,878,878	\$ 142,609,468	99.8%
Personnel & Benefits						
Instructional/Faculty-Full time	\$ 26,776,489	\$ 26,839,343	100.2%	\$ 25,749,327	\$ 25,426,971	98.7%
Administrative & Professional	\$ 24,251,689	\$ 23,352,696	96.3%	\$ 23,585,641	\$ 22,278,336	94.5%
Career Service (includes OT)	\$ 19,951,011	\$ 19,750,518	99.0%	\$ 19,183,840	\$ 18,306,147	95.4%
Adjunct	\$ 9,224,297	\$ 9,469,144	102.7%	\$ 8,939,647	\$ 9,443,206	105.6%
Supplemental	\$ 4,324,767	\$ 5,022,616	116.1%	\$ 4,202,945	\$ 5,467,271	130.1%
Other Personal Services (OPS)	\$ 2,041,007	\$ 1,813,536	88.9%	\$ 2,019,316	\$ 1,717,742	85.1%
Student Assistants	\$ 428,000	\$ 256,001	59.8%	\$ 428,000	\$ 221,535	51.8%
Health Insurance	\$ 14,931,773	\$ 14,724,858	98.6%	\$ 14,423,171	\$ 14,743,085	102.2%
Other Benefits	\$ 11,280,323	\$ 12,142,403	107.6%	\$ 11,827,326	\$ 11,529,089	97.5%
Total Personnel & Benefit	\$ 113,209,356	\$ 113,371,116	100.1%	\$ 110,359,214	\$ 109,133,381	98.9%
Current Expense						
Bad Debt/Unemployment	\$ 1,003,810	\$ 962,729	95.9%	\$ 1,003,331	\$ 817,645	81.5%
Insurance (Non Health)	\$ 1,758,611	\$ 1,908,654	108.5%	\$ 1,811,245	\$ 1,851,164	102.2%
Repairs & Maint	\$ 886,195	\$ 988,073	111.5%	\$ 931,034	\$ 951,799	102.2%
Scholarships/Fee Waivers	\$ 2,423,463	\$ 2,676,006	110.4%	\$ 2,424,463	\$ 2,948,900	121.6%
Services and Fees	\$ 6,033,319	\$ 7,019,454	116.3%	\$ 6,006,449	\$ 6,563,754	109.3%
Materials and Supplies	\$ 4,476,333	\$ 3,678,068	82.2%	\$ 4,693,926	\$ 3,884,973	82.8%
Travel	\$ 311,583	\$ 462,080	148.3%	\$ 350,000	\$ 484,071	138.3%
Utilities	\$ 5,260,407	\$ 5,408,158	102.8%	\$ 5,527,258	\$ 5,725,385	103.6%
Other Current Expense	\$ 3,530,392	\$ 1,365,017	38.7%	\$ 3,296,339	\$ 3,743,608	113.6%
Tech Expense/Licensing	\$ 2,594,386	\$ 2,969,921	114.5%	\$ 3,695,983	\$ 3,816,992	103.3%
Total Current Expense	\$ 28,278,499	\$ 27,438,158	97.0%	\$ 29,740,028	\$ 30,788,291	103.5%
Capital						
Computer Refresh Leases	\$ 2,379,879	\$ 1,699,548	71.4%	\$ 2,390,037	\$ 1,784,199	74.7%
Capital Purchases	\$ 389,599	\$ 350,774	90.0%	\$ 389,599	\$ 273,634	70.2%
Total Capital	\$ 2,769,478	\$ 2,050,322	74.0%	\$ 2,779,636	\$ 2,057,832	74.0%
Total Operating	\$ 144,257,333	\$ 142,859,597	99.0%	\$ 142,878,878	\$ 141,979,505	99.4%
Balance	\$ -	\$ -		\$ -	\$ 629,964	

August 20, 2019

M E M O R A N D U M**TO:** Board of Trustees, St. Petersburg College**FROM:** Dr. Tonjua Williams, President **SUBJECT:** Personnel Report**Approval is sought for the following recommended personnel transactions:**

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Goodfellow, John A	VDI & Supp Coordinator	Administrative Information Sys DO	7/22/2019 - 6/30/2020
Rivadeneira, Tatiana M	Assessment Director	College of Education TS	7/22/2019 - 6/30/2020
Silberman, Martin	Payroll Manager	Human Resources DO	7/8/2019 - 6/30/2020
Heinrich, Alexa R	Social Media Manager	Marketing&StrategicCommunicatn DO	6/24/2019 - 6/30/2020
Suhr, Lori A	Clinical Simulation Coord	Nursing HEC	6/24/2019 - 6/30/2020
Welling, Carlie A	Nursing Skills Facilitator	Nursing HEC	7/22/2019 - 6/30/2020
Halstead, Ryan	Program Director II	Provost Office SPG	7/22/2019 - 6/30/2020
Rainwater, Kellye	Student Support Specialist	Provost Office TS	7/22/2019 - 6/30/2020

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Kuhn, Christina M	Research Analyst	Academic & Student Affairs EPI	7/1/2019 - 6/30/2020
Hubbard, Barbara A	Acting Dean, Hum & Fine Arts	Academic & Student Affairs SE	7/1/2019 - 12/31/2019
Przyborowski, Marta F	Acting Dean, Coll of Business	Baccalaureate Programs EPI	7/1/2019 - 12/31/2019
Gilchrist, Tannica	Scholar&Stu Fin Assist Officer	Financial Assistance Services CL	7/22/2019 - 6/30/2020
Call, Ian H	Principal, Collegiate HS	Provost Office TS	6/24/2019 - 6/30/2020

REORGANIZATION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Metz, Starla R	AVP, Collegiate High School	Baccalaureate Programs SE	7/1/2019 - 6/30/2020
Delfino, Nicole M	Administrative Operations Mgr	Business Services DO	7/1/2019 - 6/30/2020
Wolfenden, Lee Ann B	Student Success Asst Director	Financial Assistance Services DO	7/1/2019 - 6/30/2020
Harvey, Christopher J	Executive Dir Student Success	Online Learning and Services EPI	7/1/2019 - 6/30/2020
McFarland, Theresa A	Advancement Srvc Exec Director	Resource Development DO	7/1/2019 - 6/30/2020

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Walker, Amanda K	Accounting Support Technician	Accounts Payable EPI	7/22/2019
Meiring, Jeffery A	Administrative Svcs Specialist	Admissions & Central Records DO	7/22/2019
Wogoman, Eric L	Security Officer	Campus Security AC	6/10/2019
McLamb, Paula J	Administrative Svcs Specialist	College of Computer & InfoTech SPG	7/22/2019
Verville, Bethame M	Custodian	Custodial Services SPG	7/8/2019
Philbrook, Matthew R	Research Specialist	Enrollment Management DO	6/24/2019
Bruya, Sara A	Student Support Advisor	International Program TS	6/26/2019
Penzotti, Michael A	Landscaper	Landscape Services DO	7/22/2019
Garcia Lopez, Carla	Student Support Assistant	Learning Resources DT	5/28/2019
Harman, Edward G	Sr Library Svcs Technician	Learning Resources SPG	6/10/2019

Mehra, Parth V	Instructional Supp Specialist	Learning Resources TS	7/1/2019
Diep, Tinh A	Materials Mgmt Assistant	Maintenance Services DO	7/8/2019
McLarren II, Michael O	Facilities Supervisor	Maintenance Services SPG	7/8/2019
Stein, Caitlin N	Student Support Specialist	Provost Office SE	6/10/2019
Dempsey, Latavia A	Senior Data Mgmt Specialist	Provost Office SPG	7/22/2019
Wiley, Amy S	Senior Data Mgmt Specialist	Provost Office TS	7/22/2019

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Shanmugam, Geetha	Sr Administrative Svcs Assist	Admissions & Central Records DO	6/22/2019
Murray, Fabre L	Sr Administrative Svcs Spectst	Baccalaureate Programs EPI	7/6/2019
Planchet, Pierre A	Sr Security Officer	Campus Security SE	6/8/2019
Williamson, Anneliese C	Administrative Svcs Specialist	Provost Office TS	7/22/2019
Dobson, Terri L	Sr Administrative Svcs Spectst	Resource Development DO	6/8/2019

HIRE Faculty			
Name	Title	Department/Location	Effective Date
Kelley, Amy June	Faculty	Collegiate High School TS	8/1/2019 - 7/24/2020
Robinson, Zanetta Kha	Faculty	Collegiate High School TS	8/1/2019 - 7/24/2020
Mach, Anastasia Maria	Faculty	Nursing HC	8/1/2019 - 7/24/2020
King, Sonia A	Faculty	Social & Behavioral Science CL	8/12/2019 - 7/24/2020
Kicklighter, Janice L	Acting Faculty	Social & Behavioral Science DT	8/12/2019 - 7/24/2020
Riggs, Carolyn N	Faculty	Veterinary Technology VT	8/1/2019 - 7/24/2020

TRANSFER/PROMOTION Faculty			
Name	Title	Department/Location	Effective Date
Baldwin, William M	Faculty	Baccalaureate Programs HEC	8/1/2019 - 7/24/2020
Muehl, Nathan	Chair, Humanities & Fine Arts	Humanities & Fine Arts SPG	8/1/2019 - 7/31/2020
Hesting, John P	Faculty	Provost Office TS	7/29/2019 - 7/24/2020
Hoogewerf, Sally A	Faculty	Provost Office TS	7/29/2019 - 7/24/2020
Segall, Sherry A	Faculty	Provost Office TS	7/29/2019 - 7/24/2020

SUPPLEMENTAL Temporary			
Name	Title	Department/Location	Effective Date
Cutlip, Paul G	Faculty - supplemental	College of Education TS	8/19/2019
Gonzalez, Eduardo J	Faculty - supplemental	Humanities & Fine Arts SE	6/3/2019
Gonzalez, Eduardo J	Faculty - supplemental	Humanities & Fine Arts SE	6/3/2019
Suhr, Lori A	Adjunct Faculty, HTF Nursing	Nursing HEC	8/19/2019

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Phornmana, Linda N	Adjunct Faculty	Business Administration SE	8/19/2019
Chicles, Ariane B	Adjunct Faculty	College of Computer & InfoTech SPG	8/19/2019
Westmoreland, John P	Adjunct Faculty	Ethics SPG	6/17/2019
Ajazi, Erida	Adjunct Faculty	Foreign Language TS	8/19/2019
Souza, Bethany M	Adjunct Faculty	Humanities & Fine Arts CL	8/19/2019
Brown, Kyle J	Adjunct Faculty	Humanities & Fine Arts SE	6/17/2019
Goodwyn, Scott J	Adjunct Faculty	Mathematics TS	6/17/2019
Alberts, Amelia H	Adjunct Faculty	Natural Science CL	8/19/2019
Trevisani, Richard D	Adjunct Faculty	Natural Science TS	8/19/2019
Carhart, Lindsay T	Adjunct Faculty	Physical Therapist Asst HEC	8/19/2019
Scotch, Melissa D	Adjunct Faculty	Social & Behavioral Science CL	8/19/2019
Marshall, Steve	Adjunct Faculty	Social & Behavioral Science SP	6/17/2019
Lin, James Y	Adjunct Faculty	Social & Behavioral Science TS	8/19/2019

