

MINUTES OF THE SEPTEMBER 24, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, September 24, 2019 at the St. Petersburg College EpiCenter, 13805 58th Street N, Clearwater, Florida. The following Board members were present. The following Board members were present: Chair Katie Cole, Bridgette Bello, Deveron Gibbons, Thomas 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, September 24, 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).

19-107. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
SEPTEMBER 24, 2019

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

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. Presentation of Retirement Resolutions and Motion for Adoption - None

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of August 20, 2019 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel

VI. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

- 1. Quality Enhancement Plan – Ms. Sara Gomez, QEP, Lead Faculty (*Presentation*)
- 2. African American Male Student Success Task Force Update – Dr. Joseph Smiley, Dean, Social and Behavioral Sciences and Human Services and Dr. Mark Strickland, Provost, Seminole Campus (*Presentation*)

B. BUDGET AND FINANCE

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

C. ADMINISTRATIVE MATTERS

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

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VII. CONSENT AGENDA

- A. **OLD BUSINESS (items previously considered but not finalized)**
 - 1. Footprint Review and District Office Migration Plan – Mr. Brian Miles, Vice President, Administration, Finance and Technology (*Presentation/Action*) *

- B. **NEW BUSINESS**
 - 1. Workforce and Professional Development Curriculum Changes (*Action*)

 - 2. Credit Curriculum Changes (*Action*)

 - 3. **GRANTS/RESTRICTED FUNDS CONTRACTS**
 - a. CareerSource Florida, Inc./Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Power Town LLC (*Action*)
 - b. Verizon Tech Workforce Development Proposal (*Informational*)
 - c. Spectrum – Digital Education (*Informational*)

 - 4. Construction
 - a. Spot Survey #2 Version 8 (*Action*)

VIII. INFORMATIONAL REPORTS – None

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

X. PRESIDENT’S REPORT

XI. NEXT MEETING DATE AND SITE

October 15, 2019, EpiCenter

XII. ADJOURNMENT

*ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING
TO IMMEDIATELY FOLLOW – Associate Vice President, Collegiate High Schools Starla Metz
(see separate agenda)*

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 24, 2019, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

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

***No packet enclosure**

Date Advertised: September 13, 2019

18-120. Under Item I, Call to Order

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

18-121. Under Item II- Recognitions

- A. Presentation of Retirement Resolutions and Motion for Adoption - None

18-123. Under Item III, Comments

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

Chair Cole congratulated the entire college community on the U.S. News and World Report's rankings. SPC ranked number 17 as a top public school in the southern region and number 45 as a top performer on social mobility. She noted that while Dr. Williams and she would like the ranking on social mobility to be higher, it was just established as a specific strategy and goal two years ago. Chair Cole stated that she is proud of SPC for having the foresight of embracing that and understanding the role as a community college and making sure that SPC is serving the community to move people out of poverty.

Chair Cole shared that the opening of the Collegiate High School in Tarpon Springs earlier this month was a great gathering of people and extended her congratulations to all involved. She noted that students were not there that day, but she got to see the classrooms and meet several of the teachers. There were also elected officials present.

Chair Cole next shared that at the Seminole campus, the Community Partnership Center in the Business Center with the Chamber of Commerce opened. She noted that this is another example of good partnerships and thanked all involved.

Trustee Stonecipher echoed Chair Cole about how exciting the ribbon cutting of the Collegiate High School in Tarpon was. He thanked faculty and staff for being open and welcoming, and also the representatives and legislators who were there. He is excited about what this means for the College going forward.

Trustee Stonecipher shared that he attended a Chamber of Commerce trip for the city of St. Pete in St. Paul, Minnesota last week, where he received positive comments from 55 leaders on the trip. County commissioners, Chamber leaders, and business owners all had great things to say

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about SPC and are excited to partner in future. He also heard great comments about the Collegiate High School. He is proud to be a part of what is happening at SPC.

Trustee Stonecipher thanked the Foundation. He stated that he went to the Patrick Brett Foundation fundraiser gala a couple of weeks ago. He stated that it is a great group in the community who works in partnership with the Foundation to give scholarships to students at SPC. He thanked the Foundation for the support. He thanked Steve Shepard, a Foundation board member, for being here today, and also Mike Carroll.

Trustee Bello echoed the excitement about the Collegiate High School opening. She is excited about the candidates for ISPS position.

Trustee Kidwell echoed everyone's sentiments regarding the Collegiate High School ribbon cutting.

Chair Cole recognized Trustee Stonecipher for the work he did as Chair and presented him with a plaque. She praised Trustee Stonecipher for his guidance and thoughtful leadership.

Dr. Williams thanked the College family for everything they have done in September. She shared several notable accomplishments. Laura Sharp was honored by Girls Inc. as the 2019 STEM Woman of the Year. Dr. Katie Schultz wrote a blog that was picked up by CASE; the blog is titled *Lessons Learned by a 15-Year Grant Writing Professional*. Under Dr. Smiley's leadership, SPC was selected as host for a naturalization ceremony at the Clearwater campus. The U.S. Department of Justice awarded SPC a \$550,000 grant for preventing violence against law enforcement. The grant will support the existing In Harm's Way law enforcement suicide prevention program. In September, SPC opened a beautiful new Learning Center at the DT campus. We now have a center similar to the other campuses where students can go tutored and other services all in one place. There were a lot of celebratory events on 9/11. Leadership SPC members and others from SPC sorted and bagged food for the needy, especially veterans. Allstate in partnership with the Camaraderie Foundation, honored 13,000 vets by planting a flag in memory for each one of those vets. Dr. Williams mentioned that a week ago, she and Eired joined Speaker designate Chris Sprowls on his inauguration. She spent a full day with the Department of Education, learning about what they are focusing on and how it will impact the Florida College System and SPC. She will bring this information forward soon.

No public comments cards

18-124. Under Item IV, Review and Approval of Minutes

The minutes of the August 20, 2019 Meeting of the Board of Trustees of St. Petersburg College were presented by the chair for approval. Mr. Gibbons moved approval of the minutes as submitted. Mr. Stonecipher seconded the motion. The motion passed unanimously.

18-125. Under Item V, Monthly Reports

Under Monthly Reports

Ms. Gardner noted there was an update concerning the adjunct union for the Board members. Petitions were filed in late December by the Labor Union SEIU to represent adjunct faculty at several colleges in Florida during the year's elections. SPC appears to be the last one for 2019. The union has won at some schools and lost at others and in some cases with a small margin. However, the most recent election was this last Thursday at Santa Fe where the college voted down the union.

Ms. Gardner shared that yesterday started the mail-in ballot process for SPC and the State Commission mailed out the ballots to 865 eligible voters that are adjunct faculty. The voting will remain open until October 22nd – which is just about a month – at which time the Commission will tally the votes and announce the results.

Ms. Gardner stated that the College has been proactive in providing information to adjunct faculty regarding unionization. Adjunct faculty have been encouraged to be informed on the pros and cons and most importantly to participate in the election process. Dr. Williams, Dr. Furlong, and other College leaders such as Deans and Chairs, have been engaging adjunct faculty and providing information and voicing their confidence in the community of care here at SPC. Additional information will go out in a letter, video, and a postcard reminder to vote. Ms. Gardner stated we will know the outcome in the week of the next board meeting.

Trustee Gibbons voiced that he was not sure why anyone would want to unionize without giving the Board the opportunity to work through these issues first. He stated he is adamantly against unionization. He mentioned that they came before the board and he has yet to receive their questions.

Chair Cole stated that all the Board members have some concerns about negotiating in the future if a unionization takes place.

Chair Cole shared that her and Dr. Williams have been working on reorganizing the agenda for next month and moving forward.

18-126. Under Item VI - A, STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Quality Enhancement Plan – Ms. Sara Gomez, QEP, Lead Faculty (*Presentation*)

Ms. Gomez reminded the Board that the QEP is a requirement for accreditation with SACSCOC. In year five (2023), SPC is required to provide a fifth-year report to SACSCOC to provide information on what our initial goals were, any changes to the QEP and what kind of impact we have made on student learning and what the institution has learned from this process. SPC will submit a QEP Impact Report, which includes a copy of the Executive Summary. In addition, SPC will need to include: (1) a succinct list of the initial goals and intended outcomes; (2) a discussion of changes made to the QEP and reasons for making these changes; (3) a description

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of the QEP's impact on student learning; (4) a reflection on what the institution has learned as a result of the QEP experience.

Ms. Gomez reminded the Board that SPC's QEP is also referred to as Ready, Set, Succeed, or RSS. For Ready, students will identify their learner mindset, including their motivation, and take ownership of their academic goals. The core element is motivation and ownership: students will identify why they came to college, what their motivations are for pursuing a degree or certificate, and how they can apply their behaviors to take ownership of their goals.

Ms. Gomez next explained the student learning outcome of Set. Students will learn strategies such as time management, knowledge monitoring, and comprehension to help them along their academic path. The core elements are: Time Management – Students will identify barriers to efficient time management and apply the planning tools to increase productivity; Knowledge Monitoring – Students will identify their knowledge gaps; and Comprehension – Students will effectively apply thinking strategies to comprehend course material.

Ms. Gomez then explained the student learning outcome of Succeed. Students will show how the learner mindset and learning strategies have helped them in persistence, retention, and completion of their degree or certificate. Persistence looks at semester-to-semester; retention looks at Fall-to-Fall; and completion looks at degree or certificate.

Ready, Set, Succeed is the overall title for the plan, but it is broken down into Neighborhoods for Success (N4S) and College Wide Impact, which includes the RSS! Leadership Committee, Toolkits, Events, Professional Development, and Titan Thursday Webinars.

Ms. Gomez shared that students in the target population meet the following criteria: Flexible Opt-Out Eligibility; Refuse at least one developmental recommendation; 15 credit hours or less; Enrolled in at least 6 credit hours; Online: Must be enrolled in at least one online course. N4S is a two semester, non-credit course (NFS 1000). It is a collaboration with faculty mentors, success coaches, peer mentors, and champion advisors; In Fall, the course focuses on developing success strategies, career exploration, and academic planning. In the Spring, the course focuses on applying skills to new academic coursework, career development, and integration of the SPC Reads book.

Ms. Gomez shared that in the first year, there were higher success rates and lower withdrawal, WF, and F rates than students who were eligible for the program but did not participate. For ENC1101, students had higher success rates and lower withdrawal, WF, and F rates.

Ms. Gomez noted that the College has made some course revisions by cutting back on extra assignments. SPC has also expanded addition sessions in year two and eliminated redundant assessments. Guidance continues from the RSS! Leadership Committee.

