

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, June 16, 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, June 16, 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
June 16, 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 May 19, 2020 (*Action*)

V. MONTHLY REPORTS

- A. General Counsel

VI. STRATEGIC FOCUS

A. BUDGET AND FINANCE

1. FY 2020-2021 Operating Fund Budget Proposal – Ms. Hunt, Vice President, Finance and Business Operations (*Presentation*)
2. FY 2020-2021 Capital Outlay Budget Proposal (*Presentation*)
3. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2020-2021 (*Action*)

B. STRATEGIC PLANNING

1. Comeback Taskforce Recommendations – Mr. Bill Grey, Director, Emergency Management (*Presentation*)*
2. 2020-21 Institutional Priorities – Chair Cole (*Presentation*)

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

VII. CONSENT AGENDA

- A. OLD BUSINESS (items previously considered but not finalized) - None
- B. NEW BUSINESS
 - 1. ADMINISTRATIVE MATTERS
 - a. Personnel Report (*Action*)
 - 2. Equity Report (*Action*)
 - 3. GRANTS/RESTRICTED FUNDS CONTRACTS
 - a. U.S. Department of Education – Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding (*Action*)
 - b. National Endowment for the Humanities – Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding – Cultural Organization Program (*Action*)
 - c. Florida Department of Education – Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (*Action*)
 - d. Perkins V Memo - Continuation of Perkins Grant Funded Personnel (*Action*)
 - 4. Other
 - a. Accounts Receivable Write-Off (*Action*)
 - b. Capital Improvement Plan (CIP) FY 2021-2022 through FY 2025-2026 (*Action*)
 - c. Project Number 265-S-20-3; Replace Façade LA Building, St. Petersburg College/Gibbs Campus (*Action*)
 - d. Purchase of Network Security Firewalls (*Action*)

VIII. INFORMATIONAL REPORTS

- A. Direct Support Organization
 - 1. Leepa-Rattner Museum of Art
 - 2. Institute for Strategic Policy and Solutions
 - 3. St. Petersburg College Foundation
- B. Palladium at St Petersburg
- C. Operating Budget Report
- D. Board Self-Evaluation
- E. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

IX. PRESIDENT'S EVALUATION *

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

XI. PRESIDENT'S REPORT

XII. NEXT MEETING DATE AND SITE

August 18, 2020, St. Petersburg Gibbs Campus, Student Success Center

XIII. ADJOURNMENT

*ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING
TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)*

The purpose of the meeting is to provide highlights of the 2019-20 school year and to ask the governing board to approve the proposed budget for the 2020-21 school year so it can be submitted to the Pinellas County School District.

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 16, 2020, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

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

***No packet enclosure**

Date Advertised: June 5, 2020

20-039. Under Item I, Call to Order

The meeting was convened by Chair Cole at 9:00 a.m.

Chair Cole thanked everyone for joining and expressed appreciation for the flexibility of the team and the Board to again join virtually. She expressed hope that everyone could see each other in person again soon.

The invocation was given by Trustee Stonecipher and was immediately followed by the Pledge of Allegiance.

20-040. Under Item II – Recognitions

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

A. SPC Spotlights

Dr. Williams shared some of the recent achievements and successes of SPC faculty, staff, and students. Dr. Williams gave a shout-out to Drs. Nan Morelli White and Dawn Joyce in the Communications department for publishing a peer-reviewed article called *Adapting to Change One Class at a Time* in the Journal of Higher Education Theory and Practice. Dr. Williams applauded faculty for the work that they have done and the changes that they are making in the lives of many.

Dr. Williams commended the Workforce group. Each year, SPC receives industry certification funds; SPC had a goal of \$700,000 and was just recently awarded \$739,000.

Dr. Williams announced that the state has released its CARES Act grant opportunity funds. There are five institutions that received or will get a chance to obtain more than \$2M. SPC is one of those to get these funds. SPC has to write how the College would spend the funds on short-term, high-wage-paying programs. SPC would have to have a 25% match. The College is looking at the Line Worker program, Surgical Tech, Mental Health Tech, and some other unique programs that will bring not only economic mobility for residents but will also bring revenue for the institution.

Dr. Williams applauded the College family because again they have continued to keep SPC moving forward. Summer enrollment is up over what SPC had planned for, and there is still one more Summer semester that has not started. Dr. Williams expressed appreciation for the flexibility of the faculty, the staff, and particularly College frontline workers who show up every day to keep the engine running.

20-041. Under Item III, Comments

Chair Cole thanked Dr. Williams for releasing a message to the College community and to the community at large in light of the turmoil in racial discourse that has been going on in the country and the community. She stated that Dr. Williams always shows leadership around controversial situations. She noted that one thing that she has always been proud of in the College and one of the reasons why she feels passionate about serving the College is the platform that the College provides for all voices to be heard. The Community of Care that was established when Dr. Williams joined as President is the basis for her leadership and the basis for the actions the Board has taken.

Chair Cole stated that SPC and the Board need to be solution oriented. SPC and the Board obviously denounce violence, racism, and oppression in all forms, and SPC fights for equality on a regular basis throughout the College. SPC and the Board are committed to that, as is evidenced through the strategic plan and through funding. It is part of the history and part of the basis of being a College, but it is not enough, and SPC needs to take action to move forward and to make change. Chair Cole feels strongly that higher education is the engine for this change. SPC needs

to be a facilitator to continue that change, to stay in the forefront, to provide voices for everyone. SPC will remain an integral part of the solution for the community.

Chair Cole stated that Dr. Williams has been having meetings with employees and faculty and staff and students and will continue that to keep the dialogue going. While dialogue is not enough, it is the job of the College to provide these safe spaces for these conversations. Chair Cole opined that it will take everybody working together to create true change. She is proud of where SPC has come from as a College, and she is proud of where SPC is going.

Chair Cole shared that Dr. Williams said to her last week, and she thinks it rings true, that SPC needs to continue to look at students and each other to know what SPC needs. SPC needs to listen; Chair Cole commits to doing that, and she knows that each of her fellow trustees commit to doing that.

Trustee Stonecipher echoed what Chair Cole said and thanked her for showing leadership with Dr. Williams in that. He has 100% agreement and support going forward.

Vice Chair Bello shared that Dr. Williams and she hosted a very important business leader conversation the week before last. Almost 600 people register and almost 500 attended. Vice Chair Bellow opined that Dr. Williams did an amazing job of representing the College and the community as a whole. Dr. Williams is an amazing speaker, and it was so touching to see the engagement that SPC got from that conversation with the business leaders not only in Tampa Bay but around the state and even some nationally. She noted that it is recorded and can be found on her website.

Dr. Williams agreed that SPC started working on the equity agenda and closing the achievement gaps over a year ago when Drs. Smiley and Strickland put the committee together the really took a deep dive look at what is happening. SPC learned that they needed to do better in the hiring of minorities and where they are placed. SPC also learned that they need to do better at closing the achievement gaps. In December, the Board challenged SPC to make this happen. The equity position has been advertised and the interviews have started, and the position for the Brother-to-Brother initiative has also been started.

Dr. Williams shared that looking at the Spring data and what happened from the Fall, even with COVID leading to a higher number of students who withdrew, African-American student success rates increased. Black male student success rates in Gateway classes increased 13.7%; African-American male student success comparison from last Spring to this Spring increased just 0.2%; and Hispanic males increased somewhat as well.

Dr. Williams shared that it makes her excited that SPC is already on the trail for the Community of Care and working to close the achievement gaps of men and women from different socioeconomic backgrounds. SPC has been looking at this from a zip code standpoint as well to look at the five poverty areas. There is still a lot more work that SPC needs to do to help students succeed – focusing on how faculty instruct, how students learn, and how SPC engages students. Even during COVID, the overall success rates were basically the same, which was a surprise. SPC had anticipated that they would decline significantly, but they were about the same number.

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Williams stated that she will definitely come back with a real report, but this is the data that she has received regarding the successes that SPC has made in spite of COVID. She opined that a lot of it has to do with the flexibility of the faculty in working with students, along with the College giving out the technology needed and providing around-the-clock tutoring and other support services. While there is still a lot of work to do, SPC is well on the way to close the gaps by making change a little at a time. She is very proud of that work and looking forward to getting SPC even more successful in improving the experience of all.

Chair Cole said that it is really good news about the achievement of all of the students in light of the difficult classroom situation. She especially appreciated the update on the specific goals with respect to African-American males.

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

The minutes of the May 19, 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 Bello seconded the motion. The motion passed unanimously.

20-043. Under Item V, Monthly Reports

Under Monthly Reports

- A. General Counsel – None

20-044. VI. STRATEGIC FOCUS AND PLANNING

- A. BUDGET AND FINANCE
 1. FY 2020-2021 Operating Fund Budget Proposal – Ms. Hunt, Vice President, Finance and Business Operations (*Presentation*)
 2. FY 2020-2021 Capital Outlay Budget Proposal (*Presentation*)
 3. Adoption of Operating and Capital Outlay Budget for Fiscal Year 2020-2021 (*Action*)

Dr. Williams shared that SPC has had an opportunity to meet with most of the Board members to go over the budget and answer questions.

Ms. Hunt thanked the Board members for meeting, reviewing the budget, and asking questions.

Ms. Hunt noted that SPC continues to look at the strategic priorities to continue driving principles to allocate funding. Although there may be some realignment, a lot of it is due to streamlining and looking at enhancing the business model.

Ms. Hunt first presented on the operating fund and student tuition and fees. There has been a lot of discussion about what the trend will be across the nation and at other state colleges, who are projecting anywhere from a 10-30% decline. SPC looked at that and the College's location and settled at about 10% decline in enrollment. That is the budget amount – it is not necessarily the stretch goal. SPC will continue to look at enrollment and retention and have a plan to still increase enrollment.

Ms. Hunt moved on to funding. State funding is about \$76.1M. Ms. Hunt shared in detail where SPC is. She noted that it is still not an approved general appropriations act, so SPC is using the proposed act for the budget. She also noted the \$1M shift from the general appropriations to the Lottery, which directly impacts cash flow. Ms. Hunt pointed out the Student Success Initiative fund, which is the tiered fund model, the \$687,000 in the appropriation, which is based on enrollment. At some point, the Department of Education will look at SPC's enrollment and possibly adjust this amount. SPC has added the \$687,000 to the budget but has not yet allocated it to specific funding; that allocation will be to incentive programs and to increase enrollment.

Ms. Hunt addressed other revenue, which is a little under \$5M. This is some of the miscellaneous revenue – the contract with the Pinellas County School Board, rental facilities, etc.

Ms. Hunt reported on fund transfers in, which is transfers from the auxiliary fund. SPC continues to see a reduction in the bookstore Commission sales. Some of it is based off of students going other places to purchase books and also free eBooks that are available. For the food service commission, there has been some decline there which is specifically related to the Coronavirus pandemic. Ms. Hunt pointed out that the auxiliary fund is the most flexible fund that SPC has, so SPC wants to reduce the reliance on that some. This line item will not decrease entirely because some of the expenses that are incurred from the operating budget must be supported by funds outside of the tuition and state funding.

Ms. Hunt addressed the reserves. SPC has had a plan to reduce the reliance on reserves. At one point in the budget, SPC had a reoccurring close to \$5M that supported expenses. SPC no longer does that in the current fiscal year. SPC has about \$1.7M of reserve; the majority of that was for a one-time pay to all employees at the end of the 2019 year, and then \$300,000 of it was specifically for professional development. For the last couple years, SPC has included that line item in the reserves in case SPC specifically needed that for additional professional development. SPC anticipates in this current fiscal year that although they executed the one-time pay, SPC will not be using the reserve, which is good news.

Ms. Hunt shared that for the upcoming 2021 budget, SPC has \$1.4M allocated to reserves. \$400,000 of that is due to accounting principles. Typically, SPC is able to absorb the prior year encumbrances that happen after July 1st. With reducing the budget by about \$3.5 million, it was more to add it in just as a safeguard. Those expenses are approved in the current year budget. The other line item is the \$300,000 for professional development, particularly for things like faculty

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

learning new and inventive ways to teach online. The remaining is \$724,000, which is a safety net. The budget is conservative, but it is a tight budget based on the circumstances and the information that SPC have as of now. SPC does not anticipate using it, but it is there just in case. This brings the total to a \$140M revenue budget.

Ms. Hunt next looked at the operating fund. Personnel and benefits show about a \$4.6M reduction. Some of it is due to personnel attrition, such as retiring employees' salaries being much higher than what SPC hires in at, some position eliminations, and some changes that SPC made to the personnel piece.

Ms. Hunt addressed the adjunct and supplemental budget. Organically, if enrollment is down, you would see also a decrease in instructional costs. And so SPC anticipates about a 10% decline in the adjunct and supplemental costs.

Ms. Hunt discussed health insurance, which continues to be a factor for SPC; health insurance continues to be an issue across the nation. The Board will see in a couple months a presentation about some of the options that SPC has looked at and some proposals on what SPC would like to implement for the health insurance plan.

Ms. Hunt looked at the Florida retirement rate increase of 1.5%, which equated to a little over \$1M, which gives a personnel budget of \$107M.

Ms. Hunt reviewed the current expense and the capital. SPC continues to have the modified zero-based budgeting. SPC did look at specific line items closely to reduce some of them. There are a couple items that increased; one of them is the insurance, which is the non-health insurance piece. From fiscal year 2018-2019 to the current year, there was a 30% increase. SPC is anticipating another 10 to 13% increase in the next fiscal year. SPC did adjust the travel because due to the Coronavirus, employees just have not been traveling as they used to.

Ms. Hunt addressed the Collegiate High School and a tiered model. SPC did not allocate the tiered model to specific funds yet, as the College wanted to wait to see where the enrollment was and what the state was going to do with the adjustment before SPC actually allocated those dollars out. For the Collegiate High School, that dollar amount is also in the state funding, but this is really acting as a pass through. It is coming through the operating fund and then transferring out, if approved by the governor.

Ms. Hunt mentioned the technology lease shift. Technology is more remote, and it is also moving more to the cloud. SPC is spending less funding on leasing equipment and more on things like licensing and software.

Ms. Hunt announced that this makes for a total operating balanced budget of \$140M.

Ms. Hunt talked about the financial plan and where SPC may be in some of the targets for enrollment. She referenced the chart on the right side of the screen, which is attributed to enhancing the business model and coming up with a plan for every percentage change that SPC has in the enrollment. It gives the College a resource to look at and keep track of as SPC is going through the semester. This particular chart looks at only the Fall semester. For the Fall semester, SPC is targeting about 211,000 student semester hours, also known as credit hours. For example, if SPC increases that student semester hour by about 1%, that would be an additional \$201,000 approximately. If it declines by 1%, then that is a negative \$201,000. When it gets to 4%, this is where SPC starts to look at some of the ways to recover from that plan. At below 4%, SPC is either able to absorb or take actions in order to create a savings and offset that.

Ms. Hunt referenced the left side of the screen, which shows the sustainability actions. Options one and two are just things SPC need to do as an organization. For reduce surplus spending, SPC has been realigning the budget for a few years now and really going in and finding efficiencies. It is one thing to just take a 5% or 10% cut, but SPC really needs to start digging a lot deeper into each area, each process, each business model to determine what is the best return on investment. It does not have to always be a dollar amount, but at least the College and the Board should be able to see that and make decisions based on what that is.

Ms. Hunt addressed sustainability action number two, restructuring the business model. This target chart really is one of those first efforts to do that.

Ms. Hunt discussed number three, implementing the recovery plan, which is something that may or may not happen. SPC looked at each step of percentage change and said, "What could SPC possibly absorb and what could SPC do knowing that at that 4% SPC will actually have to implement that recovery plan?" In this last month, Ms. Hunt talked about looking at the exercises of reduced salary pay and furloughs.

Ms. Hunt asked if there were any questions on the operating budget or the financial plan.

Chair Cole noted that most of the Trustees met with Ms. Hunt individually to go through this to have the questions answered, but she was not sure if Trustee Gibbons had the opportunity to do so.

Chair Cole asked if Ms. Hunt knows how much SPC ended up cutting out of the budget over the past three or four years.

Ms. Hunt replied that it is a little over \$10M.

Chair Cole reiterated to the public who might be watching that SPC and the Board knows that the state is going to be modifying its budget and that there may be a shift in some of these line items.

Chair Cole stated that she is happy that Ms. Hunt has continued to look at ways to restructure the business model and to challenge the individual departments for looking at health insurance and a lot of the other big-ticket items. She acknowledged the big hit this year with the retirement fund to be funded. She expressed appreciation for having an overview of all the moving parts.

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Ms. Hunt added, regarding the \$10M reduction, that SPC used to have a practice of holding onto positions, even though they were vacant for many years. That was also in the first wave of allocation realignment; it really attributed to a lot of those positions that SPC held for years and continued to keep in the budget. Now, it is really more about fine tuning and looking at every area of the College.

Ms. Hunt presented the capital outlay budget. Overall, the budget is \$35.1M. Of that, \$6.7M is capital improvement fees, which are fees paid by the students per credit hour. That funding **will be attributed** to \$2.7M, which is for the construction bond payments.

Ms. Hunt stated that SPC will be paying \$12.6M for major construction projects. This includes completing the St. Pete Gibbs Student Success Center project, the Downtown build out for the DO migration, the Clearwater BT building renovation, and the \$2.2M for the Collegiate High, if that is approved.

Ms. Hunt shared that the next section of funding that has been allocated is \$9.1M for roof restorations, chiller replacement, and any deferred maintenance or renovations that are needed across the College campuses.

Ms. Hunt said that the next \$1.1M is for internal construction personnel. These are the individuals that work on some of the projects across the College.

Ms. Hunt noted that the next \$1.4M is for any existing projects, miscellaneous expenses, and some of the smaller campus projects.

Ms. Hunt stated that the last amount of \$8.3M includes the sale proceeds for the District Office building. SPC has the proceeds included in the \$8.3M for contingency.

Ms. Hunt said that for the second year, SPC has not received sum-of-digit funding, which is specifically for the deferred maintenance. SPC will need to really look at the contingency and keep the reserves up in order to mitigate those costs, especially if the state continues to not fund those soda dollars. The contingency is also a part of being prepared for hurricane season each year. The funds are also there as SPC looks more into the properties and updating them. SPC could possibly go into P3, and so SPC may need additional funding there in order to come to the table.

Ms. Hunt sought approval on adopting the Fiscal Year 2021 Operating Fund Budget, which includes a \$2M transfer from the auxiliary fund, and the Fiscal Year 2021 Capital Outlay Fund Budget.

Trustee Stonecipher clarified that when SPC gets more information from the state, the budget will change and be tweaked slightly, and the Board will see what those changes are and discuss as SPC moves forward.

Ms. Hunt confirmed that Trustee Stonecipher was correct.

Trustee Gibbons asked if the Board could take these separately.

Chair Cole stated that the Board could take them separately.

The operating budget for FY 2020-2021 was presented to the Board for approval. Trustee Stonecipher moved approval. Vice Chair Bello seconded the motion. Trustee Gibbons opposed, but with no the discussion.

The capital outlay budget for FY 2020-2021 was presented to the Board for approval. . Trustee Stonecipher moved approval. Vice Chair Bello seconded the motion. The motion passed unanimously.

B. STUDENT SUCCESS AND ACADEMIC ACHIEVEMENT

1. Comeback Taskforce Recommendations – Mr. Bill Grey, Director, Emergency Management (*presentation*)

Mr. Bill Grey shared an overview of the Comeback Plan. He noted that the Board members received a copy of the plan and that it is available in English and Spanish.

Mr. Grey noted that the Comeback Task Force is a cross-functional team made up of faculty, students, and staff. Particularly, SPC included four students in this effort. The task force received a lot of good feedback and information from those students.

Mr. Grey reminded the Board that the task force worked off of three core pillars, one being safety, which is ensuring the health, safety and well-being of the College community. The second pillar was to minimize the financial impact to students and employees. The third pillar was the student piece – advancing the student success agenda and keeping students learning.

Mr. Grey thanked Dr. Natavia Middleton for chairing the Safety pillar, Michael Meigs for chairing the Stability pillar, and Dr. Leslie Hafer for chairing the Student pillar.

Dr. Grey stated that SPC has determined various safety guidelines and sanitation guidelines for the Safety and Wellness core pillar. SPC plans to have face-to-face classes for up to 20% of the scheduling, with priority placed on hands-on learning classes, labs, and some general education courses. Face coverings will be required when social distancing cannot be maintained. Social distancing of six feet will be maintained, including adjusted classroom and lab seating positions. Hand sanitation wipes and soap will be available for personal sanitation. Wayfinding signs and

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

floor markers similar to those used by Publix will be available for buildings. SPC will employ electrostatic disinfecting of all common and classroom areas as well as the traditional cleaning methods.

Mr. Grey shared that SPC has developed a symptom checker, which is very similar to what many other colleges and universities are using. If there is a report of an active case or a positive case, that will be reported to the immediate supervisor, or in the case of students, that can be reported to the campus administration or to his office under Emergency Management. His office has developed an email address so that his office can be contacted initially if something should occur at one of the campuses regarding a positive testing of faculty, students, or staff.

Mr. Grey next discussed the pillar of Stability. Individual transition plans will be required for partners and SPC departments to be on campus. This team assessed the joint-use facility agreement very closely to be sure that the partners' plans were in alignment with the College plans so that there will be a smooth transition there when SPC begins the reopening process. In the area of technology, an installations and enhancements plan was developed in alignment with the face-to-face class schedule. The team looked at making sure that the Instructional Continuity Plan would be able to continue with campus and distance learning as well as including the ability for the employees to continue to work with some flexibility. The committee looked closely at assessing the legal exposure, risks, and liability issues. They looked at student and employee forms, risk management concerns, and HR policies. The team secured PPE funding and prioritized funding allocations. The team is evaluating which PPE expenditures will be covered by the CARES act or FEMA reimbursement or which expenditures might have to come out of the College operations budget.

Mr. Grey presented on the Student core pillar. Classrooms and labs were focused on hands-on learning classes, labs, and some general education, adjusted for social distancing. Class spaces will be reconfigured to account for social distancing guidelines. Other classes will be offered fully online or live online. Student Services will be available on campus by appointment only. Events and activities remain online. Mr. Grey noted that the Athletic Director, Davie Gill, is working very hard to put together a comprehensive program for the athletic and sports programs.

Mr. Grey discussed the Comeback timeline. He noted that it is already into the middle of June, and SPC continues to enhance the cleaning and sanitation of the campus buildings. The Facilities department, under the leadership of Diana Wright, has done a great job of maintaining the sanitation of all of the buildings during Summer and will continue to do so moving into the Fall or second phase of the plan. Along with that, they have prepared classroom seating configurations, plexiglass installations, and technology installations as well. Mr. Grey noted that at the present time, only essential employees and partners are allowed access to the campus based on departmental plans.

Mr. Grey discussed phase two, which begins in mid-July. SPC will continue to limit faculty

access to the campus for materials, instructional design, etc. This will be coordinated through the campus Provost and the Deans. SPC has worked with the Barnes and Nobles bookstore to coordinate textbook pickup and drop off availability. Once again, limited employee and partner access will continue to be enforced at that time.

Mr. Grey presented phase three, which begins in August. Again, there will be limited student services available on campus and expansion of employees returning to campus will be based on approval.

Mr. Grey stated that phase four begins in January with Spring face-to-face class capacity to be determined, expansion of student services available on campus, and greater expansion of employees returning to the campus.

Mr. Grey added that the plan can be amended as needed as new information becomes available, such as data trends, health department guidelines, edicts from the Governor's office, and direction from the Division of Florida Colleges.

Mr. Grey noted that the task force has worked very hard over the last several weeks to put together the plan. They have been meeting almost on a daily basis, and a group would come together every Thursday. They will continue to have the meetings to continue to tweak the plan as needed.

Mr. Grey commended the College for response and recovery for the pandemic issue.

Trustee Stonecipher thanked everybody who was involved. He acknowledged the logistics are extremely difficult when dealing with multiple campuses and the number of students that SPC has. He thinks it is a fantastic start that SPC and the Board will have to continue to reassess and remain flexible.

Trustee Stonecipher asked how SPC is keeping up with tutoring and advisement services. He asked if there is a way to ensure that students are following up and if they need help that they are getting the correct assistance. He acknowledged that it is more difficult when it is online versus face-to-face.

Dr. Williams replied that SPC has around-the-clock tutoring. The Foundation helped the College get the tutoring and some testing services for all of the students. There is a great number of students utilizing tutoring even more because it is 24/7, which is different than what it was when it was on campus. She asked Matthew Bodie to email the Board the data on the tutoring service and its utilization. She noted that faculty have been helping students online as well.

Dr. Williams spoke regarding advising. SPC actually already had a digital system that the advisors used to support students before COVID, so it has been very easy for students to access it. The challenge has been for brand new students to the College and making sure that SPC has a good onboarding funnel for new students to find their way. Dr. Renard, the Provosts, and others have already addressed a lot of that with the potential students and how to pull them through the funnel. Students can actually sign up for an appointment with an advisor personally online. They

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

do not have to call them; they can go right online and sign up for a time to have a Zoom call with an advisor. Advisors are also meeting with students in groups as well. SPC does not have a company or organization providing advising services 24/7, but the advisors do respond to students within a 24-hour time; if they email at 2 a.m., they try to get to them on the same day. Advising also has a chat function. There is a full online team that handles online communications and request. But now that all advisors are online, they too are using the same tools. SPC is also able to monitor the effectiveness of the advisors – for example, how many students they have spoken with, did the student register – so SPC can follow the whole funnel through to enrollment.

Dr. Williams opined that the other piece is having that on-campus presence. The team is recommending that advisors meet with students through appointments for face-to-face, but there are going to be students who walk on campus, and advisors are going to need to be prepared to serve those students or potential students who come to campus.

Chair Cole asked for further explanation regarding the 20% number.

Mr. Grey replied that the 20% is the number of class offerings that SPC has made, not necessarily the number of students in the classroom.

Dr. Williams clarified that what Chair Cole is trying to find out is would the team be open to 30%, or how did SPC get to 20% of the classes will be in-person? She noted that the group was focusing on those workforce-based classes that cannot be offered online, like Nursing and Dental Hygiene, the Police Academy, the Fire Academy – programs where students have to come together. The team wanted to make sure to keep the workforce-based programs going. The team also looked at the general ed and support courses that students are struggling in online, which include Anatomy and Physiology, Microbiology, some of the Math courses, and Communication. The team looked at what SPC can do for now socially distanced and make sure that the workforce programs keep going. That was the rationale for the 20%, if the enrollment presents itself.

Dr. Williams stated that there are opportunities for SPC to grow beyond that on campus, but SPC also has to look at campus density, the ability to spread out classes so that students are socially distanced where possible, which can be very challenging as many classrooms have 30 seats for 30 students. Larger spaces such as auditoriums are being used, and some colleges are having classes outside, which is risky due to rain and other weather. SPC looked at the courses that the students may have struggled in the most online. SPC looked at the workforce-based courses and came up with 20%. Some colleges are less than that. Broward is going to remain 100% online. There is a big mixture depending on what is happening. Broward is in an area where the Coronavirus has high spikes, so they have a different scenario. She would not say that SPC would not exceed 20% if the enrollment presented itself to be able to do that.

Chair Cole stated that she would not want to limit the College to only hosting 20% of courses on

campus. She understands there is a lot of discretion, because SPC has so many campuses and so many courses, and SPC needs to have live classes like the ones mentioned, but she feels like there is still an opportunity with the professors and with the students for on-campus courses with proper social distancing with the option for virtual learning. She acknowledged that it is extremely complicated, and she does not mean to minimize it, but she does not want the College to limit itself to only 20% on-campus.

Dr. Williams stated that if SPC can find the space to expand without having to knock walls down, that the College could do that. She added that some of it is definitely based on how SPC is set up as an institution, what the spaces look like. If SPC had a lot of auditorium-like classrooms, it would be much easier. She noted that SPC has the hybrid option as well, where some students can come to class that week, the others are at home online live, and then they can switch back and forth. SPC has to look at the space, the density, and the faculty and their capacity. She said that she would be happy to go back and take a look at that again, but it certainly does not limit the number of classes SPC can offer and how SPC can be responsive to interest if enrollment grows, which is the goal.

Chair Cole said that she doesn't like the headline going out to students and the public to be that only 20% of courses will be on campus. She appreciates that 20% capacity might be the right number as opposed to courses, but she knows it is complicated on how one gets courses versus capacity. She stated that it is okay if she is alone in that feeling.

Dr. Williams shared that most colleges are saying publicly they said they will have a small offering of classes on campus, but not providing a number. She does not think that the plan is to go out and say, "We're going to have 20%," but the plan is SPC is slowly migrate back on campus and will have a small number of courses on campus. This semester focused on workforce-based programs that cannot survive without any kind of social interaction, as well as high-impact courses that students are struggling with in the online platform. She does not think that SPC should go out and say 20%. Some other colleges are only doing workforce and are not doing any gen ed. SPC is trying to look at the student population, what their needs are, what the challenges are, and also offer gen ed and support courses on campus to help those students improve and succeed in those platforms. If there is a need the enrollment shows in the spaces there without SPC having to spend a lot of money to knock walls down or stuff like that to retrofit the space, the College will be more than open to expanding that number. Perhaps 20% sounds scary, but SPC is taking it slow because in Florida, the numbers are spiking. Places are opening and closing within the same week because of the Coronavirus. SPC is really being protective of the students and trying to be as supportive as possible. SPC does have students who like online through Zoom. SPC wants to be the best of both worlds. SPC wants to provide the on-campus experience – the goal is to get back to a lot of that. But the world is dictating that there is a change.

Trustee Stonecipher agreed with Chair Cole, but stated that he thinks SPC is taking the right steps in doing this relatively slowly and easing into this because the optics are going to be even worse if SPC blows everything back open and then are accused of doing things in a dangerous manner that got people infected. He would love to get as many people back in a classroom setting as possible too, but he thinks this is the only option right now, especially as everyone watches

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

how all this plays out in the state currently with businesses like his. He thinks this is the best foot forward as frustrating as it may be.

2. 2020-21 Institutional Priorities – Chair Cole (*Presentation*)

Chair Cole shared that Dr. Williams and she have been looking at the strategic work groups and the revised overarching priorities. She noted that each Board member should have a copy of this information. The four priorities are to (1) create and facilitate a budget that supports institutional priorities; (2) improve student learning that increases student success and specifying the virtual capacities; (3) improve technology, which has become a priority in light of the current situation; and (4) increase employee support services, communication, and overall engagement. These are somewhat modified from what SPC previously had looked at with broader goals and priorities. Chair Cole thinks it is important to provide the dashboard, because it looks at student success numbers and the budget and enrollment. Chair Cole had asked that Dr. Williams, even though the numbers are being tracked, determine what the true focus will be from the team in light of all of the changes.

Dr. Williams commended the Board for doing a fantastic job in December on the pertinent goals of the groups. She lamented that COVID happened the week that the groups were going to have the first meeting.

Dr. Williams confirmed the goals that the groups originally set and offered additional details. The first goal is academic excellence, and the Board champion is Trustee Gibbons. The whole priority of that subcommittee is to close the achievement gap. Dr. Williams opined that with Trustee Gibbon's leadership and help as a Board champion, SPC can improve the success rates of the African American man and increase student utilization of support services such as tutoring and other things to close the gap. She thinks this goal is still very relevant and very important.

Dr. Williams stated that the second goal is economic mobility, and Trustee Bello is the champion. The goal is to drive enrollment growth, improve business and industry relationships, program effectiveness, and increase short-term programs that lead to high-wage-paying jobs. Dr. Williams thinks that is critical under Workforce.

Dr. Williams shared that the third goal is community engagement, and Trustee Kidwell is the champion. The goal is to promote civic engagement, increase the initiatives to support the community, and build partnerships.

Dr. Williams said that the fourth goal is financial vitality, and Trustee Stonecipher is the Board champion. The goals are to increase non-state funding streams and diversify and realize the budget to meet institutional priorities; financial capacity falls right in line with that.