Ball, Ray L	Adjunct Faculty	Veterinary Technology VT	8/19/2019
Fletcher, Eric A	Adjunct Faculty, Bach	Baccalaureate Programs EPI	8/19/2019
Allen, Kari A	Adjunct Faculty, Bach	College of Education TS	8/19/2019
Maine, Colleen A	Adjunct Faculty, Bach	College of Education TS	8/19/2019
Sullivan, Kathleen D	Adjunct Faculty, HTF Nursing	Nursing HEC	8/19/2019
Dillard, Chandra D	Adjunct, Dual Enrollment	Early College/Dual Enrollment SE	8/19/2019
DiMaggio, Jared M	Adjunct, Dual Enrollment	Early College/Dual Enrollment AC	8/19/2019
Freeman Jr, Raymond C	Adjunct, Dual Enrollment	Early College/Dual Enrollment AC	8/19/2019
Vigoa, Javier	Adjunct, Dual Enrollment	Early College/Dual Enrollment SE	7/1/2019
Benito Elias, Cristian	OPS Career Level 1	Academic & Student Affairs CL	6/17/2019
Owen, Sarah R	OPS Career Level 1	Associate Provost Office SPG	6/17/2019
Reed, Natasha L	OPS Career Level 1	Associate Provost Office SPG	6/17/2019
Smith, Cordasheu S	OPS Career Level 1	Provost Office TS	6/20/2019
Gallagher, Shane D	OPS Career Level 2	Engineering Technology CL	6/10/2019
Milford, Jennifer N	OPS Career Level 2	Engineering Technology CL	7/8/2019
Hendrickson, Aren N	OPS Career Level 4	Learning Resources SPG	7/22/2019
Medina, Iliia D	OPS Career Level 5	Academic & Student Affairs DT	7/22/2019
Quillinan, Nicole C	OPS Career Level 5	Academic & Student Affairs CL	5/28/2019
Solomon, Alisa L	OPS Career Level 5	Academic & Student Affairs HEC	6/10/2019
Radtke, Kelsey M	OPS Career Level 5	Dental Hygiene HEC	6/8/2019
Warmouth, Sarah	OPS Career Level 5	Engineering Technology CL	7/22/2019
Voliton, Bryan	OPS Career Level 5	Humanities & Fine Arts SE	6/15/2019
Cowling, Chad A	OPS Career Level 5	Instructional Television SE	6/24/2019
Bruns, Jeffrey S	OPS Career Level 5	Provost Office CL	7/22/2019
Fleshman-Cantey, Rebecca S	OPS Career Level 6	Accessibility Services/VEA CL	6/1/2019
Jaglal, Cheyenne S	OPS Career Level 6	Leepa/Rattner Museum TS	7/22/2019
Hart, Robyn D	OPS Teaching Asst/Interpreter	Accessibility Services CL	6/10/2019
Alonso, Isaiah D	Professional Trainer	Criminal Justice AC	7/15/2019
Fuentes, Lionel C	Professional Trainer	Criminal Justice AC	7/15/2019
Minnerly, Kevin	Professional Trainer	Fire Sciences AC	8/19/2019

TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES			
Name	Title	Department/Location	Effective Date
Kruger, Amy	Instructor	Dental Hygiene/HEC	09/19/2019 - 09/28/2019

Destination: Montego Bay, Jamaica

The purpose of this trip is to lead SPC students on a study abroad program to Jamaica. A total of eleven (11) students are enrolled in the program and will receive credit in DEH 2702C - Community Dental Health Practicum. The program is facilitated by Professor Kruger and Great Shape Inc 1,000 Smiles Project. The College will benefit by providing an educational and cultural learning experience to students.

Estimated cost to the College is \$2,495.46.

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


ND05302019



St. Petersburg College
Board of Trustees Meeting
August 2019

Physical Footprint

Brian Miles
VP, Administration, Finance & Technology



District Office - Overview

Statistics of DO:

- Purchased building October 2005
 - Purchase Price = \$6,112,562.00
 - \$1,500,000.00 – PECO Dollars
 - \$ 390,947.63 – Foundation
 - \$4,221,614.37 – Unrestricted Fund 1x
- Occupied building late 2006/early 2007
- Approximately 180 Employees
- 16 Departments/Functions
 - Administration, Admissions and Records, Business Office, Budgeting, Data Management, Foundation, Human Resources, Events Planning, Financial Aid, Information Technology, Marketing, Online Advising, Presidents Office, Project management, Security, Warehouse
- Gross Square Feet = 79,100 sq. ft.
- Warehouse Space = 15,633 sq. ft.
- Approximately 6.6 acres



Footprint Reduction

Benefits:

- Reduction in operation and energy costs (approx. \$550,000 per year)
- Savings on future building maintenance costs
- Improve room utilization
- Increase department synergies and improve efficiency
- Reduce reliance on legislative funding for new buildings by repurposing existing spaces



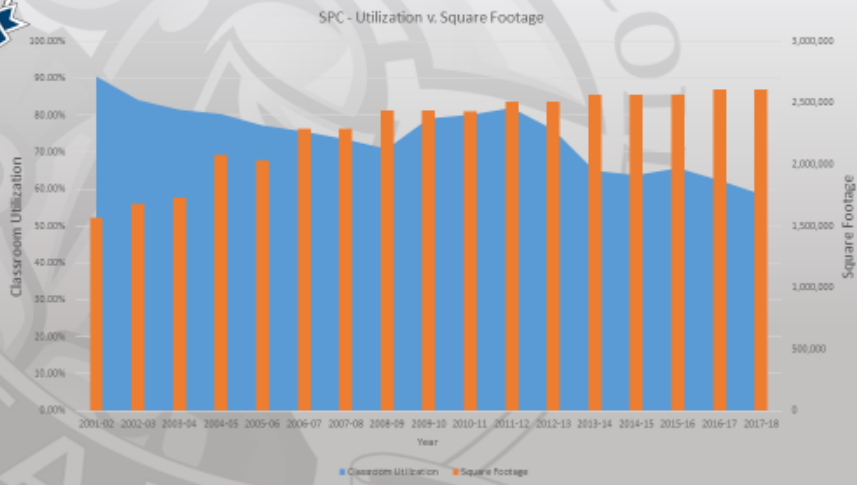
Why District Office?

Selection Reason:

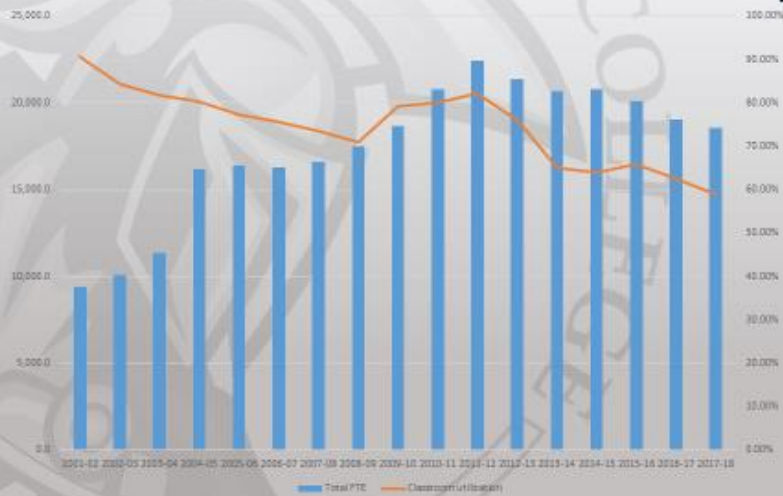
- Building is approaching 25-year construction life cycle
- Capital investment required in the near future
- Strictly occupied by Administrative staff
- Student classes or schedules not impacted
- Property is marketable
- Overbuilt office space –26% office spaces vacant
- Data center under-utilized

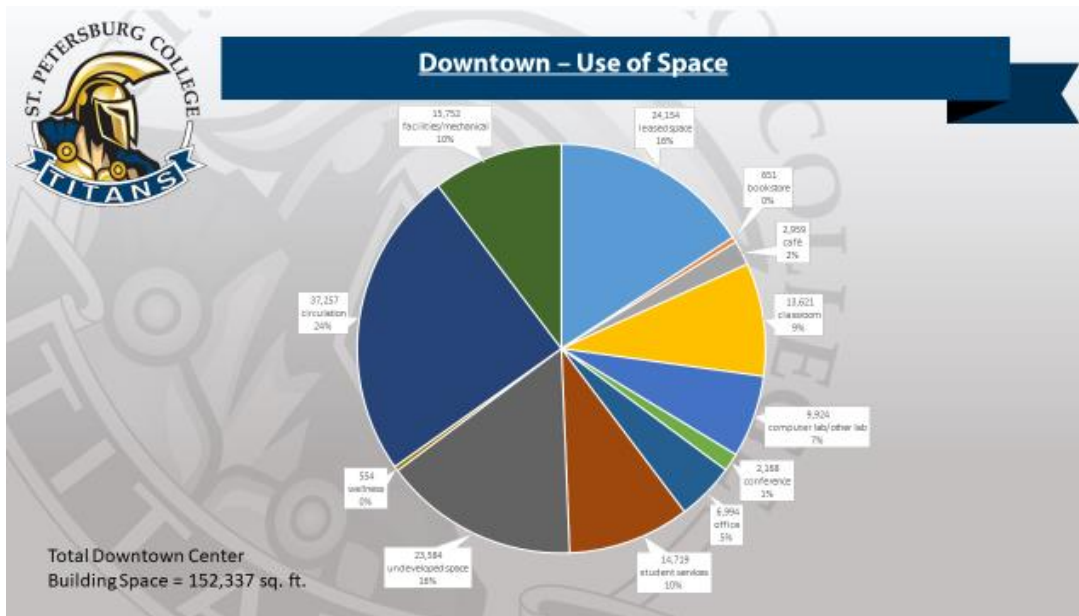


Average Utilization compared to Square Footage



Enrollment v. Utilization





ST. PETERSBURG COLLEGE
TITANS

Sale v. Lease

Sale:

- Use funds for migration renovations
- Use excess funds, if any, for other capital improvement projects
- Reduce footprint and increase utilization

Lease:

- Continue to serve as landlord
- Little or no funding for migration renovations
- Market value for rent approx. \$18.00/sq. ft. x 67,000 sq. ft. (rentable space) - \$1,206,000 annually
 - Less lease commission, less tenant improvement allowance (estimated \$201,000-\$268,000 per year), less utilities (approx. \$550,000 per year), less building maintenance



August Board of Trustees Requested Action

- 1) Approval of Spot Survey #2, Version 7 Recommendation #1.007, Disposal of real property, consisting of District Office, Facility #706 (Site 1)**
- 2) Resolution – The Board of Trustees declares the District Office as unnecessary for educational or ancillary purposes and authorizes termination of said property**

August 20, 2019

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: Tonjua Williams, President

SUBJECT: Workforce Institute

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

Workforce Institute, Business and Finance: Added six new online courses to expand and enhance current course offerings.

- LDS0324 Leadership Essentials
- PRJ0103 Online CAPM Certification Exam Preparation Course
- BSF0402 Essentials of Marketing
- BSF0403 Foundations of Strategic Planning
- BSF0404 Improving Writing Skills in the Workplace
- BSF0405 Learning to Communicate Effectively

Workforce Institute, Business and Finance: Changed one course for a revision in course description and contact hours.

- BSF0400 Certificate in Digital Media Marketing

Workforce Institute, Manufacturing: Added one new online certification test preparation course.

- MNF0051 Certified Production Technician (MSSC-CPT) Online Test Prep

Workforce Institute, Technology: Added 13 new online courses to expand and enhance current offerings.

- HDW0801 CompTIA A+ Combined Certification Online
- HDW0803 CompTIA Network+ Certification Online
- HDW0805 CompTIA Security+ Certification Online
- HDW0807 CompTIA Linux+ Certification Online
- HDW0808 CompTIA A+ Certification Training for Exam 1001 Online
- HDW0809 CompTIA A+ Certification Training for Exam 1002 Online
- NWT0981 Cisco CCNA Fundamentals (CCENT) Certification Online
- NWT0983 Cisco CCNA Routing & Switching ICND2 Certification Online
- DKP0960 Adobe Photoshop CC Fundamentals Online
- DKP0961 Adobe InDesign CC Fundamentals Online
- PRG0810 Microsoft Windows PowerShell Online
- PRJ0910 Microsoft Project Fundamentals Online

- CMP0810 Microsoft Office Core Productivity Online – Full Suite

Workforce Institute, Technology: Added eight new courses to expand and enhance current offerings. These courses are a restructuring of prior Workforce Institute IT course offerings.

- HDW0800 CompTIA A+ Combined Certification – Blended
- HDW0802 CompTIA Network+ Certification – Blended
- HDW0804 CompTIA Security+ Certification – Blended
- HDW0806 CompTIA Linux+ Certification – Blended
- NWT0980 Cisco CCNA Fundamentals (CCENT) Certification – Blended
- NWT0982 Cisco CCNA Routing & Switching ICND2 Certification – Blended
- PRG0800 iOS Application Development Fundamentals Certification
- CMP0811 Microsoft Office One-on-One Customized Training

Workforce Institute, Technology: Changed two courses to increase registration fee and add certification preparation.

- WSD0911 Programming in HTML5 with JavaScript and CSS3 Certification
- WSP0921 CIW JavaScript Specialist Advanced Certification

Workforce Institute, Technology: Consolidated three course offerings into a single comprehensive course.

- WSD0950 WordPress Fundamentals and Beyond!

Workforce Institute, Allied Health: Added two new courses consolidating curriculum, one new course for program certification preparation, two new courses updating curriculum and increasing registration fees, and one new hybrid course offering.

- HHP0492 Certified Clinical Medical Certification Express 10 Week
- HHP0493 Certified Clinical Medical Assistant 12 Week
- HHP0560 Certified Clinical Medical Certification Prep
- HHP0268 PICC Clinical 2-Day
- HHP0269 PICC Clinical 3-Day
- HHP0516 Certified Phlebotomy Technician Program


Workforce Institute, Allied Health: Changed three courses to revise curriculum and contact hours, and increase registration fees.

