

MINUTES OF THE APRIL 21, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, April 21, 2020 via zoom. The following Board members were present: Chair Katherine Cole, Bridgette Bello, Deveron Gibbons, Thomas Kidwell and Nathan Stonecipher were present. Dr. Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees was also present. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:00 a.m. on Tuesday, April 21, 2020, via zoom. 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).

20-038. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES

APRIL 21, 2020

Zoom Meeting

REGULAR MEETING: 9:00 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. RECOGNITIONS

- A. SPC Spotlights

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of March 17, 2020 (*Action*)

Board of Trustees' Meeting of March 24, 2020 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel – None

VI. STRATEGIC FOCUS

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

- 1. Strategic Plan Dash Board (*Informational*)

VII. CONSENT AGENDA

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

B. NEW BUSINESS

1. ADMINISTRATIVE MATTERS

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

- 2. Workforce and Professional Development Curriculum Changes (*Action*)

MINUTES OF THE APRIL 21, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

3. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. National Science Foundation – Scholarships in STEM (S-STEM) (*Action*)
- b. United Way Suncoast – Financial Stability – Asset Development (*Action*)
- c. Tampa Bay Environmental Restoration Fund –Living Shoreline Project Program (*Action*)

4. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

- a. Selection of Continuing Service Contracts for Construction Management & Design Services, Miscellaneous Collegewide Projects not to exceed \$2,000,000 or studies for which the professional service fee does not exceed \$200,000 (*Action*)

5. Other

- a. Change Order #4, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-R-18-4, Seminole Chamber of Commerce (*Action*)

- b. Funding Transfer Request (*Action*)

VIII. INFORMATIONAL REPORTS

- A. Quarterly Report of Contract Items
- B. Quarterly Informational Report of Exempt and Non-Exempt Purchases
- C. Quarterly Report of Dell Financial Agreements
- D. Removal of Certain Assets from Property Inventory
- E. Operating Budget Report

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

X. PRESIDENT’S REPORT

XI. NEXT MEETING DATE AND SITE

May 12, 2020, Zoom Meeting

XII. ADJOURNMENT

***No packet enclosure**

Date Advertised: April 13, 2020

20-039. Under Item I, Call to Order

Chair Cole announced that today is a regular business meeting of the Board and it is recorded and will be on the Board of Trustees website.

Chair Cole thanked each of the Board members and Dr. Williams for attending virtually and thanked the staff for being on as well to respond to questions and be available.

Chair Cole reminded everybody that it is a public meeting. She stated that if anyone wanted to provide public comment related to a matter of business to type their intent to do so and their name in the chat box.

Chair Cole stated that Trustee Gibbons, Trustee Stonecipher, Trustee Kidwell, Vice Chair Bello, and Dr. Williams were in attendance, along with the Board Clerk Rebecca Turner, who ensured the meeting was recorded properly.

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

20-040. Under Item II – Recognitions**A. SPC Spotlights**

Dr. Williams commended the SPC family, who were able to transition 1,800 courses from face-to-face on-campus to face-to-face online in two days, which is unheard of. She is very proud that SPC did not have to shut down for a whole week.

Dr. Williams shared that SPC loaned or donated 26,000 pieces of medical equipment. SPC has loaned out 11 ventilators, and two faculty members are using 3D printers to make masks and things of that nature to support healthcare workers. SPC also donated 800 pounds of food. She opined that creating a community of care is exactly what SPC has done.

Dr. Williams announced that SPC raised over \$190,000 through the Foundation and the generosity of many who gave to the emergency fund to give funds to students to help them during this difficult time. A community member just gave another \$10,000 to the emergency fund and so SPC has been giving money to students for living and supporting them during this unprecedented time.

Dr. Williams shared that yesterday, she had the honor of recognizing a facilities crew member who has been with the College for 46 years. She read his resolution and gave him his plaque while using social distancing rules to recognize his hard work for 46 years. His name is Dave Houston, and she is very proud of him.

MINUTES OF THE APRIL 21, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Williams stated that SPC has added two new short-term programs that will be starting this Fall dealing with laboratory specialists. Many new jobs are being created due to the COVID-19 situation, and SPC is trying to get ahead. Dr. Williams will be having some webinars with various clusters of members to find out from the healthcare community what new jobs are coming, how SPC can be prepared for manufacturing, and so forth. SPC is also jumping on new certificate opportunities for things like online event planning. Last week, hospitality members came to her to ask if SPC can do some sort of sanitizing certificate so that people will know how to sanitize facilities and what is the new latest and greatest from FEMA on down.

Dr. Williams shared that the Board members will receive invitations to upcoming townhall meetings: student townhall on April 22nd at 6pm; faculty townhall on April 23rd at noon; career staff townhall April 28th at 1pm; potential donor townhall on April 29th; and administrative and professional staff on May 1st. She encouraged the Board members to attend.

Dr. Williams announced that SPC is now fully accredited for the Associate in Nursing program and the Respiratory program. She thanked the deans and the faculty for their work on getting re-accredited. She added that lots of groups were in the midst of being re-accredited and SPC is not sure where they are going to land, but it is interesting that SPC got re-accredited for Nursing and Respiratory in a time like this when society needs more nurses and respiratory therapists.

20-041. Under Item III, Comments

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

Trustee Stonecipher requested that Dr. Williams ensure sure the Board has the dates and times of the townhall meetings.

Dr. Williams informed him that Rebecca Turner will send the Board members a calendar invite for each of the townhall meetings.

Vice Chair Bello noted that due to her being a member of the media, she sees all the press releases of all the things SPC has been doing for the community and that she is really proud to be a member of the Board.

Vice Chair Bello also noted that yesterday, United Way Suncoast reached out to her about a recommendation for a strategic planning session, and she of course recommended the Collaborative Labs at SPC. Her contact at United Way Suncoast received a reply from Collaborative Labs in just 33 minutes. She commended SPC for doing a good job of really staying out there and being members of the community.

Chair Cole added that she has also seen on social media and the news exactly how impactful SPC has been locally in the community to support small businesses, to support community members, to support students, and to support the healthcare system. She thanked Dr. Williams and her team

and all the students for stepping up.

20-042. Under Item IV, Review and Approval of Minutes

The minutes of the March 17, 2020 and March 24, 2020 Meetings of the Board of Trustees of St. Petersburg College were presented by the chair for approval. Trustee Stonecipher moved approval of the minutes as submitted. Trustee Kidwell seconded the motion. The motion passed unanimously.

20-043. Under Item V, Monthly Reports

Under Monthly Reports

- A. General Counsel – None

20-044. VII. STRATEGIC FOCUS AND PLANNING

A. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

- 1. Strategic Plan Dash Board – Dr. Sabrina Crawford, Associate Vice President, Institutional Effectiveness and Academic Affairs (*Informational*)

Chair Cole stated that the Strategic Plans Monthly Dashboard is included in the Board members' package. She noted that SPC is in that hybrid time period at the end of the semester. She also noted that leading into the Summer term, SPC obviously has a reduction in enrollment. At this point, SPC is anticipating lower enrollment for Fall, which is reflected within both the Resource Alignment, as well as the Retention and Enrollment.

Trustee Gibbons asked if SPC received any money from the stimulus package.

Dr. Williams responded that SPC received about \$12.8 million and that she will address that later in the meeting.

20-045. Under Item VII – CONSENT AGENDA

Chair Cole stated that there is no new business. Old business included administrative matters, curriculum changes, grants and funds, policy changes, change order for Seminole Chamber of Commerce, and a pending transfer request, which is the annual transfer for health insurance fund.

Trustee Stonecipher asked what the transfer was last year for the health fund.

Dr. Williams responded that for SPC to make safe harbor last year, it was about \$2M.

Trustee Stonecipher stated that SPC was anticipating that this year would be significantly less, which it looks like it is.

MINUTES OF THE APRIL 21, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Williams confirmed, and added that SPC is anticipating this year to be very high due to COVID and people starting to check themselves a lot more. She stated that SPC is looking at joining the consortium and is also looking at other insurance policies. SPC has a policy for the rest of the year and may have to look at some changes there. She said she will bring that back to the Board before the recommendation is made.

Dr. Williams said that it was 3.5, which she knows was expensive.

Chair Cole shared with Trustee Kidwell that the Board had a pretty extensive work session to review all of the insurance options and the Board chose kind of the middle number, which was not a significant cut to employees and staff but still was a reduction in coverage or an increase in employee participation from what SPC had provided in the past. She added that in light of the financial situation moving in to the next two years and in light of continuing to have to transfer money per safe harbor, she asked Dr. Williams if the Board could take another look at that and see what else they needed to do. Dr. Williams had already said that the College is going to look at the consortium. If the Board needs to, they will have another workshop on that, like they did last year or 18 months ago.

The Board considered VII –B.1a - 5.3b Trustee Stonecipher moved approval. Vice Chair Bello seconded the motion. The motion passed unanimously.

- A. OLD BUSINESS (items previously considered but not finalized) - None
- B. NEW BUSINESS
 - 1. ADMINISTRATIVE MATTERS
 - a. Human Resources
 - i. Personnel Report (*Action*)
 - 2. Workforce and Professional Development Curriculum Changes (*Action*)
 - 3. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. National Science Foundation – Scholarships in STEM (S-STEM) (*Action*)
 - b. United Way Suncoast – Financial Stability – Asset Development (*Action*)
 - c. Tampa Bay Environmental Restoration Fund –Living Shoreline Project Program (*Action*)
 - 4. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
 - a. Selection of Continuing Service Contracts for Construction Management & Design Services, Miscellaneous Collegewide Projects not to exceed

\$2,000,000 or studies for which the professional service fee does not exceed \$200,000 (*Action*)

5. Other

a. Change Order #4, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-R-18-4, Seminole Chamber of Commerce (*Action*)

b. Funding Transfer Request (*Action*)

20-046. Under Item VIII – Informational Reports

- A. Quarterly Report of Contract Items
- B. Quarterly Informational Report of Exempt and Non-Exempt Purchases
- C. Quarterly Report of Dell Financial Agreements
- D. Removal of Certain Assets from Property Inventory
- E. Operating Budget Report

20-047. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing – NONE

20-048. Under Item XI, President’s Report

Dr. Williams first addressed Trustee Gibbon’s question about the Cares Act. SPC received \$12.8M. The College has not received all of it; SPC just received the \$6.4M for students. The College has a whole year to spend it, so they are looking at breaking this up into maybe thirds or in half, not just spending all of it at once. The College is looking at students who are taking classes right now who are struggling, those who will be taking classes in the summer who are struggling, and then the Fall. She noted that the Foundation has done amazing at providing resources to students, whether they are Pell recipients or not. SPC has been able to help about 300 students. There are about 500 students on a waitlist waiting to be supported. The money came in last night, and the College will be able to pull it today and will be able to start distributing those funds to the students directly. She stated that SPC does not know when the institutional money will be received, and it is unclear as to exactly how those funds can be used. She has attended a lot of the Federal workshops to help learn how these funds can be spent, and she will keep the Board informed.

Dr. Williams stated that the College needs to be working hard on what the next steps are for returning back to campus and what the priorities will be budget-wise because this will be closer to a depression than a recession for a little bit. In recession times, SPC gets more enrollment; this is different. Summer enrollment is down 6.8%; she will be pulling that data to provide to the Board how much this mean in dollars. For the 19-20 year, SPC budgeted to be flat in enrollment. The College distributed funds to operate the College based on having the exact same enrollment in 19-20 as they did in 18-19, and the College has missed the mark. Each semester, enrollment was down a little bit. With COVID, the College is down in the summer and anticipates not

MINUTES OF THE APRIL 21, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

meeting the enrollment targets for the Fall. The College has talked about adjusting spending and focusing on the high impact areas. To do that, the College needs to plan scenarios for different enrollment levels, and the College is starting to have those conversations and look at the data. The College does not know where they are with the state budget, which carries a big price tag for the College to know how to move forward.