Dr. Williams stated that fifth goal is employee experience and engagement, and Chair Cole is the

champion. The goal is to assure employee engagement and retention happens through strong communication, recognition, and responsiveness. Dr. Williams opined that all four of the more streamlined priorities fall under one of those five; even the technology piece is going to be a big part of academic excellence and financial vitality, as well as the employee experience.

Dr. Williams thinks that the work that the Board is done is superb and she does not see a need to change it. She thinks that the changes brought by COVID still fit under these five. SPC would still be able to focus on technology and making sure that training is done that is going to help with student success. It is also going to help with the employee experience and also with finance and budget. Dr. Williams believes that once those things are taken care of, SPC will be much stronger. Improving student learning is already there under closing the achievement gaps and improving the student experience and retention. She thinks that these pieces can be added under the five work groups that the Board created a while back.

Chair Cole asked how Dr. Williams would suggest getting things back on track with the Trustees' involvement. She asked if the workgroups are meeting on campus, or if the Board members can participate virtually.

Dr. Williams recommended that the committees resume in the Fall. The Board is not meeting in July, so it makes sense to start the committees back up in the Fall. There will be fresh data and information to go on, such as regarding enrollment and retention for the whole year. August would present a fresh start.

Trustee Stonecipher opined that Dr. Williams' recommendation makes sense. By that point in time, there will be a better idea of where SPC stands as an institution with all that has happened. The committees will be able to really pick this apart again and dig a little deeper and decide which specific directions SPC needs to go in, based upon at that point in time, nine months of data.

20-045. Under Item VII – CONSENT AGENDA

Trustee Stonecipher asked if the facade at the LA building on the St. Pete Gibbs campus was an age issue or if there was another impetus for it to fall apart.

Dr. Williams replied that she believes it was an age issue. SPC has quite a few buildings that needs some major uplifting. Diana has a plan to address those areas, and SPC is just starting to move forward.

Dr. Williams noted the walk-on item for the GMP Downtown.

Chair Cole explained that there is a remodel renovation of the Downtown center. The approval sought is for the Board of Trustees to authorize the President to act on the Board's behalf to approve the 100% construction drawings and GMP for the build out of shelf space at the Downtown center. It is with respect to the previously discussed renovations of Downtown. Chair

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Cole asked for confirmation from Ms. Gardner and Dr. Williams that this should be included in the consent agenda.

Dr. Williams and Ms. Gardner confirmed that it should be included in the consent agenda.

Trustee Gibbons asked if there is any indication on what the sale of the DO building looks like and if there are any offers on the building.

Dr. Williams replied that SPC do not have any firm offers, but there are two groups interested that just started coming back after the COVID piece; a lot of people did not want to walk through buildings.

Trustee Gibbons clarified that neither interested party have made an offer.

Dr. Williams confirmed that neither group has made an offer at this point.

Trustee Gibbons requested that the Board take that item separately.

Chair Cole responded that the Board could take that item separately

The Board considered VII –B.1a - B.4d Trustee Stonecipher moved approval of the consent agenda minus the Downtown GMP. Vice Chair Bello seconded the motion. The motion passed unanimously.

Trustee Gibbons stated that he has been clear in the past that until SPC sells the building or has a firm offer, he will have to vote against it because he wants to make sure the funds are available. He noted that it is unknown what enrollment will look like, among other factors. He is a firm believer in seeing administration in Downtown, but it is just not the appropriate time to be spending the money until there is a firm offer on the DO building.

Trustee Stonecipher asked what the estimated cost with this next step is.

Dr. Williams stated that she does not have that with her, but she can get that to Trustee Stonecipher. SPC does have the resources to renovate right now. She does understand Trustee Gibbon's concerns, which he has voiced also at past meetings, but she clarified that the current ask is just for permission to approve the drawings and get that going. She does understand Trustee Gibbon's concern and recommendation.

Trustee Stonecipher clarified that the Board will still have the ability down the road to approve this project moving forward.

Dr. Williams confirmed.

Chair Cole asked if this has a financial impact at all, because this is the request to approve the drawings. The Board is not approving the contract yet; the contract is still being negotiated.

Dr. Williams confirmed.

Ms. Hunt clarified that this is approving the drawings and the GMP, but SPC has not negotiated a price yet. SPC set aside specific funding for the renovation and remodel of the Downtown building and the BT building at Clearwater. SPC has a sufficient reserve in the capital fund, so it is not affecting the operating fund, which is about 50% of the enrollment. This is specifically in the capital seven fund. SPC did plan to set aside that funding this current fiscal year.

Trustee Gibbons thanked Ms. Hunt for the explanation. He noted that the Board was told a while ago that that money was being put aside. He reiterated that he is where he is on this matter, especially because there has not been any guidance on what is going to happen with the budget and the state. He pointed out that it does have some fiscal impact because SPC is going to hire somebody to go out and do the drawings. Secondly, SPC does not have an offer on the building; the funding is not there yet. As a businessman, he would like to see the Board be more fiscally sound. He would not be renovating other buildings until he knew he had a sale. He stated that he will not belabor the point and hopes the Board will move forward on voting on it.

Trustee Stonecipher stated that he agrees with a lot of what Trustee Gibbons said. The only issue he sees is if perchance SPC does get an offer on the building and they want to take occupancy quickly, say 90 days after closing, the employees currently at DO will need a place to go. He does not want to pull the trigger on this entire project until things are further down the road. However, he does think the Board needs to take a tiny step forward, just to stay a little bit ahead of this so that DO employees are not stuck without a place to go.

Trustee Gibbons agreed with Trustee Stonecipher, but noted that SPC has several campuses, so there could be a plan to move a lot of people to different places and plan appropriately as opposed to planning to spend money first.

Trustee Stonecipher said he understood.

Vice Chair Bello asked Dr. Williams if she could ballpark the cost for the drawings that are being requested to be authorized.

Dr. Williams replied that she does not know the exact amount for the drawings, but she can get that information to the Board via email by the end of the day.

Chair Cole noted that this is coming out of the capital budget which SPC can never use for operations. If it is not used for capital improvements, it is just going to sit there.

Ms. Hunt confirmed that Chair Cole is correct.

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Chair Cole stated that this action for the Board is to eventually approve construction drawings and asked if those drawings have begun yet.

Ms. Hunt replied that SPC does have the drawings, which could be shared with the Board. She believes that some of the preliminary drawings were shared with the Board a few months ago.

Chair Cole said that she is trying to separate the approval of construction drawings and finishing that up versus approving the GMP for the actual construction versus authorizing negotiations, so there is a contract in place that will be brought back to the Board. She sees this as three distinct things.

Dr. Williams stated that SPC is hoping to get started as soon as possible. She hears that the Board has concerns about starting the project without selling the building, even though SPC does have the funds available. The other question was, how much will it cost for the draws. It is about \$240,000.

Chair Cole asked if the Board can separate out actions.

Trustee Gibbons said that it sounds like SPC already has preliminary drawings and asked what it is that the Board is approving.

Chair Cole stated that she wants to be clear that this ask is to approve the 100% drawings.

Trustee Gibbons wondered why the College is coming back to ask the Board for approval to go forward if they already spent money without asking and have preliminary drawings.

Trustee Gibbons stated that he would make a motion that when SPC has a firm contract offer, the Board will give the President the authority to negotiate all these things moving forward. Until then, he does not understand why the College is spending when the governor or the legislature has not made it clear what will happen with the budgets. Whether this is a capital outlay budget or not, this is the legislators' money.

Chair Cole clarified that it is actually the people's money.

Trustee Gibbons agreed that it is the people's money, but the legislature directs how to spend this money. He asked what SPC will do if they spend the money and then it does not come through.

Chair Cole requested confirmation that SPC has already engaged a firm to do the planning and sign the contract for the architectural plans.

Ms. Hunt requested adding Ms. Diana Wright to the panelists.

Chair Cole said that it would be helpful to have the current status because this has been to the Board in the past, including when the Board just saw the plans previously. She imagines that the construction drawing contract is below the threshold that would even come to the Board.

Ms. Wright joined the panelists.

Chair Cole asked Ms. Wright to tell the Board the status in the timing of what has happened to date versus what is been requested now.

Due to technical difficulties, the Trustees were unable to hear Ms. Wright.

Dr. Williams suggested tabling the matter.

Chair Cole noted that last month, the Board did authorize the negotiations already with the contractor. This was just the authorization to sign that contract. Chair Cole stated that the Board is not comfortable signing the contract right now, but if it is just about separating the plans and the Board just needs to know what the plans are, she is unsure how the Board feels about that.

Dr. Williams stated that the Board approved the plans. She was hoping Ms. Wright could tell the Board a little bit about the progress of the drawings.

Dr. Williams stated that she understands the concern about not signing on officially with a contractor. She suggested amending that and holding until Fall.

Trustee Stonecipher asked if it is possible to have a short Board of Trustees meeting in July to just discuss this with Ms. Wright so that they can either decide to move forward or not and not lose that much time.

Chair Cole added that she thinks that is important because otherwise the Board will be waiting until August, and she is concerned from a timing standpoint.

Trustee Stonecipher suggested it could be a 30-minute Zoom meeting with all the details in front of the Board so they can hash it out and then move forward.

Chair Cole shared that Ms. Wright gave an update via the chat room that says this is a construction management at-risk project, the architect was selected through the continuing contracts that the College has and last month, the Board already approved the construction management firm. This is simply the continuation of the negotiation of the contract, but not necessarily moving forward to spend money.

Ms. Gardner confirmed that last month, the Board did approve the contractor for that project. The next step is to move forward to negotiations and for them to provide the GMP. Dr. Williams has an estimate of that, which is on the Board memo. The actual GMP has not been finalized, but when that is approved, then the project would move forward. It is in

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

negotiations. SPC is looking to get a finalized GMP within this next month.

Trustee Stonecipher stated that he is okay to vote on that currently if the Board does not want to table it, to keep the process moving since the College is right in the middle.

Vice Chair Bello asked Ms. Wright if SPC has already paid a portion of the \$240,000.

Trustee Gibbons asked if the Board approved \$240,000.

Chair Cole replied that it is probably below the threshold of what the Board has to approve. She stated that the Board did approve the drawings.

Trustee Gibbons said he does not think \$240,000 is below the threshold.

Trustee Stonecipher noted that the Board definitely talked about getting the drawings put together.

Chair Cole added that it was a year ago.

Trustee Gibbons said that he is okay with voting on it.

Chair Cole reported that \$325,000 is the Board's threshold.

Trustee Stonecipher moved that the Board continue on with negotiations, per the memo that was in the Board package for today's meeting, to come up with a GMP.

Vice Chair Bello said she will second it if what she is understanding is correct, that the College cannot take another step without the 100% drawing. She said it would completely stop any movement on that project if the Board does not approve.

Trustee Gibbons asked why 100% drawings are needed right now without an offer on the building when the Board could authorize the President to move when there is a firm offer on the building.

Dr. Williams suggest to Trustee Gibbons that that could be his motion. It was not the motion last month when SPC brought everything forward. She said that if the Board wishes to change its motion, then the College will go forward with that.

Vice Chair Bello said it does not sound like the College needs the approval if the threshold is \$325,000 and drawings are \$240,000. She asked why the College needs approval.

Dr. Williams replied that the College is trying to be as transparent as possible to bring things

forward and would like to have the Boards' blessings.

Chair Cole asked Ms. Wright at what point the drawings are at.

Chair Cole relayed that Ms. Wright responded the drawings are on design and development.

Ms. Gardner noted that the GMP is not usually established until one has the 100%. The next step would be the 100% drawings, and then the contractor would provide the GMP, which the Board would either approve or renegotiate.

Chair Cole asked if a contract would be signed with the contractor so long as it does not exceed the \$2.2M.

Ms. Gardner replied that that was the authorization that Dr. Williams was seeking today. She added that if there were 100% drawings and the GMP, Dr. Williams would have authority to move forward with it up to \$2.2M.

Chair Cole suggested that SPC get the drawings done and the contract negotiated, but do not sign the contract until there is a firm offer on the District Office. She asked Trustee Gibbons if that would alleviate his concerns.

Trustee Gibbons asked Chair Cole to repeat her suggestion.

Chair Cole reiterated her suggestion to move forward with the authorization, but the contract for the GMP is not executed or activated or effective until there is an offer.

Trustee Gibbons stated that he had a motion on the floor and that the Board can vote it down and then move on to the next motion. He does not think that will alleviate his concerns. He does not understand why the College is moving something forward without an offer in this time and climate.

Chair Cole stated that the existing motion is Trustee Stonecipher's.

Trustee Gibbons said that his motion was on the floor first.

Chair Cole expressed uncertainty that there was a second for Trustee Gibbons' motion.

Trustee Stonecipher stated that he does not think there was a second for his motion either.

Trustee Gibbons replied that there was a second for Trustee Stonecipher's motion because Chair Cole called for a second, but she did not call for a second for Trustee Gibbons' motion.

Chair Cole offered Trustee Gibbons an opportunity to restate his motion.

Trustee Gibbons stated that his motion died for lack of a second and suggested moving on.

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Ms. Bello suggested Chair Cole rephrase what she said since neither of the previous motions had a second so that the Board could vote and move on.

Chair Cole reiterated that she suggested that to alleviate Trustee Gibbons' concerns, the Board can authorize pursuant to the memo with the additional condition that contracts are not executed or let until there is an offer on the DO building. The construction GMP contract is not effective. Chair Cole stated that she cannot make that motion, but that was just an idea.

Vice Chair Bello moved approval. Trustee Stonecipher seconded the motion.

Chair Cole clarified that Vice Chair Bello moves approval with the additional condition that the contract is delayed.

Vice Chair Bello said that she does agree with Trustee Gibbons about that part. She does not think it is time to spend \$2M until things are more certain or until the building is sold.

Chair Cole asked Ms. Gardener if it was clear how that condition was stated.

Ms. Gardner replied that it sounded clear.

Trustee Stonecipher noted that is what the Board discussed months ago, so it is not anything new. The Board never wanted to move forward with actual construction until the Board knew what was going to happen with the sale of the District Office.

- A. **OLD BUSINESS (items previously considered but not finalized) - None**
- B. **NEW BUSINESS**
 - 1. **ADMINISTRATIVE MATTERS**
 - a. Personnel Report (*Action*)
 - 2. Equity Report (*Action*)
 - 3. **GRANTS/RESTRICTED FUNDS CONTRACTS**
 - a. U.S. Department of Education – Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding (*Action*)
 - b. National Endowment for the Humanities – Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding – Cultural Organization Program (*Action*)
 - c. Florida Department of Education – Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (*Action*)

d. Perkins V Memo - Continuation of Perkins Grant Funded Personnel (*Action*)

4. Other

a. Accounts Receivable Write-Off (*Action*)

b. Capital Improvement Plan (CIP) FY 2021-2022 through FY 2025-2026
(*Action*)

c. Project Number 265-S-20-3; Replace Façade LA Building, St. Petersburg
College/Gibbs Campus (*Action*)

d. Purchase of Network Security Firewalls (*Action*)

20-046. Under Item VIII – Informational Reports

A. Direct Support Organization

1. Leepa-Rattner Museum of Art
2. Institute for Strategic Policy and Solutions
3. St. Petersburg College Foundation

B. Palladium at St Petersburg

C. Operating Budget Report

D. Board Self-Evaluation

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

Chair Cole highlighted the ISPS report. She commended Vice Chair Bello on doing an amazing job with that organization.

Chair Cole noted that the Board self-evaluations are in the packages.

Chair Cole pointed out that there is a quarterly report about construction contract approvals that did not exceed \$325,000 and therefore did not come to the Board.

20-047. President's Evaluation

Chair Cole explained that the Board is asked to evaluate presidents annually. Four of the five Trustees have provided those evaluations and they are included in the packet. Trustees Kidwell, Stonecipher, and Bello met with Dr. Williams last week to review their evaluations with her. The Board does this annually as required by the state as well as is required by the contract with Dr. Williams.

Chair Cole opened the floor for discussion and stated that she hopes that at the end of discussion, the Board can entertain a motion to extend Dr. Williams' contract an additional year.

There were no questions or comments.

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Chair Cole thanked the Trustees who took the time to complete the evaluation and to meet with Dr. Williams. The Board knows that Dr. Williams values the input and wants to have those very candid discussions.

Chair Cole shared that there was one change in the contract that Dr. Williams and she talked about. The way the contract reads, it allows for a new car annually with the commencement date, and that was obviously not the intent, but they cleaned up that language. Also, Dr. Williams had asked if they could remove the mileage restriction. For the College right now, there is a 1000-miles-per-month mileage restriction on her College car, which is impossible to comply with given her frequent trips to Tallahassee and driving around to different campuses.

Chair Cole asked if there was a motion to extend Dr. Williams' contract and remove the limit on mileage for her College-owned vehicle. Paragraph D of her employment contract would read: "The President will be provided with the use of a suitable college-owned and maintained SUV vehicle to be used by her for all College needs and personal needs."

Chair Cole opened the floor for discussion and a potential motion.

Vice Chair Bello asked if there is a reason for there to be a mileage limitation on it, such as the vehicle being a lease.

Dr. Williams responded that it is not a lease, it is just the same verbiage from the previous President's contract, and she is just driving a lot, especially during session. It is a lot of mileage and a lot of time. She gets nervous because she is not quite complying with that in certain months. It may average out over the year, but it seems to be restrictive; it causes her to pause sometimes.

Vice Chair Bello noted that usually a lease will allow 15,000 miles a year, so she has no issue with it.

Trustee Gibbons asked Ms. Gardner how many past presidents have had the same amount of mileage and were able to comply with it.

Ms. Gardner replied that she thinks the previous president did have that same language the whole time he was at SPC. She does not recollect exactly what SPC had for the president before that, but she believes it would be something very similar to 1000 miles per month.

Trustee Stonecipher moved to extend the contract one year and include the new mileage language.

Vice Chair Bello seconded.

Trustee Gibbons stated that he is not sure he agrees with the mileage thing. He wishes the Board would have taken it separately. He stated that other presidents were able to comply with the 1000-miles-per-month guidelines, and he does not want to start setting precedent by changing every rule for every president.

Vice Chair Bello stated that she does not remember Dr. Law traveling nearly as much as Dr. Williams travels. Dr. Williams frequently travels for session, speaking opportunities, and business leaders' opportunities and meetings, and she does not want her to not do those things because she is afraid that she is breaking her contract if it comes back with an excessive number of miles. As it is not a lease vehicle, there is no reason to limit it. She does not want Dr. Williams to feel like she should not go to Tallahassee, or she should not speak at a Vinoy Business Alliance, or all of those different things that she does because she is afraid of running over on her mileage.

Trustee Gibbons said that he would not disagree on the local business stuff, but as far as being in Tallahassee, Dr. Law was probably there far more than Dr. Williams is. Some days, he would come up and come back and go back. So as far as going to the legislature and back and forth from Tallahassee, he disagrees with Vice Chair Bello. He reiterated that he does not want to start changing rules for every president because it sets a bad precedent.

Chair Cole stated that she is a firm believer in taking facts as they are and trusting for responsible governance. She knows Dr. Williams as somebody who penny pinches and makes the Board pay their own way with her at meetings and lunches. She feels confident that Dr. Williams will not do anything to break the trust with respect to her mileage and she is comfortable with that.

20-048. Under Item X, Proposed Changes to BOT Rules Manual – Public Hearing – NONE

20-049. Under Item XI, President's Report

Dr. Williams shared that in reference to Tallahassee, SPC is still waiting for the Governor to review the budget and decide what he is going to approve. SPC is getting signals and information from several people including the lobbyists from the state that he may be approving the budget pretty soon. There is some indication that there may be some cuts but not huge cuts. As soon as SPC gets the Governor's approval or changes to the budget, they will send it out on to the Board.

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Dr. Williams stated that she has been spending a lot of time with the Commissioner and Chancellor on the line in reference to the budget, in reference to funding and challenges that colleges are having. The good news is SPC is not in the same shape as some of the other institutions. As soon as the Governor makes the decision on the budget, SPC will be making sure that the Board gets that information and will amend the budget accordingly, according to whatever changes the Governor makes or if he ends up vetoing anything. SPC is still working with the lobbying firm. They are keeping the College aware of what is going on.

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

The Board confirmed its next meeting date and location as Tuesday, August 18, 2020

XII. ADJOURNMENT

Having no further business to come before the Board, Chair Cole adjourned the meeting at 10:50 a.m.

The Board adjourned at 10:50 a.m. and reconvened as the Collegiate High School Governing Board at 10:50 a.m.

Mr. Ian Call, Ms. Raquel Giles, and Ms. Starla Metz shared with the Board the budgets for the upcoming school year, two consent items, and the highlights from the past school year.

Mr. Call started with the budget for the Tarpon Springs campus. SPCHS Tarpon Springs had a great first year, and the budget reflects increases due to an increase in student enrollment. Each grade level will have an increased number of students with the largest increase coming in the senior class. The revenue from K-12 state funding will be \$1,310,794.

Mr. Call stated that some of the major expenses include personnel and textbooks for students. There are also some additional operating expenses to make sure that school runs properly. The total expenditures are \$1,275,668.

Ms. Giles presented the budget for the Gibbs campus. The funding source comes from the Florida Education Finance Program, which will be \$1.4M, the capital outlay is \$80,000, the Title II reimbursement is \$8,000 from Pinellas County Schools. The total funding source will be \$1,576,577. The expenses will exceed the budget, so they will be tapping into reserves. The total personnel cost is \$948,000. The current expenses – again the professional development – is less than last year. They are only using from Title II from Pinellas County Schools. They have increased the minor equipment to ensure that if they have to go back to face-to-face because of COVID, the students have the materials and supplies they need. They are hoping to do a one-to-one initiative. For professional services, it is going to be a one-year contract for

audit instead of a three-year contract as in the past. There is an increase in the food amount for this year because it is anticipated that many more of the students will qualify for free and reduced lunch because of COVID. The total current expenses are \$626,902. The total budgeted expenditure is \$1,576,577 with a healthy reserve of \$1,314,000.

Trustee Stonecipher inquired if it is anticipated to have to dip into reserves the next year or is it probably a one-time thing.

Ms. Giles replied that they are hoping it is a one-time thing. They do not anticipate having to dip into reserves next year.

Ms. Giles requested permission to approve the budgets for St. Pete Collegiate High School Gibbs campus and St. Pete Collegiate High School North Pinellas campus.

Trustee Stonecipher moved approval of the budgets for both collegiate high schools. Vice Chair Bello seconded the motion. The motion passed unanimously.

Ms. Metz brought forth two items on the Consent Agenda. The first item allows St. Petersburg Collegiate High Schools to provide additional support to the students by opting into the Pinellas County Schools Mental Health Plan instead of receiving a small allocation at each school. The second item is the use of the Pinellas County Schools Student Threat Assessment Policy and Protocols; approval is requested for the Collegiate High Schools to use these when they are doing student behavioral threat assessments by the Florida Department of Education Office of Safe Schools.

Ms. Metz requested approval of the consent agenda.

Trustee Stonecipher moved approval. Vice Chair Bello seconded the motion. The motion passes unanimously.

Ms. Giles shared some good news. U.S. News and World Report named the Collegiate High Schools to its “2020 Best High Schools” list. They continue to be designated an ‘A’ school by the Florida Department of Education. The students were first place in the Pinellas County Schools Ethics Bowl Competition; this was a tremendous feat considering they were competing against other prestigious high schools in Pinellas County and those schools had up to four and five teams, whereas CHS only had one team and they brought home the victory. CHS had five students that were selected as St. Pete Pier Ambassadors. The school was named Top 5000 STEM High Schools. They were named by Niche the best public high school in the Metro area. 62% of the graduates graduated with honors, and 20% of the students are remaining at SPC. CHS had two students compete and win for PTSA Reflections contest; those two students will go on to the national competition.

Ms. Giles shared the accreditation survey results. It is an annual climate and culture survey that CHS gives to the students, the parents, and the teachers. They use multiple sources of data to drive improvement for a school process. It is very good to see that CHS is trending above the

MINUTES OF THE JUNE 16, 2020 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

network average. They continue to make sure that they analyze all sources of data to use that for school improvement goals.

Mr. Call stated that at CHS Tarpon Springs, the number one goal this year was to establish the culture that makes SPCHS unique and successful. The survey data shows that both the students and the parents are really embracing the Collegiate way and are excited for the opportunity to build that positive culture at the new school. Tarpon Springs campus joined St. Pete Gibbs campus in scoring above average in each area that Cagni measures for successful schools. In order to build that culture, the faculty and staff focus on student engagement. CHS has lots of clubs for the students, lots of events, and volunteering in the community. They held the very first school dance and had a very first spirit week, very first poetry slam, and lots of ice cream socials. Students volunteered on campus. They also took part in community cleanups and volunteered at several events sponsored by the local Rotary Clubs. The students are also extremely successful in the classroom. All of the seniors graduated. In the Fall, there was a 94% student success rate; in the Spring, there was a 93% student success rate. There was some standardized testing this year, even though it was cancelled in the Spring. 93% of SPCHS students passed the Florida Standards Assessment ELA Retake with a score of 3 or higher. A SPCHS student was selected to represent the City of Clearwater in the Sister City Exchange program in Nagano, Japan.

Dr. Williams expressed pride in the SPCHS administration and thanked them, particularly for starting up the brand new school. She noted the CHS students bring a flavor to the campus and into the classroom, even when online. She commended the team for the work on graduation with the yard signs and other unique things.

Dr. Williams offered congratulations for the 2020 U.S. News Report.

No further business before the board, the meeting adjourned at 11:02am.


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
June 16, 2020

VI – A.1 FY20/21 Budget Proposal



St. Petersburg College
Board of Trustees Meeting
FY20/21 Budget Proposal

Janette Hunt
June 16, 2020



Fund 1 Operating Fund

	FY2019-2020 Approved Budget	FY2020-2021 Proposed Budget
Revenue		
Student Tuition & Fees	\$ 61,582,147	\$ 55,501,231
Student Funding	\$ 72,614,178	\$ 76,116,643
Other Revenue	\$ 5,167,110	\$ 4,964,169
Fund Transfers In	\$ 2,500,000	\$ 2,000,000
Reserve	\$ 1,677,908	\$ 1,424,212
Total Revenue	\$ 143,541,343	\$ 140,006,255

Tuition Projections

Legislative Appropriations

Decline in Auxiliary Services

Anticipate No Use



FY20/21 Unapproved State Funding

GAA Side by Side Comparison			
Funding	FY19/20	FY20/21	YOY Change
General Revenue/Florida College System (Fund 1)	\$60,196,965	\$59,159,516	(\$1,037,449)
GR Appropriation - Orthotics & Prosthetics Program	\$615,000	\$560,375	(\$54,625)
GR Appropriation - Nursing Simulation Expansion	\$0	\$725,000	\$725,000
GR Appropriation - Collegiate High School	\$0	\$2,000,000	\$2,000,000
Lottery	\$9,443,975	\$10,481,424	\$1,037,449
2+2 Student Success Incentive Fund	\$970,703	\$1,008,420	\$37,717
Work Florida Student Success Incentive Fund	\$687,535	\$794,487	\$106,952
Student Success Incentive Fund	\$0	\$687,421	\$687,421
Industry Certifications	\$700,000	\$700,000	\$0
Total Year-Over-Year Change	\$72,614,178	\$76,116,643	\$3,502,465
		FRS Increase	(\$1,139,227)
		Net Difference	\$2,363,238



Fund 1 Operating Fund

	FY2019-2020 Proposed Budget	FY2019-2020 Proposed Budget		
Personnel & Benefits				
Instructional/Faculty-Full time	\$ 24,375,480	\$ 23,746,044	<ul style="list-style-type: none"> Personnel Attrition Adjunct & Supplemental Health Insurance Florida Retirement Rate Increase 	
Administrative & Professional	\$ 24,570,371	\$ 24,429,658		
Career Service (Includes OT)	\$ 18,565,584	\$ 17,667,689		
Adjunct	\$ 9,073,492	\$ 7,931,912		
Supplemental	\$ 4,871,945	\$ 4,258,982		
Other Personal Services (OPS)	\$ 1,853,669	\$ 1,686,557		
Student Assistants	\$ 422,851	\$ 422,851		
Health Insurance	\$ 14,490,795	\$ 14,228,379		
Other Benefits	\$ 12,026,259	\$ 12,372,915		
Other Personnel Expenses	\$ 1,499,298	\$ 304,955		
Total Personnel & Benefits	\$ 111,749,744	\$ 107,049,942		
Current Expense				<ul style="list-style-type: none"> Insurance Increase Travel CHS & Tier Model Funds Technology Lease Shift
Total Current Expense	\$ 29,014,980	\$ 30,912,326		
Capital				
Total Capital	\$ 2,776,619	\$ 2,043,987		
Total Operating	\$ 143,541,343	\$ 140,006,255		
Balance	\$ -	\$ -		



FY20/21 Financial Plan

Fall 2020 Semester Target

Sustainability Actions:

1. Reduce Surplus Spending
2. Restructure Business Model
3. *Implement Recovery Plan*

Negative Enrollment	Percentage Change (+/-)	SSH (+/-) \$95.48/CR*	Adjusted SSH	Positive Enrollment
\$ -	0%	210,758	210,758	\$ -
\$ (201,232)	1%	2,108	208,650	\$ 201,232
\$ (402,463)	2%	4,215	206,543	\$ 402,463
\$ (603,695)	3%	6,323	204,435	\$ 603,695
\$ (804,927)	4%	8,430	202,328	\$ 804,927
\$ (1,006,159)	5%	10,538	200,220	\$ 1,006,159
\$ (1,207,390)	6%	12,645	198,113	\$ 1,207,390
\$ (1,408,622)	7%	14,753	196,005	\$ 1,408,622
\$ (1,609,854)	8%	16,861	193,897	\$ 1,609,854
\$ (1,811,086)	9%	18,968	191,790	\$ 1,811,086
\$ (2,012,317)	10%	21,076	189,682	\$ 2,012,317

Overall Fiscal Year 4% Decline = \$1.8M

VI – A.2 FY20/21 Capital Outlay Budget





FY19/20 Budget Approval

Approval is sought to adopt:

- FY20/21 Operating Fund Budget
 - Including \$2.0M Auxiliary Fund Transfers In
- FY20/21 Capital Outlay Fund Budget


Questions



June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Fiscal Year 2020-2021 College General Operating, Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets with Tuition and Fees

The FY20-21 operating budget proposal continues to strengthen St. Petersburg College's efforts to support its pillar commitments; promote academic excellence, workforce mobility, and community engagement.

Approval is sought for the College's Operating and Capital Outlay Budget for Fiscal Year 2020-2021.

In addition to the following narrative, a budget summary is attached.

Fund 1 General Operating Budget - The College's General Operating Budget is based on the unapproved 2020-2021 General Appropriations Act (Senate Bill 2500).

Pursuant to state rule 6A-14.0716, the College must prepare a budget in such form as prescribed by the State Board of Education for the Current Unrestricted Fund. A copy of the budget approved by the College's Board of Trustees shall be submitted to the Chancellor, as designee of the Commissioner of Education, by June 30 or on a later date established by the Chancellor. In accordance with Florida statutes (1011.30), this operating budget must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE). Any future revisions to this operating budget must be presented to and approved by the Board.

Fund 7 Capital Outlay Budget – The FY2020-2021 College Capital Outlay budget of \$35.1M provides for college-wide facility and technology infrastructure maintenance, and major building project funding.

In accordance with Florida statute 1013.61, this Capital Outlay budget must be approved by the College's Board of Trustees. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources detailed.