- HHP0301 RN Refresher/Remediation Program – 407 Hours
- HHP0426 Certified Clinical Medical Assistant 16 Week
- HHP0486 Certified Orthotic Fitter Course

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Juvenile Welfare Board – Children’s Literacy Instruction and Maintenance Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees’ approval, to the Juvenile Welfare Board, by the YMCA of Greater St. Petersburg, in support of the Children’s Literacy Instruction and Maintenance program. Permission is sought to accept an estimated \$240,000 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.

The purpose of the Children’s Literacy Instruction and Maintenance Grant is to deliver quality year-round literacy programming to children in Pinellas County. This funding is intended to target unserved or underserved children (under 18). SPC is proposing to partner with the YMCA of Greater St. Pete (lead applicant) to provide Literacy Maintenance programming to middle and high school students currently served by programs at the College such as College Reach Out Program, Centers of Excellence, Operation Graduate, and Summer Bridge.

Funding will support a dedicated Pre-College Literacy staff person to work with program personnel to develop and deliver contextualized literacy curriculum and activities as an enhancement to current efforts. The goal of this program will be to increase the number of participants progressing to the next grade level, helping to ensure these participants are college ready prior to high school graduation. Additionally, as part of the grant, SPC’s College of Education will work with the YMCA’s literacy staff and volunteers to provide professional development. Training related to the grant will be focused on age appropriate pedagogy and cultural competency that addresses the needs of the target population. Training for literacy personnel and volunteers will also include principles of Culturally Responsive Teaching that acknowledges, responds to, and celebrates culture and offers equitable access to education for students from all cultures.

The estimated period of performance will be from October 1, 2019 through September 30, 2021. The total project budget is projected to be \$1,572,000, of which the College anticipates receiving the \$240,000. See attached Information Summary for additional information.

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

Attached

ks0726193

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

Date of BOT Meeting: August 20, 2019

Funding Agency or Organization: Juvenile Welfare Board

Name of Competition/Project: Children’s Literacy Instruction and Maintenance Program

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 10/1/19 **End:** 9/30/21

Administrator: Jamelle Conner

Manager: Misty Kemp

Focus of Proposal:

Led by the YMCA of Greater St. Petersburg (YGSP), this program will expand their current YREADS program to address the literacy needs of youth in Pinellas County. The YREADS program is designed to provide reading remediation services to the bottom quartile of readers in grades K-8. Seeking to expand this reach and address literacy maintenance needs for students in middle and high school, YGSP will partner with SPC to leverage the College’s current interactions with this target population, as well as subject matter expertise on the delivery of reading education through the College of Education.

For SPC’s part in this program, the College will target unserved and underserved middle and high school students throughout Pinellas County who are in need of literacy support. The College will align these efforts with its successful history of providing programming to this population through programs such as College Reach Out Program, Centers of Excellence, Operation Graduate, and Summer Bridge. As part of this grant, SPC will partner with the YGSP to provide Literacy Maintenance programming for middle and high school students currently served by these programs. The goal of this program will be to increase the number of participants progressing to the next grade level, ensuring that they are college ready prior to graduation.

Additionally, SPC’s College of Education will work with the YGSP’s literacy staff and volunteers to provide professional development. Training for literacy personnel and volunteers will include principles of Culturally Responsive Teaching that acknowledges, responds to, and celebrates culture and offers equitable access to education for students from all cultures.

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	\$ 153,086
Fringe	\$ 53,664

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: CareerSource Florida, Inc. – Quick Response Training Grant – Electronic Precepts

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the Quick Response Training grant opportunity on behalf of Electronic Precepts, Inc. Permission is sought to accept an estimated \$23,990 in funding over a one-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.

Quick Response Training (QRT) grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for QRT grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board.

Founded in 1980, Electronic Precepts, Inc. has expanded its focus from electronics distribution to offer full ODM Services around the world. The company is projecting over \$10 million in sales this year. Funding provided through the QRT grant will assist with training of up to 20 new positions such as Electronics Engineer, Project / Account Manager, Finance Manager and Quality Manager / ISO Compliance Officer. The overall training objectives are to train new engineers to design, assemble, and troubleshoot on various tasks for the organization. SPC Workforce Institute will provide consulting and fiscal agent services to Electronic Precepts over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from August 1, 2019 through July 31, 2020. The total project budget is projected to be \$23,990 over a one-year period. Of this amount, the College anticipates receiving approximately \$1,200 (5%) for its services over the same period. See attached Information Summary for additional information.

Andrea Henning, Executive Director of Collaborative Labs, Workforce Institute and Customized Training and Professional Development; and Suzanne L. Gardner, General Counsel, recommend approval.

Attachment

jm0722192

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

Date of BOT Meeting: August 20, 2019

Funding Agency or Organization: CareerSource Florida, Inc.

Name of Competition/Project: Quick Response Training (QRT) –
Electronic Precepts, Inc.

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/19 **End:** 7/31/20

Administrator: Andrea Henning

Manager: Mary Schock

Focus of Proposal:

St. Petersburg College's Workforce Institute Training Office will serve as the fiscal agent for Electronic Precepts, Inc. in the implementation of the Quick Response Training (QRT) Program. Electronic Precepts will train approximately 20 of its newly hired employees to design, assemble, and troubleshoot on various tasks for the organization, thereby increasing productivity. SPC's Workforce Institute will assist Electronic Precepts with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

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.)

Subcontract to Electronic Precepts	\$ 22,790
Indirect Costs (5%)	<u>\$ 1,200</u>
Total Budget	\$ 23,990

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 23,990
Total amount from funder:	\$ 23,990
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> 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:

Values:

1. Community Focus
2. Growth & Empowerment

Strategic Initiatives:

1. Align County-Wide Priorities and Needs
2. Increase Strategic Connections by Partnering with Businesses

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: CareerSource Florida, Inc.–Quick Response Training Grant – Power Design, Inc.

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to CareerSource Florida, Inc., by St. Petersburg College for the Quick Response Training (QRT) grant opportunity on behalf of Power Design, Inc. Permission is sought to accept an estimated \$2,897,799 in funding over a one-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.

Quick Response Training (QRT) grants provide funding for customized training to new or expanding businesses. Through this customer-driven program, Florida is able to effectively retain and attract businesses creating new high-quality jobs in targeted industries. Businesses are required to apply for QRT grants through a community college, area technical center or state university, in partnership with the local economic development organization and workforce board.

Power Design, Inc. was founded in 1989 and is a full service electrical subcontractor company based in St. Petersburg, Florida, and licensed in 19 states. Power Design's capabilities include design build and value engineering services, low voltage systems, fire alarms, security, structured wiring, telephone, cable head end systems, and controlled access. QRT grants will assist in training up to 230 new employees to deliver optimal solutions to meet clients' needs. The projected growth will pay an average annual wage well over the local and state private sector in the State of Florida over the next year. SPC Workforce Institute will provide consulting and fiscal agent services to Power Design over the one-year program. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

The estimated period of performance will be from August 1, 2019 through July 31, 2020. The total project budget is projected to be \$2,897,799 over a one-year period. Of this amount, the College anticipates receiving approximately \$137,990 (5%) for its services over the same period. See attached Information Summary for additional information.

Andrea Henning, Executive Director of Collaborative Labs, Workforce Institute and Customized Training and Professional Development; and Suzanne L. Gardner, General Counsel, recommend approval.

Attachment

jm0731192

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

Date of BOT Meeting: August 20, 2019

Funding Agency or Organization: CareerSource Florida, Inc.

Name of Competition/Project: Quick Response Training (QRT) - Power Design, Inc.

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/19 **End:** 7/31/20

Administrator: Andrea Henning

Manager: Mary Schock

Focus of Proposal:

St. Petersburg College’s Workforce Institute Training Office will serve as the fiscal agent for Power Design, Inc. in the implementation of the Quick Response Training (QRT) Program. Power Design will train approximately 230 of its newly hired employees to design, assemble, and troubleshoot on various tasks for the organization, thereby increasing productivity. SPC’s Workforce Institute will assist Power Design with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. SPC will receive approximately 5% of the grant request to cover these costs. SPC will also be able to provide potential training and consulting services outside of the grant at the full corporate training fee.

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.)

Subcontract to Power Design	\$ 2,759,809
Indirect Costs (5%)	<u>\$ 137,990</u>
Total Budget	\$ 2,897,799

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 2,897,799
Total amount from funder:	\$ 2,897,799
Amount/value of match:	Cash: N/A In-kind: N/A

Required match or cost sharing:	No <input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/>	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:

Values:

1. Community Focus
2. Growth & Empowerment

Strategic Initiatives:

1. Align County-Wide Priorities and Needs
2. Increase Strategic Connections by Partnering with Businesses

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: The Kresge Foundation – Advancing Student Transportation Solutions

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to The Kresge Foundation in support of the Advancing Student Transportation Solutions Planning Grant. Permission is sought to accept an estimated \$50,000 in funding over a one-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 Kresge Foundation is seeking to support partnerships between transit agencies or mobility companies, higher education institutions, and/or other entities seeking to address transportation barriers impacting student success, within targeted cities. Within this funding opportunity are several tracks including planning, implementation, and research grants. SPC is partnering with Pinellas Suncoast Transit Association (PSTA), the City of St. Petersburg, St. Petersburg Chamber of Commerce, the Tampa Bay Local College Access Network, Community Foundation of Tampa Bay, Unite Pinellas, and Forward Pinellas to comprehensively examine transit access for SPC students, with specific emphasis on the campuses located in the City of St. Petersburg. This planning project will be driven by the goals to: 1) examine city-specific transit barriers for low-income students and students of color; 2) identify gaps and potential for synergies in partners' current and planned transit initiatives; and 3) develop targeted and feasible solutions to enhance the connection between residents and campuses. Funds will support cross-sector meetings, documentation of demand and use of existing transportation options, and data collection on students' transportation needs. Implementation grants will be considered at the end of successful planning grants.

The estimated period of performance will be from October 1, 2019 through September 30, 2020. The total project budget is projected to be \$50,000, of which the College anticipates receiving the full amount. See attached Information Summary for additional information.

Jamelle Conner, Vice President of Student Affairs; Suzanne L. Gardner, General Counsel; Tashika Griffith, Provost, Downtown/Midtown, and Leslie Hafer, Provost, St. Petersburg/Gibbs, recommend approval.

Attached

ks0731192

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

Date of BOT Meeting:	August 20, 2019	
Funding Agency or Organization:	The Kresge Foundation	
Name of Competition/Project:	Advancing Student Transportation Solutions	
SPC Application or Sub-Contract:	SPC Application	
Grant/Contract Time Period:	Start: 10/1/19	End: 9/30/20
Administrator:	Janelle Conner	
Manager:	Tashika Griffith	

Focus of Proposal:

To address transit barriers hampering educational access within St. Petersburg, SPC will partner with Pinellas Suncoast Transit Authority (PSTA), the City of St. Petersburg, Forward Pinellas, Chamber of Commerce, and St. Pete Works. This group, the St. Pete Campus Connect Partnership (SPCCP), will look comprehensively at transit access to the four SPC campuses located in the City of St. Petersburg. This planning project will be driven by the goals to: 1) examine city-specific transit barriers for low-income students and students of color; 2) identify gaps and potential for synergies in partners' current and planned transit initiatives; and 3) develop targeted and feasible solutions to enhance the connection between residents and campuses.

To meet these goals, SPCCP will conduct significant public engagement via surveys and focus groups to identify barriers specific to the needs of the targeted populations such as low-income residents/prospective students, current and former students, and employers/businesses. The focus of this process is to discern how transportation barriers may contribute to an individual's choice to enroll, or continue, in post-secondary education, not only as it pertains to transportation to and from SPC campuses, but challenges they may face commuting from school to work, child care, social services, and other obligations. The project will culminate in a 'data walk half-day retreat' at which stakeholders work collaboratively to develop a plan which: 1) identifies transportation barriers specific to post-secondary education in the community, and 2) presents actionable recommendations for next steps.

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	\$	2,000
Fringe	\$	400
Materials and Supplies	\$	1,000
Meeting/Conferences	\$	4,500

Consultant	\$ 42,100
Total Budget	\$ 50,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 50,000
Total amount from funder:	\$ 50,000

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):2.	1. Recruitment and Retention Plan
	2. Community Focus

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Florida Department of Education—Tampa Bay Consortium College Reach Out Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Tampa Bay Consortium College Reach Out Program (CROP). Permission is sought to accept an estimated \$196,950.64 in funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The goal of CROP is to provide academic support services and enrichment programs to middle and high school students who have the potential to complete college but may not have the skills and/or knowledge necessary to do so without additional support. As a regional initiative, CROP provides support and academic services to approximately 546 low income, educationally disadvantaged students in grades 6-12 across Tampa Bay, reaching 30 middle and 38 high schools in four counties. CROP's goal is to increase the number of such students, particularly minorities, who will qualify for and complete postsecondary education. The Tampa Bay Consortium's CROP, now in its 27th year, consists of: The University of South Florida; Hillsborough Community College; State College of Florida, Manatee-Sarasota; and St. Petersburg College. St. Petersburg College serves as the fiscal and tracking agent for the Consortium and oversees the entire funding awarded to the Consortium.