Dr. Williams shared that the College is looking at the best case, medium case, and worst-case scenarios. Her priority from day one has been to keep teaching going and make sure that learning is continuous. That is why the College did the online immediately. Her second priority was to keep people employed. SPC is the engine for workforce, so they cannot just let their own people go. The College has come up with alternative plans and ideas to remain committed to employees and the College will continue to be committed to those employees as long as they can with the resources that SPC has. All colleges are still facing uncertainty, and many have already started laying people off. SPC has not started that. SPC is looking at how they can retrofit roles or give employees alternate roles and things to do to move forward. Higher ed needs more analyst – people who can do more predictive work – and things of that nature. The College is looking at how can they massage things and move people over and across

Dr. Williams stated that once the College gets the three scenarios together, she will bring it back to the Board.

Dr. Williams said that she will also bring back to the Board the programs and focuses that are not fruitful. Those things will have to be let go, while other things are amped up. Healthcare will be amped up, but it does not bring a lot of revenue. She said the College will have to look at how to continue to be supportive to the workforce community as well as the people the College has.

Dr. Williams stated that the College plans to return to campus in the Fall on the original date in the curriculum. The calendar is the same for Fall, unless the governor or someone else says that it is not a good time. SPC plans to have classes on campus, but to practice social distancing by blending classes face-to-face and online so that there can be 10 students in a class at once instead of 40. She opined that higher ed has forever been changed and will never go back to the way it was. She has been amazed at how much SPC has been able to get done through technology platforms. Dr. Williams added that if SPC is not back on campus in the Fall, then the College will pursue the online face-to-face platform as the main platform. SPC is putting courses in the platform online while planning to be on campus.

Chair Cole opined that the College and the K-12 education system generally has been a leader in the transition to the virtual platform. She commended Dr. Williams and SPC professors on the leadership they have shown to keep the ball rolling and suggested other government agencies could learn from education.

Vice Chair Bello asked if there has been any discussion about on-site testing for COVID.

Dr. Williams replied that the Sheriff's Department called to see if SPC wants to serve as a testing

site. As far as students and employees receiving onsite testing, there will be discussion on that and what the cost would be.

Chair Cole asked a question that was asked in the chat with respect to blended classes being switched to Zoom because the cost of having on-campus classes that only have 10 people per classes is a pretty low breakeven financially.

Dr. Williams stated that she believes in the blended format, which the College has been doing for a long time. She opined that many faculty will probably switch over to live face-to-face because the instructor and student can then see each other. She added that the College will be having a lot of discussion about what to do with on-campus classes and social distancing. Many students would prefer to come back to campus, especially those who chose on-campus classes. This is why she thinks the student forum will be so helpful and why she wants to do that four or five times a year. Faculty hear from students daily, but it is important for the Board and Dr. Williams to also come together with students.

Trustee Gibbons opined that he does not want to start talking about this too early because the Governor's office will start giving out directives about what they expect community colleges and universities to do in terms of upcoming classes before July 1. June 1, the legislature is going back in to look at the budget and they are going to advise universities and colleges as to how they will move forward in terms of providing quality education.

Dr. Williams replied that she has been on the calls with those conversations, and some of the things she is sharing are part of that discussion with the Commissioner and others. There are some special groups, and the state colleges are represented on those groups to bring forward the high-impact changes that the colleges are doing. She stated that Trustee Gibbons is correct and that she is glad everyone is being kept up to speed.

Trustee Gibbons stated that he does not want too much discussion to take place because once the legislature makes a rule; the College will have to follow that rule. Trustee Gibbons suggested waiting until the June 1 legislative session to see how they deal with it. He shared that he knows that they will be dealing a lot with hospitals and nursing homes, but education is also a priority because it is an economic engine in Florida, with so many students coming from outside of the state.

Dr. Williams agreed with Trustee Gibbons. She said that the legislature is asking colleges what they think, but they will make that final decision. The College will chug along on preparing and then adjust accordingly. Dr. Williams stated that there are things the College has learned are not working so well with operations and some of the College systems. She will come forward with recommendations on improving those areas.

Chair Cole announced that the next meeting is scheduled for May 19th via Zoom. The agenda will be light with only necessary actions, but if there is anything specific the Board would like an update on, that can be included. The Board needs to continue to plan and guesstimate what the legislative changes will be. She encouraged the Board to reach out and ask questions. She asked

MINUTES OF THE APRIL 21, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

the Board members to touch base with the Directors of their direct service organization, even though their meetings have been put on hold, except for the Foundation meeting last week.

Dr. Williams stated that the Foundation did a great job at their meeting last week. The Foundation has been very supportive and moving in the right direction. They are looking forward to continuing to build a relationship with the Board and mentioned it specifically in the meeting. They voted unanimously to support SPC moving forward with the lobbying firm.

Chair Cole recognized all SPC staff and administration for doing double work at home, particularly those with school-aged children.

20-049. Under Item XII, Next Meeting Date and Location

The Board confirmed its next meeting date and location as Tuesday, February 18, 2020, via zoom

XII. ADJOURNMENT

Having no further business to come before the Board, Chair Cole adjourned the meeting at 9:36 a.m.

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

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

**Attachments
Board Memos and
Supplemental
Materials**

**Board of Trustees Meeting
April 21, 2020**

VI – A.1 Strategic Plan Dash Board

STRATEGIC PLAN MONTHLY DASHBOARD



RECRUITMENT

Number of New Students / Overall Enrollment for Workforce Institute

INCREASE # OF ADMISSION APPLICATIONS RECEIVED	TARGET 10%	2017 15,272	2019 3,377	2020 2,549	-24.5%
INCREASE NEW THEIR ENROLLED	TARGET 3.5%	2017-18 9,500	2018-19 7,514	2019-20 7,452	-0.8%
INCREASE NUMBER OF THEIR ENROLLED IN WORKFORCE INSTITUTE	TARGET 40%	2017-18 4,309	2018-19 3,787	2019-20 3,737	-1.3%

RETENTION

Initiatives focused on keeping the students we have

INCREASE DC RATE	TARGET 18,100 SPRING	SPRING 19 14,021	SPRING 20 12,704	SPRING 21 4,122	-0.8%
INCREASE ENROLLMENT RATE	TARGET 30,000 2019-20 28,000	2018-19 24,533	2019-19 21,613	2019-20 21,709	-1.1%
INCREASE WITHDRAWAL RATE	TARGET -2% SPRING	2018-19 -1.1%	SPRING 19 3,684	SPRING 20 4,122	+11.9%

EMPLOYEE ENGAGEMENT

Unlocking the MAGIC of a committed staff (Meaning, Autonomy, Growth, Impact, Connection)

GRITH	65% BASELINE	PROF. DEV. OPPS. 50%	FEELING CHALLENGED 63%
AUTONOMY	72% BASELINE	FEELING TRUSTED 69%	FEELING EMPOWERED 69%

LEARNING EXPERIENCE

Faculty led initiatives to improve student success

INCREASE FACULTY PROFESSIONAL DEVELOPMENT	TARGET 10%	SPRING 19 191	SPRING 20 487	+155%
INCREASE SPAC USAGE	TARGET 10%	SPRING 19 6,490	SPRING 20 19,755	+189%
INCREASE FACULTY EMAIL TITLES USAGE	TARGET 10%	SPRING 19 7,759	SPRING 20 13,916	+78.4%

RESOURCE ALIGNMENT

Tracking funding to support student success

EMITS	TARGET \$200,000	2017-18 \$9,594,456	2018-18 \$8,676,959	2019-20 \$9,009,469	+1.8%
REBIE	TARGET \$200,000	2019-20 \$72,614,178	\$70,927,465	2019-20 \$50,630,163	\$ - 537,463
FUNDING-ITEM FUND	TARGET \$200,000	2018-18 \$0	2019-20 \$198,940	2019-20 \$202,580	+1.8%

April 21, 2020

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President *(TW)*

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Mancini, Tanna A	Career & Academic Advisor	Enrollment Management DO	3/23/2020 - 6/30/2020
Tsou, Pei Hua	Career & Academic Advisor	Enrollment Management DO	3/23/2020 - 6/30/2020

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Wright, Nikishea A	Pre-College Proj Coordinator	Academic & Student Affairs EPI	3/16/2020 - 6/30/2020

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Ludovici, Mary L	Accounting Support Specialist	Academic & Student Affairs SPG	3/23/2020
Panbianco, Nicholas	Accounting Support Specialist	Accounting Services DO	3/16/2020
Gonzalez Franco, Eric J	Student Support Specialist	Admissions & Central Records DO	3/16/2020
Boccio, Jaylene L	Student Support Assistant	Associate Provost Office SPG	3/16/2020
Perrotta, Stepheny N	Technology Support Specialist	Enrollment Management DO	3/16/2020
Martinez, John P	Bus Operator	Facilities Services SPG	3/16/2020
Kurtz, Sabrina	Student Support Advisor	Financial Assistance Services SE	3/16/2020
Bartels, Jay T	Administrative Svcs Specialist	Human Resources Emp Support DO	2/24/2020
Bredeson, Terra	Sr Administrative Svcs Speclst	Nursing HEC	3/2/2020

TRANSFER/PROMOTION Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Ray, Manuel J	Sr Security Officer	Campus Security DT	3/16/2020
Pellerin, Sherry A	Executive Admin Svc Specialist	President Support DO	3/23/2020

SUPPLEMENTAL Temporary			
Name	Title	Department/Location	Effective Date
Kearney, Scott P	Adjunct Faculty, Bach	College of Computer & InfoTech SPG	3/5/2020
Margulies, Jonathan A	OPS Career Level 5	Learning Resources CL	3/23/2020
Rivera, Jerick M	OPS Career Level 1	Provost Office SE	3/5/2020

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Ferrazzini, Leticia	Adjunct Faculty	Communications TS	3/16/2020
Rodriguez, Jorge D	Professional Trainer	Fire Sciences AC	3/16/2020
Strickland, Jason R	OPS Career Level 5	Learning Resources CL	3/23/2020
Jones, Douglas A	OPS Career Level 1	Learning Resources DT	3/16/2020
Whipple, Artashia D	General Support	Veterinary Technology VT	3/16/2020

Carol Sumter, Associate Vice President of Human Resources, bringing the actions forward, recommends approval.

ND04012020

April 21, 2020

MEMORANDUM

TO: Board of Trustees St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Workforce Institute

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

Workforce Institute, Technology: Added three new online courses in response to industry request and to expand online course offerings.

- CMP0802 Microsoft Office Advanced (MOS Expert Certification)
- DBS0800 SQL: Introduction to Database Administration Certification
- PRG0803 Introduction to Programming Using Python Certification

Workforce Institute, Technology: Changed one online course increasing course fee.

- PRG0800 iOS Application Development Fundamentals Certification

Workforce Institute, Allied Health: Added one new course to aid students preparing for a certification exam.

- HHP0517 Phlebotomy Technician Certification Prep

Workforce Institute, Allied Health: Added one new online course as a new industry career opportunity due to changes in health care reimbursement laws.

- HHP0630 Health Coach


Workforce Institute, Manufacturing: Added two new online courses as part of new offerings sponsored by Power Town Line Construction through a Career Source QRT grant.