Student Fees per credit/course hour as follows:

Lower Division Credit Programs	2019-2020 Fees	2020-2021 Fees	% Change
Florida Residents			
Tuition Fee	\$80.94	\$80.94	
Student Activity & Service Fee	7.63	7.63	
Financial Aid Fee	4.04	4.04	
Technology Fee	4.04	4.04	
Capital Improvement Fee (CIF)	15.10	15.10	
Tuition and Fees	\$111.75	\$111.75	0.0%
Non-Residents			
Tuition Fee	\$80.94	\$80.94	
Out-of-State Fee	242.97	242.97	
Student Activity & Services Fee	7.63	7.63	
Financial Aid Fee	16.20	16.20	
Technology Fee	16.20	16.20	
Capital Improvement Fee (CIF)	22.96	22.96	
Tuition and Fees	\$386.90	\$386.90	0.0%

Post-Secondary Adult Vocational Non-Credit Programs	2019-2020 Fees	2020-2021 Fees	% Change
Florida Residents			
Tuition Fee	\$68.60	\$68.60	
Technology Fee	3.43	3.43	
Capital Improvement Fee (CIF)	3.43	3.43	
Total Registration Fees	\$75.46	\$75.46	0.0%
Non-Residents			
Tuition Fee	\$68.60	\$68.60	
Out-of-State Fee	205.82	205.82	
Technology Fee	13.72	13.72	
Capital Improvement Fee (CIF)	13.72	13.72	
Total Registration Fees	\$301.86	\$301.86	0.0%

Upper Division Credit Programs	2019-2020 Fees	2020-2021 Fees	% Change
Florida Residents			
Tuition Fee	\$91.79	\$91.79	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	4.59	4.59	
Technology Fee	4.59	4.59	
Capital Improvement Fee (CIF)	12.55	12.55	
Tuition and Fees	\$122.70	\$122.70	0.0%
Non-Residents			
Tuition Fee	\$91.79	\$91.79	
Out-of-State Fee	275.53	275.53	
Student Activity & Services Fee	9.18	9.18	
Financial Aid Fee	18.37	18.37	
Technology Fee	18.37	18.37	
Capital Improvement Fee (CIF)	12.55	12.55	
Tuition and Fees	\$425.79	\$425.79	0.0%

The budgets of other major funding categories, including Student Activities, Auxiliary, and Scholarship are provided to the Board for information. Following are brief narratives of each major funding category and budget summaries are attached.

Fund 2 Student Activities Budget - The FY2020-2021 College-wide Student Activities Budget is \$3.8M. It includes \$944K distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

Fund 3 Auxiliary Budget – The FY2020-2021 College-wide Auxiliary Budget is \$2.2M. It includes \$2.0M to support expenses in the Fund 1 General Operating Budget.

Fund 5 Scholarship Budget – The FY2020-2021 College-wide Scholarship Budget is \$60.1M. It includes \$56.1M in Federal and State financial aid, \$2.0M in scholarships funded by the Student Financial Aid Fee, and \$2.0M in Foundation and other scholarships.

Janette Hunt, Vice President, Finance & Business Operations recommend approval.

Attachment

St. Petersburg College		
FY20-21 Fund 1 Operating Budget		
Revenue	FY19-20 Budget	FY20-21 Budget
Student Tuition & Out-of-State Fees	\$ 50,523,216	\$ 45,590,973
State Appropriation - FCS	\$ 60,811,965	\$ 62,444,891
State Appropriation - Lottery	\$ 9,443,975	\$ 10,481,424
Performance Funding	\$ 1,658,238	\$ 2,490,328
Learning Support Access Fee	\$ 1,607,832	\$ 1,448,167
Distance Learning Fee	\$ 3,995,700	\$ 3,596,130
Technology Fee	\$ 2,476,437	\$ 2,230,419
Lab Revenue Fees	\$ 2,114,157	\$ 1,902,742
Industry Certifications	\$ 700,000	\$ 700,000
Other Revenues	\$ 5,167,110	\$ 4,964,169
Other Student Fees	\$ 864,805	\$ 732,800
Fund Transfers In	\$ 2,500,000	\$ 2,000,000
Reserves	\$ 1,677,908	\$ 1,424,212
Total	\$ 143,541,343	\$ 140,006,255
Operating Costs	FY19-20 Budget	FY20-21 Budget
Personnel & Benefits		
Instructional/Faculty-Full time	\$ 24,375,480	\$ 23,746,044
Administrative & Professional	\$ 24,570,371	\$ 24,429,658
Career Service (includes OT)	\$ 18,565,584	\$ 17,667,689
Adjunct	\$ 9,073,492	\$ 7,931,912
Supplemental	\$ 4,871,945	\$ 4,258,982
Other Personal Services (OPS)	\$ 1,853,669	\$ 1,686,557
Student Assistants	\$ 422,851	\$ 422,851
Health Insurance	\$ 14,490,795	\$ 14,228,379
Other Benefits	\$ 12,026,259	\$ 12,372,915
Other Personnel Expenses	\$ 1,499,298	\$ 304,955
Total Personnel & Benefits	\$ 111,749,744	\$ 107,049,942
Current Expense		
Travel	\$ 547,120	\$ 394,947
Repairs & Maint	\$ 1,152,501	\$ 979,626
Insurance (Non Health)	\$ 1,877,472	\$ 2,688,420
Utilities	\$ 5,296,453	\$ 5,195,058
Services and Fees	\$ 4,332,692	\$ 4,434,188
Scholarships/Fee Waivers	\$ 2,495,326	\$ 2,639,842
Materials and Supplies	\$ 4,518,483	\$ 3,889,122
Tech Expense/Licensing	\$ 3,519,760	\$ 3,627,486
Bad Debt/Unemployment	\$ 1,150,000	\$ 945,600
Other Current Expense	\$ 4,125,173	\$ 6,118,037
Total Current Expense	\$ 29,014,980	\$ 30,912,326
Capital Spending		
Computer Refresh Leases	\$ 2,454,075	\$ 1,753,697
Capital Purchases- Non-Recurring	\$ 322,544	\$ 290,290
Total Capital Spending	\$ 2,776,619	\$ 2,043,987
Total Operating Costs	\$ 143,541,343	\$ 140,006,255
Total Remaining Funds	\$ -	\$ -

St. Petersburg College FY20-21 Fund 2 Student Activities Budget	
Total Projected Student Activity Revenues	\$ 3,774,023
Less Budgeted Expenses:	
Annual Journal Entries	\$ 75,649
Student Determined Activities Distribution (25%)	\$ 943,506
Reserve (5%)	\$ 148,603
Budgeted Personnel (excluding annual journal entries and athletics personnel)*	\$ 1,168,088
Athletics (including personnel)	\$ 1,008,694
Non-Discretionary Campus Program Operating Expenses	\$ 222,053
Other Collegewide Operating Expenses	\$ 207,430
Total Budgeted Expenses	\$ 3,774,023
Surplus/Deficit	\$ -

St. Petersburg College FY20-21 Fund 5 Scholarship Budget	
Revenues:	
Student Financial Aid Fees Collected	\$ 2,041,050
Federal PELL and SEOG Grants	\$ 50,096,000
Various Florida State Scholarship Grants	\$ 6,000,000
Various SPC Foundation and Other Scholarship Grants	\$ 2,000,000
Total Revenues	\$ 60,137,050
Expenses:	
Student Incentive Grant Scholarships	\$ 1,167,251
Johnnie Ruth Clark Scholarships	\$ 307,860
SPC Presidential Scholarships	\$ 195,791
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	\$ 370,148
Total Financial Aid Fee Scholarships	\$ 2,041,050
Federal PELL & SEOG Grants Awarded	\$ 50,096,000
State of Florida Scholarships	\$ 6,000,000
Various SPC Foundation and Other Scholarships	\$ 2,000,000
Total Expenses	\$ 60,137,050
Surplus/Deficit	\$ -

St. Petersburg College	
FY20-21 Fund 3 Auxiliary Budget	
Revenues:	
Bookstore Commissions	\$ 1,299,101
Food Services/Vending Commissions	\$ 56,276
Royalties-Ethics Textbook	\$ 30,000
Royalties-Excess Bandwidth	\$ 460,997
Pay For Print Sales	\$ 32,640
Verizon Ground Tower Lease	\$ 53,487
Law Enforcement Applicant Screening	\$ 5,000
Interest	\$ 35,000
Royalties-Ethics Textbook Reserves	\$ 76,500
Other Revenue	\$ 142,000
Total Revenues	\$ 2,191,000
Expenses:	
Computer & Equipment Leases	\$ 86,000
Materials, supplies, misc. services	\$ 50,000
Total Expenses	\$ 136,000
Transfers Out to Other Funds:	
Operating Budget Fund	\$ 2,000,000
Scholarship Fund Mac J Williams	\$ 5,000
International Scholarships	\$ 50,000
Total Transfers Out to Other Funds	\$ 2,055,000
Total Expenses & Transfers	\$ 2,191,000
Excess of Revenues Over Expenses & Transfers	\$ -

St. Petersburg College
Fund 7 Capital Outlay Budget
FY2020-2021

	Capital Improvement Funds	State Appropriation Funds	Other Funds	Budget Total
Projected Sources of Revenue				
PY PECO Projects (SPG Adm)	\$ -	\$ 3,110,281	\$ -	\$ 3,110,281
SODA General Renovation/Remodel (265)	\$ -	\$ -	\$ -	\$ -
PY SODA General Renovation/Remodel (265)	\$ -	\$ 1,422,195	\$ -	\$ 1,422,195
City of Seminole (Habitat)	\$ -	\$ -	\$ 29,375	\$ 29,375
PY Capital Improvement Fees	\$ 12,372,728	\$ -	\$ -	\$ 12,372,728
Capital Improvement Fees - Discretionary	\$ 6,752,561	\$ -	\$ -	\$ 6,752,561
CO&DS	\$ -	\$ -	\$ -	\$ -
PY CO&DS	\$ -	\$ 1,533,521	\$ -	\$ 1,533,521
Other Misc. Sources	\$ -	\$ -	\$ 119,502	\$ 119,502
RaceTrac	\$ -	\$ -	\$ 429,491	\$ 429,491
District Office Sale Proceeds	\$ -	\$ -	\$ 7,300,000	\$ 7,300,000
Transfer In	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
Total Fund Sources	\$ 19,125,289	\$ 6,065,997	\$ 9,878,368	\$ 35,069,654
Projected Uses of Revenue				
Budgeted Personnel Salaries	\$ 650,000	\$ -	\$ -	\$ 650,000
Other Personnel	\$ 200,000	\$ -	\$ -	\$ 200,000
Employee Benefits - Retirement	\$ 63,440	\$ -	\$ -	\$ 63,440
Employee Benefits - FICA/Medicare	\$ 65,025	\$ -	\$ -	\$ 65,025
Employee Benefits - Health/Dental/Wellness	\$ 135,000	\$ -	\$ -	\$ 135,000
Total Personnel & Benefits	\$ 1,113,465	\$ -	\$ -	\$ 1,113,465
Major Construction				
St. Pete/Gibbs Adm	\$ 476,763	\$ 4,369,007	\$ -	\$ 4,845,770
Bay Pines Center	\$ 176,744	\$ -	\$ -	\$ 176,744
Seminole Chamber of Commerce Modular	\$ 9,859	\$ -	\$ -	\$ 9,859
Downtown Center Build-Out	\$ 2,278,377	\$ -	\$ -	\$ 2,278,377
Cleanwater Business Tech	\$ 3,294,925	\$ -	\$ -	\$ 3,294,925
Collegiate High School	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000
Total Major Construction	\$ 6,236,668	\$ 4,369,007	\$ 2,000,000	\$ 12,605,675
Infrastructure Deferred Maintenance and Network				
Deferred Maintenance	\$ 5,294,481	\$ 1,410,440	\$ 30,048	\$ 6,734,969
College-wide Infrastructure & Renovation/Remodel	\$ 966,816	\$ -	\$ -	\$ 966,816
College-wide Furniture	\$ 158,081	\$ -	\$ -	\$ 158,081
Technology Infrastructure Maintenance	\$ 1,243,390	\$ -	\$ -	\$ 1,243,390
Total Infrastructure Deferred Maintenance and Network	\$ 7,662,768	\$ 1,410,440	\$ 30,048	\$ 9,103,256
Project Expense				
Collegewide Campus Projects	\$ 350,000	\$ -	\$ -	\$ 350,000
Allstate				
Fire Science Equipment (Tanks)	\$ 60,000	\$ -	\$ -	\$ 60,000
Bay Pines Center				
Bay Pines Learning Center	\$ 176,744	\$ -	\$ -	\$ 176,744
EpiCenter/District Office				
Capital Equipment - EpiTech	\$ 15,000	\$ -	\$ -	\$ 15,000
Campus & Academic Areas Refresh	\$ 25,000	\$ -	\$ -	\$ 25,000
Workforce STEM	\$ 101,095	\$ -	\$ -	\$ 101,095
Fire Training Center - Canopy	\$ 10,771	\$ -	\$ -	\$ 10,771
Collaborative Labs	\$ -	\$ -	\$ -	\$ -
HEC				
Surgical Technology	\$ 174,000	\$ -	\$ -	\$ 174,000
Seminole				
City of Seminole (Habitat Park)	\$ -	\$ -	\$ 29,375	\$ 29,375
Pharmacy & Dental	\$ -	\$ -	\$ 40,408	\$ 40,408
Tarpon Springs				
Entrance/Exit	\$ -	\$ -	\$ 429,491	\$ 429,491
Contingency	\$ 508,215	\$ 286,550	\$ 7,349,046	\$ 8,143,811
Debt Service - Construction Obligations and Bonds	\$ 2,691,563	\$ -	\$ -	\$ 2,691,563
Total Expenses	\$ 19,125,289	\$ 6,065,997	\$ 9,878,368	\$ 35,069,654
Remaining Funds	\$ -	\$ -	\$ -	\$ -





CORE PILLARS

The Task Force working groups were developed under three core pillars.

1



SAFETY
Ensuring the health, safety and wellbeing of our College community.

2



STABILITY
Minimizing the financial impact to students and employees.

3



STUDENTS
Advancing our students success agenda and keep students learning.



SAFETY & WELLNESS



Face-to-face classes up to 20% of schedule, priority placed on **hands-on learning classes, labs and some general education courses.**



Face coverings are required where you cannot maintain **social distancing** (certain programs follow additional requirements).



Social distances of 6 feet will be maintained, including **adjusted classroom and lab seating patterns.**



Hand sanitizer, wipes and soap available for personal sanitation.



Wayfinding signs and floor markers will be used in buildings to designate **one-way foot traffic** and **social distancing.**



Electrostatic disinfecting of all **common and classroom areas.**




SAFETY & WELLNESS





SYMPTOM CHECKER


Please use this self-assessment tool to determine if you should come to an SPC campus or site.

				
Do you have a cough, fever over 100 degrees, shortness of breath, sore throat, headache, chills, body aches, fatigue, nausea/vomiting/diarrhea, loss of taste or smell?	Are you taking any over-the-counter medications to relieve cold or flu-like symptoms?	Have you been on a cruise or any international travel in the past 14 days?	Have you been in contact with anybody diagnosed with Covid-19?	
If you answered yes to any of the above questions, DO NOT come to campus.				
If you answered no to all four questions, you may come to campus.				





STABILITY


 <p>Individual transition plans required for partners and SPC department to be on campus</p>	 <p>Policies developed and risk assessment completed</p>
 <p>Technology installations and enhancements plan developed in alignment with F2F class schedule</p>	 <p>Secured PPE funding and prioritized other funding allocations</p>




STABILITY


- 

Individual **transition plans** required for partners and SPC department to be on campus
- 


Policies developed and risk assessment completed
- 


Technology installations and enhancements plan developed in alignment with F2F class schedule
- 


Secured PPE funding and prioritized other funding allocations




STUDENTS

- 

Classrooms & Labs: Focused on hands-on learning classes/labs and some general education – adjusted for social distancing
- 

Student services available on campus by appointment only
- 


Other classes offered fully online or **LIVE online**
- 

Events and activities remain online




PHASED COME BACK TIMELINE

PHASE 1	PHASE 2	PHASE 3	PHASE 4
EFFECTIVE WEEK OF JUNE 15, 2020	EFFECTIVE WEEK OF JULY 13, 2020	EFFECTIVE WEEK OF AUG. 3, 2020	EFFECTIVE WEEK OF JAN. 3, 2021
Continue enhanced cleaning and sanitation on campus	Limited faculty access to campus for materials/ instructional design (coordinated through Deans and Provosts)	Fall classes begin face-to-face up to 20% of course schedule Aug. 17, 2020	Spring classes begin face-to-face Jan. 11, 2021, (capacity TBD)
Facilities preparations (room arrangements, plexiglass and technology install, etc.)	On-campus book pick up and drop off available (coordinated through Barnes & Noble)	Limited student services available on campus	Expansion of student services available on campus
Only essential employees and partners allowed access to campus (based on approved plans)	Limited employee and partner access, beyond those that are essential (based on approved plans)	Expansion of employees returning to campus (based on approved plans)	Greater expansion of employees returning to campus



QUESTIONS



June 2020

St. Petersburg College

COMEBACK PLAN

The overarching guiding principles were used to develop the following guidelines:



SAFETY

Ensuring the health, safety and wellbeing of our College community.



STABILITY

Minimizing the financial impact to students and employees.



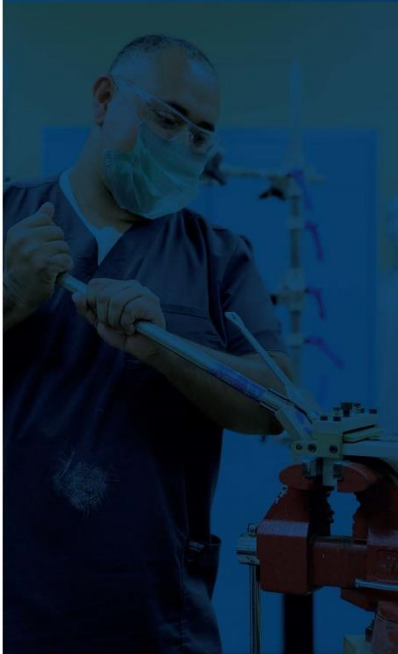
STUDENTS

Advancing our student success agenda and keep students learning.

SPC St. Petersburg
College



WELCOME BACK TITANS!



As we continue to face uncertainties regarding the COVID-19 pandemic, the safety of all Titans remains the highest priority of St. Petersburg College. Implementing safety protocols and requirements, and conducting ourselves in responsible manners as we gradually transition back to campus will be key to the success of our return.

SPC's **Titans Comeback Plan** is guided by information from the U.S. Center for Disease Control and Prevention that prioritizes the safety of students, faculty, and staff. Other contributing best practices and guidelines include the Florida Governor's Office, Florida Department of Education, Pinellas County Health Department, Pinellas County Emergency Management and the Division of Florida Colleges.

These guidelines and policies help ensure the health and well-being of the entire SPC community and are effective **June 1, 2020** through **Dec. 31, 2020**. The plan will be amended as needed as new information becomes available.

PHASED COMEBACK TIMELINE

PHASE 1	PHASE 2	PHASE 3	PHASE 4
EFFECTIVE WEEK OF JUNE 15, 2020	EFFECTIVE WEEK OF JULY 13, 2020	EFFECTIVE WEEK OF AUG. 3, 2020	EFFECTIVE WEEK OF JAN. 3, 2021
Continue enhanced cleaning and sanitation on campus	Limited faculty access to campus for materials/ instructional design (coordinated through Deans and Provosts)	Fall classes begin face-to-face up to 20% of course schedule Aug. 17, 2020	Spring classes begin face-to-face Jan. 11, 2021 (capacity TBD)
Facilities preparations (room arrangements, plexiglass and technology install, etc.)	On-campus book pick up and drop off available (coordinated through Barnes & Noble)	Limited face-to-face student services available on campus	Expansion of face-to-face students services available on campus
Only essential employees and partners allowed access to campus (based on approved plans)	Limited employee and partner access, beyond those that are essential (based on approved plans)	Expansion of employees returning to campus (based on approved plans)	Greater expansion of employees returning to campus

PROTECTING YOUR HEALTH



Face-to-face classes **up to 20%** of schedule, priority placed on **hands-on learning classes, labs and some general education courses.**



Face coverings are **required** where you cannot maintain **social distancing** (certain programs follow additional requirements).



Social distances of 6 feet will be maintained, including adjusted **classroom** and **lab seating** patterns.



Hand sanitizer, wipes and soap available for personal sanitation.



Wayfinding signs and **floor markers** will be used in buildings to designate **one-way foot traffic** and **social distancing**.



Electrostatic disinfecting of all **common** and **classroom areas.**

REFER TO ADDITIONAL DETAILS:

[STUDENTS CLICK HERE](#)

[EMPLOYEES CLICK HERE](#)

SYMPTOM CHECKER

Please use this self-assessment tool to determine if you should come to an SPC campus or site.



Do you have a cough, fever over 100 degrees, shortness of breath, sore throat, headache, chills, body aches, fatigue, nausea/vomiting/diarrhea, loss of taste or smell?



Are you taking any over-the-counter medications to relieve cold or flu-like symptoms?



Have you been on a cruise or any international travel in the past 14 days?



Have you been in contact with anybody diagnosed with Covid-19?



If you answered no to all four questions, you may come to campus.

If you answered yes to any of the above questions, DO NOT come to campus.

FACILITIES & CLEANING

Enhanced cleanings of all common areas and classrooms will be performed throughout the COVID period. Frequently touched surfaces such as door handles, hand rails, elevator push buttons, restrooms, etc., will be cleaned several times throughout the day. Electrostatic disinfecting of all common and classroom areas will also occur every night. Additional cleaning supplies will be available for students and instructors to clean learning spaces before use.



ELEVATORS/ STAIRWELLS

- Avoid using elevators; if you must, limit to two people per ride
- Keep three steps between you and the next person on stairs
- If a building has two stairwells one may be designated as "up" and the other "down"
- Avoid high-touch surfaces, such as buttons and handrails
- Wash hands or apply hand sanitizer after using
- Maintain social distancing and wear face coverings
- Follow all COVID-19 related hygiene tips, such as coughing into your elbow

- **All restrooms will be cleaned and disinfected a minimum of twice daily.** Employees should use a paper towel to open the door in restrooms after drying hands and place the towel in a trash receptacle next to the door.
- **Drinking fountains** at all locations will be taped off and disabled. The water bottle filling capability at these stations will remain available. Individuals are encouraged to fill personal water bottles and/or bring personal beverage.
- **Heating Ventilation & Air Conditioning (HVAC)** systems in College offices, rooms and spaces will be operated to provide the best indoor air quality. Preventative and manufacturer recommended maintenance is being conducted College wide on all HVAC systems. Facilities staff will continue to perform routine inspections on HVAC equipment, including filters change outs, and outdoor air damper positioning. Employees should not use fans/heaters of any kind within offices or workspaces.
- **Frequent hand washing is highly encouraged. Liquid sanitation stations** will be available at all main entrances. **Hand wipes** will be stationed in the hallways for use by staff and students. Hand wipes will be located in shared office spaces and areas where face-to-face student services are performed (e.g. advising, career services, tutoring etc.) Please place hand wipes in trash receptacles once used.
- **If a positive case of COVID-19** is identified in a SPC facility, the area will be closed to allow for appropriate cleaning of areas and contact actions will be initiated.
- **Social distancing posters, space indicators and other signage** will be displayed in areas throughout the building. Wayfinding signs and floor markers will be strategically placed to encourage social distancing and direct traffic to minimize congregation in areas.
- Due to frequent use, **we encourage students, faculty and staff to wipe down computer keyboards, mice, and stations, as well as desks or other hard services before using.** Adequate levels of cleaning supplies will be provided to be used before and after each use.

BUILDINGS ENTRANCES

In an effort to ensure appropriate screening protocols, building entrances may be limited to a single-entry point where possible. To ensure safe egress, building exits will not be limited or closed. In addition, everyone should avoid crowding through doorways and provide acceptable social distancing when entering and exiting buildings and classrooms.

STUDENT SPECIFICS

All students, guests and partners are asked to complete the COVID-19 symptom checker self-assessment prior to coming into College buildings, and comply with all policies and safety protocols. Those who seek an accommodation or adjustment to any of these policies due to a disability should contact (727)341-4510, or in the case of students seeking accommodations, your campus Accessibility Services Coordinator (Accessibility Services).

CLASSES & LABS

- Up to **20% of classes** from the fall course schedule will be held on campus.
 - On-campus classes will include some courses like **labs, health care and public safety, and other programs that require hands-on learning**, as well as **some general education courses** where research has shown students are more likely to be successful in a face-to-face format.
 - Other classes will be offered **fully online** or **in our LIVE Online format**.
 - **Fully online courses** are self-paced.
 - **LIVE Online courses** offer some independent work combined with interactive video conference lessons with professors and fellow students. The SPC LIVE ONLINE set-schedule courses provide all the benefits of face-to-face courses in a live, remote setting without leaving the comfort of your home. Benefits of SPC LIVE ONLINE classes include:
 - » Regularly scheduled times to meet virtually with professors and classmates
 - » Interactive discussion forums
 - » Access to course materials such as videos and PowerPoints
 - » Flexibility of scheduling
 - » High-quality, guided instruction
- Please note:** While the SPC LIVE ONLINE courses provide greater flexibility, they are not self-paced.
- Workspaces, including student classrooms and labs will be adjusted to maintain 6-feet of distance, utilizing a modified seating pattern, rotational seating plan, or other means appropriate based upon overall classroom size.



STUDENT SPECIFICS

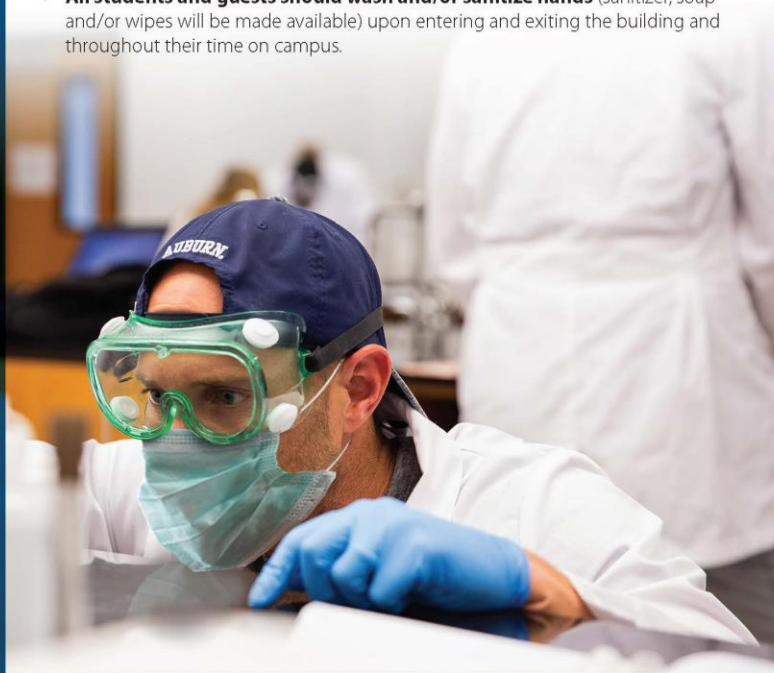


STUDENT SERVICES & ACTIVITIES

- Onsite **book returns and pick-ups** will be available beginning July 13, 2020 and must be coordinated through Barnes & Noble for bookstore protocols.
- All **events and activities** will remain online for summer and fall semesters, or until the time when social distancing recommendations are relaxed.
- **Face-to-face student services** will be conducted by appointment only, until it is determined that walk-ins will be accepted. Students are encouraged to take advantage of remote/online students services until that time.
- Students will not be permitted to bring guests to their appointment due to room capacity limits. Guests may wait outside the designated appointment/service area.
- Nature's Table open for to-go food and drinks.

PERSONAL SAFETY PRECAUTIONS

- **All students and guests are required to wear a face covering** when unable to socially distance.
 - At least one face mask will be made available for all students returning to campus.
 - Guests who may come into contact with SPC employees and students are asked to provide their own disposable or reusable face coverings.
 - Any person not abiding by the face covering requirement may be asked to leave the facility and security may be contacted. Repeated non-compliance with face coverings may be referred to the Associate Provost or appropriate Academic Dean.
- **All students and guests should wash and/or sanitize hands** (sanitizer, soap and/or wipes will be made available) upon entering and exiting the building and throughout their time on campus.





EMPLOYEE SPECIFICS

All employees are asked to complete a COVID-19 **symptom checker self-assessment** prior to coming into College buildings and comply with all policies and safety protocols. Employees who seek a **workplace accommodation** to work from home due to a high-risk medical condition, or any other type of workplace accommodation due to a disability, should contact their supervisor and coordinate the request through HR Benefits.

MEETINGS

- Whenever possible, in-person meetings should be replaced with virtual meetings. Essential in-person meetings should be limited to employees only and wearing of face coverings and social distancing should be maintained. The standard room capacity for meeting rooms and personal offices will be reduced to ensure at least 6-feet of space between all participants.
- Signs will be posted to communicate new capacity. When possible, tables and chairs will be marked or moved to support proper social distance. Cleaning supplies will be available to disinfect work surfaces or frequently touched areas. Meeting times should be held to a minimum to accomplish the meeting objectives. Employees should not linger and socialize after essential meetings.
- There should be no serving of food at any meetings or gatherings. Meeting attendees should clean and disinfect all table surfaces, chairs, and computer equipment at the conclusion of each meeting. Cleaning supplies will be available in the meeting space.

WORK SCHEDULES

- As possible, employees will, with the approval of their supervisors, balance working from College locations and continuing to work from home. Teleworking arrangements may be subject to **SPC's Teleworking Policy**.
- Supervisors may, at their discretion, require some or all of their staff to return to a College location completely or on a reduced or intermittent schedule, provided all social distancing and other requirements outlined within this return plan are established and maintained.
- Employees **desiring to enter SPC locations outside of normal operating hours** and on weekends must coordinate with your supervisor and receive Provost approval in writing at least 48 hours prior to your arrival time, in addition to the completion of the symptom self-assessment.

PERSONAL SAFETY PRECAUTIONS

- Face coverings are required when you cannot maintain social distancing.
 - One face covering will be provided by the College for all employees upon return to work. Employees are asked to please help defer expenses by providing any additional face coverings necessary beyond the first one supplied.
 - If any accommodation regarding the face covering requirement is necessary, please first coordinate with your supervisor.
 - For employees not in compliance, any escalations will be addressed by the supervisor.
- Employees must wash and/or sanitize hands (sanitizer, soap and/or wipes will be made available) upon entering and exiting the building and throughout the day.
- Employees may use communal equipment, such as refrigerators, coffee pots, printers. Sanitation wipes will be made available across campus sites for personal disinfection ahead of use. No food consumption in these spaces will be allowed.
- Plexiglass barriers will be provided where 6-foot distance can't be accomplished for front-line staff where the primary function is greeting, routing, or providing face-to-face services to students and guests.

TRAVEL

All essential work-related travel outside of in-district, regardless of transportation mode, must be pre-approved by the employee's respective Cabinet member. Employees should not carpool with other employees, or those outside of their immediate household in College or personal vehicles.

Employees taking personal travel should adhere to CDC and local health department guidelines regarding isolation after travel. Please communicate travel to/from CDC high risk areas with your supervisor.

Travel guidelines: www.cdc.gov/coronavirus/2019-ncov/travelers/

REPORTING COVID-19 OR FLU-LIKE SYMPTOMS

Contact tracing and mitigation efforts are critical to ensuring the safety of all Titans. Anyone suspecting or has confirmed they may have COVID-19, or may have come into contact with someone who suspects or has confirmed COVID-19, should contact SPC Emergency Management immediately at 727-341-4501 or EmergencyManagement@spcollege.edu.

In addition, completing the **symptom checker self-assessment** each day before you arrive for work or classes, is critical in ensuring that we are able to effectively contract trace.

If you have experienced any COVID-19 or flu-like symptoms within the last 72 hours, DO NOT come to campus. **You may return to campus according to the guidelines provided in the CDC return criteria** (www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html).