Ms. Gomez stated that during the first year, out of 62 students, 49 successfully completed the program. Ms. Gomez shared one qualitative feedback statement from a student from Fall 2019:

“I loved how when we would have group discussions about how our classes were going. The strategies that were presented to us helped a lot with my math class. Talking helps me find focus to the problems I was having with passing my test. The class discussions also helped me feel better knowing that I wasn’t the only one feeling the way that I felt about this first semester.”

Ms. Gomez explained that in year two, SPC expanded the program to include sections at Tarpon Springs, Clearwater, Seminole, Gibbs, Downtown, and Online. Tarpon Springs is piloting a learning community: in the Fall, it will link NFS 1000 with ENC 1101, and in the Spring, it will link NFS 1000 with PHI 1600. She noted that SPC has found cohort models work well. Events include Welcome Events at five campuses, College Wide Events, including Off on the Right Foot on campus and online, and Keep It Going, also on campus and online. Events are required for N4S students and are available to all students. Collegewide resources are also available on campus and online.

Trustee Gibbons stated that this is a good program, and that it is SPC’s second time solving this problem for the state of Florida. He noted that the legislature thought that if students graduated high school, they would be ready for ENC1101, which is not always the case. He stated that it is good for these 62 students, but that other students are not taking advantage of it. Mr. Gibbons stated that we are losing He pointed out that Eckerd College is known for producing good writers, and that SPC needs to figure out what they are known for. He hopes more students will take advantage of the program.

Trustee Stonecipher agreed with Trustee Gibbons. He asked what the ideal number of students enrolled in the program would be.

Ms. Gomez replied that the program currently support 100 students.

Trustee Gibbons asked how many students SPC has that qualify for this program, do not go to it.

Ms. Gomez confirmed that the number from last year was 1153.

Dr. Williams shared that the advisors have an entire methodology and are putting in a lot of effort into educating students and recommending that they take the placement test and consider N4S and/or developmental courses.

2. African American Male Student Success Task Force Update – Dr. Joseph Smiley, Dean, Social and Behavioral Sciences and Human Services and Dr. Mark Strickland, Provost, Seminole Campus (*Presentation*)

Dr. Smiley stated that the task force charge was made very clear by Dr. Williams and support by Drs. Connor and Furlong was stern and without question. The task force was changed to: (1) Review and assess the climate of past and current initiatives for African-American males; (2) Identify and review opportunities and challenges at SPC for African-American males; and (3) Develop and implement recommendations, principles, strategies, and programs, both short-term and long-term, for improving the success and retention of African-American males and identify

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those who will be responsible and accountable for the same. The key undertakings were, Review key student data; Review current literature; Inventory of past and current programs and gather student input. Dr. Smiley noted that SPC reached out to students from all over the county

Dr. Strickland discussed the student success data. He noted that most of the students are economically disadvantaged, over age 26, and attend part-time. Most are also African American males. Dr. Strickland noted, African American males performed best in 8-week formats.

Dr. Smiley noted that the task force started their work in Spring and Summer. For Summer, they identified all the African American male students. He praised the Learning Resources department for their outreach efforts to faculty to let them know these students were in their classes and provide them the information they needed to share with those students about the resources available and for faculty to encourage students to take advantage of those resources. This summer, 15 staff at SPC reached out to every African American male student at SPC to gain a better understanding of the difficulties and how SPC can support them. These 15 staff members served as mentors. Faculty can look in MyCourses and identify the students in this cohort. He noted that the task force itself is at work and meets frequently. They will come to the Board with a full report in November. The work has already started and will provide a powerful impact.

Dr. Strickland pointed out that the success rates went up from Spring to Summer.

Dr. Strickland shared that in 1999, there was a Brother 2 Brother program. It was powerful as it welcomed African American males in a loving way and gave them support and mentorship.

Dr. Strickland introduced Dr. Ernest McDonald, a participant of the program and an SPC graduate.

Dr. McDonald noted that this is the first time that the Board will hear from a graduate of this program at such a late stage. Dr. McDonald shared that he is an 8th grade dropout raised by a single mother. He holds a bachelor's degree in Accounting and a doctorate degree in Pharmacology. He is currently a clinical pharmacist at Largo Medical Center.

Dr. McDonald recognized the backgrounds and achievements of several other Brother 2 Brother participants and SPC graduates who were present at the Board meeting. Mike Williams was raised by a single mom in south St. Pete; he went on to earn a bachelor's degree from SPC in Interdisciplinary Studies and become an Adult Ed Instructor at Clearwater and SPC Adult GED programs. Calvin Brown, who was convicted of a felony and had a child at age 16, earned a bachelor's degree in International Business from SPC, a master's degree in clinical mental health counseling from Webster University, and currently works as a Development Specialist for Pinellas County Urban League and is also Director of Community Outreach for The Well and Coordinator for Crime Survivors for Safety and Justice. He also shared that Derrick Moody was raised by a single mom, had multiple previous arrests, and dropped out of SPC the first time around; he went on to earn a bachelor's degree in Business Economics from USF and currently is a Corporate Tax Specialist with PricewaterhouseCoopers. Dr. McDonald listed a number of

other successful graduates who were unable to attend the Board meeting, including other scientists, engineers, educators, community leaders, and corporate tax accountants. He stated that the summary he would give embodies the experience of all the graduates.

Dr. McDonald shared his personal story. After dropping out in 8th grade, he spent a lot of time hanging around Jordan Park, where an older boy told him the street life was not for him. During this time, his older brother, who was in prison, told him not to go down the same path. He took this advice to heart. His first job out of school was at Office Depot, where he could only earn \$8.15 an hour with his lack of education. Therefore, he obtained a GED; his family and friends were pleased and told him he could now get a City job – they thought this would be his highest accomplishment. However, Dr. McDonald wanted to go further, so he then decided to go to SPC, but he could not get financial aid without his mother's information. He ended up not going to school at that time. Two years later, he had a child, which enabled him to receive financial aid.

Dr. McDonald shared that he has been shot at, chased by the police, and had his life threatened. Despite all these experiences, he said his first day at SPC was the scariest he had experienced. After a few days, he found his way to Ms. Shirley Crumbley's office, who sent him to Davie Gill, who got him into the Brother 2 Brother program. He said that the program gave him a safe space to be vulnerable and express fears. The program had expectations to succeed and to pass classes; to conduct themselves well; and to dream. If expectations were not met, the students were given support resources, such as tutoring, and a book-lending program. For those who did not meet expectations conduct-wise, Davie Gill would pull them in and have an encouraging discussion and work through problems. Regarding conduct in relationships, Dr. Williams, who was Director of Special programs at the time, would come in and teach the students about life goals as well as handling various relationships. When the students fell short of the expectation to dream, the program brought in guest speakers and took them on field trips. He shared that he bought his first house because of a guest speaker who educated him on saving.

Dr. McDonald recognized the people who helped him. He said that Ms. Crumbley was like a mother and Davie Gill was like a brother. Neil Keith taught them how to be a compassionate, strong man. Dr. Williams was always there for them like an aunt. Moreover, the other Brothers in the program showed him that it was okay to fail and pushed him. He stated that he is a better man and father because of the other men in the program. He asked the Board to look at the real results right in front of them instead of getting lost in the data. He stated that him and his fellow graduates are here to help in any way they can.

Dr. Smiley stated that the Brother 2 Brother program would be a key component of the presentation in November. It will be a comprehensive and systemic plan, because anything less than that does not work. He stated that the Learning Resources department is outstanding and in strong support. He also recognized the support and excellence of Provosts, CETL, and Deans. He is looking forward to having a positive impact on the work of faculty and increasing success rates.

Dr. Strickland reiterated that a full report will be forthcoming in November and will include a request for money. In January 2020, the plan will begin to roll-out.

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Chair Cole thanked all the graduates of the Brother 2 Brother program for being present.

Trustee Gibbons noted that the whole Brother 2 Brother group graduated and went on to have successful careers. He opined that it is proof that putting the resources in the right places will lead to things happening. Trustee Gibbons read a few quotes that he feels represent the Brother 2 Brother program.

Trustee Stonecipher thanked both presenters for their work. He noted that one of the missing links at Board meetings is connection with past and present students. He opined that it is beneficial to make the connection with students and get them to Board meetings sometimes.

Trustee Stonecipher asked what the feedback was from students over the summer.

Dr. Smiley said that the feedback was compelling. Students were shocked and encouraged by phone calls; it had a positive impact and they were pleased about the level of support.

Trustee Kidwell stated that the presentation was inspirational.

Chair Cole stated that the Board may ask for a plan specific to African American males, but she does not want to lose sight of how changes in MyCourses and communication and the QEP will also tip those scales. She opined that the collective plan contributes to the success.

Trustee Bello echoed Trustee Stonecipher's comments. She opined that this is the story that needs to be told through marketing efforts.

Dr. Williams totally agreed and thanked the Board members for their kind comments. She recognized the work of the team. She acknowledged that even with that, there are still students who are underprepared. She noted that sometimes, you have to go backwards to go forward. At one point, there were 30-40 students in this program. She also noted that while some money will be needed, restructuring will also be important. She thanked SPC's tutors for their significant efforts. She also thanked the faculty who focused on serving these students.

Trustee Gibbons recognized past trustee Ken Burke for his efforts on this initiative

18-127. Under Item VI - B, Budget and Finance

B. BUDGET AND FINANCE

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

Ms. Hunt presented the operating budget, first focusing on revenue. Looking at student tuition and fees, the budget is about \$61.6M; SPC has brought in \$25.8M, which is about 42% of the fiscal year. State funding was budgeted at \$72.6M; SPC has brought in \$10.4M; there is more this fiscal year because of a significant move from the lottery fund to the Florida College System Program. Other revenues, which includes interest, dividends, and use-of-facilities revenue, came in at \$479,000. Fund transfers, which come from auxiliary, and reserves, which are typically recorded at the end of the fiscal year.

Ms. Hunt explained the breakdown for tuition revenue. Credit tuition is trending above the projected budget amount, and there are still two more terms for opportunities for enrollment. PSAV is trending on track, and non-credit is trending a little bit below. Ms. Hunt noted that she spoke with Andrea Henning, and there is some revenue that SPC will receive that will lower the margin.

Ms. Hunt next discussed expenses: personnel and benefits is at \$17.3M, which is 15.5%; current expense is at \$5.5M, which is 18.8%; capital so far is \$132,000. This gives a total operating budget of under \$23 million. SPC is at 16% expended with 2 months of the fiscal year, which is approximately 16.7%, so the College is under that amount. Revenue minus expenditures is at \$13,7M, and that will continue to lower as the fiscal year progresses.