- MNF0420 Electrical Lineworker Ground Tech
- MNF0490 Mechatronics: Rigging Awareness and Fundamentals

April 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: National Science Foundation—Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the National Science Foundation by St. Petersburg College for the Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program grant. Permission is sought to accept an estimated \$1,000,000 in funding over five years for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

Known as 'Tampa Bay Scholarships in Education & Employment Development in STEM' (Tampa Bay SEEDS), SPC proposes to provide up to \$6,500 scholarships to a minimum of 100 academically talented and financially needy students pursuing an education in Science, Technology, Engineering, Math or related fields. The goal of the Tampa Bay SEEDS program is to strengthen the STEM skills of Tampa Bay's future workforce by supporting academically talented and financially disadvantaged students through to graduation and employment in STEM fields. Scholarship funds will support students enrolled both full-time and part-time in select STEM related Associate of Science (AS) degree, General Education Associates in Arts (AA) degree, Bachelor of Science (BS) degree and related transfer programs. Tampa Bay SEEDS will focus recruitment through SPC's student body, Pinellas County Schools' Academies of Pinellas and adult learners interested in STEM fields, targeting women, veterans, minorities and low-income students. This funding would continue the programming of SPC's current S-STEM (SEEDS) grant, which was awarded in 2014 and has provided over 100 student scholarships.

SEEDS will maximize SPC's existing Guided Pathways initiative and will also provide dedicated individualized academic support services, peer group activities and mentoring. Additionally, SEEDS scholars will receive hands-on career development and placement activities such as job shadowing, career coaching and internship opportunities.

The estimated period of performance will be from September 1, 2020 through August 31, 2025. The total project budget is projected to be \$1,000,000 over five years. See attached Information Summary for additional information.

Susan Demers, Acting Vice President, Academic Affairs; Suzanne L. Gardner, General Counsel; Jimmy Chang, Dean Mathematics; and Natavia Middleton, Dean, Natural Sciences, recommend approval.

Attachment ks0413202

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

Date of BOT Meeting: April 21, 2020

Funding Agency or Organization: National Science Foundation

Name of Competition/Project: Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 9/1/2020 **End:** 8/31/2025

Administrator: Jimmy Chang

Manager: Nydia Nelson

Focus of Proposal:

Continuing the work of SPC’s Tampa Bay SEEDS program, started in 2014 through the National Science Foundation (NSF) Scholarships in STEM (S-STEM grant), the new grant will focus on opening doors to education and careers in STEM for students. The program will have a special emphasis on providing opportunities to students from populations that are underrepresented in STEM fields, such as racial/ethnic minorities and women. This will be accomplished by establishing cohorts of scholars that will be engaged, mentored and supported by an interdisciplinary team of STEM faculty and student support personnel, including academic advisors, financial aid staff and career development center staff. This holistic approach will be coordinated across SPC’s multiple campuses and managed by S-STEM faculty champions who also serve as Co-PIs. SPC has a strongly held shared vision for student success among all of its campuses, enabling the faculty to streamline and customize institutional academic, financial and career support services, establishing the foundation to help SEEDS scholars reach their academic potential.

The following five SEEDS program objectives were developed in response to local need and the goals of NSF’s S-STEM program:

1. Improve educational opportunities for students by providing up to \$6,500 in scholarships to at least 100 students over the five-year grant period.
2. Increase retention of students to degree achievement by leveraging institutional support services such as My Learning Plan, early alert system and out-of-class support.
3. Improve student support programs by tailoring them to meet the unique needs of SEEDS scholars, e.g. conducting a SEEDS orientation that builds on what scholars learn in the general new student orientation and organizing experiential learning activities.
4. Increase numbers of well-educated and skilled employees for in-demand STEM fields by providing employment-centered education to at least 100 academically talented SEEDS scholars during the grant period.
5. Strengthen partnerships with STEM industry by developing and/or strengthening cooperative working relationships with local STEM employers and industry associations through the college’s STEM-related advisory councils.

Budget for Proposal:

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

Personnel & Fringe	\$ 149,770
Travel	\$ 9,000
Participant Support Costs (Scholarships)	\$ 650,000
Materials and Supplies	\$ 4,231
Student Activities	\$ 10,000
Consultant Services (Evaluation)	\$ 7,000
Indirect Costs	<u>\$ 169,999</u>
Total Budget	\$1,000,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$1,000,000
Total amount from funder:	\$1,000,000

Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A


College Values, Strategic Initiatives and Activities Addressed:

- Value(s):
1. Student Success
 2. Equity
 3. Growth and Empowerment

- Strategic Initiative(s):
1. Enhance internal and external support for students
 2. Improve the Learning Experience
 3. Increase strategic connections by partnering with educational institutions, businesses, and community resources

April 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, Ph.D., President 
SUBJECT: United Way Suncoast Financial Stability Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the United Way Suncoast by St. Petersburg College for its Financial Stability grant. Permission is also sought to accept an estimated \$122,493 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.

United Way Suncoast's Financial Stability grant supports programs or initiatives that help individuals sustain their assets, including access to benefits, safe and affordable banking, and sound financial knowledge; and/or programs that help reduce barriers to asset development. SPC has submitted an application request to support SPC's two Financial Assistance Services' campaigns: FAFSA: *Fill It Out!* and *It's MY FUTURE!* These financial education campaigns align with United Way's goals of helping individuals retain their assets so they can become economically self-sufficient. Funding will support hands-on FAFSA workshops in the community and on-campus events to help educate students and community members on the importance of filling out the FAFSA and increase the number of individuals who complete it. The grant will also support outreach events and online curriculum to educate students on the array of education funding choices available, and empower them to make better financial decisions regarding student loans.

The estimated period of performance will be from July 1, 2020 through June 30, 2021. The total project budget is project to be \$122,493 of which the College anticipates receiving the full award amount. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; Michael Bennet, Associate Vice-President, Financial Assistance Services; and Suzanne L. Gardner, General Counsel recommend approval.

Attachment

ks0413202

1 BOT INFORMATION SUMMARY
2 GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting: April 21, 2020

Funding Agency or Organization: United Way Suncoast

Name of Competition/Project: Financial Stability - FAFSA: *Fill it out!* and *It's MY FUTURE!* campaigns

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 7/1/2020 **End:** 6/30/2021

Administrator: Michael Bennett

Manager: Lee Ann Wolfenden

Focus of Proposal:

United Way Suncoast's Financial Stability grant supports programs or initiatives that help individuals sustain their assets, including access to benefits, safe and affordable banking, and sound financial knowledge; and/or programs that help reduce barriers to asset development. SPC has submitted an application request to support SPC's two Financial Assistance Services' campaigns: FAFSA: *Fill It Out!* and *It's MY FUTURE!* These financial education campaigns align with United Way's goals of helping individuals retain their assets so they can become economically self-sufficient. Funding will support hands-on FAFSA workshops in the community and on-campus events to help educate students and community members on the importance of filling out the FAFSA and increase the number of individuals who complete it. The grant will also support outreach events and online curriculum to educate students on the array of education funding choices available, and empower them to make better financial decisions regarding student loans as a means to reduce student loan debt and default rates.

Budget for Proposal:

Personnel	\$ 39,445
Fringe Benefits	\$ 7,971
Travel	\$ 12,500
Curriculum Development	\$ 10,500
Materials and Supplies	\$ 21,100
Printing	\$ 5,000
Refreshment	\$ 10,000
Indirect costs	\$ <u>15,977</u>
Total Budget	\$ 122,493

Funding:

Total budget: (includes amount requested from funder, cash and other funding listed below)	\$ 300,729
Total amount from funder:	\$ 122,493
Amount/value of match:	Cash: N/A
	In-kind: \$178,236
Required match or cost sharing:	No Yes <input checked="" type="checkbox"/>
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	Leveraged Resources
Negotiated indirect cost:	15%

(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):	1. Student Success
	2. Community Focus
	3. Equity

Strategic Initiative(s):	1. Economic Mobility
	2. Community engagement

Agenda Item VI - B.3c

April 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Tampa Bay Environmental Restoration Fund

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Tampa Bay Environmental Restoration Fund, by St. Petersburg College for the Living Shoreline Project. Permission is also sought to accept an estimated \$232,560 in funding over a two-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The Tampa Bay Environmental Restoration Fund (TBERF) is a strategic partnership between the Tampa Bay Estuary Program (TBEP) and Restore America's Estuaries (RAE). TBERF provides funding through a competitive application process for projects that will protect, restore or enhance the natural resources of Tampa Bay and its contributing watershed. SPC has submitted an application for funding to support the SPC STEM Center Living Shoreline Project. The objective of the project is to restore and enhance the lagoon, known as Hurricane Hole, at SPC's STEM Center as part of an overall effort to improve and contribute to the vitality of the Tampa Bay watershed. The restoration of this area to a living shoreline will provide enhanced habitat diversity and increased opportunity for student research and community environmental education. Funding from TBERF will support two major components of the overall project: 1) habitat restoration through the removal of marine debris and invasive species, installation of oyster systems and planting of native species; and 2) increased student and community access through the installation of a boardwalk and expansion of a dock and/or deck. Funding already secured by the SPC Foundation for the development of the STEM Center, as well as other in-kind resources, will be used to fulfill the 1:1 match requirement.

The estimated period of performance will be from July 1, 2020 through June 30, 2022. The total project budget is projected to be \$232,560, of which the College anticipates receiving the full award amount. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; Suzanne L. Gardner, General Counsel; Leslie Hafer, Provost, St. Petersburg/Gibbs campus; and Natavia Middleton, Dean, Natural Science and Engineering recommend approval.

Attachment

ks0413202

3 BOT INFORMATION SUMMARY
4 GRANTS/RESTRICTED FUNDS CONTRACTS

Date of BOT Meeting:	April 21, 2020
Funding Agency or Organization:	Tampa Bay Environmental Restoration Fund
Name of Competition/Project:	Living Shoreline Project
SPC Application or Sub-Contract:	SPC Application
Grant/Contract Time Period:	Start: 7/1/2020 End: 6/30/2022

Administrator:

Natavia Middleton

Manager:

Erica Moulton

Focus of Proposal:

The Tampa Bay Environmental Restoration Fund (TBERF), a strategic partnership between the Tampa Bay Estuary Program (TBEP) and Restore America’s Estuaries (RAE), provides funding through a competitive application process for projects that protect, restore or enhance the natural resources of Tampa Bay and its contributing watershed. SPC has submitted a proposal to support the Living Shoreline Project at SPC’s STEM Center. The objective of the project is to restore and enhance the lagoon, known as Hurricane Hole, at SPC’s STEM Center as part of an overall effort to improve and contribute to the vitality of the Tampa Bay watershed. The restoration of this area to a living shoreline will provide enhanced habitat diversity, as well as increased opportunity for student research and community environmental education. Funding from TBERF will support two major components of the overall project: 1) habitat restoration, and 2) the installation of a boardwalk and dock. The first phase of the project will include the restoration of the estuary and adjacent upland by removing marine debris and installing oyster systems, and, removing invasive species and installing native plant species. These efforts will improve the habitat and water quality for native wildlife species, as well as provide educational opportunities for both SPC students and the community. The installation of a boardwalk and dock will increase access to the estuary for the purpose of research, education and limited public use.

Budget for Proposal:

Personnel	\$ 20,130
Fringe Benefits	\$ 8,253
Supplies and Materials	\$ 11,000
Contracts	\$ 184,239
Indirect Costs	<u>\$ 8,938</u>
Total Budget	\$ 232,560

Funding:

Total budget: (includes amount requested from funder, cash and other funding listed below)

\$ 481,442

Total amount from funder:

\$ 232,560

Amount/value of match:

Cash: \$ 122,573

In-kind: \$126,309 (*Unrecovered indirect costs, volunteer activities, Tampa Bay Estuary Grant and other Living Shoreline activities*)

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

SPC Foundation, Leveraged Resources

Negotiated indirect cost:

10% (*Unrecovered Indirect of 23% used as match*)

(Fixed) administrative fee:

N/A

54904

Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

College Values, Strategic Initiatives and Activities Addressed:


Value(s):	1. Student Success 2. Community Focus
Strategic Initiative(s):	1. Academic Excellence 2. Community engagement

Agenda Item VI – B.4a

April 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Selection of Continuing Service Contracts for Construction Management & Design Services, Miscellaneous Collegewide Projects not to exceed \$2,000,000 or studies for which the professional service fee does not exceed \$200,000.