CDC Guidelines Quick References

Social Distancing:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html

Hand Washing:

www.cdc.gov/handwashing/hand-sanitizer-use.html

Cloth Face Coverings:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

Using Personal Protective Equipment:

www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html

How to clean and disinfect:

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

ADDITIONAL RESOURCES:

- **SPC COVID-19 website:**
www.spcollege.edu/spc-updates
- **Pinellas County COVID-19 website:**
www.pinellascounty.org/hr/coronavirus/
- **State plan or COVID-19 website:**
floridahealthcovid19.gov/
- **CDC COVID-19: If you are sick:**
www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html
- **Symptoms of COVID-19:**
www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

Legal and Medical Disclaimer: The information contained in this document does not constitute legal or medical advice.

June 16, 2020

MEMORANDUM

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:

TRANSFER/PROMOTION Budgeted Administrative & Professional			
Name	Title	Department/Location	Effective Date
Comeau, Kimberly A	Mgr StudentInfoSystemsSupport	Enrollment Management DO	5/18/2020 - 6/30/2020
Hunt, Janette N	VP, Finance & Business Ops	President Office DO	6/1/2020 - 6/30/2021

HIRE Budgeted Career Service			
Name	Title	Department/Location	Effective Date
Fullerton, Barbara	Administrative Services Specialist	Information Systems -AIS DO	6/15/2020

SUPPLEMENTAL Temporary			
Name	Title	Department/Location	Effective Date
Diaz, Juan J	Adjunct Faculty, Bach	Baccalaureate Programs DO	5/18/2020

HIRE Temporary			
Name	Title	Department/Location	Effective Date
Rockne, Wendy	Adjunct Faculty	Communications TS	5/18/2020
Blackett, Gavin	Adjunct Faculty	Natural Science SPG	5/18/2020
Anderson, Jenelle L	Adjunct Faculty	Respiratory Care HEC	5/18/2020
Zimmerman, Hannah	Adjunct Faculty	Respiratory Care HEC	5/18/2020
Jeffo, Maribel	Contributed Service	Dual Enrollment Adjunct SE	5/21/2020
Updegraff, Ann	Contributed Service	Dual Enrollment Adjunct AC	6/1/2020


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

LH 06052020

June 16, 2019

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: 2019-2020 Equity Update Report

Approval is sought to submit the 2019-2020 Equity Update Report to the Florida Department of Education, Division of Florida Colleges.

Consistent with the requirements of Sections 1000.05 and 1012.86, Florida Statutes, each Florida College System institution is required to submit an annual update of local plans related to educational equity in the areas of athletics, education and employment.

Due to COVID-19, the Florida College System provided amended guidelines for this year's report submission. As governed by State Statute, the Employment Equity Accountability Plan (Part III) was required to be submitted via email to the State by May 1, 2020. The deadline for the remainder of the report and required signature page was extended to June 30, 2020.

Approval is sought for the entirety of the report, provided as an attachment and summarized below.

Below are key performance outcomes:

STUDENT DATA - Collection years begin with the summer term. (Ex. 2019-20 includes Summer/Fall of 2019, Winter/Spring of 2020). **Reference attached Equity Report, Submission Two, Part III, pages 17-30.**

Participation - Total Enrollment Goals/Outcomes

- Increase First Time in College (FTIC) Black population by 1.0% - from 16.2% to 17.2% of total FTIC (goal of increasing 1.0% met)
- Increase First Time in College (FTIC) Hispanic population by 0.2% - from 18.3% to 19.1% of total FTIC (goal of increasing 0.2% met)
- *Next year's goals will focus on increasing Black and Other Minority Overall student populations.*

Methods Supporting Enrollment Goals

- The state has requested that if all goals are met, no further explanation be provided.

Completion and Retention Goals/Outcomes

- Last year we set 3 year stretch goals.
- Increase percentage of Black students receiving an AA degree by 2% - from 9.4% to 11.4% in 3 years (goal met of increasing 2% in first year).
- Increase percentages of Hispanic students in the areas of AS degrees by 2.0% - from 11.5% to 13.5% in 3 years (goal not met but did increase 1.4% in the first year up to 12.9%).
- *Next year's goals focus on our fastest growing population, our Hispanic student body with goals for AA, AS, and Baccalaureate degrees.*
-

- Methods Supporting Completion and Retention Goals
 - Women on the Way (WOW)
 - Summer of Success program supporting underrepresented minority males and females
 - K12 outreach “From grade school to graduation” to start Fall 2020
 - Guided Pathways and Career and Academic Communities engagement
 - Persistence Incorporated inTo College Hired (PITCH) Program
 - Partnering academics with Learning Resources (Student Retention Plan)
 - Downtown and Midtown First Time in College Underrepresented student initiatives
 - New Advisor Dashboard
 - Resurrection of the Brother to Brother program
 - Florida Postsecondary Comprehensive Transition Program
 - Career Coaching model
 - YearUp
 - Child Care Access Means Parents in School (CCAMPIS) child care vouchers

Success in STEM Programs – Methods Used (No Goals asked for in this area)

- Scholarships for Education & Employment Development in STEM (SEEDS grant)
- Tampa Bay Bridge to the Baccalaureate (TB-B2B) Alliance
- College Reach Out Programs (CROP)
- Maintaining relationships with Veterans Services, WOW, TRIO Student Support Services
- Community Events – RoboFest, Good Vibes, Sports Fest
- Underwater Robotics Workshop
- 8 Undergraduate Research Experiences
- Math Pathways redesign
- Duke Energy Foundation – scholarships for first generation engineering technology students
- Tampa Bay Estuary program – habitat restoration

EMPLOYEE DATA - Student enrollment data is the benchmark for setting employment goals for the representation of women and minorities. **Reference attached Equity Report, Section III, pages 8-17.**

Executive/Administrative/Managerial Staff

- Black males increased by .1% and is at 3.4%. A 5% goal has been set for 2020-21 to grow this category to align with the student population rate of 4.9%.
- Black females increased by 2.7% and is at 13.8%, above the student population of 10.3%.

- Hispanic Females remain unchanged at 1.1%. A 5% goal has been set for this category to align with the student population rate of 10.2%.
- Hispanic Males, Other Minority Females and Other Minority Males remained largely unchanged at 3.4%, 1.1% and 3.4%, respectively. Goals have been set in each of these areas to increase these percentages.

Full-time Instructional Staff

- Black males decreased by .2% and is at 4.1%, with a goal to increase to 4.9% in the coming year, aligning with the student population of 4.9%.
- Black females increased by .8% and is at 6.8%. An 8% goal has been set for 2020-21 to continue to move this category toward the student population rate of 10.3%.
- Hispanic females, Hispanic males and other minority females each increased by variable amounts to 4.1%, 2.4% and 2.1%, respectively. Each category has further growth goals for the 2020-21 year.
- Other minority males decreased by .3% to 2.6%. A goal of 3% has been set for this group to align with the student population rate of 3.1%.

Full-time Continuing Contract Instructional Staff

- Black males (-.6%), black females (-.2%) and other minority males (-.3%) each saw a slight decrease to 4.5%, 4.9%, and 2.6% respectively.
- Hispanic females and other minority females each increased by .1% to 4.1% and 2.3%.
- Hispanic males saw no change and are consistent at 1.5%.
- Each minority category for full-time continuing contract staff set an increase goal for 2020-21. Developing retention and recruiting strategies for new faculty will not impact the continuing contract category for a minimum of 5 years. This category will see changes more slowly, but the College will continue to drive improved diversity for our continuing contract faculty.

The Human Resources Department plans to achieve these goals in the Executive/Administrative/Managerial, Full-time Instructional and Full-time Continuing Contract Instructional staff categories by:

- Focusing efforts to increase the minimum diversity levels for specified candidate pools in line with diversity Goals.
- Developing a robust recruiting initiative for targeted advertising to identify more diverse qualified candidates.
- Work with outside diversity organizations to expand diverse recruiting efforts.
- Completing College Employee Engagement and Supervisor Training initiatives with a goal of improved employee retention.
- Hiring a Diversity and Inclusion Director to assist in meeting our gender and ethnicity goals as well as diversity training for all leaders.

As a foundational strategic objective, the College continues to develop and implement deliberate steps to improving equity and diversity at the College, both for students and employees.

Janette Hunt, Acting Vice President, Financial & Business Operations; Susan Demers, Acting Vice President, Academic Affairs; Jamelle Conner, Vice President, Student Affairs; Carol Sumter, Associate Vice President of Human Resources; Suzanne Gardner, General Counsel; and Pamela Smith, Director, Equal Access and Equal Opportunity/Title IX Coordinator; recommend approval.

Attachment

nd052620

St. Petersburg College

College Annual Equity Update

2019-20

Template for Submission

Deadline: June 30, 2020

Submission Information

Equity Officer: **Pamela Smith**

Email: **smith.pam@spcollege.edu**

Phone: **727-341-3259**

Date: **6/16/2020**



Division of Florida Colleges
325 W. Gaines Street, Suite 1244
Tallahassee, Florida 32399-0400

FCSInfo@fldoe.org

850-245-0407

Contents

<u>General Information and Applicable Laws for Reporting</u>	55065
<u>Part I. Description of Plan Development</u>	55067
<u>Part II. Policies and Procedures that Prohibit Discrimination</u>	55068
<u>Part III. College Employment Equity Accountability Plan</u>	55071
<u>Part IV. Strategies to Overcome Underrepresentation of Students</u>	55079
<u>Part V. Substitution Waivers for Admissions and</u>	55090
<u>Course Substitutions for Eligible Students with Disabilities</u>	55090
<u>Part VI. Gender Equity in Athletics</u>	55092
<u>Part VII. Signature Page</u>	55097

General Information and Applicable Laws for Reporting

The purpose of the College Annual Equity Update is to provide updates on efforts to comply with Florida Statutes related to nondiscrimination and equal access to postsecondary education and employment in Florida College System (FCS) institutions. The following Florida Statutes (F.S.) and implementing State Board of Education rules in the Florida Administrative Code (F.A.C.) have specific requirements for the annual update.

- Section 1000.05, F.S., the “Florida Educational Equity Act”
- Section 1012.86, F.S., Florida College System institution employment equity accountability program
- Section 1006.71, F.S., Gender equity in intercollegiate athletics
- Implementing Rule 6A-10.041, F.A.C., Substitution for Requirements for Eligible Students with Disabilities at Florida Colleges and Postsecondary Career Centers
- Implementing Rules 6A-19.001 – 6A-19.010, F.A.C., related to educational equity

The Division of Florida Colleges (DFC) continues to provide certified data in Excel format on the areas of measurement required by statute and rule. Additionally, tables have been created and embedded in the template for setting goals and reflecting goal achievement. DFC encourages each college to devote attention to the development of effective methods and strategies for any areas of improvement identified in analyses.

Submission of the College Annual Equity Update is due to the Florida Department of Education, Division of Florida Colleges by May 1, 2020. The update should be submitted by email to FCSInfo@fldoe.org. **Colleges must submit this equity template in Word format.** PDFs of the report template will not be accepted. Colleges may attach additional documents in PDF or Word format as appendices. Note: while the report must be submitted by May 1, 2020, DFC will accept signature pages signifying district board of trustees’ approval after the May 1, 2020, deadline, if the college indicates the equity report approval is scheduled for its next district board of trustees meeting.

DFC conducts reviews of annual college equity update reports pursuant to Rule 6A-19.010, F.A.C., implementing the Florida Educational Equity Act. The goals are to provide feedback for future updates, monitor efforts by the college to increase diversity in student participation and employment and meet requirements of Florida Statutes, including, but not limited to, the Florida Educational Equity Act and sections 1000.05, 1012.86 and 1006.71, F.S.

The review includes an assessment of the college’s methods and strategies established to achieve goals and timelines addressing areas of underrepresentation of minorities in its academic programs, activities and employment. The review also includes an evaluation of submitted policies and procedures for compliance with state and federal civil rights laws prohibiting discrimination on the basis of race, national origin, ethnicity, gender, marital status, age, genetic information or disability. The review may include comments or recommendations in areas where the college has achieved or exceeded its goals or in areas where there is incomplete or missing information.

For the 2019-20 report, the factors DFC will identify as part of its review will be embedded after sections of the report and DFC will use these sections to provide feedback to colleges. These will be marked “Completed by Division of Florida Colleges.” Example:

***Review of Part I: Course Substitutions
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part I. Description of Plan Development

Did the college make any changes to the development of the college equity plan? **Make a selection: Yes**
If yes, provide the following applicable updates.

A list of persons, by title and organizational location, involved in the development of the plan.

Response: [Click here to enter text.](#)

Name	Title	Department	Location
Aimee Stubbs	Director, Accessibility Services	Accessibility Services	EpiTech
Andrea Henning	Executive Director, Collaborative Labs	Collaborative Labs	EpiTech
Andrijana Trajkovska	Research Analyst, Curriculum Services	Academic Effectiveness & Assessment	Epi Services
Carol Sumter	AVP, Human Resources	Human Resources	District Office
Christopher Harvey	Executive Director, Student Success	Online Learning and Services	EpiTech
Davanh Sengphrachanh	HR Manager, Employment	Human Resources	District Office
Davie Gill	Athletics Director	Student Life & Leadership	St. Pete Gibbs Campus
Djuan Fox	Director, Academic Services	Institutional Research & Effectiveness	EpiTech
Dorothy Hopkins	Director, Business Data Management	Administration, Finance & Technology	District Office
Edin Jakupovic	Research Analyst, Institutional Research	Research Analyst	Epi Services
Eired Eddy	Government Relations Director	President's Office	District Office
Elizabeth Miller	Grant Associate	Institutional Research & Effectiveness	Epi Services
Erin Goergen	Faculty, Natural Sciences	Natural Science	Clearwater Campus
Ernest Gant	PITCH Program Coordinator	Provost Office	Midtown
Eva Christensen	Director, Admissions & Records	Admissions & Records	District Office
Fawzi Al Nassir	Director, Institutional Research	Institutional Research & Effectiveness	Epi Services
Jackie Skryd	Chief of Staff	President's Office	District Office
Janette Hunt	Acting VP, Finance & Business Affairs	Finance & Business Affairs	District Office
Jason Krupp	Director, Career Connections	Career Connections	Epi Services
Jason Nicholson	Coordinator, Student Life & Leadership	Provost Office	Downtown Center
Jimmy Chang	Dean, Mathematics	Mathematics	St. Pete Gibbs Campus
Joseph Leopold	Dean, Communications	Communications	Clearwater
Joseph Smiley	Dean, Social Behavioral Sciences	Social & Behavioral Science	Tarpon Springs Campus
Kelliann Ganoo	B2B Alliance Project Manager	Institutional Research & Effectiveness	EpiTech
Kellie Ziemak	Director, Student Support	Student Affairs	EpiTech
Leslie Hafer	Provost, St. Petersburg/Gibbs	Provost Office	St. Pete Gibbs Campus
Liliana Coronado-Gil	Grant Management Specialist	Institutional Research & Effectiveness	Epi Services
Mark Strickland	Provost, Seminole	Provost Office	Seminole Campus
Matthew Bodie	Executive Director, Learning Resources	Learning Resources	Epi Services

Michael Ramsey	Dean of Workforce Development	Workforce Institute	EpiTech
Misty Kemp	Executive Director, Retention Services	Retention Services	EpiTech
Natavia Middleton	Dean, Natural Sciences	Natural Science & Engineering	Seminole Campus
Nicole Delfino	Operations Improvement Coordinator	Facilities Planning & Institutional Services	District Office
Pamela Smith	Legal Services Coordinator & EA/EO Director	General Counsel's Office	District Office
Patrick Booth	Associate Provost	Provost Office	Downtown Center
Patrick Rinard	AVP, Enrollment Services	Student Affairs	EpiTech
Raynier Mohammed	Analyst/Programmer, Institutional Research	Institutional Research & Effectiveness	EpiTech
Rebecca Turner	Administrative Coordinator	President's Office	District Office
Reginald Reed	Director, Recruitment Services	Enrollment Services	EpiTech
Sabrina Crawford	AVP, Institutional Effectiveness & Academic Services	Enrollment Services	EpiTech
Stan Vittetoe	Provost, Clearwater	Provost Office	Clearwater Campus
Susan Demers	Acting VP, Academic Affairs	Academic Affairs	EpiTech
Suzanne Gardner	General Counsel	General Counsel's Office	District Office
Tashika Griffith	Provost, Downtown/Midtown	Provost Office	Downtown Center
Theresa Dimmer	Coordinator, Institutional Research & Reporting	Institutional Research & Effectiveness	Epi Services
Tonjua Williams	President	President's Office	District Office

A description of the participation of any advisory groups or persons.

Response: The preparation of the 2019-20 Annual Equity Update Report continues to be a collaborative team effort. Completion of the report is dependent upon the participation of knowledgeable staff in each area related to the report and the expertise of advisory personnel from departments including: Institutional Research & Effectiveness, Institutional Effectiveness & Academic Services, Instruction and Academic Programs, Student Services, Finance & Business Affairs, Human Resources, Athletics, Accessibility Services, Retention Services, Information Technology, the President's Office, Program Deans, the General Counsel's Office and the Equity Office.

**Review of Part I: Description of Plan Development
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Did the college change the college equity plan?	Select one.		
If yes, applicable updates provided?	Select one.		

Part II. Policies and Procedures that Prohibit Discrimination

This section relates to processes used to ensure that certain policies and procedures are current, accurate, in compliance and available to all students, employees and applicants as required by statute.

A) Has the governing board updated the college's approved and adopted policy of nondiscrimination? **Make a selection:** **No** If yes, provide the following applicable updates.

Date of revision: Click here to enter text.

Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

B) Has the college updated the procedures used to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy? **Make a selection:** **No** If yes, provide updated information.

Response: Click here to enter text.

C) Has the college changed the person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rule 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II? **Make a selection:** **No** If yes, provide the following applicable information for each updated contact.

Name/title: Click here to enter text.

Phone number: Click here to enter text.

Address: Click here to enter text.

Email address: Click here to enter text.

Is this contact's information available in the regular notice of nondiscrimination?

Make a selection: Select one.

D) Has the college updated the grievance or complaint procedures for use by students, applicants and employees who allege discrimination? **Make a selection:** **No** If yes, provide the following applicable updates.

Date of revision: Click here to enter text.

Description of the revision: Click here to enter text.

Web link(s) to document the revision: Click here to enter text.

E) Grievance procedures should address the following, at a minimum, as required under Rule 6A-19.010(h), F.A.C. Confirm if the college is meeting these requirements.

- 1) Notifications of these procedures are placed in prominent and common information sources. **Make a selection:** **Yes**
- 2) Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources. **Make a selection:** **Yes**
- 3) Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination. **Make a selection:** **Yes**

If no, provide the college's plan for compliance.

Response: Click here to enter text.

F) Have there been any revisions to nondiscrimination policies or procedures pertaining to:

Title IX?	No
Title II?	No
Section 504?	No
Nondiscrimination policies or procedures pertaining to disability services, including Rule 6A-10.041, F.A.C., that addresses course substitution requirements?	No
Acquired Immune Deficiency Syndrome/Human Immunodeficiency Virus (AIDS/HIV) Infectious Disease?	No
Other policies or procedures related to civil rights or nondiscrimination?	No

If yes, address the following for any identified policies or procedures.

Name of the policy and/or procedure(s): [Click here to enter text.](#)

Date of revision: [Click here to enter text.](#)

Description of the revision: [Click here to enter text.](#)

Web link(s) to document the revision: [Click here to enter text.](#)

***Review of Part II: Policies and Procedures that Prohibit Discrimination
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Have there been any updates to the college's policy of nondiscrimination adopted by the governing board?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the procedures utilized to notify staff, students, applicants for employment and admission, collective bargaining units and the general public of this policy?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to person(s) designated to coordinate the college's compliance with section 1000.05, F.S.; Rules 6A-19.009-.010, F.A.C.; Title IX; Section 504; or Title II?	Select one.		
If yes, applicable updates provided?	Select one.		
Have there been any updates to the college's grievance or complaint procedures for use by students, applicants and employees who allege discrimination?	Select one.		
If yes, applicable updates provided?	Select one.		
Grievance procedures should address the following at a minimum as required under Rule 6A-19.010(h), F.A.C.	-	-	-
Notifications of these procedures are placed in prominent and common information sources.	Select one.		

Requirement	Response	Comments	Action
Procedure(s) are designed to encourage prompt and equitable resolution of student, employee and applicant complaints, but do not prohibit individuals from seeking redress from other available sources.	Select one.		
Procedures prohibit retaliation against any person filing a complaint alleging discrimination or any person alleged to have committed discrimination.	Select one.		
If no, is a plan for compliance provided?	Select one.		

Part III. College Employment Equity Accountability Plan

Section 1012.86, F.S., Florida College System institution employment equity accountability program, requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions and full-time faculty positions who have attained continuing contract status. The plan must include specific, measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives and comparable national standards as provided by the Florida Department of Education.

A. Data, Analysis and Benchmarks

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and gender to be used as the benchmark for setting employment goals, as colleges seek to reflect their student demographics in their employment.

College Full-Time Executive/Administrative/Managerial Staff

Informed by the EMP-EAM tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions.

	2018-19 Report Year College Student Population (%)	EAM Actuals (%) Fall 2018	EAM Actuals (%) Fall 2019	EAM Stated Goals (%) Fall 2019	EAM Goal Met (Yes/No)	EAM Goals for Fall 2020
Black Female	10.3%	11.1%	13.8%	9%	Yes	N/A
Black Male	4.9%	3.3%	3.4%	5%	No	5%
Hispanic Female	10.2%	1.1%	1.1%	2%	No	5%

	2018-19 Report Year College Student Population (%)	EAM Actuals (%) Fall 2018	EAM Actuals (%) Fall 2019	EAM Stated Goals (%) Fall 2019	EAM Goal Met (Yes/No)	EAM Goals for Fall 2020
Hispanic Male	5.8%	3.3%	3.4%	2%	Yes	5%
Other Minorities Female	4.7%	1.1%	1.1%	2%	No	2.5%
Other Minorities Male	3.1%	3.3%	3.4%	3%	Yes	3.2%
White Female	36.4%	40.0%	40.2%	38%	No	38%
White Male	24.7%	36.7%	33.3%	35%	Yes	N/A
Total Female	61.5%	53.3%	56.3%	50%	Yes	N/A
Total Male	38.5%	46.7%	43.7%	47%	Yes	N/A

Describe and evaluate strategies for addressing underrepresentation in EAM positions.

Response: This year, there is a slight increase in the EAM Staff for Total Females. This year, the College improved in the area of EAM hiring and retention of Staff for Black Females, Black Males, Hispanic Males, Other Minority Males, and White Females. Goals for 2020 will focus on increasing diversity of the Exec/Administrative/Managerial Staff in minority and minority male representation. HR currently monitors each hiring candidate pool and only releases this pool to the hiring manager when a minimum diversity level is reached. HR will focus on efforts to increase the minimum diversity levels for specified candidate pools in line with our EAM Goals. HR will also begin developing a robust recruiting initiative working with individual locations with an increased advertising budget. This will assist in identifying more diverse qualified candidates from our candidate pool. In addition, the College has embarked on a College Employee Engagement and Supervisor Training initiatives with a goal of improved employee retention. Finally, the College will hire a Diversity and Inclusion Director to assist in meeting our gender and ethnicity goals as well as diversity training for all leaders.

College Full-Time Instructional Staff

Informed by the EMP-INSTRUCTIONAL tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions.

	2018-19 Report Year College Student Population (%)	INST Actuals (%) Fall 2018	INST Actuals (%) Fall 2019	INST Stated Goals (%) Fall 2019	INST Goal Met (Yes/No)	INST Goals for Fall 2020
Black Female	10.3%	6.0%	6.8%	6%	Yes	8%
Black Male	4.9%	4.3%	4.1%	4.5%	No	4.9%
Hispanic Female	10.2%	4.0%	4.1%	4%	Yes	4.5%
Hispanic Male	5.8%	2.0%	2.4%	2%	Yes	3%
Other Minorities Female	4.7%	2.0%	2.1%	2%	Yes	2.5%
Other Minorities Male	3.1%	2.9%	2.6%	2%	Yes	3%
White Female	36.4%	44.9%	44.7%	45%	Yes	N/A
White Male	24.7%	34.0%	33.2%	34%	Yes	N/A
Total Female	61.5%	56.9%	57.6%	57%	Yes	N/A
Total Male	38.5%	43.1%	42.4%	43%	Yes	N/A

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

Response: This year, the College was steady with Instructional hiring and retention in most areas and improved in the area of full-time Instructional Staff hiring and retention for Black Females, Hispanic Females, Hispanic Males, Other Minorities Females and Other Minorities Males. Goals for 2020 will focus on increasing diversity of the Instructional Staff in all categories. HR currently monitors each hiring candidate pool and only releases this pool to the hiring manager when a minimum diversity level is reached. HR will focus on efforts to increase the minimum diversity levels for specified candidate pools in line with our EAM Goals. HR will actively work with outside diversity organizations to expand our diverse recruiting efforts. In addition, the College has focused on increasing the representation of Black Males in the classroom where the President is working closely with the team assigned this initiative as well as reporting status updates to our Board of Trustees. Finally, the hiring of the Director of Diversity and Inclusion will assist in identifying more diverse qualified candidates as well as assist us with in our retention efforts.

College Full-Time Instructional Staff with Continuing Contract

Informed by the EMP-CONTINUING CONTRACT tab, complete the following table to analyze the college’s attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions.

	2018-19 Report Year College Student Population (%)	INST-CONT Actuals (%) Fall 2018	INST-CONT Actuals (%) Fall 2019	INST-CONT Stated Goals (%) Fall 2019	INST-CONT Goal Met (Yes/No)	INST-CONT Goals for Fall 2020
Black Female	10.3%	5.1%	4.9%	5%	No	5%
Black Male	4.9%	5.1%	4.5%	5%	No	5%
Hispanic Female	10.2%	4.0%	4.1%	4%	Yes	4%
Hispanic Male	5.8%	1.5%	1.5%	2%	No	2%
Other Minorities Female	4.7%	2.2%	2.3%	2.5%	No	2.5%
Other Minorities Male	3.1%	2.9%	2.6%	2.5%	Yes	2.5%
White Female	36.4%	42.5%	43.2%	42%	No	42%
White Male	24.7%	36.7%	36.8%	35%	No	N/A
Total Female	61.5%	53.8%	54.5%	54%	Yes	N/A
Total Male	38.5%	46.2%	45.5%	46%	Yes	N/A

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions with continued contract.

Response: This year, the College improved in the area of hiring and retention of Hispanic Females, Other Minorities Females, and White Females in full-time Instructional Staff with Continuing Contract. Goals for 2020 will focus on increasing diversity of the Instructional with Continuing Contract Staff in all categories. Because Continuing Contracts require existing instructional staff to meet the identified criteria, we will begin to see a steady increase in our minority representation as we increase the diversity of the pool of candidates eligible for Continuing Contract. The College will work closer with diverse instructors and focus on retention and eligibility throughout the five-year period for a Continuing Continuing Contract.

New Barriers (Optional)

Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities in any employment category?

Response: The current COVID-19 pandemic will create an unknown disruption in the workforce at the College, especially in our recruiting and hiring efforts as well as our retention of existing employees. The increased costs of implementing 100% online learning, paid leave requirements of the Family First Coronavirus Response Act, unknown state funding impact, and unknown student enrollment/retention may require the College to delay implementation of some of the initiatives outlined above.

**Review of Part III (A): Attainment of Annual Goals
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include an analysis and assessment of annual and long-range goals for increasing women and minorities in:	-	-	-
<i>EAM positions?</i>	Select one.		
Full-time instructional positions?	Select one.		
Full-time with continuing contract instructional positions?	Select one.		
Does the report identify any new barriers affecting the recruitment and retention of females and/or minorities?	Select one.		

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

1) Provide a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals.

Response: College Administrative staff are evaluated using the approved performance review processes applicable to their respective employee classifications. These performance evaluations are for the purposes of (1) discussing and documenting employee accomplishments through the evaluations period; (2) discussing and documenting employee development opportunities and the quality of employee performance; and (3) discussing and documenting ways employees can sustain satisfactory job performance or improve job performance, as needed.

Supervisors review the employee's information, assess the employee's performance, and together they develop goals for the upcoming year to either enhance their performance or mitigate any areas for improvement. In addition to the Administrative/Professional Performance Evaluation, academic Deans receive feedback from their direct reports. By seeking input from a wider variety of employees, the Deans are able to gain a deeper perspective on their ability to lead continuous improvement and support of the staff within their department.

2) Provide a summary of the college's board of trustees' annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

Response: The President provides leadership to assure the College addresses equity issues required by the State and in bringing forth a report to the Board of Trustees communicating

goals and performance in this area. The Board of Trustees rated the President’s attainment in achieving equity goals very high and recommended new goals for the coming year to include a new equity, diversity and inclusion officer who will oversee diversity initiatives in address creating diversity in employment among our administrators, faculty and staff.

3) What is the date of the president’s most recent evaluation?

Response: The most recent performance evaluation of Dr. Tonjua Williams is dated June 18, 2019.

***Review of Part III (B): Evaluations of Employment Practices
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Does the report include a summary of the results of the evaluation of department chairpersons, deans, provosts and vice presidents in achieving employment accountability goals?	Select one.		
Does the summary describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals?	Select one.		
Does the report include a summary of the results of the annual evaluation of the college president in achieving the annual and long-term goals and objectives?	Select one.		
Does the report include the date of the most recent presidential evaluation?	Select one.		

C. Additional Requirements

The college should complete the following related to additional processes required by section 1012.86, F.S.

1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. **Make a selection: Yes**
Include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

Response: St. Petersburg College (SPC) publishes policies regarding appointment, employment, and evaluation of all personnel through its Human Resources Department. Consistent with its mission, values, and goals, SPC is committed to the recruitment of a diverse faculty, staff and student body,

fostering a climate that treasures differences and provides rich opportunities for continuous growth. The staff of the Human Resources Department strive to provide the environment, resources and encouragement for employees to have the opportunity to develop professionally and personally as well as deliver compensation, benefits, recognition, and a work environment that helps attract, retain and motivate high-quality employees. Committee membership shall be composed of College Staff in budgeted positions and, in some cases, appropriate persons from the community. The committee must include an appropriate representation of race and gender. The committee membership may be representative of the College's service area. The president periodically will certify to Human Resources an updated list of those positions requiring a screening committee. Finally, the addition of the Director of Diversity and Inclusion will assist in additional training of both hiring managers and committee members.

2) Briefly describe the process used to grant continuing contracts.

Response: After five years, full-time Faculty members can be offered continuing contract (SPC's version of tenure) if recommended by their Academic Chair/Program Director or Dean and if the Faculty member has completed the required professional development. Each recommending Dean, Chair or Program Director is asked to submit a summary of five years' worth of evaluations within the Annual and Continuing Contract Review form to the Vice President of Academic Affairs each year for review. The names of those full-time faculty ready to receive Continuing Contract status are brought before the Board of Trustees.

In order to be eligible for a continuing contract, full-time faculty shall meet the following requirements:

a) Complete the minimum years of satisfactory service, based on the criteria set forth herein, and as provided for in the Board of Trustees' Rule 6Hx23-2.21. In all cases, such service shall be continuous except for leave duly authorized and granted. b) Receive the recommendation of the President and the approval of the Board based on successful performance of duties and demonstration of professional competence as developed by the Collaborative Committee on Faculty Evaluation and adopted by the Faculty Governance Organization and College administration, and utilizing the following criteria: 1) Quantifiable measured effectiveness in the performance of faculty duties; 2) Continuing professional development; 3) Currency and scope of subject matter knowledge; 4) Relevant feedback from students, faculty and employers of students; 5) Service to the department, college, and community; and, 6) Demonstrated and measurable contribution to student success. c) Additional criteria developed by Collaborative Committee on Faculty Evaluation and adopted by the Faculty Governance Organization and College administration may include: 1) Educational qualifications and efficiency; 2) Capacity to meet the educational needs of the community; and 3) The length of time the duties and responsibility of this position are anticipated to be needed.