18-128. Under Item VI - C, Administrative Matters

The Board considered Personnel Items VI - C.1a. Ms. Bello moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

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

18-129. Under Item VII - Consent Agenda

- A. OLD BUSINESS (**items previously considered but not finalized**)
 1. Footprint Review and District Office Migration Plan – Mr. Brian Miles, Vice President, Administration, Finance and Technology (*Presentation/Action*)

Mr. Miles revisited the purpose and process of the footprint review. It became acutely aware to SPC about three years ago that the College and higher ed in general was experiencing changes, such as: less state operations and capital funding, lower enrollment, and enrollment going more online. This led to the conclusion that real estate assets and space utilization should be reviewed so that the College could leverage any existing opportunities. As a college, SPC has tremendous opportunity in real estate assets. Across 12 campuses and sites, the College has about 2.6M square feet of space. The College took on the footprint review in connection with the three-year

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financial plan. The process used for footprint review has been to commission various studies and to start to bring forward suggestions on how to leverage assets.

Mr. Miles noted that pursuant to the provisions of Section 1013.28, Florida Statutes, and Section 1.4 (4) of SREF, the college will deposit the proceeds from a sale into an institutional depository account for the purpose of funding capital outlay projects as prioritized on approved SPOT surveys. He also stated that PECO Funding received for the purchase of the District Office Property (\$1.5M) will not be required to be returned to the state; all sale proceeds “shall be expended only on capital outlay projects”.

Mr. Miles shared that the process would be to confirm the vote to declare DO as unnecessary for ancillary or educational purposes. Next, the College would send the SPOT survey to the state, who would hopefully approve. Mr. Miles stated that he will also ask for a vote to allow SPC to list DO for sale, with the caveat that the state approves the SPOT survey amending that property off of SPC’s inventory and with the caveat that the College brings back to the Board the highest and best offer for the property following a competitive bidding process. The last vote Mr. Miles is requesting will be to approve the SPOT survey to renovate the four sites that would absorb the functions of the DO property.

Mr. Miles reviewed the approved FY 2019-20 capital budget: Within the \$35.5M Capital Budget, the Board approved in June the allocation of the \$10.5M in collegewide infrastructure and renovations. Of that total, \$5M has been allocated to support renovations associated with the DO migration and corresponding renovation of spaces.

Mr. Miles discussed the four sites that would absorb the functions of DO. He noted that calculations and rates are based on 2018-19 Spring Term Utilization documents provided by the State.

Epi Tech: 10 classrooms, average of 2 classrooms utilized at any given time, M-F, peak classroom usage 6:00-9:00 pm (average 2 labs occupied); 19 labs, average of 7 labs utilized at any given time, M-F, peak lab usage 8:00 am-1:00 pm (average 5 labs occupied) and 6:00-9:00 pm (average 4 labs occupied).

Downtown: 18 classrooms, average of 7 classrooms utilized at any given time, M-F, peak classroom usage 9:00 am-12:00 pm (average 7 classrooms occupied); 4 labs, average of 1 lab utilized at any given time, M-F, peak lab usage 2:00 pm-3:00 pm (average 1 lab occupied).

Clearwater: 56 classrooms across 7 buildings, average of 36 classrooms utilized at any given time, M-F, peak usage (average 6 classrooms occupied – highest usage is 20/23 rooms occupied at 11:00 am in the SC building); 35 labs across 7 buildings, average of 22 labs utilized at any given time, M-F, peak usage 9:00 am-12:00 pm (average 2 labs occupied) and 6:00-8:00 pm (average 2 labs occupied) – highest usage is 7/10 labs occupied from 5-7 pm in the LA building).

Mr. Miles explained the migration overview for DO to Downtown. Teams and functions that would relocate include: President's Office, Administration and Finance, Budgeting & Compliance, Data Management, Foundation, and General Counsel. Renovations to unoccupied areas of 3rd and 4th floor only. Renovations consist of building out vacant shelled space for offices, conference rooms and collaborative workspace. Downtown currently has 23,000 square feet completely unused – this plan would use approximately 12,000 square feet. The estimated renovation cost is \$1,834,842.

Mr. Miles explained the migration overview for DO to Clearwater (BT). Teams and functions that would relocate to Clearwater include: Information Technology. There would be renovations to the entire building. Major renovations consist of a new roof, new air conditioning units, data center safety precautions (backup power and fire suppression system), updating all bathrooms, replacing flooring and painting all spaces. Close to 50% of the total project renovation budget is dedicated to the improvements for the BT Building. Of the projected total renovations, \$700,000 are unique to the features of the data center. The remaining \$3M in renovations would be required in the future no matter the use of the building, which includes high dollar items such as roof replacement, air conditioning replacement and updating all restrooms for ADA compliance. The estimated renovation cost is \$3,686,403.

Mr. Miles explained the migration overview for DO to Epi Services. Teams and functions that would relocate to Epi Services include: Marketing, Human Resources, Business and Financial Services, Events Planning, and Admissions and Records. Renovations primarily consist of space configuration and wall and/or door additions or removals. Renovations would be completed by SPC in-house construction team. Due to using the in-house construction team for this building's interior design layout and construction, additional savings may be achieved. The estimated renovation cost is \$183,956.

Mr. Miles explained the migration overview for DO to Epi Tech. Teams and functions that would relocate to Epi Tech include: Academic Effectiveness, Online Learning, Institutional Research and Financial Aid. Mr. Miles noted that some of the teams and functions would move from Epi Services to Epi Tech. Renovations consist of space configuration, wall and/or door additions or removals and relocated technology services. The renovations would impact the 2nd floor only. Renovations would be completed by SPC in-house construction team. Due to using the in-house construction team for this building's interior design layout and construction, additional savings may be achieved. The estimated renovation cost is \$829,467.

Mr. Miles shared a relocation timeline. September 2019: Confirm vote to declare DO Property unnecessary, approve listing DO Property for sale, and Approve Spot Survey for Renovations. October 2019 – January 2020: Complete 100% Construction Drawings & finalize move sequence. February 2020 – April 2020: Renovate Epi using In-House Construction Crew. February 2020 – May 2020: Advertise and select contractor for Downtown and Clearwater projects. June 2020 – September 2020: Construction on Downtown and Clearwater renovations, complete all moves, relocate warehouse items, and vacate DO.

Mr. Miles recommended the Board consider the following votes: (1) Confirm vote declaring the District Office Property as unnecessary for educational or ancillary purposes (Spot Survey #2,

MINUTES OF THE SEPTEMBER 24, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Version 7); (2) Vote to list DO Property for sale provided State approves Spot Survey (#2, Version 7) with caveat that best offer must be approved by the Board; and (3) Approve Spot Survey #2, Version 8 for Renovations. Mr. Miles noted that the College would use the \$5 million already earmarked and if costs exceed \$5 million, the College would take some sales proceed from selling DO.

Chair Cole refreshed the Board that last month, the Board voted 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.

Trustee Gibbons confirmed with Dr. Williams that a letter was received from the state.

Chair Cole opined that there is something so valuable about having administrative positions on the campuses and having the President's Office accessible to business leaders in Downtown St. Pete.

Trustee Gibbons wanted to be clear about room to grow. He noted that the Board has discussed online learning a lot recently. He said that if SPC changes those models, they need to make sure there is still room to grow.

Dr. Williams stated that the goal is to ensure SPC is using the space effectively. She shared that there is an upcoming review by OPPAGA of SPC's space utilization. SPC needs to be able to reach students who want to come on campus, because the College has the space and beautiful facilities, and students succeed at a higher rate with face-to-face classes.

Trustee Gibbons opined that he does not think any college in the state does a good job with real estate deals.

Dr. Williams reminded the Board that any decision regarding a sale will come back to the Board.

The Board considered Personnel Items VI - C.1a. Ms. Bello moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

The Board considered VII – B.1 New Business. Mr. Gibbons moved approval. Mr. Stonecipher seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

B. NEW BUSINESS

1. Workforce and Professional Development Curriculum Changes (*Action*)
2. Credit Curriculum Changes (*Action*)
3. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. CareerSource Florida, Inc./Florida Department of Commerce – Quick Response Training (QRT) Grant on behalf of Power Town LLC (*Action*)
 - b. Verizon Tech Workforce Development Proposal (*Informational*)
 - c. Spectrum – Digital Education (*Informational*)
4. Construction
 - a. Spot Survey #2 Version 8 (*Action*)

18-130. Under VIII, Informational Reports

NONE

18-131. Under IX, President’s Report

Dr. Williams shared that SPC has had a very good month with a lot of learning with reference to the state. Commissioner Corcoran has been working diligently with the Council of Presidents to show support and build a strong strategy. They came up with a funding model that is a tiered funding model based on growth of programs, student enrollment, etc. The second component will be performance-based heavily on student success and student completion. She has the areas SPC needs to focus on. It has gone through two levels and, while not approved yet, has not really changed. If the funding is based on growth and completion, SPC will have to do exactly what is in the plan regarding student success and be creative in how SPC offers programs and brings on new programs. She opined that this train is moving and SPC will need to continue doing what they are doing.

Dr. Williams stated that SPC will be audited by OPPAGA; they will come in and look at SPC’s space utilization and look at the decisions and methodology used for space acquired over the past couple of years. Every college and university is going through this same study. The results from universities will be shared in December and from colleges in May.

Dr. Williams addressed PECO funds. The Commissioner and other have been working on a strategy to look at PECO in new buildings. They are looking for colleges to come up with a certain percentage of the funds. SPC is moving forward with HEC. There are two sites on Dr. Williams’ radar – HEC and the Tarpon Springs campus. Tarpon Springs needs some strong renovation to make it more collegiate and increase shared learning spaces.

MINUTES OF THE SEPTEMBER 24, 2019 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

18-132. Under X, Proposed Changes to BOT Rules Manual
NONE

18-133. Under Item XI, President's Report

Dr. Williams shared that she has been working with USF as a taskforce member for their consolidation. She noted that two new advisor positions will be paid for by USF, which will assist SPC in expanding information to the community about going to college and accessing SPC and USF.

Dr. Williams is working on legislative asks, including creating an education ecosystem, and how that will bring more resources to SPC for Pinellas County, so that SPC can do a better job of letting people know what is available when and where, expand tutoring, and help the faculty with more technology.

Dr. Williams has also been working on business roundtables to find out what kind of training businesses need and what SPC can do to provide that. The business roundtables started at Downtown, and SPC has already started a couple of programs as a result of that. Last month, roundtables took place at Tarpon, and Clearwater and Seminole will be in October. Some legislative representatives will be there to help SPC shape what kind of programs to offer to support workforce businesses and partners, as well as SPC students.

Dr. Williams share that on October 8th, Representative Sprowls will be meeting with her at the Tarpon Campus.