The estimated period of performance will be from August 1, 2019 through July 31, 2020. The total project budget is projected to be \$196,950.64 over a one-year period. Of this amount, the College anticipates receiving approximately \$49,570.56 for its services over this same period. See attached Information Summary for additional information.

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

Attachment

jm0731192

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

Date of BOT Meeting: August 20, 2019

Funding Agency or Organization: Florida Department of Education

Name of Competition/Project: Tampa Bay Consortium College Reach Out Program (CROP)

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/19 **End:** 7/31/20

Administrator: Misty Kemp

Manager: La Crecia Wright

Focus of Proposal:

The College Reach Out Program is a consortium of Hillsborough Community College; State College of Florida, Manatee-Sarasota; The University of South Florida; and St. Petersburg College serving as fiscal agent. The Consortium provides academic support services and enrichment programs to middle and high school students who have the potential to complete college, but may not have the skills and/or knowledge necessary to do so without additional support. The goal is to increase both high school graduation rates and post-secondary enrollment rates for these students. The program will serve approximately 546 students in grades 6-12, providing the following services: 1) year-round, supplemental academic instruction, including summer enrichment programs and a summer residential program at USF; 2) student and parent workshops on topics pertinent to post-secondary enrollment, such as financial aid and course sequencing; and 3) supportive student services, including one-on-one mentoring and activities such as campus tours and cultural outings, to ensure students have access to every resource available to promote their success in high school and motivation toward post-secondary education.

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	\$ 25,259.00
Fringe	\$ 3,894.00
Travel	\$ 17,000.00
Printing and Supplies	\$ 1,783.56
Other (Workshops, Teachers, and Fees)	\$ 1,634.00
Contractual (Consortium Partners)	<u>\$ 147,380.08</u>
Total Budget	\$ 196,950.64

Funding:

Total proposal budget: (includes amount

requested from funder, cash and in-kind matches listed below) \$ 749,419.64
 Total amount from funder: \$ 196,950.64 (SPC's Portion - \$49,570.56)

Amount/value of match: Cash: \$435,285
 (SPC's Contribution - \$105,252)

In-kind: \$117,184
 (SPC's Contribution - \$406)

Required match or cost sharing: No Yes X
 Voluntary match or cost sharing: No Yes X
 Source of match/cost sharing: Staff and program funds, room and facility usage
 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. Community Focus
2. Equity
3. Student Success

Strategic Initiative(s):

1. Enhance Internal and External Support for Students
2. Increase Strategic Connections through Partnerships with Educational Institutions
3. Be a Catalyst for Positive Change in the Community

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: Duke Energy—Workforce Development Grant

This informational memo provides a summary of a grant proposal that was submitted in collaboration by the St. Petersburg College Foundation and St. Petersburg College to the Duke Energy Foundation for the Promising Communities: Workforce Development funding opportunity. The grant will provide an estimated \$40,000 in funding over a one-year period for this proposal. If awarded, funding will be channeled under the direction of the SPC Foundation as a non-profit entity.

Duke Energy Foundation’s Powerful Communities: Workforce Development grants support initiatives tied to the improvement of the future energy workforce and outreach to underrepresented populations in energy. Duke Energy has been a long-time partner of the College and SPC Foundation in support of first-generation scholarships and approached the Foundation to apply for the Workforce Development funds. In response to needs identified in the energy workforce, SPC has developed the E²—Engineering in Energy program support a pathway model to ultimately boost the energy workforce by: 1) **increasing exposure to the Engineering Technology (ET) and Computer Aided Design (CAD) programs** through weekend community workshops that will introduce participants to basic CAD principles such as 3-D design and printing; 2) **supporting ET program retention and completion** by increasing tutoring staff and learning support availability; and 3) **scholarships for first-generation, underrepresented students in engineering** to complete their degree and enter the workforce. SPC will work with community partners such as the Urban League, the North Greenwood Community Center, and the Homeless Empowerment Project to recruit for the weekend workshops and the ET program. Scholarship funding included in this request would allow SPC to receive a 2:1 match from the State for first-generation students. Approximately 160 individuals will benefit from this program.

The estimated period of performance will be from August 1, 2019 through July 31, 2020. The total project budget is projected to be \$40,000 over a one-year period, of which the SPC Foundation anticipates receiving the full award amount.


Jesse Turtle, Vice President for Institutional Advancement and Executive Director, SPC Foundation; Suzanne L. Gardner, General Counsel; and Natavia Middleton, Dean of Natural Sciences and Engineering, recommend approval.

jm0731193

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Tutor.com, Inc.—Online Tutoring Services Agreement for Tutor.com

Approval is sought to continue the Master Agreement with Tutor.com, Inc., to provide for one-to-one online tutoring services to students enrolled in various courses. This Agreement will commence August 21, 2019 and continue through August 31, 2022. The annual base cost is \$166,660 for the first year (6,410 hours) and \$176,670 per year for years two and three of the agreement (6,795 hours per year). The anticipated cost to the College for this Agreement is \$520,000. This amount is based on 20,000 hours of Tutoring Services priced at \$26.00 per hour and includes waiver of licensing fees for the Tutor.com shared platform for the College to provide internal, one-to-one online tutoring to students and the Meeting Spaces platform for the College to provide internal, online group tutoring and conferencing to students (normally a \$30,000 fee for licensing).

Founded in 1998, Tutor.com has delivered over 17 million tutoring sessions since its inception—more than any other online tutoring service—and houses more than 3,000 highly qualified tutors. Tutor.com has been selected by some of the largest higher education institutions in the world and has been contracted by the Department of Defense, for a decade, to provide tutoring services to all active military personnel worldwide. With the goal of increasing student retention and enhancing learning through online tutoring, Tutor.com provides 24/7 on-demand tutoring in more than 80 subject areas through accessible online whiteboards, essay drop-off services, and other student-focused media. Tutor.com also provides an early notification system for academic concerns, a client dashboard for monitoring student usage, and a data analytics service for examining common problem areas in specific courses. Licensing use of Tutor.com shared platforms, included in the agreement, are to help promote greater online tutoring services offered by College personnel and to create future cost savings.

Tom Furlong, Acting Vice President, Academic Affairs; Brian Miles, Vice President, Administration, Finance & Technology; Suzanne L. Gardner, General Counsel; and Matthew Bodie, Executive Director, Learning Services, recommend approval.

mb0729194

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Contract renewal between St. Petersburg College and EdFinancial Services, LLC for Call Center Operations

Approval is sought to exercise the option to renew the agreement with EdFinancial Services, LLC to operate the College's Call Center Operations.

Since 2015, St. Petersburg College has outsourced its general advising, registration and financial aid call center operations. In 2017, St. Petersburg College issued Request for Proposal 04-16-17 and upon unanimous approval of the nine-member Evaluation Committee and consent of the Board of Trustees, negotiated a two-year contract with EdFinancial Services. The terms stated it was not to exceed \$1.4 million, and included a one-time cost of \$2,000 for training and set-up. The estimated annual call volume for the College was 125,000 and the agreement capped the annual inbound calls at that amount unless the College expressly authorized additional inbound calls. The agreement required EdFinancial Services to provide the College with monthly and weekly reports showing cumulative data of call volume. Additionally, the agreement included an option to renew for up to two one-year terms.

The contract with EdFinancial Services expired on June 30, 2019 and St. Petersburg College signed a two-month extension through August 31, 2019. St. Petersburg College seeks to further extend the agreement for the period of September 1, 2019 to June 30, 2020 under the same terms, notwithstanding a 2% cost per-call increase. Expenditures for the 12-months (July 1, 2019 through June 30, 2020) shall not exceed \$650,000. This not to exceed amount includes expenditures incurred during July and August 2019. Several different strategies have been implemented to reduce the amount of calls received.


Jamelle Conner, Vice President, Student Affairs, Patrick Rinard, Associate Vice President, Enrollment Services; and Suzanne Gardner, General Counsel, recommend approval.

sh0731192

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: National University of Health Sciences - Lease Agreement

Authorization is sought to enter into a new Lease Agreement with National University of Health Sciences (NUHS) for the period of July 1, 2019 through June 30, 2020. This authorization includes authority for the President to enter into any amendments, extensions or renewals of the foregoing lease, including, but not limited to, changes to the lease period, price per square foot, and space utilized.

The College proposes leasing space at the Health Education Center – East Annex, located at 7028 66th Street North to NUHS to house Faculty and Administrative offices in order to provide instruction for NUHS medical programs currently operating at the Health Education Center. The referenced office spaces are located in HEC, Bldg 64 – 100, 100A-C, 101, 102, 104, 105, 106, and 107.

The attached Agreement authorizes NUHS to lease 712 square feet of exclusive use space at a rate of \$8.00 per square foot and 541 square feet of common space at \$4.00 per square foot. Rent will be \$7,861.00 for the lease period.

The attached Agreement is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental and lease–purchase of educational facilities and sites, Section (1):

Prior to entering into or execution of any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.


Brian Miles, Vice President, Administration, Finance and Technology; Eric Carver, Provost, Health Education Center; Diana Wright, Acting Associate Vice President, Facilities Planning and Institutional Services; and Suzanne Gardner, General Counsel recommend approval.

Attachment

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: WorkNet Pinellas dba Career Source Pinellas - Lease Agreement

Authorization is sought to enter into a new Lease Agreement with WorkNet Pinellas dba Career Source Pinellas for the period of July 1, 2019 through June 30, 2020. This authorization includes authority for the President to enter into any amendments, extensions or renewals of the foregoing lease, including, but not limited to, changes to the lease period, price per square foot, and space utilized.

The College proposes leasing space at the Tarpon Springs Campus to WorkNet Pinellas for use of office space to provide career consulting services, training, education and recruiting for students. The referenced area consists of office space located in TS, Bilirakis Bldg, BB-060.

The attached Agreement authorizes WorkNet Pinellas to lease 3895 square feet of exclusive use space at the current Operating Cost of New Facilities (OCNF) rate of \$7.02 per square feet for one month (July 2019) and thereafter reducing office space to 130 square feet of exclusive use space at the current OCNF rate of \$7.02 per square foot for the remainder of the contract term (August 2019 - June 2020). Rent will be \$3,115.13 for the lease period.

The attached Agreement is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or execution of any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Brian Miles, Vice President, Administration, Finance and Technology; Eric Carver, Provost, Health Education Center; Diana Wright, Acting Associate Vice President, Facilities Planning and Institutional Services; and Suzanne Gardner, General Counsel recommend approval.

Attachment

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Approval of the St. Petersburg Collegiate High Schools (SPCHS, SP/G and SPCHS Tarpon Springs) Mental Health Assistance Opt-In Plan for 2019-20

Approval is sought for St. Petersburg Collegiate High Schools to Opt-In to the Pinellas County School District Mental Health Assistance Plan for the 2019-20 school year.

Senate Bill 7026, the Marjory Stoneman Douglas High School Public Safety Act, requires all schools to create and adopt a mental health plan to provide evidence-based mental health assistance for students. Governing Board approval of the plan is required by the State and District. Pinellas County School District has provided an option for charter schools to opt-in to the District plan in lieu of receiving a Mental Health Assistance allocation for the 2019-20 school year. The District plan meets the requirements required by statute. The required Opt-In form, with the signature of Chair Stonecipher, was submitted to the District to meet the deadline of June 24, 2019. The SPCHS SP/G and Tarpon Springs Opt-In forms were submitted on June 24, 2019, and subject to approval of the Opt-In Plan by the Board at the August 20, 2019, general meeting.

The Pinellas County School District Mental Health Assistance Allocation Opt-In Plan for 2019-20 is attached.

Tom Furlong, Vice President, Academic Affairs; Starla Metz, AVP, Collegiate High Schools; Raquel P. Giles, Principal, St. Petersburg Collegiate High School, SP/G Campus, and Ian Call, Principal St. Petersburg Collegiate High School, Tarpon Springs Campus recommend approval.