3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status.

Response: All faculty members (full and part-time) at St. Petersburg College participate in annual evaluations. Data is gathered in the new e-Portfolio tool, Faculty 180. The evaluation process is automated with faculty submissions sending emails to Deans/Academic Chairs to notify them of the submission. Faculty meet with their Dean/Academic Chair to review the submission, discuss goals, and professional development intentions. Final Dean/Academic Chair feedback is recorded within the system, and faculty are given time to provide a response to feedback. All evaluations are stored within the system, with multiple college-wide and department level reporting available.

4) Briefly describe the college's budgetary incentive plan to support and ensure the attainment of employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

Response: The College has an advertising budget used to nationally recruit executive administrators and faculty in departments where minorities are underrepresented. There are also Staff and Program Development budgets for Staff and Program development initiatives related to onboarding and retention and enhancing teaching performance. SPC's Center of Excellence for Teaching and Learning (CETL) spearheads faculty professional development that aligns with the College's priority for equity. The College utilizes Staff and Program Development funds to conduct comprehensive faculty in-service training conferences each year. The conferences cover a wide range of topics relative to faculty teaching and learning strategies for improved performance. These sessions are applicable to all faculty including those eligible for continuing contract.

5) Salary Information: In the following table, include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86(2)(b)(5), F.S. Add additional rows if needed.

Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and gender information are not required; however, the college may choose to include additional information for purposes of diversity analysis.

Job Classification	# of New Hires*	New Hires* Salary Range		# of Existing Employee(s) with Comparable Experience	Existing Employee* Salary Range	
21 - Management Occupations	5	\$64,938	\$127,933	100	\$46,226	\$300,000
22 - Business and Financial Operations Occupations	--	---	---	45	\$34,606	\$ 68,556
23 - Computer, Engineering, and Science Occupations	6	\$33,606	\$ 63,796	114	\$32,406	\$ 82,764
24 - Community Service, Legal, Arts, and Media Occupations	1	\$49,760	\$ 49,760	66	\$32,406	\$ 94,513
25 - Instruction	20	\$50,360	\$ 99,369	347	\$41,966	\$ 108,686
29 - Archivists, Curators, and Museum	--	---	---	3	\$43,248	\$ 49,410
30 - Librarians	1	\$46,226	\$ 46,226	12	\$47,613	\$ 78,593
31 - Library Technicians	1	\$27,622	\$ 27,622	19	\$22,443	\$ 42,320
32 - Other Teaching and Instructional Support Occupations	5	\$32,406	\$ 62,896	84	\$32,406	\$ 89,746
33 - Healthcare Practitioners and Technical Occupations	--	---	---	4	\$32,048	\$ 50,448
34 - Service Occupations	18	\$22,443	\$ 40,395	131	\$22,443	\$ 74,072
35 - Sales and Related Occupations	1	\$61,938	\$ 61,938	9	\$35,874	\$ 61,937
36 - Office and Administrative Support Occupations	23	\$27,622	\$ 43,248	286	\$25,022	\$ 95,619

Job Classification	# of New Hires*	New Hires*		# of Existing Employee(s) with Comparable Experience	Existing Employee*	
		Salary Range	Salary Range		Salary Range	Salary Range
37 - Natural Resources, Construction, and Maintenance Occupations	1	\$49,211	\$ 49,211	64	\$25,022	\$ 55,757
38 - Production, Transportation, and Material Moving Occupations	2	\$25,022	\$ 52,416	20	\$25,022	\$ 64,968

*IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2018, and October 31, 2019, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2018.

**Review of Part III(C): Additional Requirements
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees?	Select one.		
Does the report include a description of the process used to grant continuing contracts?	Select one.		
Does the report include a description of the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status?	Select one.		
Has the college developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to section 1012.86, F.S.?			
Did the college include a summary of the incentive plan?			
Did the summary include strategic resource allocation?			
Does the report include a comparison of the salary ranges of new hires to salary ranges for employees with comparable experience and qualifications?	Select one.		

Part IV. Strategies to Overcome Underrepresentation of Students

Student Enrollments

Colleges will continue to examine data trends, using the ENROLLMENT tab, in the representation of students by race, ethnicity, gender, students with limited English-language proficiency (LEP) skills and students with disabilities (DIS) (self-reported) for first-time-in-college (FTIC) and overall enrollment. Based on goals from previous equity reports, identify areas where goals (number of enrollments) set by the college last year were achieved and set goals for 2019-20 reporting year.

Table 1: Enrollment Trends by Race

Race	Reporting Year	FTIC			Total Enrollments		
		Total	Overall	%	Total	Overall	%
Black	2016-17	692	4,349	15.9%	4,847	32,739	14.8%
	2017-18	711	4,378	16.2%	4,608	30,829	14.9%
	2018-19	727	4,237	17.2%	4,655	30,620	15.2%
Hispanic	2016-17	716	4,349	16.5%	4,582	32,739	14.0%
	2017-18	803	4,378	18.3%	4,619	30,829	15.0%
	2018-19	809	4,237	19.1%	4,898	30,620	16.0%
Other	2016-17	352	4,349	8.1%	2,293	32,739	7.0%
	2017-18	365	4,378	8.3%	2,253	30,829	7.3%
	2018-19	362	4,237	8.5%	2,362	30,620	7.7%
All Minorities	2016-17	1,760	4,349	40.5%	11,722	32,739	35.8%
	2017-18	1,879	4,378	42.9%	11,480	30,829	37.2%
	2018-19	1,898	4,237	44.8%	11,915	30,620	38.9%
White	2016-17	2,589	4,349	59.5%	21,017	32,739	64.2%
	2017-18	2,499	4,378	57.1%	19,349	30,829	62.8%
	2018-19	2,339	4,237	55.2%	18,705	30,620	61.1%

Source: Student Data Base (SDB) 2016-17, 2017-18, 2018-19 annual unduplicated headcounts. PERA 1722E; 2/19/2020

Table 2: Enrollment Trends by Gender

Gender	FTIC			Total Enrollments		
	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19
Female	53.0%	55.3%	54.2%	60.3%	61.1%	61.5%
Male	47.0%	44.7%	45.8%	39.7%	38.9%	38.5%

Source: Student Data Base (SDB) 2016-17, 2017-18, 2018-19 annual unduplicated headcounts. PERA 1722E; 2/19/2020

Table 3: Enrollment Trends by Students with Limited English Proficiency and Disabilities

Report Year	Limited English Proficiency (LEP)				Student With Disabilities (DIS)			
	FTIC		Total Enrollments		FTIC		Total Enrollments	
	N	%	N	%	N	%	N	%
2016-17	92	2.1%	652	2.0%	185	4.3%	1,709	5.2%
2017-18	117	2.7%	641	2.1%	175	4.0%	1,701	5.5%
2018-19	106	2.5%	642	2.1%	182	4.3%	1,756	5.7%

Source: Student Data Base (SDB) 2016-17, 2017-18, 2018-19 annual unduplicated headcounts. PERA 1722E; 2/19/2020

Overall Analysis:

Comparison of current St. Petersburg College enrollment trends in Table 1 and 2 (both FTIC and overall) to county forecasts and potential high school graduates (2018-19 compared in Table 4 below), shows that SPC already meets or exceeds the county population race/ethnicity percentages of eligible students, except for the Other and overall enrollment of Total Minority categories. **As minority enrollment and retention are key components to the SPC Strategic Plan, 2019-20 goals are indicative of our current focus areas.**

Regarding Limited English Proficiency and Students with Disabilities (Table 3), overall participation rates have remained consistent year over year in both categories. The same is true for gender participation rates for both FTIC and Overall Enrollment.

Table 4: SPC Enrollment Participation compared to Pinellas County Benchmarks – Race/Ethnicity

Race / Ethnicity	2018-19 SPC FTIC Enrollment		2018-19 SPC Overall Enrollment		2019 ¹ Pinellas County Age (15-64) Forecast		2017-18 Pinellas County Public Senior HS Enrollment		2017-18 Pinellas County HS Graduates	
	N	%	N	%	N	%	N	%	N	%
	White	2,339	55.2%	18,705	61.1%	467,468	70.5%	4,142	58.2%	4,031
Black	727	17.2%	4,655	15.2%	70,320	10.6%	1,257	17.7%	1,044	15.6%
Hispanic	809	19.1%	4,898	16.0%	66,504	10.0%	1,034	14.5%	963	14.4%
Other	362	8.5%	2,362	7.7%	59,006	8.9%	681	9.6%	641	9.6%
Total Minorities	1,898	44.8%	11,915	38.9%	195,830	29.5%	2,972	41.8%	2,648	39.6%

Source: College Annual Equity Update 2019-2020, U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2019, PK-12 Portal (<https://edstats.fldoe.org/>)

Table 5: Enrollment Goals

Enrollments	FTIC			Overall Enrollments		
	2018-19 Goals	2018-19 Goals Achieved (Yes/No)	2019-20 Goals	2018-19 Goals	2018-19 Goals Achieved (Yes/No)	2019-20 Goals
Black	Increase population by 1.0% to 17.2%	Yes population increased to 17.2%	n/a	n/a	n/a	Increase population by 0.2% to 15.4%
Hispanic	Increase population by 0.2% to 18.5%	Yes population increased to 19.1%	n/a	n/a	n/a	n/a
Other Minorities	n/a	n/a	n/a	n/a	n/a	Increase population by 0.4% to 8.1%
White	n/a	n/a		n/a	n/a	n/a
Female	n/a	n/a		n/a	n/a	n/a
Male	n/a	n/a		n/a	n/a	n/a
LEP	n/a	n/a		n/a	n/a	n/a
DIS	n/a	n/a		n/a	n/a	n/a

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

As SPC met its goals for the 2018-19 academic year, new goals have been set for the 2019-20 academic year that are best aligned to the current SPC Strategic Plan and focused on retention of our Black students, thus increasing overall enrolment, and the overall enrollment of our 'other minority' students that are below county percentages.

The college is achieving all goals: Yes If no, provide:

An evaluation of each of the methods and strategies developed to increase student enrollments from underrepresented groups.

Response: N/A

New methods and strategies, if applicable.

Response: N/A

Student Completions

This year’s report evaluates completions of Associate in Arts (AA) degrees, Associate in Science/Associate in Applied Science (AS/AAS) degrees, certificates and baccalaureate degrees, as documented in the COMPLETION tab. Based on goals from previous equity reports, identify areas where goals (number of degree/certificate completions) set by the college last year were achieved and set goals for 2019-20. Certificates include: College Credit Certificates (CCC); Career Certificates (CC); Applied Technology Diplomas (ATD); Education Preparation Institution Certificates (EPI); Certificates of Professional Preparation (CPP); Apprenticeship Programs (APPR); and Advanced Technical Certificates (ATC).

Table 6: Completion Trends by Race

Race	Rpt Year	AA Degrees			AS-AAS Degrees			Certificates			Baccalaureate		
		Num	Total	%	Num	Total	%	Num	Total	%	Num	Total	%
Black	2016-17	383	3,612	10.6%	90	977	9.2%	150	1,236	12.1%	122	1,075	11.3%
	2017-18	326	3,485	9.4%	119	1,044	11.4%	142	1,185	12.0%	126	1,267	9.9%
	2018-19	319	2,800	11.4%	122	1,051	11.6%	136	1,179	11.5%	134	1,158	11.6%
Hispanic	2016-17	418	3,612	11.6%	105	977	10.7%	136	1,236	11.0%	129	1,075	12.0%
	2017-18	452	3,485	13.0%	120	1,044	11.5%	146	1,185	12.3%	149	1,267	11.8%
	2018-19	416	2,800	14.9%	136	1,051	12.9%	148	1,179	12.6%	139	1,158	12.0%
Other	2016-17	282	3,612	7.8%	74	977	7.6%	79	1,236	6.4%	55	1,075	5.1%
	2017-18	287	3,485	8.2%	66	1,044	6.3%	71	1,185	6.0%	66	1,267	5.2%
	2018-19	222	2,800	7.9%	82	1,051	7.8%	71	1,179	6.0%	67	1,158	5.8%
All Minorities	2016-17	1,083	3,612	30.0%	269	977	27.5%	365	1,236	29.5%	306	1,075	28.5%
	2017-18	1,065	3,485	30.6%	305	1,044	29.2%	359	1,185	30.3%	341	1,267	26.9%
	2018-19	957	2,800	34.2%	340	1,051	32.4%	355	1,179	30.1%	340	1,158	29.4%
White	2016-17	2,529	3,612	70.0%	708	977	72.5%	871	1,236	70.5%	769	1,075	71.5%
	2017-18	2,420	3,485	69.4%	739	1,044	70.8%	826	1,185	69.7%	926	1,267	73.1%
	2018-19	1,843	2,800	65.8%	711	1,051	67.6%	824	1,179	69.9%	818	1,158	70.6%

Source: Student Data Base (SDB) 2016-17, 2017-18, 2018-19 annual unduplicated headcounts. PERA 1722E; 2/19/2020

Table 7: Completion Trends by Gender

Gender	AA Degrees			AS-AAS Degrees		
	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19
Female	59.9%	63.7%	61.9%	64.8%	64.5%	64.8%
Male	40.1%	36.3%	38.1%	35.2%	35.5%	35.2%
Gender	Certificates			Baccalaureate		
	2016-17	2017-18	2018-19	2016-17	2017-18	2018-19
Female	46.9%	46.7%	46.6%	67.3%	67.6%	66.3%
Male	53.1%	53.3%	53.4%	32.7%	32.4%	33.7%

Source: Student Data Base (SDB) 2016-17, 2017-18, 2018-19 annual unduplicated headcounts. PERA 1722E; 2/19/2020

Table 8: Completion Trends by Students with Limited English Proficiency and Disabilities

Reporting Year	AA Degrees		AS - AAS Degrees		Certificates		Baccalaureate	
	LEP	DIS	LEP	DIS	LEP	DIS	LEP	DIS
2016-17	63	178	14	77	26	66	16	52
2017-18	45	174	19	67	17	55	21	52
2018-19	39	168	20	76	14	54	18	65

Source: Student Data Base (SDB) 2016-17, 2017-18, 2018-19 annual unduplicated headcounts. PERA 1722E; 2/19/2020

Overall Analysis:

SPC’s Strategic Plan has several completion goals, the main one being increasing the number of overall completions to 8,200 or 6.5% within three years. Another completion goal is to increase FTIC student completion within 150% of time by 50%. To meet these goals, the college has focused on closing the achievement gap of our larger minority populations, both Black and Hispanic students.

Last year, SPC moved to setting 3-year goals for the equity report. However, during the first year (2018-19), SPC achieved its goal of increasing AA attainment by our Black student population. As for its goal of AS degree attainment by our Hispanic student population, the College made steady progress but has not quite achieved its goal. Therefore, for the 2019-20 the AS degree goal will continue. In addition, as the Hispanic student population at the College has increased 7% in size in the past three years (a 1.5% increase in relation to overall student population), two additional goals have been added for this population – one for AA attainment and one for Baccalaureate attainment.

Table 9: Completion Goals

AA Degrees	2018-19 Goals	2018-19 Goals Achieved (Yes/No)	2019-20 Goals
Black	Increase overall participation by 2.0% within three years.	Yes (Increased from 9.4% to 11.4%)	n/a
Hispanic	n/a	n/a	Increase overall participation by 0.5% to 15.4%
Other Minorities	n/a	n/a	n/a
White	n/a	n/a	n/a
Female	n/a	n/a	n/a
Male	n/a	n/a	n/a
LEP	n/a	n/a	n/a
DIS	n/a	n/a	n/a
AS/AAS Degrees	2018-19 Goals	2018-19 Goals Achieved (Yes/No)	2019-20 Goals
Black	n/a	n/a	n/a
Hispanic	Increase participation by 2.0% within three years to 13.5%.	No (Increased by 1.4 percentage points from 11.5% to 12.9%)	Increase participation by 2.0% within three years to 13.5%.
Other Minorities	n/a	n/a	n/a
White	n/a	n/a	n/a
Female	n/a	n/a	n/a
Male	n/a	n/a	n/a
LEP	n/a	n/a	n/a
DIS	n/a	n/a	n/a

Certificates	2018-19 Goals	2018-19 Goals Achieved (Yes/No)	2019-20 Goals
Black	n/a	n/a	n/a
Hispanic	n/a	n/a	n/a
Other Minorities	n/a	n/a	n/a
White	n/a	n/a	n/a
Female	n/a	n/a	n/a
Male	n/a	n/a	n/a
LEP	n/a	n/a	n/a
DIS	n/a	n/a	n/a

Baccalaureate Degrees	2018-19 Goals	2018-19 Goals Achieved (Yes/No)	2019-20 Goals
Black	n/a	n/a	n/a
Hispanic	n/a	n/a	Increase overall participation by 0.5% to 12.5%
Other Minorities	n/a	n/a	n/a
White	n/a	n/a	n/a
Female	n/a	n/a	n/a
Male	n/a	n/a	n/a
LEP	n/a	n/a	n/a
DIS	n/a	n/a	n/a

Colleges should continue to assess, modify and/or develop new methods and strategies for accomplishing the established goals that have not been achieved based on goals set in the previous year.

The college is achieving all goals: **no** If no, provide:

An evaluation of each of the methods and strategies developed to increase student completions from underrepresented groups.

Response:

Below are a few examples of SPC’s continued dedication and commitment to improve the college experience and academic success for our underrepresented students and support our completion efforts:

- **Women on the Way (WOW)** has been working to develop an online program which models the face-to-face orientation, advising and tutoring support to qualified students. The textbook and technology lending library was expanded. Online MyCourses and Workplace Facebook group was developed to keep students engaged and moving forward.
- The **Summer of Success** program supports underrepresented minority males and females with opportunities to engage in summer, pre-college and college, personal management workshops, academic learning, and early discussions about career aspirations and degree. Beginning summer 2020, two additional campuses (Seminole and Downtown/Midtown) are now offering 125 qualified students an opportunity to participate. Campus availability at Tarpon, Clearwater, Seminole, Gibbs and Downtown/Midtown.
- To support academic efforts in Pinellas County, Retention Services is aligning a Pre-College team to work with K-12 outreach and academic engagement. A fully implemented transition plan, “From grade school to graduation” will go in effect fall 2020.
- **Guided Pathways** at SPC provides students with a thoughtfully- constructed, ordered list of courses to take to achieve their degree. Since its inception in 2014, SPC has embedded this list in its advising reports, its registrations processes, and its student dashboard in order to help students recognize when they are taking courses that are not on their path to graduation. This is especially important for students who are looking to graduate with their Associate of Arts degree, as their tendency to explore is greater. Clear transfer pathways into university and SPC baccalaureate programs provide the necessary detail to keep

students on track to graduation. Since 2014-15, there was a 25% decrease in the number of students graduating with an excess of 72 hours.

- **Career and Academic Communities** help students connect their educational journeys with their intended career outcomes and success, St. Petersburg College (SPC) has developed Career and Academic Communities made up of all associate, baccalaureate, certificate, and non-credit degree programs within a similar career field. In order to provide a concise roadmap to graduation and economic opportunity, the college utilizes the Guided Pathways approach, which helps take the guesswork out of course selection, offers personalized support, and delivers relevant and clear communication to students.

Each Career and Academic Community is led by a leadership triad consisting of a lead faculty member, an advisor, and a learning support specialist. This leadership team is responsible for active communication for students within their community and hosting events that allow students to explore career paths and be exposed to industry leaders. Internal research shows students that participate in college sponsored events successfully complete courses at a higher rate. For Fall 2019, 84% of student successfully completed their courses compared to the 77% of the general population – a difference of 7 percentage points. Half of the events were directly attributed to Career and Academic Communities with 14,164 students in attendance.

- The **PITCH program** (Providing Instructions for Tomorrow's Collegiate and Hires) is designed to help at-risk African American men gain work readiness skills, obtain workplace certifications and enroll in postsecondary education. The total number of 2019-20 participants of 52 is 149% higher than the goal of 35. The table below shows other milestones that were achieved by the second-year cohort.

PITCH Second Year (2018-19) Milestones

Milestones	Enrolled	Completed	Completion Rate
College Success Course	28	32	114%
Computer Literacy Course	26	19	73%
Certification Program Completion	28	27	96.4%
Mobile Device Repair	11	8	72.7%
Clinical Medical Assistant	12	10	83.3%
Programmable Logic Controller	1	1	100.0%

- Performing vital academic services for all students, Learning Resources (LR), comprised of both library and tutoring services, undertook a new initiative in 2019 to help close the gap for African-American males at St. Petersburg College (SPC). In January 2019, LR identified 229 African-American males with a cumulative GPA at or below 2.0, and following an email message from our academic deans setting a background for these students' challenges, the LR department's leadership team reached out to over 300 faculty in whose courses these students were enrolled, making them aware of learning services available to this cohort. In summer 2019, LR repeated the process of reaching out to faculty concerning these "at-promise" students; however, the cohort was expanded to include African-American males with a cumulative GPA at or below 2.49. Additionally, a male faculty or staff mentor was assigned to the 301 students identified during summer with outreach made directly to these students.

In fall 2019, more than 600 students were identified in the cohort with a cumulative GPA at or below 2.49. Learning Resources collaborated with Online Learning & Services and Student Affairs staff about a more unified messaging and identification system. As a result, faculty are able to identify students in this cohort through the Learning Management System’s Faculty Tools widget. Cohort members have an Outreach Initiatives Student icon next to their name on the course Persona page. In addition, Student Affairs and Learning Resources crafted a faculty help guide, linked to the icon, which aims to align the many available services with the multitude of needs this cohort may experience.

Overall, the development of this outreach initiative represents a strong correlation with 58% of African-American males receiving services from Learning Resources, in Academic Year 2018-19, including more than 14,000 visits to libraries and learning centers.



New icon for Outreach Initiatives Students now found in the Student Persona tab in Faculty Tools

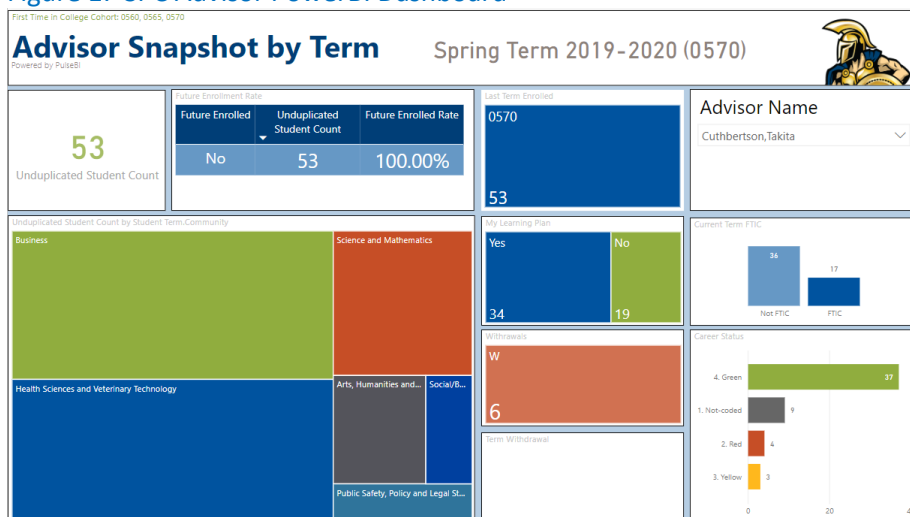
New methods and strategies, if applicable.

Response:

- **Downtown and Midtown First-time in College (FTIC) and Underrepresented Student Initiatives**

This year, St. Petersburg College re-focused its case management model emphasizing FTIC students by utilizing a PowerBI Dashboard (Figure 1.). This enhanced advisors’ ability to manage caseloads and identify cohorts (FTIC and underrepresented students) for targeted engagement (specific activities or focus groups). Meaningful advisor support interactions are tracked over the first 3 semesters of a student’s college experience.

Figure 1: SPC Advisor PowerBI Dashboard



FTIC students receive a welcome letter that outlines various resources from the Provost and Associate Provost offices. The top classes taken by FTIC students are shared with the

Academic Deans. The intent is to encourage our faculty to target High Impact Practices into these courses.

The College also focuses specific Student Life programming on these populations to socialize with faculty and staff outside of the classroom. These interactions create a sense of community and decrease anxiety for new students getting accustomed to an educational environment. One of our signature events for this year was a Pro Go-Karting experience (Figure. 2). This was a joint collaborative effort with St. Pete/Gibbs, Midtown and Downtown.

Figure 2: Pro Go-Karting Event



Additional initiatives included Talk Shop engagement events for our African American male students in which 20 SPC students participated. These were collaborative events focusing on study strategies with open discussions between students and student services staff. The insights gained will allow us to build stronger, more focused programming for underrepresented populations in the future. Furthermore, a Cuts and Conversations Barbershop series will be offered during the fall 2020 semester where local barbers will provide free haircuts and various speakers will share success strategies to male students of color.

Below are a few additional examples of SPC's continued dedication and commitment to improve the college experience and academic success for our underrepresented students and support our completion efforts:

- Resurrection of the **Brother to Brother** Program, which will provide campus mentoring for African American males from the college admissions process all the way to graduation. It will also include mandated professional development that leads to the creation of an inclusive and equitable campus climate inside and out of the classroom environment, with a special focus on working with African American males. In addition, a working group (comprised of faculty, deans, learning resource staff, advisors, and students) will be charged to develop, design, implement and assess curriculum, pedagogical practices, modality, scheduling, and lesson planning that will improve the success rates of African American male students in Gateway courses. Finally, it will include the development of a Summer Bridge and FTIC Program to assist with the recruitment and onboarding of African American Males through intentional interactions. Through this part of the program, all African American males at St. Petersburg College, will be invited to academic workshops, and social mixers with faculty, staff, and their peers to promote campus inclusiveness and create a sense of belonging.
- Funded through the University of Central Florida, Florida Center for Students with Unique Abilities, **Florida Postsecondary Comprehensive Transition Program (FPCTP)**, SPC will support students with intellectual disabilities who are seeking a postsecondary experience leading to gainful employment through its Titans UP program. This program operates on a

cohort model, admitting 8-10 students per year. As a strengths-based program, Titans UP utilizes multiple assessments to determine and track students' needs, skill levels, and academic achievement. Students will benefit from an inclusive college experience that allows them to attend integrated classes, participate in student clubs and campus events, build relationships with student peer mentors, and progress in specific academic certificate tracks. Finally, SPC partners with community vocational services to provide job shadowing, career skills, on the job training, and paid employment opportunities for these students.

- **Career Coaching:** As soon as students register, they can choose the Career and Academic Community that best suits their desired end goal. During their first fifteen credit hours, they have the opportunity to explore different career paths and their associated degree programs to help them make the best choice without losing time to degree. Working with an SPC advisor, students develop a personalized career action plan and are connected them with free resources such as career assessments, resume writing workshops, career fairs, and access to job databases to make sure students are well-prepared for success in the workplace. All SPC advisors are trained and certified as Career Development Facilitators and are assigned to specific communities to they can be well informed in that industry's offerings and provide appropriate coaching. During 2018-19, 4,400 career assessments were conducted with students and 2,285 student resumes were reviewed.
- **Year Up** is a yearlong program that is offered at our SPC Midtown Center. It provides students with six (6) months of learning and six months of internship with the attainment of a SPC certificate upon completion. The program began in the Spring of 2019 and has served 122 students. Students have an opportunity to pursue two tracks, IT and Business, with a new cohort class beginning every six months. Currently there are eight internship partners - JPMorgan Chase & Co., Bank of America, Raymond James Technology, Nielsen, PharMerica, Johns Hopkins Medicine, New York Life, and Liberty Mutual. The majority of Year Up students are hired full-time – to date 71% of IT graduates and 63% Business graduates have been hired.
- Through **Child Care Access Means Parents in School (CCAMPIS) program**, funded by the U.S. Department of Education, SPC will serve an estimated 85 students per year through vouchers for local childcare services, provided by licensed and accredited childcare providers near SPC's 11 learning sites. CCAMPIS participants will benefit from 1:1 academic and social support from program staff and College learning resources, career and academic advising, financial literacy and life skills workshops, peer support networks, on-campus activities with their families, and connections to college and community wrap-around services to meet basic needs.
- SPC received \$100,000 from **Verizon** to support SPC's African American Male Initiative. As a direct response to recent data on African American/black male success rates, the initiative will implement research-based strategies for increasing success rates for African American males, including academic support, increased student engagement and activities, and faculty and staff professional development. The goal is to increase academic success and build soft skills, which are foundational for long-term economic mobility.
- SPC received \$1500 from the **Aurora Foundation** to support Veterans Services activities and help veteran students succeed in and out of the classroom. Funds will be used to support an orientation for veteran students to increase engagement, provide resources and networking opportunities, and increase awareness and visibility of Veterans Services on campus.

Student Success in Targeted Programs

The college's plan for 2018-19 should have included methods and strategies to increase the participation of students in programs and courses in which students have been traditionally underrepresented, including, but not limited to, mathematics, science, computer technology,

electronics, communications technology, engineering and career education, as required under section 1000.05(4), F.S. Colleges should provide any updates to methods and strategies, if applicable.

The college is providing updates: **Yes** If no, provide:

An evaluation of each of the methods and strategies developed to increase underrepresented student participation in programs and courses.

Response: [Click here to enter text.](#)

- **SEEDS** (Scholarships for Education & Employment Development in STEM): Between 2015 and 2020, scholarships were awarded to 102 students, exceeding the project's goal of at least 80. Successfully focusing on diversity and underrepresented individuals in STEM, women comprised 51% of S-STEM scholars, 18% were Hispanic and 18% were African American. Of the scholarship recipients, 78 (76%) graduated with either an associate's (44 scholars, 56%) or a bachelor's (34 scholars, 44%) degree. Twenty-four (55%) of those who obtained an associate's degree and nine (24%) with bachelor's degrees matriculated to four-year institutions to continue their degree or entered a post-baccalaureate program in STEM at institutions including University of South Florida, University of Florida, Florida State University, University of Central Florida, Florida A&M and Florida Polytechnic Institute. Of the graduates that did not matriculate, 10 (8%) were able to obtain a job in their STEM field. In addition, of the 24 students that did not graduate, 16 (67%) are still pursuing a STEM (associate or bachelor's degree) at SPC. The 78 graduating scholars had an average GPA of 3.4 (based on exit interviews).
- **Tampa Bay Bridge to the Baccalaureate (TB-B2B) Alliance:** Below is information on Alliance applications results to date. All students participate in STEM related events, coaching/advising, and utilize B2B Commons area. Fifty-four percent of the students qualify for direct funding for items such as conference travel, undergraduate research experiences, and lending library.
 - Approximately 528 students applied to the TB-B2B program to date.
 - 53.8% of our applicants are female students.
 - Approximately half of all applicants identified their ethnicity as Hispanic.
 - Of all applicants identifying a specific race on their application, an estimated 185 identified as Black/African American, 195 identified as Hispanic, 11 identified as American Indian, 8 identified as Native Hawaiian, and 1 identified as multi-race or other.
 - 100% of the students enrolled in SPC's and SCF's Summer STEM programs were retained for the Fall 2018 B2B cohort. HCC lost two students due to their changing majors outside of the NSF-defined STEM courses of study, but has retained the remainder of its students.

Below are a few highlights specific to St. Petersburg College – Outreach and recruitment targeting current, pre-college, and non-traditional students interested and participating in STEM areas of study. A few examples specifically to SPC include:

- Collaborated with other programs such as the College Reach Out Program (CROP), and PITCH to enhance recruiting efforts. The PITCH program (Providing Instructions for Tomorrow's Collegians, and Hires) provides high quality educational, career, and character development training for African-American males while the CROP program serves middle and high school students in the local region.
- Program Coordinators have maintained successful relationships with other SPC programs such as Veteran Services, Women on the Way, and TRIO (Student Support

Services), which contributes to recruiting efforts. Other Alliance members have utilized similar programs at their institutions.