Dr. Williams noted that the Top It Off ceremony for the Joseph H. Lang Student Success Center will be held on September 28th. His family and the Board will get to sign a beam that will go on the top of the building. She invited the Trustees to attend. She added that Ms. Lang is excited to participate. SPC is moving right along with that building. She thanked the Board for the work they did to get to \$3.5 million to move that forward.

18-134. Under Item XIII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, October 15, 2019, 9:00 a.m., at the EpiCenter.

XII. ADJOURNMENT

Having no further business to come before the Board, Chair Cole adjourned the meeting at 10:42 a.m.

19-091. Under Item XIII, Under St. Petersburg Collegiate High Schools

The meeting was called to order by Chair Katie Cole at 10:42 a.m.

Ms. Metz brought forth for approval a proposed amended budget for St. Petersburg Collegiate High School North Pinellas at Tarpon Springs, the St. Petersburg Collegiate High School's policies and procedures manual, and the St. Petersburg College high school emergency plans.

Ms. Metz first addressed the proposed amended budget. She noted that the chart in blue is the current approved budget which the Board approved in June and the gold chart is the proposed amended budget. She is bringing forth an amended budget because it reflects the increase in student enrollment of 10 students, which is approximately \$58,000. It also reflects the fact that the Collegiate High School is not eligible this year for the Title II professional development dollars; Ms. Metz noted that the Collegiate High School will have those next year. The total funding sources would be \$1,098,568.

Ms. Metz next looked at operating expenses. The only change is a reduction in personnel cost of \$15,000 due to it being actual personnel cost versus estimated. She reminded the Board that not everyone was hired when the Board approved this budget and therefore this is the actual personnel cost of \$726,304. Changes to additional operating expenses include: a reduction in workshops and travel due to the loss of the Title II professional development funds as well as a reduction in personnel services and fees; an increase in textbooks and instructional materials; minor equipment and major equipment which includes some computers and some software increases (Ms. Metz noted she is hopeful that the cost of the textbooks, the computers, and part of the software costs will be reimbursed through the charter school program grant funds – if so, that would create a nice reserve in the budget for any unexpected expenses); the food budget has been significantly increased due to 31% of students qualifying for free or reduced lunch at Tarpon Springs, which is a little higher than normal; an increase in instructional materials, office supplies, and printing costs. The total current expense is \$372,264.

Ms. Metz stated that the total budgeted expenditures includes the additional revenue for the extra students and the expenses that go with that. The total would be \$1,098,568.

Trustee Gibbons moved approval. Vice Chair Bello seconded the motion. The motion passed unanimously.

Ms. Metz explained the consent agenda items. The first is a revision to the St. Petersburg Collegiate High School's enrollment and admission policy this is required by the state for the charter school program grant funds. It requires that the next recruitment cycle for the 2020-21 school year and perhaps, depending on the term of the grant, the 2021 recruitment cycle, that SPC would waive the sophomore entrance criteria. SPC will still hold the criteria as required by state statute for full dual enrollment at the junior level; this would open the door to those students that are not at the 3.0 unweighted grade point average. It is required because the federal funds are tied to the charter program grant. The second item, the school emergency plans, is required by Pinellas County School District.

**MINUTES OF THE SEPTEMBER 24, 2019 MEETING OF THE BOARD
OF TRUSTEES OF ST. PETERSBURG COLLEGE**

Trustee Gibbons moved approval. Trustee Stonecipher seconded the motion. The motion passed unanimously.

Meeting Adjourned at 10:48am

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

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

**Attachments
Board Memos and
Supplemental
Materials**


**Board of Trustees Meeting
September 24, 2019**

Quality Enhancement Plan (QEP) Update



Quality Enhancement Plan (QEP) Update

SPC Board of Trustees – September 2019
Sara Gomez, QEP Lead Faculty



Responsibility to SACSCOC

- In year 5 (2023), we will submit a QEP Impact Report, which includes a copy of the Executive Summary. In addition, we will need to include:
 - A succinct list of the initial goals and intended outcomes.
 - A discussion of changes made to the QEP and reasons for making these changes.
 - A description of the QEP's impact on student learning.
 - A reflection on what the institution has learned as a result of the QEP experience.



Student Learning Outcomes (SLO) Goal 1:

Ready:

Students will identify their learner mindset, including their motivation, and take ownership of their academic goals.

Core Element

Motivation and Ownership:

Students will identify why they came to college, what their motivations are for pursuing a degree or certificate, and how they can apply their behaviors to take ownership of their goals.



Student Learning Outcomes (SLO) Goal 2:

Set:

Students will learn strategies, such as time management, knowledge monitoring, and comprehension to help them along their academic path.

Core Elements

Time Management:

Students will identify barriers to efficient time management and apply the planning tools to increase productivity.

Knowledge Monitoring:

Students will identify their knowledge gaps.

Comprehension:

Students will effectively apply thinking strategies to comprehend course material.

Student Learning Outcomes (SLO) Goal 3:

Succeed:

Students will show how the learner mindset and learning strategies have helped them in, persistence, retention, and completion of their degree or certificate.

Persistence:	semester to semester
Retention:	fall to fall
Completion:	degree or certificate



Ready, Set, Succeed!

Quality Enhancement Plan (QEP)

Neighborhoods for Success (N4S)

College Wide Impact

RSSI Leadership Committee

Toolkits

Events

Professional Development

Titan Thursday Webinars



Neighborhoods for Success (N4S)

Target Population:

- Flexible Opt-Out Eligibility
- Refuse at least one developmental recommendation
- 15 credit hours or less
- Enrolled in at least 6 credit hours
- Online: Must be enrolled in at least one online course
- Two semester, non-credit course (NFS 1000)
- Collaboration with faculty mentors, success coaches, peer mentors, and champion advisors.
- Fall – focuses on developing success strategies, career exploration, and academic planning
- Spring – focuses on applying skills to new academic coursework, career development, and integration of SPC Reads book



St. Petersburg College

SPC

N4S Year One (2018 – 2019)

Decreased Withdrawal Rates

YEAR 1 FALL 2018 SUCCESS RATES

Student Cohorts	Unduplicated Student Count	Success Rate	Withdrawal Rate	WF Rate	F Rate
QEP NON PARTICIPANTS cohort: met NFS enrollment eligibility but did not participate	1,153	56.60%	6.70%	9.70%	19.70%
ALL QEP PARTICIPANTS Cohort: regardless of whether they met NFS enrollment requirements	63	60.90%	3.90%	5.80%	20.80%
QEP PARTICIPANTS (eligible) Cohort: met NFS enrollment eligibility requirements	42	62.10%	3.40%	4.10%	20.00%
College-Wide	29,088	78.80%	5.50%	4.10%	8.00%

Observations (N of QEP participants is too small to determine significance):

Success rate is higher for QEP participants than the success rate of those that chose NOT to participate in NFS but were eligible

Withdrawal rate and WF rate are higher for NON participants than those that chose to participate



Success Rates: N4S Students Compared to Opt-Out

Fall 2018-19 Success Rates Comparison: COMPOSITION		
	ENC1101	
	QEP Participants	QEP Non-Participants
Enrollment Count	44	977
Success Rate	77.30%	59.40%
Withdrawal Rate	2.30%	6.40%
WF Rate	6.80%	11.20%
F Rate	9.10%	17.80%

Spring 2018-19 Success Rates Comparison: COMPOSITION		
	ENC1101	
	QEP Participants	QEP Non-Participants
Enrollment Count	8	151
Success Rate	75.00%	38.40%
Withdrawal Rate	12.50%	13.90%
WF Rate	12.50%	21.90%
F Rate	0.00%	19.20%



Data = Lessons Learned & Changes

- Course Revisions
- Additional section offerings
- Elimination of redundant assessments
- Continued guidance from the RSS! Leadership Committee

N4S Student Feedback

49 out of 62 students successfully completed the program in May 2019



"I loved how when we would have **group discussions about how our classes were going**. The strategies that were presented to us **helped a lot with my math class**. Talking helps me find focus to the problems I was having with passing my test. The class discussions also helped me feel better knowing that **I wasn't the only one** feeling the way that I felt about this first semester." (Fall 2019)



N4S Year Two (2019 – 2020)

- **Sections at:**
 - Tarpon Springs, Clearwater, Seminole, Gibbs, Downtown, and Online
- **Tarpon Springs – Piloting a learning community**
 - Fall link NFS 1000 with ENC 1101
 - Spring link NFS 1000 with PHI 1600
- **Welcome Events (5 campuses)**
- **College Wide Events**
 - Off On the Right Foot – On campus & online
 - Keep It Going – On Campus & Online
- **College Wide Resources – On Campus & Online**





VI – A.2 African American Males Taskforce Update



African American Male Student Success Task Force Update

Dr. Joseph Smiley
Dean Social/Behavioral Sciences & Human Services

Dr. Mark Strickland
Seminole Campus Provost

September 24, 2019



Task Force Charge

1. Review and assess the climate of past and current initiatives for African-American males.
2. Identify and review opportunities and challenges at SPC for African-American males.
3. Develop and implement recommendations, principles, strategies, and programs, both short-term and long-term, for improving the success and retention of African-American males and identify those who will be responsible and accountable for the same.