To guarantee consistency among all public schools within Pinellas county schools, we encourage all charters schools to opt in to the Pinellas County Schools Mental Health Plan. With the charter school mental health allocation funds, we can hire 1 full-time mental health student services staff and the following additional support can be offered if charter schools opt-in to the district plan:

Kognito- 1 hour web-based training

- Meets the requirements of 7030 that ALL staff must receive mental health training.
- This is a 1-hour online course that we will manage and support.
- Ensure there is a Kognito Champion at each school and that person is trained on the roll-out of the district's plan

Mental Health Awareness- to ensure all schools are actively working on their Mental Health PD and plan that is specific to their stakeholders:

- All principals will receive a specific link through survey monkey to a survey that asks them which of the trainings available in the district their staff have participated in within the past 3 years.
- Principals will receive the desegregated results of their school's survey. Results will guide their leadership team in the completion of the Mental Health and Wellness Planning Rubric for the 2019-2020 school year.
- Prevention Department will review your school's rubric and provide any feedback we may have for you, including the scheduling and facilitating of trainings specific to your plan. At the end of the first semester you will receive directions for assessing and reporting your progress.

Youth Mental Health First Aid

- Meets the requirements of SB 7030
- Provide 6-hour evidence-based training to Teachers, School staff, Parents at no cost
- Youth Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. This training gives adults who work with youth the skills they need to reach out and provide initial support to adolescents who may be developing a mental health or substance use problem and help connect them to the appropriate care. Training covers: Common signs and symptoms of mental illnesses in this age group, including: Anxiety, Depression, Eating disorders, ADHD, Common signs and symptoms of substance use. How to interact with an adolescent in crisis. How to connect the adolescent with help

Threat Assessments-

- Full time student service personal to support all charter schools. This person will:
- Provide technical assistance to support school staff, community partners and parents
- Serve as content specialist for Threat Assessment Procedures, flow chart and documentation forms. Will revise and update as needed per state statute
- Develop trainings and provide trainings to administrators, school teams, and community partners.
- Read and review every threat assessment report that is completed.
- Check to verify if a previous TA is on record and report this information to the administration.
- Provide feedback to the school team as appropriate about interventions or the TA report itself

- Review all "credible" TA reports with the PCS district TA team to obtain additional feedback, then provide the school administrator with the feedback (via e-mail)
- Maintain documents in district database (SSWIMS) for every TA report and interaction related to the report or situation including scanning documents and add to the record keeping electronic system

Drug/alcohol/vaping prevention-

- We provide education and support to families on the dangers of drug, alcohol and vaping.
- Specific presentation on Vaping: The Prevention Department along with community partners educate parents and students on the dangers of vaping. The mission is to alert parents of how this usage can impact their kids medically, educationally, and in many cases legally. SAC meeting, PTA meeting, or to discuss another way we can support your school.

Crisis Response

- Provide crisis response to any school level need.
- All responders will be national certified PREPaRe Trainers
- In the event there is a death by suicide, schools would receive "After a Suicide: A Toolkit for Schools"
- In the event there is a Baker Act Assessment and we receive the discharge paperwork, our BA Coordinator would reach out to the school admins to ensure there is communication.
- specific trainings can be offered at site if warranted

Child Find

Support schools in the child find. Charter Schools are responsible for meeting all child find requirements. District support includes CED contact through ESE department, and under the mental health plan, additional guidance and information sharing through prevention department may be provided regarding suspected mental health disorders.

Sandy Hook

- Start with Hello- Coordinate with all schools on the implementation of Start with Hello Program
- SAVE Clubs- Establish SAVE clubs at all Elem, Middle and High Schools, including a SAVE Champion. Ensure this Champion is trained and equipped to manage the clubs. This meets the requirement of SB 7030 Safety Clubs.
- Say Something Anonymous Reporting App (SS-ARS)- teaches youth and adults how to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others and Say Something, using our anonymous reporting system, BEFORE it is too late. This platform will take the place of K12-Anonymous Alerts as the district has terminated the contract as of June 30th.
 - Train all Middle and High school students on SS-ARS
 - Train all administrators on the system. Create school teams in the SS-ARS database prior to students being trained
 - Provide Technical Assistance
 - Tip Manager for all incoming TIP (ensure those that are life safety rise to the level of Threat Assessments)

Bullying Prevention/Olweus

- K12 Anonymous Alerts will be discontinued on June 30th.
- Safe teams 1 and 2 training.
- Olweus Bullying Prevention Program -OBPP is a universal, schoolwide effort involving all adults and students in a school community. The Program focuses on the school as a system, utilizing the 4 program components which include school, classroom, community, and individual level components.

LGBTQ Awareness and Support-

- Creating a Safe Learning Environment for our LGBTQ+ Students, Staff and Families Course. Participants will gain insight into the challenges facing LGBTQ youth, families and staff. Gain a better understanding of PCSB policies and practices that support the legal, ethical and safety needs of LGBTQ youth, families and staff. Participants will gain access to a wide variety of resources and support in creating a safe and civil environment for LGBTQ students as well as ALL students, families and staff. Students who feel accepted at school.
- Support (Gay Student Alliance) GSA's at the secondary level
- Stipend for GSA sponsors (\$500 for 1 year)
- Access to resource library for students, families and staff.


Additional Prevention, Intervention and training opportunities:

- Peer mediation- Peer Mediation is an interactive training done with students. Students are provided training on the skills that are needed to conduct a mediation. These skills include: active listening, paraphrasing, problem solving, and conflict resolution.
- Trauma Informed Care Training -This 3-hour training, participants will learn how trauma impacts student learning. In addition, they will learn how they can make their classroom and the school more trauma-sensitive. Specific interventions and strategies will be shared. Signs and symptoms of trauma in children will also be discussed.

August 20, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Spot Survey #2, Version 7 Recommendation #1.007, Disposal of real property, consisting of District Office, Facility #706 (Site 1),

Approval is requested for an amendment to the current Education Plant Survey for St. Petersburg College, dated June 30, 2017, adding Recommendation #1.007, Disposal of real property, consisting of District Office, Facility #706 (Site 1), located at, 6021 142nd Avenue North, Clearwater, FL 33760, as required by Section 1013.31, Florida Statutes.

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

RESOLUTION of the

BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE
St. Petersburg, Florida

WHEREAS, the College owns property known as District Office, Facility #706, (Site 1), located at 6021 142nd Avenue North, Clearwater, FL 33760; and

WHEREAS, said property is unnecessary for educational purposes, and recommended for disposal; and

BE IT THEREFORE RESOLVED, that pursuant to Section 1013.28, Florida Statutes, and Section 1.4(4), State Requirements for Educational Facilities – 2014, the Board of Trustees declares said property is unnecessary for educational or ancillary purposes; and authorizes the termination of said property.

Dated this 20th day of August, 2019

Nathan Stonecipher, Chair
Board of Trustees
St. Petersburg College

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

AMENDMENT #7

EDUCATIONAL PLANT SURVEY dated June 30, 2017
St. Petersburg College
August 20, 2019

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

The following new recommendations are made.

Site 1: District Office

Authority:

Pursuant to Section 1013.28(1), Florida Statutes, and Section 1.4(4), State Requirements for Educational Facilities – 2014, a board may dispose of land or real property, which is determined by resolution of the Board to be unnecessary for educational purposes, and if recommended in an educational plant survey.

Resolution:

The Board of Trustees of St. Petersburg College determined by resolution dated August 20, 2019, that Facility #706 (Site 1), located at 6021 142nd Avenue North, Clearwater, Florida, 33760, is unsatisfactory and unnecessary for educational purposes, and recommended for disposal.

Site 1: District Office/Epi Center


1.007 Dispose of real property, consisting of Facility #706 (Site 1), in the amount of 79,100 square feet, which has been determined by resolution of the Board of Trustees of St. Petersburg College to be unsatisfactory and unnecessary for educational purposes. This facility will be terminated from the Facilities Inventory of St. Petersburg College and will be disposed of in the manner prescribed by Chapter 274, Florida Statutes.

Approved by the Board of Trustees of St. Petersburg College on August 20, 2019.

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

August 20, 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. Affiliation Agreement with **AdventHealth Daytona Beach** to provide clinical experience for students in the Health Services Administration, Health Information Technology, CE Nursing and RN to BSN Nursing Programs. 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 Tom Furlong on June 11, 2019. Departments—College of Nursing, Health Sciences & CE Nursing
2. Affiliation Agreement with **Adventist Health System/Sunbelt, Inc. dba AdventHealth Orlando** to provide clinical experience at various AdventHealth locations for students in the Health Services Administration Program and for AdventHealth employees only in the CE Nursing and RN to BSN Nursing Programs. 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 Tom Furlong on May 13, 2019. Departments—College of Nursing, Health Sciences & CE Nursing
3. Affiliation Agreement with **Bayfront HMA Medical Center, LLC dba Bayfront Health St. Petersburg** to provide clinical administrative experience for students in the College's Information and Technology Management related programs. 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 April 3, 2019. Departments—Associate Provost's Office, SP/G; Information and Technology Management
4. Agreement with **Career Mosaic PVT, Ltd.** to partner to promote certain SPC degree programs to prospective students in the India. Career Mosaic will provide services such as marketing the program, providing a point of contact; assisting students with documentation and the application process; assisting SPC in resolving any student issues; and submitting

- invoices each semester. The Agreement will commence as soon as possible and continue for the period of one year. Based on an estimate of 5 students, the anticipated cost to the College for Career Mosaic's services over the one-year period of the Agreement is \$5,200; however, the cost will be offset by student fees. This item was approved by Anne Cooper on April 24, 2019. Department—Center for International Programs
5. Agreement with the **Exchange Students Service, Inc. (TESS USA)** to provide on-the-ground assistance to prospective students in Taiwan, Egypt, India, and Rumania regarding information and enrollment in SPC programs. TESS USA will also provide assistance in international recruitment efforts. The College agrees to pay TESS USA an amount of \$1,040 minus any required taxes, per enrolled student (20 days after the drop/add refund period). Such cost is offset by student fees for the program(s). The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Tom Furlong on May 23, 2019. Department—International Programs Office
 6. Agreement with **Florida Southwestern State College** to provide observation and practical experience for students in the Health Services Administration program to complete their final Capstone project to meet requirements for graduation. 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 Tom Furlong on May 10, 2019. Department—Health Services Administration
 7. Agreement with **Infusion Knowledge, Inc. (IK)** to continue to partner with the College to provide IV Therapy related education. The College will market IV Therapy and PICC clinical programs, place course content and materials on its Learning Management System, process student registrations and collect registration fees. IK will provide curriculum and course materials, provide certified/qualified instructors for clinical courses, and coordinate location to host clinicals. Although the exact revenue to the College is yet to be determined, based on anticipated enrollment, it is estimated that after a gross revenue of \$50,238 and expenses of \$31,060.50 the annual net revenue to the College will be approximately \$19,177. This item was approved by the President on May 24, 2019. Department—Workforce Institute/Allied Health
 8. Affiliation Agreement with **Lakeland Regional Health Systems, Inc. on behalf of Lakeland Regional Medical Center, Inc.** to provide learning experience to the College's Biomedical Engineering Technology students. The Agreement will commence as soon as possible and will continue from year to year unless terminated by either party. There is no cost to the College. This item was approved by Anne Cooper on March 27, 2019. Department—Engineering
 9. Agreement with **Luso-American Development Foundation (FLAD) – Study in Portugal Network (SiPN)** whereby 10 students and one accompanying faculty member will participate in a Portuguese study abroad FLAD program from June 14th through July 2, 2019. The program fee for students will come from student payments and scholarship funds from the Foundation. The program fee for the faculty member will be \$678.12 and be paid by the College. This item was approved by Anne Cooper on April 24, 2019. Department—Center for International Programs

10. Affiliation Agreement with **Manatee Memorial Hospital** to provide clinical experience to Respiratory Care students. 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 April 2, 2019. Department—Respiratory Care
11. Internship Agreement with **Maryland Institute College of Art (MICA)** whereby SPC, through its Fine and Applied Arts Program, will provide an internship experience for a 4-year MICA program student. There is no cost to the College. The Agreement will commence as soon as possible and continue through completion of the internship. This item was approved by Anne Cooper on April 24, 2019. Department—Fine and Applied Arts
12. Affiliation Agreement with **Orlando Health, Inc.** and its affiliates to continue 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 a period of two years. There is no cost to the College. This item was approved by Tom Furlong on May 10, 2019. Department—College of Nursing
13. Affiliation Agreement with **Pasco-Pinellas Hillsborough Community Health System, Inc. dba AdventHealth Wesley Chapel** to provide clinical experience to RN Remediation, Patient Care Technician, Physical Therapy Assistant, and Phlebotomy Technician students. 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 April 12, 2019. Departments—CE Health and Physical Therapist Assistant
14. Agreement with **Pinellas County Animal Services** to continue to provide animals to be used for the instruction of students enrolled in the College's Veterinary Technology Program. The County will pre-screen animals for health conditions and behavior characteristics to ensure they are appropriate for instructional use with SPC program students. The renewal 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 Tom Furlong on June 11, 2019. Department—Veterinary Technology
15. Affiliation Agreement with **Pinellas County School Board** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program. The Agreement will commence as soon as possible and continue through June 30, 2023. There is no cost to the College. This item was approved by Tom Furlong on June 3, 2019. Department—Physical Therapist Assistant
16. Agreement with the **Pinellas County Urban League, Inc.** whereby the College will provide access to certificate programs and Certified Nursing Assistant Training, and provide vocational evaluations for workforce development clients who are referred by PCUL. There is no cost to the College associated with this Agreement and any revenue would be from student fees assessed for those referred for training. The Agreement will commence as soon as possible and continue through February 28, 2020. This item was

approved by the President on April 26, 2019. Department—Workforce and Professional Development