Authorization is requested for the following:

- To approve the following construction firms to provide Construction Manager at Risk Services for miscellaneous construction projects on a Collegewide basis for projects valued up to \$2,000,000;
- To approve the following design firms to provide design services for miscellaneous projects on a Collegewide basis for professional service fees up to \$200,000;
- To assign the Projects as deemed necessary to the various firms;
- To issue all purchase orders including Direct Purchases, in accordance with the contract documents and upon receipt of individual proposals based upon the assigned Projects;
- To proceed without the need for additional approval by the Board (assuming availability of funds).

On February, 19th, 2019 the Board of Trustees authorized the Facilities Planning & Institutional Services (FPIS) department to advertise for continuing contracts to provide construction management for project cost over \$65,000, up to and including \$2 million. The board also authorized continuing contracts with engineering firms with design services up to \$200,000.

Pursuant to the Requests for Qualifications approved by the Board of Trustees, the College has received 15 submittals for Construction Manager, 9 submittals for MEP Engineer, 6 submittals for Structural Engineer and 4 submittals for Civil Engineer. Projects currently available include: (1) Cooling Tower replacement at the SPG campus, approximately \$600,000; (2) BB Roof Restoration at TS, approximately \$750,000; (4) Renovate Student Activities at CLW, approximately \$700,000; (5) Miscellaneous renovation and remodeling projects Collegewide. The firms on this list will be utilized on a rotating basis to complete the above list projects and any other projects that arise within the limits of the Request for Qualifications.

The College will use these firms for a period of three (3) years. The contract is renewable for an additional two (2) years based upon required annual prequalification. The Selection Committee has chosen three firms in each category and provides the following recommendation to the Board:

Construction Managers:

1. A.D. Morgan *
2. Kenyon Partners
3. Foresight *

Structural Engineers:

1. Pennoni Associates
2. Master Consulting Engineers *
3. McLaren Technical

MEP Engineers:

1. Engineering Matrix
2. TLC Engineering
3. Phoenix Engineering

Civil Engineers:

1. George F. Young
2. Anderson Lane
3. Deuel & Associates


*Indicates vendors that qualify as certified diverse suppliers.

Tonjua Williams, President; Janette Hunt, Acting Vice President, Administrative/Finance & Technology; and Diana Wright, Associate Vice President of Facilities Planning and Institutional Services, recommend approval

April 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Funding Transfer Request

Approval is sought to transfer \$553,000 from Fund 3 (Auxiliary) to St. Petersburg College's Self-Funded Health Insurance cost center to satisfy Florida Statute 112.08.

St. Petersburg College has a Self-Funded medical account. Per Self-Funded regulations (Safe Harbor), St. Petersburg College is required to file the annual 112.08 report with the State of Florida to test our Safe Harbor compliance.

For the calendar year 2019, St. Petersburg College is asking approval to transfer \$553,000 to the Health Insurance account to comply with Safe Harbor requirements of a minimum balance of 17% of annual claims.


Once funds are transferred to the Health Insurance account, the funds can only be used for Health Insurance expenses. We will not be able to transfer these funds for any other purpose.

Janette Hunt, Acting Vice President Finance and Business Operations; Carol Sumter, Associate Vice President Human Resources; Mike Meigs, Acting AVP, Business & Financial Services, recommend approval.

April 21, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Change Order #4, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-R-18-4, Seminole Chamber of Commerce.

Authorization is requested to approve Change Order #4, Final Accounting, and Certificate of Final Inspection/Project Acceptance, Project #1707-R-18-4, SE Chamber of Commerce.

Change Order #4 is a decrease in the amount of \$1,699.41 revising Hodge's Final GMP to \$305,584.17.

Change Order #4, Final Accounting, Certificate of Final Inspection and Project Acceptance are presented today for your review and approval.


At the February 2018 Board of Trustees meeting, the Board authorized the President to execute all purchase orders necessary to construct the building which will provide administrative office space and meeting space for the Chamber as well as a classroom/training space for SPC.

Janette Hunt, Acting Vice President, Finance and Business Affairs; Diana Wright, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

April 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Quarterly Informational Report of Contract Items

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

Section A: Program Related Contracts

1. Affiliation Agreement with **Achieve Home Care, LLC** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement shall continue from year to year unless terminated by either party. There is no cost to the College. This item was approved by Susan Demers on January 30, 2020. Department—Physical Therapist Assistant
2. Agreement with **The School Board of Broward County Florida** to provide for student internship, practicum, and observation experience for College of Education students. The Agreement will commence as soon as possible and continue through June 30, 2022. There is no cost to the College. This item was approved by Susan Demers on January 16, 2020. Department—College of Education
3. Affiliation Agreement with **Chapters Health System, Inc.** to provide clinical experience to students enrolled in the Health Information Technology program. The Agreement will commence as soon as possible and continue for the period of one year. Thereafter, the Agreement will continue from year to year unless terminated by either party. There is no cost to the College. This item was approved by Susan Demers on February 4, 2020. Department—Health Information Technology
4. Affiliation Agreement with **Florida Department of Health—Charlotte County** to provide clinical experience for student enrolled in the BAS Dental Hygiene Program. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College. This item was approved by Susan Demers on January 16, 2020. Department—Dental Hygiene

5. Agreement with **Florida Hospital Zephyrhills dba AdventHealth Zephyrhills** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours. The Agreement will commence as soon as possible and continue for a period of one year. Thereafter, it shall renew automatically for one-year periods unless terminated by either party. There is no cost to the College. This item was approved by Susan Demers on February 18, 2020. Department—College of Nursing
6. Affiliation Agreement with **Galen of Florida, Inc. dba St. Petersburg General Hospital** to provide clinical experience for students enrolled in the Physical Therapist Assistant, Respiratory Care, Emergency Medical Services, Radiography, and Health Information Technology programs. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Susan Demers on February 7, 2020. Department—Physical Therapist Assistant, Respiratory Care, Emergency Medical Services, Radiography, and Health Information Technology
7. Affiliation Agreement with **The Health Care Authority of Huntsville, dba HH Health System** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours. The Agreement will commence as soon as possible and continue for a period of two years. Thereafter, it shall renew automatically for one-year periods unless terminated by either party. There is no cost to the College. This item was approved by Susan Demers on January 23, 2020. Department—College of Nursing
8. Agreement with **The School Board of Indian River County Florida** to provide for student internship, practicum, and observation experience for College of Education students. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Susan Demers on March 6, 2020. Department—College of Education
9. Agreement with **Language Express S.A. (ILISA)** whereby SPC agrees to serve as the School of Record (SOR) for students who may not be enrolled at SPC, but who wish to attend ILISA, located in San Jose, Costa Rica and to transfer credit earned taking Spanish language courses at ILISA to their home institutions. There is no cost to the College, unless the College opts to conduct a site-visit to ILISA, in which case, the College would pay costs associated with any site visit to Costa Rica. ILISA will pay the College to be the transfer of credit institution. For its services, SPC will receive \$500 per program student registered for 1-3 credit hours; \$1,000 per program student registered for 4-9 credit hours; and \$1,500 per program student registered for 10-18 credit hours. The revenue that the College may receive associated with this Agreement is yet to be determined. Part of SPC's role as SOR will be to review and approve all new and existing curricula and have considerable academic oversight for the courses offered at ILISA. The Agreement will commence as soon as possible and continue for the period of three years unless terminated by either party. The College has conducted several faculty-led study abroad programs in the past to this institution. This item was approved by Susan Demers on March 3, 2020. Department—Center for International Programs
10. Agreement with **The School Board of Marion County Florida** to provide for student internship, practicum, and observation experience for College of Education students. The Agreement will commence as soon as possible and continue for the period of one year;

thereafter, the Agreement will continue on an annual basis. There is no cost to the College. This item was approved by Susan Demers on January 7, 2020. Department—College of Education

11. Agreement with **Memorial Herman Katy Hospital** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Susan Demers on February 18, 2020. Department—College of Nursing
12. Affiliation Agreement with **Osceola Regional Hospital, Inc. dba Osceola Regional Medical Center** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Susan Demers on January 23, 2020. Department—College of Nursing
13. Renewal Agreement with **S.F. & Wellness, Inc. dba W.I.T.S. (WITS)** whereby WITS will continue to provide a blended training program for the Certified Fitness Trainer program. The College will pay WITS a flat fee of \$565 (onsite at SPC) or \$600 (offsite) per student for curriculum, study guide, class instruction, coordination of the internship and exam fees. The College will recruit and register students for the program, provide classroom/lab space for practical labs and exams, and provide accident insurance through student fees. The College will retain the balance of the course fee. Based on an estimated enrollment of 40 students, the gross revenue is estimated to be \$38,000. After paying WITS its share, the College anticipates receiving a net revenue of \$14,000. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Susan Demers on January 29, 2020. Department—Workforce Institute/Allied Health
14. Agreement with **The School Board of St. Lucie County Florida** to provide for student internship, practicum, and observation experience for College of Education students. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College. This item was approved by Susan Demers on January 16, 2020. Department—College of Education
15. Affiliation Agreement with **Stormont Vail Healthcare, Inc.** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours. The Agreement will commence as soon as possible and continue for a period of one year. There is no cost to the College. This item was approved by Susan Demers on January 30, 2020. Department—College of Nursing
16. Affiliation Agreement with **Tallahassee Medical Center, Inc. d/b/a Capital Regional Medical Center** that will allow Baccalaureate Dental Hygiene students to complete their Capstone requirements at the facility. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Susan Demers on January 16, 2020. Department—College of Health Sciences

17. Agreement with **University Community Hospital, Inc., dba AdventHealth Carrollwood** to provide a preceptor and clinical experience for RN to BSN Nursing students in order to complete their Leadership Practicum hours. The Agreement will commence as soon as possible and continue for a period of two years. There is no cost to the College. This item was approved by Susan Demers on February 18, 2020. Department—College of Nursing

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

18. Agreement with **Apple Financial Services** to lease Apple computers and equipment as part of the Mac Lab refresh for the Seminole Campus and the St. Petersburg/Gibbs Campus. The lease is for a period of 48 months. The cost to the College for this lease is expected to be approximately \$246,586.96. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$1. Based on the foregoing, the total cost to the College for this lease agreement will not exceed \$246,587.96. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 30 days' notice prior to the end of the current fiscal period. This item was approved by the President on January 23, 2020. Department—Information Systems—AIS
19. Agreement with **Pinellas County** that will allow the College's Fire Training Center to continue to provide fire training courses for the Pinellas County Technical Rescue and Hazardous Materials Teams. The Agreement will commence as soon as possible and continue through January 24, 2023. The County will pay the College for instructor costs at the rate of \$33.52 per hour, an administrative fee of \$250 per course, \$1,400/student for the HazMat 160 training course, and \$275/student for the add-on ICS 300 course. Although the number of courses/students is not known at this time, it is anticipated that the Pinellas County Fire administration may pay the College up to approximately \$180,000 during the three-year period of the Agreement. The contract amount may be increased or decreased based on the actual number of courses offered. This item was approved by Susan Demers on January 9, 2020. Department—Fire Science
20. Agreement with **Wepa, Inc.** whereby Wepa will provide the placement of 14 printer kiosks for use at various locations collegewide. Additionally, the College will purchase 6 additional desktop printers at a one-time cost of \$6,000. Wepa will provide the 14 kiosks at no charge and will provide paper, toner, and service for the 14 printer kiosks and 6 desktop printers. The Wepa equipment will replace 30 Ricoh color printers used by students. Based on the College's normal printer volumes, it is anticipated that the annual net revenue to the College, after the anticipated impression costs, will be approximately \$47,315.88. The Agreement will commence as soon as possible and will continue for the period of three years. This item was approved by Brian Miles on February 6, 2020. Department—Purchasing