Key Undertakings

- Reviewed key student data
- Reviewed current literature
- Inventory of past and current programs
- Gathered student input

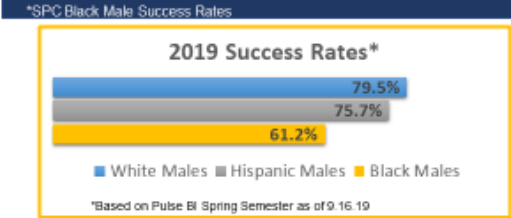
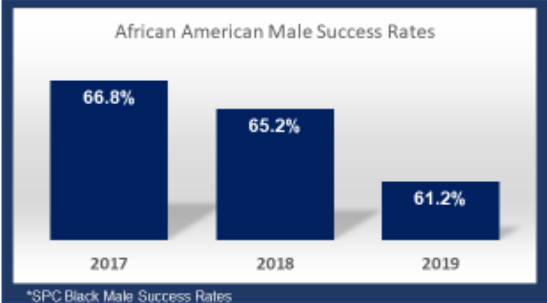


Student Success Data

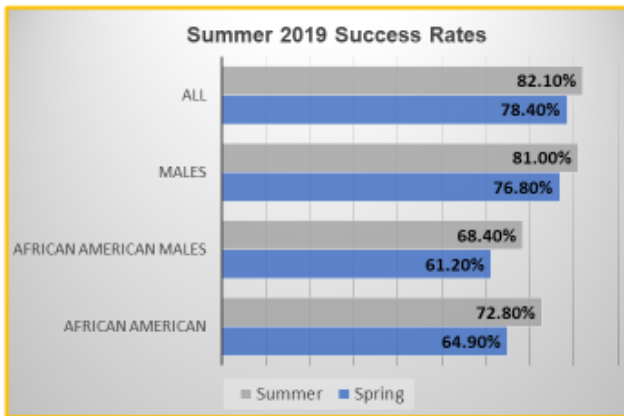
Black or African American Students at SPC

- 62.4% are low income
- Majority are 26 or over
- Most attend part-time
- Students age 22-25 struggle the most
- Students in AA program lowest success rates
- Students perform best in 8-week course formats

2019 Overall Student Success Rate*	78.4 %
Achievement Gap for Black Males	-17.2%



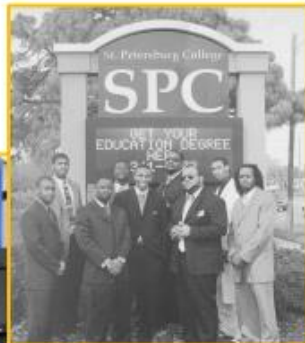
We Did Not Wait: Summer



- Summer Cohort
- Outreach by 15 SPC Employees
- Learning Resources Outreach Initiative
- Identified students with a 2.4 GPA or lower
- Outreach Initiative icon within MyCourses
- Task force regular and subcommittee meetings



Yesterday to Today



Dr. Ernest McDonald

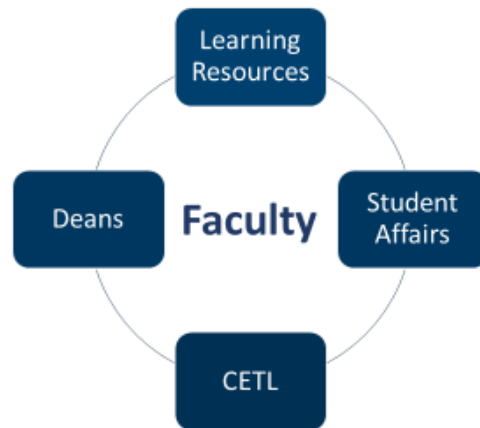
- Brother 2 Brother
- SPC Grad
- USF Grad
- Accountant
- Adjunct at SPC
- PharmD



Comprehensive & Systemic

Strategies

- Brother-to-Brother Program
- Comprehensive Mentoring
- Professional Development Focused on Cultural Competency
- Pipeline for Community Support of African-American Males



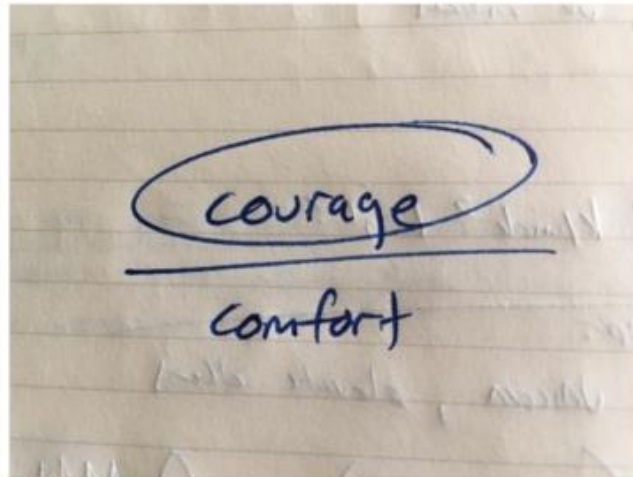


Next Steps

- September 2019 - Continue current strategies
- November 2019 - Present full plan with budget requests
- January 2020 - Rollout of full plan



Questions




VI – B.1 Monthly Budget Report




Operating Fund Budget Report
As of August 31, 2019

Janette Hunt
AVP, Budgeting & Compliance



Budget Report

	Prior Year Budget	Prior Year Actual	Budget	Actual	% of YTD
Revenue					
Student Tuition & Fees	\$ 61,499,889	\$ 26,664,662	\$ 61,582,147	\$ 25,792,606	41.9%
State Funding	\$ 72,088,236	\$ 9,164,908	\$ 72,614,178	\$ 10,135,328	14.0%
Other Revenues	\$ 5,187,048	\$ 556,921	\$ 5,167,110	\$ 479,434	9.3%
Fund Transfers In	\$ 3,103,706	\$ -	\$ 2,500,000	\$ 105	0.0%
Reserves	\$ 1,000,000	\$ -	\$ 1,677,908	\$ -	0.0%
Total Revenue	\$ 142,878,878	\$ 36,386,492	\$ 143,541,343	\$ 36,407,473	25.4%



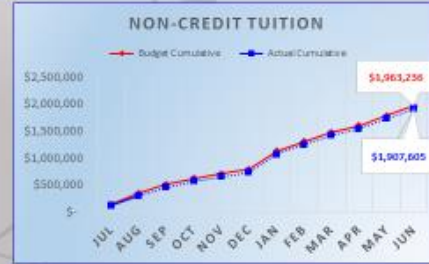
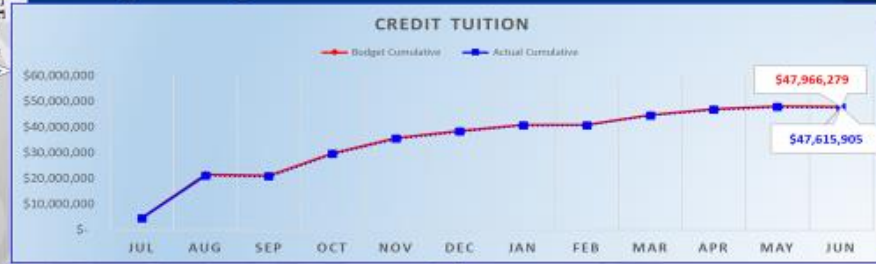
TUITION REVENUE

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

Actual Cumulative (JUN): \$50,117,268
Budget Cumulative (JUN): \$50,523,216



Budget Report



Budget Report

	Prior Year Budget	Prior Year Actual	Budget	Actual	% of YTD
Personnel & Benefits					
Faculty	\$ 25,749,327	\$ 5,249,495	\$ 24,375,480	\$ 5,103,182	20.9%
Administrative & Professional	\$ 23,585,641	\$ 3,874,005	\$ 24,570,371	\$ 3,869,079	15.7%
Career Service (includes OT)	\$ 19,183,840	\$ 2,898,052	\$ 18,565,584	\$ 2,756,283	14.8%
Adjunct	\$ 8,939,647	\$ 426,107	\$ 9,073,492	\$ 585,672	6.5%
Supplemental	\$ 4,202,945	\$ 423,869	\$ 4,871,945	\$ 578,353	11.9%
Other Personal Services (OPS)	\$ 2,019,316	\$ 281,363	\$ 1,853,669	\$ 213,115	11.5%
Student Assistants	\$ 428,000	\$ 37,232	\$ 422,851	\$ 30,691	7.3%
Health Insurance	\$ 14,423,171	\$ 3,108,758	\$ 14,490,795	\$ 2,068,051	14.3%
Other Benefits	\$ 11,827,326	\$ 2,150,210	\$ 12,026,259	\$ 2,118,365	17.6%
Other Personnel Expenses	\$ -	\$ -	\$ 1,499,298	\$ -	0.0%
Total Personnel & Benefits	\$ 110,359,214	\$ 18,449,090	\$ 111,749,744	\$ 17,322,792	15.5%
Current Expense					
Total Current Expense	\$ 29,740,028	\$ 5,337,141	\$ 29,014,980	\$ 5,466,549	18.8%
Capital					
Total Capital	\$ 2,779,636	\$ 416,899	\$ 2,776,619	\$ 131,889	4.7%
Total Operating	\$ 142,878,878	\$ 24,203,130	\$ 143,541,343	\$ 22,921,229	16.0%
Balance	\$ -	\$ 12,183,362	\$ -	\$ 13,486,244	



VII – A.1 Footprint Preview and DO Migration Plan




**St. Petersburg College
Board of Trustees Meeting
September 2019**

Footprint Review & DO Migration Plan

**Brian Miles
VP, Administration, Finance & Technology**

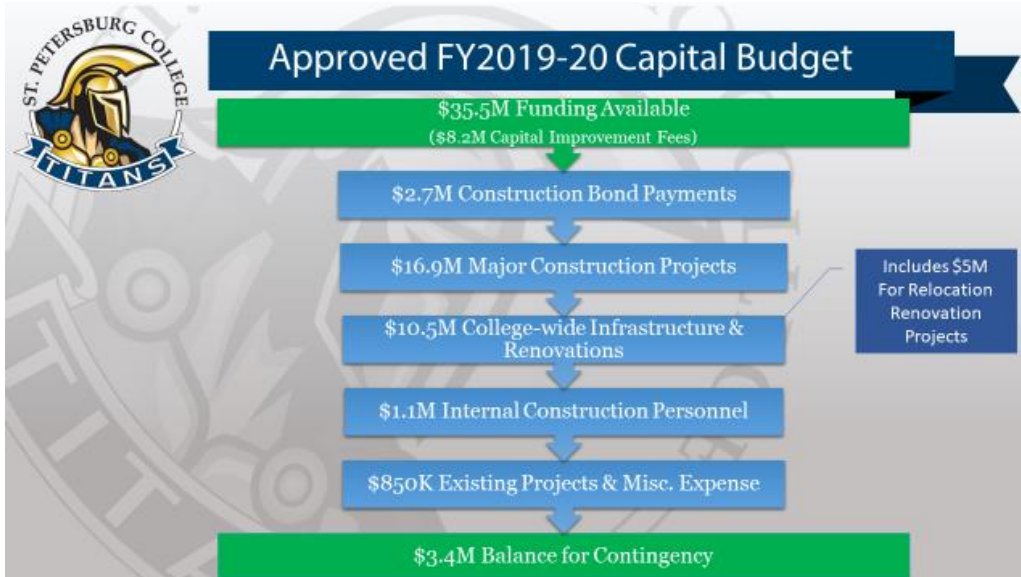
The slide features a large, stylized illustration of the St. Petersburg College Titan mascot, a warrior in blue and gold armor holding a shield with the SPC logo and a spear. The background is a light gray with a faint, large watermark of the college's seal.



Discussion Items

- Purpose
- Process
- FY19-20 Capital Budget
- Renovation Projects to support DO Move
- Recommended Votes

The slide features the official St. Petersburg College Titan mascot logo in the top left corner. The background is a light gray with a faint, large watermark of the college's seal.