17. Agreement with **SAI** whereby the College will become an SAI affiliate and SAI will provide ongoing communication and professional services through its offices in California and abroad for students participating in study abroad programs through SAI's Partner Schools in Italy, Spain and France. SAI will also provide opportunities for SPC faculty including the SAI Programs Faculty Fellowship, and program development, infrastructure and in-country logistical support for faculty-led and custom programs. The College will provide things such as advising students regarding study abroad opportunities, assisting with enrollment, including SAI Programs information on its website and promoting SAI Programs Faculty Fellowship on its website and via direct communications to faculty. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College for this Agreement. This item was approved by Anne Cooper on April 1, 2019. Department—Center for International Programs
18. Agreement with **AJ Selmon International, LLC, d/b/a U.S. College Connections** to partner to promote certain SPC degree programs to prospective students in the Netherlands. AJ Selmon International will provide services such as marketing the program, providing a point of contact; assisting students with documentation and the application process; assisting SPC in resolving any student issues; and submitting invoices each semester. The Agreement will commence as soon as possible and continue for the period of one year. Based on an estimate of 5 students, the anticipated cost to the College for AJ Selmon's services over the one-year period of the Agreement is \$5,200; however, the cost will be offset by student fees. This item was approved by Anne Cooper on April 24, 2019. Department—Center for International Programs
19. Affiliation Agreement with **Sentara Healthcare** and its affiliates 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 a period one year and thereafter renew annually, unless terminated. There is no cost to the College. This item was approved by Tom Furlong on June 11, 2019. Department—College of Nursing
20. Agreement with the **University of Central Florida (UCF)** that will allow SPC's A.A. and articulated A.S. students to pursue one of UCF's online Bachelor's programs and with 2+2+2 pathways, an online Master's degree is also achievable. The cost for UCF online students will be less expensive as students will not be accessing or charged for campus-based services. The Agreement will commence as soon as possible and continue for five years. Thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. This item was approved by Tom Furlong on May 10, 2019. Department—Institutional Effectiveness & Academic Services
21. Affiliation Agreement with the **U.S. Department of Veterans Affairs, Bay Pines VA Healthcare System**, 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 Tom Furlong on May 10, 2019. Department—College of Nursing

22. Agreement with **UStudy B.V.** to partner to promote certain SPC degree programs to prospective students in The Netherlands. UStudy will provide services such as marketing the program, providing a point of contact; assisting students with documentation and the application process; assisting SPC in resolving any student issues; and submitting invoices each semester. The Agreement will commence as soon as possible and continue for the period of one year. Based on an estimate of 5 students, the anticipated cost to the College for UStudy services over the one-year period of the Agreement is \$5,200; however, the cost will be offset by student fees. This item was approved by Tom Furlong on June 3, 2019. Department—Center for International Programs
23. Affiliation Agreement with **West Florida – PPH, LLC d/b/a Palms of Pasadena Hospital** to provide clinical experience to students in the Respiratory Therapy, Radiography, Physical Therapist Assistant, Health Services Administration and Emergency Medical Services Programs. 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 Tom Furlong on June 10, 2019. Departments—Respiratory Therapy, Radiography, Physical Therapist Assistant, Health Services Administration and Emergency Medical Services
24. Agreement with **Western Governor’s University** to allow WGU’s graduate Nursing students to obtain educational experience/fieldwork at the College as part of their requirements for graduation. WGU graduate students will observe and work with qualified faculty preceptors to complete their education program through experience and/or fieldwork in the faculty role in working with students in the Nursing Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by Tom Furlong on May 10, 2019. Department—College of Nursing

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

25. Agreement with **Development Dimensions International, Inc. (DDI)** whereby the College will purchase and resell DDI products and services to provide leadership training and development classes to corporate clients through the College’s Workforce Institute. The Educational Partners Master Products and Services Re-Seller Agreement will commence as soon as possible and continue for the period of five years. During the Agreement period, individual orders will be placed with DDI as needed through separate Statements of Work and the Purchase Order process. Although the exact cost to the College is yet to be determined, the anticipated costs per year are expected to be approximately \$26,000. These costs will be offset by client fees. Based on the foregoing cost estimate, after expenses, the College also anticipates receiving a revenue of approximately \$120,000 per year. This item was approved by the President on April 29, 2019. Department—Workforce Institute

26. Amendment to extend the Agreement with **EdFinancial Services, LLC** to continue to operate the College's Call Center through August 31, 2019. The cost to the College for this two-month extension will not exceed \$192,000. This item was approved by Brian Miles on behalf of the President on June 28, 2019. Department—Enrollment Services
27. Agreement with **i3 Group, LLC** to continue to provide the College with student loan management services to student borrowers. The i3 Group will use its best efforts to keep student borrowers in a current repayment status and remove delinquency to help student borrowers repay loans and deliver the lowest possible cohort default rate. More specifically, i3 Group will provide services such as student loan assistance; telephone, email and direct mail student borrower communications; reporting package information regarding repayment status; student borrower access to IonTuition and Webchat through the College's intranet portal; and loan record detail report analysis. The cost to the College for services under this Agreement is anticipated to be \$14,853 per month over a period of one year for a total anticipated cost to the College of \$178,236. This item was approved by the President on June 25, 2019. Department—Financial Assistance Services
28. Renewal Agreement with **Interfolio, Inc. fka Data180, LLC** to continue to allow access to its web-based Faculty 180 software designed to assist College faculty members with collecting and assimilating their teaching, researching and service activities and assist the administration in creating reports for internal decision-making. The Agreement will commence as soon as possible and continue for the period of three years. The cost to the College for Year 1 of the Agreement will be \$44,675 with a total cost for the three-year period of \$140,059. This item was approved by the President on April 8, 2019. Department—Instruction and Academic Affairs

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

29. Agreement with **Bachelor Degree Access Strategies, LLC** to provide professional consulting services and deliverables as agreed to by the parties. Professional services will include areas such as: 1) providing operational oversight of academic deans, administrators, faculty, staff and programs of the Academic Affairs department. During the transitional period, on an interim basis, consultant will be performing certain duties and responsibilities of the Vice President, Academic Affairs; 2) reviewing current organizational structure and recommending an alternative model supporting effective operational plan and policies; 3) providing leadership to obtain approval for new baccalaureate programs; 4) assisting the President in the development of a new job description for the chief academic role; and 5) providing monthly reports regarding services performed, deliverables completed, and other tasks that may be assigned. The Agreement will commence April 29, 2019 and continue through December 31, 2019. The cost to the College will be \$85,000 plus any travel reimbursements where preapproved. This item was approved by the President on May 5, 2019. Department—President's Office
30. Agreement with **Dynamic Security, Inc.** to provide Security Officer services college-wide when needed for the period of one year. The cost to the College for the one-year period is estimated to be \$62,000. The Agreement will commence July 1, 2019 and continue through

June 30, 2020. This item was approved by Brian Miles on June 24, 2019. Department—Security

31. Agreement with **EAB Global, Inc.** to continue to provide Community College Executive Forum Services to assist the College with its Research Repository for Student Retention, Persistence, and Success initiative. EAB's Community College Executive Forum Services will give the College unlimited access to the following services: In-Depth Best Practice Studies; Strategy Reports; Dedicated Advisor; Annual President's Roundtable; Leadership Summit; Hot Topic Webinars; Onsite Working Session; Diagnostic Tools, Dashboards, Customizable Presentation Decks, and Implementation Toolkits; Unlimited Access to EAB Experts; Ask EAB; Community College Insights; and EAB's Online Research Database. The Agreement will commence as soon as possible and continue through July 30, 2022. The cost to the College for this period will be \$81,605. This item was approved by Jamelle Conner on June 26, 2019. Department—Student Affairs
32. Agreement with **Florida Division of Emergency Management, Bureau of Recovery (FEMA)** that will provide the College with reimbursements for debris removal, emergency protective measures and the repair or replacement of disaster damaged facilities sustained during Hurricane Irma in September 2017. Currently, the College anticipates receiving an amount of \$59,831.71; however, there are additional pending items with FEMA that may also result in reimbursements in an amount that is yet to be determined. This item was approved by Brian Miles on June 19, 2019. Department—Facilities Planning/Institutional Services
33. Agreement with **Ovid Technologies, Inc.** to continue the subscription for various electronic products to support the Nursing, Health Services Administration, Dental Hygiene, and Veterinary Nursing Programs. The cost to the College for this Agreement will be \$78,468. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Brian Miles on May 10, 2019. Department—District Library
34. Agreement with **ProEducation Solutions, LLC** to continue to provide consulting services for Financial Assistance Services to assist in processing of student files selected for federal verification and SAP appeal reviews. The renewal Agreement will commence as soon as possible and will continue for the period of one year. The anticipated cost to the College for this Agreement period will be \$89,000. This item was approved Jamelle Conner on June 19, 2019. Department—Financial Assistance Services

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

35. Agreement with **AAA Club Alliance, Inc. f/k/a AAA Allied Group, Inc. an affiliated of AAA Auto Club South** to provide business related travel management services for the College. This contract is being "piggy backed" off of the Greater Orlando Aviation Authority's contract. The Agreement will commence July 1, 2019 and continue through June 30, 2020. The cost to the College is anticipated to be approximately \$10,000 - \$12,000 annually. This item was approved by Brian Miles on April 29, 2019. Department—Business Services

36. Agreement with **Allen, Norton & Blue, P.A.** to continue to provide legal services to the College from July 1, 2019 through June 30, 2020. The firm will provide services at an hourly rate of \$250 for attorneys and \$100 per hour for paralegals. This firm provides legal services associated with employment law issues. Although the total amount of this Agreement cannot be determined at this time, the expenditure approval sought is within the College's approved budgeted amount for Fiscal Year 2019-20. This item was approved by Suzanne Gardner on May 31, 2019. Department—General Counsel's Office
37. Agreement with **Apple, Inc.** to lease 27 iPads and associated equipment for the College's Information Systems Department. The lease is for the period of 48 months. The cost to the College for this lease is expected to be approximately \$19,434.92. 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 \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$19,435.92. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by Brian Miles on April 22, 2019. Department—Information Systems, AIS
38. Agreement with **Banquet Masters, Inc.** to continue to provide food service at the Tarpon Springs Campus for an additional year through June 30, 2020. There is no cost to the College associated with entering into this Agreement. The revenue to be received under this Agreement, which is determined by food sales, is yet to be determined but is estimated to be approximately \$15,000. This item was approved by Jamelle Conner on April 4, 2019. Department—Purchasing
39. Agreement with **Bristol Facilities Company** to provide temporary staff for the College on an as needed basis. The Agreement will commence on May 1, 2019 and continue for the period of one year. Thereafter, the Agreement will continue on a month-to-month basis unless terminated by either party with 30 days' notice. The exact cost to the College is yet to be determined based on staffing needs. This item was approved by Brian Miles on May 23, 2019. Department—Human Resources
40. Agreement with **Karin Carlan** to provide professional services to the College's Workforce Institute related to its separate agreement with Pinellas County for deliverables associated with the County's Project Management Planning initiative. Specifically, Ms. Carlan will provide consulting services to the County in order to redesign its Pinellas County Project Management Handbook. The cost to the College for this Agreement will be \$16,000. Costs will be offset by revenue from the County to the Workforce Institute to perform this task. The Agreement will commence as soon as possible and continue through project completion which is anticipated to be approximately 7 months. This item was approved by the President on May 7, 2019. Department—Workforce Institute
41. Agreement with **Courtesy Valet Corporation** to provide parking attendant(s) as may be needed for events held at the Palladium. Although the exact cost for this Agreement is yet to be determined, the anticipated expense for the Agreement period of July 1, 2019 through

June 30, 2020 is estimated to be \$20,000. This item was approved by Brian Miles on June 18, 2019. Department--Security