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

21. Agreement with **CAE Healthcare, Inc.** for the purchase of the CAE Apollo Nursing Dark/Macbook Air and associated equipment to be used in the Nursing Program. The purchase includes, at no additional cost, CAE's Value Assurance Warranty that covers support and maintenance for the equipment for the first year. The Agreement will commence

upon installation and continue for the period of one year. The cost to the College for this Agreement will be \$50,093.94. This item was approved by Susan Demers on February 26, 2020. Department—College of Nursing

22. Agreement with **CAE Healthcare, Inc.** for the purchase of the CAE Lucina Medium/Lenovo and associated equipment to be used in the Nursing Program. The purchase includes CAE's Premier Assurance for Lucina that covers support and maintenance for the equipment for the first year. The Agreement will commence upon installation and continue for the period of one year. The cost to the College for this Agreement will be \$79,678.56. This item was approved by Susan Demers on February 26, 2020. Department—College of Nursing
23. Agreement with **Sierra-Cedar, Inc.** to provide consulting services on a time and expense basis to support the People Soft HCM System Assessment. Services will be performed with a combination of onsite and remote work. The Agreement will commence as soon as possible and continue through April 30, 2020. The cost to the College for this Agreement will not exceed \$60,000. This item was approved by Janette Hunt on March 6, 2020. Department—Business Services – Information Systems

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

24. Agreement with **Bachelor Degree Access Strategies, LLC** to provide college consulting services and deliverables including but not limited to the recruitment, solicitation and selection process for the position of Vice President, Academic Affairs as well as the development of and Academic Affairs manual. The Agreement will commence as soon as possible and continue through April 30, 2020 at a cost to the College of \$40,000. This item was approved by the President on January 29, 2020. Department—President's Office
25. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE BabySIM and PediaSIM equipment used in the College of Nursing. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$10,133.76. This item was approved by Susan Demers on February 18, 2020. Department—College of Nursing
26. Agreement with **Clear Channel Outdoor** to provide bulletin advertising at 11 locations in Pinellas County for a total of 8 weeks from May 4, 2020 through June 28, 2020. The cost to the College for this Agreement will be \$10,500. This item was approved by Jesse Turtle on March 25, 2020. Department—Marketing & Strategic Communications
27. Agreement with **Cogent Communications, Inc.** to provide a secondary internet connection at the Palladium Theatre box office that will allow for the sale of tickets during an outage of the primary internet connectivity. The Agreement will commence as soon as possible and continue for a period of 36 months. The cost to the College for this period will be \$33,760. Of this amount, the initial cost through June 30, 2020, which will cover installation and 1 ½ months of service is anticipated to be \$2,365. Thereafter, the monthly service cost will be \$910. This item was approved by Janette Hunt on March 31, 2020. Department—Information Systems - Networks
28. Agreement with **Ellen Fontana, CPA** to provide accounting services for the Institute for Strategic Policy Solutions. The Agreement will commence April 1, 2020 and continue

through March 31, 2021. The cost to the College for this Agreement will be \$10,500. This item was approved by Jamelle Conner on March 17, 2020. Department—Institute for Strategic Policy Solutions

29. Agreement with the **National Alliance on Mental Illness (NAMI New Hampshire)** to provide training and materials for the Connect Suicide Prevention Training of Trainers and pre- and post-test evaluation for the training to be conducted on February 19-21, 2020. The cost to the College for this Agreement will be \$16,500 plus the cost of travel (air/ground travel, accommodations and food) for two trainers (travel costs not to exceed \$3,000). This item was approved by Jamelle Conner on January 8, 2020. Department—Retention Services, Student Affairs
30. Agreement with **Sierra-Cedar, Inc.** to provide additional consulting services on a time and expense basis. PeopleSoft Administrative Support. Services will be performed with a combination of onsite and remote work. The Agreement will commence as soon as possible and continue through June 30, 2020. The cost to the College for this Agreement will not exceed \$49,840. This item was approved by Janette Hunt on March 31, 2020. Department—Business Services – Information Systems
31. Agreement with **Transamerica Training Management** to provide PeopleSoft training for HR employees on the upgraded PeopleSoft HR and Benefits systems. The training will be held on in March 2020 over a period of 5 days. The cost to the College will be \$37,120. This item was approved by Brian Miles on December 19, 2019. Department—Human Resources

Section E: Contracts below \$10,000

32. Agreement with **AISense, Inc. dba Otter.ai** to provide assistive technology for students who require note-taking assistance. Licenses for use by students will be assigned via Accessibility Services. The cost to the College for 25 users of the technology will be \$1,875 per year. The Agreement will commence as soon as possible and be ongoing unless terminated by either party. This item was approved by Jamelle Conner on February 17, 2020. Department—Accessibility Services
33. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE WAR-APP06 Apollo Pre-hospital equipment used in the EMS Department. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$5,601. This item was approved by Susan Demers on January 13, 2020. Department—Emergency Medical Services
34. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE Replay Video Recording system used in the EMS Department. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$896. This item was approved by Susan Demers on January 13, 2020. Department—Emergency Medical Services
35. Agreement with **CAE Healthcare, Inc.** to provide support and maintenance for the CAE Juno equipment used in the College of Nursing. The Agreement will commence as soon as

possible and continue for the period of one year. The cost to the College for this Agreement will be \$1,200. This item was approved by Susan Demers on February 18, 2020. Department—College of Nursing

36. Agreement with **Career Dimensions, Inc.** to provide FOCUS 2 CAREER, an online interactive career and education planning systems that combines self-assessment, career exploration and decision making tools into a comprehensive program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$2,664. This item was approved by Susan Demers on March 17, 2020. Department—Career Connections
37. Agreement with **Career Dimensions, Inc.** to provide FOCUS 2 APPLY for use by prospective students. With FOCUS 2 APPLY, the College can provide a website for the public to complete an abbreviated version of the FOCUS2 Career inventories. The reporting tool will then allow for follow-up recruitment activities to discuss career interests and SPC programs. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$2,529. This item was approved by Susan Demers on March 17, 2020. Department—Career Connections
38. Agreement with **Countryside Christian Center, Inc.** to provide the use of its auditorium and chapel for the College's Pinning Ceremony to be held on a date yet to be determined. The cost to the College is anticipated to be \$4,060. This item was approved by Susan Demers on February 18, 2020. Department—College of Nursing
39. Agreement with **Design Science, Inc.** related to the purchase of MathType software for use by 30 faculty to write mathematics symbols and equations easily into documents for Math students. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$741.36. This item was approved by Susan Demers on January 27, 2020. Department—Mathematics
40. Agreement with **Dental Imaging Technologies, Corporation d/b/a Dexis** to provide maintenance on the three digital Sensors used in the Dental Hygiene clinic. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$3,747. This item was approved by Susan Demers on March 26, 2020. Department—Dental Hygiene
41. Agreement with **Elsevier, B.V.** to continue the subscription to the Science Direct Online which gives students access to the Clinics Collection of Journals for Nursing, Radiology, Veterinary Technology and Dentistry. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$4,878.41. This item was approved by Susan Demers on February 20, 2020. Department—District Library
42. Agreement with **Elsevier, Inc.** to continue the subscription to the Science Direct College Edition which gives students access to the Health and Life Sciences Journals. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$4,148.69. This item was approved by Susan Demers on March 2, 2020. Department—District Library

43. Memorandum of Understanding with **EvoTech, LLC** whereby EvoTech and the College will collaborate on the planning and implementation of a Think Tank related to trends and advancements in information resources management and information technology. Within the Think Tank, SPC students and faculty, alongside EvoTech staff, will have the ability to test and develop technology solutions or products. EvoTech will assist with developing an internship program for students to meet their required 180 hours of experience and will offer the potential for hire for qualified students. There is no cost to the College. The MOU will commence as soon as possible. This item was approved by Susan Demers on January 15, 2020. Department—College of Computer and Information Technology
44. Agreement with **Grant Development & Management (GDM)** to provide grant application assistance for the NSF Scholarships in STEM (S-STEM) funding opportunity. GDM will provide deliverables as agreed to by the parties related to the grant application which is due by March 25,2020. The cost to the College for this Agreement will be \$5,000. This item was approved by Jesse Turtle on January 14, 2020. Department—Grants Development
45. Agreement with **Keep Pinellas Beautiful, Inc. (KPB)** whereby KPB and the College's Natural Science department will partner for the purposes of periodic terrestrial/marine debris/litter removal from the Bay Pines Campus and shoreline. KPB will coordinate clean-ups and provide clean-up supplies for at least four clean-ups per year. The Agreement will commence as soon as possible and continue for the period of two years. There is no cost to the College. This item was approved by Susan Demers on March 24, 2020. Department—Natural Science
46. Agreement with **Lampert's Home Therapy, Inc.** to provide Speech, Occupational, and Physical Therapy services to students at the St. Petersburg Collegiate HS North Pinellas. The Agreement will commence as soon as possible and continue for one year; thereafter, the Agreement will automatically renew for one-year periods. Given that these services are anticipated to be provided to a limited number of students, the cost to the College will not exceed \$1,000 per year. This item was approved by Susan Demers on March 2, 2020. Department—SPCHS North Pinellas
47. Agreement with **Haley Moss, LLC** to provide a 30-minute presentation for the World Autism Awareness Day event to be held at the American Stage Theatre by the Institute for Strategic Policy Solutions on April 2, 2020. The all-inclusive cost to the College for this Agreement will be \$1,500. This item was approved by Jamelle Conner on February 25, 2020. Department—Institute for Strategic Policy Solutions
48. Agreement with **Motorola Solutions, Inc.** to provide maintenance and repairs for radios used in the Fire Science Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$992.16. This item was approved by Susan Demers on January 21, 2020. Department—Fire Science
49. Agreement with **Orkin Commercial Services** to install 8 new exterior rodent bait stations to control rodent activity around the gymnasium on the St. Petersburg/Gibbs Campus. The Agreement will commence as soon as possible and continue for the period of one year. The

cost to the College will be \$919. This item was approved by Janette Hunt on February 18, 2020. Department—Custodial Services

50. Agreement with **Ovid Technologies, Inc.** to provide ongoing licenses associated with the purchase of new editions of eBooks to support the Nursing Program. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$2,099. This item was approved by Susan Demers on February 26, 2020. Department—District Library
51. Agreement with **RCS Pinellas** to operate the RCS Express Center at the SPC Midtown Keene Achievement Center to serve Pinellas County residents twice per week (Mondays and Wednesdays for four hours and to operate the SPC Midtown Food Pantry for SPC students on Fridays from 9 am -12:30 pm. In addition to its facilitation of the operation of the Food Pantry for SPC students, the RCS Express Center will provide community resource support services such as support related to: homelessness, domestic violence, food insecurity; referrals; job search assistance; computer access; “Grab and Go” food bags; and hygiene products. The College agrees to provide space, utilities, storage, furniture, computers and signage. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Jamelle Conner on March 26, 2020. Department—Provost Office, DT/MT
52. Agreement with **SPCA Tampa Bay** (SPCA) whereby the Veterinary Technology Program will provide select medical exams and diagnostic procedures for animals obtained from SPCA to be used in the classroom setting. The Agreement will commence as soon as possible and continue for the period of three years. This item was approved by Susan Demers on March 18, 2020. There is no cost to the College. Department—Veterinary Technology
53. Agreement with **Springshare, LLC** to continue to provide LibGuides, a template-driven content management system, for use in the College’s libraries. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$4,793. This item was approved by Susan Demers on January 13, 2020. Department—District Library
54. Agreement with **Stryker Medical, a division of Stryker Medical Corporation**, to provide maintenance on three stretchers used in the Emergency Medical Services Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$1,961. This item was approved by Susan Demers on January 21, 2020. Department—Emergency Medical Services
55. Agreement with **Tampa Bay Business Journal** to continue the subscription for digital access to the Journal for 50 concurrent users to support the College of Business for the period of 14 months. The cost to the College for this Agreement will be \$2,500. This item was approved by Susan Demers on January 21, 2020. Department—District Library
56. Agreement with **Tangible Development, LLC** whereby Tangible will provide the keynote speaker, LB Hannahs, for a 1-hour keynote address to attendees of the St. Petersburg College: The Teaching & Learning Conference to be held on April 3, 2020. The cost to the College for this Agreement which will be an all-inclusive fee for the presentation and expenses, will

be \$2,000. This item was approved by Susan Demers on February 10, 2020. Department—CETL