- TB-B2B Alliance Manager and TB-B2B Program Coordinators hosted tables at community events such as the RoboFest 2019, SPC/University of South Florida Good Vibes Festival, and Tampa Bay’s Sports Fest.
- SPC held an Underwater Robotics Workshop at the Bay Pines STEM Center and an Artificial Reality/Virtual Reality Lecture and Workshop with Kevin Hohl from HD Interactive at the Clearwater Campus.
- At SPC, eight (8) students completed an Undergraduate Research Experiences ranging from Microbiology, Cybersecurity, Environmental Science, Mathematics and Computer Sciences with SPC faculty mentors.
- The Summer Bridge curriculum was more rigorous with partner incorporated science fusion events and career development workshops. HCC extended their Summer Bridge by a week at the request of their students. SCF built more science activities into their curriculum. SPC incorporated career development workshops and a STEM industry visit into their curriculum.

New methods and strategies, if applicable.

Response: [Click here to enter text.](#)

- Since September 2017, a state-wide effort through the Florida Student Success Center centered on **mathematics redesign**. Florida College System institutions worked to ensure high school to college and college to university alignment to ensure faster time to degree. SPC revisions to the Liberal Arts/Statistics pathway phased out MAT 1100 in Fall 2019 and removed barriers for student entry into MGF 1106 and 1107. The tables below shows a 13.7% increase in in college-level math completions with comparable success rates to the previous year.

College-Level Math Completions

	Fall 2018 Completions	Fall 2019 Completions	Difference In Completions
College-Level Math	3,979	4,523	544 (13.7%)
MGF 1106	474	890	416 (87.8%)
MGF 1107	414	534	120 (29.0%)
FTIC	243	524	281 (115.6%)
African American	328	399	71 (21.6%)
African-American Male	105	132	27 (25.7%)

MGF1106/MGF1107 Success Rates

Course	Fall 2018 Enrollment	Fall 2018 Success Rate	Fall 2019 Enrollment	Fall 2019 Success Rate
MGF 1106	692	68.50%	1,372	64.90%
MGF 1107	551	75.10%	712	75.00%

- SPC received \$30,000 from **Duke Energy Foundation** to support the growing shortage of energy industry workers in Tampa Bay by building a sustainable pathway from community engagement to education and future employment. The project focuses on the talent pipeline of minority and economically disadvantaged individuals by offering community workshops,

accessible academic support and scholarships targeted for First Generation Engineering Technology students. Started in July, 2019, the program has provided support for two hands-on Computer Aided Design workshops, tutoring for Engineering students, and scholarships for 150 First Generation students.

- SPC received approximately \$10,000 from the **Tampa Bay Estuary Program** to support habitat restoration at SPC's STEM Center. Students and community members have participated in more than 1000 hours of volunteer service to help remove invasive species and install native plants as part of the habitat restoration efforts. The project also provides increased student research opportunities and promotes student and community environmental education and stewardship.

**Review of Part IV: Strategies to Overcome Underrepresentation of Students
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Is the college achieving all its goals in terms of student enrollments by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
Is the college achieving all its goals in terms of student completions by race, gender, students with disabilities and students with limited English proficiencies?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		
The report should include an analysis of student participation in traditionally underrepresented programs and courses, including, but not limited to, mathematics, science, computer technology, electronics, communications technology, engineering and career education. Did the college provide updates for its goal in terms of student completions across the aforementioned categories?	Select one.		
If no, evaluation of current methods and strategies and new methods and strategies provided?	Select one.		

**Part V. Substitution Waivers for Admissions and
Course Substitutions for Eligible Students with Disabilities**

Course Substitution Report, Form CSR01

Please list the number of students who received course substitutions as well as the required course(s), substitution(s) provided and discipline area (e.g., mathematics) by disability type beginning with the fall semester of the preceding academic year. For the courses, please include the prefix, course number and course name (e.g., ENC 1101 Composition I). Add rows if necessary. Please indicate "0" for the number of students if no substitutions were granted.

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Deaf/Hard of Hearing	0	NA	NA	NA
Visual Impairment	0	NA	NA	NA
Specific Learning Disability	1	MGF 1107 (Mathematics for Liberal Arts 2)	GLY 2010 (Physical Geology)	AA degree/ EMT Certification 1
Orthopedic Impairment	0	NA	NA	NA
Speech/Language Impairment	0	NA	NA	NA
Emotional or Behavioral Disability	0	NA	NA	NA
Autism Spectrum Disorder	0	NA	NA	NA

Disability Type	Number of Students	Required Course(s) (prefix, number and title)	Substituted Course(s) (prefix, number and title)	Discipline Area
Traumatic Brain Injury	0	NA	NA	NA
Other Health Impairment	0	NA	NA	NA

How many requests for course substitutions were made and how many substitutions were granted during the preceding academic year? (Please list the number of requests per semester starting with the fall semester.) Please indicate "0" if no substitutions were requested or granted.

Semester	Number of Substitutions Requested	Number of Substitutions Granted
Fall	1	1
Spring	1	1
Summer	0	0
Total	2	2

**Review of Part V: Course Substitutions
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Did the college submit the Course Substitution Report?	Select one.		

Part VI. Gender Equity in Athletics

The college offers athletic programs: **Yes** If no, move to the next section. If yes, complete this section.

Assessment of Athletic Programs

Section 1006.71, F.S., Gender equity in intercollegiate athletics, is applicable to postsecondary institutions offering athletic programs. Florida College System institutions that offer athletic programs shall develop a gender equity plan pursuant to section 1000.05, F.S. The plan is to include consideration of equity in sports offerings, participation, availability of facilities, scholarship offerings and funds allocated for administration, recruitment, comparable coaching, publicity and promotion and other

support costs. An annual assessment is required and each college president is to be evaluated on the extent to which gender equity goals have been accomplished.

For this part, provide the college's latest Equity in Athletics Disclosure Act (EADA) Survey Federal Report as an appendix.

Data Assessment

Section 1006.71, F.S., requires an assessment of major areas to evaluate the college's progress toward gender equity in athletics.

Sports offerings and whether they effectively accommodate the interests and abilities of members of both genders:

1. We currently have 4 women's teams and 2 men's teams.
2. Participation rates, substantially proportionate to the enrollment of males and females: Yes, which is detailed further in the enrollment and athletic participation spreadsheet (noted below).
3. Availability of facilities, defined as locker rooms, practice areas, and competitive facilities: The St. Petersburg College gym sports (women's volleyball, men's and women's basketball) all have dedicated locker rooms. Women's tennis participates at an off campus facility. Men's baseball and women's softball are housed at the Clearwater Campus and both teams have designated locker room space. In 2018 St. Petersburg College entered into a contractual agreement with the City of Clearwater for women's softball to play and practice at the Eddie C. Moore Sports Complex and for the men's baseball team to practice and play at Jack Russel Stadium.
4. Scholarship offerings for athletes: Total # of scholarships that are available for women by sport: Volleyball-14, Basketball-15, Softball-18 and Tennis-9. Total # of scholarships that are available for men by sport: Basketball-24 and Baseball-24. Funds allocated for the athletic program overall: \$1,524,390.24.
5. Administration: The Athletic Director reports to the Senior Vice President of Student Affairs, who in turn reports to the President.
6. Recruitment: Recruitment is at the discretion of the coach with periodic involvement from the athletic administration. They (Head Coaches) all have budgets that they can draw from to pay for recruitment, equipment, travel, etc. A complete breakdown of expenses can be seen in the EADA report that's included in this submission.
7. Comparable coaching: SPC has 3 full-time head coaches (Men's Baseball, Women's Softball & Women's Volleyball) and 3 part-time head coaches (Men's Basketball, Women's Basketball, and Women's tennis).
8. Publicity and promotion: St. Petersburg College Athletics is promoted through multiple channels such as the website (on the athletic page and events calendar), electronic signage that posts game dates/times for our sports, and sandwich boards on campus. Additionally, there are Media Guides printed with information on all sports and schedule cards (per sport) that are created and handed out in the community. Athletics staff and coaches use blogs, Twitter, Facebook, and other social media outlets as a way to promote athletics at the college. We also were able to continue to live stream home games for Men and Women's sport that increase exposure.

9. Other support costs: The Foundation Department houses the college related donations, including athletic monetary support. Additionally, when an athletic team qualifies for state or national tournaments, a separate budget is provided by the Senior Vice President of Student Affairs.

10. Travel and per diem allowances: Allowances are allowed for each team when traveling and payment for travel comes from within their team budget. Per Diem costs are also allowable when teams travel overnight. Oversight of per diem allotments come via a sign in sheet, where the student verifies receiving money.

11. Provision of equipment and supplies: is noted in 6 above

12. Scheduling of games and practice times: Men's and Women's basketball split time in the gym with women's volleyball. However, women's volleyball begins in early August and therefore, there rarely seems to be issues with scheduling between the court sports. Whereas, women's tennis, women's softball, and men's baseball practice and play games off campus with very little interruption to their practice or game schedules.

13. Opportunities to receive tutoring: Each and every student athlete has access to free tutoring on all campuses, Monday-Thursday 8:00 am-8:00 pm, Friday 8:00 am-3:00 pm, periodic Saturday hours (varies by campus), and closed on Sundays. In addition to tutoring, each head coach requires a specific amount of hours to be spent in study hall (on a weekly basis).

14. Compensation of coaches and tutors: The athletic department funds salaries for all coaches with the exception of the Men's and Women's Basketball coaches-who are partially paid from the other departments in which they are assigned to.

15. Medical and training services: The Athletic Department at SPC has a Certified Athletic Trainer at all home contests. As for medical services, student athletes not covered by their parents or guardians insurance are covered by SPC's insurance plan.

16. Housing and dining facilities and services: Student athletes who receive full scholarships (tuition, book stipend, food allowance and housing supplement) have the ability to select and live in housing of their choice. The college does not sign lease agreements for housing. St. Pete/Gibbs and Clearwater Campuses both have college approved food vendors where student athlete may dine if that's their desire.

Provide updates or new information related to sports offerings; participation; availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions; or other considerations by the college to continue efforts to achieve gender equity. If the college is not in compliance with Title IX, updates must be included in the college's Corrective Action Plan of this report.

Compliance with Title IX

Using athletic participation data from the latest EADA Survey Federal Report, complete the following table to determine gender equity based on participation rates.

Athletic Participation by Gender Compared to Student Enrollments by Gender for July 1, 2017, through June 30, 2018, and July 1, 2018, through June 30, 2019

	2017-18			2018-19			
	Males	Females	Total	Males	Females	Total	
Total Number of Athletes	39	53	92	Total Number of Athletes	39	48	87
Percent of Athletes by Gender	42%	58%	100%	Percent of Athletes by Gender	45%	55%	100%
Total Number of Enrollments	12,026	18,839	30,865	Total Number of Enrollments	11,782	18,838	30,620
Percent of Enrollments by Gender	39%	61%	100%	Percent of Enrollments by Gender	39%	61%	100%
Difference between the percent of athletes and the percent of students enrolled	3%	-3%	0	Difference between the percent of athletes and the percent of students enrolled	6%	-6%	0

Proportionality of Participation

Based on the table, is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled? **2017-18: Yes 2018-19: No**

Based on the participation rates of female athletes compared to female enrollments and based on the college's athletic program assessment as presented in the EADA Survey Federal Report, check at least one component below for assuring the institution is in compliance with Title IX, Gender Equity in Athletics.

- Accommodation of interests and abilities
- Substantial proportionality
- History and practice of expansion of sports

Corrective Action Plan

If the program is not in compliance, complete the Corrective Action Plan below and specify or update the plan to achieve compliance. Include completion dates for each method and strategy.

Gender Equity in Athletics Component	Planned Actions to Address Deficiencies Found in Athletics	Responsible Person(s) and Contact Information	Timelines

**Review of Part VI: Gender Equity in Athletics
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include the Equity in Athletic Disclosure Act (EADA) Survey Federal Report for 2019?	Select one.		
Does the equity report reflect updates or new information related to: sports offerings; participation, availability of facilities; scholarship offerings; funds allocated for administration, recruitment, comparable coaching, publicity and promotions, or other considerations by the college to continue efforts to achieve gender equity?	Select one.		
Is the percentage of female athletes greater than (or at least within 5 percentage points of) the percent of female students enrolled?	Select one.		
Does the report include any of the following to ensure compliance with Title IX?	Select one.		
Accommodation of interests and abilities	Select one.		
Substantial proportionality	Select one.		
History and practice of expansion of sports	Select one.		
If there were any disparities in sections A or B, or if the percentage of female participants was not substantially proportionate to the percentage of female enrollments, did the college submit a corrective action plan?	Select one.		

Part VII. Signature Page

FLORIDA EDUCATIONAL EQUITY ACT
2019-20 Annual EQUITY UPDATE REPORT
Signature Page

St. Petersburg College

The college ensures that section 1000.05, F.S., section 1006.71, F.S., and section 1012.86, F.S., and implementing Rules 6A-6A-10.041 and 6A-19.001-.010, F.A.C., referenced in this report, are properly implemented and that this institution prohibits discrimination against students, applicants for admission, employees or applicants for employment on the basis of race, color, ethnicity, national origin, gender, pregnancy, disability, age or marital status.

The college has developed policies and procedures for providing reasonable substitutions for admission, graduation, study program admission and upper-division entry for eligible students with disabilities as required by section 1007.264 and section 1007.465, F.S., and for implementing Section 504 of the Rehabilitation Act of 1973.

The institution is in compliance with the identified components of the athletic programs, as required by Title IX, the Florida Educational Equity Act, section 1006.71, F.S., Gender equity in intercollegiate athletics and, where not compliant, the college has implemented a corrective action plan. (Applicable for institutions with athletic programs.)

The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of section 1012.86, F.S.

EQUITY OFFICER

DATE

COLLEGE PRESIDENT

DATE

Jenpia Williams

6/16/20

CHAIR OF DISTRICT BOARD OF TRUSTEES

DATE

Katherine E. Cole

6/16/20

This concludes the 2019-20 Annual Equity Update Report, which must be submitted, as a Word document, to FCSInfo@fldoe.org by May 1, 2020. Colleges may attach additional files (PDF or Word) as appendices. Note: while the report must be submitted by May 1, 2020, DFC will accept signature pages signifying district board of trustees' approval after the May 1, 2020, deadline, if the college indicates the equity report approval is scheduled for the next district board of trustees meeting.

Equity in Athletics 2019

Institution: St Petersburg College (137078)
User ID: E1370781

Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

1. How will you report Operating (Game-day) Expenses?

<input checked="" type="radio"/> By Team	<input type="radio"/> Per Participant
--	---------------------------------------

2. Select the type of varsity sports teams at your institution.

<input checked="" type="checkbox"/>	Men's Teams
<input checked="" type="checkbox"/>	Women's Teams
<input type="checkbox"/>	Coed Teams

3. Do any of your teams have assistant coaches?

<input checked="" type="radio"/> Yes	
<input checked="" type="checkbox"/>	Men's Teams
<input checked="" type="checkbox"/>	Women's Teams
<input type="checkbox"/>	Coed Teams
<input type="radio"/> No	

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Institution: St Petersburg College (137078)
User ID: E1370781

Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.					
Sport	Men's	Women's	Sport	Men's	Women's
Archery	<input type="checkbox"/>	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/>	Bowling	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input type="checkbox"/>	<input type="checkbox"/>	Diving	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey	<input type="checkbox"/>	<input type="checkbox"/>	Football	<input type="checkbox"/>	<input type="checkbox"/>
Golf	<input type="checkbox"/>	<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>	<input type="checkbox"/>	Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>	<input type="checkbox"/>	Rodeo	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>	<input type="checkbox"/>	Sailing	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	<input type="checkbox"/>
Softball	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Squash	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input type="checkbox"/>	<input type="checkbox"/>	Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming	<input type="checkbox"/>	<input type="checkbox"/>	Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>	<input type="checkbox"/>	Track and Field (Outdoor)	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined)	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Polo	<input type="checkbox"/>	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>	<input type="checkbox"/>

CAVEAT

The caveat on this screen is for internal use and does not appear on the EADA Dissemination Website (public site). If you want information to appear on the public site, enter it on the Athletic Participation screen.

* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

- If you save the data on this screen, then return to the screen to make changes, note the following:
 - 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
 - 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Baseball	26	
Basketball	13	10
Softball		19
Tennis		8
Volleyball		11
Total Participants Men's and Women's Teams	39	48
Unduplicated Count of Participants (This is a head count. If an individual participates on more than one team, count that individual only once on this line.)	39	48

CAVEAT

(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field. The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball	1		1						1
Basketball		1	1						1
Coaching Position Totals	1	1	2	0	0	0	0	0	2

CAVEAT

Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field. The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball						1		1	1
Softball					1		1		1
Tennis						1		1	1
Volleyball					1		1		1
Coaching Position Totals	0	0	0	0	2	2	2	2	4
CAVEAT	<div style="border: 1px solid black; width: 100%; height: 50px; margin: 10px 0;"></div>								

Institution: St Petersburg College (137078)
 User ID: E1370781

Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.
 Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.
 For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	35,276	26,754
Number of Head Coaching Positions Used to Calculate the Average	2	4
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	53,047	47,563
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	1.33	2.25
CAVEAT		

Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		3		3					3
Basketball		3	1	2					3
Coaching Position Totals	0	6	1	5	0	0	0	0	6

CAVEAT

Institution: St Petersburg College (137078)
 User ID: E1370781

Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches	
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer		
Basketball							2		2	2
Softball							2		2	2
Tennis							1		1	1
Volleyball							0			0
Coaching Position Totals	0	0	0	0	0	0	5	0	5	5

CAVEAT

Institution: St Petersburg College (137078)
User ID: E1370781

Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	3,200	5,125
Number of Assistant Coaching Positions Used to Calculate the Average	6	4
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)		2
Average Annual Institutional Salary per Full-time equivalent (FTE)	43,636	45,556
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	0.44	0.45

CAVEAT

This information is correct. Each head coach pays their assistant different pay rates. Each of them receive a stipend.

Institution: St Petersburg College (137078)
 User ID: E1370781

Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	281,358	548,464	829,822
Ratio (percent)	34	66	100%
CAVEAT			

Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

	Men's Teams	Women's Teams	Total
Total	0	0	0
CAVEAT			

Institution: St Petersburg College (137078)
 User ID: E1370781

Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.

For a sport with a men's team and a women's team that have a combined budget, [click here for special instructions](#). Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams		Women's Teams		By Team	Total Operating Expenses	
	Participants	Operating Expenses per Participant	By Team	Participants			Operating Expenses per Participant
Basketball	13	2,225	28,928	10	2,747	27,473	56,401
Baseball	26	2,000	52,006				52,006
Softball				19	1,711	32,508	32,508
Tennis				8	2,499	19,993	19,993
Volleyball				11	1,855	20,410	20,410
Total Operating Expenses Men's and Women's Teams	39		80,934	48		100,384	181,318

CAVEAT



Note: This screen is for game-day expenses only.

Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	222,179	200,602	422,781
Baseball	252,647		252,647
Softball		261,494	261,494
Tennis		156,662	156,662
Volleyball		188,663	188,663
Total Expenses of all Sports, Except Football and Basketball, Combined	252,647	606,819	859,466
Total Expenses Men's and Women's Teams	474,826	807,421	1,282,247
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			211,525
Grand Total Expenses			1,493,772
CAVEAT			

Institution: St Petersburg College (137078)
 User ID: E1370781

Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.
 Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.
Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	222,179	200,602	422,781
Baseball	252,647		252,647
Softball		261,494	261,494
Tennis		156,662	156,662
Volleyball		188,663	188,663
Total Revenues of all Sports, Except Football and Basketball, Combined	252,647	606,819	859,466
Total Revenues Men's and Women's Teams	474,826	807,421	1,282,247
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			211,525
Grand Total for all Teams (includes by team and not allocated by gender/sport)			1,493,772
CAVEAT			

Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	70,552	107,016	177,568
2 Total of Assistant Coaches' Salaries	19,200	20,500	39,700
3 Total Salaries (Lines 1+2)	89,752	127,516	217,268
4 Athletically Related Student Aid	281,358	548,464	829,822
5 Recruiting Expenses	0	0	0
6 Operating (Game-Day) Expenses	80,934	100,384	181,318
7 Summary of Subset Expenses (Lines 3+4+5+6)	452,044	776,364	1,228,408
8 Total Expenses for Teams	474,826	807,421	1,282,247
9 Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	22,782	31,057	53,839
10 Not Allocated Expenses			211,525
11 Grand Total Expenses (Lines 8+10)			1,493,772
12 Total Revenues for Teams	474,826	807,421	1,282,247
13 Not Allocated Revenues			211,525
14 Grand Total Revenues (Lines 12+13)			1,493,772
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

To return to a data entry screen, click on the link in the [Navigation Menu](#).
 To proceed to the Supplemental Information screen, click on the link in the [Navigation Menu](#) or click on the "Next" button on this screen.

Institution: St Petersburg College (137078)
User ID: E1370781

Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program. This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk. To explain specific data entered on a previous screen, please use the caveat box on that screen.

A large, empty rectangular box with a thin black border, intended for the user to provide supplemental information. The box is currently blank.

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President



SUBJECT: U.S. Department of Education – Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education, by St. Petersburg College for the Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding – Student Aid, Institutional Portion, and Strengthening Institutions Program. Permission is also sought to accept an estimated \$13,440,617 in funding over a one-year period for this opportunity, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

The CARES Act Higher Education Emergency Relief Fund has been enacted to support institutions of higher education impacted by COVID-19. The initial formula grant funds provided to St. Petersburg College (SPC) were to follow the below guidance:

- Student Aid (\$6,406,741): 50% of the funding is to go to providing emergency financial aid grants to students whose lives have been disrupted by the pandemic. Institutions have the responsibility of determining how grants will be distributed to students, how the amount of each student grant is calculated, and the development of any instructions or directions that are provided to students about the grant.
- Institutional Portion (\$6,406,741): up to 50% of the funds received will cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship.
- Strengthening Institutions Program (\$627,135): Based on SPC's Title III, Strengthening Institutions Program (SIP), designation the College qualified for additional CARES Act funding. Funding under this section may be used for grants to students or to defray institutional expenses related to COVID-19, including loss of revenue, reimbursement for expenses already incurred, technology costs associated with the transition to distance education, faculty and staff training, and payroll.

The estimated period of performance for the Student Aid will be from April 20, 2020 through April 19, 2021. The estimated period of performance for the Institutional Portion will be from May 6, 2020 through May 5, 2021. The estimated period of performance for the Strengthening Institutions Program will be from May 30, 2020 through May 29, 2021. The total CARES Act funding is projected to be \$13,440,617 over a one-year period, based on the start date for each funding stream. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; and Suzanne L. Gardner, General Counsel; recommend approval.

Attachment

ks0522702

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

Date of BOT Meeting:	June 16, 2020
Funding Agency or Organization:	U.S. Department of Education
Name of Competition/Project:	Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding
SPC Application or Sub-Contract:	SPC Application
Grant/Contract Time Period:	1-year based on funding stream; See Below
Administrator:	Jamelle Conner
Manager:	N/A

Focus of Proposal:

The U.S. Department of Education (DOE) is administering the Coronavirus Higher Education Relief (CARES) Act funding for the purpose of supporting institutions of higher education. The purpose of this funding is to address unexpected expenses, unmet financial need, or expenses related to the disruption of campus operations on account of the COVID-19 pandemic. Thus far, SPC has been allocated a total of \$13,440,617 in the following three portions, as listed below.

- Student Aid (\$6,406,741; 4/20/20-4/19/21): 50% of the funding is to go to providing emergency financial aid grants to students whose lives have been disrupted by the pandemic.
- Institutional Portion (\$6,406,741; 5/6/20-5/5/21): up to 50% of the funds received to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus.
- Strengthening Institutions Program (\$627,135; 5/30/20-5/29/21): Funding under this section may be used for grants to students or to defray institutional expenses related to COVID-19 including loss of revenue, reimbursement for expenses already incurred, technology costs associated with the transition to distance education, faculty and staff training, and payroll.

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.)

Student Grant Aid	\$ 6,406,741
<u>Institutional Expense*</u>	<u>\$ 7,033,876</u>
Total Funding	\$13,440,617

* SPC is awaiting additional guidance from the Department of Education in order to determine allowable expenses related to the Institutional Portion and SIP funding.

Funding:

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

matches listed below) \$ 13,440,617
Total amount from funder: \$ 13,440,617

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

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

College Values, Strategic Initiatives and Activities Addressed:

Value(s):


1. Student Success
2. Growth and Empowerment
3. Equity

Strategic Initiative(s):

1. Academic Excellence
2. Economic Mobility
3. Financial Vitality

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: National Endowment for the Humanities – Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding – Cultural Organization Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the National Endowment for the Humanities in support of the St. Petersburg College Coronavirus Aid, Relief, and Economic Security (CARES) Act Cultural Organizations Program. Permission is also sought to accept an estimated \$126,782 in funding over a seven-month 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 National Endowment for the Humanities (NEH) is accepting applications for the NEH CARES: Cultural Organizations program. Through this funding opportunity, NEH will award grants to museums and other cultural organizations across the country to help these entities continue to advance their mission during the interruption of their operations due to the coronavirus pandemic.

The Leepa-Rattner Museum of Art (LRMA) is proposing to submit an application in support of broadening its digital humanities initiatives with the goal of increasing accessibility and interaction with the artworks in its care. The proposed program design would train LRMA staff to engage with visitors and members in a virtual format including online virtual tours and programs, and conduct the digital archiving process for the collections, which will make them more broadly available to the general public. Funding will be used to support staff salaries, hire a part-time OPS position to aid in archiving, purchase technology, online program and event development, and materials and marketing efforts for the Museum.

The estimated period of performance for the funding will be from June 15, 2020 through December 31, 2020. The total project budget is projected to be \$126,782 over a seven-month period. See attached Information Summary for additional information.

Jamelle Conner, Vice President, Student Affairs; Suzanne L. Gardner, General Counsel; Rodrigo Davis, Provost Tarpon Springs Campus; and Teresa Wilkins, Director, The Leepa-Rattner Museum of Art, recommend approval.

Attachment

ks0527202

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

Date of BOT Meeting: June 16, 2020

Funding Agency or Organization: National Endowment for the Humanities

Name of Competition/Project: Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding – Cultural Organization Program

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 6/15/20 **End:** 12/31/20

Administrator: Rodrigo Davis

Manager: Teresa Wilkins

Focus of Proposal:

The Leepa-Rattner Museum of Art is seeking funding to support the organization as it navigates the impact of COVID-19 on museum operations. Funding from the National Endowment of the Humanities (NEH) would be used to aid in the digitization of the Museum’s collections and archives, as well as implement virtual tours. These efforts are aimed at increasing public accessibility of artistic and cultural resources. To accomplish these goals, the funding will be used to purchase digitization equipment, hire a part-time staff member for six (6) months to work on the project, assist in supporting the salaries of multiple staff, pay for the services of a vendor to update existing applications, create virtual tours of the museum, implement new interactive technologies throughout the Museum, and aid in implementing a new course at the museum.

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	\$ 44,249.92
Fringe	\$ 9,323.65
Equipment	\$ 6,499.00
Supplies	\$ 45,579.00
Indirect Costs	\$ 21,130.31
Total Budget	\$ 126,781.88

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 126,781.88
Total amount from funder:	\$ 126,781.88

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

55120

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

College Values, Strategic Initiatives and Activities Addressed:

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

Strategic Initiative(s):
1. Financial Vitality
2. Community Engagement

Agenda Item VII - B.3c

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President



SUBJECT: Florida Department of Education – Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) funds to continue Career and Technical Education programs. Permission is also sought to accept an estimated \$2,484,935 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.

Perkins V funding provides for Postsecondary Career and Technical programs, allowing St. Petersburg College to provide services to students enrolled in Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates and Career Certificate Programs. Specifically, the College will use grant funds to provide:

1. Services to assist special population students in identifying, enrolling and succeeding in the College's Career and Technical Education programs. Special population students include students with disabilities, students who are economically disadvantaged, single parents, English learners, individuals out of the workforce, and individuals enrolled in training non-traditional to their gender;
2. Coordination with Pinellas County Schools to develop continuous, articulated program of studies from secondary to postsecondary education including transfer to a four-year university
3. Staff development activities relating to improvement of Career and Technical Education programs, integrating academic and technical education, articulation of technical programs between the Pinellas County Schools and SPC, and improvement of services to special population students and gender equity.

The grant is in its thirteenth year, renewable July 1 of each year. The funding requested could change when final allocations are awarded by the state. Perkins funds are provided to St. Petersburg College on a formula-driven basis. The number of economically disadvantaged students enrolled in Associate in Science Degree and Certificate programs determines the allocation. SPC applied under one category: Postsecondary Programs.

The estimated period of performance will be from July 1, 2020 through June 30, 2021. Based on the award history, SPC is anticipating an award of \$2,484,935 over the one-year period. See attached Information Summary for additional information.

Susan Demers, Acting Vice President of Academic Affairs; Suzanne L. Gardner, General Counsel; and Michael Ramsey, Dean of Workforce Development, recommend approval.

Attachment

ks0527202

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

Date of BOT Meeting:	June 16, 2020
Funding Agency or Organization:	Florida Department of Education
Name of Competition/Project:	Strengthening Career & Technical Education for the 21st Century (Perkins V)
SPC Application or Sub-Contract:	SPC Application
Grant/Contract Time Period:	Start: 7/1/20 End: 6/30/21

Administrator:

Jason Krupp

Manager:

Marie Couch

Focus of Proposal:

Under the Perkins V grant, the College applies for funding for Postsecondary Career and Technical Education Programs, which include Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates, and Career Certificate Programs. This provides funding for services to assist special populations enroll in and/or complete Postsecondary Career and Technical Education programs, enhance Postsecondary Career and Technical Education programs, provide for SPC faculty to participate in training programs related to improving Postsecondary Career and Technical Education programs, integrating academic and vocational education, and cooperating with Pinellas County Schools to develop strategies for a seamless continuum of services and transition from secondary through postsecondary education.

In addition to funding staff to oversee and administer the grant activities, the award will continue to support staff working directly with students interesting in or currently pursuing Career and Technical Education (CTE) programming through the purchase of related equipment, provision of tutors, support for students with accessibility needs, training for staff and faculty, learning resources and other targeted supports.

Further promoting student success, the Perkins V grant is used to purchase classroom and event supplies that promote CTE programs such as textbook lending libraries, study guides for industry certifications, program supplies, student aides, etc. Targeting job preparedness and placement, Perkins V funding allows SPC to offer industry certification and state licensure test preparation services and testing vouchers for CTE students. Additional expenditures such as travel to workforce and pathway related conferences are also supported through Perkins V.

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 (Salary & Benefits)	\$ 1,716,467
Travel & Professional Development	\$ 127,000
Outreach	\$ 75,000
Materials & Supplies	\$ 251,468
Other: Industry Certification Fees & Preparation for Testing	\$ 130,000
Other: Career Services Technology & Enhancements	\$ 150,000
Other: Contractual	\$ 25,000

	55124	
Indirect	<u>\$ 10,000</u>	
Total		\$2,484,935

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$2,484,935
Total amount from funder:	\$2,484,935
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:	up to 5% (Total Administrative and Indirect Costs for Post-Secondary Vocational Programs category)
(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):	<ol style="list-style-type: none"> 1. Student Focus 2. Academic Excellence 3. Partnerships 4. Outstanding Service
Strategic Initiative(s):	<ol style="list-style-type: none"> 1. Recruitment and Retention Plan 2. Pathways Initiative 3. Employee Professional Development

Agenda Item VII - B.3d

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Continuation of Perkins Grant Funded Personnel

As in previous years, Board of Trustee approval is sought for continuation of payment by St. Petersburg College of salary and benefits until official notification for Fiscal Year 2021 has been received from the Florida Department of Education.