Room to Grow

- Clearwater Campus:
 - 56 classrooms across 7 buildings
 - Average of 39 classrooms utilized at any given time, M-F
 - Peak usage 9:00 am – noon
 - 35 labs across 7 buildings
 - Average of 22 labs utilized at any given time, M-F
 - Peak usage 9:00 am – noon and 6:00 - 8:00 pm



Migration Overview – DO to Downtown

- Teams and functions that would relocate include: President's Office, Administration and Finance, Budgeting & Compliance, Data Management, Foundation, and General Counsel
- Renovations to unoccupied areas of 3rd and 4th floor only
- Renovations consist of building out vacant shelled space for offices, conference rooms and collaborative work space



Migration Overview – DO to Clearwater (BT)

- Teams and functions that would relocate to Clearwater include:
Information Technology
- Renovations to entire building
- Major renovations consist of a new roof, new air conditioning units, data center safety precautions (backup power and fire suppression system), updating all bathrooms, replacing flooring and painting all spaces



Migration Overview – DO to Epi Services

- Teams and functions that would relocate to Epi Services include:
Marketing, Human Resources, Business and Financial Services,
Events Planning, and Admissions and Records
- Renovations primarily consist of space configuration and wall and/or door additions or removals
- Renovations to be completed by SPC In-House Construction Team



Migration Overview – DO to Epi Tech

- Teams and functions that would relocate to Epi Tech include: Academic Effectiveness, Online Learning, Institutional Research and Financial Aid
- Renovations consist of space configuration, wall and/or door additions or removals and relocated technology services
- Impacts 2nd floor only
- Renovations to be completed by SPC In-House Construction Team



Relocation Timeline

September 2019: Confirm vote to declare DO Property unnecessary, approve listing DO Property for sale, and Approve Spot Survey for Renovations

October 2019 – January 2020: Complete 100% Construction Drawings & finalize move sequence

February 2020 – April 2020: Renovate Epi using In-House Construction Crew

February 2020 – May 2020: Advertise and select contractor for Downtown and Clearwater projects

June 2020 – September 2020: Construction on Downtown and Clearwater renovations, complete all moves, relocate Warehouse items, and vacate DO



September Board of Trustees Requested Action

- 1) Confirm vote declaring DO Property as unnecessary for educational or ancillary purposes (Spot Survey #2, Version 7)
- 2) Vote to list DO Property for sale provided State approves Spot Survey (#2, Version 7) with caveat that best offer must be approved by the Board
- 3) Approve Spot Survey #2, Version 8 for Renovations



QUESTIONS

September 24, 2019

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: Dr. Tonjua Williams, President



SUBJECT: Workforce Institute

Approval is sought for the recommended changes to Workforce Institute courses within the 2019-2020 catalog year.

Workforce Institute, Technology: Added three new online courses that consolidate previously offered separate courses. This consolidation will make it easier for students to register for, and manage, their coursework.

- TRN0310 Instructional Design Certificate Program
- TRN0311 Instructional Technology Certificate Program
- TRN0312 Instructional Design & Technology Certificate Program


Workforce Institute, Technology: Added one new course to expand and enhance current offerings. This course was created in cooperation with the Humanities Department, to provide training for students who may not be ready to seek a degree in video production.

- MMD0100 Video Production Certificate

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Credit Curriculum

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

New Program Highlights:

Technology:

- **Data Science Associate in Science (DATSCI-AS)** program created to offer students an opportunity to prepare for a career in data science will help meet the needs of the community as well as the high demand nationally for individuals prepared for a data science career.
 - *Job Opportunities: Data Warehousing Specialist, Business Intelligence Analyst, Statistician*

Engineering, Manufacturing, & Building Arts:

- **Medical Device Design and Manufacturing Certificate (MDDM-CT)** created to meet industry needs for skilled workers and to help students who are interested in working for medical device manufacturers.
 - *Job Opportunities: Biomedical Equipment Technician, Biomedical Engineering Technician, Biomedical Product Development*

Credit Curriculum Updates for Spring 2020 (0570)
Summary of Curriculum Activity in Programs and Courses

NEW/DELETED/MODIFIED PROGRAMS:

<i>Career & Academic Community</i>	<i>New</i>	<i>Modified</i>	<i>Transfer</i>	<i>Deleted</i>	<i>Total</i>
<i>Arts, Humanities, and Design</i>					0
<i>Business</i>		1			1
<i>Communications</i>					0
<i>Education</i>					0
<i>Engineering, Manufacturing, and Building Arts</i>	1	4			5
<i>Health Sciences and Veterinary Technology</i>					0
<i>Public Safety, Public Policy, and Legal Studies</i>					0
<i>Science and Mathematics</i>					0
<i>Social/Behavioral Sciences and Human Services</i>					0
<i>Technology</i>	1	2			2
<i>Total</i>	2	7	0	0	8

NEW/DELETED/MODIFIED COURSES:

<i>Career & Academic Community</i>	<i>New</i>	<i>Modified</i>	<i>Revitalized</i>	<i>Deleted</i>	<i>Total</i>
<i>Arts, Humanities, and Design</i>		1			1
<i>Business</i>		1			1
<i>Communications</i>	2	2			4
<i>Education</i>		3			3
<i>Engineering, Manufacturing, and Building Arts</i>	3	10		10	23
<i>Health Sciences and Veterinary Technology</i>	6	5			11
<i>Public Safety, Public Policy, and Legal Studies</i>	3	3			6
<i>Science and Mathematics</i>		3			3
<i>Social/Behavioral Sciences and Human Services</i>					0
<i>Technology</i>	10	1			12
<i>Total</i>	24	29	0	10	63

Program & Course Updates Effective Spring 2020 (570)

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

ARTS, HUMANITIES, AND DESIGNCourse Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
PGY	2800C	Digital Photography	Major Learning Outcomes and Description	This course is migrating to online modality, paralleling face-to-face course.

BUSINESSProgram Updates:

Program Name	Program Code	Rationale
Sustainability Management	SUSMGT-BAS	Adjusting lower division support requirements to create discipline areas that prepare students for an area of focus.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
GEB	1011	Introduction to Business	Major Learning Outcomes	Updating MLOs to reflect current course focus.

COMMUNICATIONSNew Courses:

Course Prefix	Course Number	Course Title	Proposal Type	Rationale
INT	3403	Issues in Educational Interpreting	New Credit Course	This is a course in the Educational Interpreting sub plan in the College of Education's Educational Studies and Community Leadership.
INT	4211	Transliterating	New Credit Course	This course is required for Educational Interpreting subplan of the BS in Educational Studies and Community Leadership program.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
COM	3131	Interpersonal Communication	Course Title	Changing the course title to match USF's course title, which will aid students in transferring.
SPC	2541	Persuasion & Media	Course Title	Changing the course title to match USF's course title, which will aid students in transferring.

EDUCATION

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
EDE	4304	Integrated Mathematics and Science	Prerequisites	Updating prerequisite requirements based on program review.
EDE	4943	Integrated Mathematics and Science Practicum	Prerequisites	Updating prerequisite requirements based on program review.
RED	4511	Intermediate Literacy 3-6: Reading, Writing and Thinking	Major Learning Outcomes	MLO changes per course review

ENGINEERING, MANUFACTURING, AND BUILDING ARTS

New Programs:

Program Name	Program Code	Degree Type	Rationale
Medical Device Design and Manufacturing	MDDM-CT	Certificate with Financial Aid Eligibility	One of the goals of the BMET-NSF grant is to add a college credit certificate to the BMET-AS degree in Medical Device Design and Manufacturing. This CCC will align with the new pathway with the same name. The CCC will help students who are interested in working for medical device manufacturers.

Program Updates:

Program Name	Program Code	Degree Type	Rationale
Biomedical Engineering Technology	BMET-AS	Associate in Science	Subplans were created in the BMET-AS to correlate with the three new CCCs being sent to the state and started at SPC.
Building Design and	ARCH-AS	Associate in Science	Several building arts classes are no longer offered and are being deactivated. These courses need to

Construction Management			be taken off the ARCH-AS program plan to decrease student confusion over which courses are available.
Computer-Aided Design & Drafting	CAD-CT	Certificate with Financial Aid Eligibility	One course in the DDM subplan of ENG-AS was modified based on industry demand, and the correlating CAD-CT was updated to match.
Engineering Technology	ENG-AS	Associate in Science	One course in the DDM subplan was modified based on industry demand.

New Courses:

Course Prefix	Course Number	Course Title	Rationale
ETI	1100	Statistical Process Control	ETI1100 is a required course in the new Production Systems Management AS degree to satisfy the state framework's learning objective on statistical process control.
ETS	2536C	Medical Device Cybersecurity	This course will be part of BMET-AS's Medical Device Networking and Cybersecurity subplan and CCC of the same name. This course will specifically address cybersecurity issues of medical devices.
ETS	2932C	Medical Device Networking	This course will be part of BMET-AS's Medical Device Networking and Cybersecurity subplan and CCC of the same name. This course will specifically address the networking of medical devices.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
ARC	1301C	Architectural Design I	Combined/Lab Status	Architectural Design 1 requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
ARC	1302C	Architectural Design II	Combined/Lab Status	Architectural Design 2 requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
ARC	2303C	Architectural Design III	Combined/Lab Status	Architectural Design 3 requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
ARC	2304C	Architectural Design IV	Combined/Lab Status	Architectural Design 4 requires supplies for building design prototypes and presentations. At least 4 projects are done throughout the semester.
ARC	2461C	Materials and	Combined/Lab	Materials and Methods requires supplies for

		Methods of Construction I	Status	building design prototypes and presentations. At least 4 projects are done throughout the semester.
EET	1035C	AC/DC Circuits with Lab	Other	After reviewing the course with the Dean, it was determined that the contact hours didn't correlate with ECH.
ETI	2041C	Medical Device Design and Prototyping	Description, Course Title, Major Learning Outcomes, Prerequisites, Other	ETI2041 is being redesigned to be a part of the new BMET-AS subplan in medical device manufacturing and design and the new CCC in medical device manufacturing and design.
ETM	1010C	Mechanical Measurement	Course Title, Major Learning Outcomes, Other	The new course title better represents the content being taught in the course. The MLOs and benchmarks need to be amended to reflect current course content. The contact hours for the course needs to be increased to 62.00.
ETS	1535C	Automation and Sensors	Prerequisites	Faculty determined that EET1035C should be the pre-requisite for the course. The contact hours for the course need to be lowered. They were over-estimated when the course was created.
ETS	2604C	Robotics	Major Learning Outcomes, Other	After reviewing the contact hours with the Dean, it was determined the hours didn't correlate with the ECH. New faculty member suggested changes to the MLOs and benchmarks.