57. Agreement with the **University of Oklahoma** for the purchase of 10 Transition Assessment and Goal Generator (TAGG) Profiles to be used for students in the Titans UP Program. The TAGG Profile measures eight areas of behaviors associated with education and employment beyond high school. The assessments will be administered early in the Program and towards the end of the Program to measure progress and growth for reporting. The License Agreement associated with this item will allow for recurring purchases of additional TAGG sets (credits) for new students who enter the program in the future. The cost per TAGG set (credit) is \$3.00 for a total initial cost of \$30. Thereafter, the cost per TAGG set (credit) purchased will be \$3. TAGG credits are honored for at least 7 years. The Agreement will commence as soon as possible and continue unless terminated by either party. This item was approved by Jamelle Conner on February 20, 2020. Department—Titans UP Program/Retention Services
58. Agreement with **Wiley Subscription Services, Inc.** to provide access to the Cochrane Database of Systematic Reviews used for study and research in the College's libraries. The Agreement will commence as soon as possible and continue through December 31, 2020. The cost to the College for this period will be \$5,448.17. This item was approved by Susan Demers on March 3, 2020. Department—District Library

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


Suzanne Gardner, General Counsel, recommends approval.

ps0331201

April 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

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

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

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

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

The listing is by Purchase Order Number:

1. **P.O. #109394 – Sun Print Management** – This is in the amount of \$70,000.00 for printing services from December to February. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Vonda Woods, Director, Accounting Services.
2. **P.O. #109433 – JRB Solutions LLC** – This is in the amount of \$42,100.00 for consulting services for advancing student transportation solutions. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Janette Hunt, Acting VP of Finance & Business Operations.
3. **P.O. #109436 – Hyland LLC** – This is in the amount of \$63,520.00 to upgrade Perceptive Software. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services..." **Recommended** by Janette Hunt, Acting VP of Finance & Business Operations.
4. **P.O. #109502 – Transamerica Training Management INC**– This is in the amount of \$37,120.00 to provide PeopleSoft Training for HR. **Authority:** SBE & BOT Rule 6Hx23-

- 5.12, Exemption G: “Professional Services...” **Recommended** by Janette Hunt, Acting VP of Finance & Business Operations.
5. **P.O. #109529 – Brown and Brown of Florida INC**– This is in the amount of \$87,500.00 to provide health insurance consulting services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by Janette Hunt, Acting VP of Finance & Business Operations.
 6. **P.O. #109549 – Commercial Design Services INC**– This is in the amount of \$45,379.09 for furniture. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12 Exemption D: “Purchases at ...” **Recommended** by Starla Metz, AVP of Collegiate High School.
 7. **P.O. #109623 – NetSavySupport LLC**– This is in the amount of \$42,250.00 to provide consulting services for Oracle. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by Janette Hunt, Acting VP of Finance & Business Operations.
 8. **P.O. #109686 – Apple Financial Services**– This is in the amount of \$61,646.74 for four Mac labs. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Services or...” **Recommended** by Tonjua Williams, President.
 9. **P.O. #109730 – Bachelor Degree Access Strategies LLC**– This is in the amount of \$40,000.00 to provide consulting services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by Tonjua Williams, President.
 10. **P.O. #109737 – Pride Enterprises**– This is in the amount of \$42,340.00 to print the 2019-2020 Student Handbook. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services...” **Recommended** by Jamelle Conner, Vice President of Student Affairs.
 11. **P.O. #109780 – CAE Healthcare INC**– This is in the amount of \$50,093.94 to provide a training simulator. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Services or...” **Recommended** by Susan Demers, Acting Vice President of Academic Affairs.
 12. **P.O. #109781 – CAE Healthcare INC**– This is in the amount of \$79,678.56 to provide a training simulator. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Services or...” **Recommended** by Susan Demers, Acting Vice President of Academic Affairs.
 13. **P.O. #109785 – Stoneware INC**– This is in the amount of \$20,053.00 to provide classroom management software. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information technology...” **Recommended** by Janette Hunt, Acting VP of Finance & Business Operations.
 14. **P.O. #109819 – C8G Tactical Consulting INC**– This is in the amount of \$104,800.00 to provide training modules. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Janette Hunt, Acting VP of Finance & Business Operations.

15. **P.O. #108298A – Nalco Company LLC**– This is in the amount of \$38,403.53 to provide water treatment. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...” **Recommended** by Diana Wright, Vice President of Facilities Planning & Institutional Services.
16. **P.O. #109320-1 – Barnes and Noble College Booksellers LLC**– This is in the amount of \$99,106.80 for blanket orders for CSP grant items. **This is grant funded. Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational tests ...” **Recommended** by Janette Hunt, Acting VP of Finance & Business Operations.

Change Orders listed in numeric order:

N/A

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

CAE Healthcare INC– P.O. 109780 - \$50,093.94
P.O. 109781 - \$79,678.56
Total- \$129,772.50

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

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

The following are exceptions to competitive solicitations:

- A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.
- B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.
- C. Library books, reference books, periodicals, and other library materials and supplies.

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

E. Food.

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

G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

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

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


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

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

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

April 21, 2020

MEMORANDUM

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

Section B: Major Technology Contracts

1. Agreements with **Dell Financial Services, LLC** to lease 30 computers, projectors, audio visual and network related equipment for use in various academic and administrative departments college wide. The leases, **entered into between December 12, 2019 and March 24, 2020** are for a period of 48 – 60 months. The cost to the College for these leases is expected to be approximately \$365,806.06. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$9.00. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$365,815.06. Should funds not be appropriated to continue the leases for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2019-20 Budget on June 18, 2019. — Janette Hunt


Janette Hunt, Acting Vice President, Finance & Business Operations; and Mike Meigs, Acting AVP, Business & Financial Services, recommend approval.

Agenda Item VIII - D

April 21, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Removal of Certain Assets from Property Inventory

This Memo is for informational purposes only and fulfills the requirement of Florida Statute 274.07 for the recording of the disposition of government property into the Board Meeting minutes. The following assets have been approved by the Survey Committee for removal from the inventory and have a current Net Book value of \$0.

Tag Number	Description	Acq Date
01103	Mettler Balance	8/1/1988
01105	Mettler Balance	8/1/1988
01108	Mettler Balance	8/1/1988
09434	Tv:Sony	8/1/1995
12607	Printer:Lexmark 1650N	1/21/1998
13561	Probe:Oxyen,Conductivity	9/21/1998
16418	Eyepiece Adapter	5/26/2000
17046	Mackie Mixer	3/31/2000
17956	Diversity Receiver Ext	6/30/2000
20303	Switch Console	8/6/2001
20318	Stereo Mixer, 24X8X2	8/7/2001
20687	Printer:Lexmark T522N	11/27/2001
21212	Tube Cleaner:Ream-A-Matic	12/5/2001
21434	DVCAM Camcorder:Sony	5/9/2002
21442	Editing Equipment Console	6/13/2002
21541	Printer:lexmark T620DN	5/14/2002
22053	Printer:Lexmark T620n	5/21/2002
22167	Switch:Cisco	4/19/2002
22167A	Switch:Cisco (inside 22167)	8/18/2005
22241	Monitor: Sony 14"	8/6/2002
22303	Extreme 48 Switch	8/14/2002
22430	Switch: Cisco Cat 3548XL	7/10/2002

Tag Number	Description	Acq Date
23179	Four Unit Reference Shelf	9/21/2001
23192	Five Unit Periodical Shelf	9/21/2001
23518	Server: Dell 2650	9/4/2002
23876	Video/Audio Conf System	9/6/2002
24082	Ventilator:Mallinckodt	2/5/2003
24272	Scan Converter: Extron	4/16/2003
24330	System Master Chassis	11/22/2002
24331	System Master Chassis	11/22/2002
24404	Control System	11/22/2002
24407	Control System	11/22/2002
24501	Server:Dell 2650	2/13/2003
24687	20" Monitor:Sony	6/2/2003
25870	Video Switcher:Comprehensive	7/31/2003
26152	Server:Dell 1650	6/25/2003
26690	Touch Panel:Crestron	10/1/2003
26701	AEC Mic Mixer:Getner	10/1/2003
26702	AEC Mic Mixer:Getner	10/1/2003
26703	AEC Mic Mixer:Getner	10/1/2003
26704	Telephone Hybird:Getner	10/1/2003
26708	Cami P/T Head:Crestron	8/19/2003
26710	Cami P/T Head:Crestron	8/19/2003
26852	Projector:Epson	8/25/2003
27061	Wireless Handheld Mic:Sennheis	10/10/2003
28038	Printer:Lexmark	5/21/2004
28166	Digital Camcorder:Sony	12/6/2004
28280	Switch:Cisco Catlyst	10/6/2004
28532	Switch:Cisco	4/28/2005
28609	APC Smart UPS	9/22/2004
28836	Dual MicroProcessor Encoder/De	11/14/2005
28848	Color Video Monitor:Ikegami20"	3/2/2006
28893	Monitor:Sony	1/26/2005
28931	DVCAM Recorder:Sony	2/1/2005
29152	DVR:Costar	1/30/2005
29326	DVCAM Player:Sony	4/20/2005
29857	Digital Presenter:Samsung	8/1/2005
29885	Catalyst:Cisco	5/6/2005
29932	Outdoor Access Point/Bridge	8/22/2005
29933	Outdoor Access Point/Bridge	8/22/2005
30124	Switch:Cisco 3560G-48TS	4/3/2006
30126	Switch:Cisco 3560G-24TS-s	4/3/2006
30127	Switch:Cisco 3560G-48PS	4/3/2006
30138	Media Contrl/Receiver:Creston	6/16/2006