Current Perkins personnel funds end on June 30, 2020. The new funding term covers the period July 1, 2020 through June 30, 2021. Written notification that funding has been awarded for the fiscal year beginning July 1, 2020 has not yet been received.

St. Petersburg College has received notification that funding for the upcoming fiscal period will be \$2,484,935. This is an increase of \$338,925 over this current year's funding, not including roll-forward funds. See Information Summary, **attached to the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) FY 2020-21 Board Memo**, for additional information.

Based on the state's timeline, it is anticipated that the application for Perkins Postsecondary funding will be submitted to the Department of Education in June. Once the written notification is received the funds will be repaid to the college.

Tonjua Williams, President; Susan Demers, Acting Vice President of Academic Affairs; Suzanne L. Gardner, General Counsel; and Michael Ramsey, Dean of Workforce Development, recommend approval.


ks0527202

Agenda Item VII – B.4a

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Accounts Receivable Write-Off

Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2018. In each instance, the receivable is at least two years old.

Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.

Last year we projected a 10% decrease in the write-offs and we came in at 2.5% lower than last year and 25.5% lower than two years ago. In addition, we recovered approximately \$85,000 in prior year write-offs. We are projecting another decrease of approximately 5% in next year's write-off. Approved write-offs for FY18 totaled \$883,583.62.

Accounts to be written-off, totaling \$883,583.62 are summarized on the following schedule:

Student Tuition Debt:	\$310,907.54
Financial Aid Repayment:	\$562,078.18
Return Checks/Other:	\$10,597.90
Total	\$883,583.62

Janette Hunt, Acting Vice President, Financial & Business Operations; Mike Meigs, Acting Associate Vice President, Financial and Business Services; and Sonja Green, Acting Director of Student Accounting and Business Systems, recommend approval.

Agenda Item VII-B.4b

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Capital Improvement Plan (CIP) for FY 2021-2022 through 2025-2026

Approval is sought from the Board of Trustees for the FY 2021-2022 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university is required to annually submit an updated five-year plan

for its capital outlay needs based upon the 5-year Educational Plant Survey. This CIP based upon our current 5-Year Educational Plant Survey effective July1, 2017.

Projects must be recommended and approved by the Board of Trustees and a state-validated Educational Plant Survey or Amendment to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 31, 2020. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2021-22 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

Renovation – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements

Remodeling – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms) or any changes that impact exiting

New Construction – Design and Construction of new facilities. This also includes site acquisition

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

SPC St. Petersburg College



*St. Petersburg College
Capital Improvement Plan
2021-22 through 2025-2026*

**FLORIDA COLLEGE SYSTEM
CAPITAL IMPROVEMENT PLAN &
LEGISLATIVE BUDGET REQUEST
FY 2021-22**

TRANSMITTAL FORM

COLLEGE St. Petersburg College

APPROVED BY BOARD OF TRUSTEES June 16, 2020
(DATE)

SIGNATURE OF PRESIDENT OR DESIGNEE _____

Print Name Diana Wright

Title Associate Vice President

DATE June 16, 2020

CONTACT PERSON Diana Wright

TELEPHONE 727-341-3288

**St. Petersburg College
Capital Improvement Program (CIP)
FY 2021-22 through FY 2025-26**

Table of Contents

I.	(CIP 1)Current Status of Funded Projects through 2021 - 2022.....	1
II.	St. Petersburg College Board Memo - Approval of CIP 2 Summary	3
III.	(CIP 2) Project Summary 2021-22	4
IV.	(CIP 3) Project Explanation Summary 2021-22.....	5
V.	Return on Investment for CIP 3 2021-22.....	7
VI.	(CIP 4) Capital Asset Management Project Explanation 2021-22 through 2025-26	9
VII.	Operating Expenses for New Facilities 2021-22	17
VIII.	Request for Legislative Action 2021-22.....	18

FLORIDA COLLEGE SYSTEM
CIP 1

CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2020-21

COLLEGE: St. Petersburg College
DATE: 8/16/20

PROJECT TITLE (Include Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY**	ON APPROVED PPL Y***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Replacement of Roof, BB, TS	SCIF	2020					750,000			Planning	7/1/2021
Repair Storm Drain, Clearwater Campus	SCIF	2020					700,000			Planning	12/1/2020
Collegewide Exterior Painting/Pressure Washing	SCIF	2020					350,000			Construction	12/1/2020
Collegewide Upgrade and Replace Fire Panels	SCIF	2020					1,000,000			Construction	7/1/2021
Collegewide Furniture Reupholstery & Replacement	SCIF	2020					200,000			Construction	9/1/2020
Collegewide Parking Lot Sealing and Painting	SCIF	2020					250,000			Construction	4/1/2021
Wayfinding and Campus Signage	SCIF	2020					200,000			Construction	12/1/2020
Remodel EOI Tech	SCIF	2020					600,000	YES		Construction	12/21/2020
Remodel EOI Services	SCIF	2020					200,000	YES		Construction	12/21/2020
Re-insulation of Duct & Structure, CGET	SCIF	2020					250,000			Planning	12/15/2020
Build-out of Shellac Space - Downtown Center	SCIF	2020					2,200,000	YES		Planning	12/31/2020
Remodel Business Tech, CL	SCIF	2020					3,300,000	YES		Planning	8/1/2021
Cooling Tower Replacement, SPG	SODA/SCIF	2018/19					657,833	YES		Planning	1/5/2021
Replacement of Gym Roof, SPG	SODA	2017/18 and 2018/19					5,000			Planning	12/1/2020
Parking Lot Storm Drain Replacement, CL	SODA	2017/18 and 2018/19					17,090			Planning	8/30/2021
Replace Domestic Water Lines, CL	SODA	2017/18 and 2018/19					605,208	YES		Complete	5/29/2020
Convert Bookstore to Cafe, MT	SODA	2018/19					50,000	YES		Construction	8/10/2020
Replacement of Kennel Floor, VT	SODA	2018/19					110,000			Construction	8/30/2020
Replacement Maintenance Building Roof, TS	SODA	2018/19					150,000	YES		Construction	8/30/2020
ADA mobile Civi Rights Review compliance items, i.e. elevator repairs, gymnasium stations, etc.	SODA	2016/17 and 2017/18					80,938			Complete	7/31/2018
Student Success Center, St. Petersburg/Gibbs Campus	PECO, SPC Match of \$5,000,000	2016	60,000	\$10,000,000	\$10,000,000	\$5,000,000	\$25,000,000	YES	YES	Construction	7/8/2020
Renovate Student Activities, CL	SODA	2017/18 and 2018/19					645,758			Construction	12/1/2020
Parking Garage Renovation - DT	SODA	2017/18					175,067			Complete	2/15/2019
Resurface 5th Avenue Parking Lot, SPG	SODA	2018/19					10,820			Complete	11/7/2019
Rebuild Portables 101, 103, 146, 172, FT	SODA	2017/18 and 2018/19					59,340			Complete	9/1/2020
Replace Chiller #1, SPG	SODA	2017/18 and 2018/19					657,633	YES		Complete	5/1/2020
Exterior Building Weatherproofing and painting, DT	SODA/SCIF	2018/19					42,289	YES		Complete	8/28/2019
Remodel Student Services DT (TEC Garage)	SODA	2017/18 and 2018/19					43,593	YES		Complete	7/1/2019
Seminole Chamber of Commerce, SE	SODA	2018/19					736,196	YES		Complete	10/2/2019
Student Activities Renovation, TS	SODA	2017/18 and 2018/19					37,057			Complete	5/9/2019
Parking Garage Renovation Phase 2, DT	SODA	2018/19					285,863	YES		Complete	9/6/2019
Chiller Replacement, DT	SODA/SCIF	2018/19					283,215	YES		Complete	8/1/2019
							\$39,656,891				

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR FY 2020-21

COLLEGE: St. Petersburg College
DATE: 01/16/20

PROJECT TITLE (Includes Site)	Funding Source(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
FECGP - Natural Habitat Park & Site Improvements - Seminole Campus					\$100,000		\$100,000			Complete	
FECGP -Ren/Rem District Office Building - Epr Center					\$10,000		\$10,000				
FECGP -Orthotics & Prosthetics Building, Equip & Site Imp. Health Ed Ctr (pos)					\$8,450		\$8,450			Complete	
FECGP -Ren/Rem Palladium Bldg - St. Petersburg/Gibbs Campus					\$300		\$300				
FECGP -Ren/Rem Adm Student Services Building St. Petersburg Gibbs					\$26,500		\$26,500			Complete	
FECGP -Ren/Rem Annex 2 Building - Epr Center					\$2,000,000		\$2,000,000			Complete	
					\$2,145,250		\$2,145,250				

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President

SUBJECT: Capital Improvement Plan (CIP) for FY 2021-2022 through 2025-2026

Approval is sought from the Board of Trustees for the FY 2021-2022 Capital Improvement Plan.

The Capital Improvement Plan (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university is required to annually submit an updated five-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. This CIP based upon our current 5-Year Educational Plant Survey effective July1, 2017.

Projects must be recommended and approved by the Board of Trustees and a state-validated Educational Plant Survey or Amendment to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECCG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 31, 2020. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2021-22 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

Renovation – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements

Remodeling – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms) or any changes that impact exiting

New Construction – Design and Construction of new facilities. This also includes site acquisition

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

FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2021-2022 through 2025-26

COLLEGE: St. Petersburg College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

Initial Priority Request #	Yr	Project Type	PROJECT TITLE (Include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?	
2	2020	Main/Repair	Coating Tower Repositionment	8	11	\$500,000					\$500,000			\$500,000		
3	2020	Main/Repair	Coating Tower Repositionment Building	8	11	\$750,000					750,000			750,000		
4	2020	Renovation	Renovate Budget Activities	2	13	\$700,000					700,000			700,000		
5	2020	Renovation	Miscellaneous renovations and remodeling projects, CW	0	15	\$4,142,000					4,142,000			4,142,000		
*Total Project Cost includes funding from all sources																
TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS											\$6,192,000	\$0	\$0	\$0	\$0	\$6,192,000

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

Initial Priority Request #	Yr	Project Type	PROJECT TITLE (Include Site)	SITE NO.	PAGE REF	2021-22	2022-23	2023-24	2024-25	2025-26	FIVE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?	
1	2013	New Const	Construct New Health Science Building, Health Education Center	8	5	\$60,657,939					\$60,657,939			\$60,657,939		
*Total Project Cost includes funding from all sources																
TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS											\$60,657,939	\$0	\$0	\$0	\$0	\$60,657,939

GRAND TOTAL OF ALL PROJECTS \$66,859,939 \$0 \$0 \$0 \$0 \$66,859,939

**FLORIDA COLLEGE SYSTEM
CIP 3A PROJECT EXPLANATION
2021-22 through 2025-26**

College Name	St. Petersburg College			
Project Title	Construct New Health Science Building, Health Education Center			
Budget Entity Priority	1			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project (*)	Renovation	Remodel	New Construction	Acquisition
	X		X	
GEOGRAPHIC LOCATION	7200 66th St. North, Pinellas Park, Fl Site street address, City		COUNTY: Pinellas	
Official College Site Number	8			

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)
 St. Petersburg College plans to construct a three-story Health Science Building at its Health Education Center, which will replace the centers main building. The existing building, constructed in 1971, was originally designed as a department store and acquired by SPC in 1981 to support Pinellas County's need to train and prepare future health care workers to include nursing. The 165,594 square foot half century old building and infrastructure along with the increasing demand from the healthcare workforce, has created an urgent need to align new facilities to meet the increasing demand for health professionals in Pinellas County and, more broadly throughout the Tampa Bay region. The new Health Science Building will allow the college to expand it's College of Nursing program with a state of the art simulation center. It will also include a new Library/Tutoring/Testing Center with an integrated Cafe, Administration/Student Services, an Emergency Medical Services (EMS) program, and a Fire Academy. The existing O&P building will be renovated to accommodate Dental Hygiene, Funeral Services & Arts (including cadaver labs), Respiratory Care, Radiography and Physical Therapist Assistant (PTA) degree programs, and clinics. Constructing the Health Science building was included as a top priority in the 2019-2020 Capital Improvement Plan submitted to the State Board of Education. Justification for the project was achieved through a Castaldi report drafted in late 2018 which recommended razing the existing main Health Education building. Demolition was deemed more cost effective than remodeling or renovating the approximately 50-year-old main building.

This recommendation owas included in the Educational Plant Survey and approved by the Board of Trustees June 30, 2017.

Initial Year Requested:	2013	Has this project ever been vetoed? If so, list year(s):	No
List All Proposed Sources of Funding:	PECO		

Projected Bid Date/Start of Construction (Month, Year):	March-21
Projected Occupancy Date (Month, Year):	June-23

Funding Educational Specifications Section (must be completed for all first-year priority construction)				
Date of Survey	Survey Recommendation #	Survey Recommended Total NSF	NSF Used	Student Stations Used
June 30, 2017	8.001 - 8.009; 8.010; 8.011; SR.01-SR.06	87,050	87,050	

CIP 3B COST WORKSHEET

St. Petersburg College

Construct New Health Science Building, Health Education Center

NEW CONSTRUCTION					
CATEGORY	NSF	GSF	\$/GSF	Local Factor	Const. Cost
Classrooms	10,050	14275	325.93	1.03	\$4,792,230
Teaching Labs	5,000	7102	343.92	1.03	\$2,515,795
Library	10,000	14204	263.74	1.03	\$3,858,548
Vocational Labs	38,000	53975	343.92	1.03	\$19,119,974
Offices	12,000	17045	351.27	1.03	\$6,167,019
Auditorium - Exhibits	0	0	364.44	1.03	\$0
Instructional Media	0	0	238.91	1.03	\$0
Gymnasium	0	0	257.70	1.03	\$0
Student Services	7,000	9943	327.36	1.03	\$3,352,589
Support Services	5,000	7102	235.61	1.03	\$1,723,501
TOTAL	87,050	123,646	Wt. Avg. 321.08		
New Construction Cost					\$41,529,657
REMODELING/RENOVATION*					
	NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
Renovations to the O & P Building		28,529	206.35	1.03	\$6,063,568
				1.03	\$0
Remodeling/Renovation Cost*					\$6,063,568

*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Rem/Ren projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers.

Base Construction - New & Rem/Ren \$47,593,225
 Site development/improvement** (2.6%) \$1,237,424
 Total Base Construction Costs \$48,830,649

**Note: If 2.6% is used for basic site devlpm, do not request additional extraordinary construction costs for sitework below.

SCHEDULE OF PROJECT COMPONENTS	ESTIMATED EXPENDITURES				
	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
1. CONSTRUCTION COSTS					
a. Base Construction Cost (from above)	\$48,830,649				
Add: Extraordinary Construction Costs					
b. Environmental Impacts/Mitigation					
c. Site preparation					
d. Landscape/Irrigation					
e. Plaza/Walks					
f. Roadway improvements					
g. Parking spaces					
h. Telecommunication					
i. Electrical service					
j. Water distribution					
k. Sanitary sewer system					
l. Chilled water system					
m. Storm water system					
n. Energy efficient equipment					
o. Other:					
Subtotal: CONSTRUCTION COSTS	\$48,830,649	\$0	\$0	\$0	\$0
PECO Funds					
Other Funds:					
2. OTHER PROJECT COSTS					
a. Land/existing facility acquisition***					
b. Professional Fees					
1) Planning/programming (1%)	\$488,306				
2) A/E fees (7.8%)	\$3,808,791				
3) Inspection Services*** (sugg. 0.5%)	\$244,153				
4) On-site representation (1.3%)	\$634,798				
5) Other prof. services*** (sugg. 0.5%)	\$244,153				
c. Testing/surveys (2.2%)	\$1,074,274				
d. Permit/Environmental Fees***					
e. Miscellaneous cost**** (sugg. 1-3%)	\$488,306				
f. Movable equipment/furnishings (10.2%)	\$4,854,509				
Subtotal: OTHER PROJECT COSTS	\$11,837,290	\$0	\$0	\$0	\$0
PECO Funds					
Other Funds:					
TOTAL COSTS BY YEAR (1+2)	\$60,667,939	\$0	\$0	\$0	\$0
PECO Funds	\$0	\$0	\$0	\$0	\$0
Other Funds:	\$0	\$0	\$0	\$0	\$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date	
Source/Year	Amount	Year	Amount
TOTAL:	0	TOTAL:	0

Projected Costs	
Year	Amount
FY 26-27	
FY 27-28	
FY 28-29	
FY 29-30	
TOTAL:	0

*** As needed

TOTAL PROJECT COSTS \$60,667,939

**Higher Educational Facilities
Return on Investment**

Institution: St Petersburg College
Project: Construct New Health Science Building, Health Education Center
Total Funding: \$60,667,939
Previous Funding (State and Local): None
Workforce Project (Yes or No): Yes
Contact Person (Name, Position, Phone No.): Diana Wright, Acting AVP, Facilities Planning & Institutional Services, 727-341-3288

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc)
Explanation: This project will allow SPC to increase the degrees awarded in the critical health fields. Approximately 400-500 students are prevented access to SPC's Nursing program due limited space.
2. Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc)
Explanation: SPC expects a 25-30% increase in graduates.
3. Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation: N/A
4. Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation: Health related graduates are in a high demand field. Locally the Education and Health Services industries increased the number of jobs by 2,100 positions in 2019 when compared to the previous year.
5. Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation: We anticipate continued partnerships with NUHS, Barry University, and over 350 clinical affiliations to include BayCare, HCA, VA Health, Advent Health, and several others.
6. Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: The project will replace the current half-century old building. The original building was designed as a department store and remodeled to accommodate health programs.

7. Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation: Partnerships are anticipated but not yet formalized.

8. Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: A castaldi report drafted in 2018 deemed demolition of current building more cost effective than remodeling or renovating the approximately 50 year old building. A new building will have an increased life cycle of 20+ years with reduced maintenance cost.

9. Projected Facility Utilization Rate

Explanation: Utilization rate is expected to increase to 100% due to a more effective design and a smaller footprint.

10. Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2021-22 through 2025-26

College Name	St. Petersburg College		
Project Title	Cooling Tower Replacement		
Budget Entity Priority	2		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical	Critical	
		X	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	NASF	LOCATION	COUNTY:
Chiller Plant	20	0	6605 5th Avenue N, St. Petersburg, FL	Pinellas

This project completes other small projects related to our Standard Collegewide Recommendations SR.01- SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically HVAC.

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

Year 1 -

Survey Recommendation# 3.005 **St. Petersburg Campus** - Renovate chilled water systems for entire site, including controls. Upgrade current Trane Trace system to Trane ES building management system. Replacement of cooling tower fills. Replacement of two water cooled chillers (200 ton & 500 ton) over 25 years old. 960,000

FUNDING SOURCE(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
PECO	600,000				

Total	\$600,000	\$0	\$0	\$0	\$0
Check (per Cost Worksheet)	\$600,000	\$0	\$0	\$0	\$0

**FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

College: St. Petersburg College		Project: Cooling Tower Replacement				
BUILDING SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
electrical						
envelope						
interior						
mechanical	600,000					
plumbing						
roof						
site						
special						
structural						
SUBTOTAL	600,000	0	0	0	0	0
CENTRAL UTILITY SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
SUBTOTAL	0	0	0	0	0	0
SPECIAL SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
energy conservation						
storage tanks						
SUBTOTAL	0	0	0	0	0	0
CAMPUS SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
drainage/grounds						
road system paving						
other paving						
SUBTOTAL	0	0	0	0	0	0
LIFE SAFETY AND LICENSURE						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
Licensure						
Life Safety						
ADA						
Environmental						
SUBTOTAL	0	0	0	0	0	0
TOTAL	\$600,000	\$0	\$0	\$0	\$0	\$0

**FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2021-22 through 2025-26**

College Name	St. Petersburg College		
Project Title	Roof Restoration, Bilirakis Building, Tarpon Camus		
Budget Entity Priority	3		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical	Critical	
		X	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	NASF	LOCATION	COUNTY:
Roof Restoration, Bilirakis Building,	20	112,981	38500 US Highway 19 North Palm Harbor, FL 34681	Pinellas

This project completes other small projects related to our Standard Collegewide Recommendations SR>01-SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically Roofs
The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

Year 1 -

Survey Recommendation #

5.002 Tarpon Springs Campus - Replacement for half of the Bilirakis Building 1,000,000
50,000 GSF

FUNDING SOURCE(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
PECO	750,000				

Total	\$750,000	\$0	\$0	\$0	\$0
Check (per Cost Worksheet)	\$750,000	\$0	\$0	\$0	\$0

**FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

College: St. Petersburg College		Project: Roof Restoration, Bilirakis Building, Tarpon Camus				
BUILDING SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
electrical						
envelope						
interior						
mechanical						
plumbing						
roof	750,000					
site						
special						
structural						
SUBTOTAL	750,000	0	0	0	0	0
CENTRAL UTILITY SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
SUBTOTAL	0	0	0	0	0	0
SPECIAL SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
energy conservation						
storage tanks						
SUBTOTAL	0	0	0	0	0	0
CAMPUS SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
drainage/grounds						
road system paving						
other paving						
SUBTOTAL	0	0	0	0	0	0
LIFE SAFETY AND LICENSURE						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
Licensure						
Life Safety						
ADA						
Environmental						
SUBTOTAL	0	0	0	0	0	0
TOTAL	\$750,000	\$0	\$0	\$0	\$0	\$0

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2021-22 through 2025-26

College Name	St. Petersburg College		
Project Title	Renovate Student Activities, Clearwater Campus		
Budget Entity Priority	4		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical	Critical	
		X	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

PROJECT/BLDG NAME	BLDG #	NASF	LOCATION	COUNTY:
Renovate Student Activities, Clearwater Campus	37	8,745	2465 Drew Street Clearwater, FL 33765	Pinellas

This project completes other small projects related to our Standard Collegewide Recommendations SR.01-SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically Site Improvements.

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

FUNDING SOURCE(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
PECO	700,000				

Total	\$700,000	\$0	\$0	\$0	\$0
Check (per Cost Worksheet)	\$700,000	\$0	\$0	\$0	\$0

**FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

College: St. Petersburg College		Project: Renovate Student Activites, Clearwater Campus				
BUILDING SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
electrical						
envelope						
interior						
mechanical - air handlers/installation	600,000					
plumbing						
roof						
site						
special -Minor const. flooring, paint	100,000					
structural						
SUBTOTAL	700,000	0	0	0	0	
CENTRAL UTILITY SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
SUBTOTAL	0	0	0	0	0	
SPECIAL SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
energy conservation						
storage tanks						
SUBTOTAL	0	0	0	0	0	
CAMPUS SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
drainage/grounds						
road system paving						
other paving						
SUBTOTAL	0	0	0	0	0	
LIFE SAFETY AND LICENSURE						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
Licensure						
Life Safety						
ADA						
Environmental						
SUBTOTAL	0	0	0	0	0	
TOTAL	\$700,000	\$0	\$0	\$0	\$0	

**FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2021-22 through 2025-26**

College Name	St. Petersburg College		
Project Title	Miscellaneous renovations and remodeling projects collegewide		
Budget Entity Priority	5		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical	Critical	
		x	

BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (if applicable)

PROJECT/BLDG NAME	BLDG #	NASF	LOCATION	COUNTY:
Allstate Center	Entire Site	Site	3200 34th Street South, St. Petersburg, FL	Pinellas
Bay Pines Center	Entire Site	Site	4723 Bay Pines Terrace, St. Petersburg, FL	Pinellas
Clearwater Campus	Entire Site	Site	2465 Drew Street, Clearwater, FL	Pinellas
Downtown Center	Entire Site	Site	244 2nd Avenue North, St. Petersburg, FL	Pinellas
Epi - District Office	Entire Site	Site	6021 142nd Avenue North, Clearwater, FL	Pinellas
Epi - Services	Entire Site	Site	14025 58th Street North, Clearwater, FL	Pinellas
Epi - Tech	Entire Site	Site	13805 58th Street North, Clearwater, FL	Pinellas
Fire Training Center	Entire Site	Site	5005 126th Avenue North, Clearwater, FL	Pinellas
Health Education Center	Entire Site	Site	6698 68th Avenue, Pinellas Park, FL	Pinellas
Midtown Center	Entire Site	Site	1048 22nd Street South, St. Petersburg, FL	Pinellas
Palladium	Entire Site	Site	253 5th Avenue North, St. Petersburg, FL	Pinellas
Seminole Campus	Entire Site	Site	9200 113th Street North, Seminole, FL	Pinellas
St. Petersburg Gibbs Campus	Entire Site	Site	6605 5th Avenue North, St. Petersburg, FL	Pinellas
Vet Tech Center	Entire Site	Site	12376 Ulmerton Road, Seminole, FL	Pinellas

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE & ANY APPLICABLE SURVEY RECOMMENDATIONS)

This project completes other small projects related to our Standard Collegewide Recommendations SR.01-SR.06 and site recommendations not accounted for in any other project in this CIP; generic renovation/remodel of any college facility including upgrades and/or replacement of the building envelope and building systems, specifically Site Improvements.

The recommendations related to this project have been approved by the College's Board of Trustees in our Educational Plant Survey dated June 30, 2017

Renovate Career Hub BB, TS	\$ 90,000
Collegewide Exterior Painting/Pressure Washing	\$ 350,000
Collegewide Upgrade & Replace Fire Panels	\$ 1,000,000
Collegewide Parking, Paving and Sealing	\$ 250,000
Collegewide Replace Exterior Doors	\$ 200,000
Lighting, 5th Avenue Parking Lot, SPG	\$ 152,000
Re-insulation of Duct & Structure, CCET, CL	\$ 200,000
Collegewide Furniture Reupholstery & Replacement	\$ 200,000
Remodel Epi Services	\$ 200,000
Remodel Epi Tech	\$ 600,000
Repair Storm Drain, Clearwater Campus	\$ 700,000
Wayfinding and Campus Signage	\$ 200,000
	<u>\$4,142,000</u>

FUNDING SOURCE(S)	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
PECO	\$4,142,000				

	Total	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
	\$4,142,000	\$0	\$0	\$0	\$0	\$0
Check (per Cost Worksheet)	\$4,142,000	\$0	\$0	\$0	\$0	\$0

**FLORIDA COLLEGE SYSTEM
CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET**

College: St. Petersburg College		Project: Miscellaneous renovations and remodeling projects collegewide				
BUILDING SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
electrical	1,000,000					
envelope						
interior						
mechanical	200,000					
plumbing						
roof						
site	550,000					
special	1,290,000					
structural						
SUBTOTAL	3,040,000	0	0	0	0	0
CENTRAL UTILITY SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
cogeneration						
cooling gen./distrib.						
electrical distrib.						
heating gen./distrib.						
landfill						
water treat./distrib.						
waste treatment						
SUBTOTAL	0	0	0	0	0	0
SPECIAL SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
energy conservation						
storage tanks						
SUBTOTAL	0	0	0	0	0	0
CAMPUS SYSTEM:						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
drainage/grounds	700,000					
road system paving	250,000					
other paving	152,000					
SUBTOTAL	1,102,000	0	0	0	0	0
LIFE SAFETY AND LICENSURE						
COMPONENTS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
Licensure						
Life Safety						
ADA						
Environmental						
SUBTOTAL	0	0	0	0	0	0
TOTAL	\$4,142,000	\$0	\$0	\$0	\$0	\$0

DIVISION OF FLORIDA COLLEGES
 OPERATING COSTS FOR NEW FACILITIES (OCNF)
 2021-22 LEGISLATIVE BUDGET REQUEST

COLLEGE: St. Petersburg College

PROJECT DESCRIPTION (FACILITY/LOCATION)	YEAR(S) FUNDED	FUND SOURCE	EST. DATE OPER.	NEW GSF
Build-out of Shelled Space at the Downtown Center				

PRESIDENT (OR DESIGNEE) _____ DATE _____

Diana Wright
 Print Name, Title _____

Instructions:

- (1) Describe the facility and location as presented in the appropriation act.
- (2) Identify year(s) funded or appropriated
- (3) Identify the fund source(s): PECO, CO&DS, CIF, and/or other local funds.
 NOTES: Projects not funded with PECO need legislative authorization (back-of-bill) to receive state operating funds.
 Any space submitted for state operating funds must be survey recommended.
 Any space deleted from your inventory for which operating dollars have been received should be subtracted from OCNF.
- (4) Use the MONTH and YEAR the facility is expected to be operational (i.e. 8/21; 01/22).
- (5) List the ESTIMATED GROSS SQUARE FEET for the facility.
- (6) The signature of the College President (or Designee) and date are to be provided.
- (7) Print the name and title of person signing.


**DIVISION OF FLORIDA COLLEGES
2021-2022 Request for Legislative Action**

College: St. Petersburg College

Requested Actions: (Property acquisition or construction of new facility using non-PECO fund source, which will require state operating dollars.)

1. Nothing at this time

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Project Number 265-S-20-3, Replace Façade LA bldg., SPG

Approval is sought for the Board of Trustees to approve the project, Replace Façade LA building, SPG and to authorize the President to act on the Board's behalf to execute the purchase orders necessary to deliver Project Number 265-S-20-3, Replace Façade LA bldg., SPG.

Evaluation of the LA building on the St. Petersburg/Gibbs campus determined that emergency repairs are needed to address recladding the building thin brick due to failure of adherence.


Selection of a vendor from our approved continuing contractors list has not been finalized as well as the corresponding GMP. Costs are expected to exceed the Category V expenditure (\$325,000), which requires board approval. We request approval for this project based on an estimated project cost of \$550,000. In the interest of moving the project forward for necessary repairs, a request is hereby made for the Board to authorize the President to act on the Board's behalf to execute all purchase orders necessary to complete this critical need project. All additional information on this project will be brought to the Board on a quarterly report.

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

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Purchase of Network Security Firewalls

Approval is sought to enter into an agreement with Palo Alto Networks, Inc., either directly or through a reseller, to purchase IT security firewall equipment, subscriptions and services.

- **The Agreement will commence on July 26, 2020 and will continue for a period of 48 months.**
- **Terms and conditions will apply via NASPO contract for the state of Florida, IS4344000-WSCA-14-ACS**
- **The total cost for the equipment, subscriptions and services to the College covered by this Agreement is \$451,556.89.**

Background:

A firewall is a network security device that monitors incoming and outgoing network traffic and permits or blocks data packets based on a set of security rules. Its purpose is to establish a barrier between the college's internal network and incoming traffic from external sources (such as the internet) in order to block malicious traffic like viruses and hackers.

The new purchase agreement will provide St. Petersburg College with updated security (Firewall) technology and services replacing current existing Palo Alto Networks technology that is approximately 4 years old and approaching the end of its useful life span. The new technology will also provide expanded capabilities to address remote access security related to the increased level of remote access from staff, faculty and students related to the Covid-19 pandemic.

Finally, this technology provides critical network connectivity and security to the College's central computing systems and cloud services environments that host many critical SPC systems such as the Learning Management System, PeopleSoft systems (student, finance & human resources) and Microsoft based email and MS Teams remote collaborative systems.

Janette Hunt, Vice President, Finance & Business Operations; and David Creamer, CTO-CISO, recommend approval.

Leepa-Rattner Museum of Art (LRMA)

June 2020 Update

St. Petersburg College Board of Trustees

Programs Report:

- On Saturday, May 2nd, LRMA partnered with Fine Arts faculty to present *Art In The Time of COVID – Charrette 2020*. The ZOOM reception was well attended with over 100 participants from across the country (New York and California) and across the sea (London). It was an exciting hour of conversation with student artists, their family, friends, and supporters. The Museum is proud to host the Charrette exhibition on its website under the LRMA@Home section in conjunction with other digital exhibitions and programs.
- LRMA continues to host its weekly ZOOM program *Virtual Happy Hour* each Tuesday from 5:30-6:30pm. Each week, participants learn about the history and culture surrounding their favorite cocktails and find out how to make the drink at home. Average participation is 32 attendees each week.
- On May 5th, LRMA participated in *Giving Tuesday Now*, a day of global giving in response to the COVID-19 pandemic. As the first major annual fund campaign of the new fiscal year, we were excited to receive over \$1,500 in donations throughout the day in response to our digital outreach.
- LRMA's *Partners In Art Program*, a patron-level of membership at the Museum has historically come under budget. With an annual goal of raising \$25,000 for the Museum, we are proud to say that we are already at \$15,000 since the beginning of the fiscal year (April 1st).
- LRMA has been working with the SPC Marketing Department to design and implement a new, interactive website. The new website has a target launch date of June 1st.