42. Evaluation Agreement (Proof of Concept) with **Datrium, Inc.** to evaluate/test the performance of the College's Virtual Desktop Infrastructure (VDI) using Datrium equipment. The evaluation is intended to determine the capabilities of the Datrium DVX solution and explore the potential use of Datrium to help meet the College's VDI storage objectives to achieve a more reliable and higher performing infrastructure. This evaluation will include validation of Datrium DVX functionality, ease of operation, compatibility with the College's current VDI environment, and greater performance and availability characteristics compared to the current infrastructure solution. The equipment evaluation/test period will be over approximately 60 days and will commence as soon as possible. The cost to the College for this Agreement will be \$16,700. This item was approved by Brian Miles on April 24, 2019. Department—Information Systems—AIS
43. Agreement with **DecisionWise, LLC** to administer a 360-degree Feedback Survey to identified College leaders including providing selected 360-degree Feedback services such as communication to selected leaders and identified participants, data and summary information, and training on the analytic tool for reporting purposes. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$15,500. This item was approved by Brian Miles on May 10, 2019. Department—Human Resources, Organizational & Employee Success
44. 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 December 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 June 13, 2019. Department—Collaborative Labs
45. Agreement with **Johnson Controls Fire Protection, LP f/k/a SimplexGrinnell** to provide fire alarm monitoring service at various locations collegewide. The Agreement will commence July 1, 2019 and continue through June 30, 2020. The cost to the College for this Agreement will be \$10,234.65. This item was approved by Brian Miles on June 14, 2019. Department—Facilities/In-house Construction
46. Agreement with **Lyrasis** for a renewal subscription to LexisNexis Academic service for use in the College's Paralegal Studies and Business Programs. The Agreement is from July 1, 2019 through June 30, 2020. The cost to the College for this Agreement will be \$23,618.46. This item was approved by Brian Miles on May 10, 2019. Department—District Library
47. Agreement with **Pinellas County** whereby the College agrees to make improvements to the County's Fire Training Center to build a firefighter training rehab area and the County

- agrees to reimburse the College in the amount of \$25,000 for these improvements. This Agreement was approved by Brian Miles on April 18, 2019. Department—Fire Science
48. Agreement with **ProEducation Solutions, LLC** to provide access to its ProDoc System that will allow students and parents to complete and e-sign school documents on any computer or smart device. This service will be available to the Financial Aid Office and SPC at large. ProEd will assist the College in developing electronic forms and procedures and protocols for information collected and stored. The College will provide VPN access to its network to integrate the electronic documents into the recipient document imaging and student information systems. The Agreement will commence July 1, 2019 and continue for the period of one year. The cost to the College for the Agreement will be \$20,000. This item was approved by Jamelle Conner on June 19, 2019. Department—Financial Assistance Services
49. Agreement with **Siegel Statistical Consulting and Software Services, LLC** to provide consulting services related to activities for the development and implementation of Project HEAL which is part of the Campus Suicide Prevention Grant. The Agreement will commence June 1, 2019 and will continue through project completion. The cost to the College for this Agreement is anticipated to be \$24,000. This item was approved by Jamelle Conner on May 9, 2019. Departments—Retention Services/Student Affairs
50. Agreement with **Sunburst Entertainment Group, LLC** to provide the use of the Tropicana Field and facilities for the College's graduation ceremony to be held May 17, 2019. The cost to the College for this Agreement is anticipated to be approximately \$31,986.47. This item was approved by Jamelle Conner on April 5, 2019. Department—Enrollment Services
51. Agreements with **Zhan Associates, Inc.** and **JTomik Investment Planning Group, LLC** to partner in conducting a Certified Financial Planner certification professional education program. Zahn Associates will provide course content, instructor training/certification, marketing and recruiting and be paid \$200 per student/per course. JTomik Investment Planning Group will provide course instruction and be paid \$2,090 per course for 6 of the 7 courses and \$2,475 for the final Capstone course (for 8-10 students). Although the total revenue associated with these agreements is yet to be determined, based on an estimate of 8-10 students taking all courses in the certification program, the gross revenue would be \$46,800. Expenses associated with this estimate would be \$11,200 for Zahn's services (8 students) and \$15,015 for course instruction by JTomik Investment Planning Group (8-10 students). Based on the foregoing estimate model, the College would anticipate a net revenue of \$20,585. These Agreements were approved by the President on April 26, 2019. Department—Workforce Institute
52. Agreement with **Zoom Video Communications, Inc.** to provide access to its system which will allow faculty to effectively hold online meetings and sessions with students. The Agreement provides for 150 annual accounts, 500 GB of cloud-based storage, support with integrating the system with the College's D2L Brightspace LMS, and ongoing support. The Agreement will commence as soon as possible and continue for the period of four years. The cost to the College will be \$10,100 per year for a total contract amount of

\$40,400. This item was approved by Brian Miles on May 22, 2019. Department—Online Learning and Services

Section E: Contracts below \$10,000

53. Dual Enrollment Agreement with **Admiral Farragut Academy, Inc.** (AFA) that will allow eligible AFA students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2019 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Tom Furlong on June 12, 2019. Department—Dual Enrollment/Early College
54. Agreement with **American Society of Composers, Authors and Publishers** (ASCAP) to continue the Music Licensing Performance Agreement for an additional year through June 30, 2020. The cost to the College to continue this Agreement for this period is estimated to be approximately \$6,900. This item was approved by Brian Miles on June 24, 2019. Department—Business Services, Accounting
55. 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, 2020. 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 \$2,500 and thereafter be approved on a quarterly basis through the Purchasing Change Order process. This item was approved by the President on June 13, 2019. Department—Collaborative Labs
56. Agreement with **Articulate Global, Inc.** to continue to provide access to the Articulate 360 Teams software that is used by Courtney Unger to continue the work of the Title III grant. The cost to the College for this Agreement will be \$649. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Brian Miles on May 7, 2019. Department—District Library
57. Agreement with **Augusoft** to provide SPC Lumens/D2L Integration customization. Augusoft will implement the customization software onto its Lumens Registration System used in the Workforce Institute. There is no cost to the College associated with this Agreement. This item was approved by the President on May 24, 2019. Department—Workforce Institute
58. Agreement with **Avidian Technologies, Inc.** for the continued use of CRM software in the Collaborative Labs, and other College departments as determined by the administration, that will allow for better coordination of client contact information. The Agreement will provide for 20 perpetual software licenses and standard maintenance and support. The

Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$5,599. Any additional team client on demand licenses would be billed at the rate of \$55/user per month. This item was approved by the President on June 13, 2019. Department—Collaborative Labs

59. Agreement with **Blackbaud, Inc.** to continue the subscription to Raiser's Edge fundraising software for use by the College's Foundation. The renewal will commence June 13, 2019 and continue through June 12, 2020. The cost to the College for this period will be \$9,480.62. This item was approved by Brian Miles on May 15, 2019. Department—Foundation Office
60. Agreement with **Broadcast Music, Inc. (BMI)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2020. The cost to the College to continue this Agreement for this period is estimated to be approximately \$7,000. This item was approved by Brian Miles on June 24, 2019. Department—Business Services, Accounting
61. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE Fidelis Lucina Simulator used in the College of Nursing. 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 \$6,458.40. This item was approved by Brian Miles on June 28, 2019. Department—College of Nursing
62. Dual Enrollment Agreement with **Calvary Christian High School (CCHS)** that will allow eligible CCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2019 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Tom Furlong on June 12, 2019. Department—Dual Enrollment/Early College
63. Agreement with **Career Dimensions, Inc.** to provide FOCUS 2 APPLY for use by prospective students. With FOCUS 2 APPLY, the College can provide a website for the public to complete an abbreviated version of the FOCUS2 Career inventories. The reporting tool will then allow for follow-up recruitment activities to discuss career interests and SPC programs. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$2,529. This item was approved by Anne Cooper on March 21, 2019. Department—Career Connections
64. 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 July 1, 2019 and continue through June 30, 2020. 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 \$3,500 and thereafter be approved on a quarterly basis through the Purchasing Change

Order process. This item was approved by the President on June 13, 2019. Department—Collaborative Labs

65. Agreement with **Competitive Edge Software, LLC dba Omnigo Software** to continue to provide a report writing database for use by College Security staff. The renewal Agreement will commence July 9, 2019 and continue for the period of one year; thereafter, the Agreement will continue for one-year periods unless terminated with 90 days' written notice. The cost to the College for the current period will be \$5,559.84. This item was approved by Brian Miles on June 14, 2019. Department—Security Services
66. Agreement with **Dubbot, LLC** for a service subscription to Dubbot quality assurance, accessibility, search engine optimization, and services for up to 5,000 web pages. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$3,500. This item was approved by Jesse Turtle on June 26, 2019. Department—Marketing & Strategic Communications
67. Agreement with **Duke Energy of Florida, LLC** that will provide Duke Energy with access to and use of the College's parking lots/empty parcels at various sites for staging areas or a base camp as part of Duke's disaster response contingency plans and activities. The College will approve any use beforehand and Duke will be responsible for security services and utilities at the staging site along with any damage caused to lots, lighting, sod or landscaping that may result from use. Although there is no cost associated with entering into this Agreement, Duke will place the College on a higher priority list for any outages it may sustain. This item was approved by Brian Miles on March 28, 2019. Department—Facilities Planning & Institutional Services
68. Dual Enrollment Agreement with **Dunedin Academy (DA)** that will allow eligible DA students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2019 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Tom Furlong on June 12, 2019. Department—Dual Enrollment/Early College
69. Agreement with **Elsevier, Inc.** to continue the subscription for the Science Direct College Edition which gives students access to the Health and Life Sciences Journals. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$3,936.14. This item was approved by Anne Cooper on April 4, 2019. Department—District Library
70. Agreement with **Robert Entel, MD** to continue to provide services as the Medical Director for the Radiography Program that will help maintain and monitor standards of the Program. The cost to the College for this Agreement will be \$1,500. The Agreement period covers medical direction services for Session I, II & II 2019-20. This item was approved by Brian Miles on June 18, 2019. Department—Radiography

71. Agreement with **First Baptist Church of Indian Rocks, Inc.** to provide use of its Fellowship Hall, Worship Center, restrooms, etc. for the College's Welcome Back event to be held August 16, 2019. The cost to the College for the rental of space is anticipated to be \$3,125. Costs for catering of food will be handled separately via the Purchasing process. This item was approved by Brian Miles on June 11, 2019. Department—Academic Affairs
72. Agreement with **Florida Corporate SportsFest, Inc.** (FCS) whereby FSF will use a portion of the St. Petersburg/Gibbs Campus parking lot for their employees to park and shuttle to the SportsFest event being held April 26-27, 2019. The College will receive \$2,000 for this use. In addition, SPC will be named as a sponsor of the event and be provided a complimentary staff team entrance into the event. This item was approved by Brian Miles on March 21, 2019. Department—Provost Office, SP/G
73. Dual Enrollment Agreement with **Indian Rocks Christian School** (IRCS) that will allow eligible IRCS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2019 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Tom Furlong on June 12, 2019. Department—Dual Enrollment/Early College
74. Agreement with **Infobase Learning aka Films Media Group** to continue to access the films on demand Veterinary Collection for streaming video content to support the Veterinary Nursing Program. 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 \$578.81. This item was approved by Brian Miles on June 2, 2019. Department—District Library
75. Agreement with **Integrated Imaging, Inc.** to maintain the radiology equipment used in the Veterinary Technology Program at the College. The Agreement includes monthly processor maintenance, developer, fixer, developer system cleaner, supplies, labor for x-ray service, and annual calibrations service with software upgrades. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$4,500. This item was approved by Brian Miles on June 19, 2019. Department—Veterinary Technology
76. Agreement with **Johnson Controls Fire Protection, LP f/k/a SimplexGrinnell** to provide burglary alarm monitoring service for the Allstate Center Indoor Firing Range. The Agreement will commence July 1, 2019 and continue through June 30, 2020. The cost to the College for this Agreement will be \$340.80. This item was approved by Brian Miles on June 18, 2019. Department—Facilities/In-house Construction
77. Agreement with **Keystone Academic Solutions** to provide international student recruitment social media marketing for the College. The Agreement will commence as soon as possible and continue for the period of 6 months. The cost to the College for this

Agreement will be \$600. This item was approved by Brian Miles on June 19, 2019. Department—International Programs