Tag Number	Description	Acq Date
30149	Media Controller/Receiver	1/3/2006
30165	MediaController/Receiver	6/16/2006
30198	Media Manager: Crestron	6/16/2006
30199	Media Manager: Crestron	6/16/2006
30669	Processor:Crestron	6/16/2006
31317	Computer:Dell GX280	7/18/2005
31358	Computer:Dell GX280	7/18/2005
32331	Computer:Dell GX620	8/23/2005
32338	Computer:Dell GX620	8/23/2005
32389	Network Switch:Extreme Summit	10/6/2005
32395	Network Switch:Extreme Summit	10/6/2005
32574	Computer:Dell GX620	9/1/2005
33004	40" LCD Monitor:Mitsubishi	10/5/2005
33266	Computer:Dell GX620	1/9/2006
33269	Computer:Dell GX620	1/9/2006
33280	Computer:Dell GX620	12/9/2005
33310	Computer:Dell GX620	12/9/2005
33317	Computer:Dell GX620	12/9/2005
33360	Computer:Dell GX620	1/9/2006
33392	Computer:Dell GX620	1/9/2006
34102	Network Switch:Extreme Summit	10/3/2006
34520	Upstation Power Supply:Liebert	8/17/2006
34523	Upstation Power Supply:Liebert	8/17/2006
34528	Quad 4" LCD Monitor:Marshall	8/22/2006
34529	Quad 4" LCD Monitor:Marshall	8/22/2006
34530	Quad 4" LCD Monitor:Marshall	8/22/2006
34532	Quad 4" LCD Monitor:Marshall	8/22/2006
34533	Quad 4" LCD Monitor:Marshall	8/22/2006
34534	Quad 4" LCD Monitor:Marshall	8/22/2006
34536	Triple 5.6" Monitor:Marshall	8/22/2006
34537	Triple 5.6" Monitor:Marshall	8/22/2006
34539	Quad 4" LCD Monitor w/SDI	8/22/2006
34541	Quad 4" LCD Monitor w/SDI	8/22/2006
34542	Quad 4" LCD Monitor w/SDI	8/22/2006
34545	Video Scan Converter:Extron	8/22/2006
34553	Video Color Corrector	8/30/2006
34580	DLP Projector:Dell	11/14/2006
34688	Switch - Extreme X450-48p	4/4/2007
35028	Computer:Dell GX620	9/7/2006
35032	Catalyst 3560 48 Port 10/100	9/18/2006
35033	Laptop Computer:Dell Latitude	9/19/2006

Tag Number	Description	Acq Date
35035	Laptop Computer:Dell Latitude	9/19/2006
35050	Laptop Computer:Dell Latitude	9/27/2006
35051	Catalyst 6513 Chassis -13 slot	9/28/2006
35069	Laptop Computer:Dell	10/17/2006
35102	Laptop Computer:Dell Latitude	10/24/2006
35103	Laptop Computer:Dell Latitude	10/24/2006
35111	Computer:Dell GX620	11/6/2006
35113	Laptop Computer:Dell Latitude	11/13/2006
35114	Laptop Computer:Dell Latitude	11/13/2006
35115	Laptop Computer:Dell Latitude	11/13/2006
35117	Laptop Computer:Dell Latitude	11/13/2006
35119	Laptop Computer:Dell Latitude	11/13/2006
35120	Laptop Computer:Dell Latitude	11/13/2006
35121	Laptop Computer:Dell Latitude	11/13/2006
35126	Laptop Computer:Dell Latitude	11/13/2006
35127	Laptop Computer:Dell Latitude	11/13/2006
35128	Laptop Computer:Dell Latitude	11/13/2006
35129	Laptop Computer:Dell Latitude	11/13/2006
35146	Laptop Computer:Dell Latitude	12/5/2006
35168	Laptop Computer:Dell Latitude	12/12/2006
35181	Computer:Dell	12/15/2006
35186	Audio Frame:Ensemble	9/13/2006
35187	Shorti Audio Patchbays	10/31/2006
35189	Panel Input:4101X	10/31/2006
35190	Panel Output:4101X	10/31/2006
35195	Media MicroFrame System	9/28/2006
35196	Serial Digital Video Router	10/3/2006
35197	Remote Display Panel	10/3/2006
35198	Remote Display Panel	10/3/2006
35199	Dual Audio Router	10/3/2006
35200	64 Port Data Router	10/3/2006
35201	Stereo Analog Audio Router	10/3/2006
35203	Remote Panel Multimode	10/3/2006
35212	Multi-Channel Video Server	9/27/2006
35213	Multi-Channel Video Server	9/27/2006
35229	HDVG Vide Graphic Server	10/12/2006
35230	HDVG Vide Graphic Server	10/12/2006
35231	HDVG Vide Graphic Server	10/12/2006
35232	HDVG Vide Graphic Server	10/12/2006
35351	Server	2/20/2007
35392	Digital Auto Matrix Mixer	12/11/2006
35402	Ultimatte 9 keyers	1/12/2007

Tag Number	Description	Acq Date
35403	Ultimate 9 keyers	1/12/2007
35404	Ultimate 9 keyers	1/12/2007
35405	Ultimate 9 keyers	1/12/2007
35409	56" Marshall LCD panel	1/18/2007
35410	Videotek Serial Digital	1/4/2007
35424	Lietch Serial monitor	2/15/2007
35425	Leitech SD to Analog encoder	2/15/2007
35438	Network Switch:Summit 400	10/13/2006
35630	Laptop Latitude	12/28/2006
35669	Laptop Latitude	1/18/2007
35738	Cisco 3560 Switch	2/21/2007
35777	Catalyst 3560 - 48 Port	3/24/2008
35908	Laptop latitude D820	3/20/2007
35927	Intercom system	3/14/2007
35963	Network switch	3/29/2007
36044	CAMCORDER	4/24/2007
36067	Storage System	9/10/2007
36252	Switch: SUMMIT X450E-48P	9/10/2007
36283	Control Processor	4/15/2008
36375	Computer: Laptop	5/30/2007
36378	Computer: Laptop	5/30/2007
36380	Computer: Laptop	5/30/2007
36383	Computer: Laptop	5/31/2007
36423	DVR- 4 channel COSTAR	11/30/2007
36523	Power Supply 6000W	1/6/2011
36524	Smart UPS	1/6/2011
36525	Smart UPS	1/6/2011
36601	Latitude D820	7/5/2007
36635	Dell Precision 690	7/23/2007
36781	Dell Laptop	3/16/2007
36785	Dell Laptop	3/16/2007
36796	Dell Laptop	3/16/2007
36844	Dell Laptop	3/16/2007
36868	Raid Storage system	9/11/2007
37187	Cat Condo	3/20/2008
37188	Cat Condo	3/20/2008
37250	Crestron QM-RMCRX-BA	4/4/2008
37251	Crestron Control	4/15/2008
37260	Projector - Epson 1810 P	10/6/2008
37262	Projector - Epson 1810 P	10/6/2008
37269	Crestron Quick Media Processor	10/6/2008

Tag Number	Description	Acq Date
37351	Switch & components (comments)	3/18/2008
37352	Switch & components (comments)	3/18/2008
37417	Switch - 48 Port Catalyst	5/1/2008
37442	Computer - Latitude D830	5/27/2008
37495	Computer - Optiplex 755 FLX HD	2/1/2008
37565	Computer;Desktop;OptiPlex 755	2/1/2008
37571	Computer;Desktop;OptiPlex 755	2/1/2008
37584	Computer;Desktop;OptiPlex 755	2/1/2008
37597	Computer - OptiPlex 755	2/4/2008
37598	Computer - OptiPlex 755	2/4/2008
37599	Computer - OptiPlex 755	2/4/2008
37600	Computer - OptiPlex 755	2/4/2008
37816	Catalyst 3750E 48TD-S	8/19/2008
37818	Catalyst 3750E-48TD-S	8/27/2008
37915	Computer - Optiplex 755 MT	6/24/2008
37938	Computer - Optiplex 755 MT	6/24/2008
38036	Computer - Latitude D830	6/2/2008
38113	Computer - Optiplex 755 MT	5/28/2008
38150	HDV Videotape Recorder	6/5/2008
38257	Switch-48PT RJ45 Stack	8/5/2008
38261	DVR - Costar 16 Channel	8/4/2008
38263	Switch-48PT POE RJ45 Stack	8/5/2008
38537	Ventilator	2/2/2010
38598	Switch - Catalys 6500 24 port	12/10/2008
38608	Computer - Latitude D830	1/9/2009
38699	Switch - Summit X450e 48PT	9/24/2008
38716	Computer - Latitude D830	10/9/2008
38777	Ethernet Module - see comments	8/1/2008
38900	ELMO	1/23/2009
38901	ELMO	1/23/2009
38944	Switch 3750 Catalyst	3/8/2010
38945	Switch Catalyst 3750	3/8/2010
39064	Elmo	6/12/2009
39065	Elmo	6/12/2009
39066	Elmo	6/12/2009
39089	Costar DVR CR1600XP	8/11/2009
39093	Printer Epson Stylus Pro 7900	8/19/2009
39217	Compact Flash Recorder	7/26/2010
39218	Compact Flash Recorder	7/26/2010
39268	UPStation	9/29/2009
39277	Laptop Apple MacBook Pro	10/2/2009
39278	Laptop Apple MacBook Pro	10/2/2009

Tag Number	Description	Acq Date
39485	Voice Bundle	5/17/2010
39520	Optiplex 960 Dell	5/7/2010
39521	Optiplex 960 Dell	5/7/2010
39522	Optiplex 960 Dell	5/7/2010
39523	Optiplex 960 Dell	5/7/2010
39526	Optiplex 960 Dell	5/7/2010
39527	Optiplex 960 Dell	5/7/2010
39528	Optiplex 960 Dell	5/7/2010
39534	Optiplex 960 Dell	5/7/2010
39538	Optiplex 960 Dell	5/7/2010
39572	UF55 Projector for Smartboard	8/17/2010
39597	Elmo Document Camera	9/27/2010
39598	Elmo Document Camera	10/11/2010
39671	48 Port Summit Switch	8/17/2010
39753	IMAC 27"	8/17/2010
39754	IMAC 27"	8/17/2010
39799	R210 Server	2/11/2011
39802	Cisco Catalyst 6500 series	3/16/2011
39824	Optiplex 780 MT	3/21/2011
39923	27" iMac Quad Core	5/16/2011
39935	HD Digital Signage Player	7/28/2011
39994	Optiplex 960	3/1/2011
40030	Apple iMac 27"	5/18/2011
40035	Apple iMac 27"	5/18/2011
40118	Summit Switch X460-48p	4/4/2011
40119	Summit Switch X460-48p	4/4/2011
40120	Summit Switch X460-48p	4/4/2011
40123	Summit Switch X460-48p	4/4/2011
40126	Summit Switch X460-48p	4/4/2011
40130	Power Supply 6000W	1/6/2011
40131	VS-SUP720-10G	1/6/2011
40132	VS-SUP720-10G	1/6/2011
40133	48 Port EtherModule	1/6/2011
40134	48 Port EtherModule	1/6/2011
40135	48 Port EtherModule	1/6/2011
40136	48 Port EtherModule	1/6/2011
40137	48 Port EtherModule	1/6/2011
40138	48 Port EtherModule	1/6/2011
40139	48 Port EtherModule	1/6/2011
40140	48 Port EtherModule	1/6/2011
40141	48 Port EtherModule	1/6/2011

Tag Number	Description	Acq Date
40142	48 Port EtherModule	1/6/2011
40143	48 Port EtherModule	1/6/2011
40144	48 Port EtherModule	1/6/2011
40145	48 Port EtherModule	1/6/2011
40146	48 Port EtherModule	1/6/2011
40147	48 Port EtherModule	1/6/2011
40148	48 Port EtherModule	1/6/2011
40149	48 Port EtherModule	1/6/2011
40150	48 Port EtherModule	1/6/2011
40151	48 Port EtherModule	1/6/2011
40152	48 Port EtherModule	1/6/2011
40365	Desktop Magnifier 22"	3/21/2011
40729	Epson Powerlite 6155 Projector	6/2/2011
40734	Epson Powerlite 6155 Projector	6/2/2011
40739	Epson Powerlite 6155 Projector	6/2/2011
40958	Apple iMac 27" Computer	8/25/2011
40959	Apple iMac 27" Computer	8/25/2011
40966	MacBook Air 11" Laptop	9/23/2011
41066	Costar DVR	3/23/2012
41085	Smart UPS	9/7/2012
41115	Apple MacBook Pro	3/26/2013
41292	Smart UPS back-up	8/13/2012
41300	Smart Battery Backup	9/24/2012
41306	Smart Battery Backup	9/24/2012
41356	Crestron Controller AV2	11/30/2011
41398	5' True Sandwich Prep Station	11/1/2011
41677	EIKI Projector	11/1/2012
41763	APC UPS Battery BackUp	3/22/2012
41828	APC Smart UPS	6/29/2012
41830	APC Smart UPS Rack	6/29/2012
41838	APC Smart UPS	6/29/2012
42024	Ethernet Module 8 port	12/6/2012
42025	Ethernet Module 8 port	12/6/2012
42036	Color Magnifying Aid	2/26/2013
42038	Color Magnifying Aid	2/26/2013
42040	Color Magnifying Aid	2/26/2013
42066	Switch Cisco 3750X	9/12/2012
42340	Costar 16 CH Video Recorder	4/29/2013
42349	Video Magnifier	6/12/2013
42354	Video Magnifier	6/12/2013
42455	Receiver	6/1/2015
42456	Receiver	6/1/2015