Course Deactivations:

Course Prefix	Course Number	Course Title	Rationale
ARC	1126C	Architectural Drawing I	Course no longer being offered.
BCN	2054	Construction Surveying Methods	Course no longer being offered.
BCT	2730	Job Site Superintending	Course no longer being offered.
BCT	2764	SSTD 10-96 Deemed to Comply	Course no longer being offered.
BCT	2771	Advanced Estimating and Scheduling	Course no longer being offered.
ETS	2221	Introduction to Electro-Optical Devices	Course no longer being offered.
ETS	2360	Introduction to Nanotechnology	Course no longer being offered.
TAR	1941	Architectural Drafting Practicum	Course no longer being offered.
TAR	2057C	AutoCAD Architectural Desktop	Course no longer being offered.
TAR	2122C	Advanced Construction Drawing	Course no longer being offered.

HEALTH SCIENCES AND VETERINARY TECHNOLOGY

New Courses:

Course	Course	Course Title	Rationale
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Prefix	Number		
HIM	1002	Introduction to HIM Standards and Practice	Combining HIM 1000 and HIM 1110 due to HIT-AS program changes. Changes to credit hours, contact hours, course descriptions, MLOs, course objectives, and required textbook due to increase the credit hours to three, to align with other courses at the college.
HIM	1140	Pharmacology and Pathophysiology for HIM Professionals	Course is combining the old HIM 1430 Principles of Disease with HIM 1442 Pharmacology for HIM Professionals due to HIT-AS program changes.
HIM	1506	HIM Compliance	Creation of this course is being designed to to link to HIM2510, a course that is shared between HIM and HSA, to provide compliance specific content to HIM Professionals.
HIM	1511	Introduction to Healthcare Informatics and Workflow	Combining HIM 1102 and HIM 1212 due to HIT-AS program changes.
HIM	2201	Introduction to Statistics and Data Analysis	Combining HIM 2214 and HIM 2215 due to HIT-AS program changes. Changes to credit hours, contact hours, course descriptions, MLOs, course objectives, and required textbook due to increase the credit hours to three, to align with other courses at the college.
HIM	2229	Introduction to ICD-CM Coding	Combining HIM 2222 and HIM 2722 due to HIT-AS program changes. Changes to credit hours, contact hours, course descriptions, MLOs, course objectives, and required textbooks due to increasing credit hours from 2 to 3.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
HIM	1800	Professional Practice Experience I	Credit Hours, Other	Changes to credit hours, contact hours, and required textbooks due to increasing credit hours from 2 to 3.
HIM	2253	Basic CPT Coding	Credit Hours, Other	Changes to credit hours, contact hours, and required textbooks due to increasing credit hours from 2 to 3.
HIM	2723	ICD-PCS Coding	Credit Hours, Other	Changes to credit hours, contact hours, and required textbooks due to increasing credit hours from 2 to 3.
HIM	2810	Professional Practice Experience II	Prerequisites, Credit Hours, Other	Changes to credit hours, contact hours, and required textbooks due to increasing credit hours from 2 to 3.
HIM	2960	Credentialing Exam Review	Description, Credit Hours, Other	Required textbook change is to better align with changes made to the National RHIT, CCA, and CHTS exams. The HIT-AS degree program has two embedded certificates therefore allowing this course to be repeatable, allows the student to prepare for the two different exams.

New Courses:

Course Prefix	Course Number	Course Title	Rationale
PLA	2201	Civil Law and Procedure	Course created to align with changes in the law and in the legal industry's expectations.
PLA	2304	Criminal Law and Procedure	Course created to align with changes in the legal industry and altered expectations of employers.
PLA	2600	Wills, Estates, Trusts, & Probate Administration	Course created to align with changes in the law and in the legal industry's expectations.

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
PLA	2433	Business Organizations	Major Learning Outcomes, Description, Prerequisites	Course update to be used in program update for LEGAL-AS
PLA	2610	Real Estate Transactions	Description, Prerequisites, Major Learning Outcomes	Course updated to align with changes in the law and in the legal industry's expectations.
PLA	2800	Family Law	Description, Major Learning Outcomes	Course updated to align with changes in the law and in the legal industry's expectations.

SCIENCE AND MATHEMATICS

Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
EVR	1016	Hazardous Waste/ Materials Management	Prerequisites	Students should have a basic understanding of chemistry and common chemical reactions prior to taking this course.
PCB	3023	Cell Biology	Prerequisites	BSC 2011/L should not be the prerequisite. BSC 2010, 2010L, 2010CH should be.
PCB	3023L	Cell Biology Laboratory	Prerequisites	BSC 2011/L should not be the prerequisite. BSC 2010, 2010L, 2010CH should be.

SOCIAL/BEHAVIORAL SCIENCES AND HUMAN SERVICES

No changes for 0570

TECHNOLOGY

New Programs:

Program Name	Program Code	Degree Type	Rationale
Data Science	DATSCI-AS	Associate in Science	Offering Pinellas County citizens an opportunity to prepare for a career in data science will help meet the needs of the community as well as the high demand nationally for individuals prepared for a data science career. With an average salary of \$58,000 (Average Data Analyst Salary, n.d.) this career choice aligns nicely with the economic mobility commitment to prepare our students for high-wage, high-demand careers.

Job Opportunities: Data Warehousing Specialist, Business Intelligence Analyst, Statistician

Program Updates:

Program Name	Program Code	Degree Type	Rationale
Computer Programming and Analysis	CWPA-AS	Associate in Science	The off cycle request will allow CCIT to address emerging technologies.
Technology Development and Management	TMGT-BAS	Bachelor of Applied Science	This is a new sub plan within the existing TMGT-BAS program. Development of the sub plan is being funded by a Department of Education Grant. This plan is based on input from a DACUM session conducted with industry professionals.

New Courses:

Course Prefix	Course Number	Course Title	Rationale
CAP	2940	Data Science Internship	Added as part of new Data Science AS degree program. All CCIT A.S. degrees contain an internship course to give the student an opportunity for a real-world experience.
CEN	2211	Programming for Embedded Devices	Students need to know how to create and support codes for devices that fall under the category of Internet Of Things.
CEN	2212	Introduction to Programming the IoT	This course is the second in a series that offers students the opportunity to program for the Internet of Things (IoT).
CEN	2932	Emerging Software Engineering	This course will allow us to roll out new technology information to our students in an on demand format,

		Technologies	allowing us to address emerging topics and new techniques in software development without having to add new classes to our curriculum.
CIS	3377	Security Architectures	This course is being developed as part of a new sub plan in the TGMT-BAS program and is funded by a grant from the DOE. The new sub plan is Cyber Security - Defense and Risk Mitigation.
CIS	4200	Penetration Testing	This course is being developed as part of a new sub plan in the TGMT-BAS program and is funded by a grant from the DOE. The new sub plan is Cyber Security - Defense and Risk Mitigation.
CNT	3421	Securing the Cloud	This course will be part of a new sub plan and new BAS program in Cyber Security. The development of this course and the BAS program are funded by a grant from the DOE.
COP	1073	Introduction to Data Science using Python	This course is a new course that supports the new Data Science AS program.
COP	2932	Emerging Computer Programming Technologies	This course will allow us to roll out new technology information to our students in an on demand format allowing us to address topics such as block chain programming frameworks and Augmented Reality/Virtual Reality programming.
CTS	4124	Threat Detection and Mitigation	This course is being developed as part of a new sub plan in the TGMT-BAS program and is funded by a grant from the DOE. The new sub plan is called Cyber Security - Defense and Risk Mitigation.


Course Updates:

Course Prefix	Course Number	Course Title	Changes	Rationale
COP	2660	Introduction to Android Programming	Major Learning Outcomes, Description	There are some topics no longer covered in the course, such as networking, location-based services and publishing apps. These topics need to be removed from the course description as well as from MLOs.

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: CareerSource Florida, Inc.– Quick Response Training Grant – PowerTown Line Construction

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 PowerTown Line Construction. Permission is sought to accept an estimated \$415,984 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.

PowerTown Line Construction (PowerTown) is a licensed certified general and utility specialty contractor with the State of Florida, and specializes in distribution, transmission telecommunication, and substation construction. Services include construction, project management, and maintenance applications of both power delivery and telecommunication services. QRT grants will assist in training up to 80 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 fiscal agent services to PowerTown over the one-year program, as well as training services including curriculum development, participant instruction, and certification preparation.

The estimated period of performance will be from October 1, 2019 through September 30, 2020. The total project budget is projected to be \$415,984 over a one-year period. Of this amount, the College anticipates receiving approximately \$261,880 for training-related and fiscal agency 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

jm0909193

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

Date of BOT Meeting: September 24, 2019

Funding Agency or Organization: CareerSource Florida, Inc.

Name of Competition/Project: Quick Response Training (QRT) – PowerTown Line Construction

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/19 **End:** 9/30/20

Administrator: Andrea Henning

Manager: Belinthia Berry

Focus of Proposal:

St. Petersburg College’s Workforce Institute Training Office will serve as the fiscal agent and training provider for PowerTown Line Construction (PowerTown) in the implementation of the Quick Response Training (QRT) Program. PowerTown will train approximately 80 of its newly hired employees in groundsman/lineman and telecommunication operations, thereby increasing responsiveness to regional needs. SPC’s Workforce Institute will assist PowerTown with its monthly reporting to CareerSource Florida, Inc. and provide invoicing services. In addition, the Workforce Institute will provide curriculum design, program instruction, and certification exam preparation for participants in select training areas. As SPC will be funded for training activities under this grant, the College will only take an indirect fee for fiscal agency on costs not associated with the College.

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.)

Program Tuition	\$ 190,575
Curriculum Development	\$ 63,600
Subaward to PowerTown	\$ 154,104
<u>Indirect Fee (5% for fiscal agency)</u>	<u>\$ 7,705</u>
Total Budget	\$ 415,984

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 415,984

Total amount from funder: \$ 415,984

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

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

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Verizon Wireless Foundation – Tech 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 Verizon Wireless for the Community Initiative - Tech Workforce Development Grant. The grant will provide an estimated \$100,000 in funding over a two-year period for this proposal. If awarded, funding will be channeled under the direction of the SPC Foundation as a non-profit entity.

Verizon has invited St. Petersburg College to apply for its Community Initiative grant, which supports increasing economic mobility in communities of greatest need. Within this funding, SPC will apply under the Technology Workforce Development track. This grant seeks to connect the most vulnerable populations, from youth to adults, to developmental opportunities to obtain meaningful jobs through strategies such as technology career exploration, youth employment, and job hard and soft skills training. As a direct response to recent data on African American/black male success rates, SPC will utilize proposed funding to support SPC's African American Male Initiative. Based on recommendations from the African American Male Student Success Task Force, the initiative will address determinants for success through implementation of research-based solutions.