78. Agreement with **Landmark Immigration Consultants Pvt., Ltd.** to partner to promote certain SPC degree programs to prospective students in India. Landmark will provide services such as marketing the program, providing a point of contact; assisting students with documentation and the application process; assisting SPC in resolving any student issues; and submitting invoices each semester. The Agreement will commence as soon as possible and continue for the period of one year. Based on an estimate of 5 students, the anticipated cost to the College for Landmark's services over the one-year period of the Agreement is \$5,200; however, the cost will be offset by student fees. This item was approved by Tom Furlong on June 10, 2019. Department—Center for International Programs
79. Agreement with the **School District of Manatee County** to provide the use of the College's driving pad at the Allstate Center. The Agreement will commence as soon as possible and continue through June 30, 2019. The anticipated revenue to the College as a result of this use is \$1,500. This item was approved by Brian Miles on March 28, 2019. This item is being include on this report as it did not appear on the previous Quarterly Report. Department—College of Public Safety Administration
80. Agreement with **Market Zone Productions, Ltd.** to reserve space for an international student recruitment advertisement in the *Crossing Borders* magazine. This magazine is a publication produced in collaboration with Education USA in Canada and is distributed to over 3,600 high school counselors and at recruitment fairs/expos. The cost to the College will be \$900. This item was approved by Anne Cooper on April 8, 2019. Department—International Programs Office
81. Agreement with **MCS of Tampa, Inc. dba Mission Critical Solutions** to provide installation of Fiber cable at the Auditorium of the Clearwater Campus. The cost to the College for this Agreement will be \$3,138. This item was approved by Jamelle Conner on March 28, 2019. This item is being included in this Quarterly Report as it did not appear in the previous report. Department—Provost Office, CL
82. Agreement with **MW and Associates** to conduct a review of the College's existing Workforce Institute (non-credit) training programs and provide recommendations in a written report for overall structure and alignment with the College's goals. The report will include an analysis of the College's current Workforce Operational Strategy, Department Structure, the Integration of Workforce operations and goals within the overall College goals, and the relevancy of the College's Workforce Institute to the overall economic development in Pinellas County. The report will be completed by May 31, 2019, unless extended by the parties. The cost to the College for this Agreement, including travel, will be \$9,700. This item was approved by the President on April 16, 2019. Department—President's Office
83. Agreement with **National Employers Council, Inc. d/b/a People Systems** to continue to audit unemployment claims and monitor refunds from the state. The Agreement will

continue through December 31, 2019. The cost to the College for this Agreement will be \$4,800. This item was approved by Brian Miles on May 23, 2019. Department—Human Resources

84. Dual Enrollment Agreement with **Northside Christian School (NCS)** that will allow eligible NCS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2019 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Tom Furlong on June 12, 2019. Department—Dual Enrollment/Early College
85. 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 July 1, 2019 and continue through June 30, 2020. 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 June 13, 2019. Department—Collaborative Labs
86. Agreement with **Oracle America, Inc.** to renew the Oracle Academy Institution Membership Agreement to allow the College the use of industry certification materials which are not available to the public. The materials are used for instruction and testing of students. Although there is no cost to the College to enter into the Membership Agreement; any materials that may become necessary under this Agreement will be purchased separately through the Purchasing process. The Agreement will commence upon execution and continue for the period of three years. This item was approved by Tom Furlong on May 10, 2019. Department—Career Connections
87. Agreement with **Anthony Ottaviani, MD** to continue to serve as Medical Director for the Respiratory Care Program. This is an accreditation requirement for the Respiratory Care Program. The cost to the College for this Agreement will be \$5,000. Dr. Ottaviani will be paid in equal amounts at the end of Sessions I & II 2019-20 for his services. The Agreement period is from July 1, 2019 through June 30, 2020. This item was approved by Brian Miles on June 18, 2019. Department—Respiratory Care
88. Agreement with **Philips Healthcare** to provide a two-year service contract for the Heartstart MRX Equipment Serial #US00583924 and Serial #US00322599 used in the Emergency Medical Services Program at a cost to the College of \$4,921. The Agreement will commence as soon as possible and continue for the period of two years. This item was approved by Brian Miles on May 7, 2019. Department—Emergency Medical Services
89. Agreement with **Physio Control, Inc./Medtronic** to provide technical support and maintenance on the LifePak 12 and LifePak 15 training equipment used in the Emergency

- Medical Services Program. 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 \$5,844. This item was approved by Brian Miles on April 2, 2019. Department—Emergency Medical Services
90. Agreement with **David Ponraj** to provide professional services to develop a business plan and playbook for the Business Incubator on the Tarpon Springs Campus. The Agreement will commence as soon as possible and continue through June 30, 2019. The cost to the College for this Agreement will be \$3,200. This item was approved by Jamelle Conner on May 29, 2019. Department—Provost Office, TS
 91. Agreement with **ProctorU** to provide the College’s Workforce Institute with ProctorU Live+ testing services for its students. Students using proctoring services will self-pay any costs directly to the vendor. There is no cost to the College. The Agreement will commence as soon as possible and will continue for the period of three years. This item was approved by Andrea Henning on April 12, 2019. Department—Workforce Institute
 92. Agreement with **RCS Pinellas** to operate the RCS Express Center at the SPC Midtown Keene Achievement Center to serve Pinellas County residents twice per week (Mondays and Wednesdays for four hours and to operate the SPC Midtown Food Pantry for SPC students on Fridays from 9 am -12:30 pm. In addition to its facilitation of the operation of the Food Pantry for SPC students, the RCS Express Center will provide community resource support services such as support related to: homelessness, domestic violence, food insecurity; referrals; job search assistance; computer access; “Grab and Go” food bags; and hygiene products. The College agrees to provide space, utilities, storage, furniture, computers and signage. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Jamelle Conner on April 29, 2019. Department—Provost Office, DT/MT
 93. Amended 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, chargers, flatware and dinner for 150 guests. The cost to the College for this Agreement will be \$4,995 rather than as previously advised. This Amended item was approved by Jamelle Conner on March 29, 2019. It is being provided on this Quarterly Report as a correction to the item presented on the previous report. Department—Student Life & Leadership
 94. Agreement with **Society of European Stage, Authors and Composers (SESAC)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2020. The cost to the College to continue this Agreement for this period is estimated to be approximately \$3,000. This item was approved by Brian Miles on June 24, 2019. Department—Business Services, Accounting
 95. Agreement with **Springer Customer Service Center, LLC** to access Nature Journals for use in the College’s libraries. The license is for the period of one year at a cost to the College of \$7,084.58. The cost for this Agreement is for one year which continues through

December 31, 2019. This item was approved by Tom Furlong on June 11, 2019. Department—District Library

96. Agreement with **Stanly Community College (SCC)** to continue the affiliation whereby SCC provides essential operational support to the Academy at SPC, which provides Cisco training through the College of Computer & Information Technology. SCC will provide unlimited support via email, telephone and web format. SCC will also provide Netlab access for Academy instructors for their professional development opportunities. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$600. This item was approved by Brian Miles on June 18, 2019. Department—College of Computer & Information Technology
97. Dual Enrollment Agreement with **St. Petersburg Catholic High School (SCHS)** that will allow eligible SCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2019 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Tom Furlong on June 12, 2019. Department—Dual Enrollment/Early College
98. Agreement with **The Terminix International Company Limited Partnership** to provide bimonthly pest control treatment in the Seminole Campus 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 March 31, 2019. Department—Custodial Services
99. Renewal of the Agreement with the **U.S. Department of Veterans Affairs (Tampa)** whereby the College provides firing range and Matt room training services to the Tampa Veterans Affairs Police. The training is conducted at the Allstate Center. The renewal Agreement will commence May 1, 2019 and continue through April 30, 2019. The anticipated revenue to the College during this period is \$4,689.33. Should the VA exercise the 4th option under the Agreement, the amount to be paid by the VA for the 4th option period (May 1, 2020 through April 30, 2021) is yet to be determined. This item was approved by Brian Miles on May 16, 2019. Department—FDLE Public Safety NC
100. Agreement with the **University of South Florida, Department of Internal Medicine** for the services of Dr. Mark Rumbak for the Respiratory Care Program to provide physician input and related clinical expertise regarding pulmonary medicine during Sessions I & II 2019-20 at a total cost to the College of \$2,000. This item was approved by Brian Miles on June 18, 2019. Department—Respiratory Care
101. 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 July 1, 2019 and continue through June 30, 2020. 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 June 13, 2019. Department—Collaborative Labs

102. Agreement with **Wiley Subscription Services, Inc.** to provide access to the Cochrane Database of Systematic Reviews used for study and research in the College's libraries. The Agreement will commence as soon as possible and continue through December 31, 2019. The cost to the College for this period will be \$4,802.08. This item was approved by Anne Cooper on March 29, 2019. Department—District Library
103. Agreement with **Wolters Kluwer Clinical Drug Information, Inc. f/k/a Lexi-Comp, Inc.** to continue the license Agreement for the LEXICOMP Online for Dentistry and LEXICOMP Dental On-Hand: LEXI-Dental Complete from May 31, 2019 through July 14, 2020 at a total cost to the College of \$2,295.19. This item was approved by Brian Miles on May 6, 2019. Department—Dental Hygiene

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


Suzanne Gardner, General Counsel, recommends approval.

ps0630191

August 20, 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 Requirements 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 vendors that appear on the report more than once, showing a total for each 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. #107473 – Rojas, Luis Moises Quitral** – This is in the amount of \$93,333.33 for mentoring and technical assistance services. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Eileen LaHaie, Executive Academic Program Director.
2. **P.O. #107638 – Reducing Crime LLC** – This is in the amount of \$61,500.00 for presentation of intelligence LED policing class and iteration of the ILP Leadership class. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Eileen LaHaie, Executive Academic Program Director.
3. **P.O. #107645 – Santiago, Ernesto Fernandez** – This is in the amount of \$ 36,400.00 for presentation of community policing classes. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Eileen LaHaie, Executive Academic Program Director.

P.O. #107679 – Blackboard INC – This is in the amount of \$118,680.51 for renewal of distance learning platform. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Single Source...” **Recommended** by Eileen LaHaie, Executive Academic Program Director.

Change Orders listed in numeric order:

- 1. P.O. #99772.14 – Marenco, Katherine Amanda Argueta** – This change order is in the amount of **\$13,300.00** increase (new total is \$69,400.00). Funding allocation for year 3 of grant for instructor and administrative support in El Salvador. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director.
- 2. P.O. #103458.2 – Marin, Luis Alonso Aguilar** – This change order is in the amount of **\$26,250.00** increase (new total is \$99,900.00). For intelligence guided police service classes. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Eileen LaHaie, Executive Academic Program Director.
- 3. P.O. #103488.2 – Universidad Tecnologica DE El Salvador** – This change order is in the amount of **\$29,000** increase (new total is \$222,000.00). For community police evaluation and community surveys in El Salvador. **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. #105528.9 – Rubens Art Studio** – This change order is in the amount of **\$13,100.00** increase (new total is \$51,400.00). For specialized consulting services of a business illustrator for collaborative labs. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Andrea Henning, Executive Academic Program Director, Academic and Student Affairs.
- 5. P.O. #105893.5 – NCS Pearson Vue** – This change order is in the amount of **\$6,000.00** increase (new total is \$38,000). For blanket purchase of industry certification exam vouchers and site licenses. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational materials...” **Recommended** by Marie Couch, Career & Technical Educational Coordinator.
- 6. P.O. #106792.2 – Hill, Laurie L** – This change order is in the amount of **\$6,000.00** increase (new total is \$45,100.00). For business consulting and commission. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Andrea Henning, Executive Academic Program Director, Academic and Student Affairs.
- 7. P.O. #106835.2 – McKeon, Nancy I** – This change order is in the amount of **\$13,650.00** increase (new total is \$36,400.00). For continuation of professional services for law

enforcement executive session project. **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.

August 20, 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 for Change Order # 1 of Project Number 1707-R-18-4, Seminole Chamber of Commerce. Change Order #1 is an increase in the amount of \$73,000.00, revising Hodge's Final GMP to \$272,603.09. This change order does not increase the total project budget of \$750,021.21; rather, it allows for a redistribution of project funds into Hodge's GMP to cover additional Owner and Chamber requested items.


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 2018 Board of Trustees meeting.

2. Approval was received for Change Order #2, moving owner's contingency from Phase II to Phase III, Project #301-D-17-3, Student Success Center, St. Petersburg Gibbs Campus. This change order #2 is a decrease in the amount of \$91,272.38 from Phase II making the Phase II GMP \$4,436,511.32, and an increase to Phase III for \$91,272.38 making the Phase III GMP \$13,411,443.30. This change order was requested following an Owner's requested change for Category 6A cabling.

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.

August 20, 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 350 computers and software for Phase II of the VDI network infrastructure, as well as other network related equipment for use in various academic and administrative departments college wide. The leases, **entered into between March 21, 2019 and July 22, 2019** are for a period of 48-60 months. The cost to the College for these leases is expected to be approximately \$452,883.34. 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 \$3.00. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$452,886.34. 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 2019-20 Budget on June 18, 2019.

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