Tag Number	Description	Acq Date
42457	Transmitter	6/1/2015
42458	Transmitter	6/1/2015
42603	Urinary Cath Manikin (Male)	11/13/2013
42604	Urinary Cath Manikin (Female)	11/13/2013
43262	Smart UPS RT2200	6/18/2014
43968	BookCheck	5/20/2016
44006	Transformer	4/13/2016
44065	Kiln	5/15/2017
44088	Smart UPS	4/7/2016
45009*	Digital Mixing Console/16 mic	6/28/2019

*Asset returned to vendor; credit rec'd

Tonjua Williams, President; Mike Meigs, Acting Associate Vice President, Business & Financial Services; and Thomas Russell, Director of Procurement & Asset Management request approval

Agenda Item VIII -E

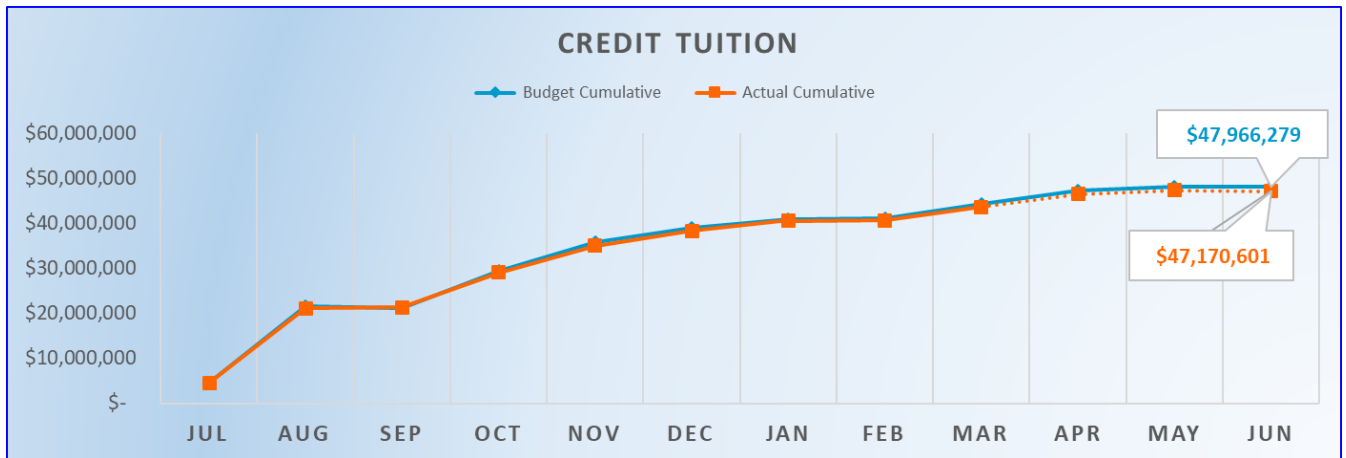
April 21, 2020

MEMORANDUM**TO:** Board of Trustees, St. Petersburg College**FROM:** Dr. Tonjua Williams, President**SUBJECT:** Fiscal Year 2019-2020 College General Operating Budget Report with Tuition Revenue Projections**The FY19-20 fund 1 operating budget report through March 31, 2020 is attached.**

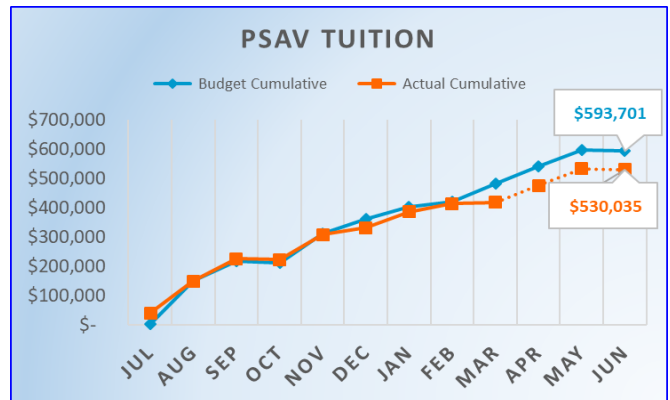
As of March 31, 2020, the overall revenue is \$111.1M, which represents 77.4% of the operating budget. Personnel expense represents 77.8% of the annual operating budget. As of this report date, personnel expense totals \$80.3M or 71.9% of the total budget. Current and capital expense totals \$19.2M (66.2%) and \$886K (31.9%), respectively. Net balance of revenue less expense is \$10.7M.

Displayed below are charts for projected tuition revenue. There are three types of tuition revenue; credit tuition, non-credit tuition, and postsecondary adult vocational tuition.

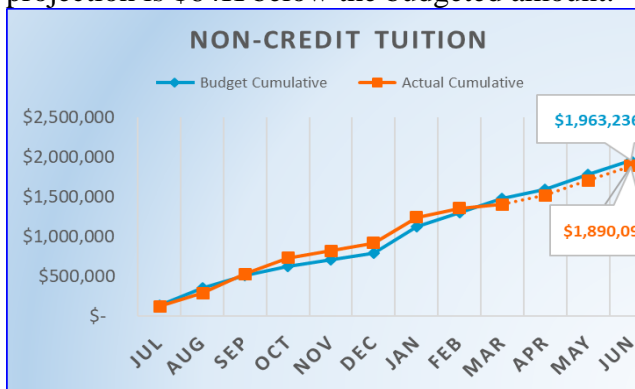
Credit Tuition Revenue – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of March 31, 2020, the tuition projection is \$796K below the budgeted amount.



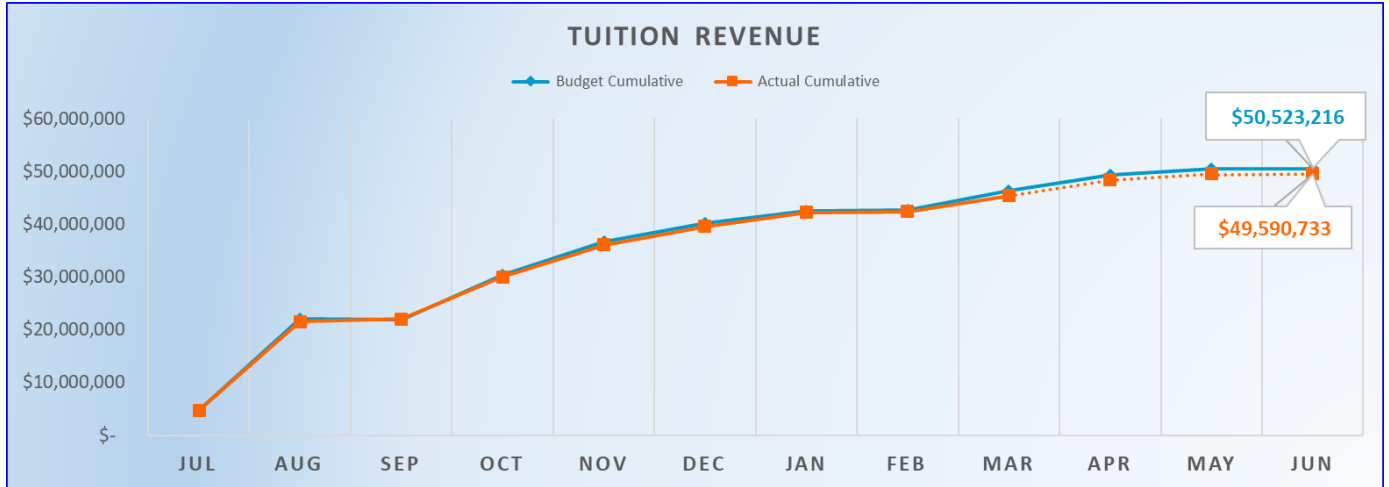
Non-Credit Tuition Revenue – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of March 31, 2020, the tuition projection is \$73K above the budgeted amount.



Postsecondary Adult Vocational Tuition Revenue – The chart to the right displays the Postsecondary Adult Vocational (PSAV) portion of the budget to the trending projected amount. As of March 31, 2020, the tuition projection is \$64K below the budgeted amount.



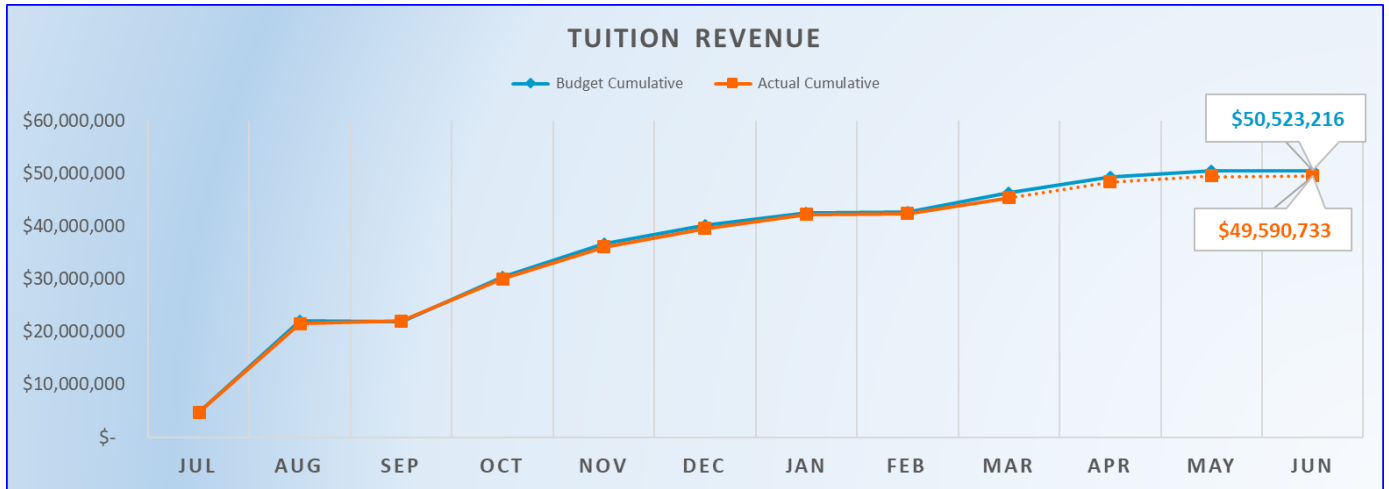
Total Tuition Revenue - The chart below displays the total operating tuition budget to the trending projected amount. As of March 31, 2020, the overall tuition projection is \$932K below the budgeted amount.



Janette Hunt, Acting Vice President, Finance & Business Operations

Attachment

Total Tuition Revenue - The chart below displays the total operating tuition budget to the trending projected amount. As of March 31, 2020, the overall tuition projection is \$932K below the budgeted amount.



Janette Hunt, Acting Vice President, Finance & Business Operations

Attachment