Recommended strategies for increasing success rates for African American/black males will include: **1) academic support, 2) increased student engagement, and 3) faculty and staff professional development.** Aligned with the goals of this funding, these strategies will help to increase academic success and build soft skills, which are foundational for long-term economic mobility.

The estimated period of performance will be from January 1, 2020 through December 31, 2021. The total project budget is projected to be \$100,000, of which the College anticipates receiving the full award amount.


Jamelle Conner, Vice President of Student Affairs; Jesse Turtle, Vice President for Institutional Advancement and Executive Director, SPC Foundation; Suzanne L. Gardner, General Counsel; and Joseph Smiley, Dean, Social & Behavioral Science recommend approval.

ks0909193

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Spectrum—Digital Education 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 Spectrum for the Digital Education Grant. The grant will provide an estimated \$46,858.22 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.

Spectrum's Digital Education Grant supports nonprofit organizations that educate community members on the benefits of broadband and how to use it to improve their lives. The grant provides communities in need with the necessary tools to grow and prosper in the digital age. SPC has submitted a proposal for Technology for SPC's Midtown Campus and Year Up Partnership. The proposed funding will equip one or more Midtown classrooms with student computers, instructor stations, and webcam technology to support Midtown classroom growth and SPC's Year Up partnership. Year Up is a one-year, intensive training program that empowers low-income young adults to succeed in higher education and professional careers. Choosing an IT or business track, students take 12 credit hours of SPC classes, such as Computer Applications and Database Techniques, and then apply their skills in a three-month internship with a local business partner. Graduates earn college credits and industry skills to support sustainable employment and economic mobility.

The addition of new classroom technology will: **1) strengthen and expand the Year Up program by increasing class-size capacity and increasing the number of participants by up to 50 students and 2) support traditional Midtown classes and students by enabling additional sections of computer-focused courses to be offered.** Overall, this program will provide increased access to technology and education for the South St. Petersburg community. In lieu of grant funding, an estimated 50 laptops may be awarded for these classrooms by Spectrum.


The estimated period of performance will be from December 1, 2019 through November 30, 2020. The total project budget is projected to be \$46,858.22, of which the College anticipates receiving the full award amount.

Jamelle Conner, Vice President of Student Affairs; Jesse Turtle, Vice President for Institutional Advancement and Executive Director, SPC Foundation; Suzanne L. Gardner, General Counsel; and Tashika Griffith, Provost, recommend approval.

September 24, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Spot Survey #2, Version 8

Approval is requested for an amendment to the current Education Plant Survey for St. Petersburg College, dated June 30, 2017, adding:

- Recommendation #1.008 Remodel Epi Tech Center, Facility #703, (Site 1), 13805 58th Street North, Clearwater, FL 33760,
- Recommendation #1.009 Remodel Epi Services, Facility #704, (Site 1), 14025 58th Street North, Clearwater, FL 33760,
- Recommendation 2.013, Remodel of Business Technology Building, Facility #44, (Site 2), at Clearwater Campus, 2465 Drew Street, Clearwater Florida, 33765, and;
- Recommendation #15.006, for New Construction of shelled out space at the Downtown Center, Facility #501 (Site 15), 244 2nd Avenue North, St. Petersburg, as required by Section 1013.31, Florida Statutes.

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

AMENDMENT #8
EDUCATIONAL PLANT SURVEY dated June 30, 2017
St. Petersburg College
September 24, 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: Epi Center

- 1.008 Remodel Epi Tech Building #703 (Site 1), rooms 2-421, 2-422, Classrooms and 2-423 conference room all into office space for administrative staff (Academic Effectiveness Department). Remodel rooms 2-425 and 2-426 (existing computer labs) into office space for administrative staff (Online Advising). Remodel rooms 2-308 (existing classroom), 2-310 (office space) 2-312 (existing classroom) and 2-314 (existing office space) into office space for administrative staff (Financial Aid). The total of this remodel is 6,751 square feet.
- 1.009 Remodel Epi Services, Facility #704 (Site 1) room 206 (existing work room) into office space. The total of this remodel is 212 square feet.

Site 2: Clearwater Campus

- 2.013 Remodel/Renovation of the entire Business Technology Building, Facility #44 (Site 2), in the amount of 17,453 square feet. This remodel will convert six classrooms to accommodate the move of the Information Technology services department from District Office. This remodel will provide offices, service areas, circulation area, call center, project workroom, Data Center and general upgrades.

Site 15: Downtown Center

- 15.006 New Construction of shelled space at the Downtown Center Facility #501, (Site 15). The third floor remodel will consist of 2,892 square feet to provide offices for the Foundation staff, 508 square feet for conference room, 1,689 square feet to accommodate Legal offices, 532 square feet for multi-purpose room, 3,096 square feet for Administration and Budgeting offices and staff related spaces. The fourth floor remodel will consist of 3,287 square feet for president's office suite and staff related spaces and 432 for conference room. Total square footage of new construction is 12,436.

Approved by the Board of Trustees of St. Petersburg College on September 24, 2019.

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

St. Petersburg Collegiate High Schools

St. Petersburg and Tarpon Springs



**Governing Board Meeting
EpiCenter, 1- 453
September 24, 2019**

Agenda

1. Proposed St. Petersburg Collegiate High School North Pinellas at Tarpon Springs Proposed Amended Budget (*approval requested*)
2. St. Petersburg Collegiate High Schools Policies and Procedures Manual, Enrollment/Admissions Policy Revision, for Charter Schools Program (CSP) Grant (*approval requested*)
3. St. Petersburg Collegiate High Schools St. Petersburg and North Pinellas School Emergency Plans (approval requested)



ST. PETERSBURG COLLEGIATE HIGH SCHOOLS GOVERNING BOARD MEETING AGENDA

1. Proposed Amended Budget for St. Petersburg Collegiate High School North Pinellas (SPCHSNP), *(approval requested)*
2. St. Petersburg Collegiate High Schools Policies and Procedures Manual, Enrollment and Admissions Policy Revision, for Charter School Program (CSP) Grant *(approval requested)*
3. St. Petersburg Collegiate High Schools School Emergency Plans *(approval requested)*



SPCHSNP PROPOSED 2019-20 BUDGET REVENUE COMPARISON

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
	Fiscal Year 2019-2020
	07/01/2019 - 06/30/2020
Revenue	
Funding Sources	
FTE Funding	\$ 826,547
Capital Outlay Funding (PCSB)	-
Title II Prof Development Reimbursement	6,500
A+ Recognition Award	-
Capital Outlay (from Fund Balance Reserve)	-
Budget Stabilization Reserve (Fund Balance)	\$ 206,989
Total Funding Sources	\$ 1,040,036

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
	Fiscal Year 2019-2020
	07/01/2019 - 06/30/2020
Revenue	
Funding Sources	
FTE Funding	\$ 891,579
Capital Outlay Funding (PCSB)	-
Title II Prof Development Reimbursement	-
A+ Recognition Award	-
Capital Outlay (from Fund Balance Reserve)	-
Budget Stabilization Reserve (Fund Balance)	\$ 206,989
Total Funding Sources	\$ 1,098,568



SPCHSNP PROPOSED 2019-20 BUDGET OPERATING EXPENSES

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
Operating Expenses:	
Personnel Cost	
Instructional	\$ 373,228
Administrative and Instructional Support	340,991
Plant Operation	14,155
Temporary (Non-recurring)	13,454
Total Personnel Cost	\$ 741,828

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
Operating Expenses:	
Personnel Cost	
Instructional	\$ 357,872
Administrative and Instructional Support	328,328
Plant Operation	28,575
Temporary (Non-recurring)	11,529
Total Personnel Cost	\$ 726,304



SPCHSNP PROPOSED 2019-20 BUDGET OPERATING EXPENSES

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
Current Expense	
Workshops and Travel	\$ 6,500
Classroom Supplies	500
Textbooks and Instructional Materials	-
Computer Leases	-
Minor Equipment	-
Major Equipment	-
Facility Lease (partially from Capital Outlay Funds)	221,788
Memberships	2,500
Professional Services & Fees	26,220
Data Software Fees	-

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
Current Expense	
Workshops and Travel	\$ 1,500
Classroom Supplies	3,000
Textbooks and Instructional Materials	37,584
Computer Leases	-
Minor Equipment	5,000
Major Equipment	17,000
Facility Lease (partially from Capital Outlay Funds)	221,788
Memberships	2,500
Professional Services & Fees	17,020
Data Software Fees	3,000



SPCHSNP PROPOSED 2019-20 BUDGET OPERATING EXPENSES

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
Repairs /Service Contracts	500
Transportation	-
Food	15,000
Office Supplies and Equipment	1,800
Other Supplies/Materials	-
Lease Ricoh Copier & Sunprint	3,900
Postage	500
Printing/Photocopying/Advertising	4,000
Insurance	15,000
Audit Fees	-
Total Current Expense	\$ 298,208

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
Repairs /Service Contracts	1,000
Transportation	
Food	28,000
Office Supplies and Equipment	7,000
Other Supplies/Materials	8,872
Lease Ricoh Copier & Sunprint	6,000
Postage	1,000
Printing/Photocopying/Advertising	5,000
Insurance	7,000
Audit Fees	-
Total Current Expense	\$ 372,264



SPCHSNP PROPOSED 2019-20 BUDGET OPERATING EXPENSES

SPCHSNP TARPON SPRINGS	Approved Budget 6/19/19
Capital Spending	\$ -
Total Capital Spending	\$ -
Total Budgeted Expenditures	\$ 1,040,036
Dual Enrollment Tuition	\$ 230,000
SPC Contribution to Offset Dual Enrollment	(230,000)
Balance Surplus (deficit)	\$ 0
Add back Encumbrance rollover: Ricoh	-
Add back Encumbrance rollover: Audit	-
Net Surplus (Deficit)	\$ 0
Reserve Fund Balance (est.)	-

SPCHSNP TARPON SPRINGS	Proposed Amended Budget
Capital Spending	\$ -
Total Capital Spending	\$ -
Total Budgeted Expenditures	\$ 1,098,568
Dual Enrollment Tuition	230,000
SPC Contribution to Offset Dual Enrollment	(230,000)
Balance Surplus (deficit)	\$ 0
Add back Encumbrance rollover: Ricoh	-
Add back Encumbrance rollover: Audit	-
Net Surplus (Deficit)	\$ 0
Reserve Fund Balance (est.)	-



ST. PETERSBURG COLLEGIATE HIGH SCHOOLS

CONSENT AGENDA

- SPCHS Policies and Procedures Manual (approval requested)
- SPCHS School Emergency Plans (approval requested)



Questions