LRMA Board of Trustees Update:

- LRMA held its annual board meeting on May 5th. As many board members are rolling off due to term limits this year, the Museum is actively recruiting new board members to satisfy their strategic goal of increasing Board diversity and inclusion.
- LRMA will be hosting its first ever Board training on June 18th via ZOOM called *Museum 101*. This program will help educate the board on how the Museum functions as a DSO, our five- and ten-year strategic goals, and how the Museum integrates into the College's curriculum.

Summer – Fall 2020**Partnership with International Studies**

On Thursday, May 28 at 3 p.m., ISPS and the Center for International Programs are hosting an online session called [Student Voices from Around the World](#) on Zoom for SPC students and staff. Four international students will offer an insider look about life in their countries: Albania, Greece, India and Vietnam. After the Q & A, students will join a quiz to win gift cards. Ex. Director Kimberly G. Jackson and the Center for International Programs Director Frank Jurkovic will add highlights of their programs including an update of Study Abroad activities and new options for SPC students.

U.S. Veteran Advisory Board- Congressmen Charlie Crist and Gus Bilirakis

On June 20, ISPS will host a program specifically for veterans in partnership with the U.S. Veteran Advisory Board. The Board Chairs along with Congressmen Charlie Crist and Gus Bilirakis, who serve on the Board, will address the current, the likely future challenges of COVID-19 for the SPC student veterans and the wider VA community including topics like the ramifications of forced isolation, urgent health needs, and veteran suicide.

Criminal Justice Reform- Ben Crump and Sara Mollo

On June 23 from 11:30 a.m. to 1 p.m., noted criminal justice attorney, Benjamin Crump will be featured on an online virtual program called Criminal Justice Reform: Progress and Challenges. Mr. Crump, who is currently representing the family of Ahmaud Arbery will offer glimpses of the disturbing history revealed in his book *Open Season: Legalized Genocide of Colored People*. Offering a look at local statistics, progress and efforts for reform will be Sixth Judicial Circuit Public Defender-elect Sara Mollo. Community partners include Stetson University College of Law, Barney Masterson Inns of Court, Pinellas Association of Criminal Defense Lawyers and the George Edgecomb, Pinellas Latin, and Fred G. Minnis Bar Associations with pending requests to the Bar Associations of St. Petersburg and Clearwater.

Pinellas County School Board Candidates

ISPS will partner with local organizations to present an online forum for Pinellas County School Board Candidates in late July or early August. Partners include the Pinellas Education Foundation, the Pinellas County Council PTA, and the League of Women Voters.

Partnership with Workforce and SLR Collaborative

The Sea Level Rise Collaborative, in conjunction with the Workforce Institute plans to offer a fall program on Green Energy, Green Jobs and the Green Economy. Proposed speakers include an economist, a business sector representative and an educator for a discussion via zoom or in combination with an in-person program, if possible. The intention is to expand interest in and awareness of the opportunities for employment in green sector, with the goal to build opportunities for local employers and SPC students at the Workforce Institute.

100th Anniversary of the 19th Amendment

In recognition of the passage of the 19th Amendment, ISPS will present an online (or in-person) program tentatively titled, 'Florida and Pinellas Women's Early Activism: Voting Rights, The Equity Struggle, and Public Service.' Expert on the Florida suffrage movement and Adjunct Professor of History at Stetson University, Dr. Peggy MacDonald (pending confirmation) will share the fascinating legacy of Florida's suffragettes. She will be joined by local civic leaders for women's rights and equity.

ISPS Highlights

ISPS welcomes two new student board members, Aron Bryce and Adam Johnson. We will formally introduce them in the fall.

I would like to personally thank ISPS Project Coordinator, Jacquelyn Schuett for her many years of dedication to non-partisan advocacy. Jacquelyn's last day at ISPS was May 29, 2020

**ST. PETERSBURG COLLEGE FOUNDATION
BOARD REPORT 6-16-20**

Board Members: Joseph G. Blanton, Josh Bomstein, Johnny V. Boykins, R. Michael Carroll, Robert L. Hilton, Beth Horner, Bill McCloud, Mike Meigs (Treasurer), Steven R. Shepard (Chair), Shan Shikarpuri, Nathan Stonecipher (SPCF/BOT), Jesse Turtle (Secretary), Rich Warshof, Richard Winning (Vice Chair) and Tonjua Williams

Financials: As of March 31, 2020, the Foundation has raised over \$3.27 Million in donor contributions. Of this amount:

- \$2.50 Million was raised for SPC student scholarships
- \$631,350 for college program support.
- \$227,590 for the SPC Titan Fund

The donations through March 31, 2020 exceed the Foundation's goal for the year by over \$837,000 or 34%.

The Foundation's goal for the year was \$2.40 million in contributions and the amount raised exceeded \$3.2 million.

As of March 31, 2020 the Foundation the provided the following support to SPC:

- \$2.17 Million in scholarships to SPC students, including \$86,740 for First Generation in College awards.
- Almost \$1.33 Million in program support to the College, providing support to such programs as
 - Palladium Theater
 - LRMA
 - ISPS
 - College of Nursing
 - College of Education
 - Athletics Boosters
 - Women on the Way
 - Men Achieving Excellence/K2M
 - Titan Achievement Grants
 - International Year of the Girl
 - Discovery Day SPC

The Foundation's year ended on a high note with the following large gifts received in March;

- \$350,000 for the Dr. Gerald Whittaker Endowed Nursing Scholarship
- \$10,000 for the Baynard Ethics in Business Scholarship
- \$27,238 to support the Palladium Theater

Current Highlights:

- Grow Smarter St. Petersburg – Bay Area Chamber Foundation made a gift on behalf of the St. Petersburg Chamber of Commerce of \$50,000 to establish the Grow Smarter St. Petersburg Scholarship Fund. This Fund will enhance educational opportunities for St. Petersburg residents and positively impact the lives of St. Petersburg residents for years to come. Students must be pursuing a non-degree work force certificate in Marine and Life Sciences, Manufacturing, Finance, Data Analytics, or Creative Arts & Design. Due to the financial impact upon our community caused by unemployment because of

COVID-19, preference is given to St. Petersburg residents who were displaced from the Hospitality, Retail, or Service Industries.

- SPC Student Emergency Fund – The Foundation received \$10,000 to continue to support SPC students in need; the Downtown St. Petersburg Partnership donated \$5,000 and Fifth Third Bank donated \$5,000.
- May 13 - The Foundation coordinated and kicked-off the first of series of virtual industry roundtables through the Collaborative Labs with the Bay Area Manufactures Association (BAMA). The purpose of the roundtable was to show the manufacturing industry leaders/professionals what SPC currently offers in degrees, training and certifications, and on what skillsets and attributes employers will be looking for in future hires and how SPC can best prepare our students in the professional fields in which they hope to launch careers.
- The Foundation connected with area Chambers of Commerce to host events late in the fall on each of the respective campuses within that chamber's area. The focus will be to bring awareness to each campus, SPC programs, and how SPC lives the mission of a community of care.
- The Foundation provided funding for the 2nd Annual Summer Bridge Program through the Verizon Scholarship for Student Success. Students who participate will receive 3 college credits upon completion of the program.
- The Foundation Scholarship Team closed the scholarship application for the Fall Term on May 20. They received 1,930 applications that will be reviewed in the month of June.
- May 14th - The Foundation held its first Development Committee meeting in its new fiscal year. The committee is made up of select Foundation Board Members, Foundation Development team, Dean of Workforce Institute, Trustee Stonecipher and Dr. Williams.

June 2020 Board Report

1. The Palladium remains closed with no reopen date set. This closure interrupted what would have been the most financially successful year in Palladium history. The theater was solidly booked from March 12 through July 4. All that business is gone.

2. Despite the closure, the Palladium current FY budget is in relatively good shape thanks to our earlier success and fiscal prudence. We expect to end the 2019-20 FY with a balanced budget.
3. Working remotely, the Palladium staff are developing a written plan for how we will safely reopen and operate the theater. This will be a detailed document address seating, concessions, bathrooms, ticketing, cleaning, etc. Our deadline to produce the first draft of this document is June 15. We will work with SPC officials to make sure we meet all requested standards.
4. We are closely monitoring other performing arts centers and related organizations to see what is working and learn from those experiences.
5. We are developing video/audio capability so we can send virtual concerts into the homes of audience members.
6. The Palladium is not pushing for an early reopening. That said, we need to be involved in discussions about reopening with appropriate SPC officials. We have clients and artists asking for future dates. It is hard to predict our 2020-21 FY budget without some clear idea of how and when we can reopen.
7. Tampa Bay Magazine named the Palladium at SPC the “Best Community Performing Arts Center” in its 2020 Best of the Bay edition.

June 16, 2020

Agenda Item VIII - E

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President 

SUBJECT: Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

1. Approval was received for Change Order #3, Project #1707-R-18-4, SE Chamber of Commerce. This Change Order extended the substantial completion date from November 30, 2018 to October 30, 2019.
2. Approval was received for Change Order #4 for Phase II, Change Order #3 for Phase III, Project #301-D-17-3, Student Success Center, St. Petersburg Gibbs Campus. These Change Orders associated with the extension of time from November 28, 2019 to March 30, 2020 approved when the Board of Trustees signed the contract amendment at the January 21, 2020 meeting.
3. Approval was received for Change Order #5 for Phase II, Change Order #4 for Phase III, Project #301-D-17-3, Student Success Center, St. Petersburg Gibbs Campus. These Change Orders reflect the extension of time from April 30, 2020 to May 15, 2020. The extension of time was requested due to unforeseen impacts on the schedule related to COVID-19.
4. Approval was received for Change Order # 6 for Phase II, Change Order #5 for Phase III, Project #301-D-17-3, Student Success Center, St. Petersburg Gibbs Campus. These Change Orders moved \$50,000.00 from the Design Build Buyout from Phase II to Phase III. The budget move revised Phase II's GMP from \$4,458,932.58 to \$4,408,932.58 and Phase III's GMP from \$13,704,446.11 to \$13,754,446.11.

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

Agenda Item VIII - C

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President



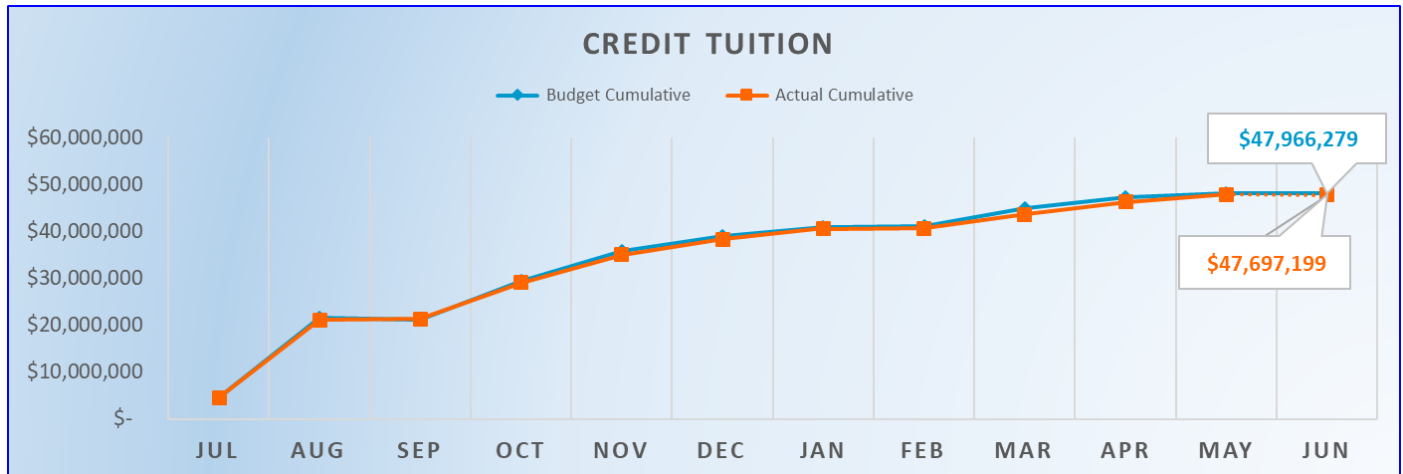
SUBJECT: Fiscal Year 2019-2020 College General Operating Budget Report with Tuition Revenue Projections

The FY19-20 fund 1 operating budget report through May 31, 2020 is attached.

As of May 31, 2020, the overall revenue is \$132.6M, which represents 92.3% of the operating budget. Personnel expense represents 77.8% of the annual operating budget. As of this report date, personnel expense totals \$97.9M or 87.6% of the total budget. Current and capital expense totals \$22.1M (76.2%) and \$1.2M (44.9%), respectively. Net balance of revenue less expense is \$11.3M.

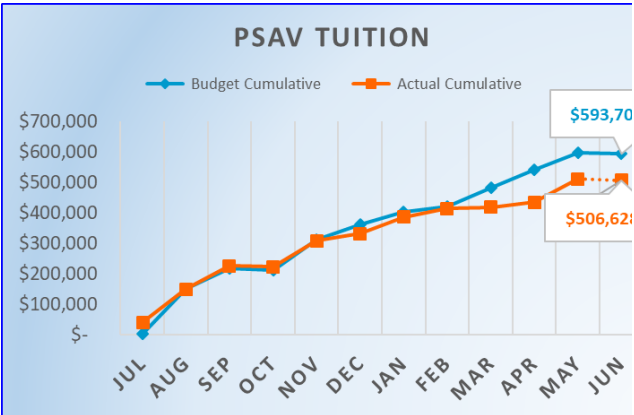
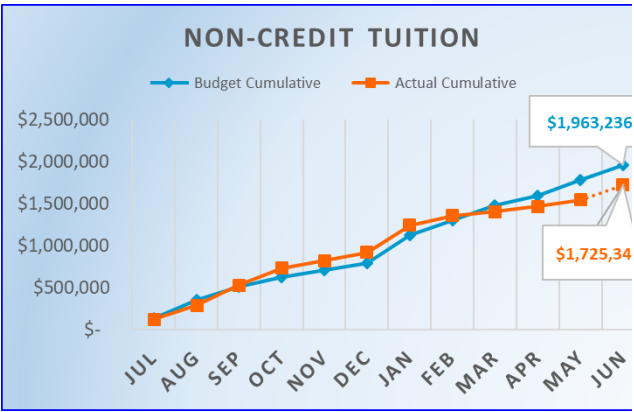
Displayed below are charts for projected tuition revenue. There are three types of tuition revenue; credit tuition, non-credit tuition, and postsecondary adult vocational tuition.

Credit Tuition Revenue – The chart below displays the credit tuition portion of the budget to the trending projected amount. As of May 31, 2020, the tuition projection is \$269K below the budgeted amount.

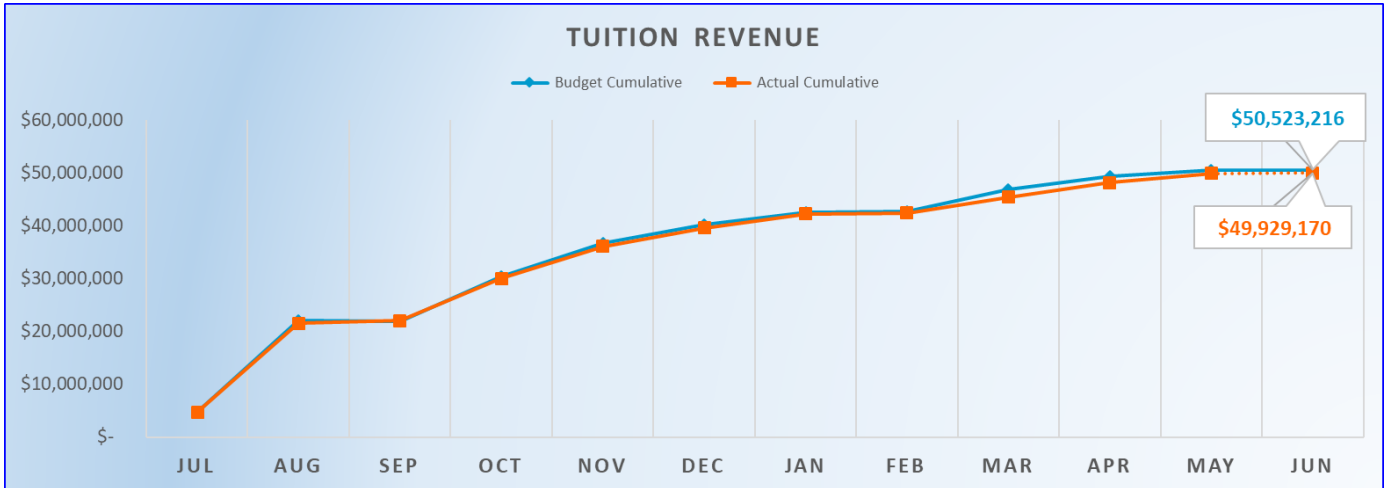


Non-Credit Tuition Revenue – The chart to the right displays the non-credit portion of the budget to the trending projected amount. As of May 31, 2020, the tuition projection is \$237.9K above the budgeted amount.

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 May 31, 2020, the tuition projection is \$87K below the budgeted amount.



Total Tuition Revenue - The chart below displays the total operating tuition budget to the trending projected amount. As of May 31, 2020, the overall tuition projection is \$594K below the budgeted amount.



Janette Hunt, Vice President, Finance & Business Operations

Attachment

St. Petersburg College
Operating Budget Report
May 31, 2020

	Prior Year Budget	Prior Year Actual	Budget	Actual	% of YTD
Revenue					
Student Tuition	\$ 50,779,769	\$ 51,274,242	\$ 50,523,216	\$ 49,886,295	98.7%
State Appropriation - FCS	\$ 51,475,043	\$ 47,185,433	\$ 60,811,965	\$ 55,744,294	91.7%
State Appropriation - Lottery	\$ 16,598,793	\$ 13,279,036	\$ 9,443,975	\$ 7,555,180	80.0%
State Appropriation - 2+2 Student Success	\$ -	\$ -	\$ 970,703	\$ 889,810	91.7%
State Appropriation - Work Florida	\$ -	\$ -	\$ 687,535	\$ 630,240	91.7%
Performance Funding	\$ 3,514,400	\$ 3,221,534	\$ -	\$ -	0.0%
Learning Support Access Fee	\$ 1,607,832	\$ 1,542,906	\$ 1,607,832	\$ 1,503,945	93.5%
Distance Learning Fee	\$ 3,995,700	\$ 4,005,179	\$ 3,995,700	\$ 4,356,306	109.0%
Technology Fee	\$ 2,476,437	\$ 2,476,277	\$ 2,476,437	\$ 2,409,174	97.3%
Lab Revenue Fees	\$ 1,575,099	\$ 2,117,117	\$ 2,114,157	\$ 1,821,862	86.2%
Industry Certifications	\$ 500,000	\$ 579,272	\$ 700,000	\$ -	0.0%
Other Revenues	\$ 5,187,048	\$ 5,240,237	\$ 5,167,110	\$ 6,007,090	116.3%
Other Student Fees	\$ 1,065,052	\$ 727,198	\$ 864,805	\$ 617,987	71.5%
Fund Transfers In	\$ 3,103,706	\$ 1,705,494	\$ 2,500,000	\$ 1,132,234	45.3%
Reserve	\$ 1,000,000	\$ -	\$ 1,677,908	\$ -	0.0%
Total Revenue	\$ 142,878,878	\$ 133,353,926	\$ 143,541,343	\$ 132,554,418	92.3%
Personnel & Benefits					
Instructional/Faculty-Full time	\$ 25,749,327	\$ 23,564,961	\$ 24,375,480	\$ 21,990,298	90.2%
Administrative & Professional	\$ 23,585,641	\$ 20,500,440	\$ 24,570,371	\$ 21,155,609	86.1%
Career Service (includes OT)	\$ 19,183,840	\$ 16,294,814	\$ 18,565,584	\$ 15,682,184	84.5%
Adjunct	\$ 8,939,647	\$ 8,639,173	\$ 9,073,492	\$ 8,847,736	97.5%
Supplemental	\$ 4,202,945	\$ 4,645,259	\$ 4,871,945	\$ 4,960,498	101.8%
Other Personal Services (OPS)	\$ 2,019,316	\$ 1,534,358	\$ 1,853,669	\$ 1,222,225	65.9%
Student Assistants	\$ 428,000	\$ 204,959	\$ 422,851	\$ 178,252	42.2%
Health Insurance	\$ 14,423,171	\$ 12,420,709	\$ 14,490,795	\$ 11,685,779	80.6%
Other Benefits	\$ 11,827,326	\$ 10,874,878	\$ 12,026,259	\$ 10,812,893	89.9%
Other Personnel Expenses	\$ -	\$ -	\$ 1,499,298	\$ 1,390,846	92.8%
Total Personnel & Benefits	\$ 110,359,214	\$ 98,679,553	\$ 111,749,744	\$ 97,926,319	87.6%
Current Expense					
Bad Debt/Unemployment	\$ 1,003,331	\$ (97,664)	\$ 1,150,000	\$ (21,591)	-1.9%
Insurance (Non Health)	\$ 1,811,245	\$ 1,851,643	\$ 1,877,472	\$ 2,337,756	124.5%
Repairs & Maint	\$ 931,034	\$ 833,899	\$ 1,152,501	\$ 881,749	76.5%
Scholarships/Fee Waivers	\$ 2,424,463	\$ 3,060,174	\$ 2,495,326	\$ 2,822,545	113.1%
Services and Fees	\$ 6,006,449	\$ 4,250,481	\$ 4,332,692	\$ 4,036,242	93.2%
Materials and Supplies	\$ 4,693,926	\$ 3,496,610	\$ 4,518,483	\$ 2,849,333	63.1%
Travel	\$ 350,000	\$ 415,056	\$ 547,120	\$ 292,156	53.4%
Utilities	\$ 5,527,258	\$ 5,124,269	\$ 5,296,453	\$ 4,796,594	90.6%
Other Current Expense	\$ 3,296,339	\$ 3,738,937	\$ 4,125,173	\$ 978,307	23.7%
Tech Expense/Licensing	\$ 3,695,983	\$ 3,638,167	\$ 3,519,760	\$ 3,139,325	89.2%
Total Current Expense	\$ 29,740,028	\$ 26,311,571	\$ 29,014,980	\$ 22,112,416	76.2%
Capital					
Computer Refresh Leases	\$ 2,390,037	\$ 1,349,213	\$ 2,454,075	\$ 997,417	40.6%
Capital Purchases	\$ 389,599	\$ 206,680	\$ 322,544	\$ 248,633	77.1%
Total Capital	\$ 2,779,636	\$ 1,555,893	\$ 2,776,619	\$ 1,246,050	44.9%
Total Operating	\$ 142,878,878	\$ 126,547,017	\$ 143,541,343	\$ 121,284,786	84.5%
Balance	\$ -	\$ 6,806,909	\$ -	\$ 11,269,633	

**St. Petersburg College
Board Evaluation of the President
2019-2020**

For each of the following questions, indicate your level of satisfaction with the President's performance in the following areas by providing a score between one and five. Additionally, please provide any additional feedback or comments as appropriate. If insufficient information or not applicable, the board member may indicate by placing N/A or by not placing a score and explaining in the comments.

Factor Category	BOT Ratings					Avg.	Comments
	Trustee 1 (KC)	Trustee2 (BB)	Trustee 3 (TK)	Trustee 4 (HS)	Trustee 5 (DS)		
LEADERSHIP							
1. Understands and supports comprehensive community college mission.	5	5	5	5	3	4.6	Dr. Williams leadership of her team is her greatest strength. Very much so.
2. Has ethical, fair, honest leadership style.	5	5	5	5	4	4.8	
3. Is an effective communicator.	4	5	5	4	2	4.0	
4. Has an effective management style, inspiring others and engendering confidence.	5	4	5	5	3	4.4	I am bothered by the unionization of faculty.
5. Recruits and utilizes effective employees.	5	5	4	5	2	4.2	
6. Displays resourcefulness in identifying, analyzing, and solving problems.	4	5	5	5	1	4	The pivot during COVID was nothing short of a herculean feat and you did it flawlessly. Issues raised by the board need to be handled appropriately and in a timely manner. Leader is expected to provide a resolution to issues and provide a pathway forward.
7. Provides decisive and diplomatic leadership style.	5	5	5	5	3	4.6	
DIVERSITY INITIATIVES							
1. Provides appropriate institutional leadership on board priority of increasing diversity in employment among administrators, faculty and staff.	4	5	5	5	4	4.6	Has lobbied for and proposed funding for diversity officer.

Factor Category	BOT Ratings					Avg.	Comments
	Trustee 1 (TK)	Trustee 2 (BB)	Trustee 3 (TK)	Trustee 4 (MS)	Trustee 5 (DS)		
2. Plans and implements initiatives to increase penetration into diverse communities and student enrollment of the diverse communities in Pinellas County.	4	5	5	5	4	4.6	This is our greatest need.
3. Reaches out to the diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community.	5	5	5	5	4	4.8	A true leader and inspirational speaker.
4. Follows through on the college's priority for minority businesses to participate in opportunities to partner and do business with the college.	N/A	5	5	5	4	4.75	
PLANNING AND BUDGETING:							
1. Supports and provides leadership on the college's educational master plan.	5	5	5	5	2	4.4	Not enough information to determine what direction the college is currently going in. Leader needs to present the board with several possible alternatives rather than submitting only one plan.
2. Sets appropriate priorities and focus for the college within the overall master plan.	5	5	5	5	3	4.6	
3. Provides leadership in the area of improving student success.	5	4	4	5	4	4.4	Still waiting to see scores improve for African American Males
4. Provides leadership in increasing student access and penetration into the community.	5	5	5	5	3	4.6	
5. Leads the college's efforts to identify sources of funding.	5	4	3	5	1	3.6	Need to explore the PG opportunities discussed to avoid state dependence. Legislative relationships need to be built upon. Leader is still unable to build the necessary relationships to secure sources of funding. It is important to seek new funding sources to support the college.
6. Provides understanding and appropriate allocation of resources to priorities of college.	5	5	4	5	3	4.4	

7. Understands and supports fundraising from private and foundation supporters to strengthen college.	5	5	4	5	5	2	4.2	Dr. Williams has grown this year through partnership w/ Jesse Turtle. I've seen real leadership and growth here.
8. Is responsible to solving financial and management issues identified by audits or resulting from funding fluctuations.	N/A	5	5	5	5	3	4.5	So proud of enrollment growth during difficult times.
BOARD RELATIONS:								
1. Provides adequate information and makes sound recommendations to the Board.	5	4	5	5	5	2	4.2	Always open with good, bad and ugly. Still disagree on real estate direction and hope to see it as a revenue generator for the college. Leader often has a delayed response to concerns brought by the board. Information is somewhat incomplete and sometimes does not include key information the board has requested.
2. Carries out the actions and priorities of the Board	5	4	5	5	5	4	4.6	
3. Maintains a proper balance between bringing policy matters to the board for discussion and action and acting on managerial and administrative matters.	5	5	5	5	5	2	4.4	Information brought to the board is sometimes unclear with little explanation of actions that were taken, making it difficult for the board to have meaningful discussion.

ADDITIONAL ITEMS:									
Florida statutes require that the Board certify that it evaluates the president on implementation of two reports that must be submitted to the state: (1) The college's Equity Plan required in FS.1008.45, and (2) Statewide accountability plan required by FS.1008.45.									
1. The president provides leadership to assure that the college addresses equity issues required by the state and in bringing forth a report to the board with goals and performance in this area.	5	5	5	5	5	3	4.6		
2. The president provides leadership in using the accountability report developed by the state.	5	5	5	5	5	4	4.8		
Additional comments and feedback for the president:									

Dr. Williams is a thoughtful and transparent leader. She takes information and criticism and adjusts to not only keep SPC moving forward, but to respond and include all views. Dr. Williams and the college has had a huge three years cleaning up things, cutting the expense side of budget and developing and implementing a strategic plan. It is an honor to serve SPC with a leader like Dr. Williams.

Serving side by side for the benefit of our students and community is a true pleasure. I am always proud to be representing the college and to call Tonjua my President.

I have truly enjoyed serving on the SPC BOT this past year. Working with Dr. Williams has been a joy. I have learned so much about the college and the role it plays in the community. An education by fire at times, Dr. Williams has always taken the time to educate and invest in me as a board member and I have enjoyed watching her hands on leading style. I have watched her lead with grace, providing a steady hand and guidance through some very tumultuous times including the unprecedented shutdown of our campuses through the COVID-19 crisis. She has been at the forefront of every decision and has kept the BOT fully informed along the way. I look forward to continuing to serve on this tremendous board alongside Dr. Williams for our Titan family.


Dr. Williams has once again proven herself to be a fantastic leader in our community and at St. Petersburg College. She continues to move full speed ahead in many different areas and brings an energy level that is sometimes hard to match. Her ability to pivot this year, due to the effects of COVID 19, has been integral for us to continue on as a healthy and vibrant higher education institution. Dr. Williams was able to motivate and lead the great employees she has around her to quickly move us successfully forward in a changed environment. This was truly an SPC-wide initiative that required everyone to chip in and I couldn't be prouder of the results. Dr. Williams' attention to detail has ensured that through it all, work and progress was still being made in relation to our overall college goals and our strategic plan. Our expenses have continued to track downwards as we strive to continue on a path of solid fiscal health, much work and effort was put forward as it relates to the success rates (and support) of our African-American male students, we are in the early stages of redesigning part of our recruitment efforts and streamlining class schedules, our 2-2 programs continue to grow, our 2nd college high school was successfully opened in Tarpon Springs, communication/alignment with our SPC Foundation is solid and moving in a positive direction, there remains consistent focus on our employee experience and improved communication, and I think big strides were made this year with our legislative strategy, and our future overall effectiveness in Tallahassee. I believe strongly that our college is moving in the right direction, and that we have a solid foundation in place as we prepare to strategically map out what our goals for the next three years will look like. Personally, I'd like to see Dr. Williams continue to focus in on student success rates and retention (and what additional funds are needed for both), workforce training and community partnerships, employee communication/engagement and finally, focus on ways we can move into this post COVID-19 world and increase the college's reach in our community.

Board Chair's Signature _____ Date _____

President's Signature _____ Date _____

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Project Number 1707-U-20-15, Remodel/Renovate the Downtown Center

Approval is sought for the Board of Trustees to authorize the President to act on the Board's behalf to approve 100% construction drawings and GMP for Project Number 1707-U-20-15, Build-Out Shelled Space at the Downtown Center, DT.

On May 19th, 2020 the board approved the selection committee's recommendation to proceed with contract negotiation with the #1 ranked firm, Creative Contractors for the Build-Out of Shelled Space at Downtown Center project.

In the interest of moving the project forward, we request the Board authorize the President to approve the 100% construction drawings and guaranteed maximum price (GMP) not to exceed \$2.2M. The GMP is for the remodeling/renovation of approximately 13,200 SF of shelled out space to accommodate administrative offices and support spaces at the Downtown Center. Should the negotiations not result in a satisfactory contract deemed to be fair, competitive and reasonable; negotiations will be undertaken with the second most qualified firm and thereafter, if necessary, with the third.

All additional information on this project will be brought to the Board on a quarterly report.

Tonjua Williams, President, Janette Hunt, Vice President, Finance and Business Operations; and Diana Wright, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.